DocMagic

Report Manager

Navigating to Report Manager

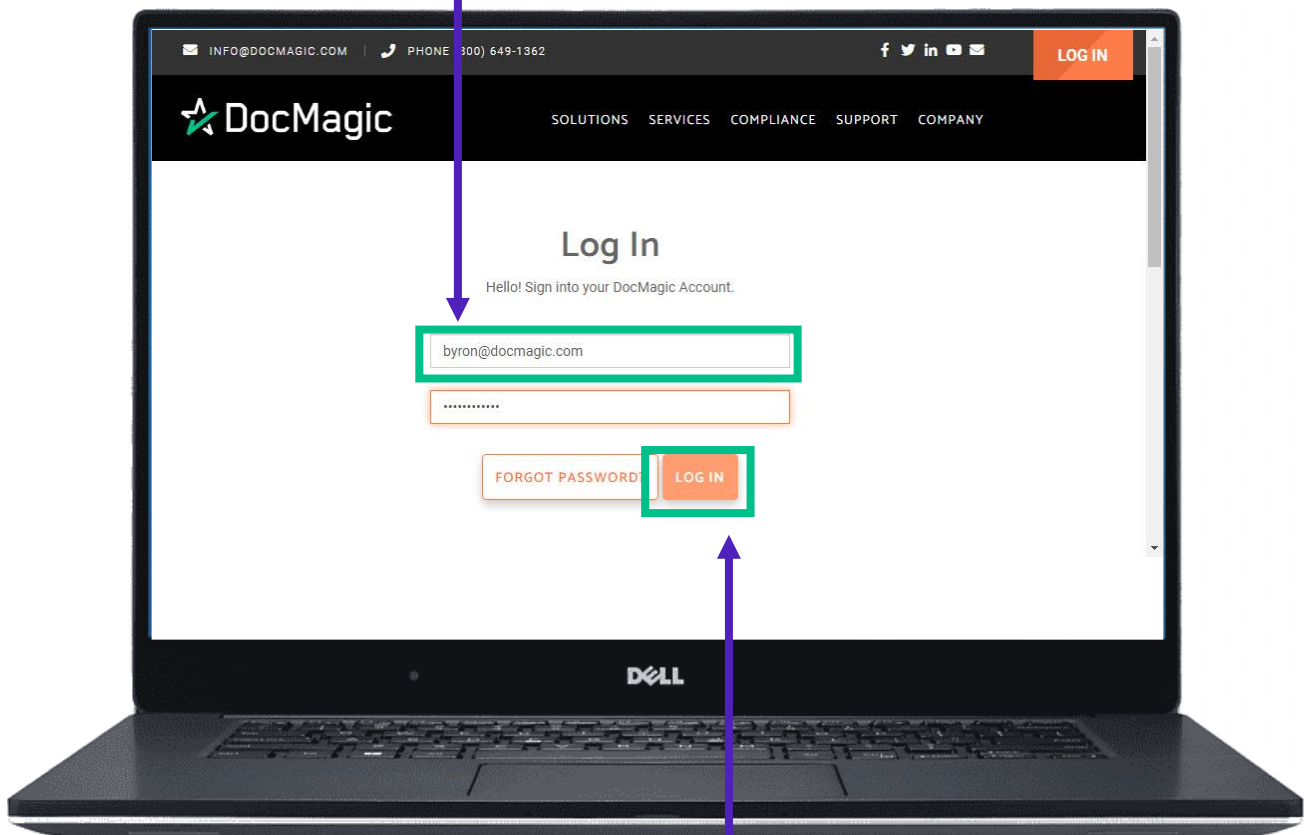Go to www.docmagic.com

Navigating to Report Manager

Login with your email and password.

