

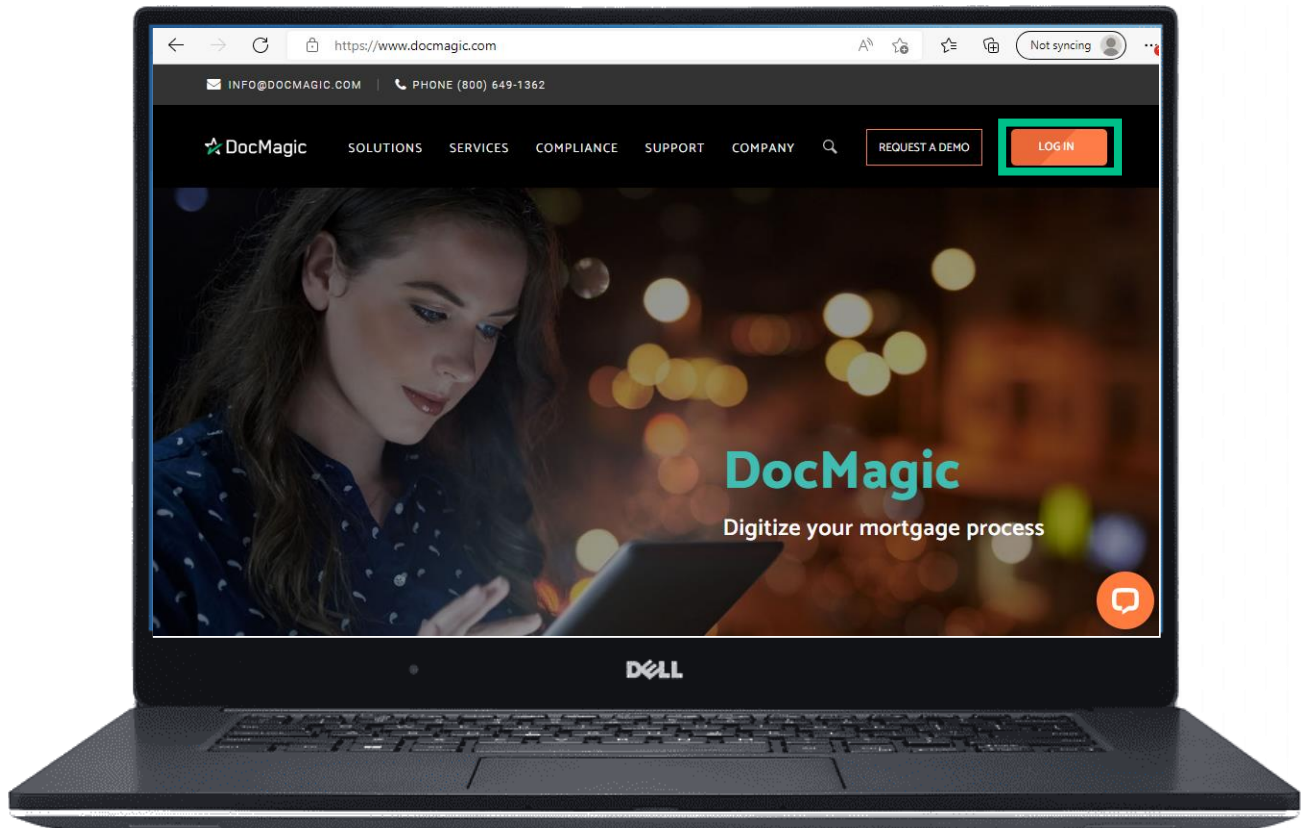


Loan Defaults

# Loan Defaults

## Navigating to Loan Defaults

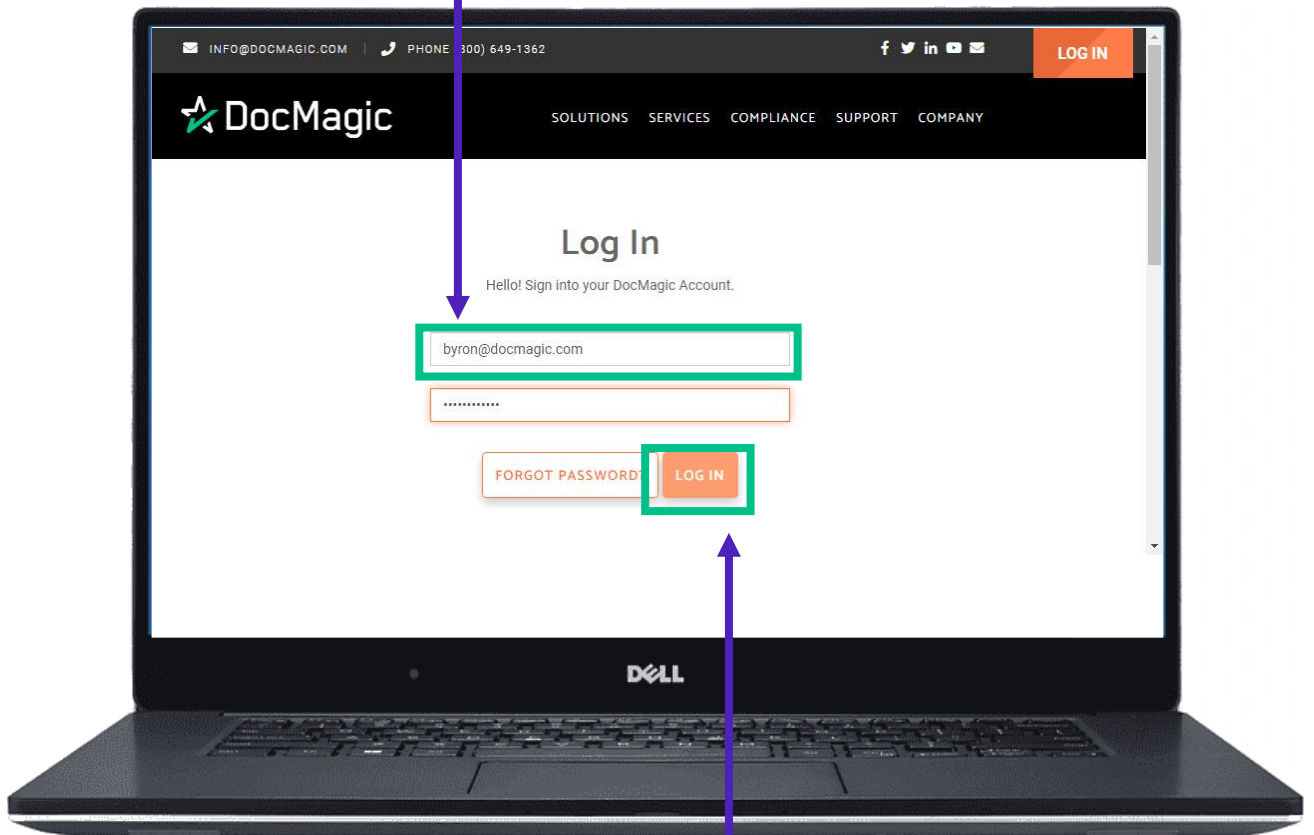
Go to [www.docmagic.com](https://www.docmagic.com)



# Loan Defaults

## Navigating to Loan Defaults

Login with your  
email and  
password.



