

Ordering and Uploading Flood Certificates

See the Screen Shots below to Order Flood Certs on all Loans:

Step #1: Go to Services on navigation panel in MBOT

Step #2: Select Order Flood.

The screens will auto fill, then select "Submit".

The screenshot displays the 'Order Flood' interface in the FINASTRA MORTGAGEBOTLOS system. The top navigation bar includes 'FINASTRA MORTGAGEBOTLOS', 'Create', 'Pipeline', 'Rates', 'Reports', and 'Resources'. The main header shows 'Loan Pipeline', 'Search Results', and '98B12039509 - Test - Broker'. The left navigation menu is expanded to 'Services', with 'Order Flood' highlighted. The main form area contains three dropdown menus: 'Flood Provider' (DataVerify Flood Services), 'Flood Product' (Life of Loan w/ Census Tract), and 'Request Type' (Request New). A red arrow points to the 'Order Flood' menu item, and another red arrow points to the 'Submit' button at the bottom right.

If a flood cert does not populate within a minute, it may be in research. Log back in within 24 hours for the results.