Click "LOG IN"

Report Manager

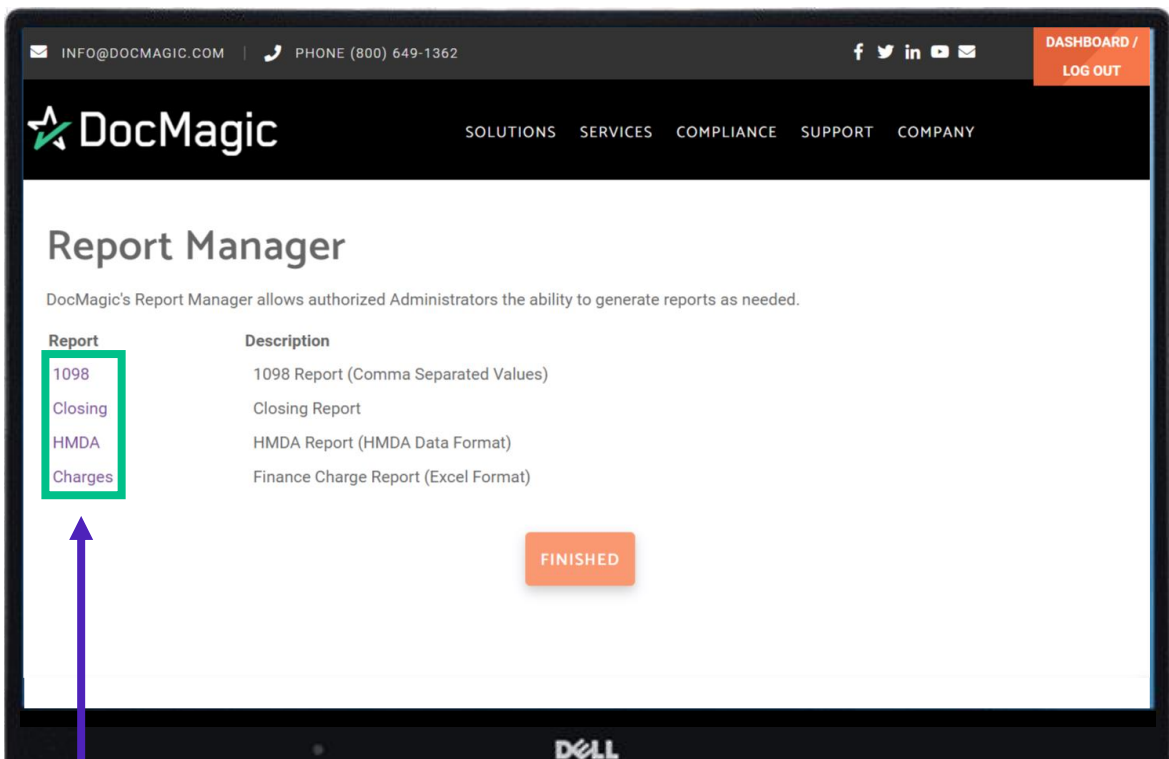Choose Report