

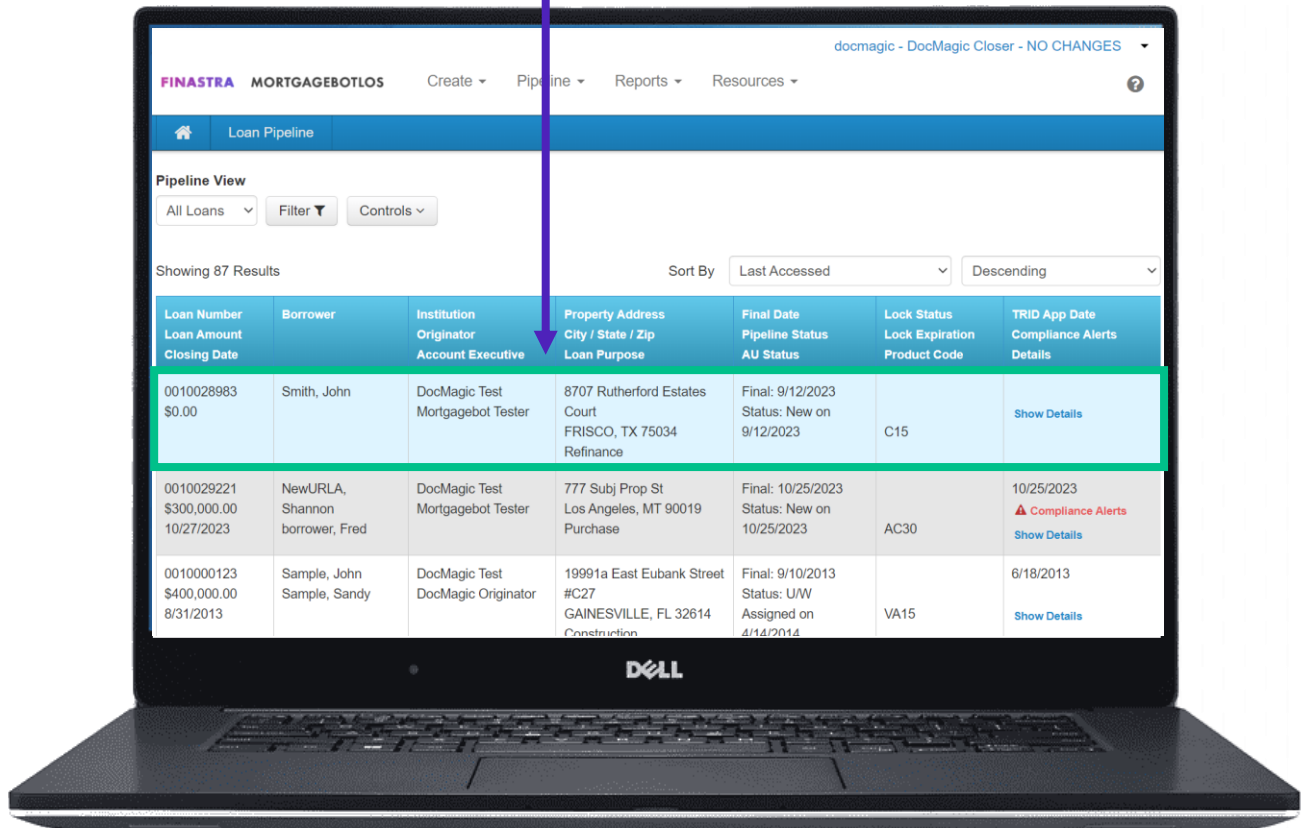


Processing Initials and CDs  
and  
Closing Packages

# MortgageBot

## Getting Started w/ Initial Disclosures

First, you'll want to search for the loan package you want to process.



We'll start with an Initial Disclosure, then do a Closing Package.



# MortgageBot

## Check Borrower Information

Make sure that the Borrower's information is correct.

