



SmartREGISTRY™

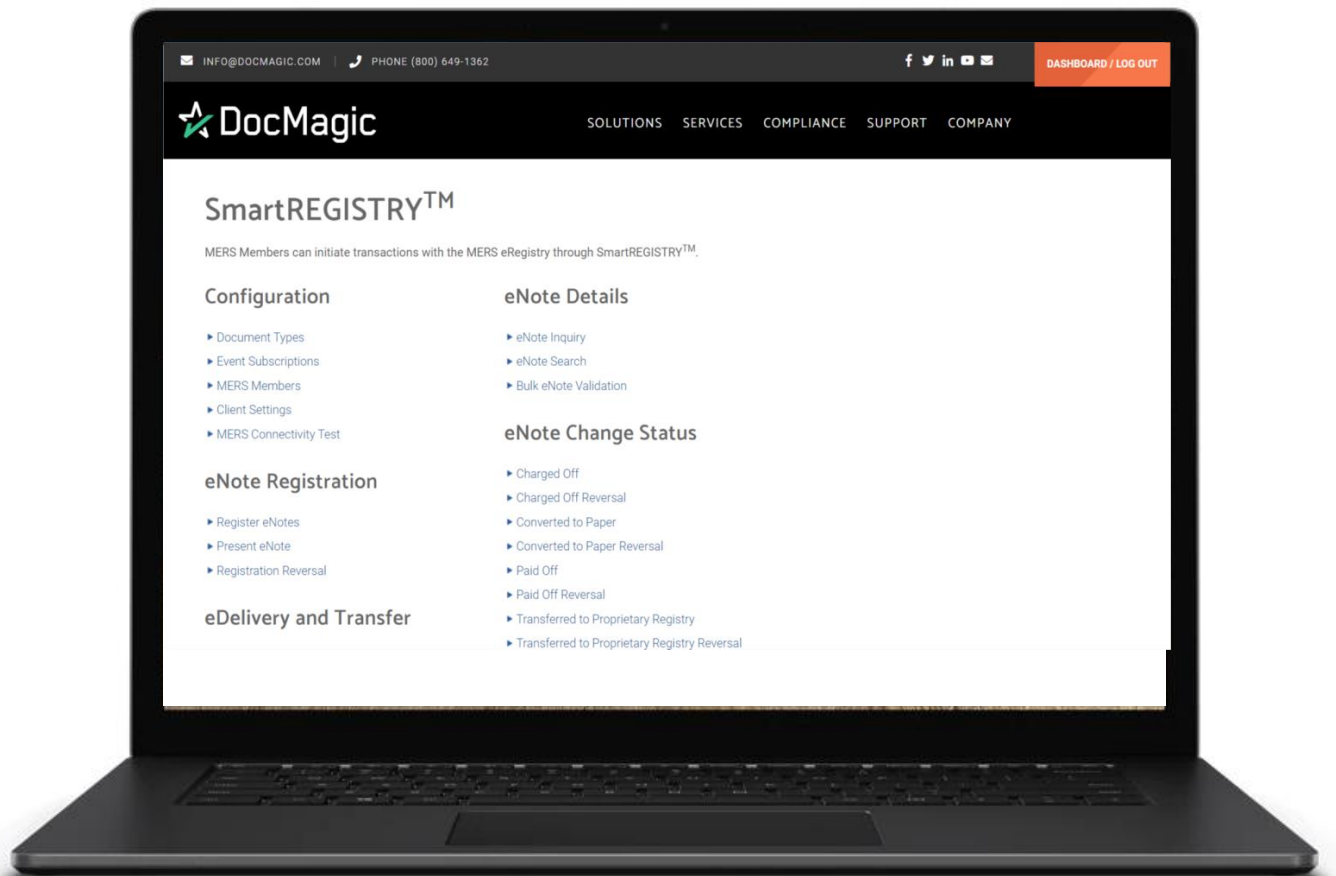
MERS Members can initiate transactions with
the MERS eRegistry through SmartREGISTRY™

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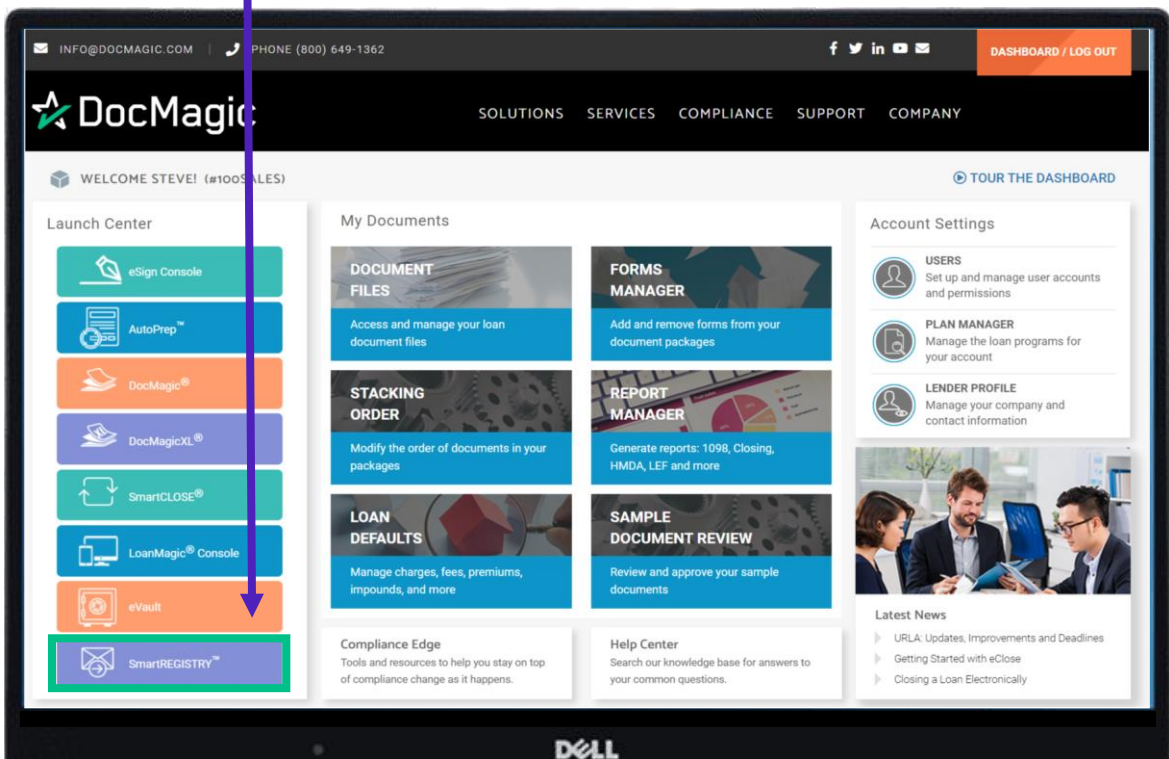
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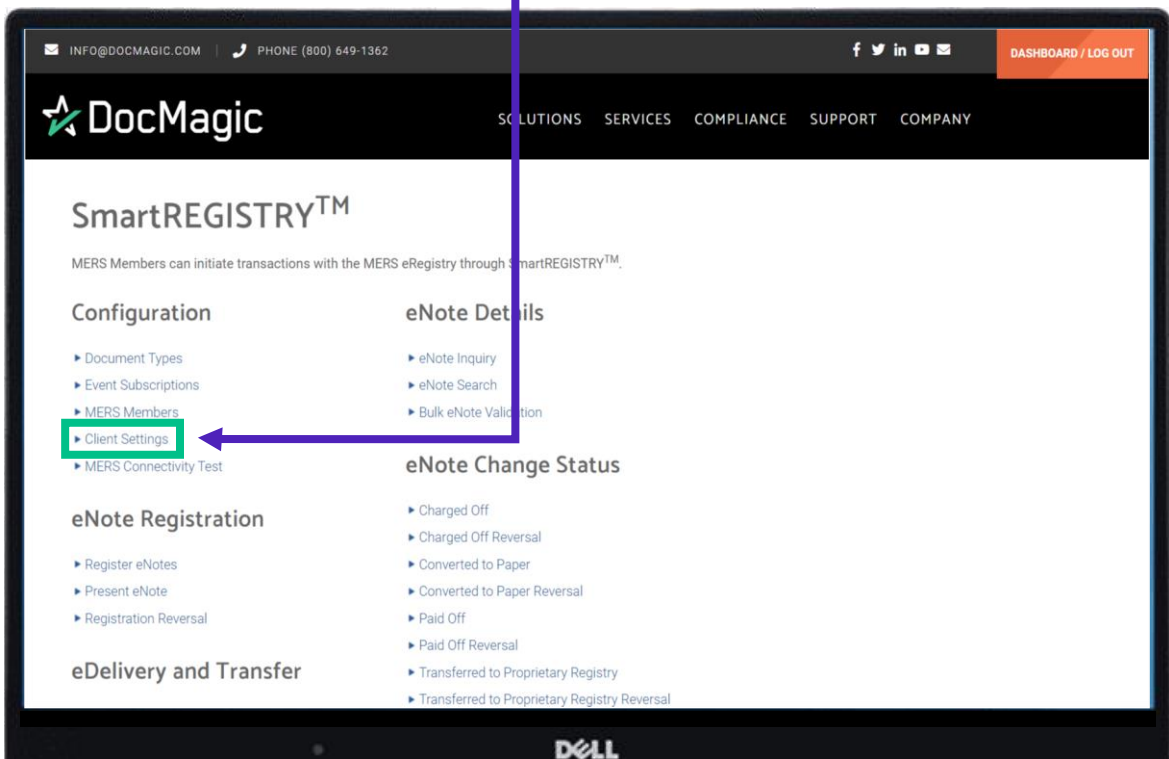
SmartREGISTRY is the detailed way to manage the eNote throughout the life of the loan.



Login to DocMagic and open SmartREGISTRY from the Launch Center.



We recommend you start by checking the Client Settings first.



Under Client Information, make sure that the MERS Org ID is accurate, and you have a Client Account Name.

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SmartREGISTRY™ Client Settings

SmartREGISTRY Settings

Client Admins can configure MERS eRegistry settings.

Client Information

MERS Org Id: * 9999353

Client Account Name: 100 Sales (9999353)

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

DELL

The MERS Org ID is greyed out because it *cannot* be changed. If the Client Account Name is incorrect, or you want it to show something else, it *can* be changed.



Registration Method should be those from the MERS eRegistry testing grid requirements that are negotiated with MERS.

The screenshot shows the SmartREGISTRY Client Settings page. The page title is "SmartREGISTRY Settings" and it includes a sub-header "Client Admins can configure MERS eRegistry settings." The page is divided into two sections: "Client Information" and "eNote Registration Settings".

Client Information

- MERS Org Id: 9999353
- Client Account Name: 100 Sales (9999353)

eNote Registration Settings

- Registration Method: Presentation (highlighted with a green box and a blue arrow)
- Controller: 100 Sales (9999353)
- Master Servicer: 100 Sales (9999353)
- Location: 100 Sales (9999353)
- Delegatee for Transfers: (empty)
- Secured Party: (empty)
- Delegatee for Secured Party: (empty)

It defaults to Presentation.



Your main three rights, Controller, Master Servicer, and Location are required from MERS. They should be set to the Account Name from the Client Settings when set to Auto Register eNote.

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SmartREGISTRY™ > Client Settings

SmartREGISTRY Settings

Client Admins can configure MERS eRegistry settings.

Client Information

MERS Org Id.* 9999353

Client Account Name: 100 Sales (9999353)

eNote Registration Settings

Registration Method.* Presentation

Controller.* 100 Sales (9999353)

Master Servicer.* 100 Sales (9999353)

Location.* 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

DELL

You do not have the ability to change the Controller, but you can change the Master Servicer and Location. When you are initially set-up for auto-registration, all three of these should be the same.



If you are using a Delegatee for Transfer, you would enter that here as well.

The screenshot displays the SmartREGISTRY Client Settings interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The page title is 'SmartREGISTRY™ > Client Settings'. Below the title, a sub-header reads 'SmartREGISTRY Settings' and a note states 'Client Admins can configure MERS eRegistry settings.' The settings are organized into two sections: 'Client Information' and 'eNote Registration Settings'. The 'Client Information' section includes fields for 'MERS Org Id.' (9999353), 'Client Account Name' (100 Sales (9999353)), and 'Registration Method.' (Presentation). The 'eNote Registration Settings' section includes fields for 'Controller.' (100 Sales (9999353)), 'Master Servicer.' (100 Sales (9999353)), 'Location.' (100 Sales (9999353)), 'Delegatee for Transfers.' (highlighted with a green box), 'Secured Party.', and 'Delegatee for Secured Party.'. A purple arrow points from the text above to the 'Delegatee for Transfers.' field.



Auto Register eNote is usually set.

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eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers: *

Secured Party: *

Delegatee for Secured Party: *

Auto Register eNote

Auto eDeliver eNote

Reject Transfers without eNote

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Back Save

DELL

Auto eDeliver eNote should be enabled if your eNote Registration Settings have a Rights Holder that is not their own Client Name, and you want to send them a copy of the eNote after registration. They will need one to conduct any transactions on the eNote.



Checking Reject Transfers without eNote will reject a transfer if there is not already an eNote for that MIN in the eVault.

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY DASHBOARD

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

Auto Register eNote

Auto eDeliver eNote

Reject Transfers without eNote

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Back Save

The eNote Validation Settings apply if a third party is sending notes into your system. We recommend that you check the first and third boxes as a default.



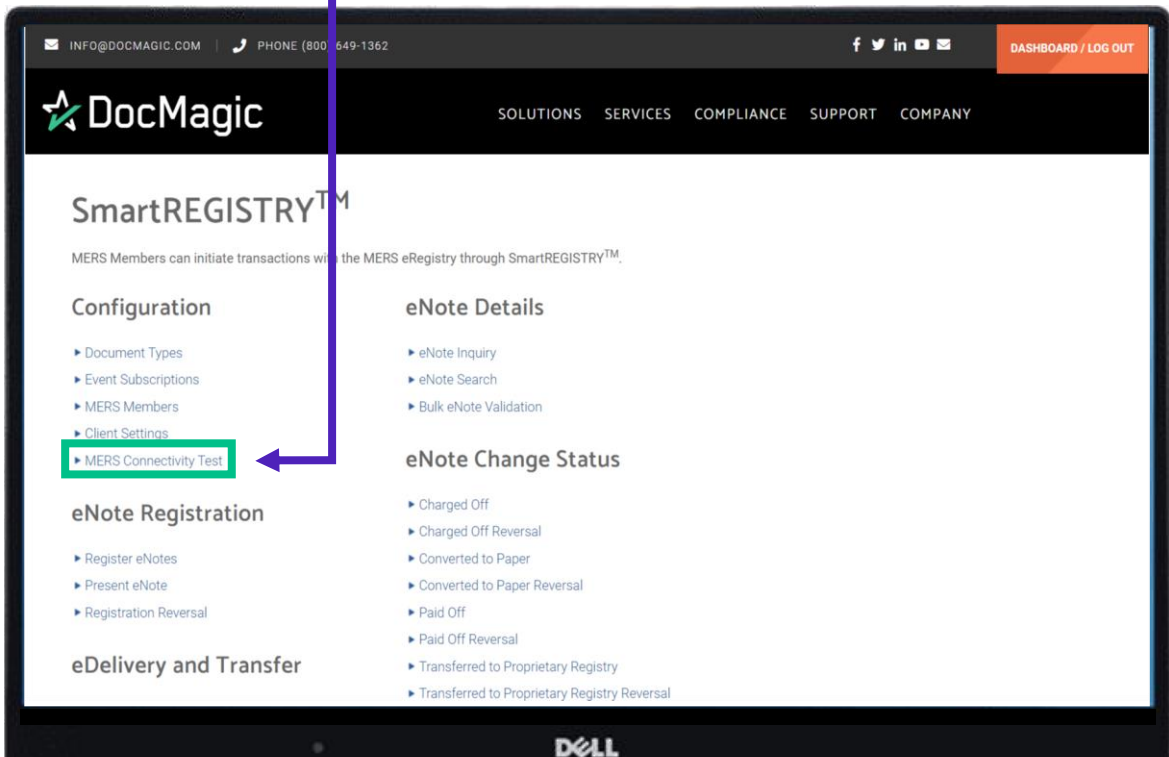
- Hash Digest will confirm the Hash hasn't been altered.
- Certificate Validation will confirm the certificate used for eSigning is valid.
- Document Validation will ensure the data and format within the eNote are validated.

The screenshot shows the DocMagic web application interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY, and DASHBOARD. The main content area is titled "eNote Registration Settings" and contains several dropdown menus for "Registration Method", "Controller", "Master Servicer", and "Location", all set to "100 Sales (9999353)". Below these are fields for "Delegatee for Transfers", "Secured Party", and "Delegatee for Secured Party". Underneath are three checkboxes: "Auto Register eNote", "Auto eDeliver eNote", and "Reject Transfers without eNote". The "eNote Validation Settings" section is highlighted with a green box and contains three checkboxes: "Enable Hash Digest Comparison" (checked), "Enable Certificate Validation" (unchecked), and "Enable Document Validation" (checked). At the bottom of the form are "Back" and "Save" buttons, with the "Save" button highlighted by a green box and an arrow pointing to it from the text box below.

Hit Save when done. You will be returned to the SmartREGISTRY main menu.

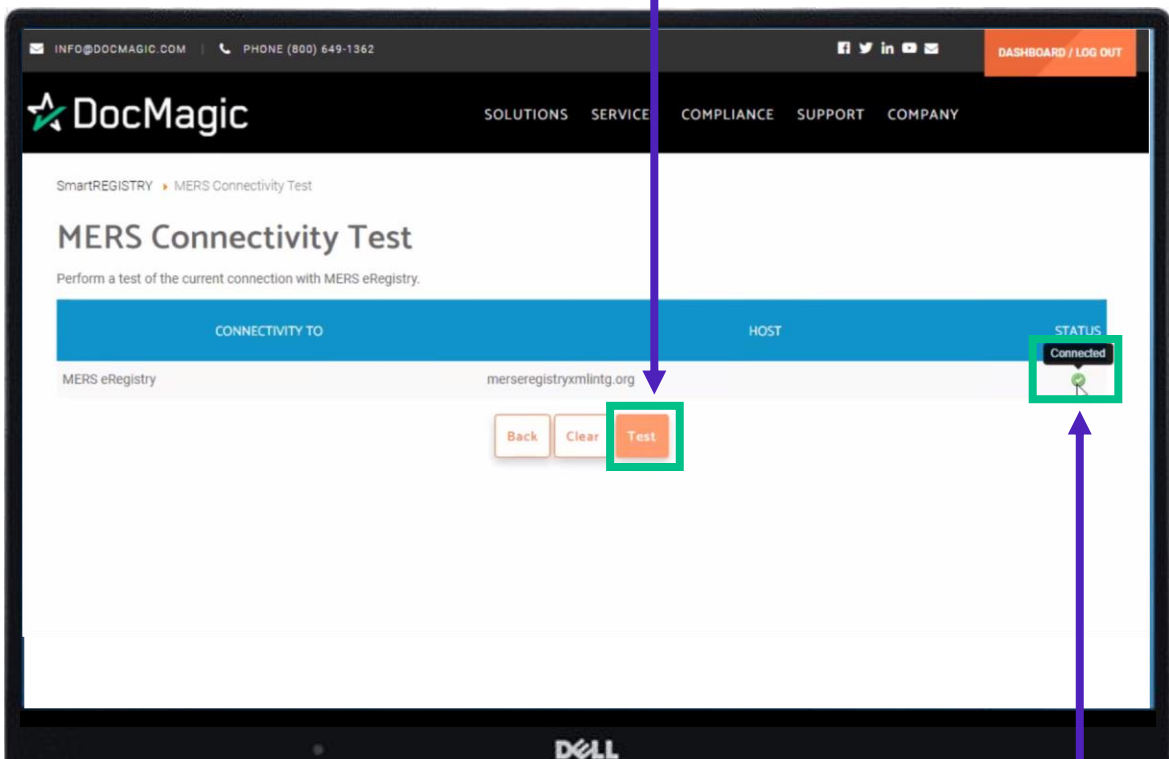


After configuring your client settings, the next step is to check the MERS Connectivity Test.



