

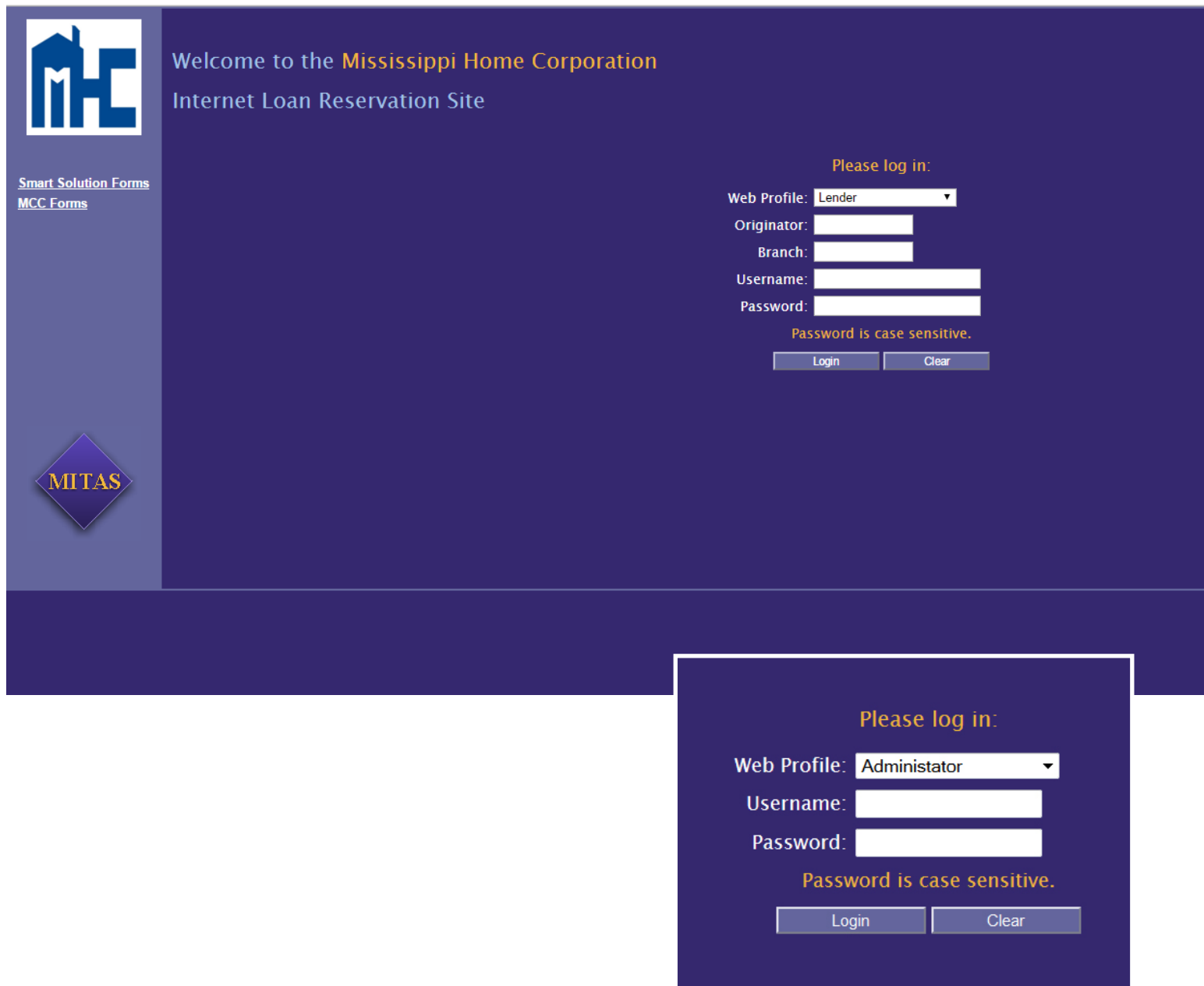
# INTERNET ONLINE RESERVATION USER'S GUIDE



MISSISSIPPI HOME CORPORATION



# Log In Screen



Welcome to the **Mississippi Home Corporation**  
Internet Loan Reservation Site

**Please log in:**

Web Profile:

Originator:

Branch:

Username:

Password:

Password is case sensitive.

**MITAS**

**Please log in:**

Web Profile:

Username:

Password:

Password is case sensitive.

1. Select “Administrator” or “Lender” in the “Web Profile” drop down field.
2. Type your originator number (assigned by MHC OR your admin) in the “Originator” field. If you are logging in as an administrator, you will not see this field.
3. Type your branch number (assigned by MHC OR your admin) in the “Branch” field. If you are logging in as an administrator, you will not see this field.
4. Enter your user name and password (assigned by MHC OR your admin).
5. Select the “Login” button to continue.




