DocMagic User Accounts

Set–Up and Administration

Users

- From the DocMagic Dashboard, Users can be accessed from the top right under Account Settings.

User Accounts

- You'll be greeted with a list of all DocMagic users in your organization.

- Click on any arrow to sort the data by the corresponding column. For example, the example on the left is currently sorted by Last Name.

- Click on the Last Name, First Name, or User Email to update an existing User Account, or Click Add User at the bottom of your screen to add a new one. The two interfaces are functionally the same.

- Click on the icon on the under the rightmost column to delete that User.

Key User Information

Please enter the relevant data for the new user.

New User Information:

User Information

* First Name: [   ]

* Last Name: [   ]

* Email: [   ]

Contact Information

* Phone: [   ]

User Password

* Password: [   ]

Password should be 8-64 characters
including at least one uppercase character,
one lowercase character, one numeric digit,
and one special symbol.

* Confirm Password: [   ]

☑ Email confirmation
☐ Do not expire password

User Privileges

Role: [Please select a role ▾]

- Key User information will be at the top of each profile.

- All fields with a red asterisk are mandatory.

- If you are creating a New User, you will have to include a temporary password. Check the Email confirmation option to allow the User to change their password directly from the confirmation email they receive after their account is created.

- Subsequent pages will focus on User Privileges. User Roles are templates that can be created and then applied to specific users. We will go through this later in the guide.

User Privileges – Administrative

User Privileges

Role: [Please select a role ▾]

- ☑ Manage Users
- ☑ Manage Plans
- ☑ FormAnalyzer
  - ☑ Form Features Editor
  - ☑ Manage Plan Sorting
  - ☑ Manage Lender Profile
  - ☑ Manage LoanMagic Files
  - ☑ Manage Loan Defaults
  - ☑ Generate Reports
  - ☑ DocMagic
    - ☑ Process Documents
    - ☑ Manage Alternate Lenders
  - ☑ Document Files Administrator
  - ☑ DocMaster Document Viewer
    - ☑ Docmaster Email enabled
    - ☑ Allow attachments
    - ☑ Allow annotations
  - ☑ eSign Console
    - ◉ eSign Console Admin
    - ○ eSign - Loan Originator

- **Manage Users:** Grants the user the authority to create and manage user accounts

- **Manage Plans:** Grants the user the authority to manage the loan programs available to users for compliance and document generation services

- **FormAnalyzer:** Grants the user the access to DocMagic's Form Manager tool to view and manage the documents on the account.

- **The Form Features Editor** will enable you to add form features — *it is not yet live.*

User Privileges – Administrative

User Privileges

Role: [Please select a role ▼]

- ☑ Manage Users
- ☑ Manage Plans
- ☑ FormAnalyzer
  - ☑ Form Features Editor
- ☑ **Manage Plan Sorting**
- ☑ **Manage Lender Profile**
- ☑ **Manage LoanMagic Files**
- ☑ Manage Loan Defaults
- ☑ Generate Reports
- ☑ DocMagic
  - ☑ Process Documents
  - ☑ Manage Alternate Lenders
- ☑ Document Files Administrator
- ☑ DocMaster Document Viewer
  - ☑ Docmaster Email enabled
  - ☑ Allow attachments
  - ☑ Allow annotations
- ☑ eSign Console
  - ⦿ eSign Console Admin
  - ○ eSign - Loan Originator

- **Manage Plan Sorting:** Grants the user the access to DocMagic's Stacking Order tool to view and manage the document classifications that determine the sequence of the forms in the generated document packages.

- **Manage Lender Profile:** Grants the user access to view and manage the name, address, and licensing information for the Lender to use as the default on all mortgage documentation.

- **Manage LoanMagic Files:** Grants the user access to the files within DocMagic's LoanMagic for Borrowers solution for collaboration.