MERS Connectivity Test

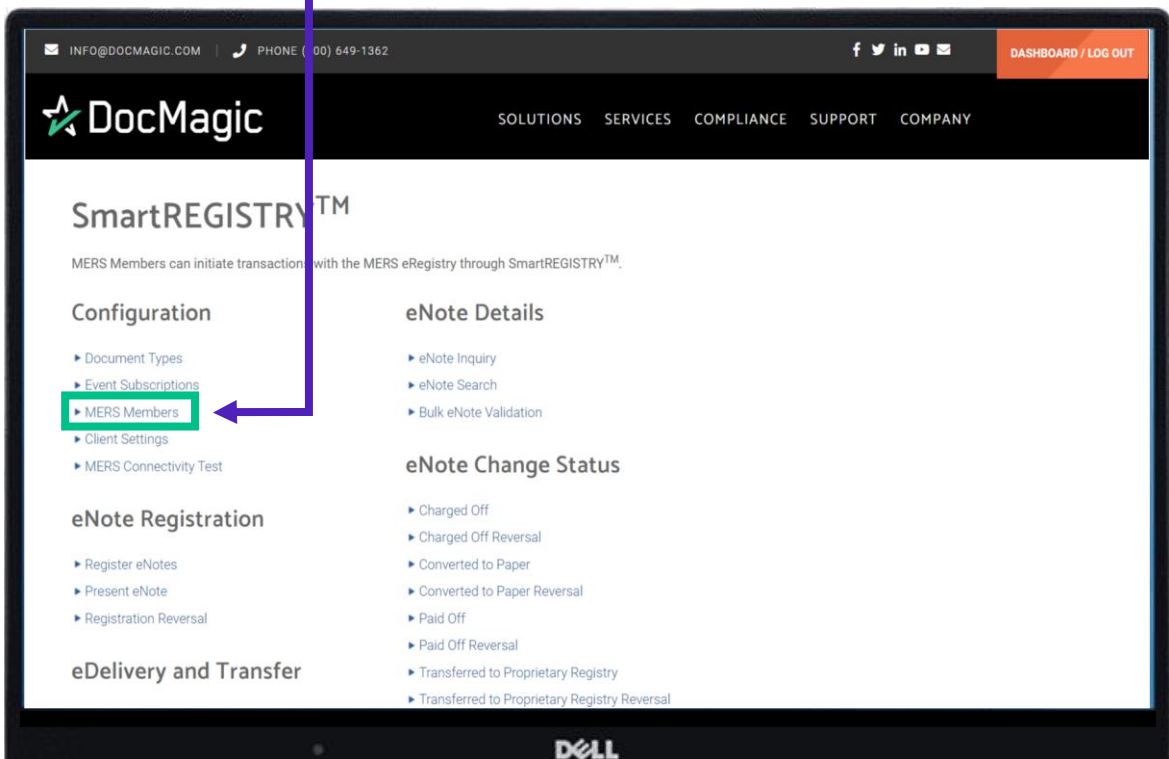
Hit Test. The test is to see if the Account will be able to conduct SmartREGISTRY transactions that involve the MERS eRegistry trading partners.



If the status shows as Connected, you are good to go. You will usually only need to do this one time.



The next step is to go to MERS Members.



MERS Members are entities with whom you will be doing business.

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SmartREGISTRY™ MERS Members

MERS Members

Account #: 100SALES

Show: 10 entries Search:

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

Back Add

« < 1 2 3 4 6 > »

DELL

If an entity is not set up in MERS Members, you will not be able to conduct SmartREGISTRY transactions with them, and you will not be able to select them in the dropdowns.



The Member must be active.

Account #: 100SALES

Search:

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

« < 1 2 3 4 5 6 > »

Back Add

Click on the Add button to add a member.



The MERS Org Name is the name you'd like to reference the Partner.

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Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Cancel Add

Back Add

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

The MERS Org ID is the 7-digit MERS eRegistry Org ID that must be exactly what is listed on the MERS eRegistry.



The Client Account ID is needed for Freddie Mac eCertification Participants.

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SmartREGISTRY™ > MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id: *

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Cancel Add

Back Add

COMPANY

Account #: 100SALES

Search:

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

2 3 4 5 6 > >>

DELL



Check this box if you want to Auto Accept Transfers.
You can also select if you want to accept all transfers or inbound ones only.

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SmartREGISTRY™ MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

- Enable Hash Digest Comparison
- Enable Certificate Validation
- Enable Document Validation

Cancel Add

Back Add

COMPANY

Account #: 100SALES

Search:

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

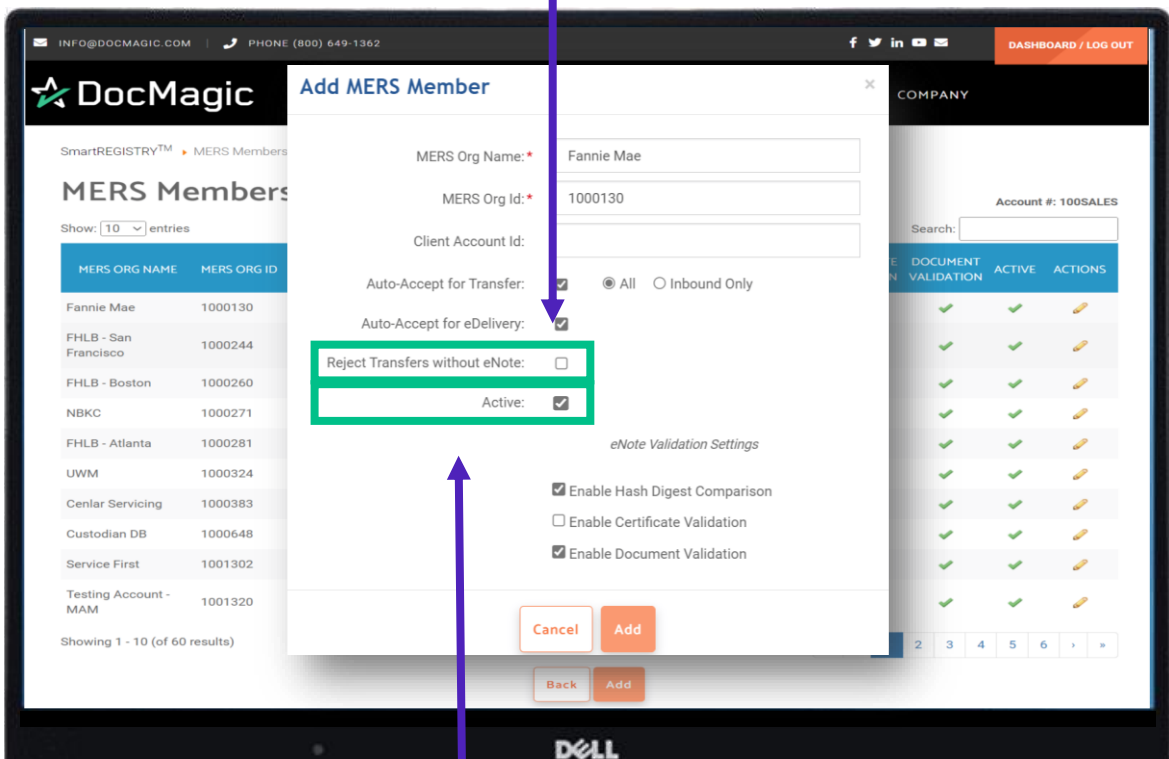
2 3 4 5 6 > >>

DELL

Check this box if you want to Auto Accept eDeliveries.



Selecting Reject Transfers without eNote means that if an eNote is not already in the eVault, it will reject the Transfer.



Check this box. You want members to be Active in SmartREGISTRY – they will only appear to do transactions if they are active.



eNote Validation Settings are the same as before.

SmartREGISTRY™ MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org ID: * 1000130

Client Account Id: *

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

- Enable Hash Digest Comparison
- Enable Certificate Validation
- Enable Document Validation

Cancel Add

Back Add

Click Add when done.



Notice how the information you entered in the Add MERS Member window is all here.

Account #: 100SALES

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

Back Add

You can also make changes to existing MERS members on this page. Click on the pencil icon next to a member to get started.



The Edit MERS Member window will appear. This is almost identical to the Add MERS Member window.

The screenshot displays the SmartREGISTRY MERS Members interface. On the left, a table lists MERS members with columns for MERS Org Name and MERS Org ID. The 'Edit MERS Member' modal window is open, showing fields for MERS Org Name (Fannie Mae), MERS Org Id (1000130), and Client Account Id. Below these fields are checkboxes for 'Auto-Accept for Transfer' (All selected), 'Auto-Accept for eDelivery', 'Reject Transfers without eNote', and 'Active'. Under 'eNote Validation Settings', there are checkboxes for 'Enable Hash Digest Comparison', 'Enable Certificate Validation', and 'Enable Document Validation'. At the bottom of the modal are 'Cancel' and 'Update' buttons. A purple arrow points from the 'Update' button to a text box below. In the background, a table with columns 'DOCUMENT VALIDATION', 'ACTIVE', and 'ACTIONS' is visible, with a green box highlighting the edit icon in the 'ACTIONS' column.

Make the necessary changes and hit Update to save.



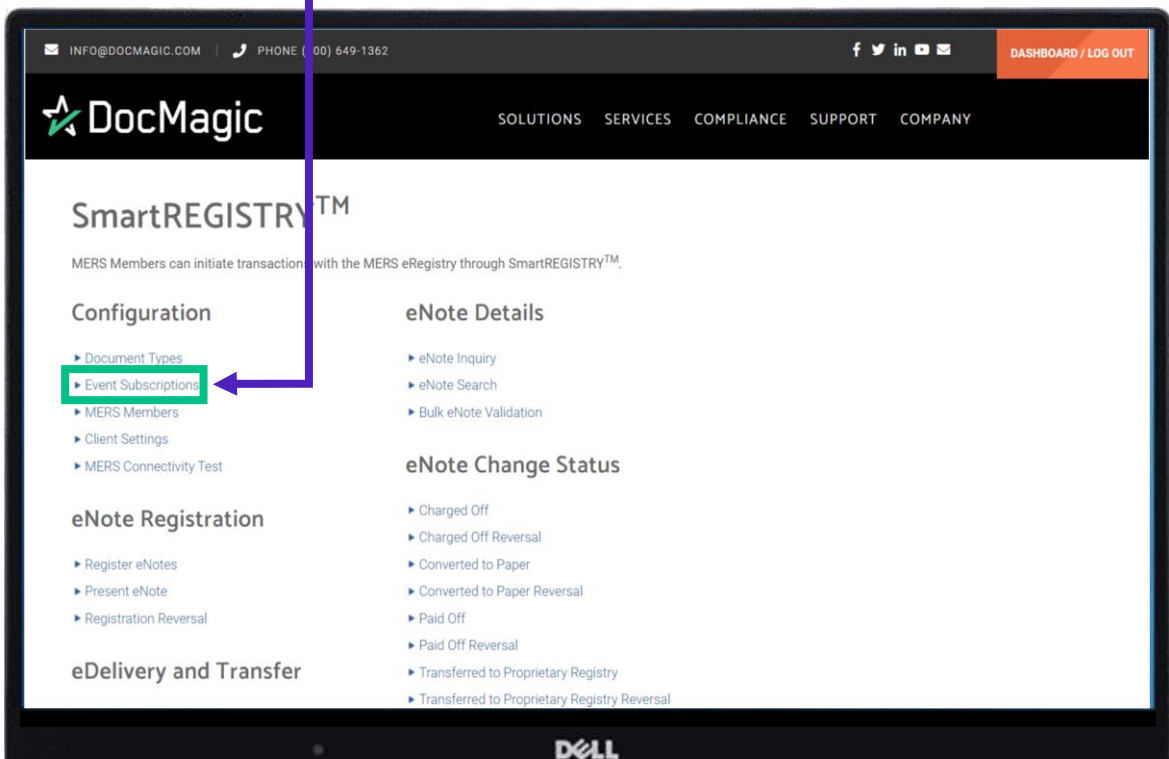
You'll know that your changes were successfully saved when you see this little pop-up in the corner.

The screenshot shows the SmartREGISTRY MERS Members interface. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a 'DASHBOARD / LOG OUT' button. A green success message pop-up is visible in the top right corner, stating 'MERS Member has been successfully updated.' Below the navigation bar, the page title is 'MERS Members' and the account number is '100SALES'. There is a search bar and a 'Show: 10 entries' dropdown. The main content is a table with the following columns: MERS ORG NAME, MERS ORG ID, CLIENT ACCOUNT ID, AUTO-ACCEPT TRANSFER, AUTO-ACCEPT DELIVERY, REJECT TRANSFERS WITHOUT ENOTE, HASH DIGEST COMPARISON, CERTIFICATE VALIDATION, DOCUMENT VALIDATION, ACTIVE, and ACTIONS. The table lists ten members, each with a green checkmark in the 'ACTIVE' column and an edit icon in the 'ACTIONS' column. At the bottom of the table, it says 'Showing 1 - 10 (of 60 results)'. There are 'Back' and 'Add' buttons at the bottom center, and a pagination control at the bottom right showing page 1 of 6.

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	



You also have the option to enable Event Subscriptions.



Event Subscriptions gives you the ability to turn on email and/or push notifications when certain actions occur.

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SmartREGISTRY™ Event Subscriptions

Account #: 100SALES

Show: 10 entries Search:

EVENT TYPE	EMAIL NOTIFICATION	PUSH NOTIFICATION	ACTIONS
EDelivery Approved	✓	✓	
EDelivery Completed	✓	✓	
EDelivery Expired		✓	
ERegistry Note Registered	✓	✓	
ERegistry Note Registration Failed		✓	
ERegistry Transfer Completed	✓	✓	
ERegistry Transfer Rejected	✓	✓	
Pending EDelivery	✓	✓	
Pending Transfer	✓	✓	
EDelivery Distribution Disapprove		✓	

Click on the pencil on the right of an Event Type to explore your options. We'll look at Pending Transfer as an example.



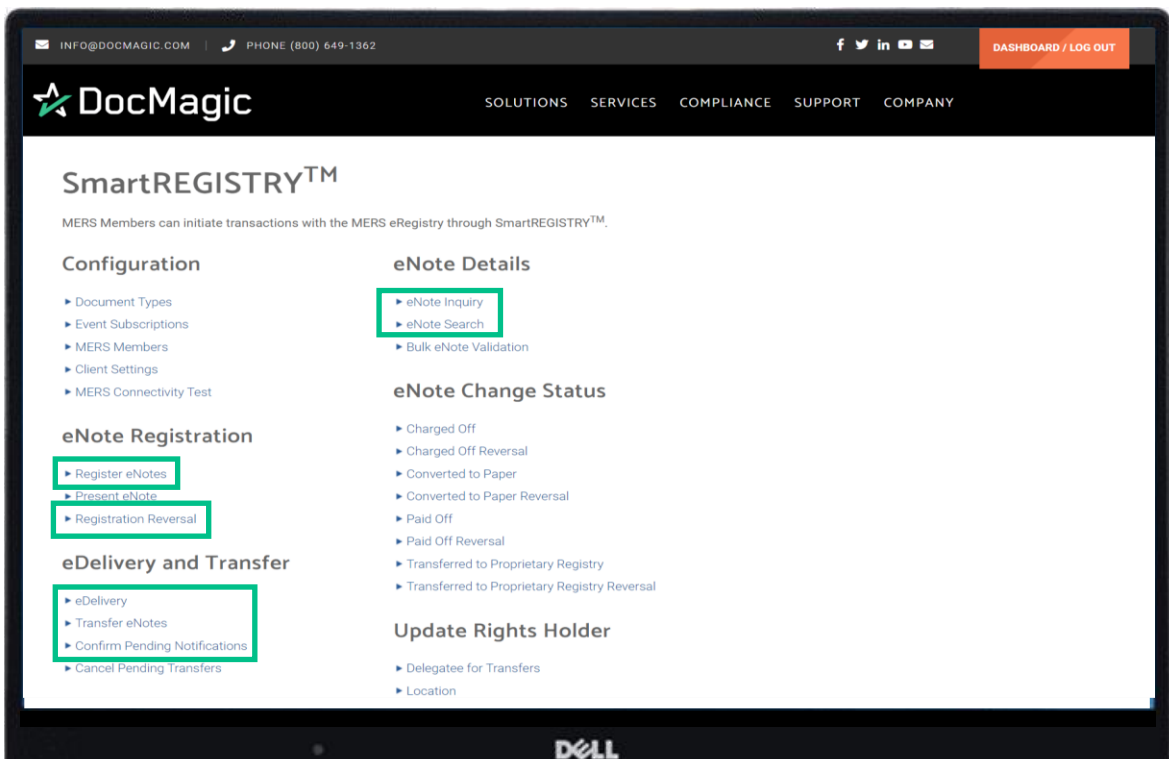
You can choose to send an automated e-mail for this transaction, add a single or multiple email recipients, select an email subject, and create an email template.

The screenshot shows the DocMagic web application interface on a Dell monitor. The top navigation bar includes the DocMagic logo and links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The main content area is titled "Event Subscriptions" and shows the "Event" as "Pending Transfer". A checkbox for "Email Notification" is checked. The "To Email Address" field contains "bpannell@docmagic.com" and the "Email Subject" field contains "Pending Transfer Notification". Below these fields is an "Email Template" section with a rich text editor toolbar (bold, underline, italic, font color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, help) and a preview of the email content: "You have received a notification of pending transfer for an eNote. MERS MIN Number: \${MIN} MERS Transfer Type: \${MERSRequestType} MERS Transfer Identifier: \${MERSTransferIdentifier} MERS Transfer Effective Date: \${ActionEffectiveDate} MERS S". The account number "100SALES" is visible in the top right corner.



