



Stacking Order

Stacking Order

Navigating to Stacking Order

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

The screenshot shows the DocMagic dashboard interface. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM and PHONE (800) 649-1362), and social media icons. Below the navigation bar, the dashboard is divided into several sections:

- Launch Center:** A vertical list of application tiles including eSign Console, AutoPrep™, DocMagic®, DocMagicXL®, SmartCLOSE®, LoanMagic® Console, eVault, and SmartREGISTRY™.
- My Documents:** A central grid of document management options. The 'STACKING ORDER' option is highlighted with a green border and a purple arrow pointing to it from the text box above. Other options include DOCUMENT FILES, FORMS MANAGER, REPORT MANAGER, and LOAN DEFAULTS.
- Account Settings:** A section on the right with sub-sections for USERS, PLAN MANAGER, and LENDER PROFILE, each with a brief description of its function.
- Compliance Edge:** A section at the bottom left with the heading 'PARTNER ADMIN'.
- Help Center:** A section at the bottom right with the heading 'CLIENT MANAGER'.
- Latest News:** A section at the bottom right with a list of news items.

The Dell logo is visible at the bottom center of the monitor frame.



Stacking Order

Left vs. Right

The left column contains all MISMO document categories.

The screenshot displays the DocMagic web application interface. At the top, there is a navigation bar with contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. Below the navigation bar, the DocMagic logo is on the left, and a menu with SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY is on the right. The main content area features a heading: "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." Below this heading are two columns. The left column, titled "Document Categories", contains a search bar and a list of document categories such as "-NoteAddendum", "-SecurityInstrumentRider", "Acknowledgement", etc. The right column, titled "Current Stacking Order", contains a search bar and a list of document categories currently in use, such as "LoanDetailReport", "CoverLetter", "LoanApplication", etc. Between the two columns are buttons for "Add >", "< Remove", "Move Up", and "Move Down".

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.

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



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Available Actions

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

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Document Categories	Current Stacking Order
-NoteAddendum	LoanDetailReport
-SecurityInstrumentRider	LoanLetter
Acknowledgement	LoanApplication
Acknowledgement-AppraisalAcknowledg	Worksheet
Acknowledgement-OfReceiptOfGoodFait	ClosingInstructions-General
Acknowledgement-OwnersTitleInsurance	Note
Acknowledgement-RightToRequestCredit	NoteAddendum
Acknowledgement-SettlementBooklets	SecurityInstrument
Acknowledgement-TrustAcknowledgeme	SecurityInstrumentRider
Addendum	LoanProgramDisclosure
AddressCertification	SettlementStatement
AdvanceFeeAgreement	ClosingInstructions
Affidavit	TruthInLendingDisclosure
AffidavitOfBorrower	GoodFaithEstimate
AffidavitOfOccupancy	ItemizationOfAmountFinanced
AffidavitOfSeller	BorrowersCertification
AffiliatedBusinessArrangementDisclosur	HazardInsuranceAuthorizationAndRequire
AffixationAffidavit	IRS4506
Agreement	IRSW9
AmendatoryClause	AssignmentOfMortgage

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



Stacking Order

Available Actions

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

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



Stacking Order

Available Actions

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.

INFO@DOCMAGIC.COM | PHONE (800) 649-1362 | f t in v e | DASHBOARD / LOG OUT

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

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
- NoteAddendum-Revocable Trust
- NoteAndSecurityInstrumentModification
- NoteModification

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

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.



