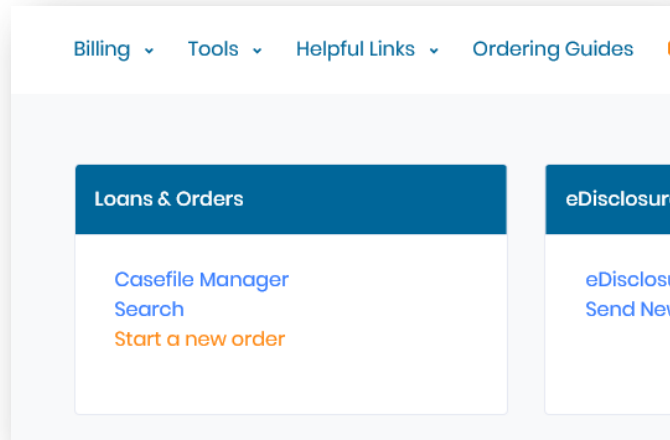


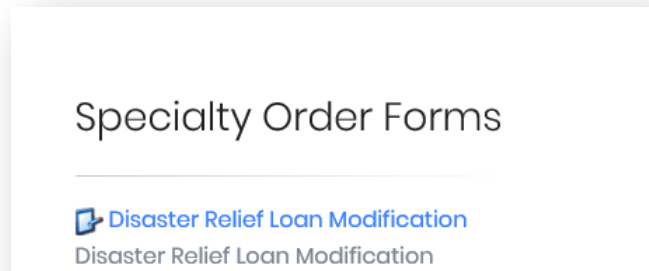
To create a new Disaster Relief Loan Modification, go to your account and click “Start a new order”



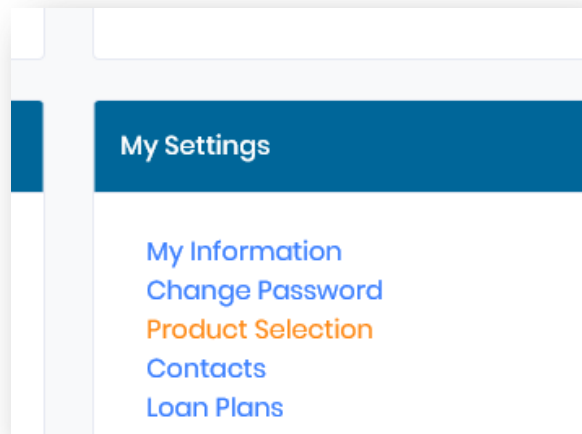
Select a state. Disaster Relief Loan Modifications are available for all states.

A screenshot of a web form titled 'Select Property State'. Below the title is a text box containing the instruction: 'Please select the state that the property is located in the drop-down list below.' Below the text box is a blue dropdown menu with 'Texas' selected. Below the dropdown menu is a blue 'Continue' button.

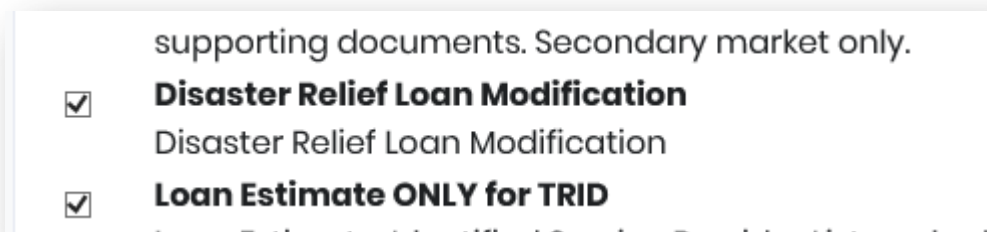
The Disaster Relief Loan Modification is available under Specialty Order Forms.



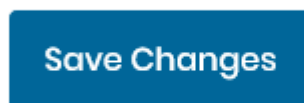
If it is not visible, you can change your account product options under My Settings on the account tab:



Scroll down and make sure the box next to Disaster Relief Loan Modification is checked.



