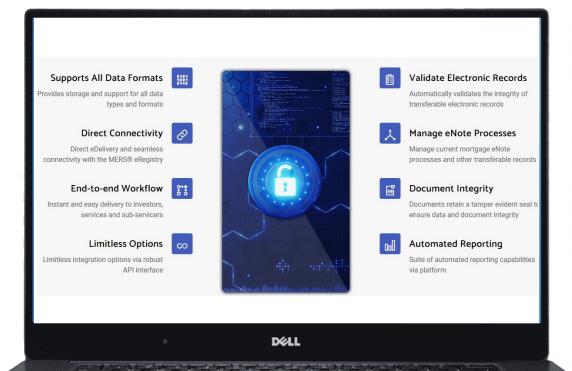


SmartSAFE®

DocMagic's Proprietary eVault Solution

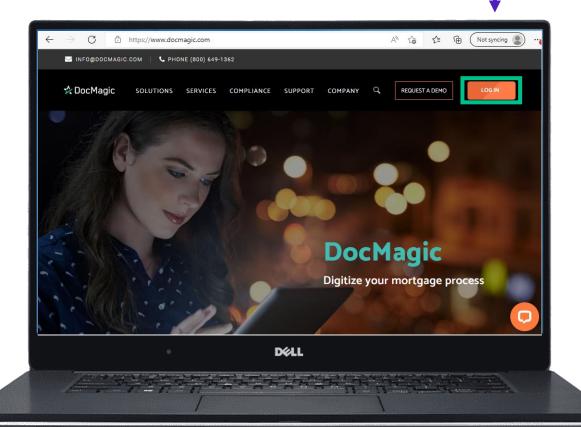
What's in the eVault?





Navigating to the eVault

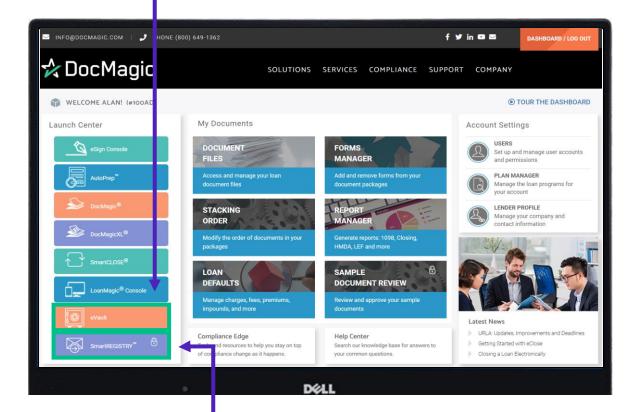
Go to www.docmagic.com





Launch eVault

Open eVault from the Launch Center.

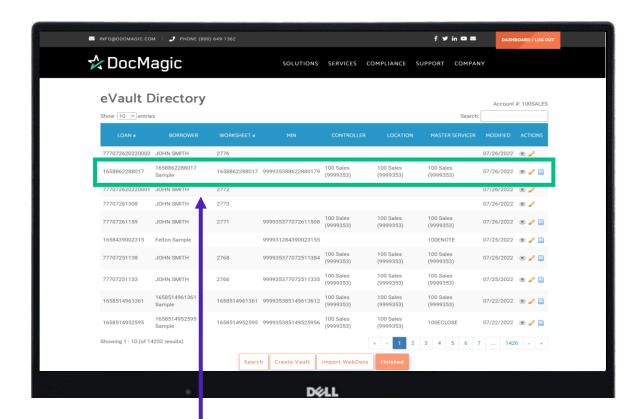


We also recommend that you check out our guide to SmartRegistry™ which can be found on our <u>Product Training Page</u>.



eVault Directory

You will be brought to the eVault Directory. This is where all the eNotes are stored.

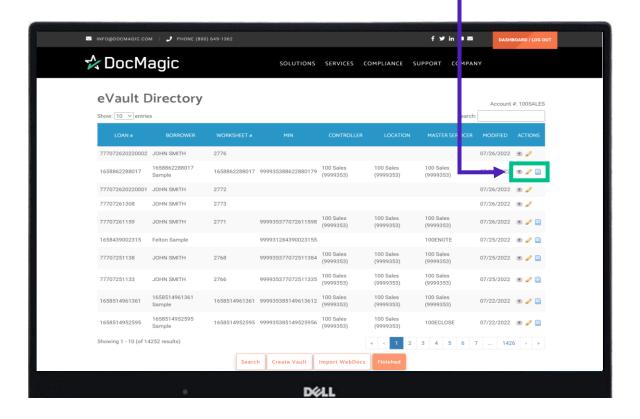


Key information can be seen for each loan, including identifiers such as the Loan Number and the MIN.