# **INTERNET ONLINE RESERVATION USER'S GUIDE**

## **User Maintenance And Set Up (For Group Administrator)**




MISSISSIPPI HOME CORPORATION

# MISSISSIPPI HOME CORPORATION



Messages

Main Menu  
System Help  
Logoff



Menu

- ⇒ **User Maintenance**
- ⇒ New Loan Registration
- ⇒ View Loan Pipeline
- ⇒ View Loan Detail
- ⇒ Address Maintenance
- ⇒ Open Conditions
- ⇒ Reports

To add a user to your group, select “User Maintenance” from the menu items. This button allows you as the administrator to set-up or modify individual users and passwords.

Only the administrator should be able to see “User Maintenance” and “Open Conditions” on their login screen. The users will not have these options listed.

# MISSISSIPPI HOME CORPORATION



Screens

User Account Maintenance

Options

Back

Submit

Main Menu  
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User Account Maintenance

O/P WB108

Run: 07/02/2014(11:01)

New User


Click on the Back button to return to the main menu , or Click on a USER to modify the user data.

Web Profile	Branch	Username	Last Activity	Logins

Back Submit

Click the “New User” button to add a new person. Once added, the names will appear in the bottom box and you can modify user information by selecting the user’s name.


# MISSISSIPPI HOME CORPORATION



screens  
User Account Maintenance

Options  
**Back**  
Submit

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User Account Maintenance

Web Profile: Lender

Branch:

Username:

Password:

Retype Password:

Last Activity Date: 07/02/2014

Last Activity Time: 00:00:00:00

Password Effective Date: 07/06/2013

Number of Logins:

Number of Failed Logins:

Menu Sequence:

Active: ☒

Locked Out: ☐

Mailing Address

Name:

Company:

Address 1:

Address 2:

City:

State:

ZIP:

Phone 1: (  )-  -  Ext:

Phone 2: (  )-  -  Ext:

Fax: (  )-  -

E-Mail:

If you need to go back to a previous screen always use the back button on the left side and never use your browser back button because it will log you out of the system.

Select the correct branch for each user.

Password is case sensitive and must be at least 5 characters.

1. Select "Lender" in the "Web Profile" drop down field.
2. Select the appropriate branch in the drop down "Branch" field.
3. Create a user name and password for the new lender that is being added to your group.
4. Fill in all of the fields for the new user being added to your group.
5. Click "Submit" to proceed to the next screen.





# **INTERNET ONLINE RESERVATION USER'S GUIDE**

## **Loan Registration**



MISSISSIPPI HOME CORPORATION

# MISSISSIPPI HOME CORPORATION



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MITAS

Menu

- ⇒ **New Loan Registration**
- ⇒ View Loan Pipeline
- ⇒ View Loan Detail
- ⇒ Address Maintenance
- ⇒ Reports

**Click “New Loan Registration” button to get started on a new MHC product loan reservation.**

# MISSISSIPPI HOME CORPORATION



Screens

Available Programs

Options

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Logoff

MITAS


Available Programs  
O/P MLW220

Click on the Back button to return to the main menu , or Click on a Program from the list below, if available.


MHC MHC-SF USE ONLY		
Program Type	Available Amount	Current Rate
Smart Solution Mortgage Program	\$397,196,990.00	
Smart Solution Conv 30-Day		4.3750%
Smart Solution Govt 30-Day		3.8750%

**Select the type of MHC product loan you would like to reserve a loan.**

# MISSISSIPPI HOME CORPORATION



**Loan Info**  
O/P MLW145  
**Data Import**


**Screens**  
Loan Info  
Property  
Additional Info  
Mortgagor  
Co-Mortgagor  
**Options**  
Next  
Back  
**Main Menu**  
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LOAN INFORMATION		
Mortgagor First Name & MI:	Last Name:	Mortgagor SSN:
Loan Amount:	Loan Type: *	
Purchase Price:	Date of Expected Closing: MM/DD/YYYY	
+ Improvement Cost:	Number in Household:	
= Acquisition Cost:	Number of Wage Earners:	
Appraised Value:		
Monthly P&I:		
Originator Phone:		
Originator Fax:		
Lender 1st Mortgage Loan Number:		
Interest Rate		
Interest Rate: 3.8750% Term: 360		

**Next** **Back**

1. Click the “Data Import” button to upload the loan application from your system.
2. Click browse to find the appropriate file to upload and then click the upload button. The fields should auto-populate.
3. Review the application and complete any missing information.
4. Click “Next” to advance to the next page of the online reservation.