Hit Save Changes at the bottom



Once you've selected Disaster Relief Loan Modification from the list of orders, you will be prompted to select a service. There is only one. Click the blue "Order" button to continue.

Disaster Relief Loan Modification

Disaster Relief Loan Modification

Select Service:

Express - Disaster Relief Loan Modification	\$75.00	Order
---	---------	-----------------------

What is Express service?

PPDocs, Inc. will NOT inspect, review, or perform quality assurance. We will present you a list of possible documents for your transaction. You may modify the document selection as needed. You may request multiple redraws as needed. There are no redraw fees.

You will be prompted to select a Lender Setup. Select one, or a blank one, and hit "Start a new order" to continue.

Lender Setup:

Lender Setup contains data that is standard across all orders. This is designed to set defaults that are unlikely to change on the loan level. If you do not wish to use a setup file, select "** Blank Setup**".

SELECT A LENDER SETUP:

[* Blank Lender Setup *](#) ▾

[Start a new order](#)

Click the Open Order form button to open the order form.

Selected Product

Disaster Relief Loan Modification


Disaster Relief Loan Modification

Service type: Express
Fee: \$75.00

[Open Order Form](#) [Stella Loan Editor](#)

[Clone Order](#) [Create Template](#)

Inside the order form, you will start with the basic information about who is ordering the loan and invoice preferences. Attorney fee options are as follows: Sent to my email monthly, which bills any outstanding files to you each month; Collected at closing and disbursed by settlement agent, which produces an invoice in the package to send to title and will add an additional settlement agent screen for you to enter their information; and paid by someone else, which will then prompt you to fill out the billing party below that section.



Disaster Relief Loan Modification

[Email Support](#)

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- Order Information**
- Lender Information
- Property Information
- Borrower(s)
- Disaster Relief Loan Modification Det
- Document Selection
- Auditor
- Submit Request

Order Information

Order Prepared By	<input type="text" value="Sally Funder"/>
My Phone Number	<input type="text" value="(122) 122-1222"/> Ext <input type="text"/>
My Email	<input type="text" value="Sally@ABCMort.bank"/>
Loan #	<input type="text" value="555555"/>
Attorney Fee	<input type="text" value="sent to my email monthly"/> ▼
Show Lender Information?	<input type="text" value="Yes"/> ▼
Hide Lender Setup Fields?	<input type="text" value="Yes"/> ▼ (What is this?)

The next screen is the Lender Information. If your information is already populated and never changes you can hide this screen on the order information screen with the "Show Lender Information" question. Saying "NO" will omit this screen from the order form.

The screenshot shows the 'Lender Information' screen. On the left is a navigation menu with 'Lender Information' highlighted. The main area contains a form with the following fields: Name (ABC Mortgage), Address 1 (2310 W Interstate 20), Address 2 (Suite 100), ZIP: City, State (76017, Arlington, TX), Venue State (TX), Phone ((123) 456-7890), Contact (John Closer), and Email (john@ABCMort.bank). Below these is a signature block for ABC Mortgage with a line for the Lender Signer.

ppdocs,inc Disaster Relief Loan Modification
Email Support

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Order Information
Lender Information
Property Information
Borrower(s)
Disaster Relief Loan Modification Det
Document Selection
Auditor
Submit Request

Lender Information
Lender Information (Pulls on Note and Pg 5 of CD)

Name: ABC Mortgage
Address 1: 2310 W Interstate 20
Address 2: Suite 100
ZIP: City, State: 76017 Arlington TX
Venue State: TX
Phone: (123) 456-7890 Ext:
Contact: John Closer
Email: john@ABCMort.bank