Manager from the Dashboard
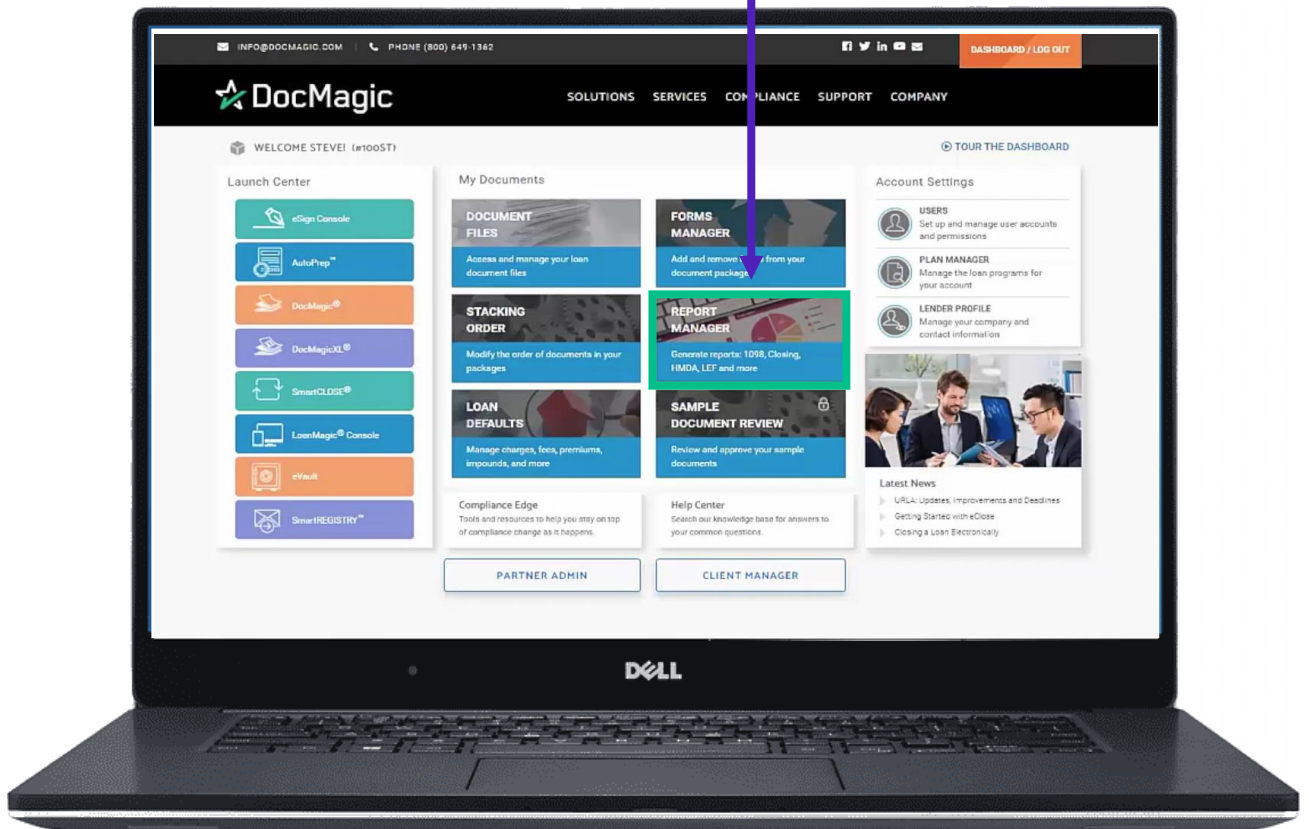
Report Manager

