



MID AMERICA
MORTGAGE, INC.

**HOW TO
SUBMIT
CONDITIONS
INTO
MORTGAGE
MACHINE**

MAM allows 2 options for submitting conditions.

1st Option: We'll allow you to email the conditions directly to your Account Manager (Please copy your AE). Use the loan number and last name of the borrower in the subject line.

2nd Option: Upload the conditions directly into the subject file within our system (Mortgage Machine). This is the most secure way of protecting your borrower information. Below are instructions for uploading the conditions.

-Log in...open your file (make sure it says Active Loan).-

The screenshot displays the user interface of the Mid America Mortgage, Inc. system. At the top, a purple navigation bar contains the company name, a user greeting 'Welcome, chrisgo.test', and links for 'Site Map', 'Support', and 'Log Out'. Below this is a secondary navigation bar with icons for 'Home', 'Loan', 'Origination', 'Interfaces', 'Underwriting', 'Doc Prep', and 'Reports'. The main content area is titled 'Home Page' and features a sidebar on the left with menu items: 'Home', 'Loan Reports', 'Loan Information' (highlighted), 'Contacts', 'Bulletins and Resources', and 'Your Information'. The central panel shows an 'Active Loan' summary for loan number 1002181284, with borrower name 'demo Homeowner' and an estimated close date of 2/23/2018. A red arrow points from the text above to the 'Active Loan' header. Below the summary 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 the panel, there are buttons for 'XDOC', 'View', 'Upload Multiple', and 'Upload Documents [LO/AE]'. The top right corner of the page shows the date and time: 'Tuesday, March 12, 2019 4:31:14 PM (2634)' and a 'Reload' button.

Once in the file and are ready to upload:
Look for..."Upload Multiple" or "Upload Documents"

Mid America Mortgage, Inc. Welcome, chicago.test | Site Map | Support | Log Out

Home | Loan | Origination | Interfaces | Underwriting | Doc Prep | Reports

Home Page | Tuesday, March 12, 2019 4:31:14 PM (2634) | Reload

Home | Loan Reports | **Loan Information** | Contacts | Bulletins and Resources | Your Information

