DocMagic

Stacking Order

Navigating to Stacking Order

Go to DocMagic's website and choose Stacking Order from the dashboard.

Stacking Order

Left vs. Right

The left column contains all MISMO document categories.

Easily modify your document stacking order by shifting the position of the document category contained in the Stacking Order column on the right. If the required category is not present in your current order, you may add it from the list of available Document Categories on the left.

Document Categories

Search Document Categories

- -NoteAddendum
- -SecurityInstrumentRider
- Acknowledgement
- Acknowledgement-AppraisalAcknowledg
- Acknowledgement-OfReceiptOfGoodFaitl
- Acknowledgement-OwnersTitleInsurance
- Acknowledgement-RightToRequestCredit
- Acknowledgement-SettlementBooklets
- Acknowledgement-TrustAcknowledgeme
- Addendum
- AddressCertification
- AdvanceFeeAgreement
- Affidavit
- AffidavitOfBorrower
- AffidavitOfOccupancy
- AffidavitOfSeller
- AffiliatedBusinessArrangementDisclosure
- AffixationAffidavit
- Agreement
- AmendatoryClause

Add >
< Remove
Move Up
Move Down

Current Stacking Order

Search Current Stacking Order

- LoanDetailReport
- CoverLetter
- LoanApplication
- Worksheet
- ClosingInstructions-General
- Note
- NoteAddendum
- SecurityInstrument
- SecurityInstrumentRider
- LoanProgramDisclosure
- SettlementStatement
- ClosingInstructions
- TruthInLendingDisclosure
- GoodFaithEstimate
- ItemizationOfAmountFinanced
- BorrowersCertification
- HazardInsuranceAuthorizationAndRequirem
- IRS4506
- IRSW9
- AssignmentOfMortgage

The right column contains your current stacking order in DocMaster — this is where you will adjust your stacking order.

Stacking Order

Information Button

When you move a MISMO document category, you move all the forms that reside in that category.

Clicking on the category details button will allow you to see all the forms in that MISMO category.

Stacking Order

Click on a category to select it. The category will appear red when clicked.

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Add >
< Remove

Move Up
Move Down

Available actions will appear here. Actions not allowed for your current selection will be greyed out.

Stacking Order

Click here to remove the selected category from your stacking order.

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DELL

Click here to move the selected category up or down in your stacking order.

Stacking Order

To add a category to your stacking order, you would do the same process starting on the left side this time. Click here to add the selected category to your stacking order.

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Easily modify your document stacking order by shifting the position of the document category contained in the Stacking Order column on the right. If the required category is not present in your current order, you may add it from the list of available Document Categories on the left.

Document Categories

note	✕
-NoteAddendum	ⓘ
Acknowledgement	ⓘ
Addendum	ⓘ
NoteAddendum-LateFee-AddendumPromissc	ⓘ
NoteAddendum-Revocabl Trust	ⓘ
NoteAndSecurityInstrum ntModification	ⓘ
NoteModification	ⓘ

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< Remove
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Move Down

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LoanDetailReport	ⓘ
CoverLetter	ⓘ
LoanApplication	ⓘ
Worksheet	ⓘ
ClosingInstructions-General	ⓘ
Note	ⓘ
NoteAddendum	ⓘ
SecurityInstrument	ⓘ
SecurityInstrumentRider	ⓘ
LoanProgramDisclosure	ⓘ
SettlementStatement	ⓘ
ClosingInstructions	ⓘ
TruthInLendingDisclosure	ⓘ
GoodFaithEstimate	ⓘ
ItemizationOfAmountFinanced	ⓘ
BorrowersCertification	ⓘ
HazardInsuranceAuthorizationAndRequirem	ⓘ
IRS4506	ⓘ
IRSW9	ⓘ
AssignmentOfMortgage	ⓘ

D∉LL

If you know the Form ID, you may enter that to find the specific MISMO document category. You can also do a keyword search. Results appear automatically.

