DocVelocity Upload Tips

Doc Velocity allows for multiple users to view and access a file simultaneously. Users can use Stacking Orders, Filters, and Upload Dates to better view and identify documents within a loan file.

- Once items are uploaded into the DV file they cannot be "deleted".

- Items displayed in RED in a stacking order signifies the item is not uploaded..

- Items should NEVER be identified as "UNKNOWN" once uploaded to the DV file

- Garbage In; Garbage Out ; "Paint the Picture" for UW

▶ Before tasking the file to UW, you must review your DV upload to ensure that you have "Split" appropriate documents, labeled all conditions with corresponding condition numbers, and that all items are flagged as 'New Condition'.

▶ Remember that anything a Transaction Manager adds to DV should be changed to 'New Condition'. Never leave anything in DV labeled as 'Unknown'. Do not select any document name that reflects "Will be named DO NOT USE".

▶ TMs are NOT permitted to "ADD TO", SPLIT, or MODIFY items previously reviewed by UW. The exception to this is relative to the Closing Protection Letter, Wire Instructions, Loan Document Request Form and Settlement Agent Fee Confirmation form.

▶ TMs should never modify a document's status once the UW has already dispositioned the condition. (Ex. Approved, Further Review Required, Rejected)

TMs should not UN-HIDE documents hidden by the UW.

▶ Use the Highlight and Text tools to make notes on a document to better identify information to the UW.

**You can view who made the NOTE to the document by hovering over the notation.

**Do not remove others' comments .

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▶ Always upload Bank Statements or On-Line Activity print outs as 'Assets' when used for funds to close.

▶ Each 'Asset' statement should be uploaded separately and include the bank name, last four digits of the acct # , and the statement ending date.

　　Example:　　Cond #4700 B of A #1234 06/01/18,

　　　　　　　　Cond #4700 B o A #1234 ON-LINE thru 07/12/18

▶ Bank Statements used as 'Income' should be uploaded with the document name and must include the Month and Year of the statement. If an account is being used for both income and assets, please upload two statements and label one as 'Assets' and the other with the appropriate 'Income' label.

　　Example:　　Document Name - Bank Statement 2018 06 June

▶ Estimated CD or Estimated Settlement Statement should always be uploaded as 'Estimated HUD' in DV (do not use 'Final CD', 'Broker Fee Sheet', etc).

▶ Cond #4201 - Creditor Payoff Statements - upload each statement separately. This will help you identify expiring statements as you move further along in the process. This also makes it easier for the closing team to locate statements and avoid closing delays. Add creditor details after the condition number.

　　Example:　　Cond #4201 Amex #1256 Issued 06/28/18,

　　　　　　　　Cond #4201 Amex #1256 Next Due 07/02/18)

▶ If a broker submits a Re-work request, upload the actual CSC Re-Work form to 'Re-work Request' in DV. The 1003 provided for the Re-work should be uploaded as 'Updated 1003'.

▶ Any additional 1003's provided after submission, should be labeled as 'Updated1003' in DV. Only the "Initial" 1003 is to use the 'Initial 1003' document name.

⊙ If a broker is changing from LPC to BPC, you must upload the CSC Broker Loan Cost and Fees Itemization in DV and save as 'Broker Itemization of Amount Financed' so that our disclosure team can locate this form.

⊙ Never use the 'Broker Notice of Intent to Proceed' document name. If a broker is supplying an LE and ITP to prove the appraisal is TRID compliant, then upload both items together as a set *(ITP then LE)* and save as 'TRID Appraisal Justification Cond #4411' - include ITP date.

⊙ Always upload Wire Instructions and CPL (Closing Protection Letter) under their own document name in DV. We require this for Vetting review and failure to upload separately will cause delays in closing.

⊙ When uploading the 'Settlement Agent Fee Confirmation', you must remember to upload the corresponding Est CD/Settlement Statement that ties to this form so that the closing team is using the correct statement for CD issuance/Doc Prep. This should be uploaded as a set.

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