Register a... New Loan | New Lead
Open an existing... Loan | Lead

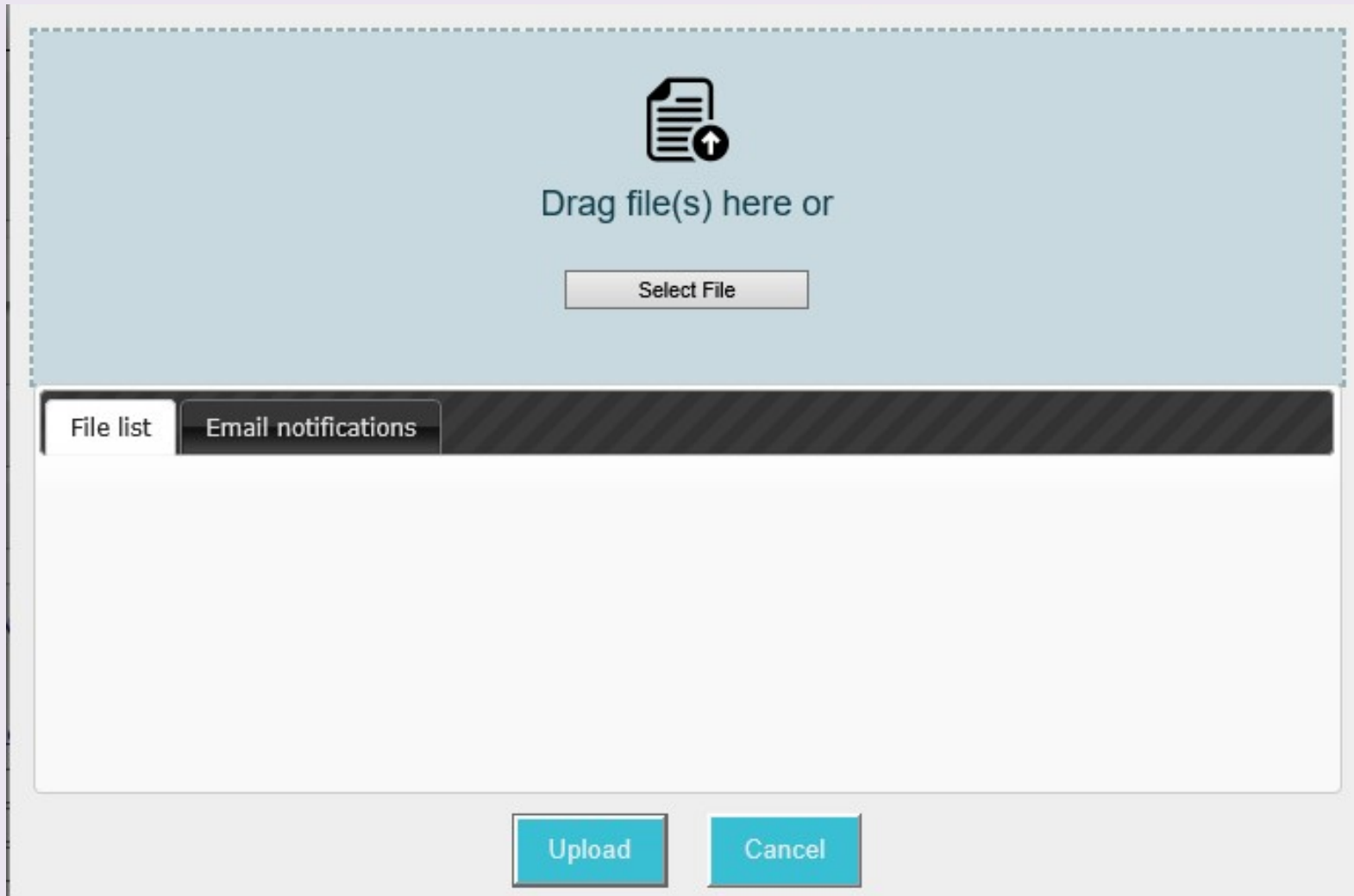
Active Loan [Import Data | Close Loan]

Loan Number	1002181284	Estimated Close Date	2/23/2018
Borrower Name	demo Homeowner	Estimated Funding Date	[not entered]
Loan Status	[REDACTED]		

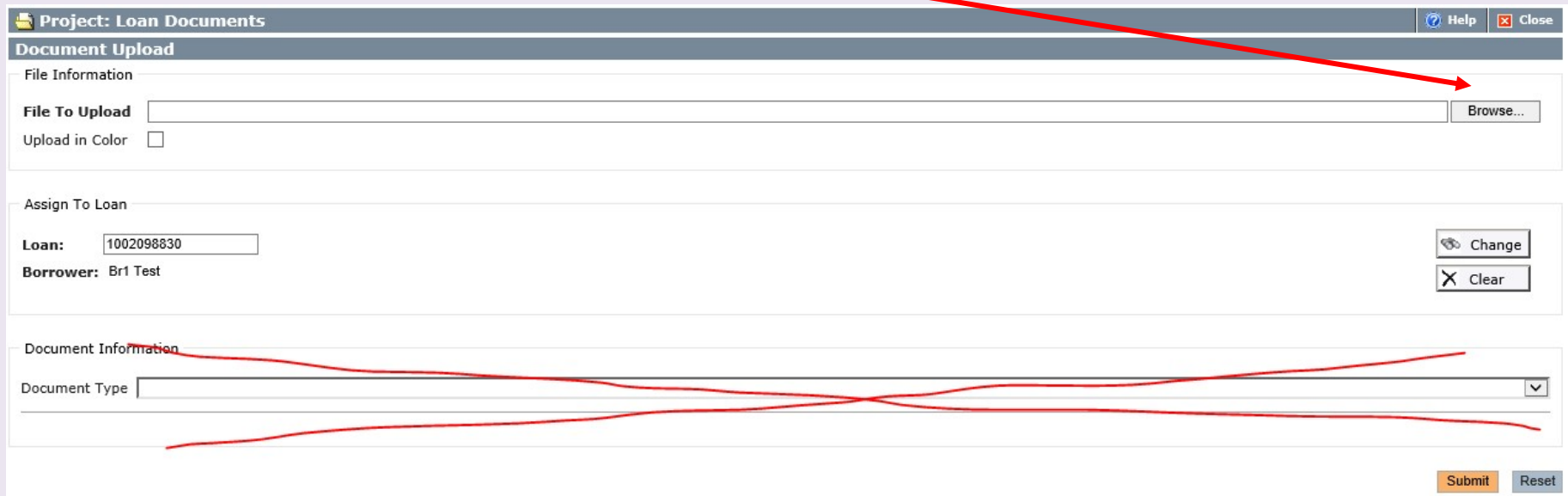
- Product Lookup / Lock
- Submit to Underwriting
- Order Closing Documents
- Overview and Assignments
- Underwriting Transmittal
- Loan Status
- Pipeline and Loan Reports
- Reporting