The screenshot displays the MortgageBot interface for a loan pipeline. The breadcrumb trail is: Home > Loan Pipeline > 0010028983 - Smith. The main header shows the loan ID and borrower name: 0010028983 - John Smith. A sidebar on the left, titled 'Forms & Docs', contains a search bar and a list of documents. The 'Borrower Summary' document is highlighted with a green box, and a purple arrow points from the callout text above to this box. The main content area is divided into two sections: 'Application Criteria' and 'Loan Details', both with 'Hide' buttons. The 'Application Criteria' section lists: Application Date (9/12/2023), Name (with a green checkmark), Monthly Income (with a green checkmark), Social Security Number (with a green checkmark), Property Address (with a green checkmark), Value of Property (with a green checkmark), and Loan Amount. The 'Loan Details' section lists: Final (9/12/2023), Loan Amount (\$0.00), Loan Purpose (Refinance), Institution (DocMagic Test (DM)), Product Code (C15), Rate (4.000%), APR (0.000%), P & I (\$0.00), Loan Status, PITI (\$152.24), AU Status, Lock Status (Not Locked), Property Address (8707 Rutherford Estates Court), and Lock Expiration.

docmagic - DocMagic Closer - NO CHANGES

FINASTRA MORTGAGEBOTLOS Create Pipeline Reports Resources

Loan Pipeline 0010028983 - Smith

Type to filter...

Forms & Docs

- Borrower Summary**
- Loan Estimate
- Itemized Fee Worksheet
- 4506-C
- HMDA Information
- Vendor Info
- Patriot Act
- Flood Hazard
- MI Screen
- U/W Transmittal
- U/W Conditions/Decision

### 0010028983 - John Smith

Application Criteria		Hide	
Application Date:		Property Address	✓
Name	✓	Value of Property	✓
Monthly Income	✓	Loan Amount	
Social Security Number	✓		

Loan Details		Hide	
Final:	9/12/2023	Product Code:	C15
Loan Amount:	\$0.00	Rate:	4.000%
Loan Purpose:	Refinance	APR:	0.000%
Institution:	DocMagic Test (DM)	P & I:	\$0.00
Loan Status:		PITI:	\$152.24
AU Status:		Lock Status:	Not Locked
Property Address:	8707 Rutherford Estates Court	Lock Expiration:	



# MortgageBot

## Order Your Document Package

From Doc Packages, choose Order Document Package.

The screenshot shows the 'Order Document Package' interface in the MortgageBot application. The interface includes a top navigation bar with 'FINASTRA MORTGAGEBOTLOS' and 'docmagic - DocMagic Closer - NO CHANGES'. A left sidebar contains a search bar and a list of menu items: 'Forms & Docs', 'Lending Portal - URLA', 'Doc Packages', 'Closing Docs', and 'Actions'. The 'Doc Packages' menu item is highlighted in blue, and the 'Order Document Package' option within it is highlighted with a green box. A purple arrow points from the instruction box above to this option. The main content area is titled 'Order Document Package' and contains several form fields: 'Document Engine' (DocMagic), 'Document Package Type' (Initial Disclosure), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (PDF), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), 'Alt Lender Code', and 'eClosing Provider'. There are also checkboxes for 'eDisclosure', 'Click Sign', and 'Mail Out To Borrower'.



# MortgageBot

## Order Your Document Package

Choose your package type from the dropdown menu here.

The screenshot shows the 'Order Document Package' interface in the MortgageBot system. The page title is 'docmagic - DocMagic Closer - NO CHANGES'. The breadcrumb trail is 'FINASTRA MORTGAGEBOTLOS > Create > Pipeline > Reports > Resources'. The current loan pipeline is '0010028983 - Smith'. The left sidebar contains navigation options: 'Forms & Docs', 'Lending Portal - URLA', 'Doc Packages' (selected), 'Order Document Package', 'Closing Docs', and 'Actions'. The main content area is titled 'Order Document Package' and contains the following fields and options:

- Document Engine:** DocMagic
- Request Type:** Complete Package
- Document Format:** PDF
- Plan Code:** CONV -- Conventional: ALL FIXED LOANS
- Alt Lender Code:** (empty field)
- Document Package Type:** Initial Disclosure (selected)
- eDisclosure
- Click Sign
- Mail Out
- Event Notification

The 'Document Package Type' dropdown menu is open, showing the following options:

- Prequalification
- Loan Estimate
- Initial Disclosure (highlighted)
- Redisclosure
- Processing
- Underwriting
- Pre-Closing Package
- Servicing Transfer Package
- Adverse Action
- eConsent Package
- Point Of Sale Package
- Loan Application Package
- Loan Approval Package
- Rate Lock Package
- Post-Closing Package
- Appraisal Package
- UCD Package

Note that you have the option for both Initial and Closing Disclosures.