Signature Block For Signing Assignments And Endorsing Notes
ABC Mortgage

Lender Signer

Then, you have the property information screen

The screenshot shows the 'Property Information' screen. On the left is a navigation menu with 'Property Information' highlighted. The main area contains a form with the following fields: Address Type (Address, City, State, Zip), Property Address (123 Happy Lane), ZIP: City, State (76017, Arlington, TX), and County of (Tarrant). Below these is a 'Legal Description' field containing the text 'Lot 4, Block 14 of Happy Village Addition of Joyful Estates'.

ppdocs,inc Disaster Relief Loan Modification
Email Support

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Order Information
Lender Information
Property Information
Borrower(s)
Disaster Relief Loan Modification Det
Document Selection
Auditor
Submit Request

Property Information

Address Type: Address, City, State, Zip
Property Address: 123 Happy Lane
ZIP: City, State: 76017 Arlington TX
County of: Tarrant

Legal Description:
Lot 4, Block 14 of Happy Village Addition of Joyful Estates

The borrower screen is next and contains the whole of the borrower information we collect. For this order form, we are only worried about the borrower's name and address, the required fields.



Disaster Relief Loan Modification

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- Order Information
- Lender Information
- Property Information
- Borrower(s)**
- Disaster Relief Loan Modification Det
- Document Selection
- Auditor
- Submit Request

Borrower(s)

Borrower #1 Information

Borrower Designation

Individual Information

First Name

Middle Name

Last Name

Suffix

Alternate Name on W9

Gender


Email Address

Power of Attorney

Name Affidavits

[Signing](#)

Mailing Address Outside USA? No Yes

Mailing Address 

ZIP: City, State

Physical Address Street 1

Physical Address Street 2

ZIP: City, State

County

Own/Renting at Present Address?

Years at Present Address

Months at Present Address

Joint Application

Applying for Joint Credit?

Show Credit Score Information? No Yes

Show IRS Details information? No Yes

Signature Block

Add 2nd Borrower

Add 3rd Borrower

Add 4th Borrower

[The Borrowers screen](#)

Following the borrowers screen, there is a screen for some of the finer details of the Disaster Relief Loan Modification.

ppdocs,inc Disaster Relief Loan Modification
[Email Support](#)

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Order Information
Lender Information
Property Information
Borrower(s)
Disaster Relief Loan Modification Details
Document Selection
Auditor
Submit Request

Disaster Relief Loan Modification Details

Prepared Date	03/18/2020
Original Document Date	11/15/2010
SI - Recorded Date	11/20/2010
SI - Recording - Volume	1
SI - Recording - Book	2
SI - Recording - Pages(s)	45-46
SI - Recording - Film	
SI - Other Record ID	
Defer payments for	120 days
Modification Effective Date	03/20/2020
Modification Language Template	Custom
Modification Language (customize as needed)	

There is a question concerning “Modification Language Template” that will automatically populate the Modification Language. You can select Custom and type in whatever you wish concerning what is being modified. If you select one of the other two options, it will automatically populate the box with a template that you can edit to fill in the blanks.

Modification Language Template	Payment deferral until a specific date
Modification Language (customize as needed)	Note payments are deferred and recast as follows. Interest shall continue to accrue according to the terms of the Note. Periodic ___[monthly] ___payments are not required until ___[date]___. On ___[date]___ all accrued and unpaid interest will be added to the principal balance. The new adjusted payment of \$_____ shall begin on ___[date]___ and shall continue monthly thereafter until the interest is adjusted according to the terms of the Note if this is a variable rate Note and thereafter until the maturity date indicated in the original Note when all unpaid amounts of principal and interest are due and payable.

Or

Modification Language Template	Payment deferral for a specific number of days
Modification Language (customize as needed)	Borrower has requested and Lender has agreed to defer payments on the Note for a period of XXXX days. During this period, Borrower is not required to make any principal and interest payments. All unpaid principal and interest during the deferment period will be re-capitalized into the outstanding balance of the Note. Upon the continuation of repayment on XX/XX/XXXX, Borrower's re-capitalized principal and interest payments will be \$XXXX.XX due monthly on the XX th day of each month beginning on XXXX XX, XXXX. If the Note contains a variable rate feature, payment may adjust according to the terms of the Note.