Most Common SmartRegistry Functions

The most used functions in SmartREGISTRY are Register eNotes, Registration Reversal, eDelivery, eNote Inquiry, Transfer eNotes, Confirm Pending Notifications and eNote Search.

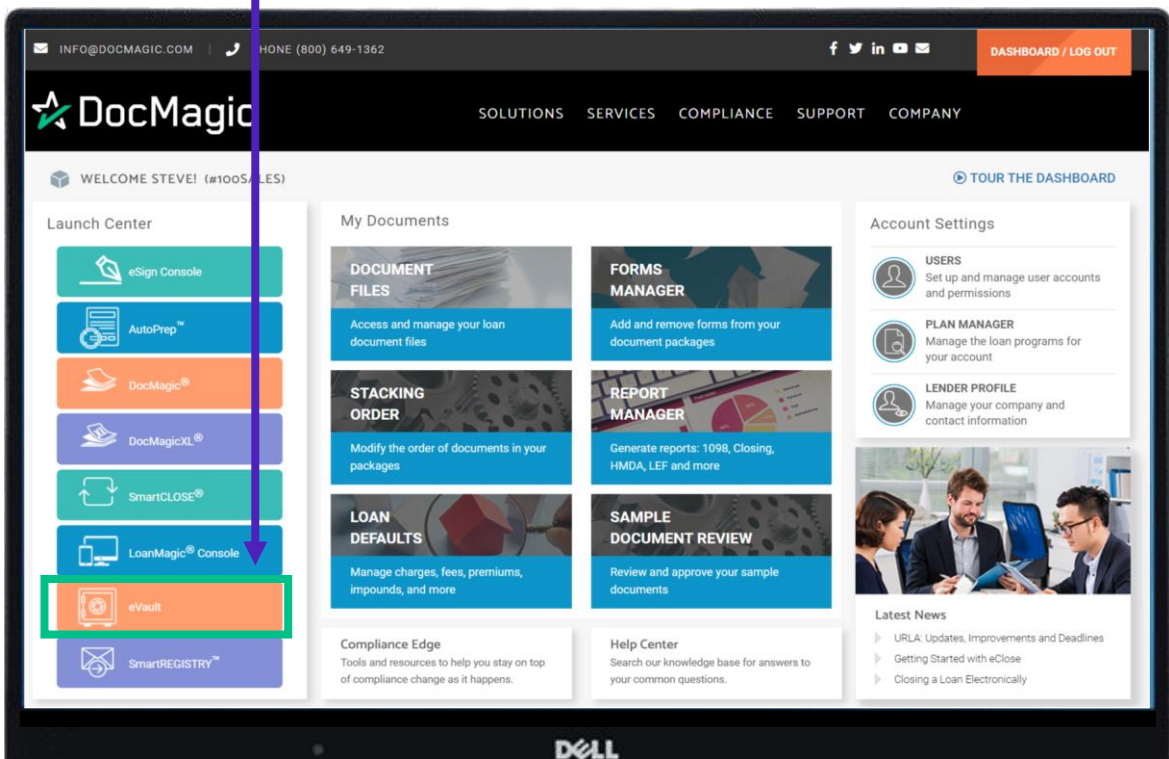


We will go through how to use these functions one by one.



Most Common SmartREGISTRY Functions

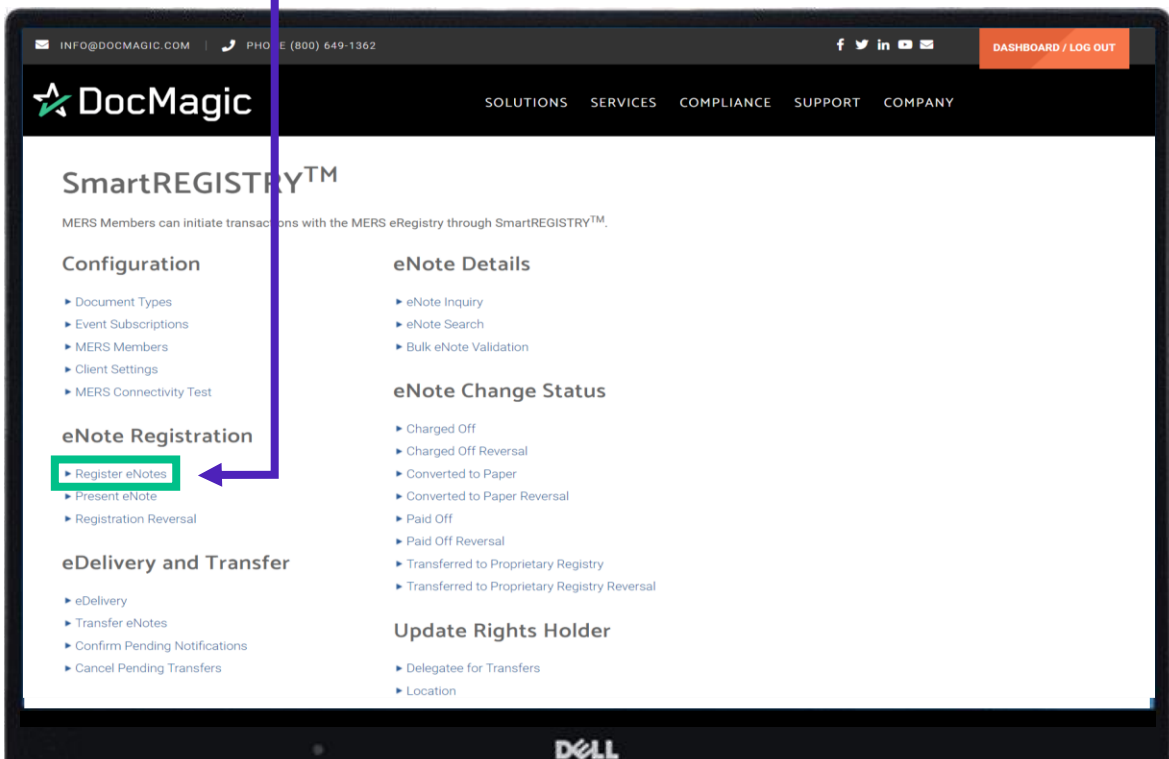
These functions are also available in the DocMagic eVault, which can be opened from the Launch Center of the DocMagic dashboard.



We recommend you check out our guide to eVault on the [Product Training Page](#).



We're going to start with Register eNotes.



When this page loads, you will see that some fields are already populated. These defaults are configured in client settings.

The screenshot shows a web browser displaying the DocMagic SmartREGISTRY interface. The page title is "Register eNotes". Below the title, there is a note: "MERS Members can register MINS on the MERS eRegistry." The main section is titled "Register Details" and contains several form fields:

- Registration Method: * Presentation (dropdown menu)
- Controller: * 100 Sales (9999353) (dropdown menu)
- Delegatee for Transfers: (dropdown menu)
- Location: * 100 Sales (9999353) (dropdown menu)
- MIN: (text input field)
- Master Servicer: * 100 Sales (9999353) (dropdown menu)
- eDeliver:
- Secured Party: (dropdown menu)
- Secured Party Delegatee: (dropdown menu)

At the bottom of the form, there are three buttons: "Cancel", "Clear", and "Register". The Dell logo is visible at the bottom of the browser window.



To register a MIN, type or paste the MIN in the text field and click on the magnifying glass.

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SmartREGISTRY™ > Register eNotes

Register eNotes

MERS Members can register MINS on the MERS eRegistry.

Register Details

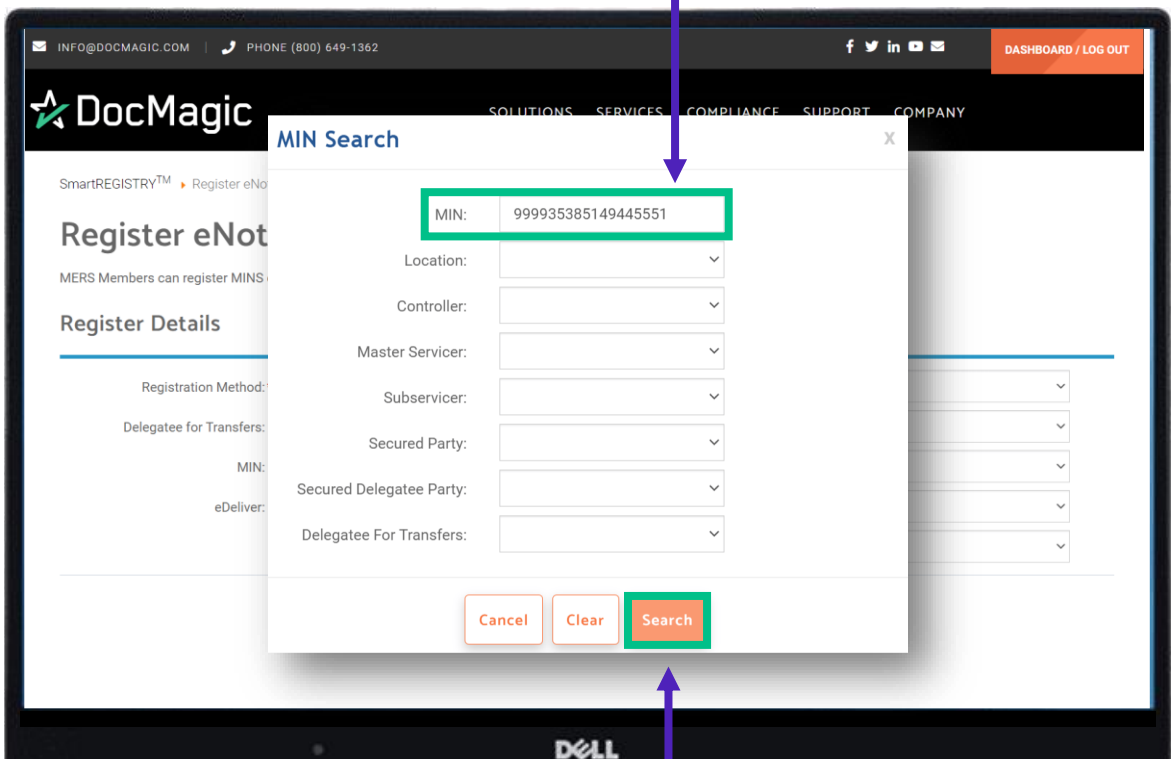
Registration Method:*	Presentation	Controller:*	100 Sales (9999353)
Delegatee for Transfers:		Location:*	100 Sales (9999353)
MIN:	<input type="text"/>	Master Servicer:*	100 Sales (9999353)
eDeliver: <input checked="" type="checkbox"/>		Secured Party:	
		Secured Party Delegatee:	

DELL

You could also hit the green button to add the MIN directly, but we recommend that you use the magnifying glass for accuracy.



Hitting the magnifying glass brings up a window. The MIN will auto-populate if you entered it in previously.



Hit Search.



Your results will populate below.

SmartREGISTRY™ Register eNotes

MERS Members can register MINS on the MERS eRegistry.

Register Details

Registration Method:	Presentation	Controller:	100 Sales (9999353)
Delegatee for Transfers:		Location:	100 Sales (9999353)
MIN:		Master Servicer:	100 Sales (9999353)
eDeliver:	<input checked="" type="checkbox"/>	Secured Party:	
		Secured Party Delegatee:	

Show: 10 entries Search:

MIN	LOAN #	WORKSHEET #	ACTIONS
999935385149445551	1658514944555	1658514944555	<input type="checkbox"/>

Showing 1 - 1 (of 1 results)

Cancel Clear Register

Double check that the information entered is correct, then click the Checkbox under Actions.

Then hit Register.



If your registration attempt is successful, you will see a green check mark at the bottom and a brief message will appear in the top right.

The screenshot displays the SmartREGISTRY web application interface. At the top, there is a navigation bar with the DocMagic logo and various menu items. The main content area is titled "Register eNotes" and includes a "Register Details" form. The form contains several fields: "Registration Method" (set to "Presentation"), "Delegate for Transfers", "MIN" (9999338514944555), "Controller" (100 Sales (9999353)), "Location" (100 Sales (9999353)), "Master Servicer" (100 Sales (9999353)), "Secured Party", and "Secured Party Delegate". Below the form is a table with columns for "MIN", "LOAN #", "WORKSHEET #", and "ACTIONS". A single entry is shown with a green checkmark in the "ACTIONS" column. At the bottom, there are "Cancel", "Clear", and "Register" buttons. A green box highlights the green checkmark in the "ACTIONS" column of the table, and a message "Registration Request Sent" is visible in the top right corner of the page.

MIN	LOAN #	WORKSHEET #	ACTIONS
9999338514944555	1658514944555	1658514944555	✓

MIN	METHOD	CONTROLLER	LOCATION	MASTER SERVICER	DELEGATEE FOR TRANSFERS	SECURED PARTY	SECURED PARTY DELEGATEE	ACTIONS
9999338514944555	Presentation	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)				✗



You can also check if the attempt was successful by going to the eVault. Registration will be on top of the eVault listings.

The screenshot shows the DocMagic dashboard with the following sections:

- Launch Center:** eSign Console, AutoPrep™, DocMagic®, DocMagicXL®, SmartCLOSE®, LoanMagic® Console, **eVault** (highlighted), SmartREGISTRY™.
- My Documents:** DOCUMENT FILES, FORMS MANAGER, STACKING ORDER, REPORT MANAGER.
- Account Settings:** USERS, PLAN MANAGER, LENDER PROFILE.
- eVault Directory:** A table with columns: LOAN #, BORROWER, WORKSHEET #, MIN, CONTROLLER, LOCATION, MASTER SERVER, MODIFIED, ACTIONS. It shows 11 entries for loan # 100SALES.

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVER	MODIFIED	ACTIONS
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	[Icons]
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	[Icons]
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise	100 Sales (9999353)	07/21/2022	[Icons]
1658432708527	Alice Sample		999930784327085277	100ECL0SE	100 Sales (9999353)	100ECL0SE	07/21/2022	[Icons]
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353)	07/21/2022	[Icons]
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/20/2022	[Icons]



Click on the rightmost icon to go to the MERS eRegistry page.

The screenshot displays the DocMagic eVault Directory interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "eVault Directory" and the account number is "100SALES". A search bar is present on the right. The main content is a table with the following columns: LOAN #, BORROWER, WORKSHEET #, MIN, CONTROLLER, LOCATION, MASTER SERVICER, MODIFIED, and ACTION. The ACTION column contains icons for each row, including a rightmost icon that is highlighted by a green box and a callout arrow. Below the table, there is a pagination bar showing "Showing 11 - 20 (of 14252 results)" and a set of buttons: Search, Create Vault, Import WebDocs, and Finished.

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	MODIFIED	ACTION
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	[Icons]
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	[Icons]
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	[Icons]
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise	100 Sales (9999353)	07/21/2022	[Icons]
1658432708527	Alice Sample		999930784327085277	100ECLOSE	100 Sales (9999353)	100ECLOSE	07/21/2022	[Icons]
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353)	07/21/2022	[Icons]
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/20/2022	[Icons]



You can verify if the item has been successfully registered if you see all three buttons.

The screenshot displays the DocMagic MERS eRegistry interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The main content area is titled "MERS eRegistry" and includes an "Account #: 100SALES" label. Below the title, there is a "Details" section with the following information:

MIN # 999935385149445551	Loan # 1658862288017	Borrower 1658862288017 Sample	Created 07/26/2022
-----------------------------	-------------------------	----------------------------------	-----------------------

Below the details, there is an "eNotes" section with three buttons: "Unregister", "Transfer", and "Create eDelivery". These three buttons are highlighted with a green box, and a blue arrow points from the text box above to the "Unregister" button. The "eNotes" section also includes a table of status information:

Active Yes	Authoritative Copy Yes	Registered 07/26/2022	Note Signed 07/26/2022
Inactivated	Inactivated Status	Signature Validation Y	Assumption N

Below the eNotes section, there is a "Rights Holders" section with tabs for "Current" and "Previous". The "Current" tab is selected, and the following information is displayed:

Controller 100 Sales (9999353)	Location 100 Sales (9999353)	Master Servicer 100 Sales (9999353)	Subservicer
Updated 07/26/2022	Secured Party	Secured Party Delegatee	Delegatee for Transfers

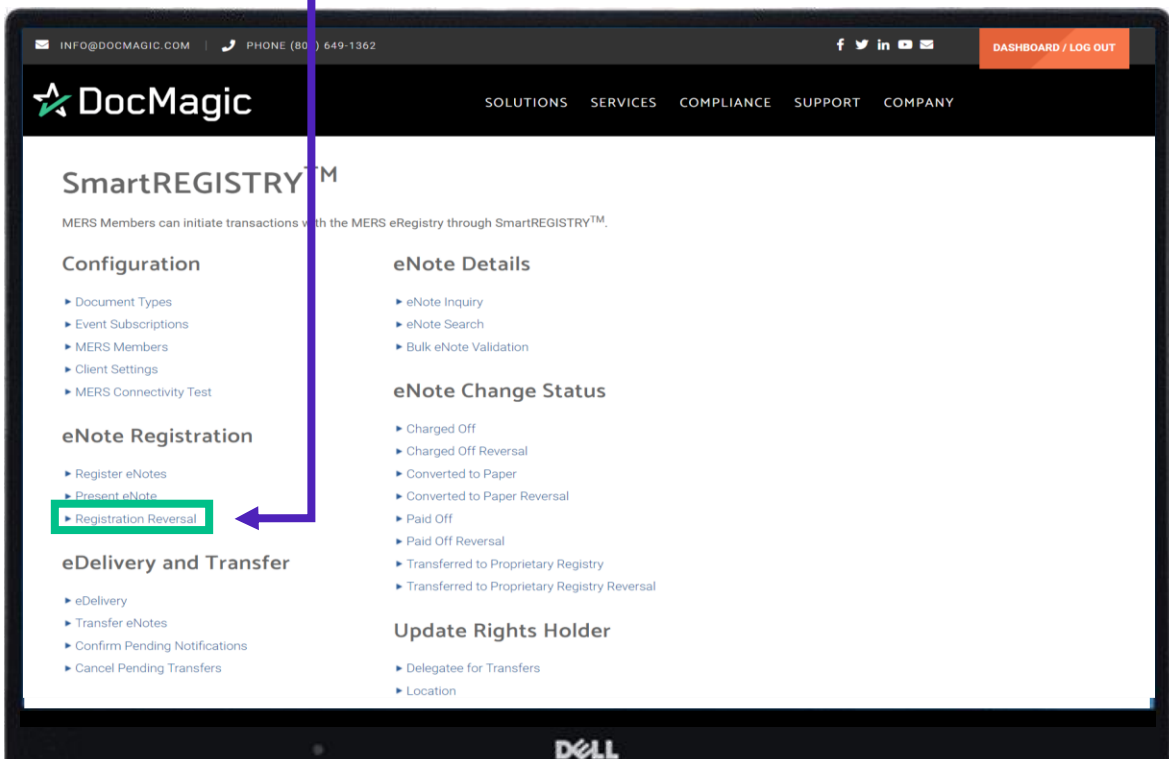
At the bottom, there is an "Activity Log" section with a table showing the following data:

TYPE	TRACKING #	INITIATED DATE	EFFECTIVE DATE	STATUS	ACTIONS
Delivery	722446	07/26/2022		Pending	

At the bottom of the activity log, there are two buttons: "Create eDelivery" and "Back".