Action Icons

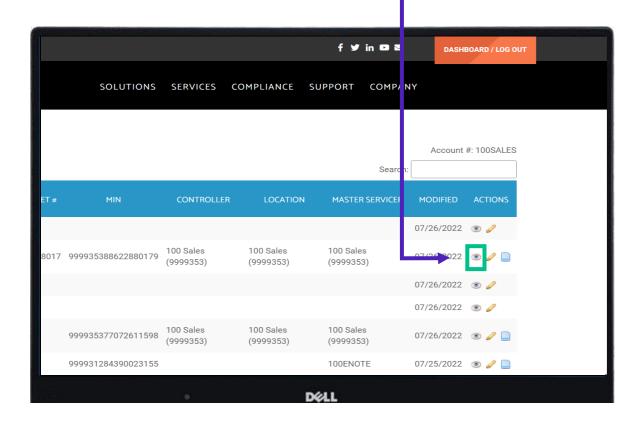
On the far right of each row, you'll see up to 3 icons under Actions.





Assets Page

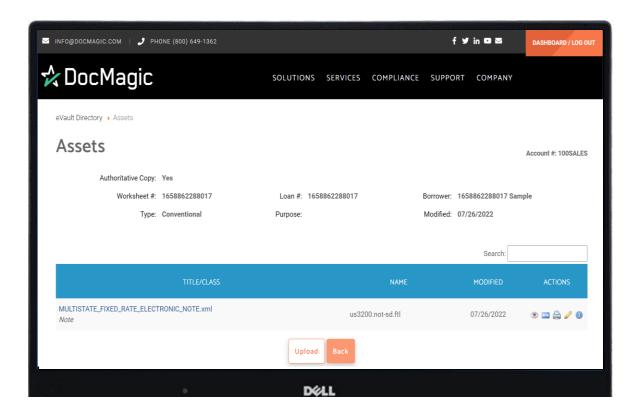
Click on the eyeball icon to go to the Assets page for that note.





View Assets

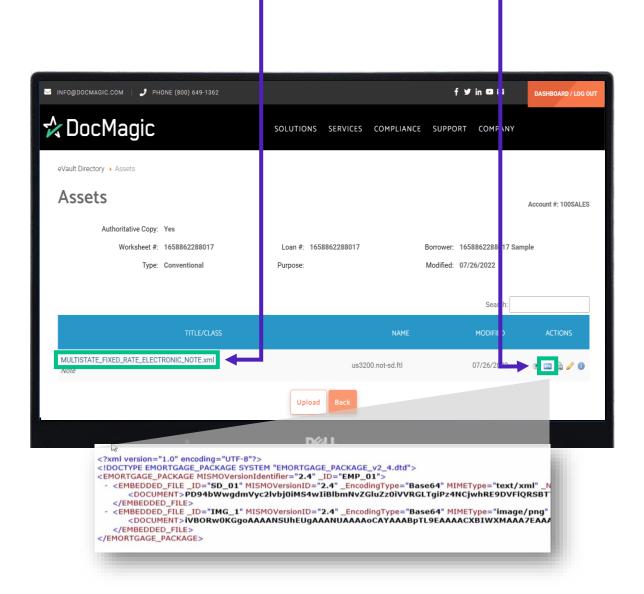
The assets are the documents that were electronically signed during the transaction, including the eNote.





XML

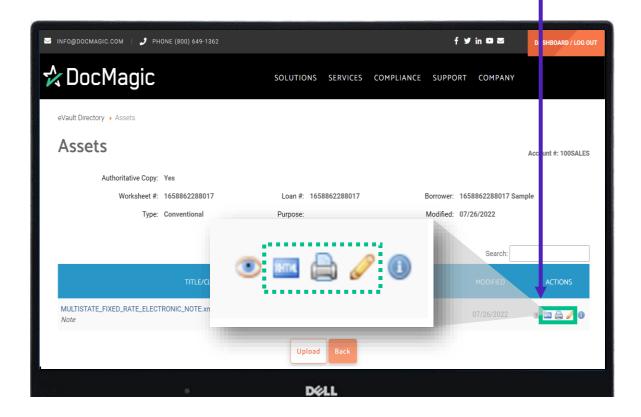
On the Assets page, you can find a copy of the eNote in XML format. You can click on either the file name or the little blue icon to view the XML.





Asset Actions

You can also download, print, and edit the document.

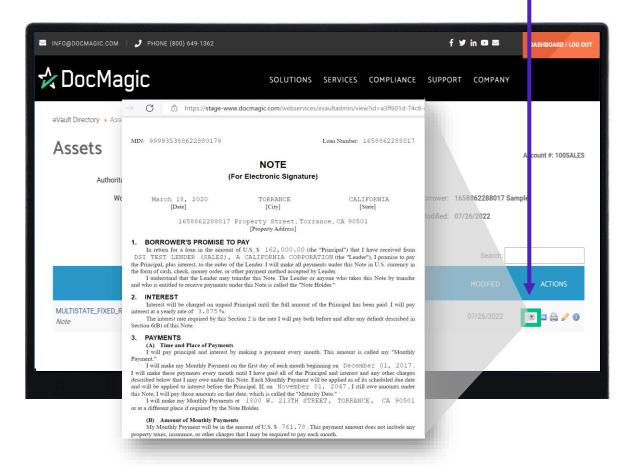


The asset will always be downloaded as a copy.