# MISSISSIPPI HOME CORPORATION



**FNMADU Import**

**Screens**  
FNMADU Import  
**Options**  
Reset  
Back  
**Main Menu**  
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## Data Import Interface

Import Data Type: ☒ [Fannie Mae Desktop Underwriter®](#)  
☐ [MISMO XML](#)


Create the data file. Enter the path and file name of the file created below, and click the "Upload!" button (Example: "C:\uploads\loan0001.fnm"). The file will be copied to our server, of which you will receive confirmation. Then click the "Process Now" button to load the information and you will be returned to the Reservation/Application. You still need to verify the data on each screen as some fields may not be contained in the data file. Finish by hitting the submit button on the appropriate screen.

Enter the path and file name to upload: **Browse...** No file selected.

**Upload!**

**NOTE:** Approval by Fannie Mae or any other source does not necessarily qualify you for this loan program. This is an import function only to save data entry time!

# MISSISSIPPI HOME CORPORATION



Screens

Loan Info

Property

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Mortgagor

Co-Mortgagor

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Property

O/P MLW146

PROPERTY INFORMATION

Street Number and Name:

Street Line 2:

City:  State: Please Select ZIP:

Census Tract:  [Lookup](#)

County Code: \* Division / Area: \*

Targeted Area: Target

CONSTRUCTION INFORMATION

New, Existing, etc.: \* Construction Style: \*

Construction Type: \* Year Built:

☐ Attached Structure Lot Size:

Number of Units:  Number of Baths:

Number of Rooms:  Square Foot Residence:

Number of Bedrooms:


Next

Back

1. Review the property information page and complete any missing information.

2. Click “Next” to advance to the next page of the online reservation.

# MISSISSIPPI HOME CORPORATION



Screens

Loan Info

Property

Additional Info

Mortgagor

Co-Mortgagor

Options

Reset

Next

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Additional Info

O/P MLW148

Additional Info

ApplicationDate

Reset


Next

Back

1. Continue through the rest of the application pages completing any missing information.

2. Click “Next” to advance to the next page of the online reservation.


# MISSISSIPPI HOME CORPORATION



**Screens**  
Loan Info  
Property  
Additional Info  
**Mortgagor**  
Co-Mortgagor

**Options**  
  
Next  
  
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Mortgagor  
O/P MLW147

Run: 06/2


PRIMARY MORTGAGOR INFORMATION	
First Name & MI:	Last Name: SSN: 000-00-0000
Prior Home Owner: *	Date of Last Occupancy: MM/DD/YYYY
<b>Current Address:</b>	
Address 1:	
Address 2:	
City:	
State: *	ZIP: *
Home Phone: *	
Work Phone: *	
<b>Ethnicity: *</b>	
<input type="checkbox"/> Hispanic or Latino	
Gender: <input type="radio"/> Female <input type="radio"/> Male	
Marital Status: *	
Date of Birth: MM/DD/YYYY	
Age at Application:	
Years Schooling:	
Number of Dependents:	
Occupation: *	
Years in Profession:	
<b>Income Type Monthly Income</b>	
Base Income *	
Base Income *	
Base Income *	
Base Income *	
Base Income *	
Base Income *	
Credit Score: *	
Other Household Income: (Household Members other than mortgagor or co-mortgagors)	

Next

Back

1. Continue through the rest of the application pages completing any missing information.
2. Click “Next” to advance to the next page of the online reservation.

# MISSISSIPPI HOME CORPORATION



Screens


- Loan Info
- Property
- Additional Info
- Mortgagor
- Co-Mortgagor**

Options

- Back
- Submit**

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Co-Mortgagor

FIRST CO-MORTGAGOR OR OTHER

Co-Mortgagor Name: (ex: John R. Doe)	SSN: (Must be Unique Among Co-Mortgagors)
<b>Current Address:</b>	
Address 1:	Relationship to Mortgagor: Primary Mortgagor
Address 2:	Ethnicity: *
City:	<input type="checkbox"/> Hispanic or Latino
State: ZIP:	Gender: <input type="radio"/> Female <input type="radio"/> Male
Home Phone:	Marital Status: *
Work Phone:	Date of Birth: MM/DD/YYYY
	Age at Application:
	Years Schooling:
	Number of Dependents:
	Occupation: *
	Years in Profession:

Income Type	Monthly Income
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	

Credit Score:

SECOND CO-MORTGAGOR OR OTHER

Co-Mortgagor Name: (ex: John R. Doe)	SSN: (Must be Unique Among Co-Mortgagors)
<b>Current Address:</b>	
Address 1:	Relationship to Mortgagor: Primary Mortgagor
Address 2:	Ethnicity: *
City:	<input type="checkbox"/> Hispanic or Latino
State: ZIP:	Gender: <input type="radio"/> Female <input type="radio"/> Male
Home Phone:	Marital Status: *
Work Phone:	Date of Birth: MM/DD/YYYY
	Age at Application:
	Years Schooling:
	Number of Dependents:
	Occupation: *
	Years in Profession:

Income Type	Monthly Income
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	

Credit Score:

1. Continue through the rest of the application pages completing any missing information.
2. Click "Submit" to finish the online reservation.

