BlitzDocs- New File Submission Process

Please be aware that BlitzDocs is a document tracking tool only. Please refer to the approval issued by the underwriter for the status of the loan and/or underwriting conditions

Step 1- New File Folder Creation

- Log into: BlitzDocs through the Broker Portal. Once signed in, click on "BlitzDocs" under the "Tools" tab. Please note – Blitzsdocs does not work well if you use Google Chrome as your browser. Internet Explorer is the most compatible browser to use with Blitzdocs.
- Enter REMN as the Company Name, then User Name and Password. Click "Remember Me" and the system will remember the Company Name and User Name but you will need your password every time you log in.
- Click on "I forgot my password" to re-set password.


- Click- **Folder**
- Click- **Create a Folder**

- Enter **Folder Attributes** (fields with an asterisk are required).
- **Application Number-** Borrower's last name followed by the subject property street address
  - **Example:**
  - **Please be aware the file number will change once the file has been received by REMN**
- Enter- **First Name, Last Name, Product Type, Lien Position, and Account Executive**
  - Please note- If no AE is labeled when the file is created they will not be notified of the new submission
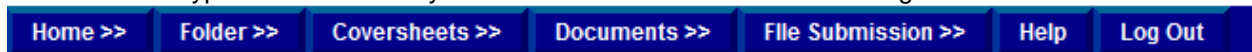- Click- **Create**

Step 2- Uploading File Documentation- Upload the entire file in one PDF
The system will accept a file up to 40 MBS in size so if the file is larger, simply split into 2 PDF's

- Click- **Documents>>**
- Click- **Upload**
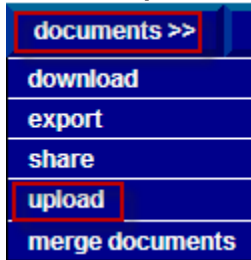
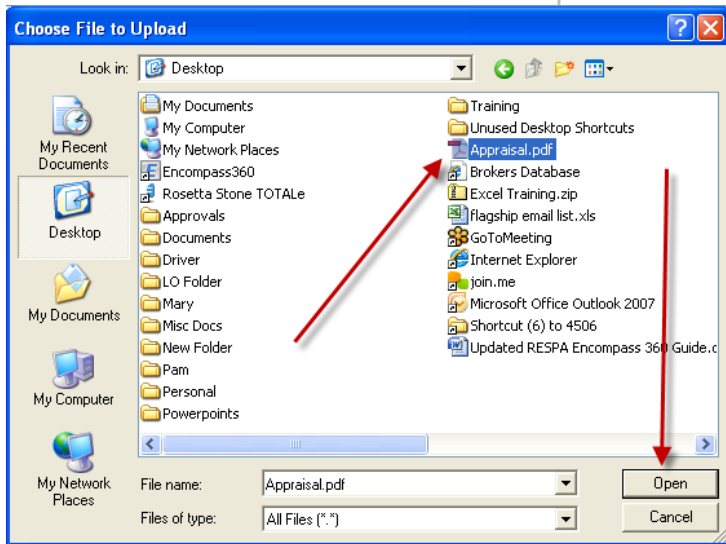- Document type will automatically be labeled- ****Initial Submission Package****

- Click- **Browse**

- Locate file on the computer

- Click- **Submit**

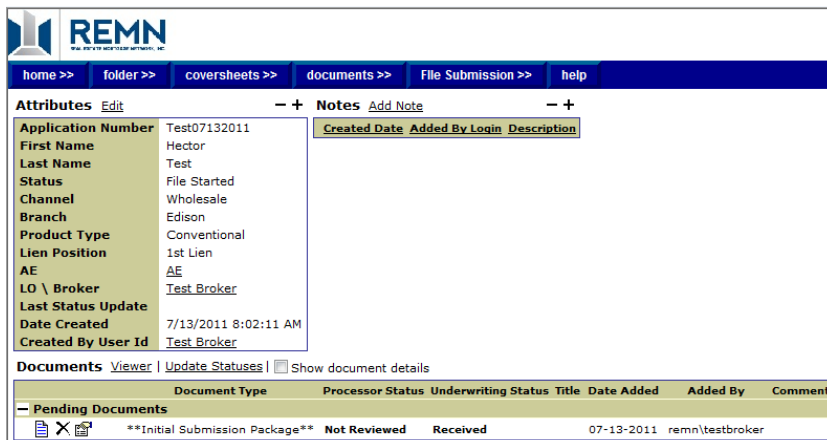- A new screen will appear stating the document was successfully uploaded.

- If documents do not automatically appear click refresh page or press F5

- New file submission will appear in the folder view

- **Once any documentation has been uploaded utilizing the title **Initial Package Submission** an email automatically gets sent to REMN Wholesale letting them know about the new file submission**

- **The file will then be submitted to the underwriting department by REMN's staff. Once this has happened, the broker and Account Executive will automatically receive an email stating the file has been submitted to underwriting**

* All new files must be submitted via Broker Portal in conjunction with BlitzDocs.

Step 3 – Uploading File Documentation - Uploading Conditions

- **Find the file using the search feature, the existing file should reflect a REMN loan number. If file cannot be found- do not create a new file- please contact your AE**

- Example Loan number should reflect- NE0123456

- Conditions may only be uploaded as one document type:
  - *****UW Conditions**

- Conditions can be uploaded in one large PDF or they can be uploaded separately. Labeling the conditions by the number they are associated with on the Approval is greatly appreciated! Until the "Submit UW Conditions" button is selected, any uploaded conditions will not available for the UW to view.

- <mark>**Conditions will not be officially submitted to underwriting until the following steps are followed**</mark>:

  - When in the Folder View of the file, Choose "Documents" in the blue navigation bar and then "Upload".
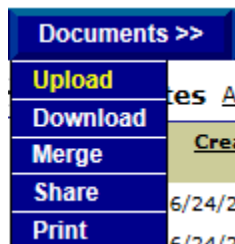
- On the Upload screen, choose ***UW Conditions" in the "Document Type" drop down

- Then choose "Browse" to select the file(s) for upload

- Once conditions have been selected, choose "Upload"

- When conditions have been uploaded, the screen will show the status as "completed"

Please note - the following final step must be completed for the underwriter to be notified that conditions have been submitted and are ready for review

Once conditions have been uploaded, use the navigation bar at the top of the page to submit the conditions to the underwriter as follows:

- Choose- **File Submission**
- Choose - **Broker**
- Choose- **Submit UW Conditions**