# MortgageBot

But First, You Should Run an Audit

We recommend that you **audit** first. You can do so by choosing Audit Only in the Request Type.

The screenshot shows the MortgageBot interface for 'Order Document Package'. The top navigation bar includes 'FINASTRA MORTGAGEBOTLOS', 'Create', 'Pipeline', 'Reports', and 'Resources'. The breadcrumb trail shows 'Loan Pipeline' and '0010028983 - Smith'. The main form has the following fields:

- Document Engine:** DocMagic
- Document Package Type:** Initial Disclosure
- Request Type:** Audit Only
- Language:** English
- Event Notification
- Additional Data

A purple arrow points from the 'Request Type' dropdown menu to the 'Submit' button at the bottom right of the form.

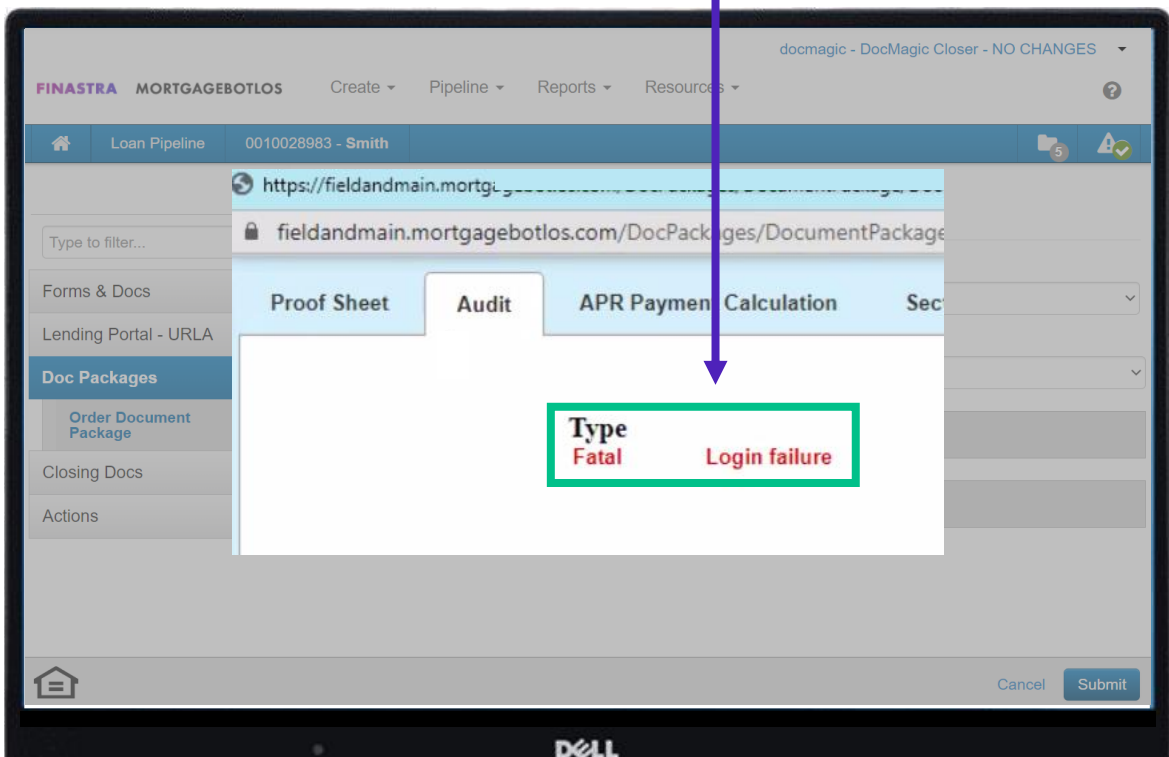
Then, click Submit.



# MortgageBot

## Fatal Error

If you see this Fatal Login failure, it means that you might be submitting from the wrong account.



For example, if you are logged into DocMagic with Account A but logged into the LOS with Account B, you might get this error. Also, you might need to be logged into MortgageBot with the Loan Originator's account, instead of the processor or lender.



# MortgageBot

## Loan Detail Report

You can review the Loan Detail Report as well as the full set of Documents before processing them.