Income Type	Monthly Income
Base Income	
Base Income	
Base Income	
Base Income	

THIRD CO-MORTGAGOR OR OTHER

Co-Mortgagor Name: (ex: John R. Doe)	SSN: (Must be Unique Among Co-Mortgagors)
<b>Current Address:</b>	
Address 1:	Relationship to Mortgagor: Primary Mortgagor
Address 2:	Ethnicity: *
City:	<input type="checkbox"/> Hispanic or Latino
State: ZIP:	Gender: <input type="radio"/> Female <input type="radio"/> Male
Home Phone:	Marital Status: *
Work Phone:	Date of Birth: MM/DD/YYYY
	Age at Application:
	Years Schooling:
	Number of Dependents:
	Occupation: *
	Years in Profession:

Income Type	Monthly Income
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	
Base Income	

Credit Score:

Back Submit

## *Commitment Confirmation*

Loan Status:   
Date:   
Lender:   
Branch:   
User ID:   
Loan Number:   
Lender Loan Number:   
Mortgagor Last Name:   
Mortgagor First Name:   
Mortgagor SSN:   
Loan Type Codes:   
Program Type:   
Sub Program::   
Unknown:   
Unknown:   
Unknown:   
Proposed Energy:   
LTV:   
PMI:   
Loan Amount:   
Assistance Amount:   
Loan Term:   
P&I:   
Program Rate:   
Note Rate/Blended Note Rate:   
Legal Description:

### Disclaimer

This confirmation is issued for 0 days and will terminate and expire at the close of business on 08/30/2014. In the event the seller shall fail to submit the mortgage for inspection and purchase before the date of termination and expiration of this confirmation, the Corporation shall have no obligation to purchase the mortgage.

**You will see a commitment confirmation page once your application is submitted correctly.**





# INTERNET ONLINE RESERVATION USER'S GUIDE


## Reserve A Second



MISSISSIPPI HOME CORPORATION

# MISSISSIPPI HOME CORPORATION



Screens  
**Loan Detail**  
Options  
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Loan Detail

Cross-Reference	Print Documents	Loan Application
Document Images	Cancel Application	Electronic Import
<b>Reserve Second</b>		

Retrieve a Loan:    
Lender Loan Number:    
  
Loan Amount:   
Interest Rate:   
Purchase Price:   
Reservation Expiration Date:   
Program:   
Sub Program:   
Allocation:   
Underwriter:   
Closer:   
Originators::   
Originator Branch:

**Click “Reserve Second” button to get started on a Smart Solution Second or MCC reservation.**

# MISSISSIPPI HOME CORPORATION



Screens  
**2ND PROGRAMS**  
Options  
Next  
  
Main Menu  
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2ND PROGRAMS


Click on the Back button to return to the Loan Status Screen , or Click on a Program from the list below, if available.

Program Type	Available Amount
MCC Smart Solution PLUS	\$99,920,716.39
Smart Solution-Second	\$99,904,251.00

**Click “Smart Solution-Second” to add the 2nd OR**  
**Click “MCC Smart Solution PLUS” to add MCC to the Smart Solution Loan.**

**IF YOU ARE ADDING SMART SOLUTION 2ND AND MCC: Click “Reserve Second” then “Smart Solution-Second” and complete the process. Once the Smart Solution 2nd is completed and submitted, THEN click “Reserve Second” again and select “MCC Smart Solution PLUS” and complete that reservation.**

# MISSISSIPPI HOME CORPORATION



Screens


- Loan Info
- Property
- Additional Information
- Mortgagor
- Co-Mortgagor

Options

- Next
- Back

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Loan Info

Data Import

LOAN INFORMATION		
Mortgagor First Name & MI:	Last Name:	Mortgagor SSN:
Loan Amount:	Loan Type: *	
Purchase Price:	Date of Expected Closing: MM/DD/YYYY	
+ Improvement Cost:	Number in Household:	
= Acquisition Cost:	Number of Wage Earners:	
Monthly P&I:		
Originator Phone:		
Originator Fax:		
Lender 1st Mortgage Loan Number:		
Interest Rate		
Interest Rate: 5.2500% Term: 360		

**Information from the 1st will copy over to the 2nd on Smart Solution**

**Next** Back

**Click "Next" to check through the rest of the online application file and click "Submit" at the end of the application.**

