Next Steps After Disclosures have been sent out!

 Be sure to upload your purchase agreement on Purchase transactions and any other financial information you have available under "Submission Package" under Imaging.

Forms & Docs	
Lending Portal - URL	A
Doc Packages	
Closing Docs	
Services	
Status & Tracking	
Actions	
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My eFolder	
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Upload Document	Y

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2) Go to Actions & Final the file

Services				
Status & Tracking				
Actions				
Archive Loan				
Change Origination Type				
Copy Loan				
Edit Fannie Mae Casefile				
Edit LPA Key				
Export Loan				
Final				
Release from Processor				
Flag Employee				
Transfer Loan				
Imaging				

3) <u>Upload a note/BIP form to the file to order VOEs, transcripts, VA appraisal,</u> <u>etc.</u>

Here is the link to our BIP form on our retail website:

c39de5 7841e591f0f04599a7d712e4f8c23c85.pdf (myfsbretail.com)

If you would like to add notes instead in MBOT they are in the right hand corner of each loan. Simply click on the Pencil:



Once the borrower disclosures are received back into our Doc Magic Account, our staff will upload the disclosures and then submit your loan over to "Conditions Pending Review" to move your loan to our processing team!