

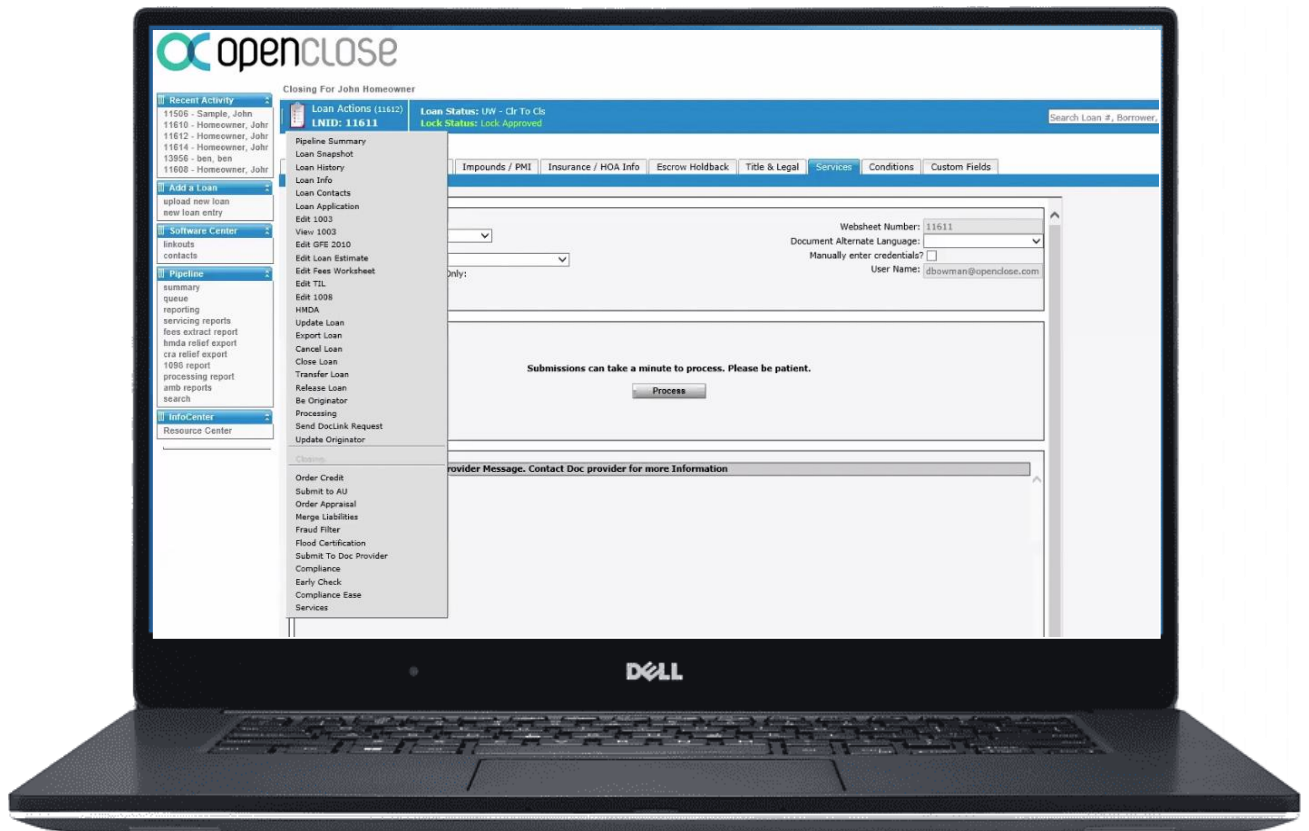


Open Close

# OpenClose

## Introduction

DocMagic offers a seamless integration with OpenClose LOS.



With OpenClose, you've got the option of a Hybrid or a full seamless eClose.



# OpenClose

## Generate Disclosures

When the Lender is ready, they will go to Loan Actions.

The screenshot displays the OpenClose web application interface. The top navigation bar includes the OpenClose logo and the text "Closing For John Homeowner". The main content area shows the "Loan Actions (11612)" menu, which is highlighted with a green box. The menu items include: Pipeline Summary, Loan Snapshot, Loan History, Loan Info, Loan Contacts, Loan Application, Edit 1003, View 1003, Edit GFE 2010, Edit Loan Estimate, Edit Fees Worksheet, Edit TIL, Edit 1098, HMDA, Update Loan, Export Loan, Cancel Loan, Close Loan, Transfer Loan, Release Loan, Be Originator, Processing, Send DocLink Request, and Update Originator. The "Submit To Doc Provider" option is highlighted with a green box. The main content area also displays the "Loan Status: UW - Cl To Cls" and "Lock Status: Lock Approved" information, along with a search bar and various tabs like "Impounds / PMI", "Insurance / HOA Info", "Escrow Holdback", "Title & Legal", "Services", "Conditions", and "Custom Fields". A message box in the center states "Submissions can take a minute to process. Please be patient." with a "Process" button. The bottom of the screen shows the Dell logo.

Then, they will select "Submit to Doc Provider."



# OpenClose

## Submit Loan to Doc Provider

Select your package type from the dropdown here.

Submit Loan to Doc Provider

Document Provider:

Worksheet Number:

Document Alternate Language:

Manually enter credentials?

User Name:

Package Type:

- Initial Disclosures - Review
- Initial Disclosures with eDisclosure
- Initial Disclosures with eDisclosure & eSig
- Initial Disclosures with Print and Deliver
- Re-Disclosures - Review
- Re-Disclosure - TIL
- Re-Disclosures with eDisclosure
- Re-Disclosures with eDisclosure & eSig
- Re-Disclosures with Print and Deliver
- Retrieve E-Signed Documents

12:33:27 PM

12:28:07 PM

Submissions can take a minute to process. Please be patient.