User Privileges – Loan Defaults / Reports

User Privileges

Role: [Please select a role ▼]

- ☑ Manage Users
- ☑ Manage Plans
- ☑ FormAnalyzer
  - ☑ Form Features Editor
- ☑ Manage Plan Sorting
- ☑ Manage Lender Profile
- ☑ Manage LoanMagic Files
- ☑ **Manage Loan Defaults**
- ☑ **Generate Reports**
- ☑ DocMagic
  - ☑ Process Documents
  - ☑ Manage Alternate Lenders
- ☑ Document Files Administrator
- ☑ DocMaster Document Viewer
  - ☑ Docmaster Email enabled
  - ☑ Allow attachments
  - ☑ Allow annotations
- ☑ eSign Console
  - ◉ eSign Console Admin
  - ○ eSign - Loan Originator

- **Manage Loan Defaults:** Grants the user access to DocMagic's Loan Defaults tool to view and manage loan costs and other costs scenarios for charges, loan fees, premiums and impounds.

- **Generate Reports:** Grants the user access to DocMagic's Report Manager tool for report generation. DocMagic provides a collection of ad–hoc reports for 1098, HMDA, Closing, and Finance Charges.

User Privileges – DocMagic Online

User Privileges

Role: [Please select a role ▾]

- ☑ Manage Users
- ☑ Manage Plans
- ☑ FormAnalyzer
  - ☑ Form Features Editor
- ☑ Manage Plan Sorting
- ☑ Manage Lender Profile
- ☑ Manage LoanMagic Files
- ☑ Manage Loan Defaults
- ☑ Generate Reports
- ☑ **DocMagic**
  - ☑ **Process Documents**
  - ☑ **Manage Alternate Lenders**
- ☑ Document Files Administrator
- ☑ DocMaster Document Viewer
  - ☑ Docmaster Email enabled
  - ☑ Allow attachments
  - ☑ Allow annotations
- ☑ eSign Console
  - ◉ eSign Console Admin
  - ○ eSign - Loan Originator

- **DocMagic:** Grants the user the authority to create and manage loan transactions using the DocMagic Online and (retired) DocMagicXL applications.

- **Process Documents:** Grants user the authority to generate loan documents.

- **Manage Alternate Lenders:** Grants the user the authority to create and manage the Alternate Lender profiles in DocMagic Online. An Alternate Lender profile is used in place of the primary Lender Profile to draw documents in the name of another entity.

User Privileges – Document Files

User Privileges

Role: [Please select a role ▼]

- ☑ Manage Users
- ☑ Manage Plans
- ☑ FormAnalyzer
  - ☑ Form Features Editor
- ☑ Manage Plan Sorting
- ☑ Manage Lender Profile
- ☑ Manage LoanMagic Files
- ☑ Manage Loan Defaults
- ☑ Generate Reports
- ☑ DocMagic
  - ☑ Process Documents
  - ☑ Manage Alternate Lenders
- ☑ **Document Files Administrator**
- ☑ DocMaster Document Viewer
  - ☑ Docmaster Email enabled
  - ☑ Allow attachments
  - ☑ Allow annotations
- ☑ eSign Console
  - ◉ eSign Console Admin
  - ○ eSign - Loan Originator

- **Document Files Administrator:** Grants the user access to all document packages generated by all users of the account.

User Privileges – DocMaster

User Privileges

Role: [Please select a role ▾]

☑ Manage Users
☑ Manage Plans
☑ FormAnalyzer
  ☑ Form Features Editor
☑ Manage Plan Sorting
☑ Manage Lender Profile
☑ Manage LoanMagic Files
☑ Manage Loan Defaults
☑ Generate Reports
☑ DocMagic
  ☑ Process Documents
  ☑ Manage Alternate Lenders
☑ Document Files Administrator
☑ **DocMaster Document Viewer**
  ☑ **Docmaster Email enabled**
  ☑ **Allow attachments**
  ☑ **Allow annotations**
☑ eSign Console
  ◉ eSign Console Admin
  ◯ eSign - Loan Originator

- **DocMaster Document Viewer:** Grants the user the authority to view and print document packages.

- **DocMaster Email enabled:** Grants the user the authority to e-deliver a document package.

- **Allow Attachments:** Grants the user the authority to attach other documents to the generated document package.