Loan Details Report

File

### Loan Detail Report

DocMagic

Loan Number:	77702280712	File ID:	2376
Borrower Name:	JOHN SMITH	Client Number:	100SALES
Property Address:	935 WILLOW STREET, BURLINGTON NJ 08016	Date of Report:	03/03/2022

Transaction Details | Data Validation | Compliance Audit | Collapse all

#### DETAILS

##### LENDER INFO

Lender Name:	DSI TEST LENDER (SALES)	Transfer To:	
Loan Program:	ALL FIXED LOANS (DSI_CONV)		

##### LOAN IDENTIFIERS

Loan Number:	77702280712	FHA/VA Case:		MERS #:	9999353-7702280712-2
Loan Purpose:	Purchase	Loan Type:	Conventional	Origination Type:	Lender
FHA Section:		MIC #:			
Loan Rep:		Broker Name:		Branch:	

##### IMPORTANT DATES

Application Date:	11/01/2018	Cancel Date:		CD/Re-Disc. Send Date:	
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DELL





# MortgageBot

When You're Ready to Process

DocMagic is the default Document Engine. Select Initial Disclosures from the Document Package Type.

The screenshot shows the 'Order Document Package' form in the FINASTRA MORTGAGEBOTLOS system. The form is displayed on a monitor. A purple arrow points from the top text box to the 'Document Package Type' dropdown menu, which is set to 'Initial Disclosure'. Another purple arrow points from the bottom text box to the 'Request Type' dropdown menu, which is set to 'Complete Package'. The form includes fields for Document Engine (DocMagic), Request Type (Complete Package), Document Format (PDF), Plan Code (CONV -- Conventional: ALL FIXED LOANS), Alt Lender Code, eClosing Provider, and checkboxes for eDisclosure, Clock Sign, and Mail Out To Borrower. The 'Submit' button is highlighted in blue.

Choose "Complete Package" under Request Type.



# MortgageBot

When You're Ready to Process

Select PDF or DBK from Document Format.

The screenshot shows the 'Order Document Package' form in the MortgageBot interface. The form is titled 'Order Document Package' and is part of a 'Loan Pipeline' for '0010028983 - Smith'. The form includes the following fields and options:

- Document Engine:** DocMagic
- Document Package Type:** Initial Disclosure
- Request Type:** Complete Package
- Document Format:** PDF
- Language:** English
- Plan Code:** CONV -- Conventional: ALL FIXED LOANS
- Alt Lender Code:** (empty field)
- eClosing Provider:** (empty dropdown)
- Options:**  eDisclosure,  Click Sign,  Mail Out To Borrower

The 'Document Format' and 'Plan Code' fields are highlighted with a green box, and a purple arrow points from the text 'Select PDF or DBK from Document Format.' to the 'Document Format' dropdown. Another purple arrow points from the text 'Choose your Plan Code.' to the 'Plan Code' dropdown.

Choose your Plan Code.



# MortgageBot

When You're Ready to Process

Click eDisclosure and Click Sign for eSignature capture.

The screenshot shows the 'Order Document Package' form in the MortgageBot interface. The form includes several sections: 'Document Engine' (DocMagic), 'Document Package Type' (Initial Disclosure), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (PDF), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), 'Alt Lender Code', and 'eClosing Provider'. At the bottom, there are three checkboxes: 'eDisclosure' (checked), 'Click Sign' (checked), and 'Mail Out To Borrower' (unchecked). A 'Submit' button is located at the bottom right. A blue arrow points from the top text box to the 'Click Sign' checkbox, and another blue arrow points from the bottom text box to the 'Submit' button.