View the eNote

Clicking the eyeball under Actions will open the file in a new browser tab.

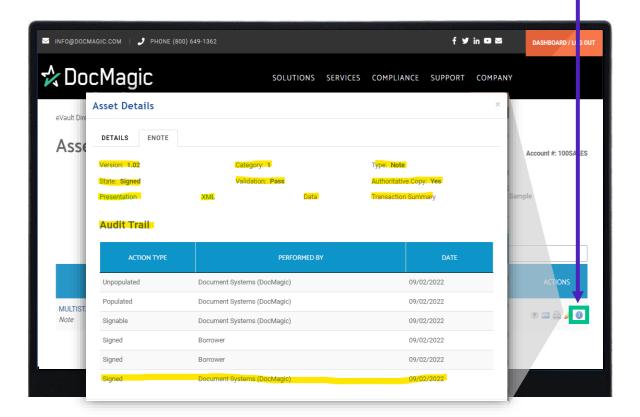


This eNote is MISMO-compliant XML data specifically designed for eSignature.



Information Icon

The Information icon brings up additional details about the eNote.

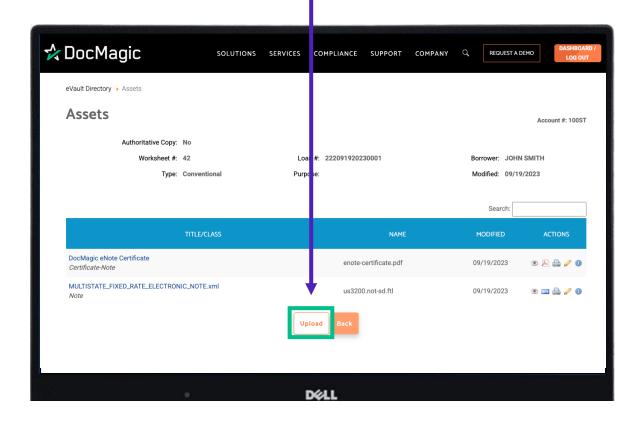


Among other things, the data here shows you the validation status of the eNote.



Adding Documents

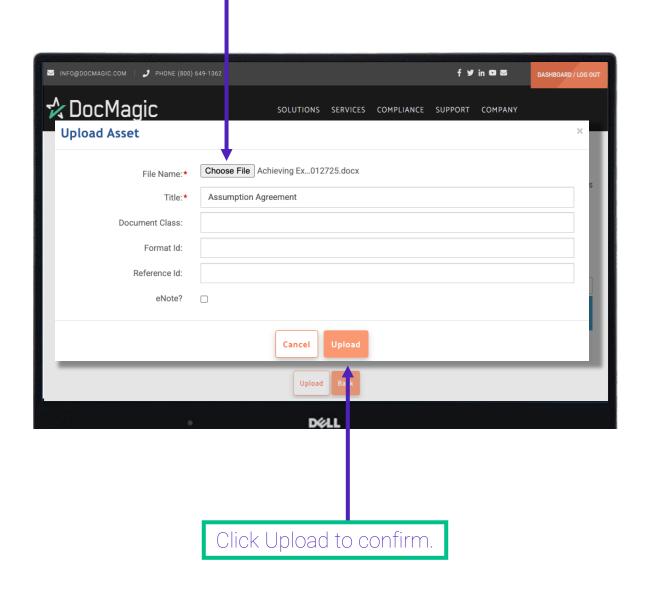
If you need to add any documentation to the package post-closing, you can upload it here.





Adding Documents

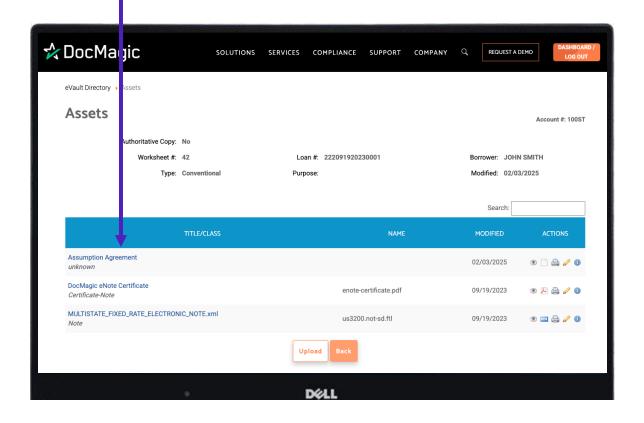
From this Upload Asset window that appears, choose a file on your computer, give it a title, fill out any additional optional fields.