XDOC | View | **Upload Multiple** | **Upload Documents [LO/AE]**

If you select the “Upload Multiple” link, you should see the following (you can drag and drop or choose the select file bar). You may even click if you want email notification on these items.



If you choose the “Upload Documents” link, you should see the following screen: **DO NOT click on document type!** Click Browse to get the documents needed for uploading/submitting. Choose the upload in color box only for appraisals.



The screenshot shows a web application window titled "Project: Loan Documents" with "Help" and "Close" buttons. The main section is "Document Upload" and is divided into three panels:

- File Information:** Contains a "File To Upload" text input field with a "Browse..." button to its right, and an "Upload in Color" checkbox.
- Assign To Loan:** Contains a "Loan:" text input field with the value "1002098830" and a "Change" button to its right. Below it is a "Borrower:" label with the value "Br1 Test" and a "Clear" button to its right.
- Document Information:** Contains a "Document Type" dropdown menu.

At the bottom right of the form are "Submit" and "Reset" buttons. A red arrow points from the top text to the "Browse..." button.

Once you finish and submit, you should see a message that your upload was successful.

Now that the documents have been uploaded, you'll need to let us know that conditions have been submitted. Click on the "Submit to Underwriting" link below.

Mid America Mortgage, Inc. Welcome, chicago.test | Site Map | Support [Log Out](#)

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Home Page Tuesday, March 12, 2019 4:31:14 PM (2634) [Reload](#)

- Home
- Loan Reports
- Loan Information**
- Contacts
- Bulletins and Resources
- Your Information

[+](#) Register a... [New Loan](#) | [New Lead](#)
[📁](#) Open an existing... [Loan](#) | [Lead](#)

Active Loan

[\[Import Date\]](#) | [\[Close Loan\]](#)

Loan Number	1002181284	Estimated Close Date	2/23/2018
Borrower Name	demo Homeowner	Estimated Funding Date	[not entered]
Loan Status	[REDACTED]		

- Product Lookup / Lock
 - Submit to Underwriting**
 - Order Closing Documents
- Overview and Assignments
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XDOC [View](#) [Upload Multiple](#) [Upload Documents \[LO/AE\]](#)

The Submission screen should resemble the following:
You can type notes to the underwriter if you'd like. Once that is completed, click the "Submit to Underwriting" button on the bottom left.

The screenshot shows a web interface for submission information. At the top, there is a header "Submission Information". Below it, the "Selected Product" is "CONF 30" with a "[Change Product]" link. The "LO Comp Source" is "Lender" with a dropdown arrow, and the "LO Compensation" is "2.000% / \$1,400.00". There is a large text area for "Notes to the Underwriter". Below that, the "Submission Type" and "FNMA Day One Certainty" are shown with dropdown menus. Under "FNMA Day One Certainty", there are three options: "Full = All borrowers", "Partial = At least one borrower", and "None = Not Day One". The "Documents for Review" section shows "XDoc Images" and a message: "No documents have been added for underwriting review." with a link to "Upload New Documents". At the bottom, there is a "Data Check and Submission" section with a green message: "No rule violations were found." and two links: "Refresh List" and "Report Incorrect Error Message(s)". A red arrow points from the text above to a purple button labeled "Submit to Underwriting" at the bottom left, which is circled in red.

After clicking you should see a confirmation that it was done successfully.