Begin generating your reports by selecting 1098, Closing, HMDA, or Finance Charge report.

INFO@DOCMAGIC.COM | PHONE (800) 649-1362

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Report Manager

DocMagic's Report Manager allows authorized Administrators the ability to generate reports as needed.

Report	Description
1098	1098 Report (Comma Separated Values)
Closing	Closing Report
HMDA	HMDA Report (HMDA Data Format)
Charges	Finance Charge Report (Excel Format)

FINISHED

DELL

Select the report you want to generate by clicking on the link in the first column.

Report Manager

1098 Reports

To generate the 1098 report, you will need to select the year in the dropdown box and the email address where you would like to receive the report.

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To generate a 1098 Report, select a year below and enter an email address to which the report will be sent.

1098 Report Information

Year(yyyy): 2022

2022
2021

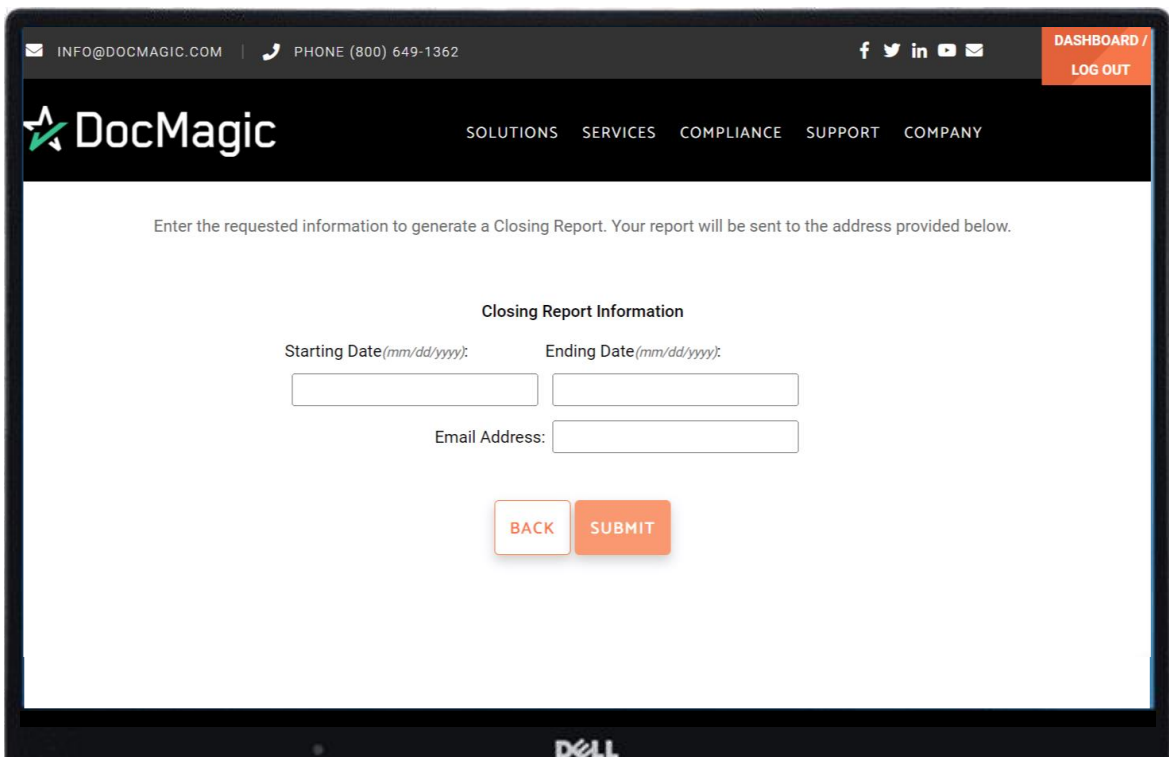*Delivery Information*

Email Address: struitt@docmagic.com

BACK   SUBMIT

DELL

Click the "Submit" button to generate the report.

Closing Reports

To generate the Closing report, you will need to enter the date range and email address where you would like to receive the report.

Click the "Submit" button to generate the report.

Report Manager

To generate the HMDA report, select a year and enter the email address you would like to receive the report.

To generate a HMDA Report, select a year below and enter an email address to which the report will be sent.

Respondent Information

Respondent-ID: [   ]

Agency Code: [OCC   ▾]

Activity Year: [2022   ▾]

Tax-ID(XX-XXXXXXX): [   ]