Next, we will look at Registration Reversal. This section will cover how to reverse what we just did.



Type your MIN and hit search.

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f t in

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Registration Reversal

Registration Reversal

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Registration Reversal".

MIN:

No documents selected

DELL



A window appears. Type your MIN and hit search again.

The screenshot shows the DocMagic eNote Document Search interface. At the top, there is a navigation bar with contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362) and social media icons. Below this is the DocMagic logo and a menu with options: SOLUTIONS, SERVICE, COMPLIANCE, SUPPORT, and COMPANY. The main content area is titled "eNote Document Search" and contains a search form. The form includes a "MIN:" field with the value "999935385149445551", and several dropdown menus for "Location:", "Controller:", "Master Servicer:", "Subservicer:", "Secured Party:", "Secured Delegatee Party:", and "Delegatee for Transfers:". At the bottom of the form are three buttons: "Cancel", "Clear", and "Search".



Select the check box under Actions.

The screenshot displays the 'eNote Document Search' window. It features a search form with the following fields: MIN (999935388622880179), Location, Controller, Master Servicer, Subservicer, Secured Party, Secured Delegatee Party, and Delegatee for Transfers. Below the form are 'Cancel', 'Clear', and 'Search' buttons. A table below the form lists search results with columns: LOAN #, WORKSHEET, MIN, CONTROLLER, LOCATION, MASTER SERVICER, SUBSERVICER, SECURED PARTY, SECURED PARTY DELEGATEE, DELEGATEE FOR TRANSFERS, and ACTIONS. The first row of data shows loan number 1658862288017 and a '100 Sales' status. A green box highlights the 'Submit' button at the bottom right of the search form, and a purple arrow points from the 'Actions' column header to this button.

LOAN #	WORKSHEET	MIN	CONTROLLER	LOCATION	MASTER SERVICER	SUBSERVICER	SECURED PARTY	SECURED PARTY DELEGATEE	DELEGATEE FOR TRANSFERS	ACTIONS
1658862288017	1658862288017	999935388622880179	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)					<input type="checkbox"/>

Click Submit.



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DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Registration Reversal

Registration Reversal

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Registration Reversal".

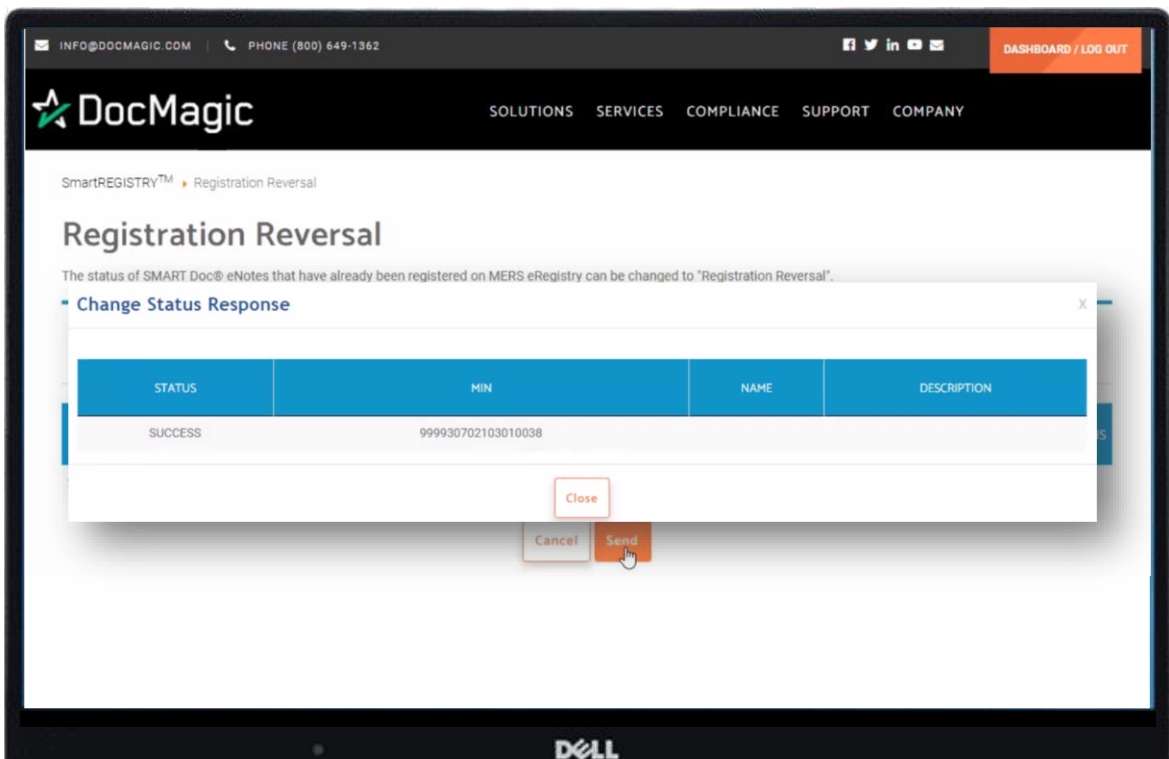
MIN:

LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
20210301003	1771	999930702103010038	DocMagic eClose	DocMagic eClose	DocMagic eClose	<input type="button" value="Cancel"/> <input type="button" value="Send"/>

Hit Send.



The window that appears will tell you if reverse registration was successful.



You can also go back to the eVault Directory to confirm if your item has been successfully unregistered.

The screenshot shows the DocMagic eVault Directory interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "eVault Directory". The main content area displays a table of loan records. The table has columns for LOAN #, BORROWER, WORKSHEET #, MIN, CONTROLLER, LOCATION, and ACTIONS. A warning triangle icon is overlaid on the table, pointing to the MERS logo in the 'ACTIONS' column of the first row. The table contains 11 rows of data, with the first row being highlighted. The 'ACTIONS' column for the first row shows a MERS logo and a warning triangle icon. The 'ACTIONS' column for the other rows shows various icons like a magnifying glass, a pencil, and a trash can. At the bottom of the table, there is a pagination bar showing "Showing 11 - 20 (of 14252 results)" and a set of navigation buttons: Search, Create Vault, Import WebDocs, and Finished.

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	ACTIONS	
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)	100 Sales (9999353)	MERS Warning Triangle	
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	Magnifying Glass Pencil Trash	
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	Magnifying Glass Pencil Trash	
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	Magnifying Glass Pencil Trash	
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	07/21/2022 Magnifying Glass Pencil Trash	
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	07/21/2022 Magnifying Glass Pencil Trash	
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise 100 Sales (9999353)	07/21/2022 Magnifying Glass Pencil Trash	
1658432708527	Alice Sample		999930784327085277	100CLOSE	100CLOSE	07/21/2022 Magnifying Glass Pencil Trash	
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353)	07/21/2022 Magnifying Glass Pencil Trash
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/20/2022 Magnifying Glass Pencil Trash

The MERS logo on the far right will show a warning triangle.



The MERS eRegistry page itself will show you the option to register.

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

eVault Directory > MERS eRegistry

MERS eRegistry

Account #: 100SALES

Details

MIN # 999935385149445551	Loan # 1658514944555	Borrower 1658514944555 Sample	Created 07/22/2022
eNotes Register	Authoritative Copy No	Registered 09/09/2022	Note Signed 08/22/2022
Active No	Inactivated Status RegistrationReversal	Signature Validation Y	Assumption N
Inactivated			

Rights Holders Current Previous

Controller 100 Sales (9999353)	Location	Master Servicer	Subservicer
Updated	Secured Party	Secured Party Delegatee	Delegatee for Transfers

Activity Log

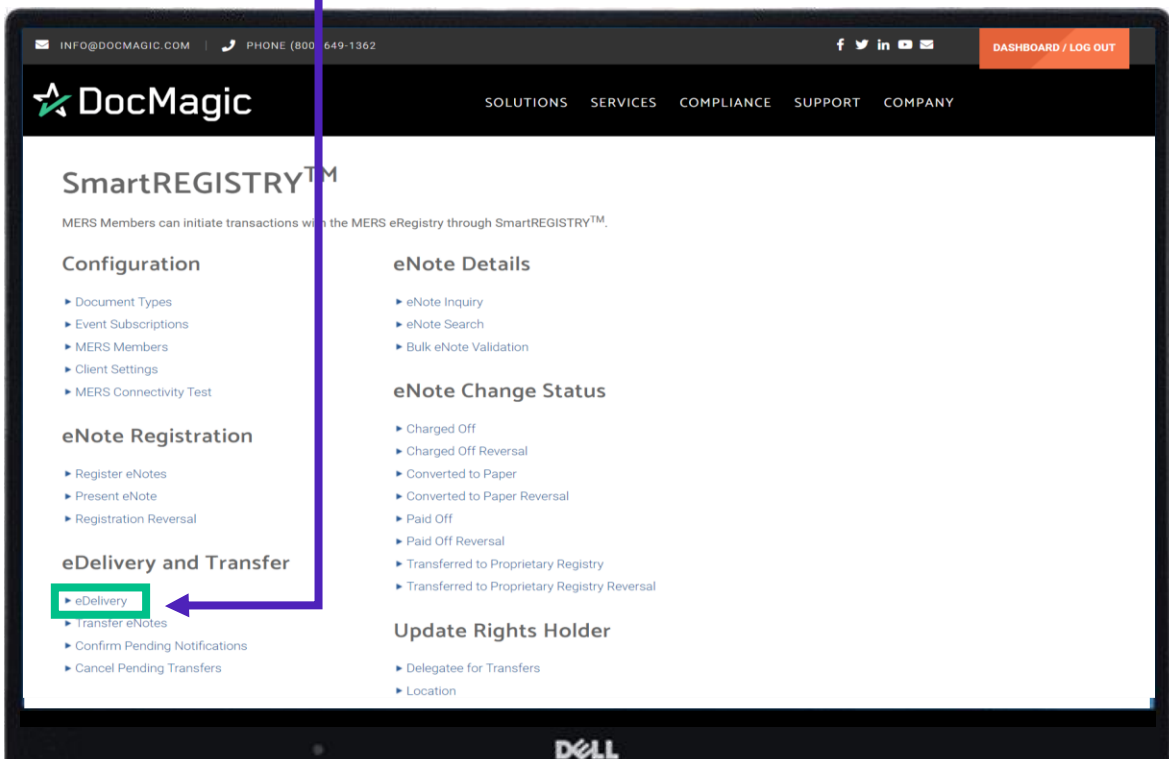
TYPE	TRACKING #	INITIATED DATE	EFFECTIVE DATE	STATUS	ACTIONS
No matching records found					

[Create eDelivery](#) [Back](#)

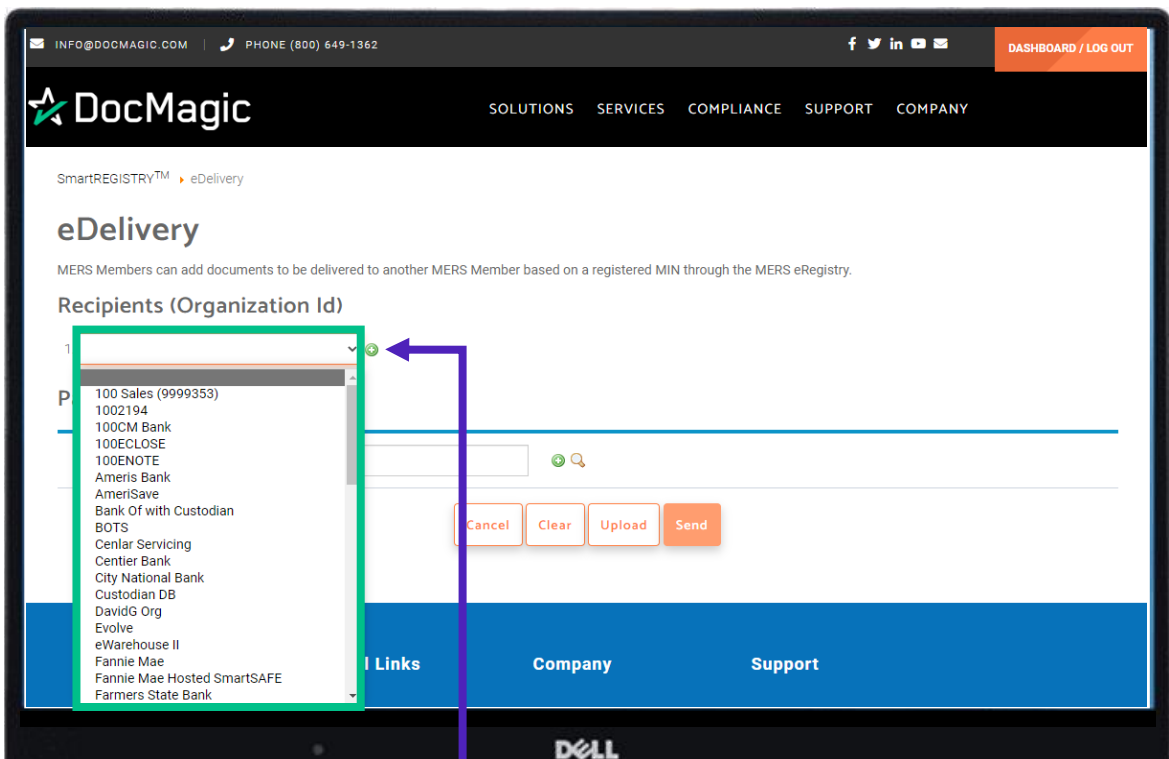
It will also show the Inactivated Status as a Registration Reversal.



In this next section we are going to look at eDelivery.



If you know your MIN and recipient, you can easily and directly send a package with this function.



Select your recipient by hitting the plus sign and then selecting them from the dropdown menu. You can add multiple recipients by repeating the process.



Enter your MIN here, either directly with the green icon or through the search function (magnifying glass). This works the same way as it does for Register eNote (covered previously).

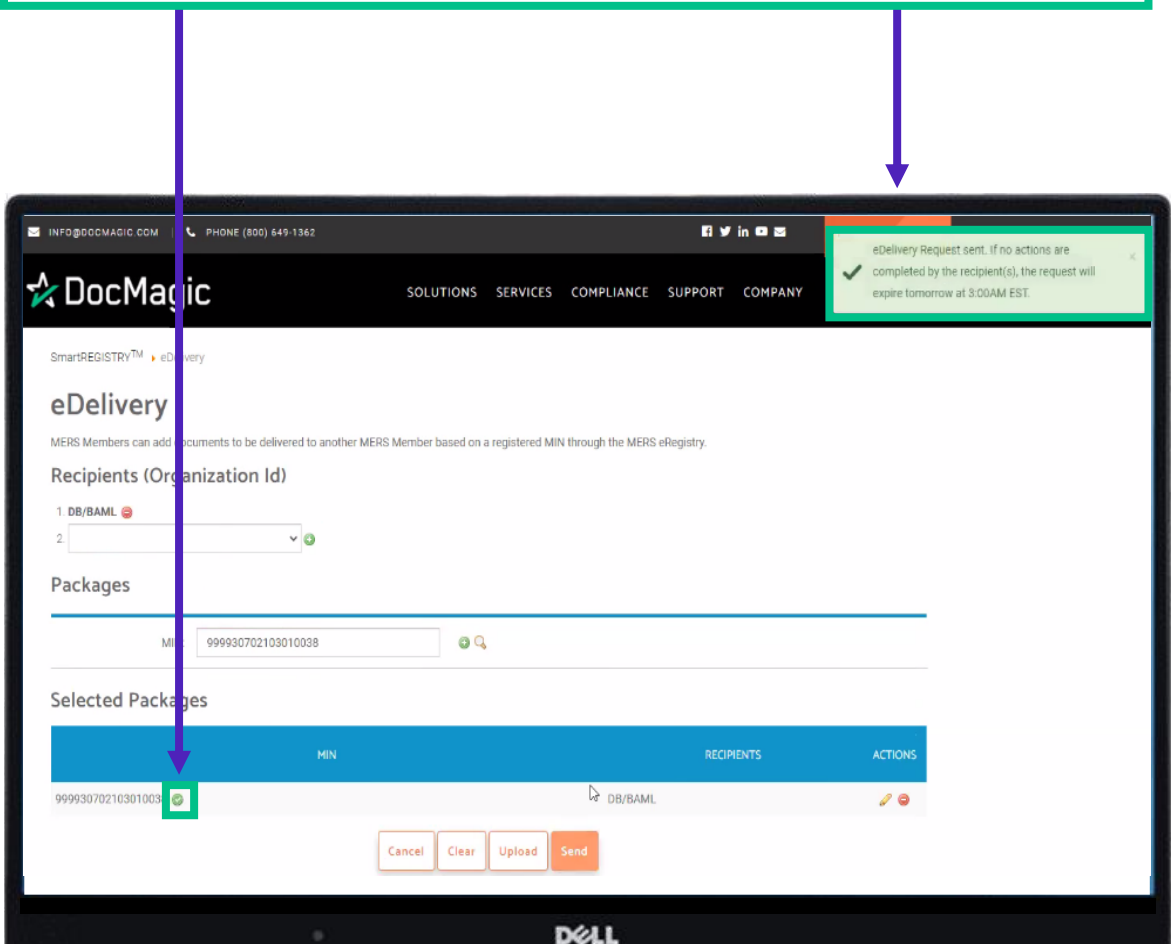
The screenshot shows the DocMagic eDelivery interface. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), and social media icons. Below the navigation bar, the page title is "eDelivery" and a sub-header reads "MERS Members can add documents to be delivered to another MERS Member based on a registered MIN through the MERS eRegistry." The main content area is divided into sections: "Recipients (Organization Id)" with a dropdown menu showing "Bank Of with Custodian"; "Packages" with a text input field containing "MIN: 999935385149445551" and a search icon; and "Selected Packages" which displays a table with columns for MIN, RECIPIENTS, and ACTIONS. The table contains one row with the MIN "999935385149445551", recipient "Bank Of with Custodian", and recipient ID "DB/BAML". At the bottom of the interface, there are four buttons: "Cancel", "Clear", "Upload", and "Send".

MIN	RECIPIENTS	ACTIONS
999935385149445551	Bank Of with Custodian DB/BAML	

Your selected package will appear at the bottom. Make sure you have selected a recipient and a MIN. If everything looks good, hit Send.



If the transaction is successful, you should see a green check mark by the MIN and a brief message in the top right.



If you go into your eVault, you should still have control over the eNote because you only sent out a copy.