## Commitment Confirmation

Loan Status:

Date:

Lender:

Branch:

User ID:

Loan Number:

Lender Loan Number:

Mortgagor Last Name:

Mortgagor First Name:

Mortgagor SSN:

Loan Type Codes:

Program Type:

Sub Program:

Unknown:

Unknown:

Unknown:

Proposed Energy:

LTV:

PMI:

Loan Amount:

Assistance Amount:

Loan Term:

P&I:

Program Rate:

Note Rate/Blended Note Rate:

Legal Description:

**You will see a commitment confirmation page once your application is submitted correctly.**

### Disclaimer

This confirmation is issued for 0 days and will terminate and expire at the close of business on 08/30/2014. In the event the seller shall fail to submit the mortgage for inspection and purchase before the date of termination and expiration of this confirmation, the Corporation shall have no obligation to purchase the mortgage.



# INTERNET ONLINE RESERVATION USER'S GUIDE

## Print Documents

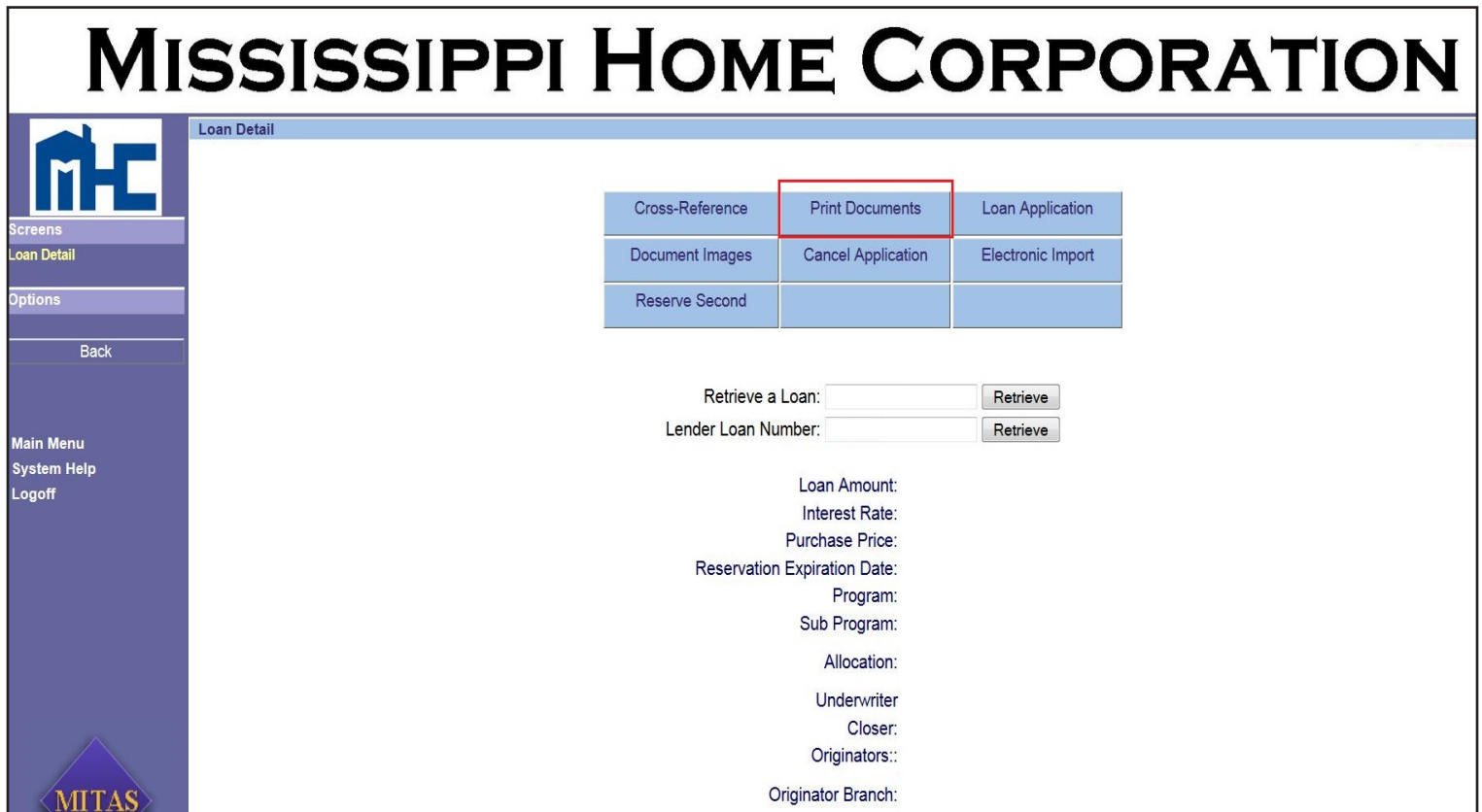


MISSISSIPPI HOME CORPORATION

## TWO WAYS TO PRINT YOUR DOCUMENTS



Click on the product name link to print blank documents



Click the "Print Documents" to print auto-filled documents (when "data import" has been used)

