



ppdocs,**inc**

Redraws

How to order a Redraw the
PPDocs System.

4/4/2018

Casefile Manager

- Do NOT open a new case.
- Login to PPDocs
- Go into your Casefile Manager and find your borrower.
- Re-open your original order to be taken to your Order Status

CASE FILE MANAGER

Borrower / Property	Loan No.	Product	Modified	<input type="checkbox"/>
Sample Borrower 000 Main Street	00000	Residential Mortgage Full Svc.-Conventional, FHA, or VA Package (1st or 2nd Lien) - TRID Order Number: 201803160248	5 Days	<input type="checkbox"/>

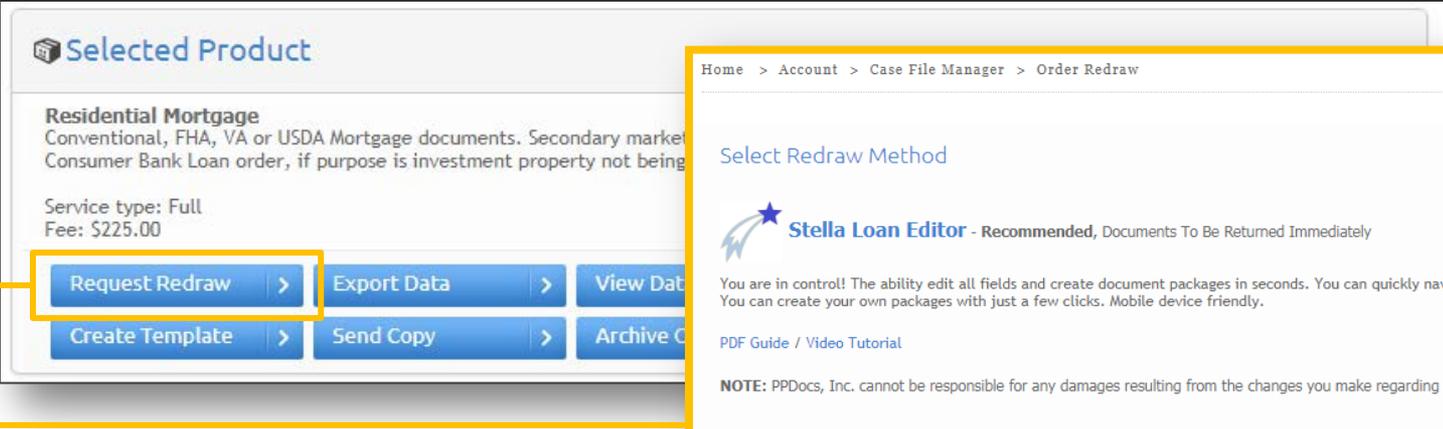
Home > Account > Case File Manager > Order Status

Loan Information

Borrower:	Sample Borrower
Property:	000 Main Street, TX
Lender:	PPDocs

Request Redraw

- In your order status screen under **Selected Product**
- Click “Request Redraw”



Selected Product

Residential Mortgage
Conventional, FHA, VA or USDA Mortgage documents. Secondary market
Consumer Bank Loan order, if purpose is investment property not being

Service type: Full
Fee: \$225.00

[Request Redraw](#) > [Export Data](#) > [View Data](#)
[Create Template](#) > [Send Copy](#) > [Archive C](#)

Home > Account > Case File Manager > Order Redraw

Select Redraw Method

 **Stella Loan Editor** - Recommended, Documents To Be Returned Immediately

You are in control! The ability edit all fields and create document packages in seconds. You can quickly navigate to the screen you are interested in. You can create your own packages with just a few clicks. *Mobile device friendly.*

[PDF Guide / Video Tutorial](#)

NOTE: PPDocs, Inc. cannot be responsible for any damages resulting from the changes you make regarding matters that we normally review for you.

 **Self-Service Order Form** - Guided, Documents To Be Returned Immediately

The ability to make limited changes to your order without having to wait. Data can be corrected and amended documents can be created in seconds.
NOTE: PPDocs, Inc. cannot be responsible for any damages resulting from the changes you make regarding matters that we normally review for you.

 **Resubmit to PPDocs** - Extended Wait For Documents To Be Returned

Go through the entire order form and resubmit the request for PPDocs to review. Turn-around time varies depending on volume. You can edit the order and we will review your changes and select documents for you. Redraws are handled on a first come first served basis.

- You will then select your Redraw Method:

Select your Redraw Method

- Stella Loan Editor: **More information in [Slide 6](#)**
 - You are in control! The ability edit all fields and create document packages in seconds. You can quickly navigate to the screen you are interested in. You can create your own packages with just a few clicks. Mobile device friendly.
- Self-Service Order Form:
 - The ability to make limited changes to your order without having to wait. Data can be corrected and amended documents can be created in seconds.
NOTE: PPDocs, Inc. cannot be responsible for any damages resulting from the changes you make regarding matters that we normally review for you.
- Resubmit to PPDocs:
 - Go through the entire order form and resubmit the request for PPDocs to review. Turn-around time varies depending on volume. You can edit the order and we will review your changes and select documents for you. Redraws are handled on a first come first served basis.