Stacking Order

You can also hold down the left mouse to drag and drop the category into position.
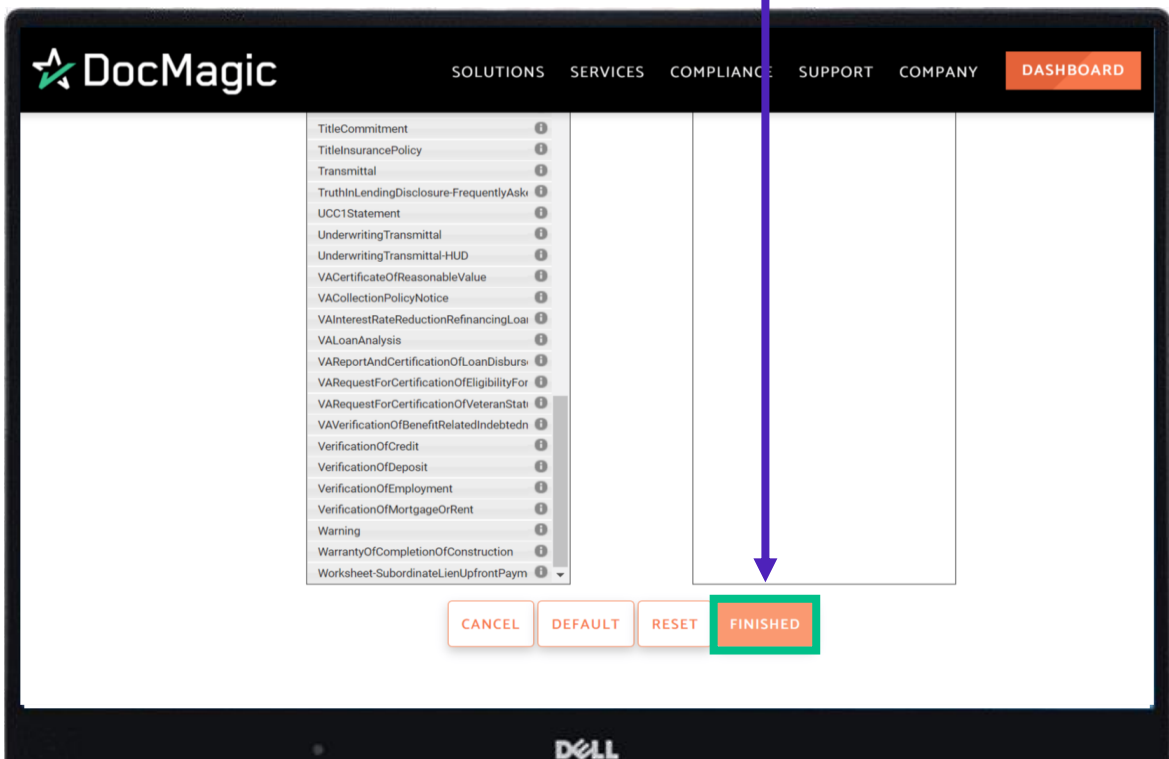

Once the category is where you want it to be, click on it to deselect.

Saving Changes

As always, if any changes have been made, scroll down to the bottom of the page and hit Finished to save changes. TIP: Save often! The page may time out.
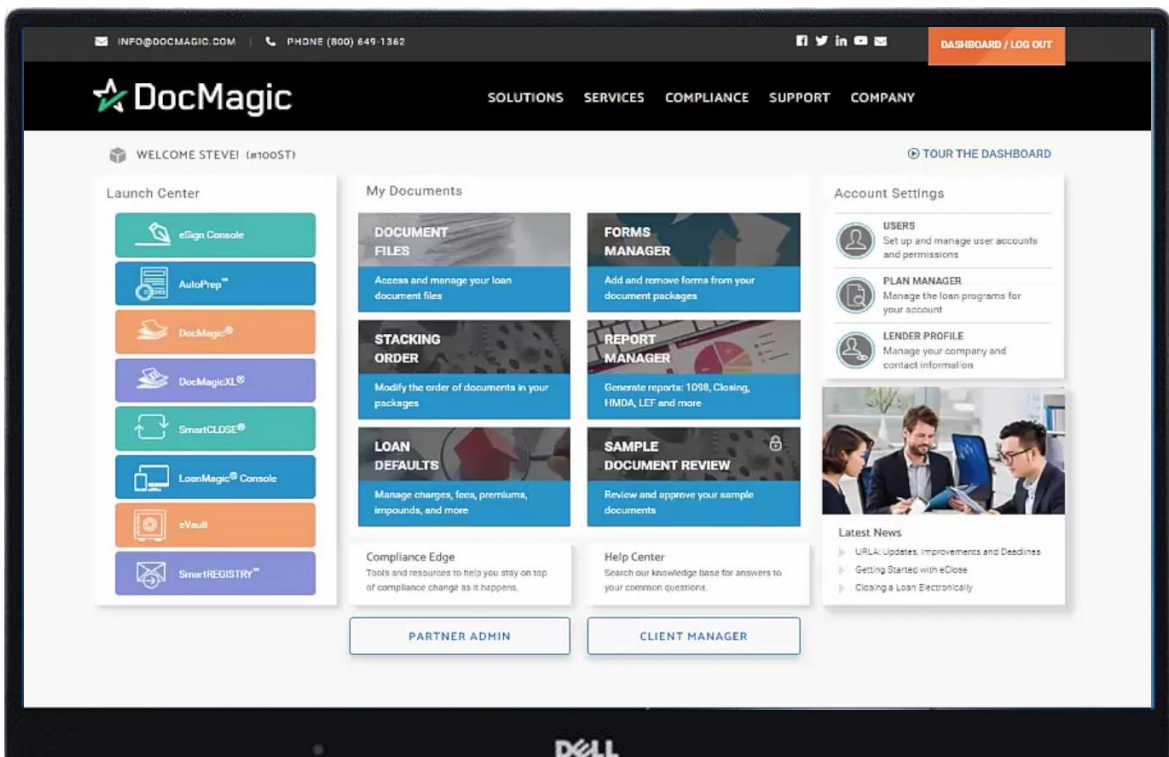

Again – stacking order changes done on the website affect all package types.

Finished

Clicking finished brings you back to the dashboard.

Return to the DocMaster program to see any changes made to the stacking order.