creens

Forms Not Yet Printed for this Loan  
Forms Previously Printed for this Loan that May be Reprinted  
Forms Not Yet Available for Printing for This Loan

ptions

**Click on a Form to Print**

Back

[Reservation Confirmation - 06/23/2014](#)

[Reservation of Funds - 06/23/2014](#)

[Smart Solution Program Checklist](#)

[Smart Solution Second Application](#)

[Income Calculation Worksheet](#)

[Non-Borrower Statement](#)

[Request of Transcript of Tax Return](#)

[Occupancy Statement](#)

[Income Tax Statement](#)

[Full Time Student Statement](#)

[Employment/Income Statement](#)

[Non-Occupant Statement](#)

[Child Support Statement](#)

[Transfer of Allocation Form](#)

[MCC Potential Recapture Tax](#)

[MCC Disclosure](#)

[MCC Commitment App and Affidavit](#)

[MCC Worksheet](#)

[Notice of Assignment, Sale or Transfer](#)

[First Payment Notification](#)

[Early Default Notification](#)

[Delegated Test Submission Form](#)

[Delegated Test Completion Certificate](#)

[Delegated Nomination Form](#)

[Delegated Transmittal Checklist](#)

[Delegated Conditional Commitment](#)

[Smart Solution Conditional Commitment](#)

[ServiSolution FHA/Conv Funding Checklist](#)

[ServiSolution VA Funding Checklist](#)

[ServiSolution USDA-RD Funding Checklist](#)

[MCC Program Data Summary](#)

[MCC Borrowers Closing Affidavit](#)

[MCC Seller Affidavit](#)

[MCC Lender Closing Certificate](#)

[MCC Transmittal Checklist](#)

[Smart Solution MCC Conditional Commitment](#)

Main Menu  
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# PRINTING INDEX PAGES

This screen allows you to upload completed loan packages or individual loan documents as well as to retrieve and view previously uploaded loan documents.

Upload Compiled Loan Package

Please download the document index sheets and compile the loan package. Scan the compiled loan package to a PDF file, then submit the scanned loan package using the loan package upload section on the current screen. Document packages without index sheets will be rejected.

Loan Package to Upload
No file chosen

Upload Loan Document(s)

Please click on the Received button next to the document you would like to view. Please browse for the document(s) you would like to upload, then click the Upload button to upload the document(s). If you experience problems uploading documents please try uploading fewer documents at a time.

CLOSING DOCUMENTS		
SS Complete ServSolution Pack	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
ORIGINATION/UNDERWRITING DOCS		
SS Program Checklist	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
SS Loan Application	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Sales Contract	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
SS Income Calculation Worksheet	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Current Pay Stub	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
Verbal VOE	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
W-2s	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Non-Borrower Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS IRS Tax Return Transcript	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Second Loan Application	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
SS Loan Transmittal Summary	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Automated Underwrite Findin	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
SS Credit Reports	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Homebuyer Education Cert.	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Occupancy Statement	<input type="button" value="Choose File"/>	No file chosen <input checked="" type="checkbox"/>
SS Income Tax Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Fulltime Student Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Employment/Income Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Non-Occupant Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Child Support Statement	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Transfer of Allocation Form	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Early Default Notification	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Delegate Conditional Commit	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MCC Potential Recapture Form	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MCC Disclosure	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MCC Commit App & Affidavit	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MCC Worksheet	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MCC Checklist	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
MHC Underwriting Income Calc	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Delegate Test Submission Fm	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Misc Documents	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS(MCC) Conditional Commitment	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS(MCC) Program Data Summary	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS(MCC) Borrowers Closing	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS(MCC) Lenders Closing	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Plus Conditional Commit	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Plus Cash Adv Disclosur	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
Smart Solution Attorney Form	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
RESERVATION PACKAGE		
SS Reservation Confirmations	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SS Exec Rate Commitment Form	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>

## 1. Start from loan detail

## 2. Click each box for the document needed


## 3. Click “Get Index Sheets” and then print the index cover sheets.

**You will need to place the barcoded cover page over the required program documents. Once the documents are uploaded they will be placed in each category automatically.**

Loan Number: 60704

ORIGINATION/UNDERWRITING DOCS

SS Program Checklist





# INTERNET ONLINE RESERVATION USER'S GUIDE

## Document Imaging



MISSISSIPPI HOME CORPORATION

# MISSISSIPPI HOME CORPORATION



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MITAS

## Menu

- ⇒ User Maintenance
- ⇒ New Loan Registration
- ⇒ View Loan Pipeline
- ⇒ View Loan Detail
- ⇒ Open Conditions
- ⇒ Reports

On user main menu, click on “View loan Pipeline” to view the pipeline for all users.

