



**MID AMERICA**  
MORTGAGE, INC.

## Submitting Conditions-

Mid America Mortgage allows 2 options for submitting conditions.

**1<sup>st</sup> Option:** We will allow you to e-mail the conditions directly to your Account Manager- please include the loan number and the last name of the borrower in the subject of the e-mail.

Please copy your respective AE as well.

**2<sup>nd</sup> Option:** The 2<sup>nd</sup> option is to upload the conditions directly in to the subject file in the Mortgage Machine website. This is the most secure way of protecting your borrower information. Below are instructions for uploading the conditions

Please log in and open the file you are submitting conditions for.

When the file is open- it should say “Active Loan” on the main page.

The screenshot shows the Mid America Mortgage, Inc. web application interface. The browser address bar displays <https://mam.mmachine.net/Home.aspx>. The page header includes the company name, a user greeting "Welcome, chris.hartman", and navigation links for "Site Map" and "Support", along with a "Log Out" button. A purple navigation bar contains menu items: Home, Loan, Origination, Interfaces, Underwriting, Doc Prep, Post-Closing, and Reports. The main content area is titled "Home Page" and features a sidebar with navigation options: Home, Loan List / Pipeline, Loan Information (highlighted), Contacts, Bulletins and Resources, and Your Information. The central panel displays the "Active Loan" status for a loan with the following details:

Loan Number	2002101330	Estimated Close Date	[not entered]
Borrower Name	Test Test	Estimated Funding Date	[not entered]
Loan Status	Loan Originated		

Below the loan details are several menu items: Product Lookup / Lock, Submit to Underwriting, Order Closing Documents, Overview and Assignments, Underwriting Transmittal, Loan Status, Pipeline and Loan Reports, and Reporting. There are also "XDOC" upload options: View, Upload Multiple, and Upload Documents [Wholesale].

The "Status Overview" section includes:

- Lock**: Pricing and Lock | Loan Status. Loan is not locked.
- Underwriting**: Underwriting Submission | Underwriting Transmittal. Last Submission: [not submitted], Transmittal Status: [none].
- Order Closing Documents**: Contact/Property | Agents | Borrowers | Dates | Fees | Impounds | Requirements | Order.

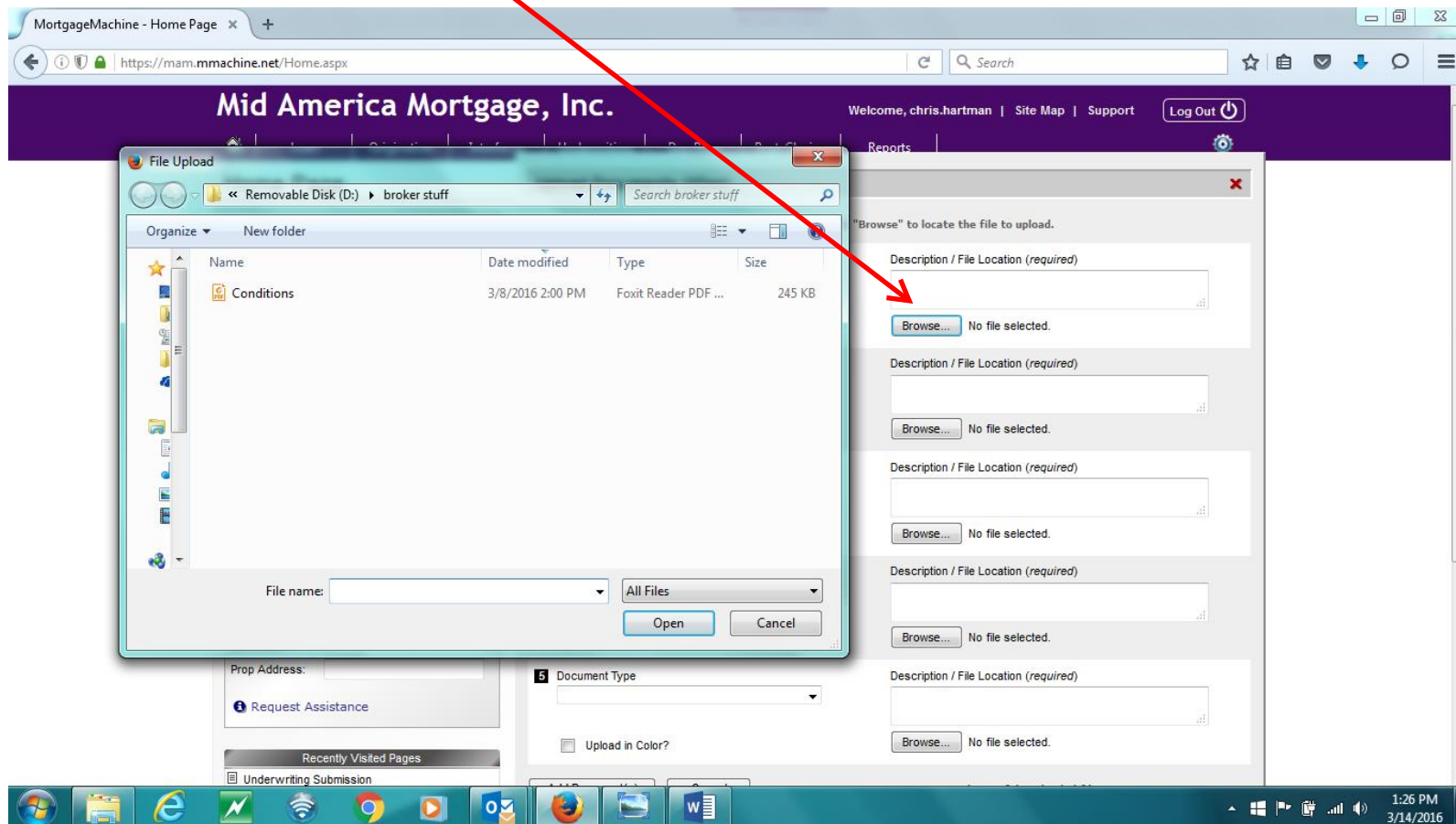
The Windows taskbar at the bottom shows the system clock as 1:05 PM on 3/14/2016.