The screenshot displays the DocMagic MERS eRegistry interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. A 'DASHBOARD / LOG OUT' button is in the top right corner. The main content area is titled 'MERS eRegistry' and includes an 'Account #: 100ECLOSE'.

Details:

- MIN #: 999930702103010038
- Loan #: 20210301003
- Borrower #: SAMMY SAMPLE
- Created: 03/01/2021

eNotes:

- Buttons: Unregister, Transfer, Create eDelivery
- Active: Yes
- Authoritative Copy: Yes
- Inactivated: Inactivated
- Inactivated Status: Inactivated
- Registered: 03/12/2021
- Signature Validation: Y
- Note Signed: 03/01/2021
- Assumption: N

Rights Holders:

Controller	Location	Master Servicer	Subservicer
DocMagic eClose	DocMagic eClose	DocMagic eClose	DocMagic eClose
Updated: 03/12/2021	Secured Party	Secured Party Delegatee	Delegatee for Transfers

Activity Log:

TYPE	TRACKING #	INITIATED DATE	EFFECTIVE DATE	STATUS	ACTIONS
Delivery	469008	03/12/2021		Success	

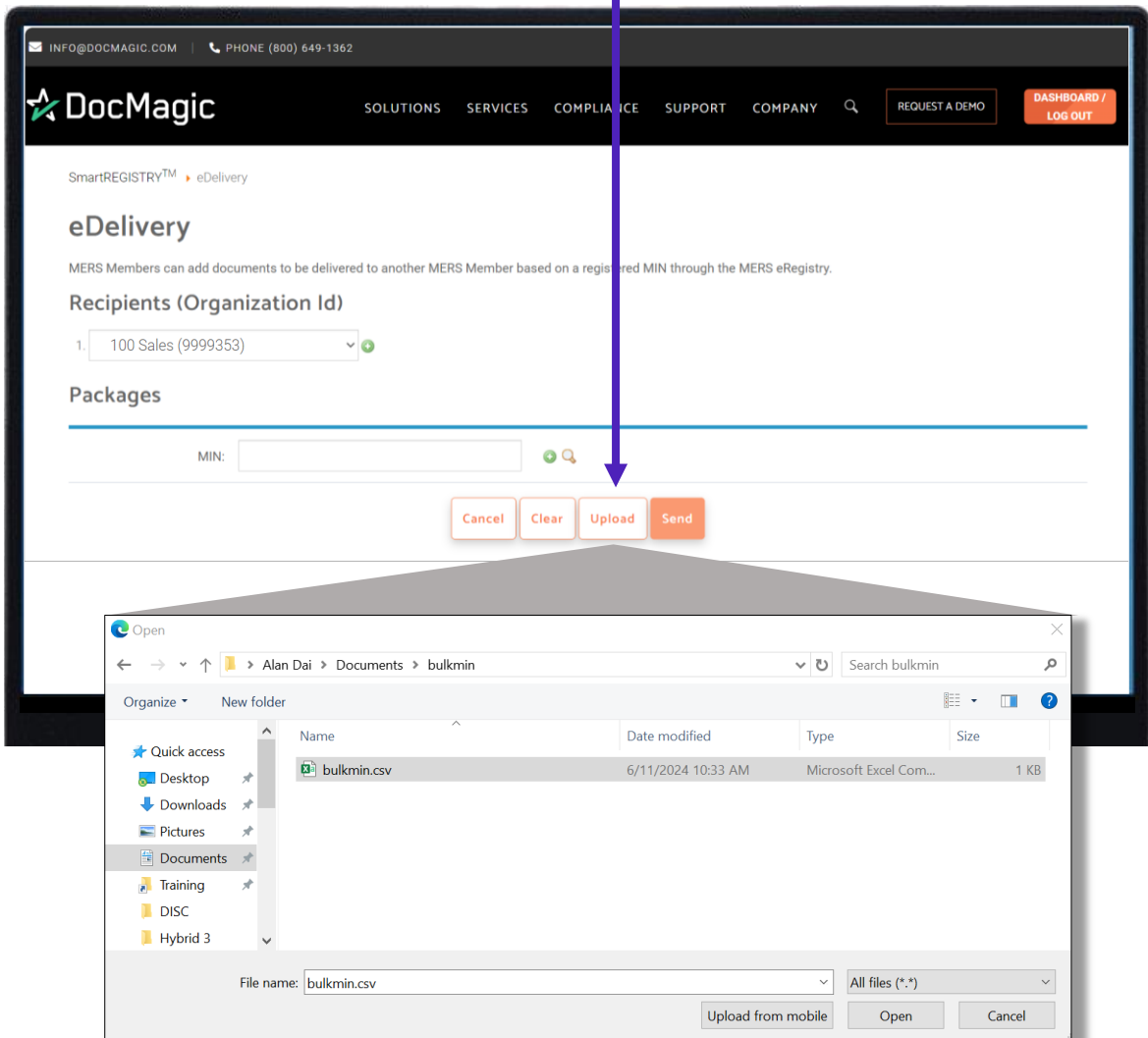
At the bottom of the interface, there are buttons for 'Create eDelivery' and 'Back'. The Dell logo is visible at the very bottom of the screen.

You'll see the delivery transaction in the activity log and that it was successful.



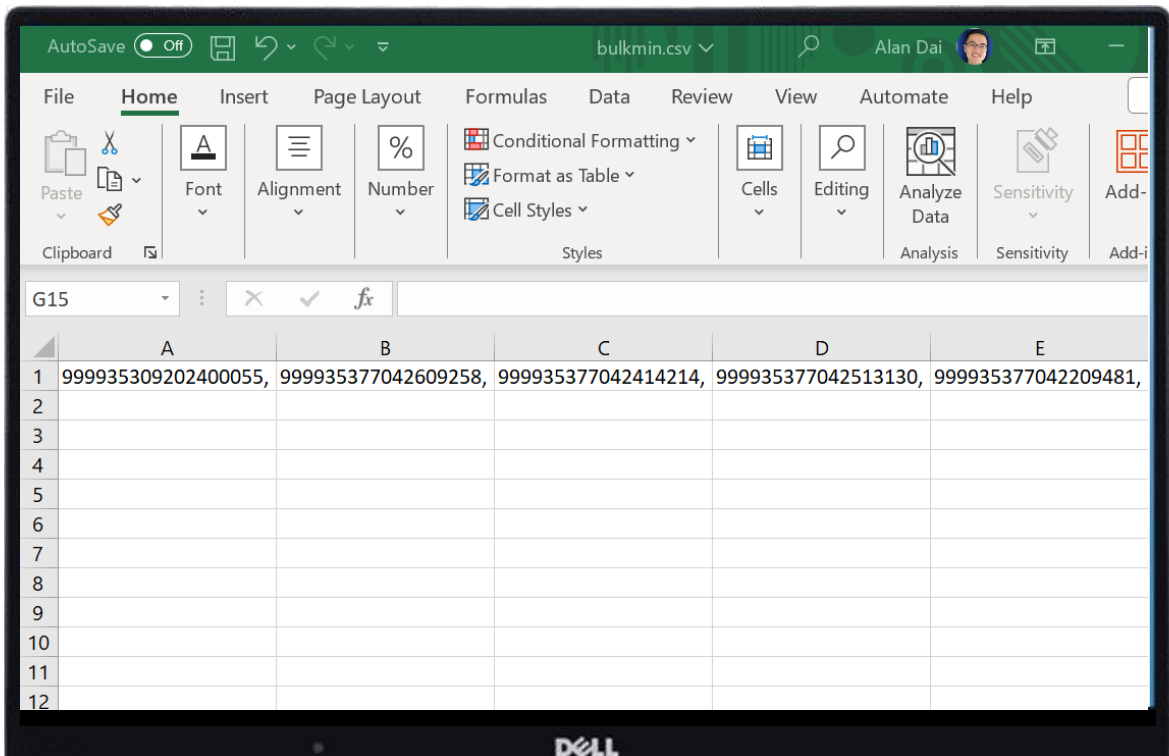
Bulk Actions (Upload Function)

You can perform bulk actions on multiple eNotes through the Upload function. Clicking it will allow you to upload a .csv file from your computer.

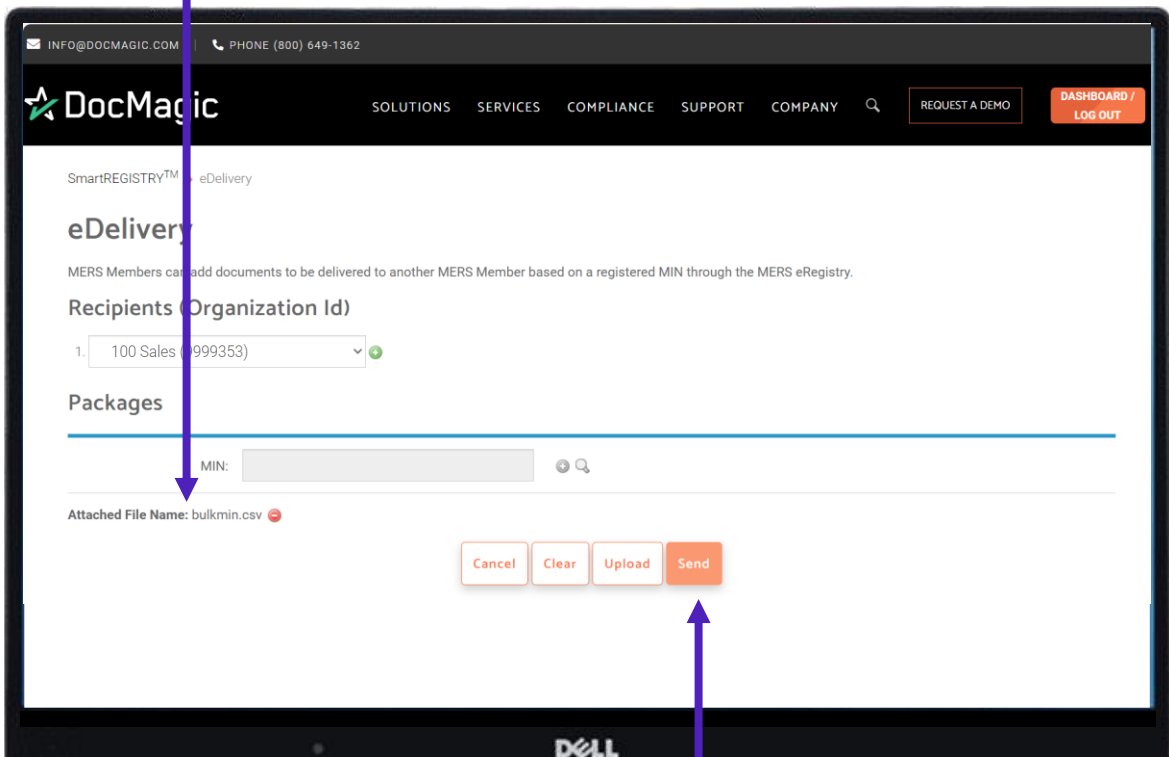


Bulk Actions (Upload Function)

Please include a comma at the end of every MIN on your csv file. MIN's must also be arranged horizontally, one per column – see example below.



Once you select your file from your computer, it will show up here.

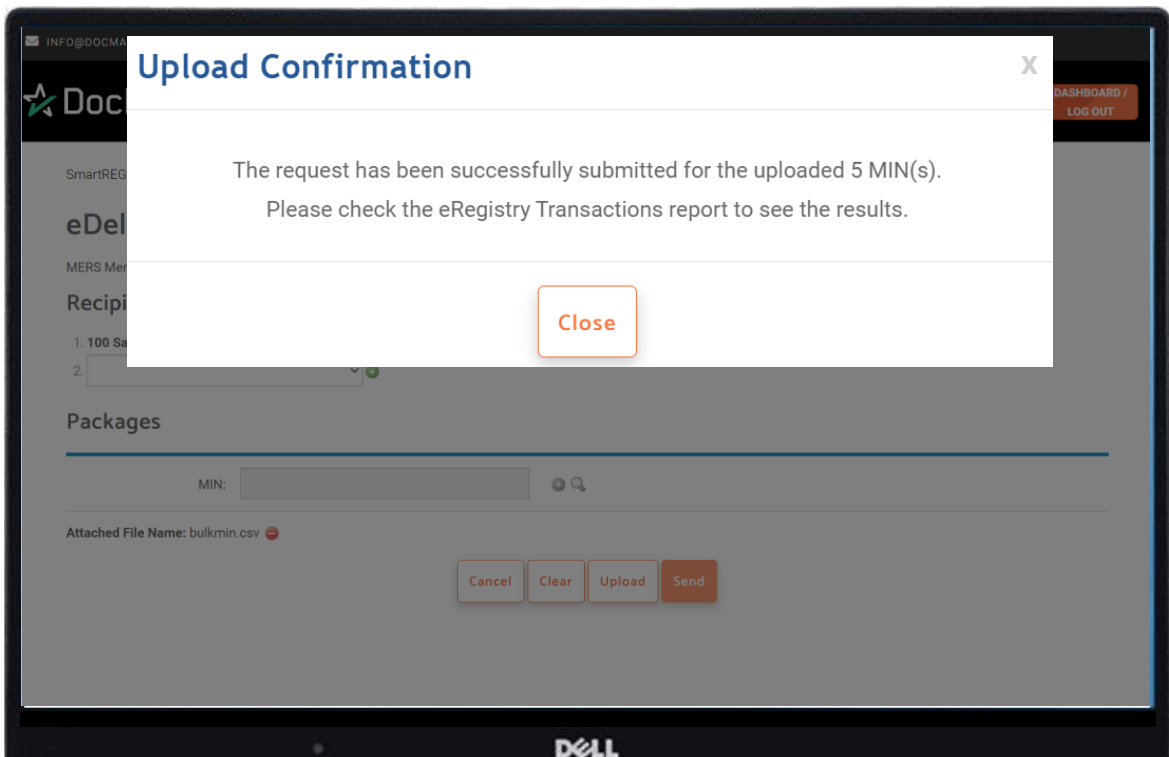


The screenshot displays the DocMagic SmartREGISTRY eDelivery interface. At the top, there is a navigation bar with the DocMagic logo and links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. On the right side of the navigation bar, there are buttons for REQUEST A DEMO, DASHBOARD, and LOG OUT. Below the navigation bar, the page title is "SmartREGISTRY™ eDelivery". The main content area is titled "eDelivery" and includes a sub-header "Recipients (Organization Id)". Under this header, there is a dropdown menu with the selected value "100 Sales (999353)". Below the dropdown, there is a section titled "Packages" with a "MIN:" label and a search icon. At the bottom of the interface, there is a section for "Attached File Name: bulkmin.csv" with a red close icon. Below this section, there are four buttons: Cancel, Clear, Upload, and Send. A blue arrow points from the text box above to the "Attached File Name" section, and another blue arrow points from the text box below to the "Send" button.

Make sure that your recipient(s) are chosen, then hit Send.



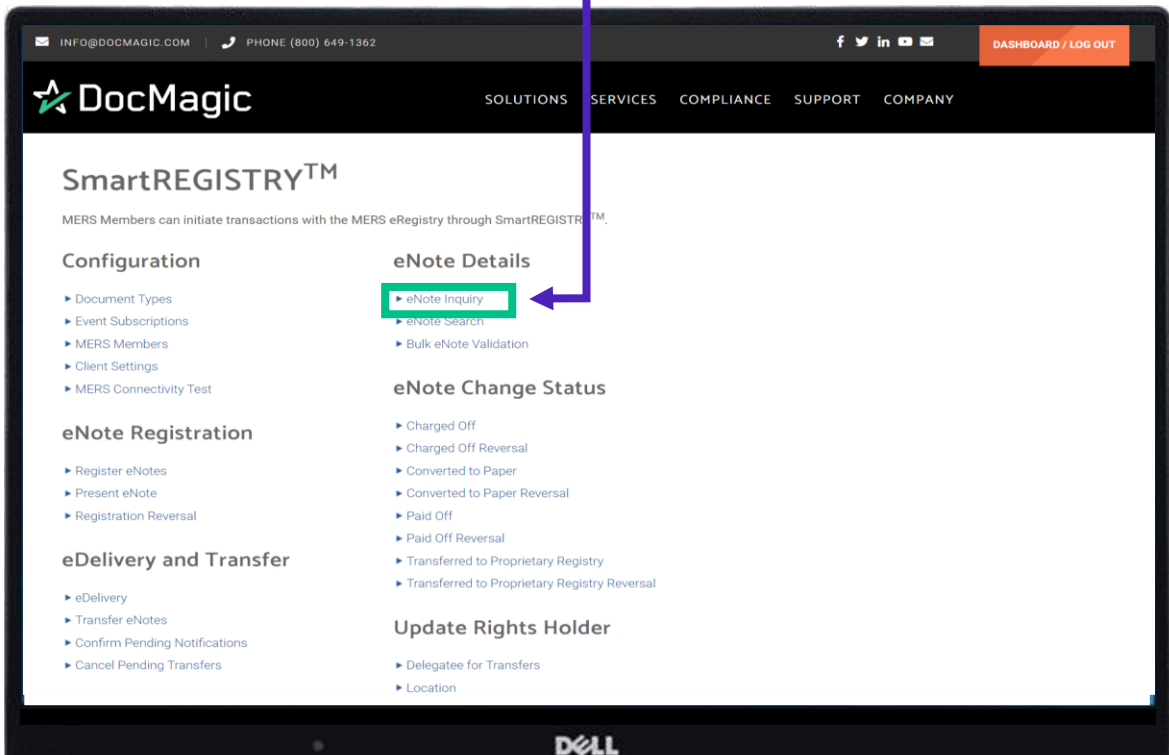
You will see this confirmation message if your request is successful.



Please scroll down to the Reports section of this guide (p. 90) to access the report mentioned above.



In this next section, we are going to look at eNote Inquiry.



This will give you the most up to date information on a note.



The eNote Inquiry allows you to view summary or status information for eNotes that have been registered on the MERS Registry.

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DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY REQUEST A DEMO

SmartREGISTRY > eNote Inquiry

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type: Summary Information

MIN: Summary Information
Status Information

Validate Signature:

Back Clear Submit

Choose Status or Summary from the drop-down here.

*Most of the time, you will choose **Summary**, so we will submit a Summary Information Request for demonstrative purposes.*



Enter the MIN.