# MISSISSIPPI HOME CORPORATION



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Available Programs

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MITAS

## Available Programs

O/P MLW220

Click on the Back button to return to the main menu , or Click on a Program from the list below, if available.

MHC MHC-SF USE ONLY		
Program Type	Available Amount	Current Rate
Smart Solution Mortgage Program	\$397,196,990.00	
Smart Solution Conv 30-Day		4.3750%
Smart Solution Govt 30-Day		3.8750%

Choose the program type and then the specific program you would like to review.

# MISSISSIPPI HOME CORPORATION



Screens  
Status for Program

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MITAS

## Status for Program

O/P MLW121

Listed below are the status summaries of your loan pipeline.  
Click on a status to see a list of the individual loans.

Smart Solution Smart Solution Govt 30-Day		
Tracking Status	Loan Count	Loan Amount
Reservation	1	

Back

**Choose a status to see a list of the individual loans.**

# MISSISSIPPI HOME CORPORATION



Screens  
Loans for a Status

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MITAS

## Loans for a Status

Listed below are the loans in this status.  
Click on a loan to view detailed information.

Smart Solution Smart Solution Govt 30-Day Reservation		
Loan Number	Mortgagor Last Name	Mortgagor First Name
54013		

Back

**Select the loan that you would like to review.**

# MISSISSIPPI HOME CORPORATION



Loan Detail

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Loan Detail

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MITAS

Cross-Reference

Print Documents

Loan Application

Document Images

Cancel Application

Electronic Import

Reserve Second

Retrieve a Loan:

Retrieve

Lender Loan Number:

Retrieve

Loan Amount:

Interest Rate:

Purchase Price:

Reservation Expiration Date:

Program:

Sub Program:

Allocation:

Underwriter

Closer:

Originators::

Originator Branch:

**Click "Document Images" button to view, browse & upload completed documents.**



Loan Documents

Screens

Loan Documents

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MITAS

This screen allows you to upload completed loan packages or to upload separate loan documents as well as to view previously uploaded documents.

## Loan Document Upload

Please click on the document name you would like to view or browse for the document(s) you would like to upload and then click the "Upload" button. If you experience problems uploading documents please try uploading fewer documents at a time.

Complete ServSolution Package	<a href="#">Browse</a>	No file selected.
SS Program Checklist	<a href="#">Browse</a>	No file selected.
Executed SS Loan Application	<a href="#">Browse</a>	No file selected.
Executed Sales Contract	<a href="#">Browse</a>	No file selected.
SS Income Calculation Worksheet	<a href="#">Browse</a>	No file selected.
Written VOE	<a href="#">Browse</a>	No file selected.
Current Pay Stub	<a href="#">Browse</a>	No file selected.
Verbal VOE	<a href="#">Browse</a>	No file selected.
W-2s	<a href="#">Browse</a>	No file selected.
SS Non-Borrower Statement	<a href="#">Browse</a>	No file selected.
IRS Tax Return Transcript	<a href="#">Browse</a>	No file selected.
SS Second Loan Application	<a href="#">Browse</a>	No file selected.
Loan Transmittal Summary	<a href="#">Browse</a>	No file selected.
Automated Underwriting Finding	<a href="#">Browse</a>	No file selected.
Credit Reports	<a href="#">Browse</a>	No file selected.
Homebuyer Education Cert.	<a href="#">Browse</a>	No file selected.
SS Occupancy Statement	<a href="#">Browse</a>	No file selected.
SS Income Tax Statement	<a href="#">Browse</a>	No file selected.
SS Fulltime Student Statement	<a href="#">Browse</a>	No file selected.
SS Employment/Income Statement	<a href="#">Browse</a>	No file selected.
SS Non-Occupant Statement	<a href="#">Browse</a>	No file selected.
SS Child Support Statement	<a href="#">Browse</a>	No file selected.
SS Transfer of Allocation Form	<a href="#">Browse</a>	No file selected.
SS Notice of Assign.Sale,Trans	<a href="#">Browse</a>	No file selected.
SS Early Default Notification	<a href="#">Browse</a>	No file selected.
Delegated Conditional Commit	<a href="#">Browse</a>	No file selected.
MCC Program Data Summary	<a href="#">Browse</a>	No file selected.
MCC Borrowers Closing Affidavit	<a href="#">Browse</a>	No file selected.
MCC Seller Affidavit	<a href="#">Browse</a>	No file selected.
MCC Lender Closing Cert	<a href="#">Browse</a>	No file selected.
MCC Checklist	<a href="#">Browse</a>	No file selected.
SS Reservation Confirmation	<a href="#">Browse</a>	No file selected.
Executed SS Commitment Form	<a href="#">Browse</a>	No file selected.
SS Commitment Fee Receipt	<a href="#">Browse</a>	No file selected.