Once the file is open. Please click on “Upload Multiple tab” for the document upload tool.

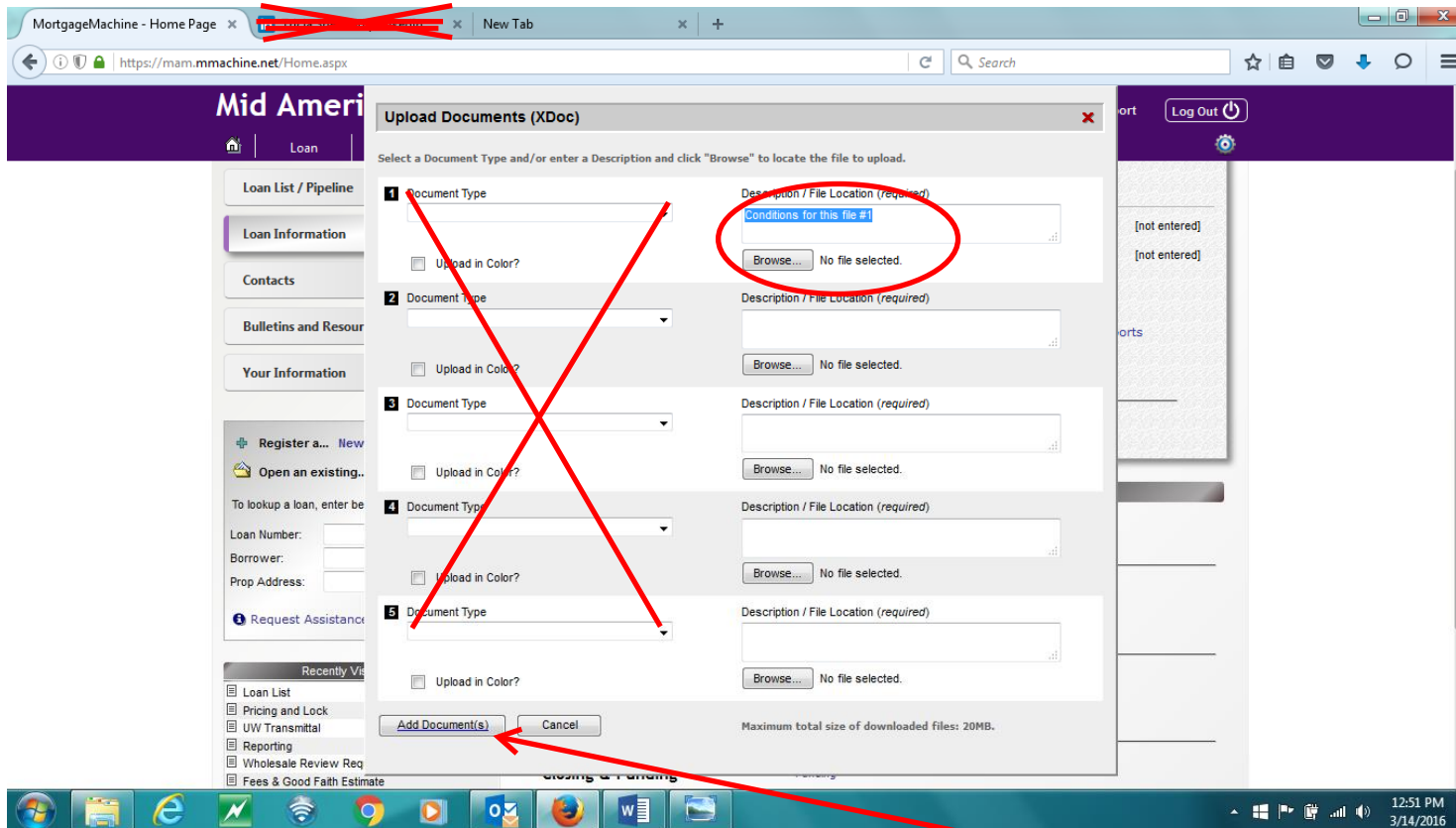
The screenshot shows the Mid America Mortgage, Inc. web application. The browser address bar displays <https://mam.mmachine.net/Home.aspx>. The page header includes the company name, a user greeting for 'chris.hartman', and navigation links for 'Site Map' and 'Support'. A 'Log Out' button is also present. The main navigation menu includes 'Home', 'Loan', 'Origination', 'Interfaces', 'Underwriting', 'Doc Prep', 'Post-Closing', and 'Reports'. The 'Home Page' section features a sidebar with buttons for 'Home', 'Loan List / Pipeline', 'Loan Information', 'Contacts', 'Bulletins and Resources', and 'Your Information'. The main content area displays an 'Active Loan' summary for loan number 2002101330, borrower 'Test Test', and status 'Loan Originated'. Below this summary, there are several action links: 'Product Lookup / Lock', 'Submit to Underwriting', 'Order Closing Documents', 'Overview and Assignments', 'Underwriting Transmittal', 'Loan Status', 'Pipeline and Loan Reports', and 'Reporting'. At the bottom of this section, there are three buttons: 'View', 'Upload Multiple', and 'Upload Documents [Wholesale]'. A red arrow points to the 'Upload Multiple' button. Below the 'Active Loan' section is a 'Status Overview' section with sub-sections for 'Lock' (Loan is not locked), 'Underwriting' (Last Submission: [not submitted], Transmittal Status: [none]), and 'Order Closing Documents' (Contact/Property | Agents | Borrowers | Dates | Fees | Impounds | Requirements | Order).