Page:  [Link To Page](#)

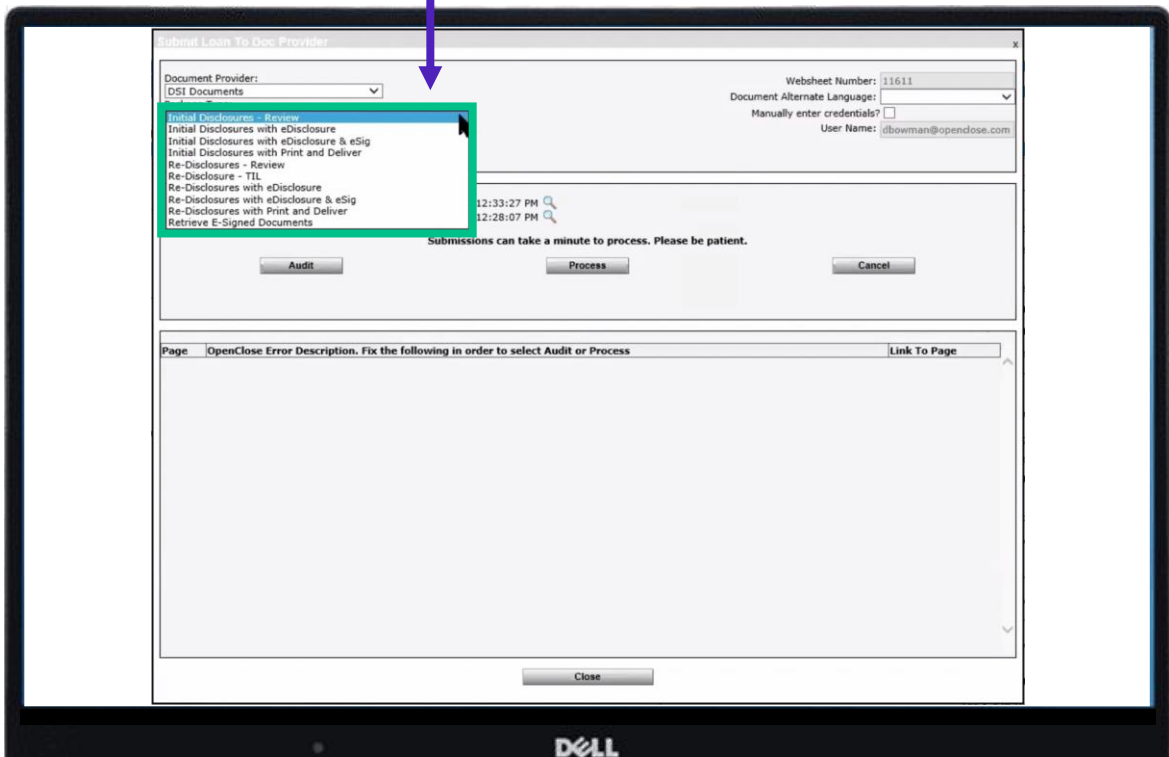
You have options to review packages or process and deliver them.



# OpenClose

## Submit Loan to Doc Provider

There's also a Retrieve E-Signed Documents option so once your borrower signs everything, you can pull the documents back into OpenClose.



We'll explain more towards the end of the guide.



# OpenClose

## Auditing

We recommend that you audit the package first. Select Initial Disclosures – Review from Package Type.

Submit Loan To Doc Provider

Document Provider:

Package Type: **Initial Disclosures - Review**

Disclosure Form Type:

Worksheet Number: 11611

Document Alternate Language:

Manually enter credentials?

User Name: dbowman@openclose.com

Last Audit Result: Passed 11/13/2020 12:33:27 PM

Last Process Result: Passed 10/14/2020 12:28:07 PM

**Submissions can take a minute to process. Please be patient.**

**Audit** Process Cancel

Page	OpenClose Error Description. Fix the following in order to select Audit or Process	Link To Page

Close

Select Audit.



Audit results can be found here. There are two message types found in the left most column – Warnings and Fatafs.

Submit Loan To Doc Provider

Document Provider: [Dropdown]  
Worksheet Number: 11611  
DSI Documents  
Document Alternate Language: [Dropdown]  
Package Type: [Dropdown]  
Manually enter credentials?   
Initial Disclosures - Review  
User Name: dbowman@openclose.com  
Disclosure Form Type: [Dropdown]

Last Audit Result: Passed 11/13/2020 12:33:27 PM  
Last Process Result: Passed 10/14/2020 12:28:07 PM

Submissions can take a minute to process. Please be patient.

[Audit] [Process] [Cancel]