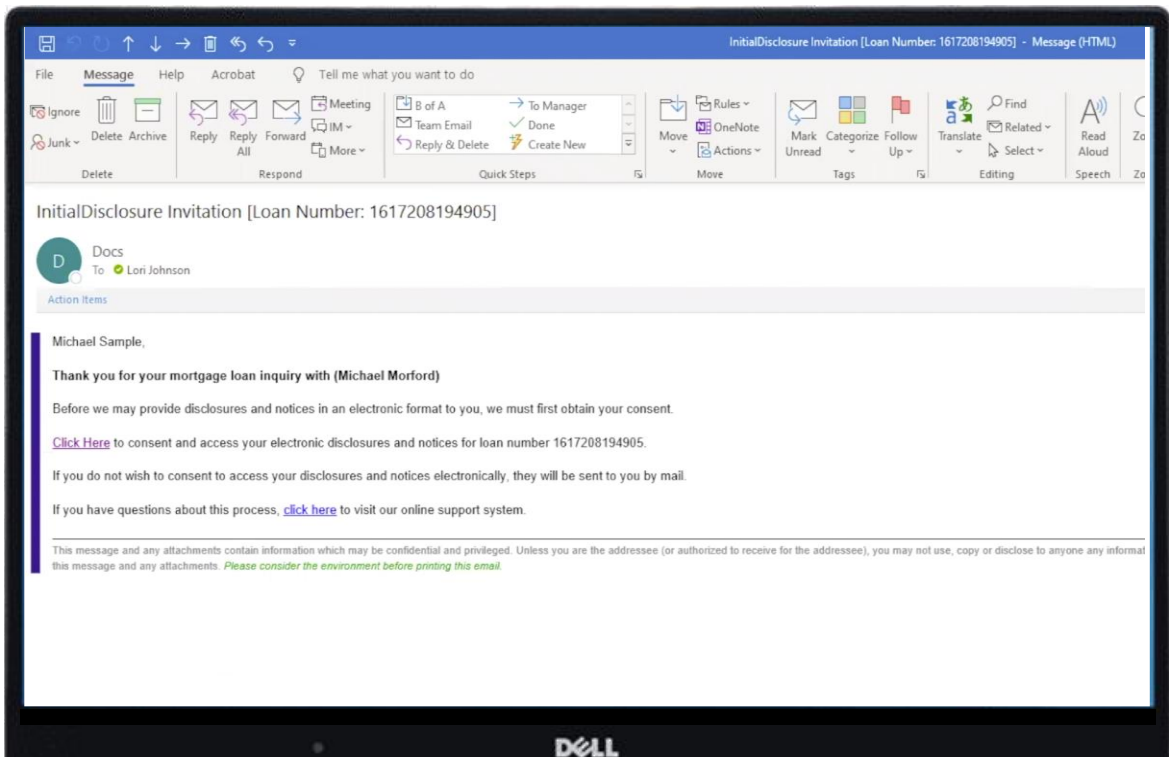
Click Submit.



# MortgageBot

## Participant Invitation

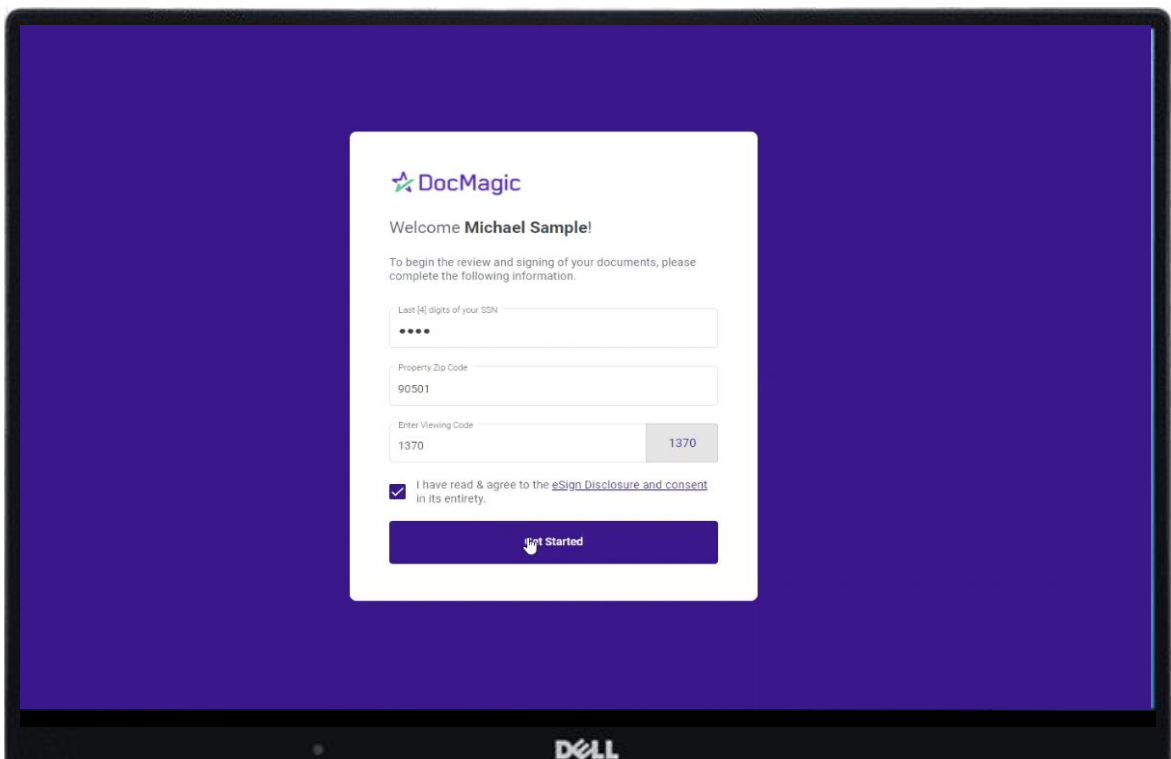
Participants will receive this email inviting them to the signing experience.