The following window will open up over the “active loan” screen.

Click browse to capture the document you want to upload.

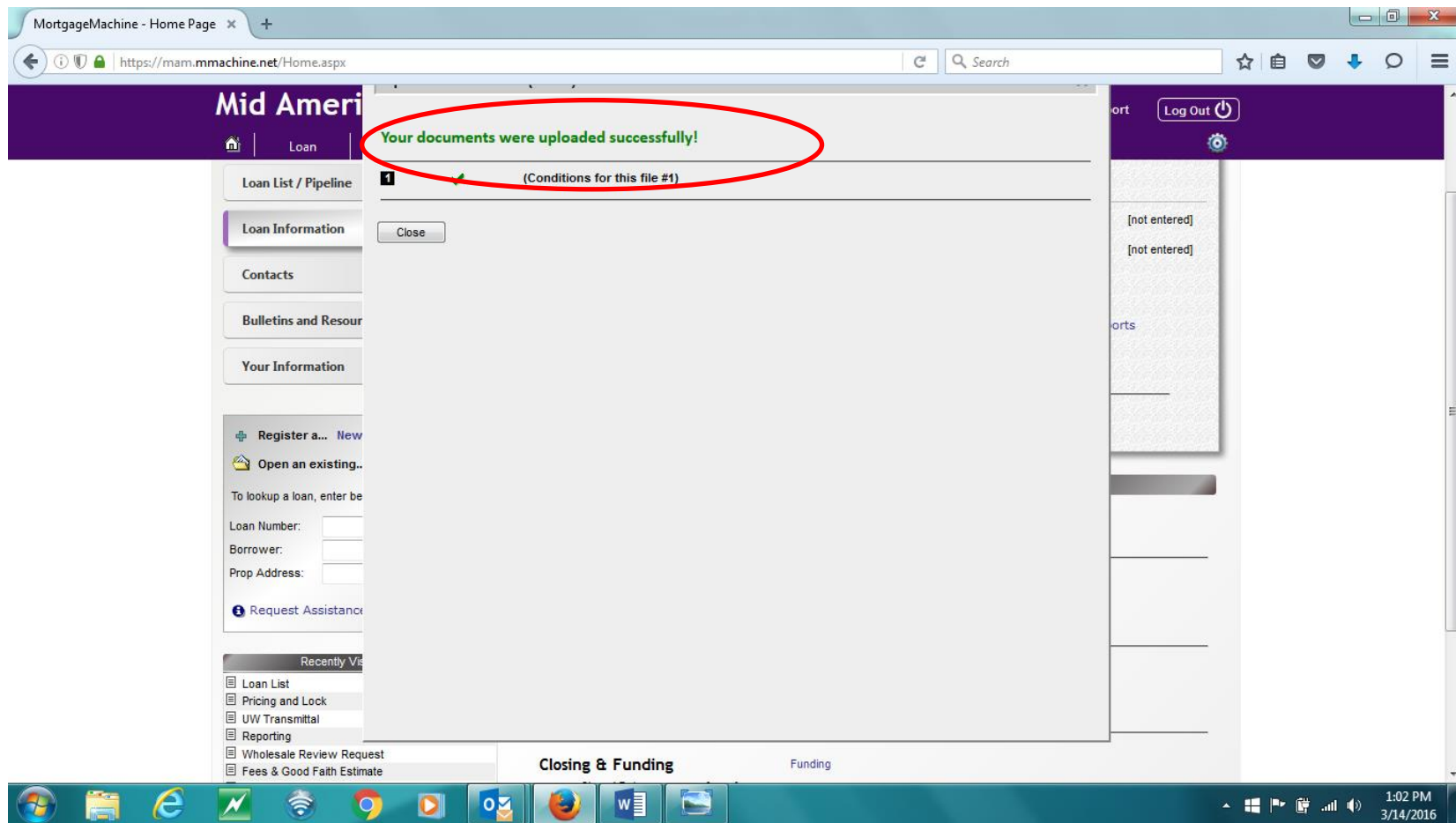


Important- Please do not choose document type when uploading conditions.  
You can type in your description at this spot.



Once you have attached the documents that you are delivering- please click on the “add document” button.

You should receive a document successfully uploaded confirmation.  
See below





You will need to notify Mid America Mortgage that the conditions have been submitted. Please click on the following tab “Submit to underwriting” on the Active Loan screen.

The screenshot displays the Mid America Mortgage, Inc. web application interface. The browser address bar shows the URL <https://mam.mmachine.net/Home.aspx>. The page header includes the company name, a user welcome message for 'chris.hartman', and navigation links for 'Site Map', 'Support', and 'Log Out'. The main navigation menu contains tabs for 'Loan', 'Origination', 'Interfaces', 'Underwriting', 'Doc Prep', 'Post-Closing', and 'Reports'. The 'Home Page' section features a sidebar with navigation options: 'Home', 'Loan List / Pipeline', 'Loan Information' (selected), 'Contacts', 'Bulletins and Resources', and 'Your Information'. The main content area is titled 'Active Loan' and displays loan details for Loan Number 2002101330, Borrower Name 'Test Test', and Loan Status 'Loan Originated'. A dropdown menu for 'Product Setup / Lock' is open, with 'Submit to Underwriting' circled in red. Other options in the menu include 'Order Closing Documents', 'Overview and Assignments', 'Underwriting Transmittal', 'Loan Status', 'Pipeline and Loan Reports', and 'Reporting'. Below the menu, there are links for 'View', 'Upload Multiple', and 'Upload Documents [Wholesale]'. The 'Status Overview' section shows 'Lock' status as 'Loan is not locked.' and 'Underwriting' status as 'Last Submission: [not submitted]' and 'Transmittal Status: [none]'. The 'Order Closing Documents' section is also visible. The Windows taskbar at the bottom shows the system clock as 1:08 PM on 3/14/2016.