Anything you edit will save with the loan. If you change your option, it will wipe out the textbox.

The Document Selection Screen will populate two documents, the Forbearance Letter and the Simple Multistate Modification. If you've selected that the invoice be sent to and collected by the title agent, then there will also be an attorney invoice.

The screenshot shows the 'Document Selection' screen. At the top left is the PPDocs,inc logo and the title 'Disaster Relief Loan Modification' with an 'Email Support' link. On the top right, it displays 'Borrower: John Smith', 'Property: 123 Happy Lane', and 'Loan Number: 555555'. A left-hand navigation menu includes 'Order Information', 'Settlement Agent', 'Property Information', 'Borrower(s)', 'Disaster Relief Loan Modification Det...', 'Document Selection' (highlighted), 'Auditor', and 'Submit Request'. The main area has buttons for 'SUGGEST DOCUMENTS', 'ADDITIONAL DOCUMENTS', 'SORT DOCUMENTS', 'MULTIPLE SELECTIONS', 'REMOVE ALL', and 'UPLOAD OTHER'. Below these is a 'Current Document Selection' section with a warning: 'Documents that have **Edited** by them have been manually adjusted by PPDocs. Please remove this document and reread it or contact PPDocs to update the document.' A table lists three documents:

Sort	Doc Info	Description		
▼	4693	Forbearance Letter (COVID-19)		Preview Remove
▲ ▼	4687	Simple-Multistate Modification-Not to be Recorded (COVID)		Preview Remove
▲	3136	Attorney Invoice		Preview Remove

If there are any audit problems, they will appear on the audit screen. Otherwise, you will get a checkbox with "no errors found"

The screenshot shows the 'Auditor' screen. It features the same PPDocs,inc header and navigation menu as the previous screen, with 'Auditor' highlighted in the menu. The main content area displays a green checkmark icon followed by the text 'No errors found.'

The final step to get documents is to submit the express order on the last screen.



At any time after you submit, you can go to the package from the order status page to send the document via eSign. (If you don't see the package you are looking for, try clicking the plus sign. Packages with the same name are grouped together.) Click on the package name that you want to send.

Packages						
PACKAGE	RENAME ALL	SIZE	DELIVERIES	PAGES	DATE	STATUS
Closing Documents	Rename	23 KB	0	4	3/18/2020 8:29:50 PM	

On the next page, you can download or send your disclosures via DocuSign.

Package Information		Download Package
BORROWER:	John Smith	
PROPERTY:	123 Happy Lane, TX	
LENDER/SELLER:	ABC Mortgage	
LOAN NUMBER:	555555	
CREATED:	3/18/2020 8:29:50 PM	

Deliveries					New delivery. Send this package to...
TRACKING #	DESTINATION	SUBMITTED	DELIVERED	VIEWED	
No deliveries.					

e-Disclosure Requests					(e-Disclosure Manager)(New e-Disclosure Request)
LOAN #	SIGNERS	SUBMITTED	MODIFIED	STATUS	
No eSign requests.					

Click on the link for "New e-Disclosure Request" in the third panel.

The next screen will automatically populate with the sender information and the borrowers. It will also attempt to pull the signer for the Lender Party. This comes from the signature line builder from the order form's "Lender Information screen". It is not perfect, so if you need to edit something, please do so here.

Send Documents via DocuSign® to...