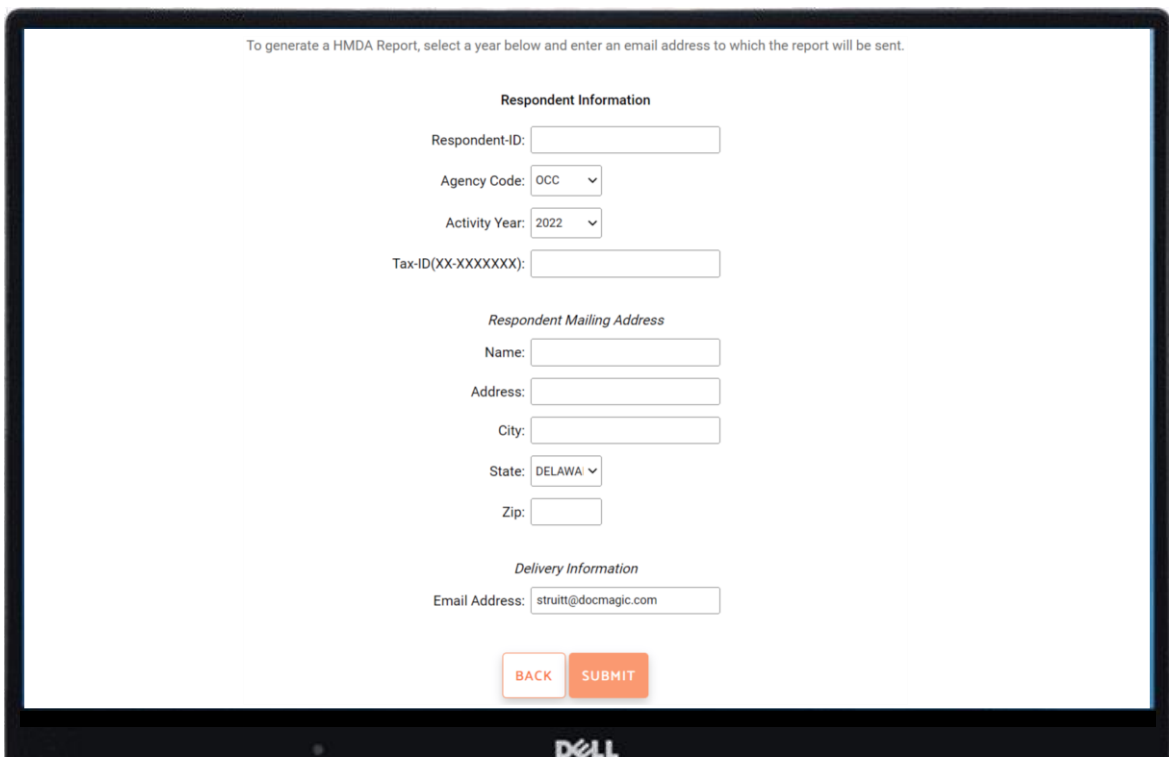*Respondent Mailing Address*

Name: [   ]

Address: [   ]

City: [   ]

State: [DELAWA ▾]

Zip: [   ]

Delivery Information

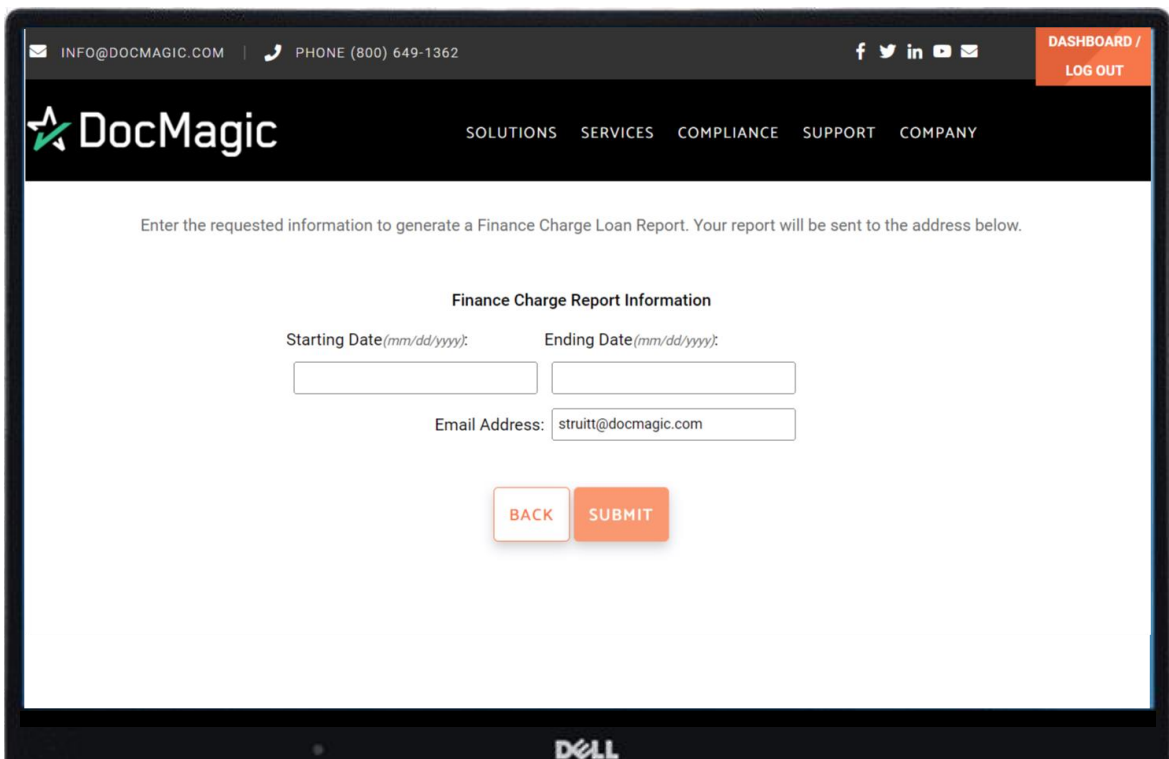Email Address: [struitt@docmagic.com]