Adding Documents

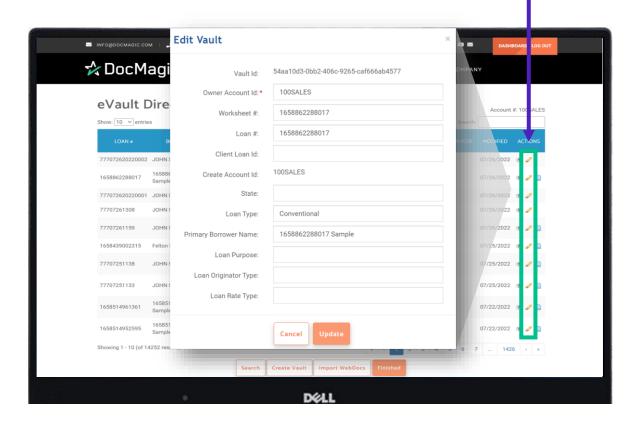
Your added document will appear here.





Editing the eNote

Back on the main page, you can click on the pencil icon to edit the data associated with the eNote. In the window that appears, most of the parameters can be edited.

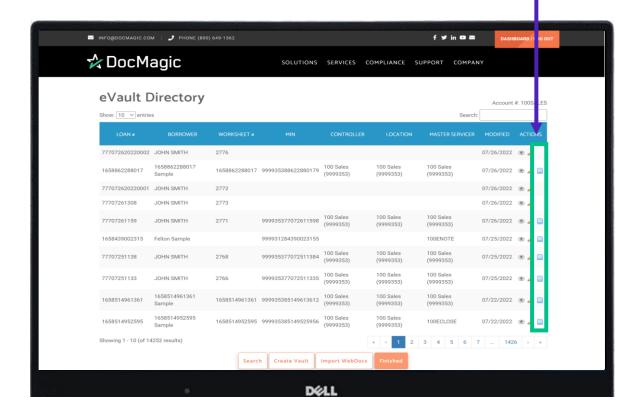


The information listed here is eNote metadata that is stored and used locally within DocMagic environments. It does not transfer to other eVaults.



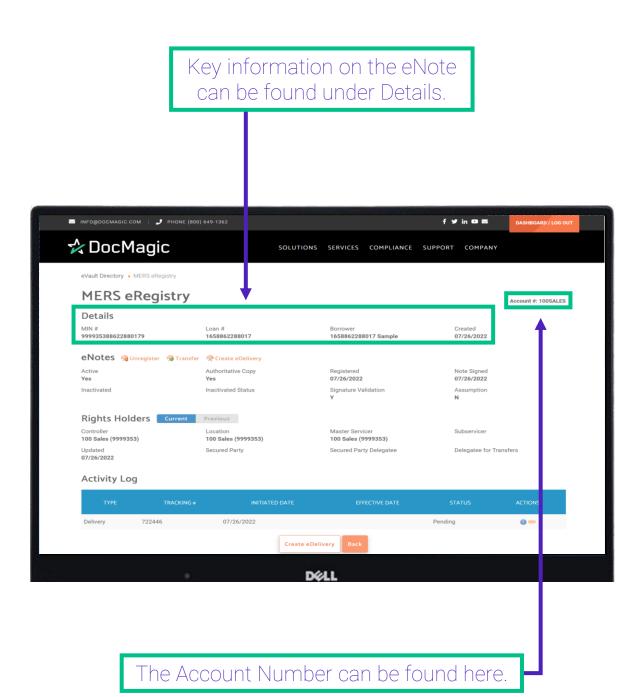
MERS Page

Finally, the rightmost icon takes you to go the eNotes MERS Registry Page.