- **Allow Annotations:** Grants the user the authority to annotate the generated documents.

User Privileges – eSign Console

- **eSign Console:** Grants the user the authority to view and print document packages. If you check this box, you must select from one of the options below.

- **eSign Console Admin:** Grants the user the authority to e-deliver a document package.

- **eSign – Loan Originator:** Grants the user the authority to attach other documents to the generated document package.

- **eSign Reviewer:** Grants the user the authority to annotate the generated documents.

User Privileges – Compliance

☑ Document Files Administrator
☑ DocMaster Document Viewer
   ☑ Docmaster Email enabled
   ☑ Allow attachments
   ☑ Allow annotations
☑ eSign Console
   ◉ eSign Console Admin
   ○ eSign - Loan Originator
   ○ eSign Reviewer
☑ **Compliance**
☑ **Sample Document Review**
☑ eVault
   ☑ eVault Administrator
   ☐ eVault Reviewer
   ☐ eVault Contributor
☑ SmartREGISTRY
   ☑ SmartREGISTRY eDelivery Transfer Excepti
   ☑ SmartREGISTRY Configuration
   ☑ SmartREGISTRY eNote Registration
   ☑ SmartREGISTRY eDelivery and Transfer
   ☑ SmartREGISTRY Modifications
   ☑ SmartREGISTRY Update eNote

- **Compliance:** Grants the user access to the premium Compliance content accessible through the DocMagic website.

  - Compliance Edge is a resource for lenders to stay compliant in an environment of constant regulatory change.

- **Sample Document Review:** Please note that the Sample Document Review tool has been retired and that this User Privilege is no longer relevant.

User Privileges – eVault

User Privileges

☑ Document Files Administrator
☑ DocMaster Document Viewer
    ☑ Docmaster Email enabled
    ☑ Allow attachments
    ☑ Allow annotations
☑ eSign Console
    ◉ eSign Console Admin
    ○ eSign - Loan Originator
    ○ eSign Reviewer
☑ Compliance
☑ Sample Document Review
☑ **eVault**
    ☑ **eVault Administrator**
    ☐ **eVault Reviewer**
    ☐ **eVault Contributor**
☑ SmartREGISTRY
    ☑ SmartREGISTRY eDelivery Transfer Excepti
    ☑ SmartREGISTRY Configuration
    ☑ SmartREGISTRY eNote Registration
    ☑ SmartREGISTRY eDelivery and Transfer
    ☑ SmartREGISTRY Modifications
    ☑ SmartREGISTRY Update eNote

- **eVault:** Grants the user access to the eVault solution. Select *one* of the privileges below.

- **eVault Administrator:** Grants the user the authority to add and manage all documents in the eVault.

- **eVault Reviewer:** Grants the user the authority to view all documents in the eVault.

- **eVault Contributor:** Grants the user the authority to add and view all documents in the eVault.

User Privileges – SmartREGISTRY

- [x] eVault
  - [x] eVault Administrator
  - [ ] eVault Reviewer
  - [ ] eVault Contributor
- [x] SmartREGISTRY
  - [x] SmartREGISTRY eDelivery Transfer Excepti
  - [x] SmartREGISTRY Configuration
  - [x] SmartREGISTRY eNote Registration
  - [x] SmartREGISTRY eDelivery and Transfer
  - [x] SmartREGISTRY Modifications
  - [x] SmartREGISTRY Update eNote
  - [x] SmartREGISTRY eNote Details
  - [x] SmartREGISTRY eNote Change Status
  - [x] SmartREGISTRY Update Rights Holder
  - [x] SmartREGISTRY Reports
- [x] SmartCLOSE
  - [x] SmartCLOSE Administrator
  - [x] SmartCLOSE User
- [x] LoanMagic for Account Executives
  - [x] Administrator
- [x] Role Administration
- [x] AutoPrep

- **SmartREGISTRY:** Grants the user access to the SmartREGISTRY solution.

- **SmartREGISTRY eDelivery Transfer Exception:** Grants the user access to the eDelivery and Transfer Exception Log.