Incurrs a Service Fee of: **Free** *(Fee for the delivery of disclosures cannot be passed onto the borrower)

LOAN #:

555555

SENDER'S EMAIL:

Lender@ABCMort.bank

SENDER'S NAME:

Samantha Sender

SUBJECT:

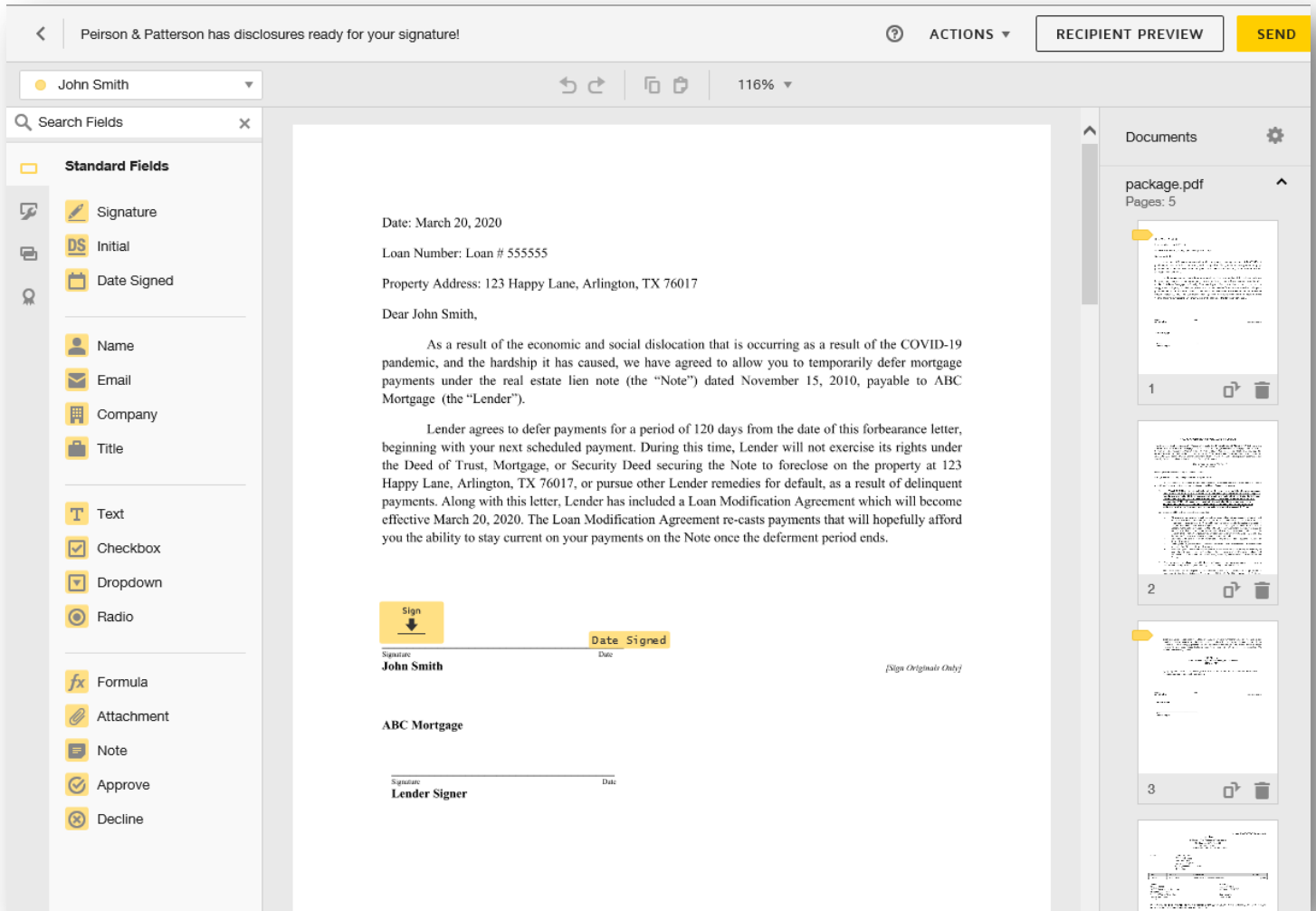
Peirson & Patterson has disclosures ready for your signature!