[BACK] [SUBMIT]

Click the "Submit" button to generate the report.

Finance Charge Loan Report

Enter the requested information to generate a Finance Charge Loan Report.

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Enter the requested information to generate a Finance Charge Loan Report. Your report will be sent to the address below.

Finance Charge Report Information

Starting Date *(mm/dd/yyyy)*:   Ending Date *(mm/dd/yyyy)*:

Email Address: struitt@docmagic.com

BACK   SUBMIT

DELL

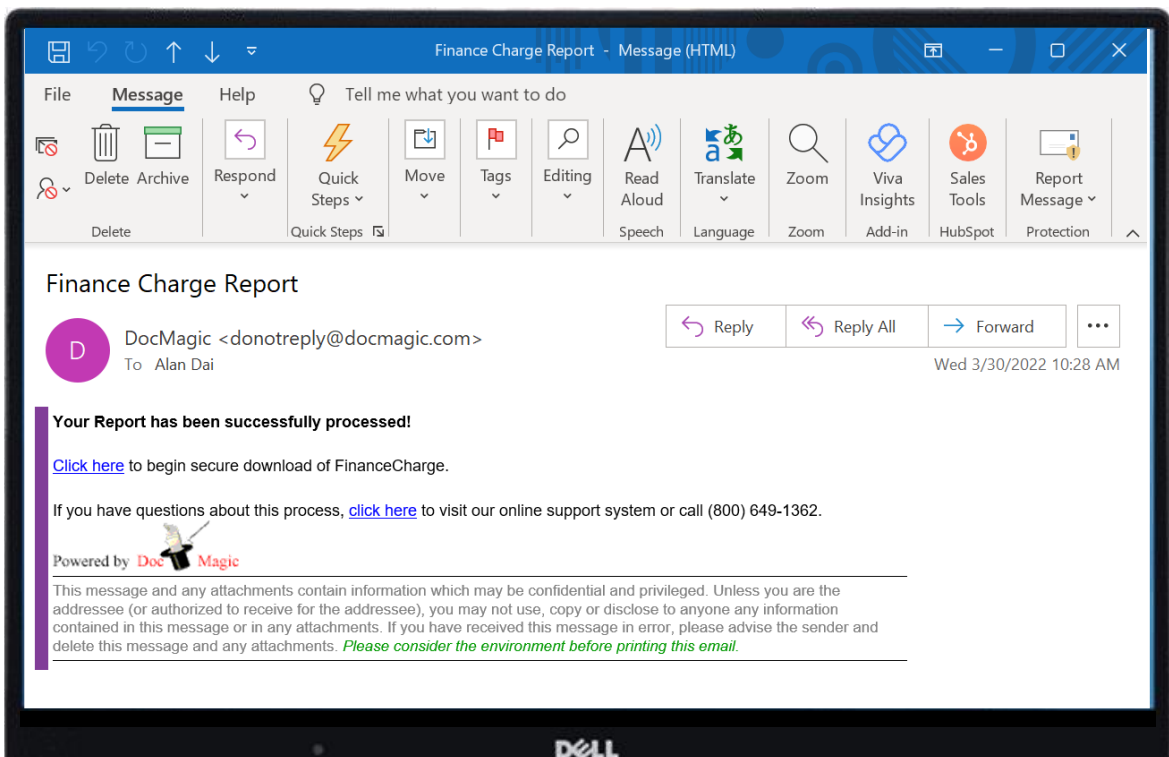Your report will be sent to the email address entered.

