

WEBTRAC INSTRUCTIONS

GO TO: <http://newburgh.lifewld.com/Wholesale/WebTrac.aspx>

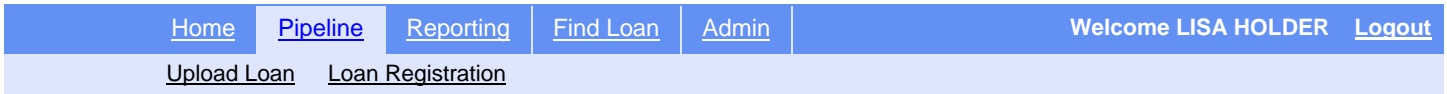
SIGN IN WITH YOUR USERNAME AND PASSWORD

YOU WILL SEE



CLICK ON PIPELINE

YOU WILL THEN SEE



CLICK ON UPLOAD LOAN

IT WILL ASK YOU TO BROWSE FOR A 3.2 OR POINT FILE

Upload New Loan File

Use this feature to upload a new Loan File. You can upload FannieMae DU files, Calyx Point files, Genesis and Contour files.

File Details

File Format:

File To Upload: **THIS IS WHERE YOU WOULD BROWSE FOR YOUR 3.2 OR POINT FILE**

Loan Program:

Originator Type:

Contact Information

Contact Name: LISA HOLDER

Email Address: **YOUR EMAIL INFORMATION HERE**

Comments:

CLICK SUBMIT

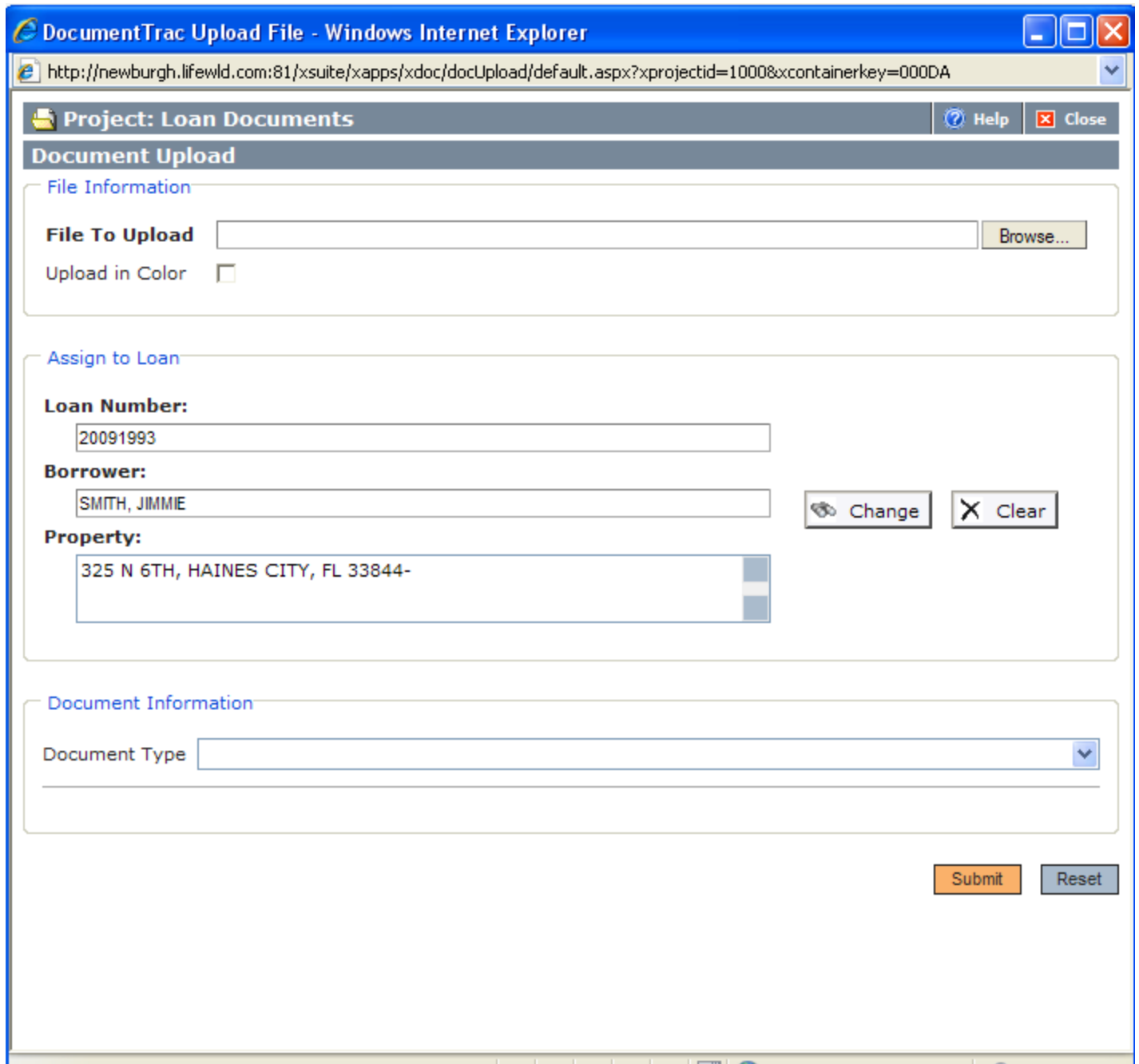
YOU WILL THEN SEE A SUMMARY PAGE AND THE NAME IS BLUE (SMITH, JOE)