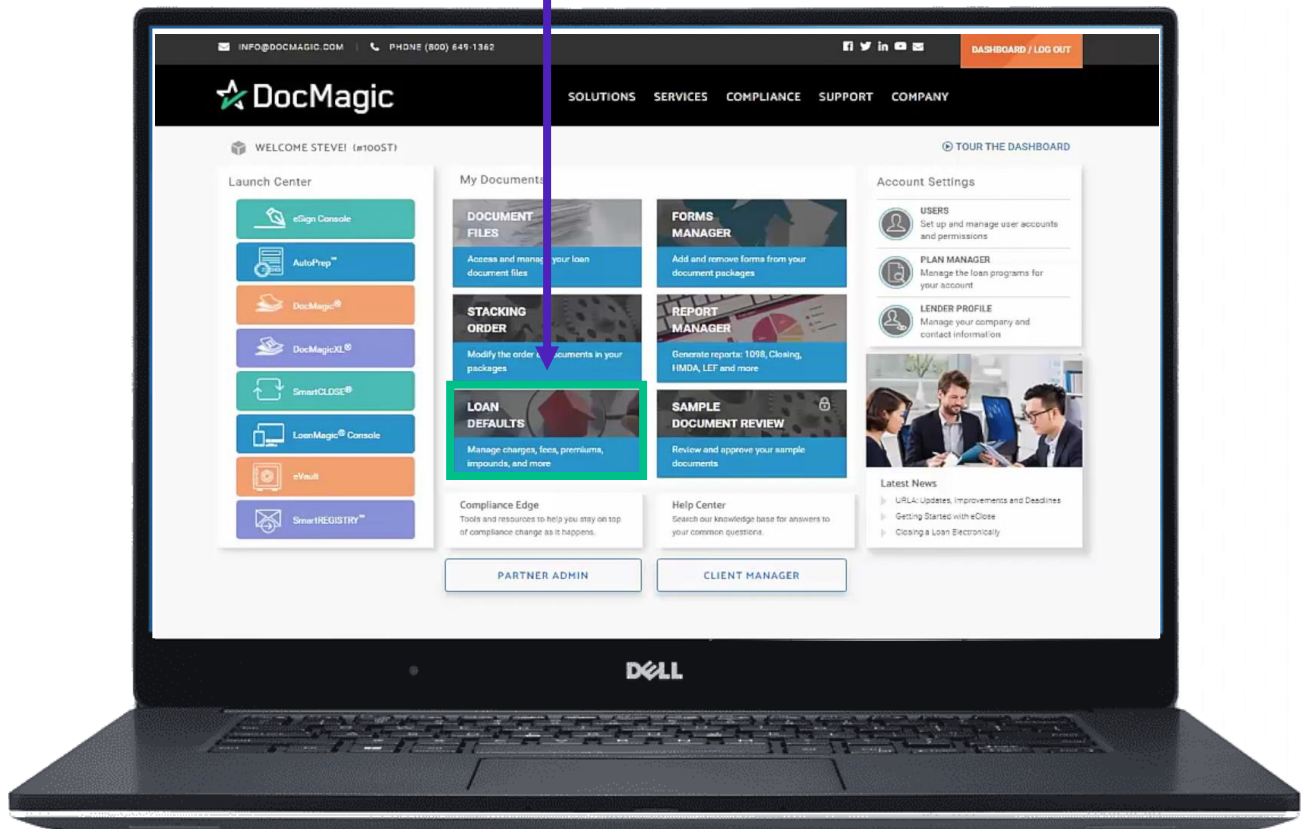
Click "LOG IN"