When your report is ready, you will receive an email similar to the one below.

Finance Charge Report

DocMagic <donotreply@docmagic.com>
To Alan Dai

Wed 3/30/2022 10:28 AM

Your Report has been successfully processed!

Click here to begin secure download of FinanceCharge.

If you have questions about this process, click here to visit our online support system or call (800) 649-1362.

Powered by Doc Magic

This message and any attachments contain information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone any information contained in this message or in any attachments. If you have received this message in error, please advise the sender and delete this message and any attachments. *Please consider the environment before printing this email.*

The link in the email will take you to DocMagic's website. You may be asked to provide your credentials before being re-directed to this page.
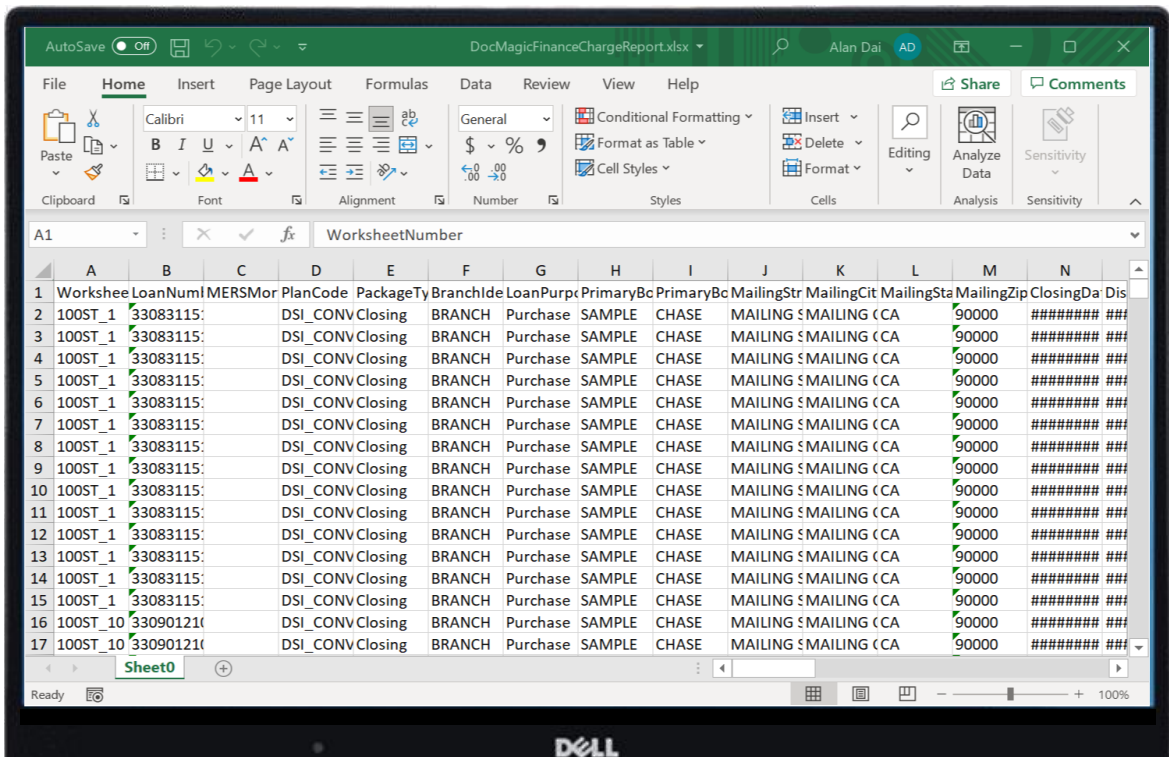
INFO@DOCMAGIC.COM | PHONE (800) 649-1362