# MortgageBot

## Verification Page

They will log into the eSign experience from this verification page and sign the Initial Disclosures.



The screenshot shows a Dell monitor displaying the DocMagic verification page. The page has a dark blue background with a white central form. The form contains the following elements:

- DocMagic logo** at the top left of the form.
- Welcome Michael Sample!** as a greeting.
- A message: "To begin the review and signing of your documents, please complete the following information."
- A text input field for "Last [4] digits of your SSN" containing four black dots.
- A text input field for "Property Zip Code" containing "90501".
- A text input field for "Enter Viewing Code" containing "1370", with a grey button labeled "1370" to its right.
- A checked checkbox with the text: "I have read & agree to the [eSign Disclosure and consent](#) in its entirety."
- A large blue button at the bottom labeled "Get Started" with a mouse cursor over it.

And that's how you do an Initial Disclosure! The rest of the guide focuses on running a Closing Package.



# MortgageBot

## Order Your Closing Disclosures

Follow the same steps for Closing Disclosures, only choose Closing Disclosure from the dropdown menu here.

The screenshot shows the 'Order Document Package' interface in the MortgageBot system. The page title is 'Order Document Package'. The 'Document Engine' is set to 'DocMagic'. The 'Request Type' is 'Complete Package'. The 'Document Format' is 'PDF'. The 'Plan Code' is 'CONV -- Conventional: ALL FIXED LOANS'. The 'Alt Lender Code' field is empty. There are checkboxes for 'eDisclosure', 'Click Sign', 'Mail Du', 'Include Demographic Information Addendum in return', and 'Event Notification'. The 'Document Package Type' dropdown menu is open, showing a list of options: 'Closing Disclosure', 'Prequalification', 'Initial Disclosure', 'Redisclosure', 'Processing', 'Underwriting', 'Closing Disclosure', 'Pre-Closing Package', 'Servicing Transfer Package', 'Adverse Action', 'eConsent Package', 'Point Of Sale Package', 'Loan Application Package', 'Loan Approval Package', 'Rate Lock Package', 'Post-Closing Package', 'Appraisal Package', and 'UCD Package'. The 'Closing Disclosure' option is highlighted in blue. A purple arrow points from the text box above to the dropdown menu.

Remember that you have the option for both Initial and Closing Disclosures.



# MortgageBot

## Closing Package

Once you've sent out your CD and you're ready to produce the closing package, go to Closing Docs.

The screenshot displays the MortgageBot interface. At the top, the header includes 'FINASTRA MORTGAGEBOTLOS' and navigation links for 'Create', 'Pipeline', 'Reports', and 'Resources'. Below the header, a blue bar shows 'Loan Pipeline' and '0010028983 - Smith'. The main content area is titled 'Submission' and contains several form fields: 'Document Engine' (DocMagic), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (PDF), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), and 'Alt Lender Code'. There are also checkboxes for 'eDisclosure', 'Click Sign', 'Mail Out To Borrower', 'eNote', and 'eNotary'. A sidebar on the left lists various options under 'Closing Docs', with 'Submission' highlighted in a green box. A purple arrow points from this box to a text box at the bottom of the page.

Choose Submission.



# MortgageBot

## Optional Audit

We recommend that you run an audit first.  
Select Audit Only under Request Type.