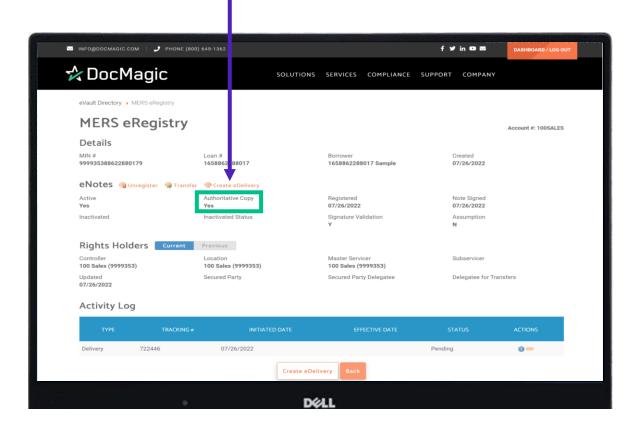
MERS Page





Authoritative Copy

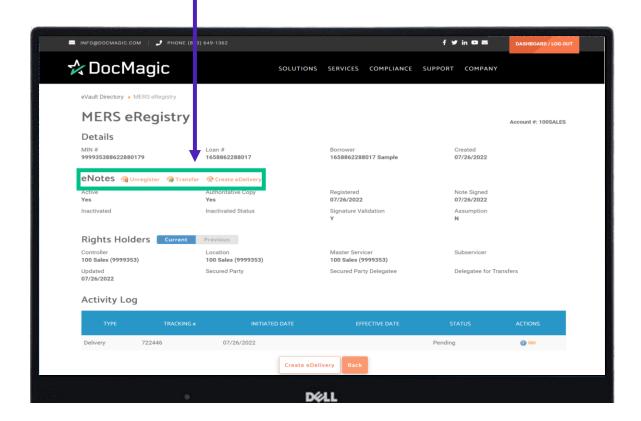
The Location Holder is the Authoritative Copy owner. A "Yes" indicates the Location Rights are currently with the Org ID of this account. It has not been transferred yet.





eNote Capabilities

Here, (1) you can register or unregister the note, (2) transfer the eNote or (3) create an eDelivery.

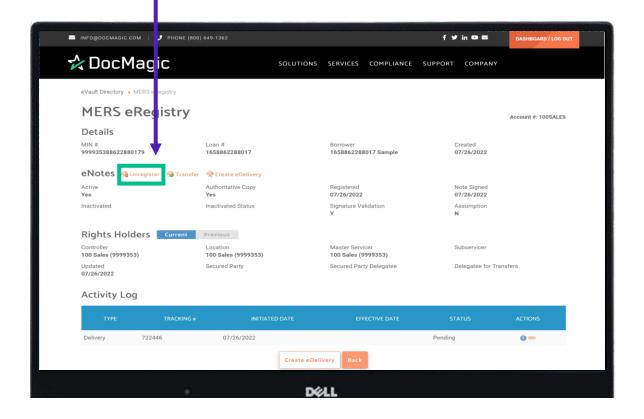


These functions will be explained in the slides below.



Automatic Registration

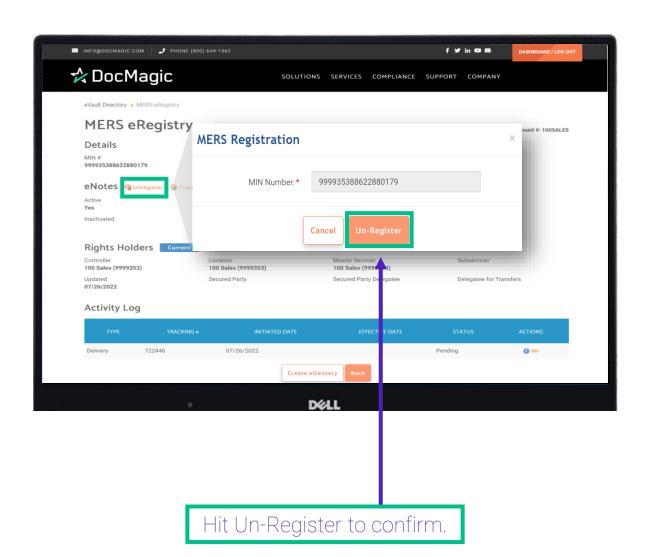
Our clients are automatically registered with MERS. The eNote will be registered by default and you will start with the option to Unregister it.





Unregister the eNote

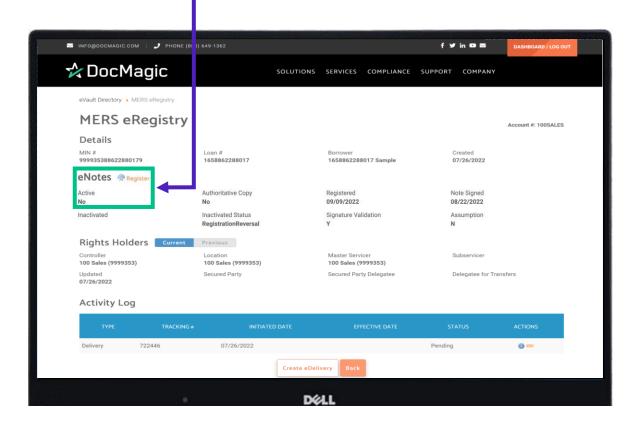
Clicking to Unregister will open this window, automatically populating this MIN.