Type	Context	Doc Provider Message. Contact Doc provider for more Information
Warning	Audit	Date through which estimate for settlement charges is available must at least 10-business days from date LE was provided
Warning	Audit	Closing Date should be after the Document Date
Warning	Audit	Vesting To Read does not match default
Warning	Audit	Disbursement Date must be after Document Date
Warning	Audit	Disbursement Date must be after Closing Date
Warning	Audit	Loan Origination Fee/Discount Points must have Fee To of Lender, Broker, or Investor
Warning	Audit	This is a federal Higher-Priced Mortgage Loan; APR exceeds comparable Average Prime Offer Rate by 1.5% or more
Warning	Audit	No settlement agent found.
Warning	Audit	Initial Disclosures must be issued within 3 business days of the Application.
Warning	Audit	Rate Lock not disclosed within 3 business days
Warning	Audit	Loan Estimate must be received before Closing Disclosure may be received by borrower. Closing Disclosure must be received no later than the third business day before consummation.
Warning	Audit	10% group total \$65.00 exceeds baseline total \$0.00 by more than 10%
Warning	Audit	TRID regulation prohibits a Loan Estimate from being generated after the first Closing Disclosure.
Warning	Audit	Only escrowed items included in Estimated Taxes, Insurance, and Assessments. Ensure all mortgage-related obligations are entered.
Warning	Audit	Appraisal Fee (AF): \$475.00 exceeds baseline amount \$0.00; Fee violates TILA/RESPA Tolerance.
Warning	Audit	Purchase Transaction with no prepaid Homeowner's Insurance detected.
Warning	Audit	Issued Date cannot be after Closing Date
Warning	Audit	Informational Audit: For HPML loans, lender must confirm borrower(s) ability to repay using full documentation of current income and assets
Warning	Audit	Informational Audit: For HPML loans, lender must confirm borrower(s) ability to repay using full documentation of current income and assets
Warning	Audit	John A Homeowner is missing Demographic Information for Ethnicity. Mary B Homeowner is missing Demographic Information for Ethnicity.
Warning	Audit	Proposed Settlement Service Provider Indicator is missing for Title - Title Endorsements. Title - Doc Prep Fee. Title - Attorney Fees. Title - Lenders Title

[Close]

You may proceed with a Warning but *you cannot proceed with a Fatal. A Fatal is a hard stop.* A fatal error likely means that something would be out of compliance if the package was produced – so the system won't let you do it.



# OpenClose

## Loan Detail Report

Click on the magnifying glass next to Last Audit Result to view the Loan Detail Report.

The screenshot displays the 'Submit Loan To Doc Provider' window. The 'Last Audit Result' field is highlighted with a magnifying glass icon. Below the window is a 'DETAILS' panel with the following sections:

LENDER INFO			
Lender Name:	DSI TEST LENDER (STEVE TRUITT)	Transfer To:	
Loan Program:	ALL FIXED LOANS - E*TRADE (TB_CONV)		

LOAN IDENTIFIERS			
Loan Number:	7770809202200010	FHA/VA Case:	MERS #: 100162500042846502
Loan Purpose:	Refinance	Loan Type:	Conventional
FHA Section:		MIC #:	123465
Loan Rep:	Steve Truitt	Broker Name:	Branch:

IMPORTANT DATES			
Application Date:	02/01/2019	Cancel Date:	CD/Re-Disc Send Date:
Document Date:	05/09/2019	Disbursement Date:	11/16/2018
Closing Date:	08/10/2022	Est. Avail. Through:	03/15/2019
Signing Date:		Pre-Z Send Date:	02/19/2016

RATE LOCK			
Rate Lock Date:	02/14/2019	Rate Avail. Through:	03/15/2019
Rate Lock Days:	30 days	Time:	12:00 AM
		Lock Prior to Close:	5 days
		Last Disclosed APR:	3.593%

For a comprehensive guide on our Loan Detail Report, please visit DocMagic's [Product Training Page](#).

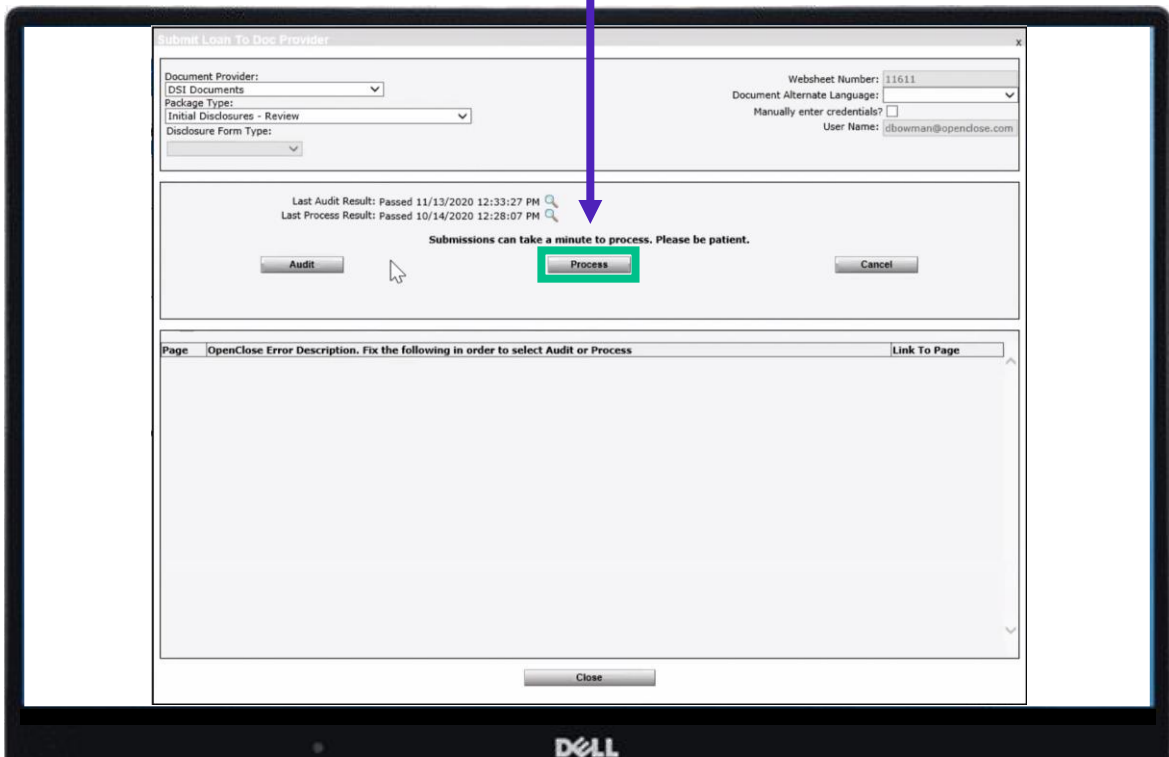




# OpenClose

## Process

Now you can review the document package by clicking Process.