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SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY > eNote Inquiry

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type: Summary Information

MIN: 999935326202200046

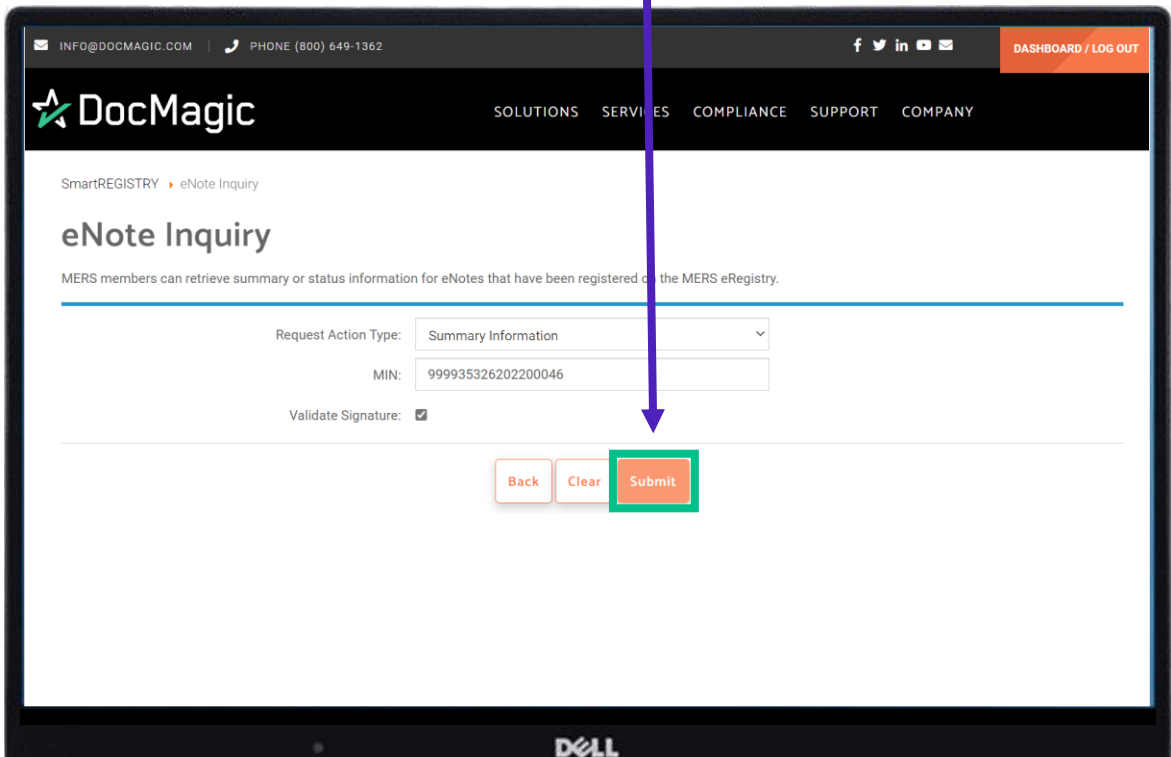
Validate Signature:

Back Clear Submit

This command asks MERS to compare the Tamper Seal on the eNote in the eVault to the eNote tamper Seal on the MERS eRegistry.



Hit Submit.



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f t in v

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY » eNote Inquiry

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type: Summary Information

MIN: 999935326202200046

Validate Signature:

Back Clear **Submit**

DELL



Information will populate below including the MIN, signature validation, registration date, and active status.

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type:

MIN:

Validate Signature:

MIN: 999935326202200046

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
					Y		

Registration Information

REGISTRATION DATE	EVault IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y

"Y" means the signature validation matches.



If you scroll down to the Organizations section, you will see the master servicer, and other relevant information.

The screenshot displays the DocMagic web application interface. At the top, the DocMagic logo is on the left, and navigation links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY, and DASHBOARD are on the right. The main content area shows a table with columns for TYPE, IDENTIFIER, and NAME. The first row, 'Master Servicer', is highlighted with a green border. Below this table are several other roles listed in a similar format. A blue arrow points from the text box above to the 'Master Servicer' row.

TYPE	IDENTIFIER	NAME
Master Servicer	9999353	Document Systems Inc - Doc Magic - as Lender Two
Subservicer		
Delegatee for Transfers		
Controller		
Location		
Registering		
Secured Party		
Secured Party Delegatee		

Borrowers

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
------------	-------------	-----------	--------



Summary Information brings up some more data points.

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type:

MIN:

Validate Signature:

MIN: 999935326202200046

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
	2022-07-26T15:34:25Z			N	Y	N	Other

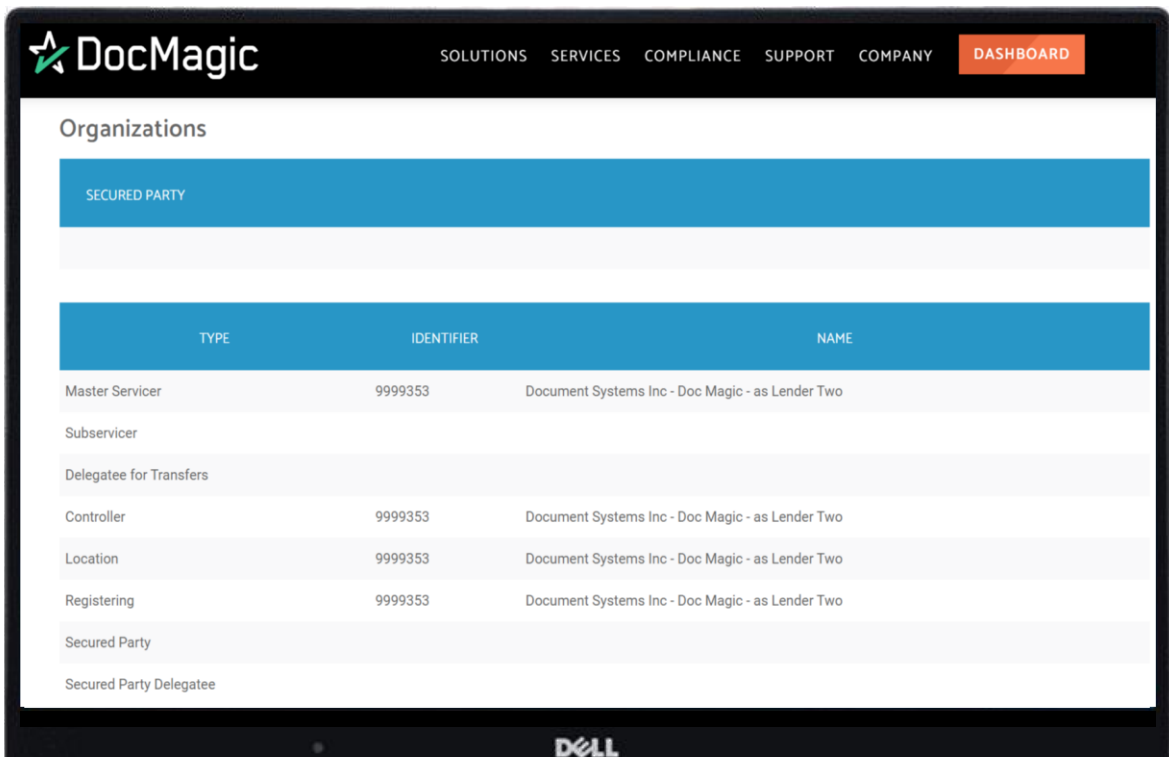
Registration Information

REGISTRATION DATE	EVault IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y

For example, the tamper seal date is now present.



If you scroll down, you will find more information in the Organizations tab.



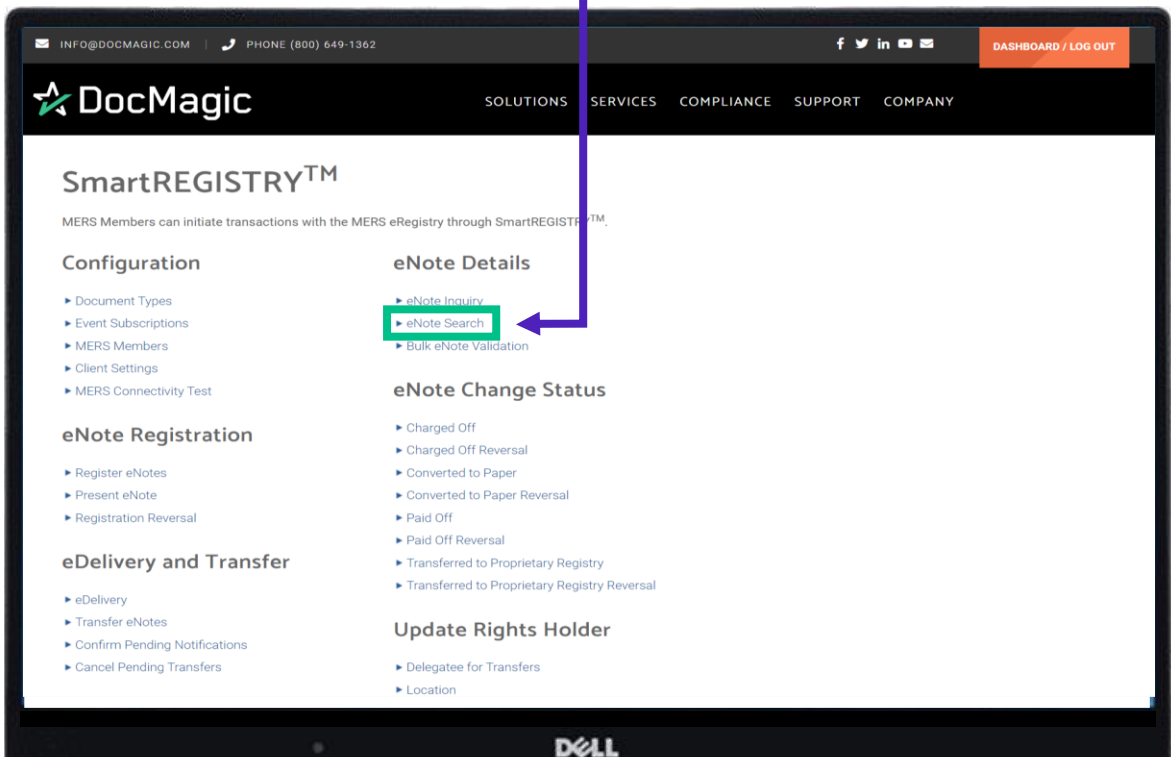
The screenshot shows the DocMagic web interface. The top navigation bar includes 'SOLUTIONS', 'SERVICES', 'COMPLIANCE', 'SUPPORT', 'COMPANY', and 'DASHBOARD'. The main content area is titled 'Organizations' and features a blue header for 'SECURED PARTY'. Below this is a table with columns for 'TYPE', 'IDENTIFIER', and 'NAME'. The table lists various roles such as Master Servicer, Subservicer, Delegatee for Transfers, Controller, Location, Registering, Secured Party, and Secured Party Delegatee, all associated with the identifier 9999353 and the name 'Document Systems Inc - Doc Magic - as Lender Two'.

TYPE	IDENTIFIER	NAME
Master Servicer	9999353	Document Systems Inc - Doc Magic - as Lender Two
Subservicer		
Delegatee for Transfers		
Controller	9999353	Document Systems Inc - Doc Magic - as Lender Two
Location	9999353	Document Systems Inc - Doc Magic - as Lender Two
Registering	9999353	Document Systems Inc - Doc Magic - as Lender Two
Secured Party		
Secured Party Delegatee		

If your Org ID doesn't have Rights to the eNote you are Inquiring, then you will only get back the Master Servicer details.



Next, we are going to look at eNote Search.



eNote Search allows you to search in several ways. The first is *via the MIN*.

The screenshot shows the DocMagic SmartREGISTRY Search interface. The top navigation bar includes the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. The main search area is titled "Search" and contains several input fields: MIN (999935326202200046), Controller, Master Servicer, Secured Party, Delegatee for Transfers, Loan #, Borrower First Name, Received From, Location, Subservicer, Secured Party Delegatee, Client Loan Id, and Borrower Last Name. At the bottom, there are Start Date (07/01/2022) and End Date (08/01/2022) fields, along with Back, Clear, and Search buttons.

The next is a set of dates.

We recommend that the start and end dates be no more than 90 days apart.



You can also search by Controller, if you wanted to see a list of MIN's under a certain Controller – whether that is yourself or another entity.

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

f t in y e

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY Search

Search

MIN: 999935326202200046

Controller: [dropdown menu]

Received From: [dropdown menu]

Location: [dropdown menu]

Master Servicer: [dropdown menu]

Subservicer: [dropdown menu]

Secured Party: [dropdown menu]

Secured Party Delegatee: [dropdown menu]

Delegatee for Transfers: [dropdown menu]

Loan #: [input field]

Client Loan Id: [input field]

Borrower First Name: [input field]

Borrower Last Name: [input field]

Start Date: 07/01/2022 [calendar icon]

End Date: 08/01/2022 [calendar icon]

Back Clear Search

DELL



Hit Search.

The screenshot shows the DocMagic eNote Search interface. The search form includes the following fields:

- MIN: 999935326202200046
- Controller: [Dropdown]
- Master Servicer: [Dropdown]
- Secured Party: [Dropdown]
- Delegatee for Transfers: [Dropdown]
- Loan #: [Text]
- Borrower First Name: [Text]
- Start Date: 07/01/2022
- Received From: [Dropdown]
- Location: [Dropdown]
- Subservicer: [Dropdown]
- Secured Party Delegatee: [Dropdown]
- Client Loan Id: [Text]
- Borrower Last Name: [Text]
- End Date: 08/01/2022

Buttons: Back, Clear, Search (highlighted)

Account #: 100SALES
Total Records: 1

MIN	Control	Locati	Master	Subser	Secure	Secure	Delega	Loan #	Borrow	Update	Auth C	Regist	Note St	Inactiv	Inactiv	Sig Val	Active	Actio
999935326202200046	100 SaL	100 SaL	100 SaL					777072...	JOHN ...	07/26/...	Yes	07/26/...	07/26/...			Y	Yes	

Your results will populate at the bottom. In this case, we only have one result because we entered in a MIN as a search parameter.



These three icons in the bottom right allow you to view the asset, edit the asset, or go to the MERS page to manage any of those types of transactions.

Account # 100SALES
Total records: 1

ntroll:z	Locatio:z	Master :z	Subserv:z	Secured:z	Secured:z	Delegat:z	Loan #:z	Borrow:z	Updated:z	Auth Co:z	Register:z	Note Sig:z	Inactive:z	Inactivat:z	Sig Vali:z	Active	Acq:z
100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	

Here you can see if the signature is valid and if the note is active. The rest of the row contains other information relevant to the note.



If you do a blank search, you'll pull up the entire eVault. Be sure to **set a start and end date** to not overload the system.

Account #: 100SALES
Total Records: 228

MIN	Controllr	Locatio	Master	Subserv	Secured	Secured	Delegat	Loan #	Borrower	Updated	Auth Co	Register	Note Sig	Inactive %	Inactivat	Sig Vall	Active	Actions
999935393966310726	100 Sale...	100ECL...	100 Sale...					1659396...	1659396...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
999935393958622583	100 Sale...	100ECL...	100 Sale...					1659395...	1659395...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
999935393887622910	100 Sale...	100ECL...	100 Sale...					1659388...	1659388...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
999935377071411453	100 Sale...	100ECL...	100 Sale...					7770714...	Roby Mo...	07/28/2...	No	07/28/2...	07/28/2...			Y	Yes	
999931277537327406			100ENO...					1657753...	Felton S...	07/28/2...	No	07/13/2...				Y	Yes	
999931278225851947	100 Sale...	100ENO...	100ENO...					1657822...	Felton S...	07/28/2...	No	07/14/2...	07/14/2...			Y	Yes	
99993538955496306	100ECL...	100ECL...	100 Sale...					1658955...	1658955...	07/27/2...	No	07/27/2...	07/27/2...			Y	Yes	
999935377072810240	Fannie ...	Fannie ...	100 Sale...					7770728...	JOHN S...	07/27/2...	No	07/27/2...	07/27/2...			Y	Yes	
999930784215735801			100ECL...					1658421...	Felton S...	07/27/2...	No	07/21/2...				Y	Yes	
999935326202200046	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999935388622880179	100 Sale...	100 Sale...	100 Sale...					1658862...	1658862...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999935377072611598	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999931284390023155			100ENO...					1658439...	Felton S...	07/25/2...	No	07/21/2...				Y	Yes	
999935377072511384	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...	07/25/2...			Y	Yes	
999935377072511335	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...	07/25/2...			Y	Yes	
999935385149613612	100 Sale...	100 Sale...	100 Sale...					1658514...	1658514...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	
999935385149525956	100 Sale...	100 Sale...	100ECL...					1658514...	1658514...	07/26/2...	Yes	07/26/2...	07/22/2...			Y	Yes	
999935385149445551	100 Sale...							1658514...	1658514...		No		07/22/2...			No		
999935385082368505	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	
999935385082288109	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	

This allows you to see data for all your notes in one place and compare information.



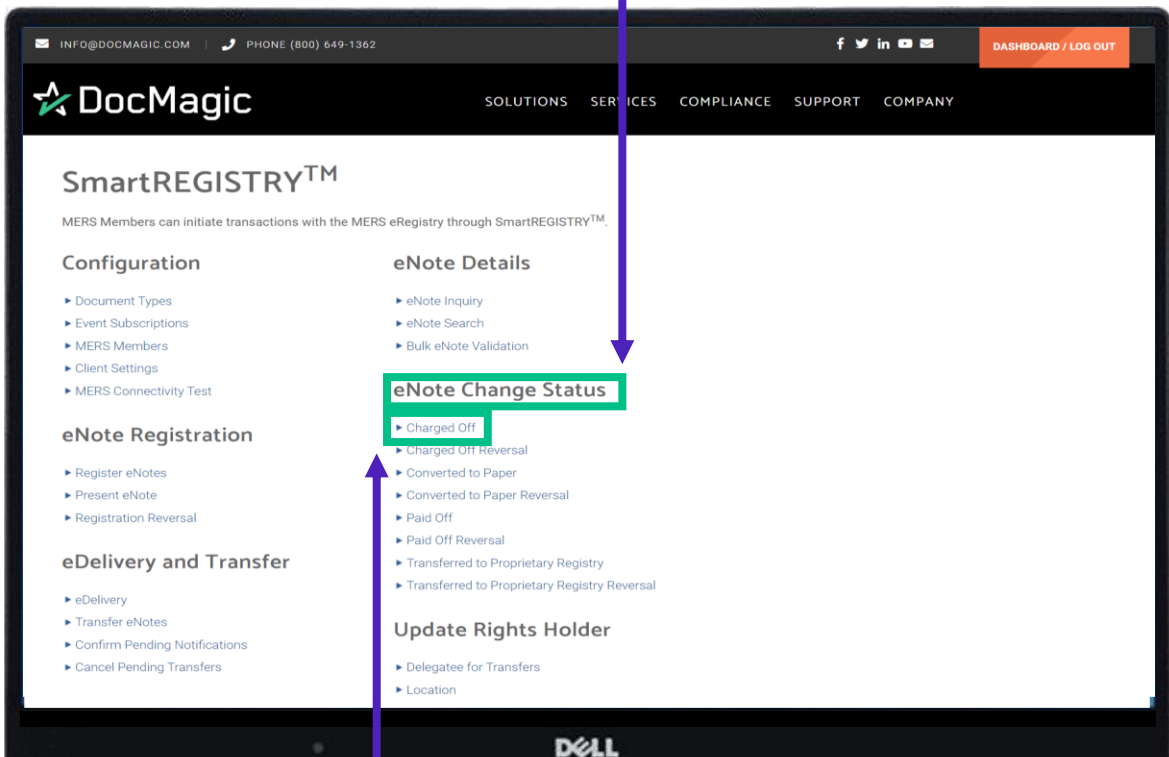
The hamburger button allows you to add filters to your search result or export the data in several file formats, including a CSV.