SIGNERS:

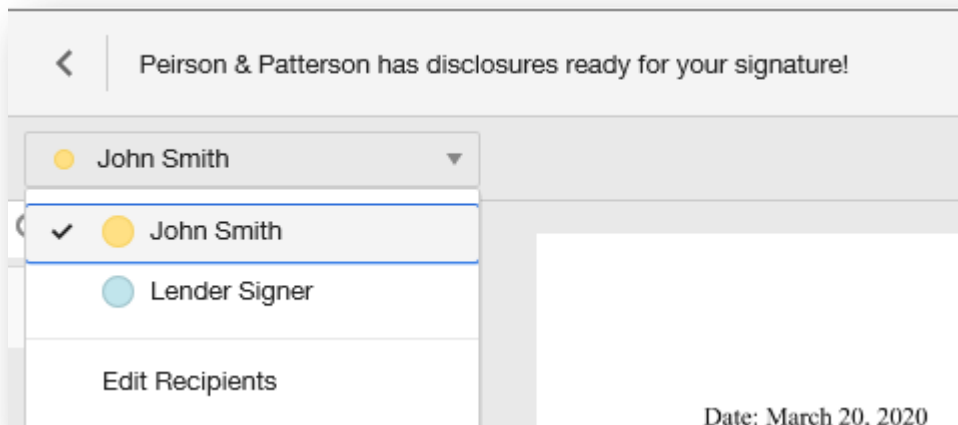
	Name	Email*	Optional Password	Must Sign
1.	John Smith	john.smith@SaveMyHouse.Net	<input type="text"/>	<input checked="" type="checkbox"/>
2.	Lender Signer	john@ABCMort.bank	<input type="text"/>	<input checked="" type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

When you are finished, click "Continue to DocuSign" at the bottom of the screen.

When you get to DocuSign, it will give you an opportunity to place additional signatures and to double check the placement of the ones we put in automatically.



When you are finished with the borrower, you will need to manually place the signing line for the lender party. You can do this by switching to a different signer in the top left corner. In this example, I would click on "Lender Signer"



Once you have changed to your lender signature, the tabs should change color. Simply click and drag the signature line and date signed fields to the places where the Lender needs to sign.

The screenshot shows a document editing interface. On the left is a sidebar titled "Standard Fields" with a search bar. The sidebar contains several categories of fields: "Signature" (pencil icon), "Initial" (DS icon), "Date Signed" (calendar icon), "Name" (person icon), "Email" (envelope icon), "Company" (grid icon), "Title" (briefcase icon), "Text" (T icon), "Checkbox" (checkbox icon), "Dropdown" (dropdown arrow icon), "Radio" (radio button icon), "Formula" (fx icon), "Attachment" (paperclip icon), "Note" (notepad icon), and "Approve" (checkmark icon). The main document area displays a letter with the following text: "Date: March 20, 2020", "Loan Number: Loan # 555555", "Property Address: 123 Happy Lane, Arlington, TX 76017", "Dear John Smith,", "As a result of the economic and social dislocation that is occurring as a result of the COVID-19 pandemic, and the hardship it has caused, we have agreed to allow you to temporarily defer mortgage payments under the real estate lien note (the "Note") dated November 15, 2010, payable to ABC Mortgage (the "Lender").", "Lender agrees to defer payments for a period of 120 days from the date of this forbearance letter, beginning with your next scheduled payment. During this time, Lender will not exercise its rights under the Deed of Trust, Mortgage, or Security Deed securing the Note to foreclose on the property at 123 Happy Lane, Arlington, TX 76017, or pursue other Lender remedies for default, as a result of delinquent payments. Along with this letter, Lender has included a Loan Modification Agreement which will become effective March 20, 2020. The Loan Modification Agreement re-casts payments that will hopefully afford you the ability to stay current on your payments on the Note once the deferment period ends." Below the text are two signature lines. The first line is for "John Smith" and has a yellow "Sign" button and a yellow "Date Signed" field. The second line is for "Lender Signer" and has a blue "Sign" button and a blue "Date Signed" field. A small note "[Sign Originals Only]" is visible on the right side of the document.

Once all of the applicable signature lines have been placed, click the yellow "Send" button in the bottom right corner.