Submit Loan To Doc Provider

Document Provider: DSI Documents  
Package Type: [dropdown]  
Initial Disclosures - Review: [dropdown]  
Disclosure Form Type: [dropdown]

Worksheet Number: 11611  
Document Alternate Language: [dropdown]  
Manually enter credentials?   
User Name: dbowman@openclose.com

Last Audit Result: Passed 11/13/2020 12:33:27 PM  
Last Process Result: Passed 10/14/2020 12:28:07 PM

**Submissions can take a minute to process. Please be patient.**

Page: OpenClose Error Description. Fix the following in order to select Audit or Process [Link To Page](#)

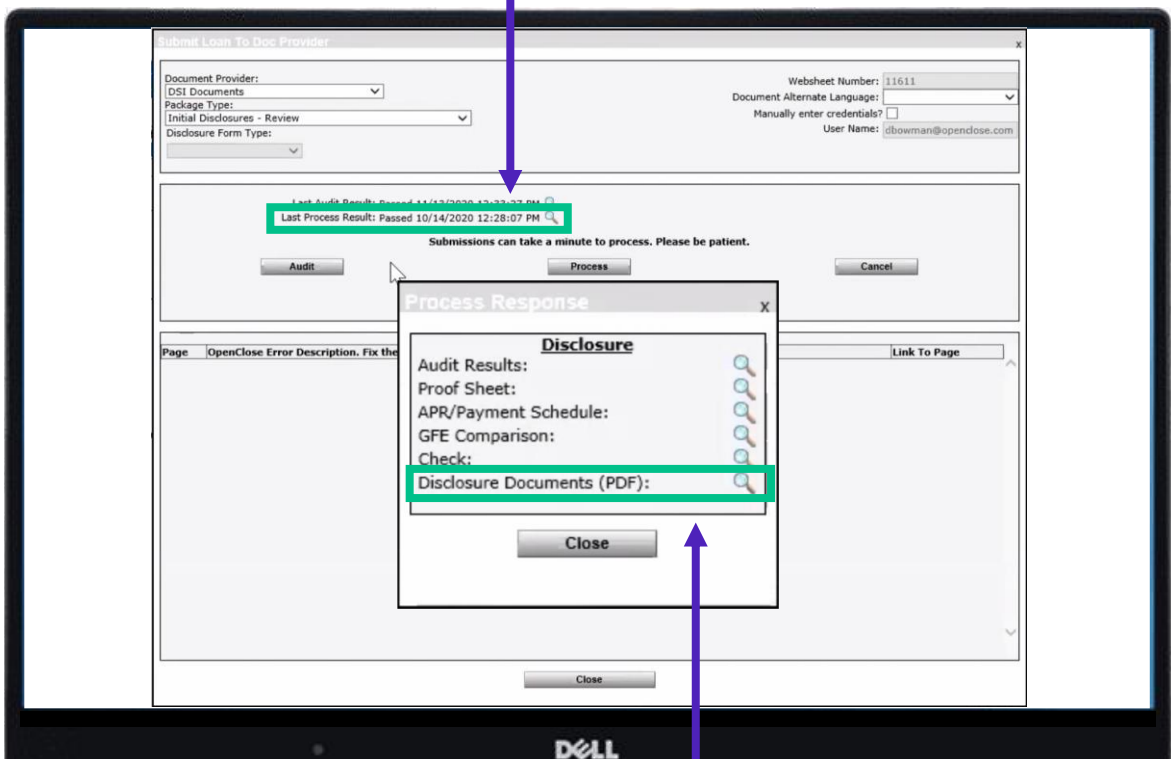
Close



# OpenClose

## Process Response

If you want to review any of the compliance reports or disclosure documents, click on the magnifying glass next to Last Process Result to open the Process Response window.



Click on the magnifying glass next to Disclosure Documents (PDF).



# OpenClose

## Process Response

Your full document package will be ready for review (including the Loan Detail Report – pictured).

Transaction Details					Data Validation	Compliance Audit	Collapse all ^
<b>DETAILS</b>							
<b>LENDER INFO</b>							
Lender Name:	DSI TEST LENDER (STEVE TRUITT)			Transfer To:			
Loan Program:	ALL FIXED LOANS - E*TRADE (TB_CONV)						
<b>LOAN IDENTIFIERS</b>							
Loan Number:	7770809202200010	FHA/VA Case:		MERS #:	100162500042846502		
Loan Purpose:	Refinance	Loan Type:	Conventional	Origination Type:	Lender		
FHA Section:		MIC #:	123465				
Loan Rep:	Steve Truitt	Broker Name:		Branch:			
<b>IMPORTANT DATES</b>							
Application Date:	02/01/2019	Cancel Date:		CD/Re-Disc Send Date:			
Document Date:	05/09/2019	Disbursement Date:	11/16/2018	CD/Re-Disc Method:			
Closing Date:	08/10/2022	Est. Avail. Through:	03/15/2019	CD/Re-Disc Recv. Date:			
Signing Date:		Pre-Z Send Date:	02/19/2016				
<b>RATE LOCK</b>							
Rate Lock Date:	02/14/2019	Rate Avail. Through:	03/15/2019	Lock Prior to Close:	5 days		
Rate Lock Days:	30 days	Time:	12:00 AM	Last Disclosed APR:	3.593%		