Start your Redraw

- After you've chosen your method, you will be taken back to your Order Status Screen.
- Click the "Redraw" button to open the Order Form and start your edits.
- Your order form will look different depending on which redraw method you've chosen.

 **Selected Product**

Residential Mortgage ([Redraw options...](#))
Conventional, FHA, VA or USDA Mortgage documents. Secondary market mortgage forms and support documents provided. Please see Residential Non Consumer Bank Loan order, if purpose is investment property not being sold in secondary market.

Service type: Full
Fee: \$225.00

 **Click Button Below**

Redraw >	Export Data >	View Data >	Compliance Cert >	Clone Order >
Create Template >	Send Copy >	Archive Order >	Fax Cover Sheet >	Register Min # >

NEW

4/4/2018

Stella Loan Editor

- This is our new platform. Here, you have access to **all of the fields**. There are no buttons to navigate back and forth between pages. Instead there is a menu at the top of the screen, and you have access to all screens at all times.

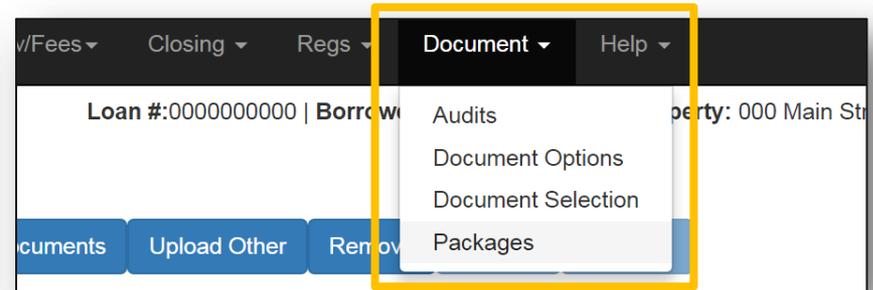
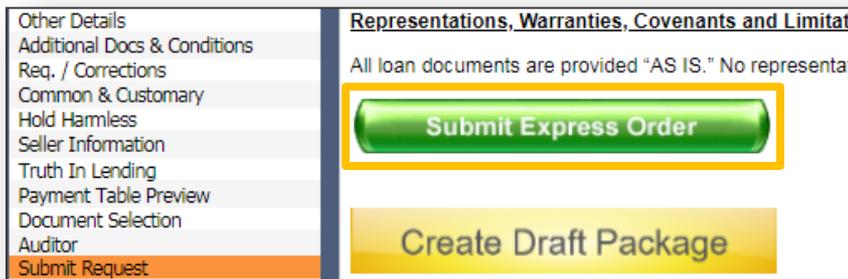
NOTE: We no longer show and hide unnecessary screens and there is no longer one set path you must take from one screen to the next.

This means you will see all fields that **may or may not pertain to your file.**

The screenshot displays the Stella Loan Editor interface. At the top, a dark navigation bar contains a menu with the following items: File, Loan, Parties, Collateral, Escrow/Fees (highlighted), Closing, Regs, Document, and Help. Below the menu, the main content area is titled "Order Information" and contains a form with various fields. A dropdown menu is open under "Escrow/Fees", listing the following options: Doc Prep Fee, Escrows, Simultaneous Title Policy, Closing Costs, Credit Breakdown, Summary / Payoffs, Cash To Close, Service Providers, Obligations, and Other Details. The form fields include: Order Prepared By (PPDocs), My Phone Number ((817) 784-20...), My Email (alex@ppdoc...), Investor (TIB The Inde...), Loan # (0000000000), Specific Loan Transaction Identification Number for LE/CD (0000000000), Case Number (empty), Case Number Assigned Date (empty), Investor Loan Number (empty), MERS OrgID (empty), MERS Number (empty), Legal Entity Identifier (LEI) (empty), Universal Loan Identifier (ULI) (empty), and Attorney Document Fee (collected at closing and disbursed by settlement agent). The top right of the form displays "Loan #:0000000000 | Borrower: Sample Borrower | Property: 000 Main Street, ...".

Edit and Re-Submit

- Once you've made all appropriate changes to your order, you will get to your Submit Screen/Document Screen.



- When you've submitted your redraw, you have the following next steps dependent on your type of redraw:
 - Stella Loan Editor/Self Service Redraw:**
 - Immediately create and receive a package.
 - Resubmit back to PPDocs:**
 - Your redraw will be sent back to our Doc Prep Operators as a priority (15 minute wait time)

****NOTE****

There is ***no*** additional fee to redraw your documents.

Please contact support@ppdocs.com if additional assistance is needed.



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