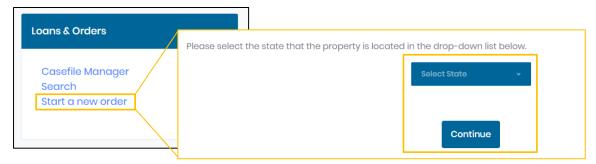
## Attorney Legal Review

How to order an Attorney Legal Document Review in the PPDocs System.

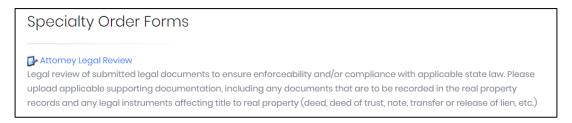
Including POA/Trust/Leasehold

- 1. Login at www.ppdocs.com
- 2. In your Account screen under Loans & Orders you will "Start a new order"
- 3. Select your Property State and "Continue"

  NOTE: Legal Reviews are available in specific states.



4. In your "Specialty Order Forms" section, you'll select "Attorney Legal Review"



5. Choose the Document Type you'd wish to be reviewed under the drop-down menu! (Including, but not limited to, POA, Trust, Closing Documents, Leasehold, etc..)



6. In this instance, I've chosen POA Review. Once chosen, your screen will update with the selection you've specified, the price, and option to "Order": Select Order on the appropriate option!

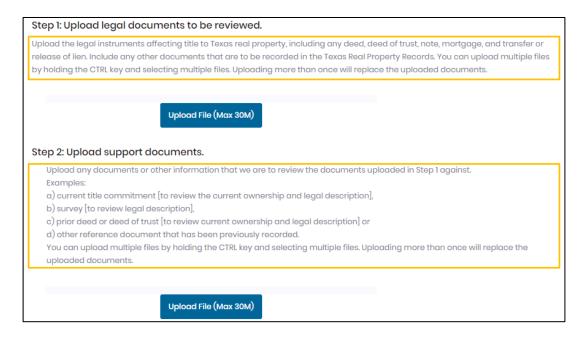


NOTE: Please read all notices below the order type! This is valuable information! For instance, the POA italicized \*\*info indicates what steps to take if you're ordering closing docs with this POA Review.



7. You've selected your type! Now you will need to upload both Documents for Review and Supporting Documents!

NOTE: The descriptions for Step 1 & 2 will give you an idea of what we are looking for you to upload.



- 8. Step 3 & 4 will require your information and more about your transaction. This allows us to know more about your intentions with this review and if there is any additional steps for you.
  NOTE: It is imperative that the items in red be answered correctly or the review may not be correct.
- 9. STEP 5: You've completed all the required information and uploaded your documents! Now you'll need to read the Review Agreement, check the box to "agree with the above statement" and <u>Submit</u> <u>Request!</u>



## Don't hesitate to get with our team on any questions or concerns! Here is a table to help you navigate your question appropriately:

Type of inquiries	Email Address
Document preparation questions and status updates on document orders	DocPrep@ppdocs.com
Questions for fulfillment orders	Fulfillment@ppdocs.com
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	Compliance@ppdocs.com
Technical support, bug reporting	Support@ppdocs.com
Legal specific questions	<u>Legal@ppdocs.com</u>
Registering, signing up, pricing quotes	CR@ppdocs.com
Billing, invoicing, credit card payments	Accounting@ppdocs.com