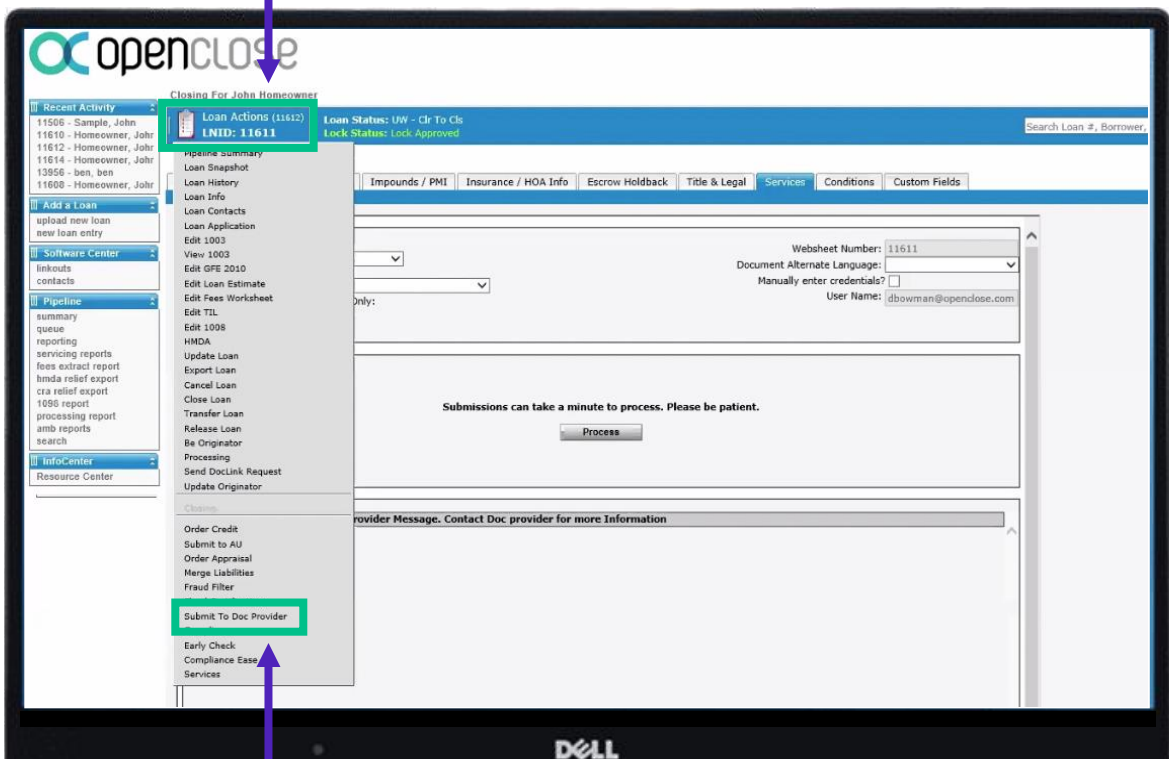
Remember – nothing has been sent out yet.



# OpenClose

Deja Vu

Go back and click Loan Actions (again)



Select "Submit to Doc Provider" (again)



# OpenClose

## Select Package Type and Process

Select "Initial Disclosures with eDisclosure & eSig" for Package Type.

Submit Loan To Doc Provider

Document Provider: DSI Documents

WebSheet Number: 11611

Document Alternate Language: [dropdown]

Manually enter credentials?

User Name: dbowman@openclose.com

Package Type: **Initial Disclosures with eDisclosure & eSig**

Last Audit Result: Passed 11/13/2020 12:33:27 PM

Last Process Result: Passed 10/14/2020 12:28:07 PM

Submissions can take a minute to process. Please be patient.

Audit Process Cancel

Page | OpenClose Error Description. Fix the following in order to select Audit or Process | Link To Page

Close

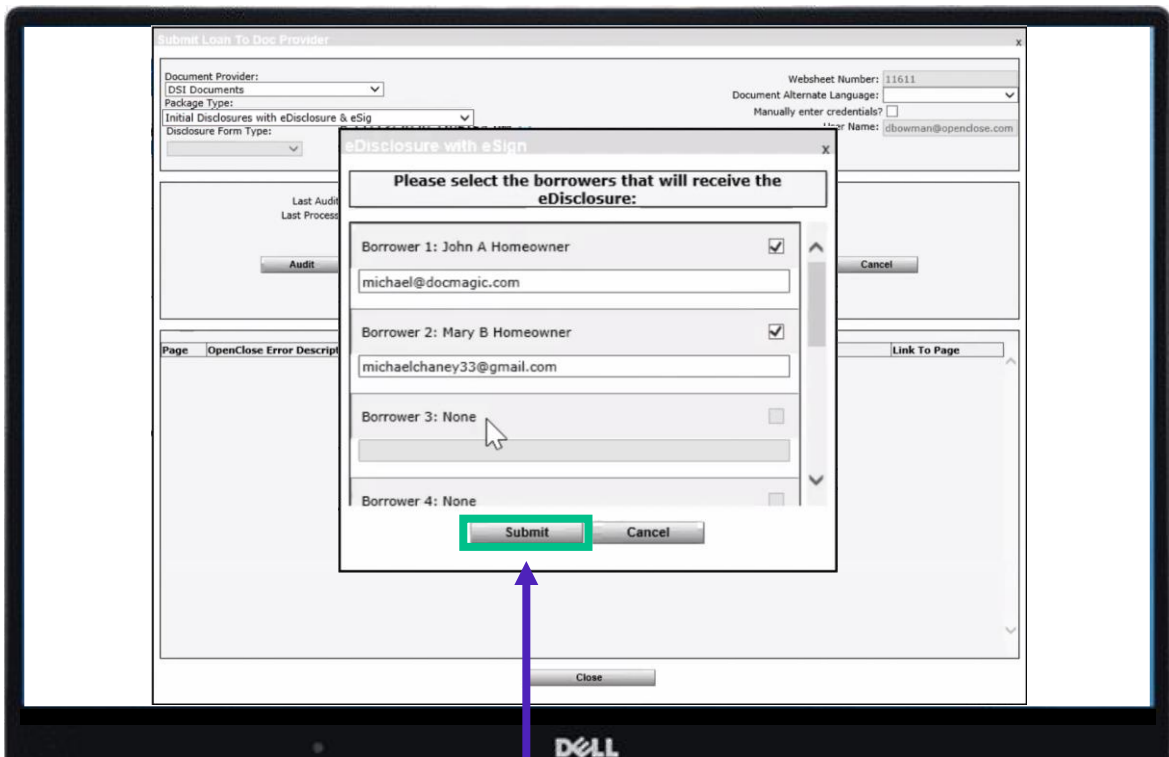
Hit Process.