# Loan Defaults

## Navigating to Loan Defaults

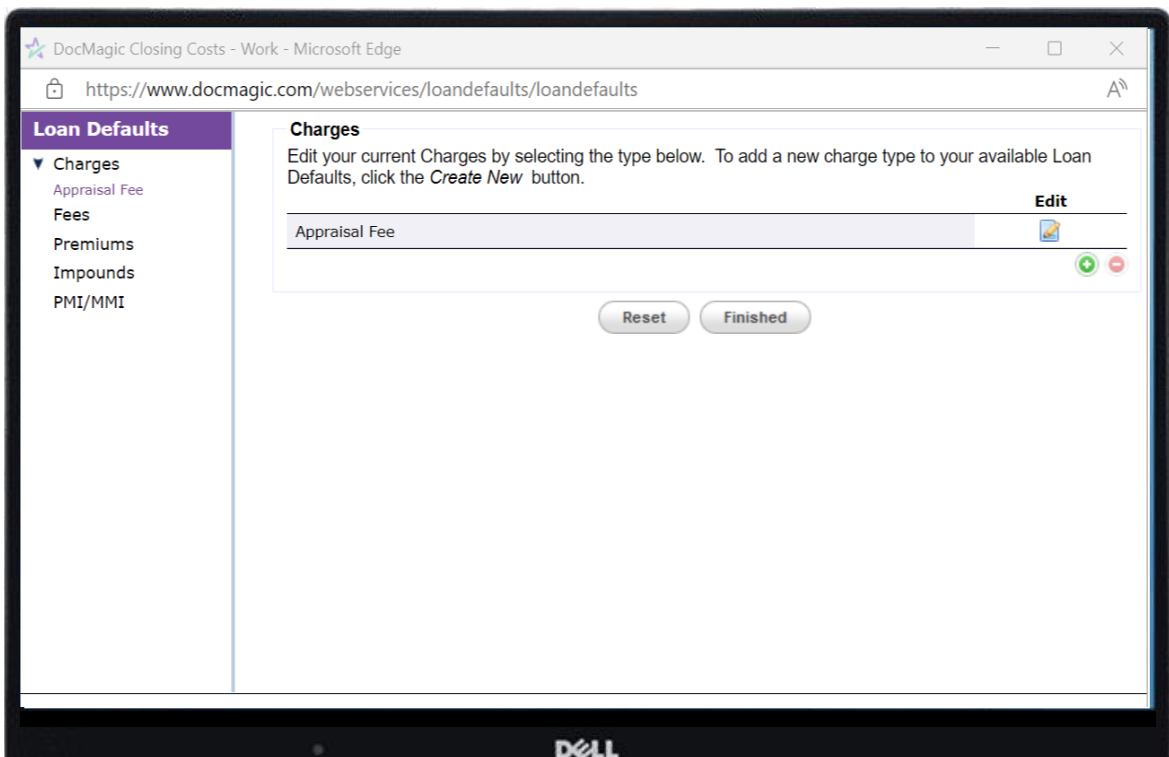
Choose Loan Defaults  
from the Dashboard



# Loan Defaults

## What Are Loan Defaults?

Loan Defaults allow you to preload your charges, fees, premiums, impounds and PMI/MMI factors that you use on a regular basis for your loans and set parameters for when you want them to be added to a loan.



Once you've set your defaults, you'll be able to drop them into the loan scenarios in DocMagic Online without having to enter them every time.



# Loan Defaults

## New Default Item

Click on the green plus button to bring up this menu and add an item that you want to set as a default.

The screenshot displays a web browser window titled "DocMagic Closing Costs - Work - Microsoft Edge" with the URL "https://stage-www.docmagic.com/webservices/loandefaults/loandefaults". The main content area is titled "Charges" and contains the instruction: "To add a new charge type to your available Loan Defaults, click the *Create New* button." A green plus button is highlighted in the top right corner of the "Charges" section. A purple arrow points from a text box above to this button. A modal dialog box titled "Add New Charge" is open, listing various charge types such as "203k Architectural And Engineering Fee", "203k Consultant Fee", "203k Discount On Repairs", "203k Inspection Fee", "203k Other Fee", "203k Permit Fee", "203k Supplemental Origination Fee", "203k Title Update", "Accident Insurance", "Accident Insurance (Non-Creditor)", "Administration Fee", "Amount In Arrears", "Application Fee", "Appraisal Desk Review Fee", and "Appraisal Fee". The dialog box includes "Add" and "Cancel" buttons at the bottom. A sidebar on the left lists navigation options: "Loan Defaults", "Charges", "Fees", "Premiums", "Impounds", and "PMI/MMI". The Dell logo is visible at the bottom center of the monitor frame.



# Loan Defaults

## Default Settings

Setting Loan Defaults are done the same way for Charges, Fees, Premiums Impounds and PMI/MMI factors.