f 𝕏 in ▶ ✉

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Report Manager

Your report request has been initiated. Click *Download* below if the download is not initiated within 10 seconds.

Download   Finished

DELL
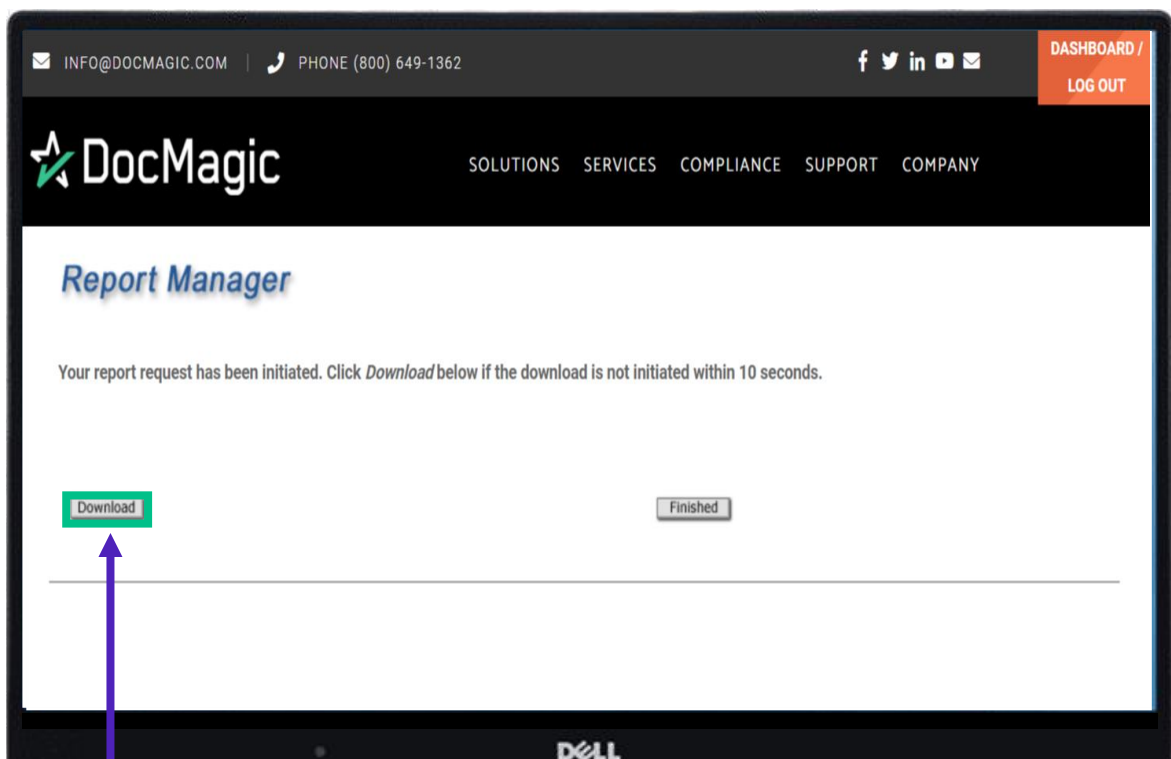
Click download if it does not happen automatically.

Report Manager

CSV Report

The report is generated as CSV. You may have to adjust formatting to reveal all the data.