Register the eNote

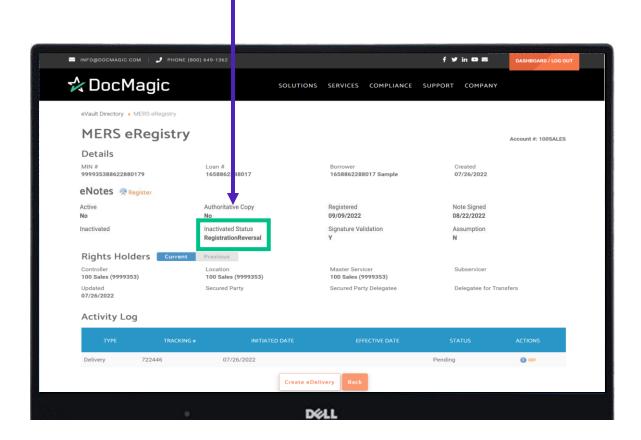
This is what the unregistered eNote page looks like. You now have the option to register the eNote.





Register the eNote

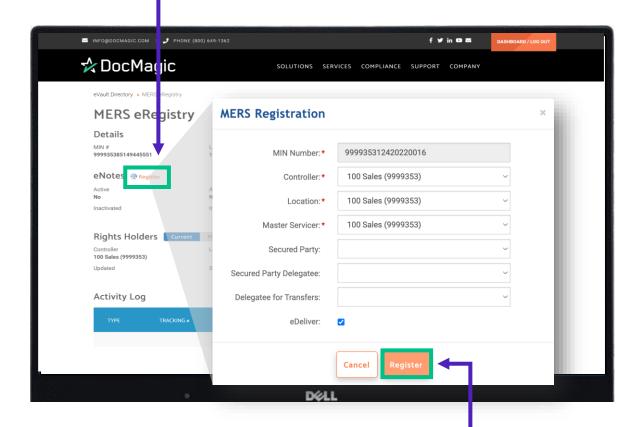
Updating the status can be done in **SmartRegistry**.





Register the eNote

To Register the note, click Register. This window will appear.

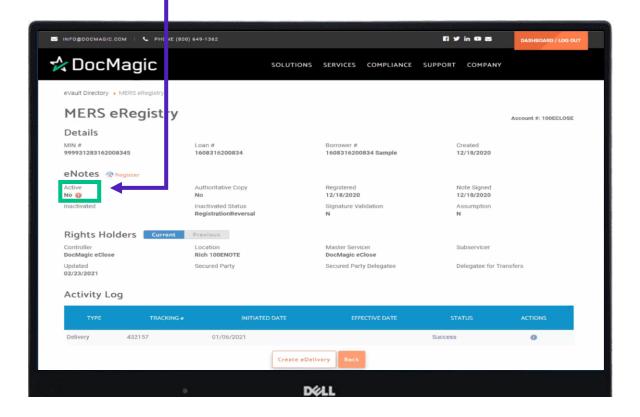


It will default to the Client Settings for registrations.



Red Exclamation = Inactive eNote

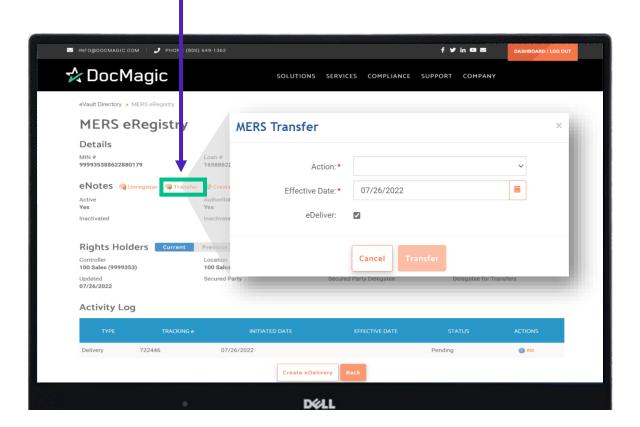
If you see a red exclamation logo, it means that your eNote is inactive.





MERS Transfer Window

If you want to transfer this note to an outside client, click Transfer. The MERS Transfer window will appear.

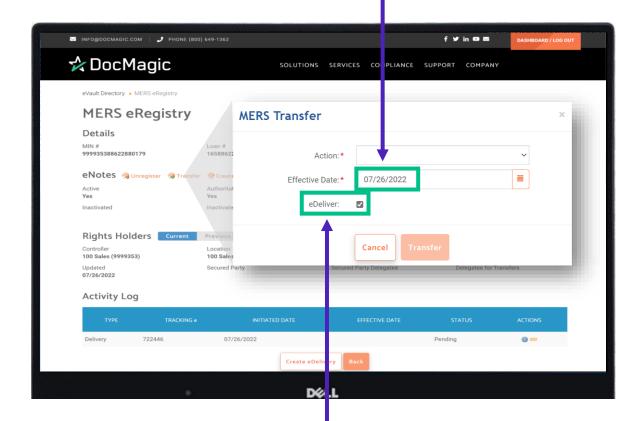


Please note that a note must be **registered** before it can be transferred.



MERS Transfer Window

The Effective Date will be defaulted.