# OpenClose

## Emails

The window that appears will show the emails of the borrowers that the package is going to.



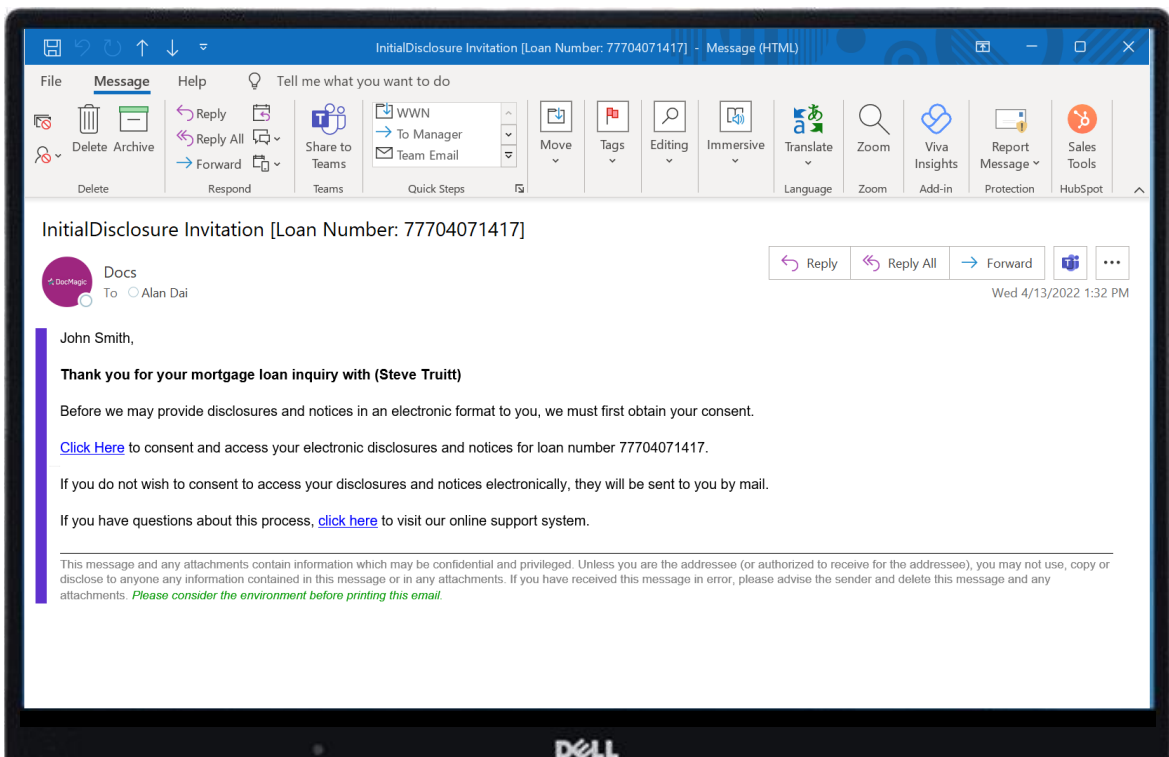
Hit Submit.



# OpenClose

## Emails

The entire package will be delivered to the borrower via email (shown below).



The borrower will click the link in the email and sign everything.



# OpenClose

## Retrieve E-Signed Documents

After the borrower completes their signatures, go back into OpenClose. This time, select Retrieve E-Signed Documents for Package Type.

Submit Loan To Doc Provider

Document Provider: DSI Documents

Package Type: Retrieve E-Signed Documents

Worksheet Number: 10057

Document Alternate Language: [dropdown]

User Name: oc\_dmadmin@computersh

Last Audit Result: Passed 12/2/2020 4:21:50 PM

Last Process Result: Passed 12/2/2020 4:21:50 PM

Submissions can take a minute to process. Please be patient.

Audit Process Cancel

Page	OpenClose Error Description. Fix the following in order to select Audit or Process	Link To Page
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Hit Process.





# OpenClose

## Retrieve E-Signed Documents

You'll get this screen that gives you a list of signed packages.

The screenshot shows a web application window titled "Retrieve E-Signed Documents". It features a "Package Listing" table with the following data:

Package ID	Package Type	RESPA Status	Package Status	Created	Actions
66940612	LoanEstimate	Unknown	Signed	12/2/2020 4:14 PM	[Icons]
66941722	Predisclosure	Unknown	Signed	12/2/2020 4:21 PM	[Icons]

A green box highlights the floppy disk icon in the "Actions" column of the second row. A blue arrow points from this icon down to a text box below the screenshot.