- **SmartREGISTRY Configuration:** Grants the user the authority to manage the SmartREGISTRY settings for Document Types, Event Subscriptions, MERS Members and general preferences.

- **SmartREGISTRY eNote Registration:** Grants the user the authority to perform and manage eNote registrations on the MERS eRegistry.

User Privileges – SmartREGISTRY

- eVault
  - ☑ eVault Administrator
  - ☐ eVault Reviewer
  - ☐ eVault Contributor
- SmartREGISTRY
  - ☑ SmartREGISTRY eDelivery Transfer Excepti
  - ☑ SmartREGISTRY Configuration
  - ☑ SmartREGISTRY eNote Registration
  - ☑ **SmartREGISTRY eDelivery and Transfer**
  - ☑ **SmartREGISTRY Modifications**
  - ☑ **SmartREGISTRY Update eNote**
  - ☑ **SmartREGISTRY eNote Details**
  - ☑ SmartREGISTRY eNote Change Status
  - ☑ SmartREGISTRY Update Rights Holder
  - ☑ SmartREGISTRY Reports
- SmartCLOSE
  - ☑ SmartCLOSE Administrator
  - ☑ SmartCLOSE User
- LoanMagic for Account Executives
  - ☑ Administrator
- Role Administration
- AutoPrep

- **SmartREGISTRY eDelivery and Transfer:** Grants the user the authority to perform eDeliveries and Transfers through the MERS eRegistry.

- **SmartREGISTRY Modifications:** Grants the user the authority to perform eNote Modification, such as CEMA Modifications, Electronic Modifications, Paper Modifications and Modification Reversals.

- **SmartREGISTRY Update eNote:** Grants the user the authority to update eNote information, such as add documents, assumption, and loan information.

- **SmartREGISTRY eNote Details:** Grants the user the authority to search and view eNote information.

User Privileges – SmartREGISTRY

- eVault
  - eVault Administrator
  - eVault Reviewer
  - eVault Contributor
- SmartREGISTRY
  - SmartREGISTRY eDelivery Transfer Excepti
  - SmartREGISTRY Configuration
  - SmartREGISTRY eNote Registration
  - SmartREGISTRY eDelivery and Transfer
  - SmartREGISTRY Modifications
  - SmartREGISTRY Update eNote
  - SmartREGISTRY eNote Details
  - ☑ **SmartREGISTRY eNote Change Status**
  - ☑ **SmartREGISTRY Update Rights Holder**
  - ☑ **SmartREGISTRY Reports**
- SmartCLOSE
  - SmartCLOSE Administrator
  - SmartCLOSE User
- LoanMagic for Account Executives
  - Administrator
- Role Administration
- AutoPrep

- **SmartREGISTRY eNote Change Status:** Grants the user access to the SmartREGISTRY solution.

- **SmartREGISTRY Update Rights Holder:** Grants the user access to the eDelivery and Transfer Exception Log.

- **SmartREGISTRY Reports:** Grants the user the authority to manage the SmartREGISTRY settings for Document Types, Event Subscriptions, MERS Members and general preferences.

User Privileges – Collaboration

- eVault
  - eVault Administrator
  - eVault Reviewer
  - eVault Contributor
- SmartREGISTRY
  - SmartREGISTRY eDelivery Transfer Excepti
  - SmartREGISTRY Configuration
  - SmartREGISTRY eNote Registration
  - SmartREGISTRY eDelivery and Transfer
  - SmartREGISTRY Modifications
  - SmartREGISTRY Update eNote
  - SmartREGISTRY eNote Details
  - SmartREGISTRY eNote Change Status
  - SmartREGISTRY Update Rights Holder
  - SmartREGISTRY Reports
- ☑ SmartCLOSE
  - ☑ SmartCLOSE Administrator
  - ☑ SmartCLOSE User
- LoanMagic for Account Executives
  - Administrator
- Role Administration
- AutoPrep

- **SmartCLOSE:** Grants the user access to the SmartCLOSE collaboration solution.

  - **SmartCLOSE Administrator:** Grants the user the authority to create and manage collaborations for all users of the account.