The screenshot shows the 'Submission' page in the MortgageBot application. The interface includes a top navigation bar with 'Loan Pipeline' and '0010028983 - Smith'. A left sidebar contains a menu with 'Closing Docs' selected, listing options like 'Borrower', 'Parties', 'Impounds | Escrow', 'Important Dates', 'Closing Disclosure', 'Doc Specifics', and 'Submission'. The main content area has a 'Submission' title and a search filter. Below the title, there are two dropdown menus: 'Document Engine' set to 'DocMagic' and 'Request Type' set to 'Audit Only'. The 'Request Type' dropdown is highlighted with a green box. Below these are 'Language' (set to 'English') and two checkboxes for 'eNote' and 'eNotary'. At the bottom right, a 'Submit' button is highlighted with a green box. A purple arrow points from the 'Request Type' dropdown to the 'Submit' button.

Click Submit.





# MortgageBot

## Closing Package

Many of the steps are the same. Start by selecting Complete Package under Request Type and by choosing either PDF or DBK in the Document Format.

The screenshot shows the 'Submission' form in the MortgageBot interface. The form is titled 'Submission' and is part of a 'Loan Pipeline' for '0010028983 - Smith'. The left sidebar contains a navigation menu with 'Closing Docs' selected. The main form area has several sections: 'Document Engine' (DocMagic), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (DocBlock), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), 'Alt Lender Code', and 'eClosing Provider'. There are also checkboxes for 'eDisclosure', 'Click Sign', 'Mail Out To Borrower', 'eNote', and 'eNotary'. The 'DocBlock' dropdown and the 'Plan Code' dropdown are highlighted with green boxes. A purple arrow points from the top text box to the 'DocBlock' dropdown, and another purple arrow points from the bottom text box to the 'Plan Code' dropdown. The bottom of the screen shows a 'Dell' logo and a 'Submit' button.

Choose your plan code here.



# MortgageBot

## Closing Package

Select eDisclosure and Click Sign for eSignature capture. Please note that e-signed documents will be pushed back into MortgageBot.

The screenshot shows the 'Submission' form in MortgageBot. The form is titled 'Submission' and is part of a 'Loan Pipeline' for '0010028983 - Smith'. The form includes several sections: 'Document Engine' (DocMagic), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (DocBlock), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), 'Alt Lender Code', and 'eClosing Provider'. There are also checkboxes for 'eDisclosure', 'Click Sign', 'Mail Out To Borrower', 'eNote', and 'eNotary'. A green box highlights the 'eDisclosure' and 'Click Sign' checkboxes, and another green box highlights the 'eNote' checkbox. A purple arrow points from the top text box to the 'eDisclosure' and 'Click Sign' checkboxes, and another purple arrow points from the bottom text box to the 'eNote' checkbox.

Click here if you want an eNote for this package.



# MortgageBot

## Closing Package

Click here to enable eNotary for this package.

The screenshot displays the 'Closing Docs' configuration page in the MortgageBot system. The page includes a sidebar with navigation options like 'Borrower', 'Parties', and 'Submission'. The main content area contains several configuration sections: 'Document Engine' (DocMagic), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (DocBlock), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), and 'Alt Lender Code'. Under the 'eClosing Provider' section, there are checkboxes for 'eDisclosure', 'Click Sign', 'Mail Out To Borrower', and 'eNote'. The 'eNotary' checkbox is checked and highlighted with a green box. Below this, the 'Notary Service Provider' dropdown menu is open, showing a list of providers: NotaryCam, WorldWideNotary, and Notarize. At the bottom of the page, there are 'Cancel' and 'Submit' buttons.

Be sure to choose to your Notary Service Provider too.



# MortgageBot

## Closing Package

Hit Submit.

The screenshot shows a web application interface for a mortgage submission. The top navigation bar includes a home icon, 'Loan Pipeline', and the loan ID '0010028983 - Smith'. A left sidebar contains a search bar and a menu with categories like 'Forms & Docs', 'Closing Docs', and 'Actions'. The 'Submission' section is active, displaying various form fields: 'Document Engine' (DocMagic), 'Request Type' (Complete Package), 'Language' (English), 'Document Format' (DocBlock), 'Plan Code' (CONV -- Conventional: ALL FIXED LOANS), and 'Alt Lender Code'. There are also checkboxes for 'eDisclosure', 'Click Sign', 'Mail Out To Borrower', 'eNote', and 'eNotary'. At the bottom right, there are 'Cancel' and 'Submit' buttons. A green callout box with the text 'Hit Submit.' has a purple arrow pointing to the 'Submit' button.



# MortgageBot

## Participant Invitation

Emails will now go out to the Borrower and title agent who you added in MortgageBot.