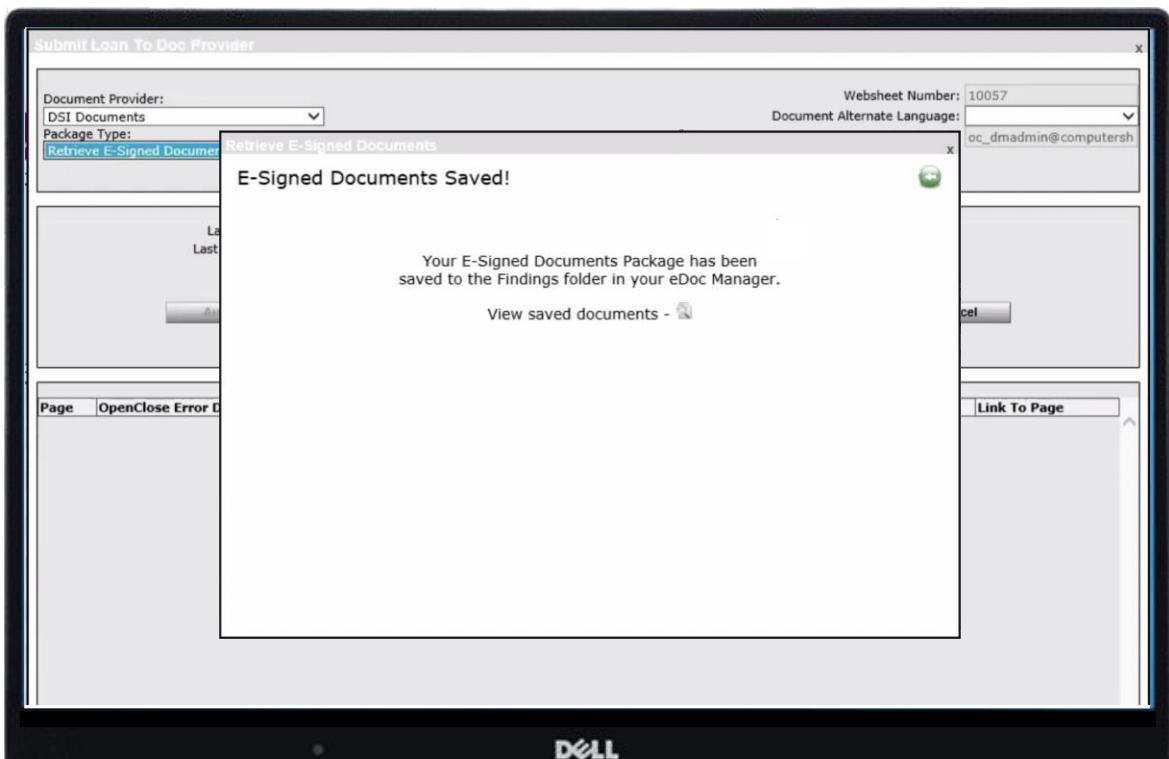
Click on a floppy disk to save that package.



# OpenClose

## Retrieve E-Signed Documents

This message confirms that your package was saved successfully.



Now, go to Services.

The screenshot shows the OpenClose web application interface. At the top, there is a blue header with 'Loan Actions (11612)' and 'LNID: 11611' on the left, and 'Loan Status: UW - Clr To Cls' and 'Lock Status: Lock Approved' on the right. Below the header is a navigation bar with tabs: 'Closing Form', 'Fees', 'Summaries', 'Impounds / PMI', 'Insurance / HOA Info', 'Escrow Holdback', 'Title & Legal', 'Services' (highlighted with a green box), 'Conditions', and 'Custom Fields'. The main content area has a 'Document Provider:' dropdown menu with a green box around it, showing a list of options: 'DSI Documents', 'Closing Docs', 'Closing Docs - Review', 'Generate UCD', 'Generate UCD Send to FNMA', and 'Generate UCD Send to FHLMC'. To the right of the dropdown are fields for 'Websheet Number: 11611', 'Document Alternate Language:', 'Manually enter credentials?' (checkbox), and 'User Name: dbowman@openclose.com'. Below these fields is a message: 'Submissions can take a minute to process. Please be patient.' with a 'Process' button. At the bottom, there is a table with columns 'Type', 'Context', and 'Doc' and a row with the text 'Provider Message. Contact Doc provider for more Information'. The Dell logo is visible at the bottom center of the screen.

For Package Type, you have the option of choosing any of these selections that will allow you to generate closing documents, UCD items, etc.



# OpenClose

DocMagic Online

If you select Closing Docs – Review for Package Type, DocMagic Online will open when you hit Process.

The screenshot displays the DocMagic Online interface. At the top, there is a blue header bar with the following information: "Loan Actions (11612)", "LNID: 11611", "Loan Status: UW - Clr To Cls", and "Lock Status: Lock Approved". Below the header is a navigation menu with tabs: "Closing Form", "Fees", "Summaries", "Impounds / PMI", "Insurance / HOA Info", "Escrow Holdback", "Title & Legal", "Services", "Conditions", and "Custom Fields". The "Services" tab is currently selected. The main content area contains several form fields: "Document Provider:" with a dropdown menu, "Package Type:" with a dropdown menu showing "Closing Docs - Review", "Disclosure Form Type:" with a dropdown menu and a "CD Only:" checkbox, "Websheet Number:" with a text input field containing "11611", "Document Alternate Language:" with a dropdown menu, "Manually enter credentials?" with a checkbox, and "User Name:" with a text input field containing "dbowman@openclose.com". Below these fields is a large grey area with the text "Submissions can take a minute to process. Please be patient." and a "Process" button. At the bottom of the interface is a table with the following structure:

Type	Context
	Doc Provider Message. Contact Doc provider for more Information

For more information on DocMagic Online, please visit our [Product Training Page](#).