  - **SmartCLOSE User:** Grants the user standard access to collaborate in SmartCLOSE.

User Privileges – Collaboration

eVault
- eVault Administrator
- eVault Reviewer
- eVault Contributor

SmartREGISTRY
- SmartREGISTRY eDelivery Transfer Excepti
- SmartREGISTRY Configuration
- SmartREGISTRY eNote Registration
- SmartREGISTRY eDelivery and Transfer
- SmartREGISTRY Modifications
- SmartREGISTRY Update eNote
- SmartREGISTRY eNote Details
- SmartREGISTRY eNote Change Status
- SmartREGISTRY Update Rights Holder
- SmartREGISTRY Reports

SmartCLOSE
- SmartCLOSE Administrator
- SmartCLOSE User

LoanMagic for Account Executives
- Administrator

Role Administration

AutoPrep

- **LoanMagic for Account Executives:** Grants the user access to the LoanMagic for Borrowers solution for collaboration.

  - **LoanMagic for Borrowers: Administrator:** Grants the user authority to view and manage loans for all users of the account.

User Privileges – Role Administration / AutoPrep

☑ eVault
  ☑ eVault Administrator
  ☐ eVault Reviewer
  ☐ eVault Contributor
☑ SmartREGISTRY
  ☑ SmartREGISTRY eDelivery Transfer Excepti
  ☑ SmartREGISTRY Configuration
  ☑ SmartREGISTRY eNote Registration
  ☑ SmartREGISTRY eDelivery and Transfer
  ☑ SmartREGISTRY Modifications
  ☑ SmartREGISTRY Update eNote
  ☑ SmartREGISTRY eNote Details
  ☑ SmartREGISTRY eNote Change Status
  ☑ SmartREGISTRY Update Rights Holder
  ☑ SmartREGISTRY Reports
☑ SmartCLOSE
  ☑ SmartCLOSE Administrator
  ☑ SmartCLOSE User
☑ LoanMagic for Account Executives
  ☑ Administrator
☑ Role Administration
☑ AutoPrep

- **Role Administrator:** Grants the user the authority to create and manage user account roles.

- **AutoPrep:** Grants the user the authority to use DocMagic's AutoPrep solution.

- *User Privileges* are followed by *Package Types,* covered starting on the next slide.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Adverse Action/Denial:** A loan document package consisting of primarily the notice required under the Equal Credit Opportunity Act, advising the applicant of adverse action or a credit denial on the applicant's loan application, and any notice of the applicant's right to request a copy of an appraisal report.

- **Application:** A loan document package to be sent to the applicant–borrower at the point of application and includes the "Uniform Residential Loan Application (1003)".

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [x] Appraisal
- [x] Closing
- [x] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Appraisal:** Consists of the Acknowledgment of Receipt of Appraisal Report and may include an appraisal report for a given loan transaction.

- **Closing:** A loan document package consisting of documents necessary to consummate a mortgage loan and includes a promissory note, security instrument, the closing disclosure, and other federal and state–specific disclosures and documentation required to be provided to the consumer at consummation of the loan.

- **Closing Disclosure:** A loan document package consisting of the Closing Disclosure required under the TILA/RESPA Integrated Disclosure rule.

Package Types

Package Types

- ☐ Adverse Action/Denial
- ☐ Application
- ☐ Appraisal
- ☐ Closing
- ☐ Closing Disclosure
- ☐ Compliance Review
- ☑ **eConsent**
- ☑ **Electronic Note**
- ☐ Flood Certification
- ☐ Initial Disclosure
- ☐ Integrated Disclosure
- ☐ Loan Approval
- ☐ Loan Estimate
- ☐ Loan Modification
- ☐ Other
- ☐ Point Of Sale
- ☐ Post Closing (Trailing Docs)
- ☐ Pre-Closing
- ☐ Pre-qualification
- ☐ Processing
- ☐ Rate Lock
- ☐ Redisclosure
- ☐ Servicing Transfer
- ☐ Underwriting
- ☐ Uniform Residential Loan Application

- **eConsent:** Contains DocMagic's ESIGN Consent and Disclosure and is used to secure a borrower's consent to DocMagic eSign pursuant to the federal ESIGN Act as early as possible in the mortgage loan origination process. Doing so expedites the electronic delivery of the loan estimate and other disclosures contained in an Initial Disclosure Package without any waiting period.