The screenshot displays the DocMagic SmartREGISTRY eNote Search interface. At the top, there is a navigation bar with 'DocMagic' logo and 'SOLUTIONS SERVICES COMPLIANCE SUPPORT'. Below this, search filters for 'Start Date' (01/01/2022) and 'End Date' (08/01/2022) are visible, along with 'Back', 'Clear', and 'Search' buttons. A data table with columns like MIN, Controllr, Locatio, Master, Subserv, Secured, Delegat, Loan #, Borrower, Updated, Auth Co, and Register is shown. A hamburger menu is open over the table, listing options: 'Clear all filters', 'Save Grid State', 'Export All to CSV', 'Export visible data as csv', and 'Export visible data as excel'. A 'Columns:' section is also visible, listing various fields with checkboxes and icons. A blue arrow points from the text box to the hamburger menu button in the table header.

MIN	Controllr	Locatio	Master	Subserv	Secured	Secured	Delegat	Loan #	Borrower	Updated	Auth Co	Register
999935393966310726	100 Sale...	100ECL...	100 Sale...					1659396...	1659396...	08/01/2...	No	08/01/2...
999935393958622583	100 Sale...	100ECL...	100 Sale...					1659395...	1659395...	08/01/2...	No	08/01/2...
9999353939887622910	100 Sale...	100ECL...	100 Sale...					1659388...	1659388...	08/01/2...	No	08/01/2...
999935377071411453	100 Sale...	100ECL...	100 Sale...					7770714...	Roby Mo...	07/28/2...	No	07/28/2...
999931277537327406		100ENO...						1657753...	Felton S...	07/28/2...	No	07/13/2...
999931278225851947	100 Sale...	100ENO...	100ENO...					1657822...	Felton S...	07/28/2...	No	07/14/2...
99993538955496306	100ECL...	100ECL...	100 Sale...					1658955...	1658955...	07/27/2...	No	07/27/2...
999935377072810240	Fannie ...	Fannie ...	100 Sale...					7770728...	JOHN S...	07/27/2...	No	07/27/2...
999930784215735801		100ECL...						1658421...	Felton S...	07/27/2...	No	07/21/2...
999935326202200046	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...
999935388622880179	100 Sale...	100 Sale...	100 Sale...					1658862...	1658862...	07/26/2...	Yes	07/26/2...
999935377072611598	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...
999931284390023155		100ENO...						1658439...	Felton S...	07/25/2...	No	07/21/2...
999935377072511384	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...
999935377072511335	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...
999935385149613612	100 Sale...	100 Sale...	100 Sale...					1658514...	1658514...	07/22/2...	Yes	07/22/2...
999935385149525956	100 Sale...	100 Sale...	100ECL...					1658514...	1658514...	07/26/2...	Yes	07/26/2...
999935385149445551	100 Sale...							1658514...	1658514...		No	
999935385082368505	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...
999935385082288109	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...



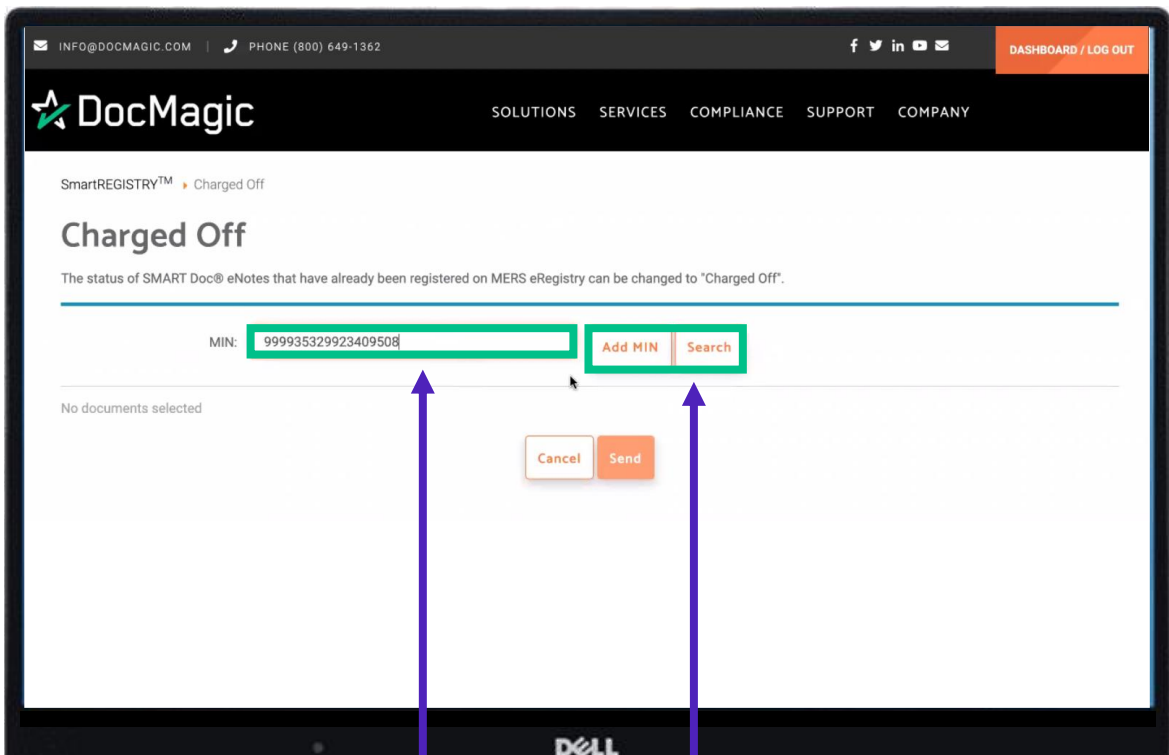
The eNote Change Status contains transactions related to the life of the loan. This is the timeline that begins when the loan is signed and ends when the loan gets paid off or sold to another entity.



All actions under eNote Change Status, including reversals, function the same way. As an example, we'll start by looking at the Charged Off section.



If the note is defaulted on, you can mark it here.



You'll start by typing or pasting the MIN, and then pressing Add MIN or Search.



If you hit search, this window will pop-up where you can enter in more details.

The screenshot displays the DocMagic SmartREGISTRY™ Charged Off search interface. The page header includes the DocMagic logo, navigation links (SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY), and contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362). The search form is titled "Char eNote Document Search" and contains the following fields:

- MIN:
- Location:
- Controller:
- Master Servicer:
- Subservicer:
- Secured Party:
- Secured Delegatee Party:
- Delegatee for Transfers:

At the bottom of the form are three buttons: "Cancel", "Clear", and "Search". A purple arrow points to the "Search" button.

Enter your parameters, then hit Search.



Select the checkbox under Actions to choose a search result. *You may add multiple item to your request.* Hit Submit at the bottom when done.

eNote Document Search

MIN:

Location:

Controller:

Master Servicer:

Subservicer:

Secured Party:

Secured Delegatee Party:

Delegatee for Transfers:

LOAN #	WORKSHEET	MIN	CONTROLLER	LOCATION	MASTER SERVICER	SUBSERVICER	SECURED PARTY	SECURED PARTY DELEGATEE	DELEGATEE FOR TRANSFERS	ACTIONS
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input checked="" type="checkbox"/>
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input checked="" type="checkbox"/>
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input type="checkbox"/>

If your search only yields one result, or if use the Add MIN function to add a MIN directly, you will skip this step.



Your selections will appear. You can Search again to add more items to your list.

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DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY REQUEST A DEMO DASHBOARD / LOG OUT

SmartREGISTRY™ > Charged Off

Charged Off

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Charged Off".

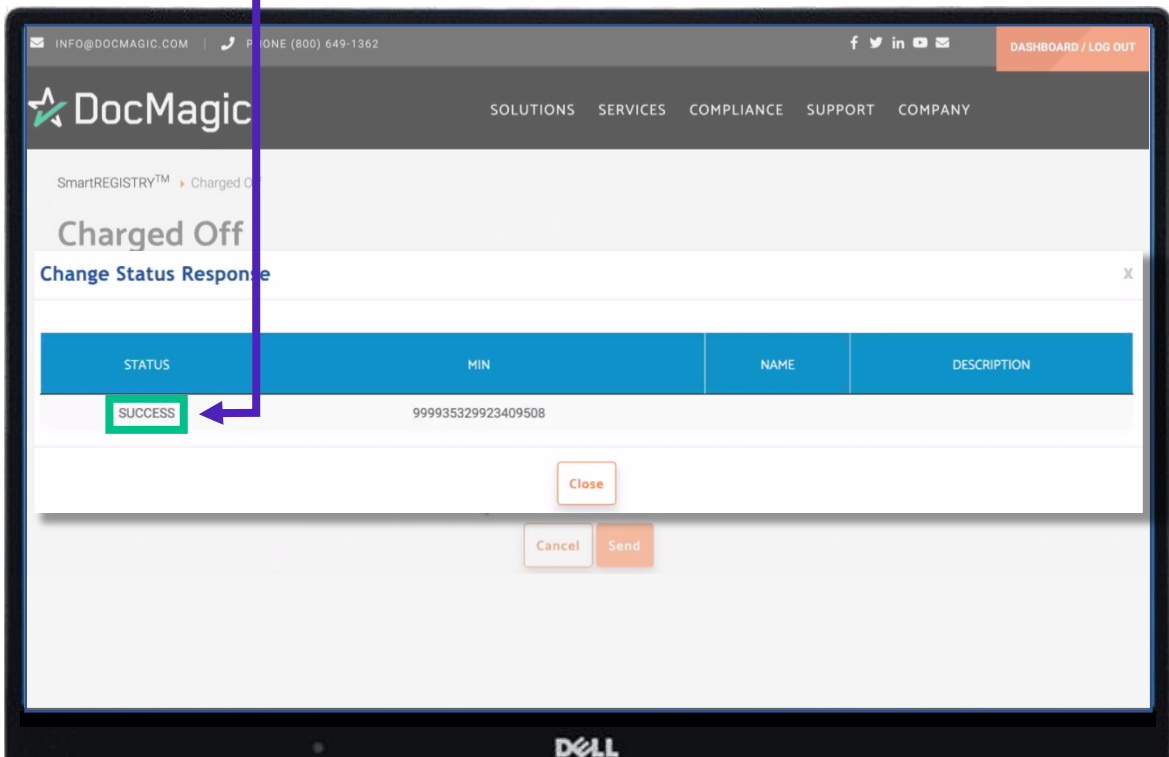
MIN:

LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)	
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)	

Click "Send" to submit your request.



A window will appear. If the Status shows as Success, then the note is marked as a Charged Off.



It will also show as Charged Off on the MERS eRegistry page.

The screenshot displays the MERS eRegistry interface within the DocMagic application. The page title is "MERS eRegistry" with an account number of 193355. The "Details" section includes:

MIN #	Loan #	Borrower	Created
999935329923409508	06092022012	BORROWER ONE SAMPLE	06/08/2022

The "eNotes" section shows:

Active	Authoritative Copy	Registered	Note Signed
No	No	06/08/2022	06/08/2022
Inactivated	Inactivated Status	Signature Validation	Assumption
09/16/2022	ChargedOff	Y	N

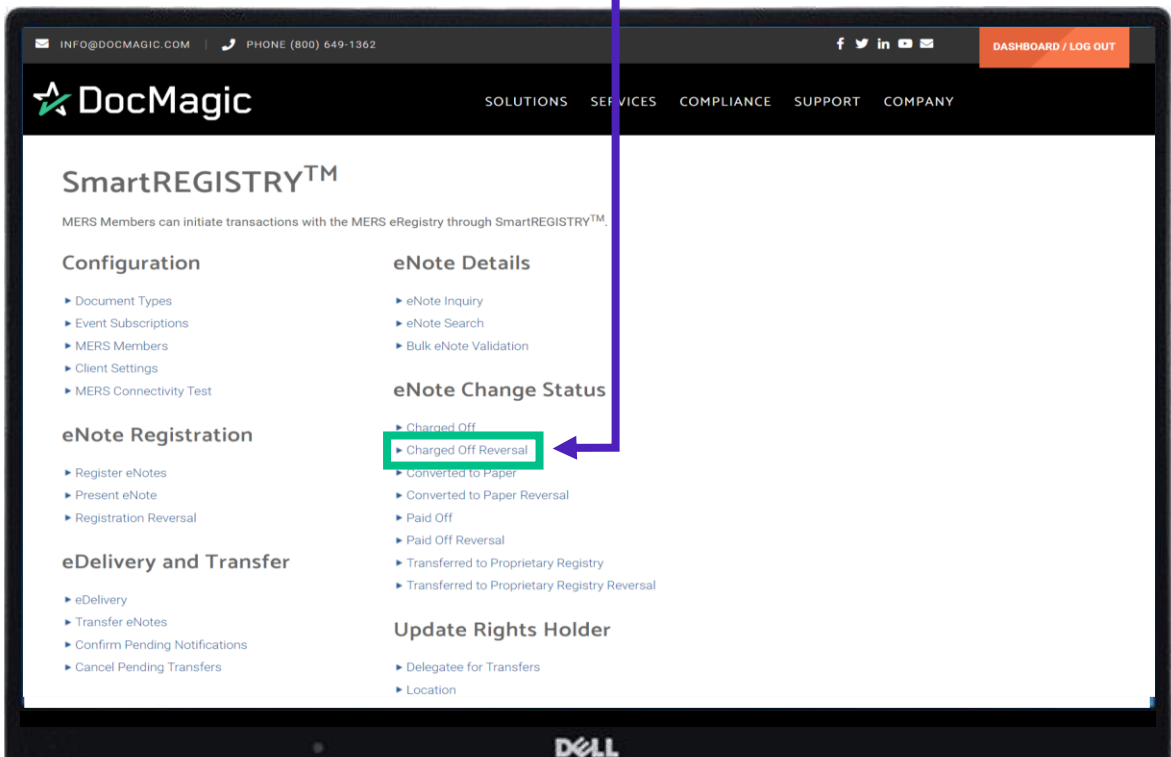
The "Rights Holders" section is currently active, showing:

Controller	Location	Master Servicer	Subservicer
Fannie Mae	Fannie Mae	Greater Nevada LLC	
Updated	Secured Party	Secured Party Delegatee	Delegatee for Transfers
09/16/2022			

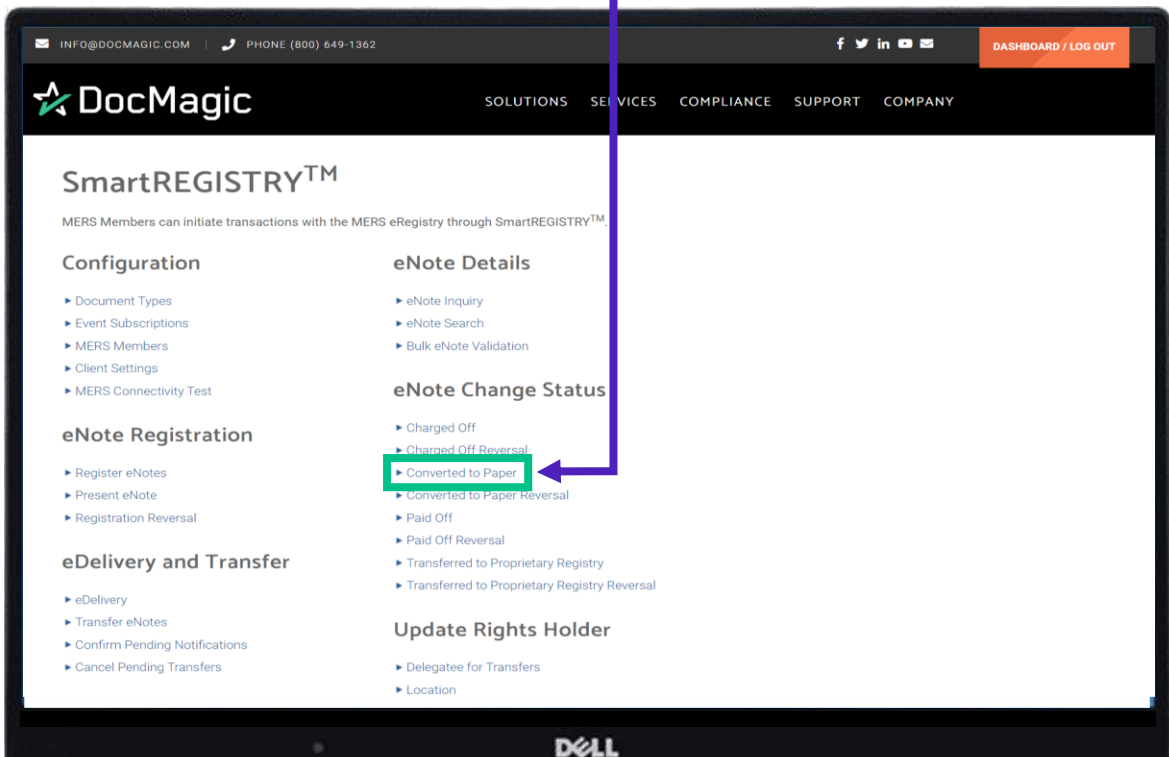
A blue arrow points from the text box above to the "ChargedOff" status in the "Inactivated Status" field.



Go to Charged Off Reversal to undo the action.



Click "Converted to Paper" to turn an eNote into a paper note.



This works the same way as Charged Off.

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DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ > Converted To Paper

Converted To Paper

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Converted To Paper".

MIN:

LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
1662992340950	1662992340950	999935329923409508	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	

DELL

After you complete this action, there will no longer be a valid authoritative electronic copy of the note, the authoritative copy will be physical.



If you run an eNote Inquiry on the newly converted note, "Paper" will show up under Loan Mod Type.