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Available Actions

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

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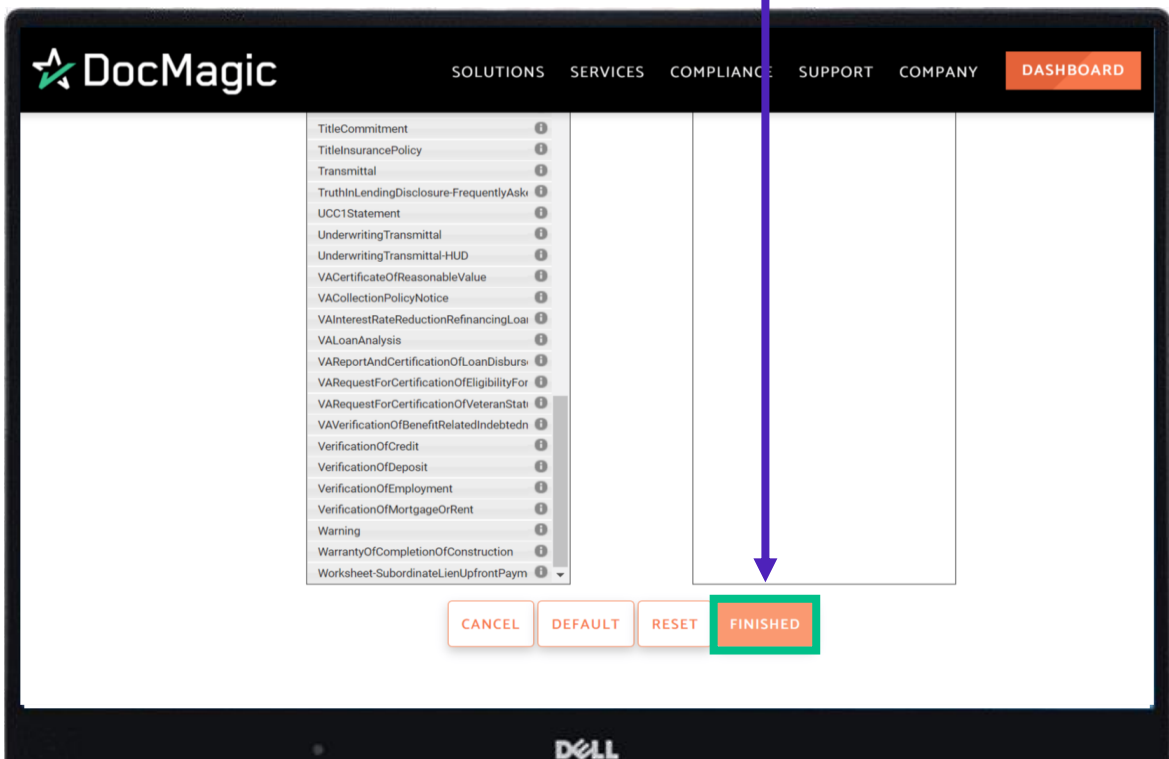
Once the category is where you want it to be, click on it to deselect.



Stacking Order

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.



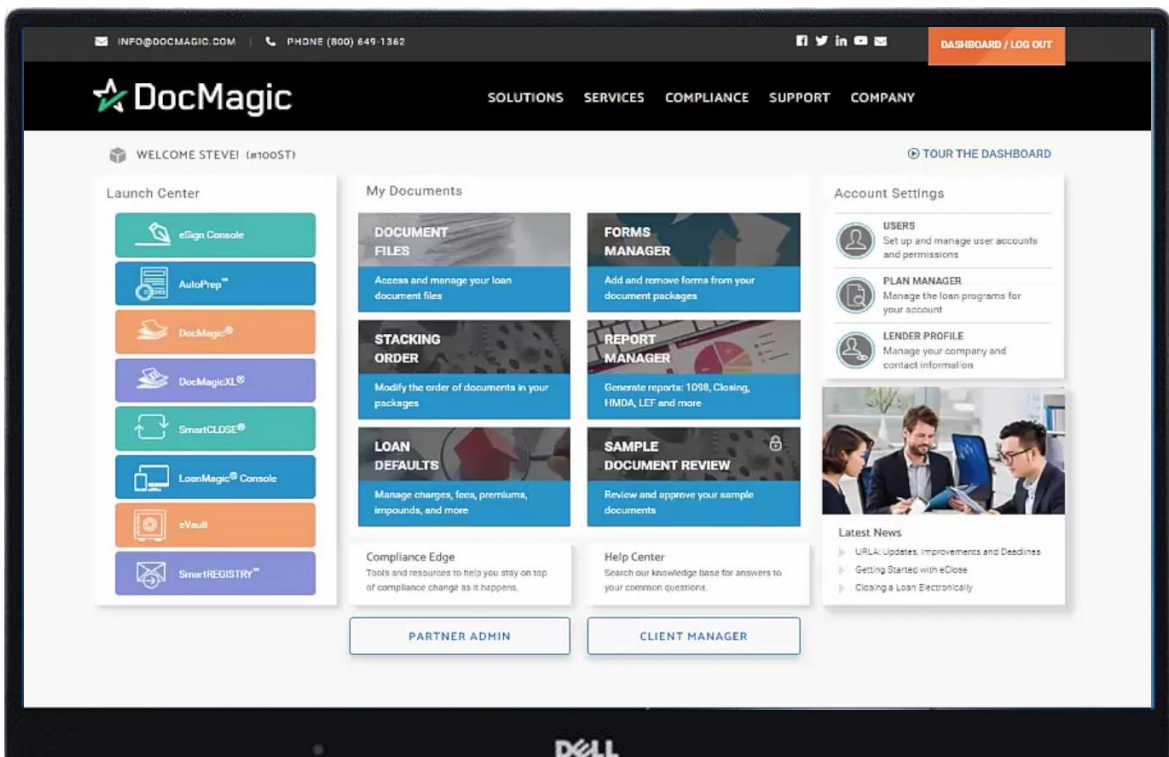
Again – stacking order changes done on the website affect all package types.



Stacking Order

Finished

Clicking finished brings you back to the dashboard.



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