The screenshot shows a web browser window with the URL <https://stage-www.docmagic.com/webservices/loandefaults/loandefaults>. The page title is "203k Architectural And Engineering Fee Defaults". On the left, a navigation menu is visible with "Loan Defaults" selected and highlighted in green. The main content area contains a table with the following data:

Type	Amount	Paid By	Paid To	POC	APR	SR	Category	Criteria
Fixed	\$0	<Select>	<Select>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Services	Always

Below the table, there is a section titled "Apply \$0.00 203k Architectural And Engineering Fee if:" followed by a table with the following data:

Field	Comparison	Value	Value 2
<Select>	<Select>		

At the bottom of the page, there are "Reset" and "Finished" buttons. The Dell logo is visible at the bottom center of the monitor frame.



# Loan Defaults

## Default Settings

Use the drop downs to customize when the charge is to be included a loan.

The screenshot shows a web browser window with the URL <https://stage-www.docmagic.com/webservices/loandefaults/loandefaults>. The page title is "203k Architectural And Engineering Fee Defaults".

Type	Amount	Paid By	Paid To	POC	APR	SR	Category	Criteria
Fixed	\$0	<Select>	<Select>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Services	Always

Apply \$0.00 203k Architectural And Engineering Fee if:

Field	Comparison	Value	Value 2
<Select>	<Select>		

Buttons: Reset, Finished

A green plus button is located in the top right corner of the configuration area, and another green plus button is located in the bottom right corner of the configuration area.

Use the green plus button to add more lines for this same default that may need a different selection criteria.





# Loan Defaults

## Default Settings

This section will allow you to further customize when the default is to be used.

The screenshot shows the '203k Architectural And Engineering Fee Defaults' configuration page. The main table has the following data:

Type	Amount	Paid By	Paid To	POC	AP	SR	Category	Criteria
Fixed	\$0	<Select>	<Select>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Services	Always

Below the table, there is a section titled 'Apply \$0.00 203k Architectural And Engineering Fee if:' with a table for selection criteria:

Field	Comparison	Value	Value 2
<Select>	<Select>		

At the bottom right of the criteria section, there is a green plus button (+) and a red minus button (-). Below the criteria table are 'Reset' and 'Finished' buttons.

Click on the green plus button to add more selection criteria.



# Loan Defaults

## Acronyms

- POC: If a charge is to be paid outside of closing
- APR: If the charge is to be included in the APR
- SR: "Seller Responsible" – checking this box will cause the charge to appear on the Seller's side of the Closing Disclosure

DocMagic Closing Costs - Work - Microsoft Edge  
https://stage-www.docmagic.com/webservices/loandefaults/loandefaults

### Loan Defaults

- Charges
  - Fees
  - Premiums
  - Impounds
  - PMI/MMI

#### 203k Architectural And Engineering Fee Defaults

Type	Amount	Paid By	Paid To	POC	APR	SR	Category	Criteria
Fixed	\$0	<Select>	<Select>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Services	Always

Apply \$0.00 203k Architectural And Engineering Fee if:

Field	Comparison	Value	Value 2
<Select>	<Select>		

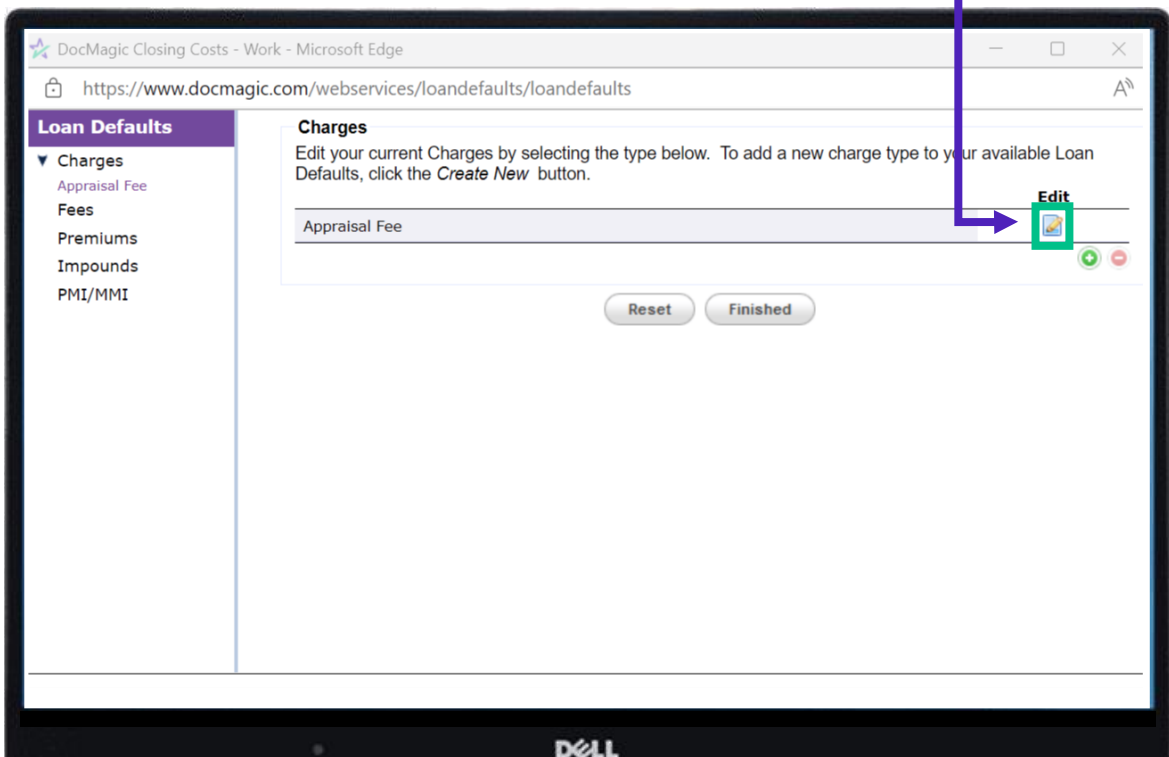
Reset Finished



# Loan Defaults

## Update Existing Loan Default

If you're updating an existing default, click on the "Edit" button that corresponds to the default you want to update.



# Loan Defaults

## Update Existing Loan Default

Click on the line that you want to update.

The screenshot shows a web browser window with the URL <https://www.docmagic.com/webservices/loandefaults/loandefaults>. The page title is "DocMagic Closing Costs - Work" and the browser is Microsoft Edge. On the left, there is a sidebar menu under "Loan Defaults" with options: Charges, Appraisal Fee, Fees, Premiums, Impounds, and PMI/MMI. The main content area is titled "Appraisal Fee Defaults" and contains a table with the following data:

Type	Amount	Paid By	Paid To	POC	APR	SR	Category	Criteria
Fixed	\$0.00	<none>	<none>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Services Required b...	Always