- **Electronic Note:** A loan document package consisting of the MISMO–Compliant SMARTDoc 1.02 electronic note.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] **Flood Certification**
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Flood Certification:** A loan document package containing the Notice of Special Flood Hazards related to the subject property. By default, this document package utilizes DocMagic's Flood Determination service to obtain the instant flood information about the borrower's property and neighborhood.

Package Types

Package Types

- ☐ Adverse Action/Denial
- ☐ Application
- ☐ Appraisal
- ☐ Closing
- ☐ Closing Disclosure
- ☐ Compliance Review
- ☐ eConsent
- ☐ Electronic Note
- ☐ Flood Certification
- ☐ **Initial Disclosure**
- ☐ **Integrated Disclosure**
- ☐ Loan Approval
- ☐ Loan Estimate
- ☐ Loan Modification
- ☐ Other
- ☐ Point Of Sale
- ☐ Post Closing (Trailing Docs)
- ☐ Pre-Closing
- ☐ Pre-qualification
- ☐ Processing
- ☐ Rate Lock
- ☐ Redisclosure
- ☐ Servicing Transfer
- ☐ Underwriting
- ☐ Uniform Residential Loan Application

- **Initial Disclosure:** A loan document package consisting of the documents required under TILA and its implementing regulation, Regulation Z, and, when applicable, the documents required under the Real Estate Settlement Procedures Act of 1974 ("RESPA") and its implementing regulation, Regulation X, together with other federal and state–specific disclosures that are required to be delivered or mailed to the consumer not later than the third business day after the creditor receives the consumer's written application.

- **Integrated Disclosure:** A combination of the Loan Estimate and the Closing Disclosure.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **"Loan Approval:** a loan document package consisting of any required disclosure regarding a creditor's commitment to extend credit to an applicant for a mortgage loan.

- **Loan Estimate:** a loan document package consisting of the Loan Estimate required under the TILA/RESPA Integrated Disclosure rule.

- **Loan Modification:** a loan document package consisting of documents necessary to modify a mortgage loan, including a loan modification agreement.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] **Other**
- [ ] **Point Of Sale**
- [ ] **Post Closing (Trailing Docs)**
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Other:** Also known as "Forms List", is a loan document package used to provide individual documents, such as Letters, Missing Information Notices, and specialty forms, that are not included in the other defined document packages.

- **Point of Sale:** a loan document package consisting of disclosures required to be provided to a prospective applicant for a mortgage loan at the point of first contact between the mortgage loan originator and such applicant.

- **Post–Closing (Trailing Docs):** a loan document package consisting of documents necessary to fund a loan, including an assignment of a security instrument and closing disclosure.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] **Pre-Closing**
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Pre–Closing:** The loan document package that includes federal and state–specific disclosures to be re–disclosed to the borrower because of a change in fees and charges and/or the interest rate in the loan transaction in addition to state–specific disclosures that applicable state law requires to be delivered to the borrower prior to the closing date of the loan either because of a material change in the loan terms or the applicable statute or regulation requires that the disclosure be given within a certain number of days prior to closing.

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Prequalification:** a loan document package that is sent to prospective borrowers in advance of a formal application.

- **Processing:** is a loan document package that includes, but may not be limited to, the "Uniform Residential Loan Application (1003)"; if applicable, the "URLA Addendum to HUD/VA Application"; "Request for Verification of Employment (Form 1005)"; "Request for Verification of Deposit (Form 1006)"; "Request for Appraisal"; "Request for Title Commitment"; "Request for Verification of Gift/Gift Letter"; and "Request for Verification of Rent or Mortgage Account."