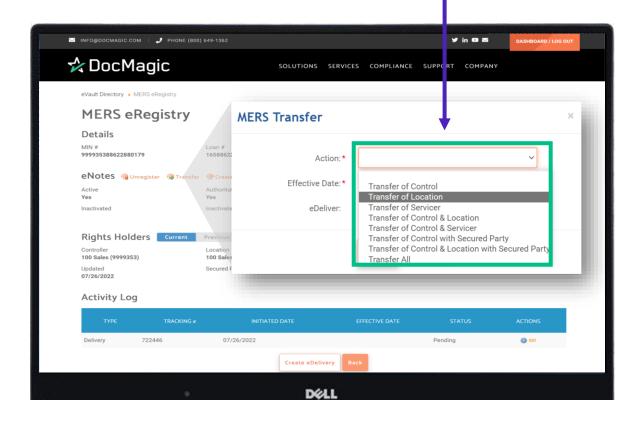


You have the option to do eDelivery.



MERS Transfer Window

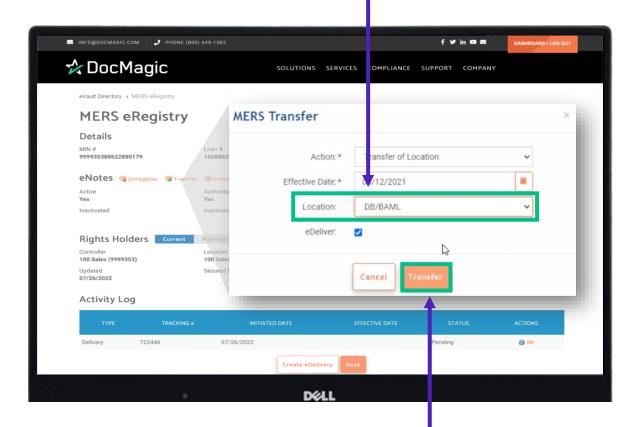
Select the rights you want to transfer from the dropdown next to Actions. For demonstrative purposes, we will select "Transfer of Location".





Location

Once chosen, another field for Location appears. Select the Location you are transferring to with the dropdown.

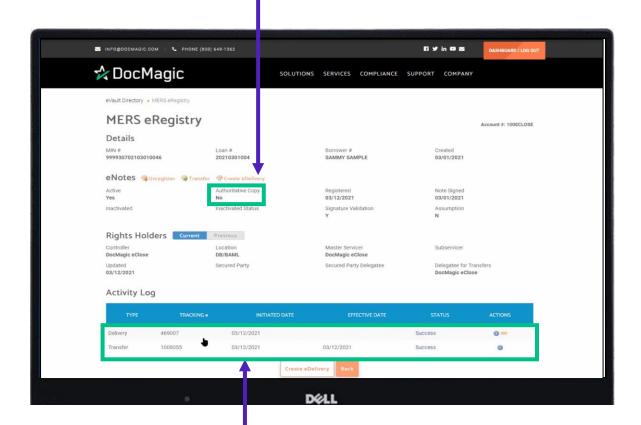


Select Transfer when finished.



Change In Status

When the Transfer of Location to an external party is complete, the Authoritative Copy is listed as "No" from the requesting party.

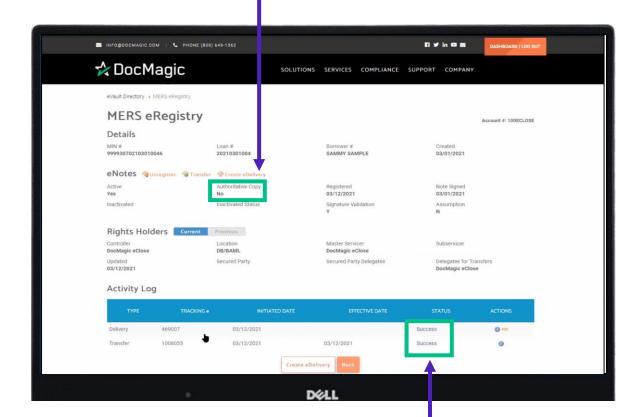


An entry will be recorded in the Activity Log.



Change In Status

The new location will be shown here.