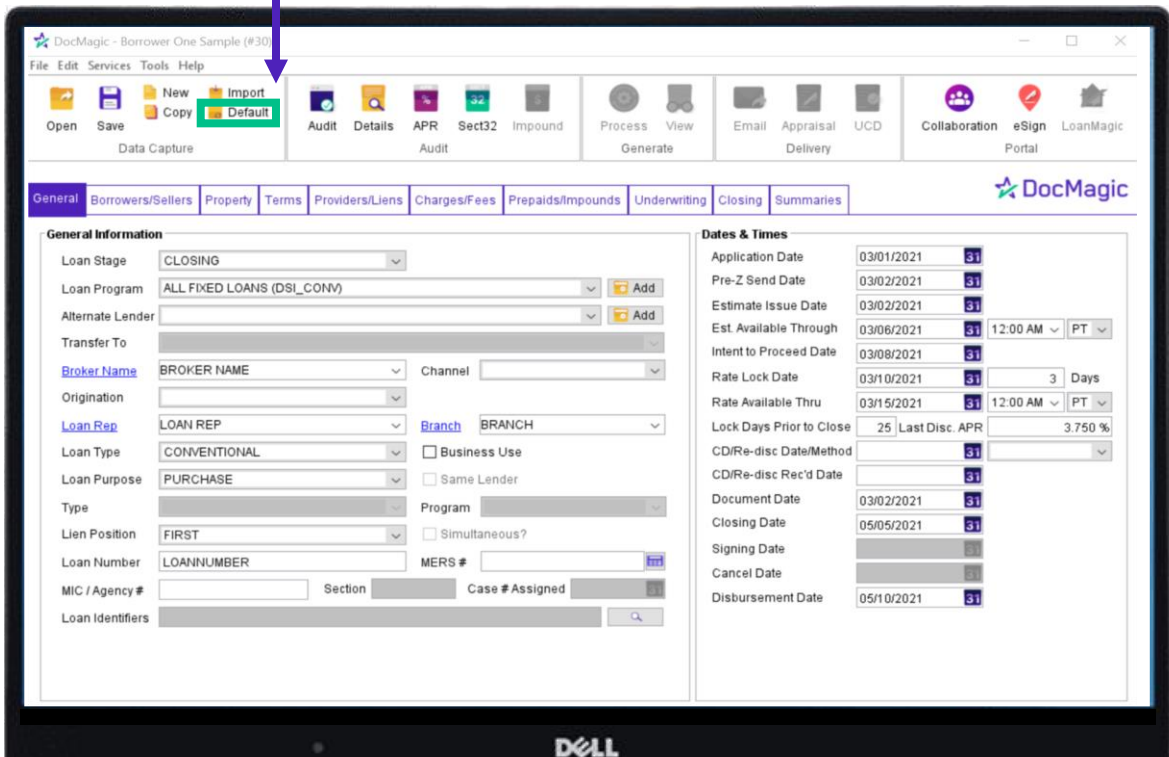
Below the table, there are two buttons: "Reset" and "Finished". A green box highlights the "Fixed" value in the "Type" column, and a blue arrow points from the instruction above to this box.



# Loan Defaults

## Implementing A Loan Default

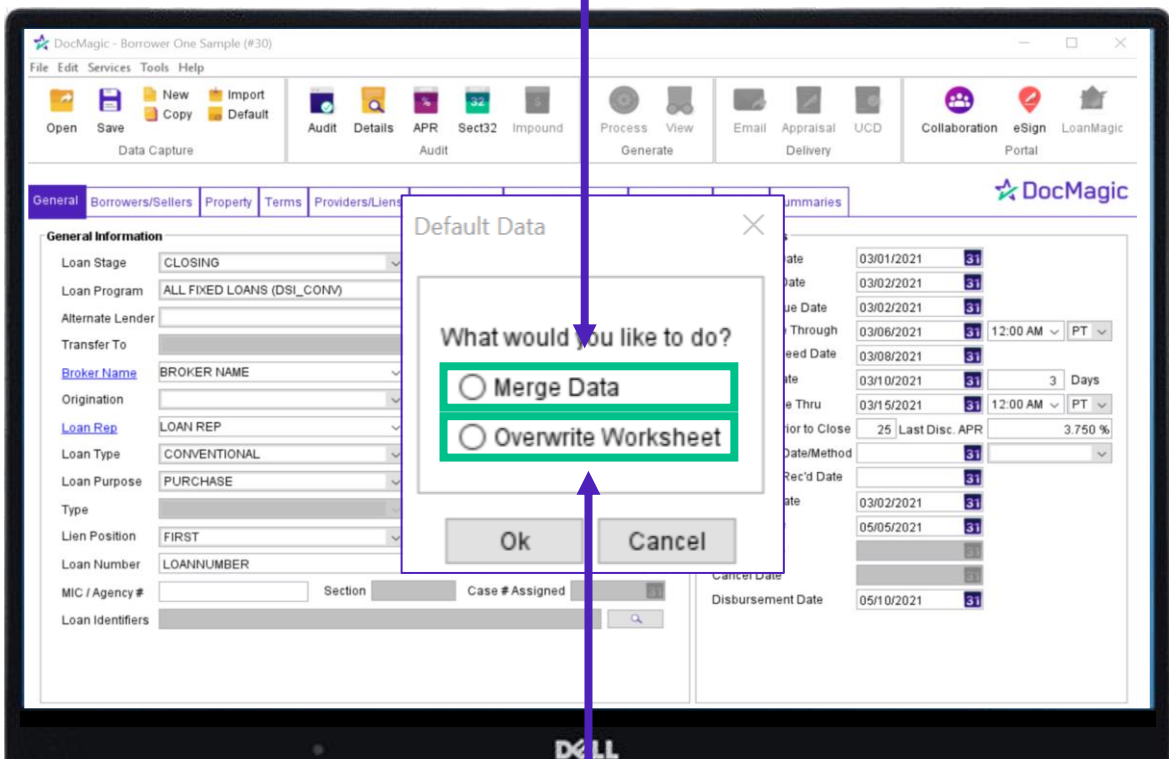
From DocMagic Online, you can click the default button to have your defaults drop into the worksheet.