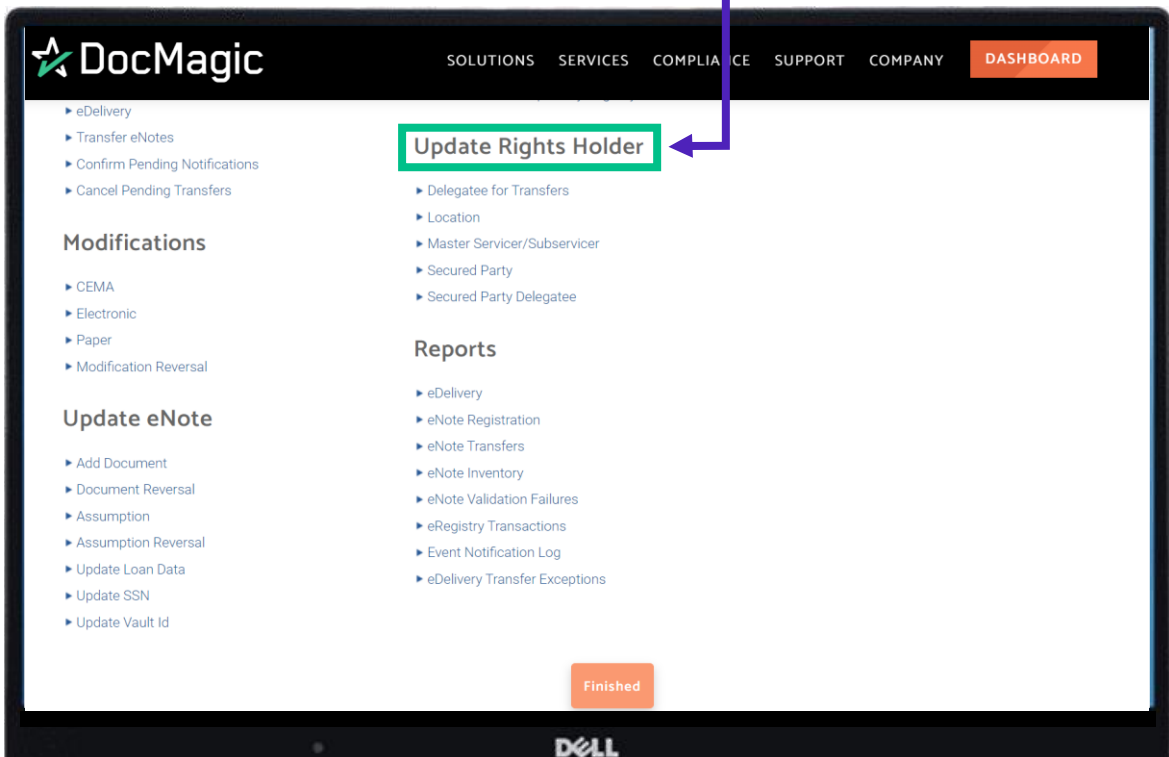
The screenshot displays the 'eNote Inquiry' interface. At the top, it states: 'MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.' Below this, there is a form with the following fields: 'Request Action Type' set to 'Summary Information', 'MIN:' with the value '999935329923409508', and a checked 'Validate Signature' checkbox. Three buttons ('Back', 'Clear', 'Submit') are located below the form. A search bar below the buttons contains the same MIN value. The main data area is a table with the following columns: DOC TYPE, TAMPER SEAL DATE, LIEN PRIORITY TYPE, VAULT ID, ASSUMPTION, SIG VALIDATION, LOAN MOD, and LOAN MOD TYPE. The first row of data shows: 2022-07-26T15:34:25Z, N, Y, N, and 'Paper' (highlighted with a green box). Below the table is a 'Registration Information' section with columns: REGISTRATION DATE, EVALT IDENTIFIER, and ACTIVE. The first row shows: 2022-07-26T22:34:29Z and Y. A purple arrow points from the text box above to the 'Paper' cell in the table.

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
	2022-07-26T15:34:25Z			N	Y	N	Paper

REGISTRATION DATE	EVALT IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y



Next, we'll look at Update Rights Holder.



You must have the correct permissions on MERS to update the Rights Holders.



Updating each rights holder in SmartREGISTRY is the same. As an example, we'll update the Master Servicer.

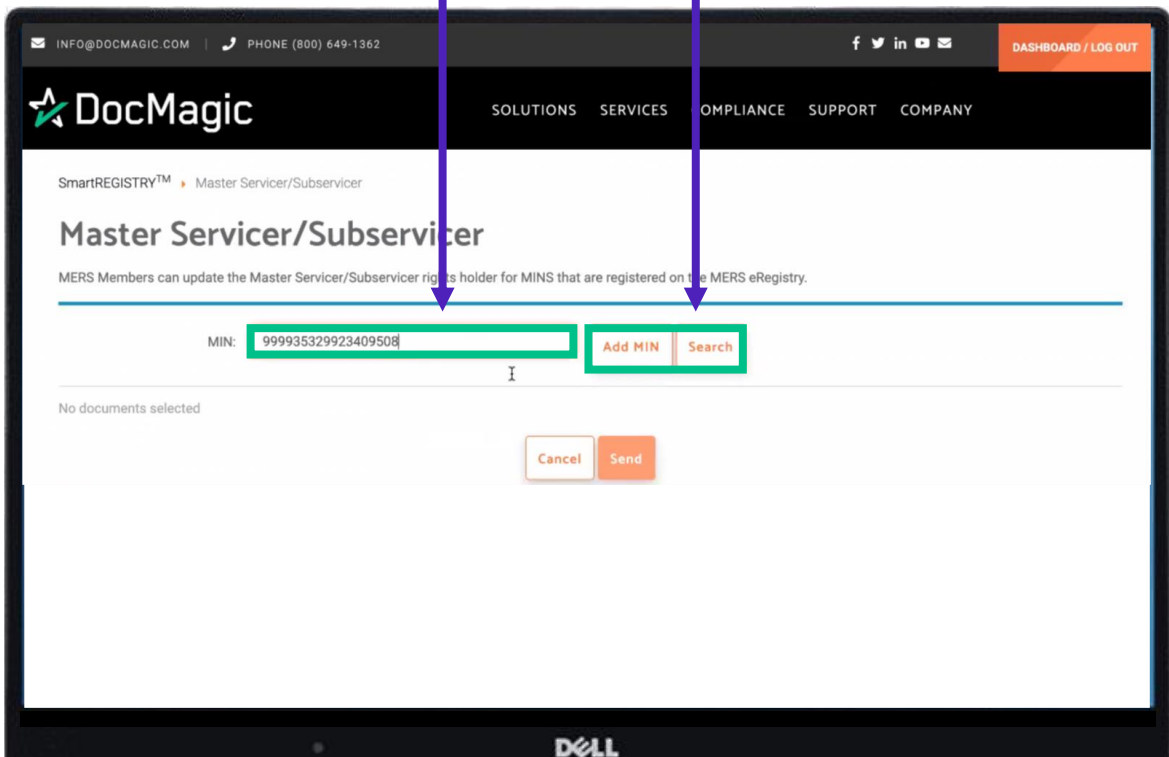
The screenshot displays the DocMagic web application interface. The top navigation bar includes the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY, and a DASHBOARD button. The main content area is titled 'Update Rights Holder' and contains several sections:

- Update Rights Holder**
 - ▶ Delegatee for Transfers
 - ▶ Location
 - ▶ **Master Servicer/Subservicer** (highlighted with a green box)
 - ▶ Secured Party
 - ▶ Secured Party Delegatee
- Reports**
 - ▶ eDelivery
 - ▶ eNote Registration
 - ▶ eNote Transfers
 - ▶ eNote Inventory
 - ▶ eNote Validation Failures
 - ▶ eRegistry Transactions
 - ▶ Event Notification Log
 - ▶ eDelivery Transfer Exceptions

On the left side, there are additional menu items under 'Modifications' and 'Update eNote'. A blue arrow points from the text box above to the 'Master Servicer/Subservicer' option. At the bottom center, there is an orange 'Finished' button. The Dell logo is visible at the bottom of the screen.



You'll start by typing or pasting the MIN, and then pressing Add MIN or Search.



Click on the dropdown menu for the MIN that needs to be updated and select the Location. In this case we only have one result from our search because we entered an exact MIN.

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f t in v e

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Master Servicer/Subservicer

Master Servicer/Subservicer

MERS Members can update the Master Servicer/Subservicer rights holder for MINS that are registered on the MERS eRegistry.

MIN:

MIN	NAME	UPDATE MASTER SERVICER	EDELIVER	SUBSERVICER	REMOVE SUBSERVICER
999935329923409508	MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml	100 Sales (9999353)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Useful Links Company Support

DELL

Hit Send.



Click on the dropdown menu for the MIN that needs to be updated and select the Location. In this case we only have one result from our search because we entered an exact MIN.

The screenshot displays the DocMagic SmartREGISTRY interface for managing Master Servicer/Subservicer rights. At the top, there is a navigation bar with the DocMagic logo and links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below this, the page title is 'Master Servicer/Subservicer'. A search bar is present with a 'MIN:' label, an 'Add MIN' button, and a 'Search' button. The main content area features a table with the following columns: MIN, NAME, UPDATE MASTER SERVICER, EDELIVER, SUBSERVICER, and REMOVE SUBSERVICER. A single row is displayed with the MIN '999935329923409508' and the name 'MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml'. The 'UPDATE MASTER SERVICER' column for this row has a dropdown menu open, showing '100 Sales (9999353)'. The 'EDELIVER' column has a checkbox that is currently unchecked. Below the table, there are 'Cancel' and 'Send' buttons. At the bottom of the page, there are links for 'Useful Links', 'Company', and 'Support', and a Dell logo.

You have the option of eDelivering the note if you want to.



By default, there is no Subservicer. But if there was a Subservicer, you would see it listed below. You would have the option to remove the Subservicer by unchecking the box to the right.

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DASHBOARD / LOG OUT

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Master Servicer/Subservicer

Master Servicer/Subservicer

MERS Members can update the Master Servicer/Subservicer rights holder for MINS that are registered on the MERS eRegistry.

MIN:

MIN	NAME	UPDATE MASTER SERVICER	EDELIVER	SUBSERVICER	REMOVE SUBSERVICER
999935329923409508	MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml	100 Sales (9999353)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

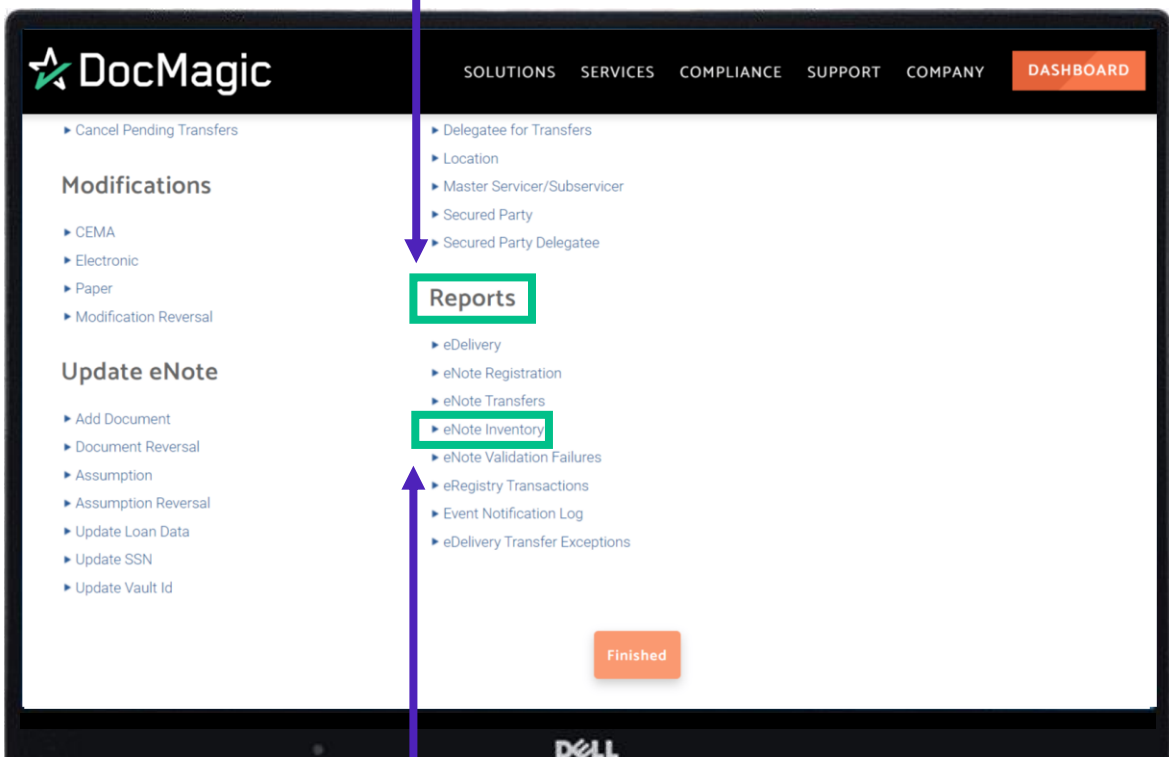
Useful Links Company Support

DELL

Hit Send.



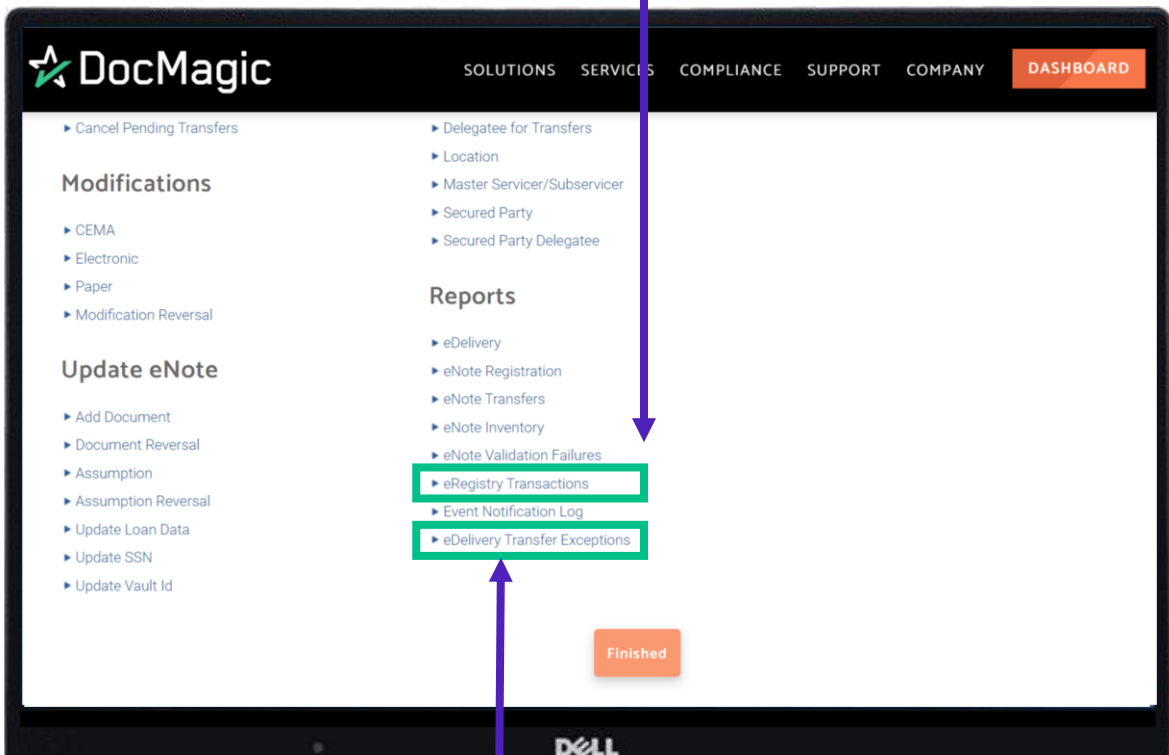
Reports can be found at the bottom of the page.



The eNote Inventory Report will give you a holistic look at all the eNotes in your vault.



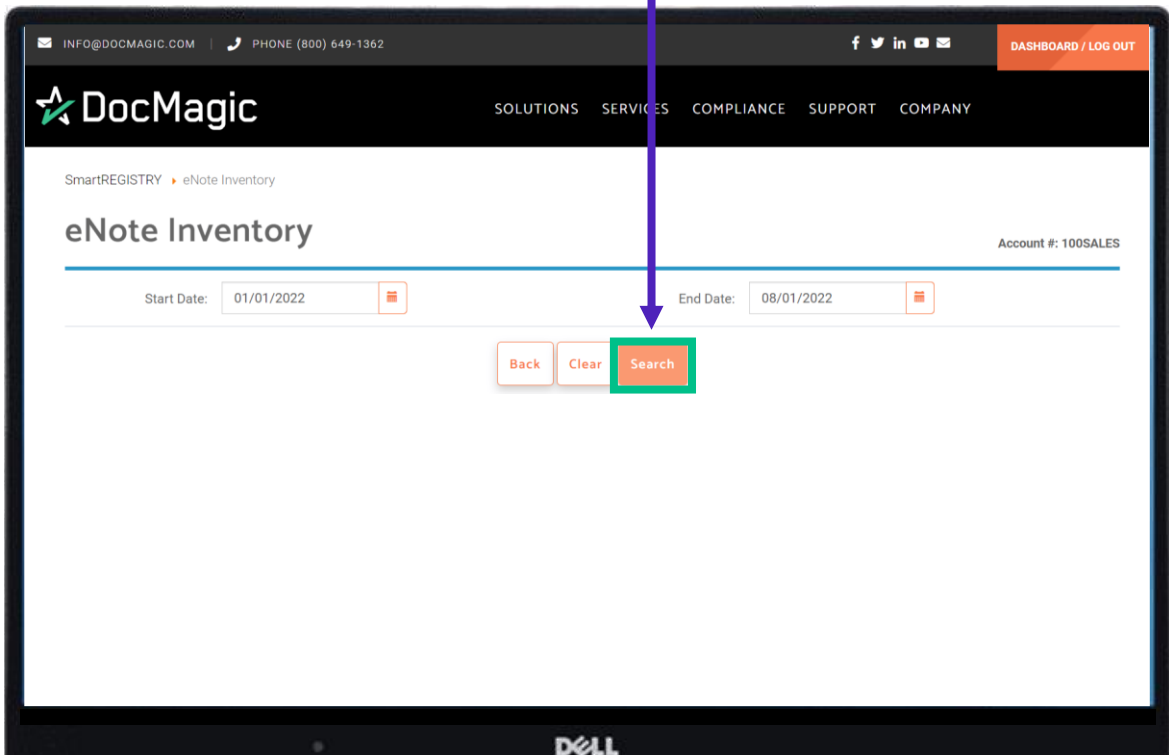
The eRegistry Transactions will give you a holistic look at all events that have happened in the eVault within a certain period.



The eDelivery Transfer Exceptions shows a list of failed transaction.



Click on the report you want to run. Select a Start and End date then click Search.



The result looks something like the eNote search.

The screenshot displays the SmartREGISTRY eNote Inventory page. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, and SUPPORT. Below the navigation bar, the page title is "SmartREGISTRY eNote Inventory". The main content area features a table with the following columns: MIN, Loan #, Address, City, State, Zip, County, and Loan Amount. The table contains multiple rows of data, including loan numbers, addresses, and amounts. On the right side of the table, there is a dropdown menu with the following options: "Clear all filters", "Save Grid State", "Export All to CSV", "Export visible data as csv", "Export visible data as excel", and "Columns:". The "Columns:" section is expanded, showing a list of columns with checkmarks next to them: MIN, Loan #, Address, City, State, Zip, County, Loan Amount, Note Rate, and Origination Date. A blue arrow points from the text box below to the three-line menu icon in the top right corner of the table area.

Click on the three lines in the top right of the search results to bring up export options and filters (operated by clicking the check marks). Note that this includes the option to export to a CSV.

