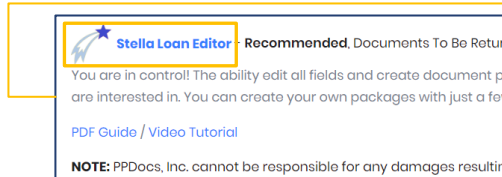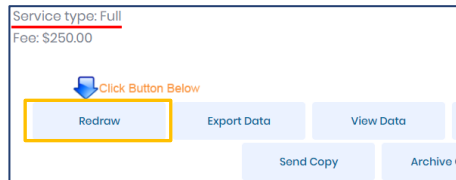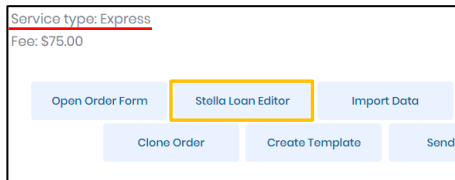# Retrieving your Closing Disclosure
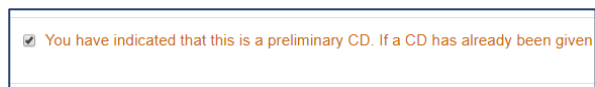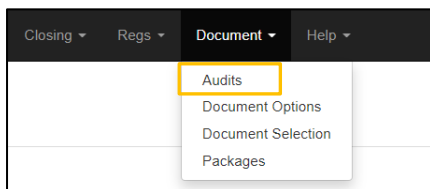## Guide to Stella Loan Editor
### (unreviewed by PPDocs)

1. Log into PPDocs and select your (submitted) order in your Casefile Manager.
   - **NOTE YOUR FILE _MUST_ BE SUBMITTED BEFORE YOU CAN ACCESS STELLA LOAN EDITOR.**

2. Once you've chosen the file, you will have one of the following:
   - _EXPRESS SERVICE_: You should see "Stella Loan Editor" in your list of buttons.
   - _FULL SERVICE_: You will need to select "Request Redraw" and choose "Stella Loan Editor" as your redraw option:

| Service type: Express | | |
|---|---|---|
| Fee: $75.00 | | |
| Open Order Form | Stella Loan Editor | Import Data |
| | Clone Order | Create Template | Send |

| Service type: Full | | |
|---|---|---|
| Fee: $250.00 | | |
| Click Button Below | | |
| Redraw | Export Data | View Data |
| | Send Copy | Archive C |

Stella Loan Editor - **Recommended**, Documents To Be Retur
You are in control! The ability edit all fields and create document p
are interested in. You can create your own packages with just a few

PDF Guide / Video Tutorial

**NOTE:** PPDocs, Inc. cannot be responsible for any damages resultin

3. You will first be taken to your "**Order Information**" screen.
   Here you will change the answer to the question "*Have you provided an initial CD to the consumer*?" to "**No**":
   **NOTE : THIS STEP IS ONLY _IF_ THIS IS THE _INITIAL CD_ –**

| Fulfillment Services? | No, thank you. ▼ |
|---|---|
| Have you provided an initial CD to the consumer? | ⦿No ○Yes |
| Do you want to track fee history? | ⦿ No ○ Yes |

4. Next you will navigate to the Document Tab and choose "**Audits**", check the Audit verifying this is the initial CD, and read/acknowledge any other audits that may be unchecked.

| Closing ▾ | Regs ▾ | Document ▾ | Help ▾ |
|---|---|---|---|
| | | Audits | |
| | | Document Options | |
| | | Document Selection | |
| | | Packages | |

☑ You have indicated that this is a preliminary CD. If a CD has already been given

5. Also in the Document Tab, choose Document Selection. Here you will check the Closing Disclosure box to the left.
   ◦ The "**Package**" and "**Preview**" buttons will become available and you will select "***Package***".
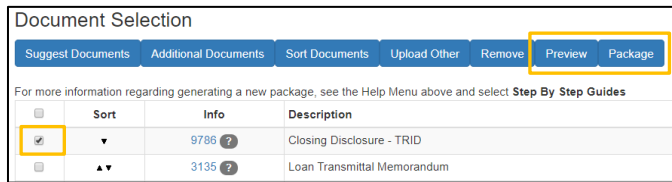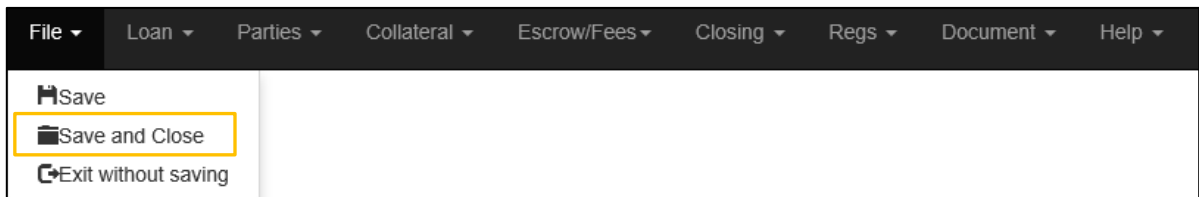


6. A pop-up box will come up to create your package with a few check marks to verify the capture.
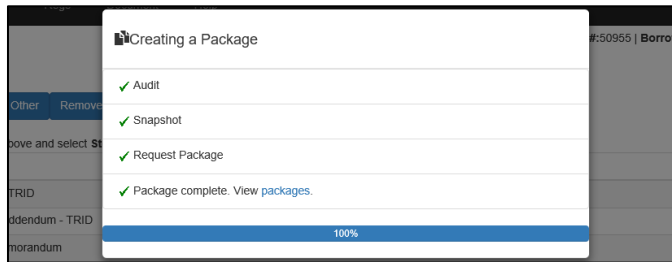


7. Once created, select "packages" and you'll have the option to **save/print**, **deliver by email**, or **eSign** your CD.



8. When you've completed your transaction, navigate back to your File Tab and choose "**Save and Close**"



# 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 | Legal@ppdocs.com |
| Registering, signing up, pricing quotes | CR@ppdocs.com |
| Billing, invoicing, credit card payments | Accounting@ppdocs.com |