The following screen will open up. You can type notes to the underwriter if you would like. Then please click on the “Submit to Underwriting” tab at the bottom of the screen.

The screenshot displays the 'Mid America Mortgage, Inc.' web application interface. The browser address bar shows 'https://mam.mmachine.net/InUWSubmit.aspx'. The navigation menu includes 'Loan', 'Origination', 'Interfaces', 'Underwriting', 'Doc Prep', 'Post-Closing', and 'Reports'. A 'Log Out' button is visible in the top right corner. The main content area is divided into several sections:

- Submission Information:** Includes 'Selected Product' with radio buttons for 'Locked product: n/a' and 'Active Product: n/a; [Select a Product]'. There is a 'Notes to the Underwriter' text area and a 'Submission Type' dropdown menu.
- Documents for Review:** Shows 'XDoc Images' with a message 'No documents have been added.' and links for 'Upload New Documents' and 'Get Previously Uploaded Documents'.
- Data Check and Submission:** Contains a warning: 'The following items must be cleared before submitting to underwriting: An Active or Locked Product must be selected before submitting.' Below this are links for 'Refresh List' and 'Report Incorrect Error Message(s)'.
- Submit to Underwriting:** A purple button at the bottom of the form, which is circled in red. A red arrow points from the text above to this button.
- Submission History:** Shows a message: 'This is the first online submission of this loan.'

The Windows taskbar at the bottom indicates the time is 1:09 PM on 3/14/2016.



Once you have clicked the “submit to the underwriting” tab- you should see a screen confirming the submission of your documents is successful.

Thank you and we appreciate your business!!!



**MID AMERICA**  
M O R T G A G E, I N C.