Package Types

Package Types

- [ ] Adverse Action/Denial
- [ ] Application
- [ ] Appraisal
- [ ] Closing
- [ ] Closing Disclosure
- [ ] Compliance Review
- [ ] eConsent
- [ ] Electronic Note
- [ ] Flood Certification
- [ ] Initial Disclosure
- [ ] Integrated Disclosure
- [ ] Loan Approval
- [ ] Loan Estimate
- [ ] Loan Modification
- [ ] Other
- [ ] Point Of Sale
- [ ] Post Closing (Trailing Docs)
- [ ] Pre-Closing
- [ ] Pre-qualification
- [ ] Processing
- [ ] Rate Lock
- [ ] Redisclosure
- [ ] Servicing Transfer
- [ ] Underwriting
- [ ] Uniform Residential Loan Application

- **Rate Lock:** A loan document package consisting of any required disclosure to evidence the creditor's locking of the interest rate on a mortgage loan.

- **Re-Disclosure:** A pared down version of the Pre-Closing Package and consists only of the loan estimate. The corrected disclosures required under the MDIA could be included in this loan package

- **Servicing Transfer: A** post-closing loan document package sent to the party to whom servicing of a mortgage loan has been transferred.

Package Types

Package Types

- Adverse Action/Denial
- Application
- Appraisal
- Closing
- Closing Disclosure
- Compliance Review
- eConsent
- Electronic Note
- Flood Certification
- Initial Disclosure
- Integrated Disclosure
- Loan Approval
- Loan Estimate
- Loan Modification
- Other
- Point Of Sale
- Post Closing (Trailing Docs)
- Pre-Closing
- Pre-qualification
- Processing
- Rate Lock
- Redisclosure
- Servicing Transfer
- **Underwriting**
- Uniform Residential Loan Application

- **Underwriting:** A loan document package consisting of the following forms designed to provide information helpful in making a decision to approve or disapprove a mortgage loan application: the "Uniform Residential Loan Application (1003)"; if applicable, the "URLA Addendum to HUD/VA Application"; if applicable, the "FHA Loan Underwriting and Transmittal Summary"; if applicable, the "Loan Analysis"; and "Uniform Underwriting and Transmittal Summary (Form 1008)."

Package Types

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- Adverse Action/Denial
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- Underwriting
- **Uniform Residential Loan Application**

- **Uniform Residential Loan Application:** A loan document package consisting of the Uniform Residential Loan Application ("URLA"). The URLA is included in several other loan document packages. The "Application" package contains the URLA along with any Federal, State, Jurisdictional, or Agency disclosures required to be provided at the time the loan application is received.

Package Types

- When complete, you must click Finished at the bottom of the page until you return to the dashboard for your changes to take place.

User Roles

- User Roles can be configured from the bottom User Accounts menu. Think of them as "templates" that can be created and easily applied to users. If you are creating multiple users that require the same privileges, you can use roles to streamline the process.

User Roles

Please select the desired role below or add a new role.

Show 10 entries

Search:

NAME	DESCRIPTION	ALIAS	REMOVE
Base User	Access+to+SmartREGISTRY+for+day+to+day.	0	⊟
DocMagic Tech Support	Role for SmartREGISTRY and eVault access for customers i...		⊟
Loan Officer	orig		⊟

Showing 1 to 3 of 3 entries

First   Previous   1   Next   Last

ADD ROLE   FINISHED

- This page displays User Roles — it will be blank if none have been created in your organization.

- Roles can be edited, sorted, and created in the same manner as Users.

User Roles

- **Name:** Enter the name of the role.

- **Description:** Use the additional 255 characters to describe the role

- **Alias:** The alias field is only required if your organization logs in with SSO. This field must equal the SAML assertion value for that role, so the identity is mapped to the correct role.

- Select the Privileges and Package Types applicable to the Role.

User Roles

- When complete, you must click Finished at the bottom of the page until you return to the dashboard for your changes to take place.

User Roles

- When you create a new user or edit an existing one, you'll have the option to select a desired role from the Role dropdown directly under User Privileges. The selections for that Role will populate for the User.

- When complete, you must click Finished at the bottom of the page until you return to the dashboard for your changes to take place.