Upload

**Click "Browse" to upload files.**

**You can select multiple files to upload several at one time.**

# PRINTING INDEX PAGES

This screen allows you to upload completed loan packages or individual loan documents as well as to retrieve and view previously uploaded loan documents.

Upload Compiled Loan Package

Please download the document index sheets and complete the loan package. Scan the compiled loan package to a PDF file, then submit the scanned loan package using the loan package upload section on the current screen. Document packages without index sheets will be rejected.

Loan Package to Upload  No file chosen

Upload Loan Document(s)

Please click on the **Received** button next to the document you would like to view.  
Please browse for the document(s) you would like to upload, then click the **Upload** button to upload the document(s).  
If you experience problems uploading documents please try uploading fewer documents at a time.

CLOSING DOCUMENTS

SS Complete ServSolution Pack  No file chosen ☒

ORIGINATION/UNDERWRITING DOCS

SS Program Checklist  No file chosen ☒

SS Loan Application  No file chosen ☐

SS Sales Contract  No file chosen ☒

SS Income Calculation Worksheet  No file chosen ☐

SS Current Pay Stub  No file chosen ☒

Verbal VOE  No file chosen ☐

W-2s  No file chosen ☐

SS Non-Borrower Statement  No file chosen ☐

SS IRS Tax Return Transcript  No file chosen ☐

SS Second Loan Application  No file chosen ☒

SS Loan Transmittal Summary  No file chosen ☐

SS Automated Underwrite Findin  No file chosen ☒

SS Credit Reports  No file chosen ☐

SS Homebuyer Education Cert.  No file chosen ☐

SS Occupancy Statement  No file chosen ☒

SS Income Tax Statement  No file chosen ☐

SS Fulltime Student Statement  No file chosen ☐

SS Employment/Income Statement  No file chosen ☐

SS Non-Occupant Statement  No file chosen ☐

SS Child Support Statement  No file chosen ☐

SS Transfer of Allocation Form  No file chosen ☐

SS Early Default Notification  No file chosen ☐

SS Delegate Conditional Commit  No file chosen ☐

MCC Potential Recapture Form  No file chosen ☐

MCC Disclosure  No file chosen ☐

MCC Commit App & Affidavit  No file chosen ☐

MCC Worksheet  No file chosen ☐

MCC Checklist  No file chosen ☐

MHC Underwriting Income Calc  No file chosen ☐

SS Delegate Test Submission Fm  No file chosen ☐

SS Misc Documents  No file chosen ☐

SS(MCC) Conditional Commitment  No file chosen ☐

SS(MCC) Program Data Summary  No file chosen ☐

SS(MCC) Borrowers Closing  No file chosen ☐

SS(MCC) Lenders Closing  No file chosen ☐

SS Plus Conditional Commit  No file chosen ☐

SS Plus Cash Adv Disclosur  No file chosen ☐

Smart Solution Attorney Form  No file chosen ☐

RESERVATION PACKAGE

SS Reservation Confirmations  No file chosen ☐

SS Exec Rate Commitment Form  No file chosen ☐

1. Start from loan detail

2. Click each box for the document needed


3. Click “Get Index Sheets” and then print the index cover sheets.

You will need to place the barcoded cover page over the required program documents. Once the documents are uploaded they will be placed in each category automatically.

Loan Number: 60704

ORIGINATION/UNDERWRITING DOCS

SS Program Checklist



Then... UPLOAD FILE PAGE

1. Click “Choose File” to upload your documents

2. Scroll to the bottom of the page and click “Upload”

Documents will be placed in the appropriate slot via barcodes.

This screen allows you to upload completed loan packages or individual loan documents as well as to retrieve and view previously uploaded loan documents.

Upload Compiled Loan Package

Please download the document index sheets and complete the loan package. Scan the compiled loan package to a PDF file, then submit the scanned loan package using the loan package upload section on the current screen. Document packages without index sheets will be rejected.

Loan Package to Upload  No file chosen

Upload Loan Document(s)

Please click on the **Received** button next to the document you would like to view.  
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ORIGINATION/UNDERWRITING DOCS

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# NOTES

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