# Loan Defaults

## Implementing A Loan Default

“Merge Data” will add the loan defaults to the list of charges entered or imported from an LOS.



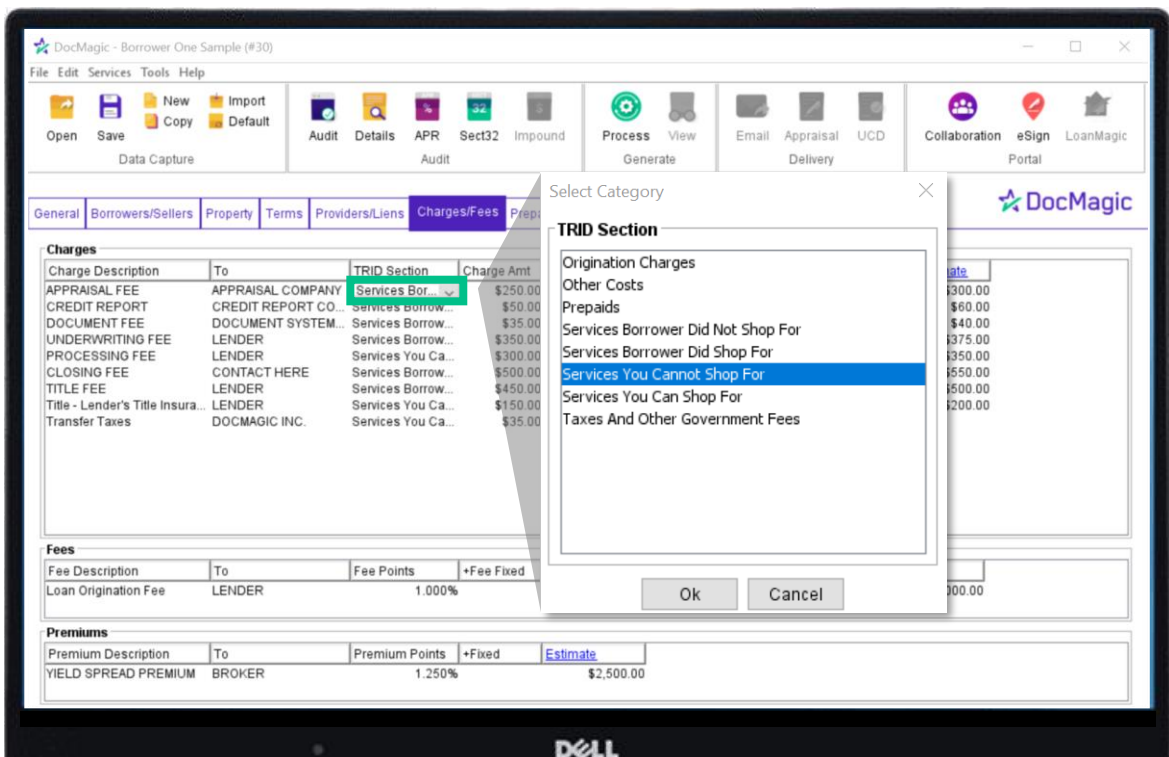
“Overwrite Worksheet” will add the loan defaults and remove any existing charges in the worksheet.



# Loan Defaults

TRID

Non TRID loans will have the categories default automatically.



TRID loans must have the TRID sections selected from the drop down and POC Amount Paid must be entered.