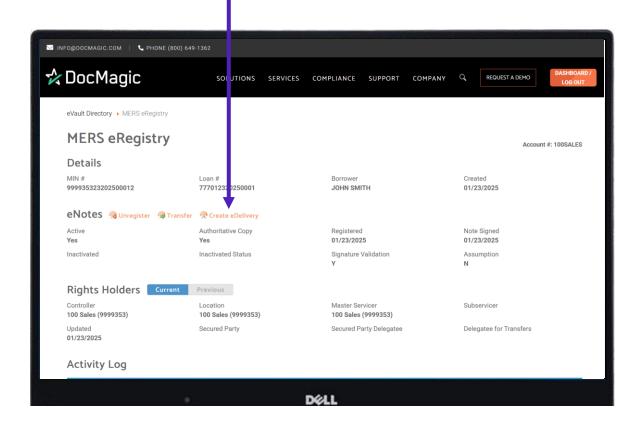


Refresh the page after a few seconds to see if the transaction was successful.



eDelivery

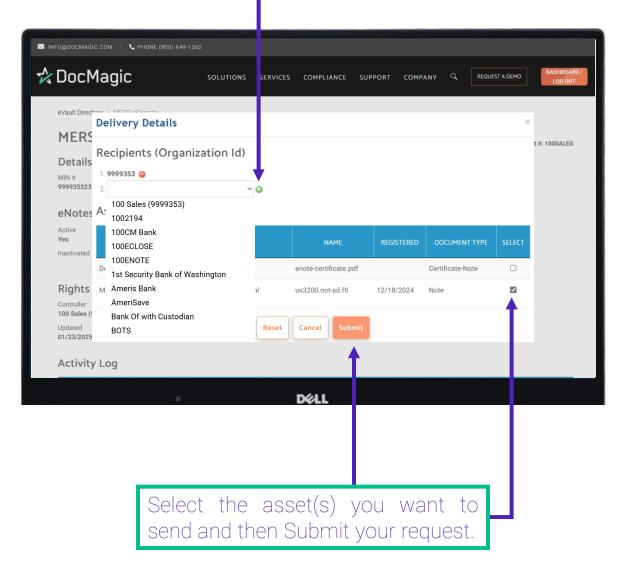
Create eDelivery means sending a copy – not the authoritative copy.





eDelivery

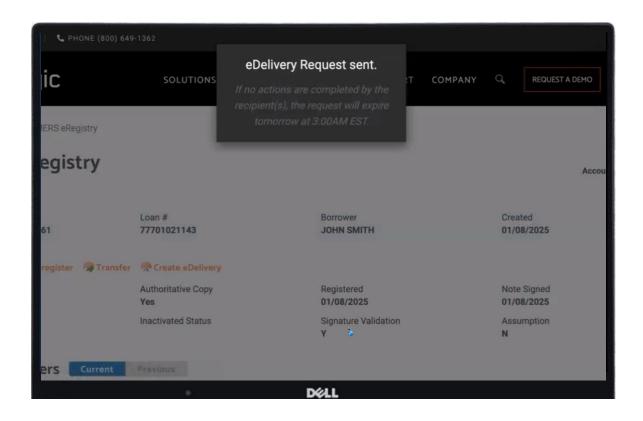
Find your recipient(s) from the drop down and click the green plus button to add.





eDelivery

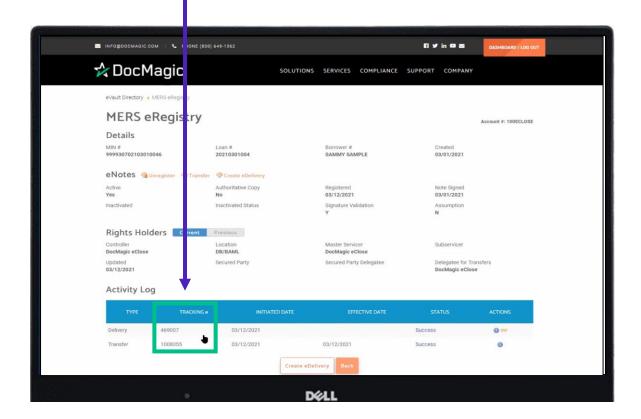
You'll get this confirmation message when your request is sent.





MERS Information Page

MERS uses the tracking numbers to validate transactions.

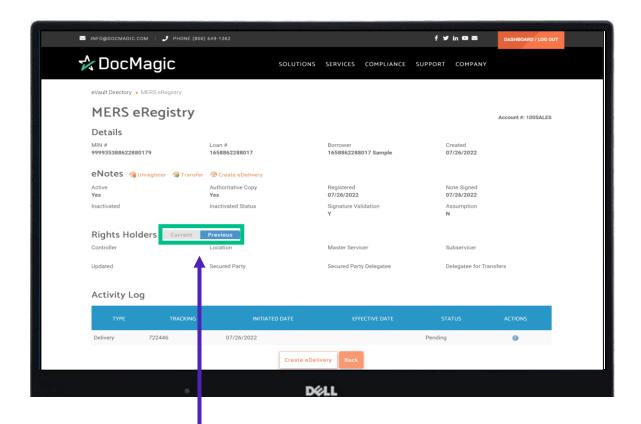


Here you can see the location of the rights holders which correspond with the Authoritative Copy.



MERS Information Page

Finally, you can toggle between the Current and Previous Rights holders.



"Previous" Rights Holders will be transferred until the rights are moved or transferred again. Then there will be new Previous Rights Holders.