CLICK ON THE NAME AND YOU BE BROUGHT TO THE LOAN DETAILS SCREEN

Loan Details

 Upload a Document  View Documents

CLICK ON "UPLOAD A DOCUMENT" (THIS WILL OPEN A NEW WINDOW)



DocumentTrac Upload File - Windows Internet Explorer

http://newburgh.lifewld.com:81/xsuite/xapps/xdoc/docUpload/default.aspx?xprojectid=1000&xcontainerkey=000DA

Project: Loan Documents Help Close

Document Upload

File Information

File To Upload Browse...

Upload in Color

Assign to Loan

Loan Number:

Borrower:

Property:

Document Information

Document Type

CLICK BROWSE TO FIND YOUR SCANNED FILE. THE APPRAISAL MUST BE UPLOADED SEPARATELY AND “UPLOAD” IN COLOR MUST BE CHECKED. SELECT FROM THE DROP DOWN IN “DOCUMENT TYPE” AND SELECT “TPO-INITIAL U/W SUB PKG”

DocumentTrac Upload File - Windows Internet Explorer

http://newburgh.lif

Project: Loan TPO-INITIAL U/W SUB PKG-USING- STACKING ORDER

Document Upload

File Information

File To Upload

Upload in Color

Assign to Loan

Loan Number: 20091993

Borrower: SMITH, JIMMIE

Property: 325 N 6TH, H

Document Information

Document Type TPO-INITIAL U/W SUB PKG-USING- STACKING ORDER

Unfiled
1003 INITIAL
1008
1098 Tax Form
4506T- Request for Tax Transcript
4506-T Results from IRS
8821-Tax Request Form-Initial
Allonge to Note
Alternative Trade Documents
Appraisal
Appraisal- 1007 Rent Schedule
Appraisal-2nd Appraisal
AUS Findings
Awards Letters-Fixed Income(SSJ-Pension)
Bank Statements
Bankruptcy Discharge Papers
Bankruptcy Schedules
Birth Certificates-Marriage Licenses
Bor Auth
Broker Consultant Agreement
Broker Fee Sheet
Brokerage Acct Statments 401K s etc
Builders Cert
Building Permit
Certificate of Occupancy
Child Support Income Proof
CLOSING - Authorization to Pay
CLOSING-1

Submit Reset

CLICK SUBMIT..... A BLUE BAR WILL POP UP AT THE BOTTOM OF THE SCREEN AND WILL TURN GREEN WHEN SUCCESSFULLY UPLOADED.

DO THE SAME FOR THE APPRAISAL

FOR CONDITIONS, PLEASE SCAN ALL CONDITIONS IN ORDER AND UPLOAD IN ONE SCAN, DO NOT BREAK APART YOUR CONDITIONS. CONDITIONS NEED TO BE PLACED IN "TPO RESUBMIT CONDITIONS" LOCATED TOWARDS THE BOTTOM OF THE "DOCUMENT TYPE" DROP DOWN.

DocumentTrac Upload File - Windows Internet Explorer

http://newburgh.lif

Project: Loan

Document Upload

File Information

File To Upload

Upload in Color

Assign to Loan

Loan Number: 20091993

Borrower: SMITH, JIMMIE

Property: 325 N 6TH, H

Document Information

Document Type

WebTrac Access

RESPA Ack
RETAIL-Resubmit Conditions
Right to Receive Appraisal
Roof Certification
Servicing Disclosure Statment
Subordination Agreement
Survey, Locationa Plat etc..
Tax Returns-1040s All Schedules
Tax Returns-Business Returns 1120s,1065s,K-1s
TIL
Title & Appraisals Order Forms
Title Co Errors & Omissions Ins
Title Co Wiring Instructions
Title Co-Fee Sheet
TPO-Funding Conditions
TPO-Resubmit Conditions
True & Certified Copy
U/W Worksheet
USDA-Conditional Commitment-RD1980-18
USDA-HOMEBUYER COUNSELING CERT
USDA-Income Eligibility
USDA-Loan Note Guranty
USDA-MISC
USDA-Property Eligibility
USDA-RD 1980-21
VERBAL VOE
VOD
VOE
VOL
VOM(Verification of Mtg or Cancelled Checks)

TPO-INITIAL U/W SUB PKG-USING- STACKING ORDER

Submit Reset