# OpenClose

DocMagic Online

All the data you've entered will port over and you can click through the tabs, review the information, and then audit the file.

The screenshot displays the DocMagic software interface. The main window is titled "DocMagic - Borrower One Sample (#35)" and features a menu bar (File, Edit, Services, Tools, Help) and a toolbar with icons for Open, Save, New, Import, Copy, Default, and Audit. The "Audit" icon is highlighted with a green box. Below the toolbar, there are tabs for "General", "Borrowers/Sellers", "Property", "Terms", and "Providers/L". The "Borrowers" section is active, showing a table with columns for Name, Type, and SSN. Below this, there are fields for "Final Relation" (ALL AS TENANTS IN COMMON), "Country" (UNITED STATES), and "City" (MAILING CITY). The "Sellers" section is also visible, with fields for "Corp/Trust Name", "Name" (SELLER ONE SAMPLE, SELLER TWO SAMPLE), "Street" (SELLER STREET), "City" (SELLER CITY), "State" (CALIFORNIA), and "Zip" (90000).

A "Data Validation - Worksheet #35" window is open in the foreground, displaying a warning message: "17 Warning issues have been detected." The window has a toolbar with icons for Audit, Process, Details, APR, High Cost, Impounds, and Print. Below the warning message is a table with columns for Type, Message, Category, and Details. The table lists 17 warning issues, each with a "WARNING" type and a specific message and category.

Type	Message	Category	Details
WARNING	First Payment Date is before the Document Date	DataValidation	
WARNING	Document Date is more than '5' days in the past	DataValidation	
WARNING	Closing Date should be after the Document Date	DataValidation	
WARNING	Disbursement Date must be after Document Date	DataValidation	
WARNING	No LE Initial Deposit Amount detected.	Federal-RESPA	
WARNING	Reg. Z prohibits payments to loan originators based on loan terms, including the interest rate. Make sure premium selected is not based on loan terms.	Federal-TILA	
WARNING	Qualified Mortgage Debt-to-Income Ratio not provided. Using standard DTI computed based on income and liabilities.	DataValidation	
WARNING	Deficiency Rights Preserved information not provided. Default option will be used.	Federal-TRID	
WARNING	TRID regulation requires re-issuance of the Closing Disclosure due to 03/02/2016 Change in Loan Amortization type. Signing may not occur until three business days from receipt of re-issued Closing Disclosure.	Federal-TRID	

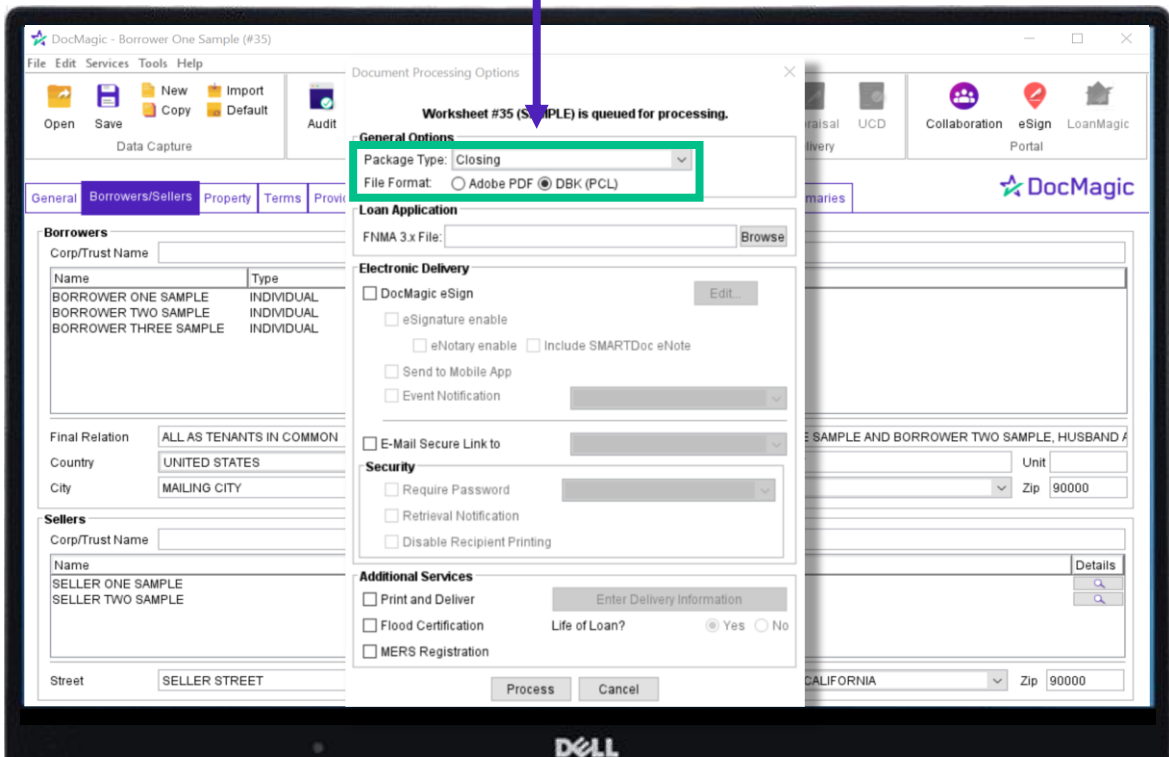
For more information on DocMagic Online, please visit our [Product Training Page](#).



# OpenClose

DocMagic Online

Once you hit Process, you can choose to export the package as a PDF or a DBK.



For more information on DocMagic Online, please visit our [Product Training Page](#).

