Printing Disclosures Quick Reference Guide



Printing Disclosures Quick Reference Guide

1. Click the **eFolder** button in the top right corner.



2. Request the initial disclosure package via the *eDisclosures* button.

eConsent	Reques	eDisclosures	Retrieve	Document Manager	File Manager	Send -
Access	For Milest	one	Status			

3. When the **Select a Plan Code** window is presented highlight the program you would like, and click the **Order eDisclosures** button.

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For Borrower Pair	PATRICK PURCH	IASER	
Select a Plan Co	ode 👔		
Filter: Loan Type :	= FHA and Lien F	Pos is any of FirstLien;First Lien;First and Amortizatio	Clear Filter
Investor		Description	Plan Cod
Generic	•	FHA Fixed Rate Open Term	
< III .			

4. When the **Disclosure Audit** box appears click the **Order eDisclosures** button.



5. When the **Select Documents**, window is presented with the list of disclosures, click the **Print** button.

Stacking Template:	NLC Initial Disclosure Stacking Templ	ate - Default	•]	
eDisclosures (41)		4		Docs
Drag & drop documen	ts to re-order the list.			
Docum	ent Title	Document Type	Signature Type	
🗹 0-New	Client Welcome Letter	Custom Form	Informational	
Nation:	s New Client Welcome Letter	Custom Form	Informational	1
🗹 Loan D	ocument Checklist	Custom Form	Informational	
Nation:	s Loan Document Checklist	Custom Form	Informational	-
🗹 Let's C	runch the Numbers - Purchase	Custom Form	eSignable	
Nation:	s Let's Crunch the Numbers - Purch	Custom Form	eSignable	
🗹 Borrov	vers Authorization and Certification N	Custom Form	eSignable	-
Nation:	s Borrowers Authorization and Certifi	Custom Form	eSignable	
🔽 Undisc	losed Debt Form (3270)	Custom Form	eSignable	
Nation:	s Undisclosed Debt Form (3270)	Custom Form	eSignable	
1 003 -	URLA	Standard Form	eSignable	
🗹 Occup	ancy and Financial Statement	Custom Form	eSignable	
Nation:	s Occupancy and Financial Stateme	Custom Form	eSignable	
🔽 Obligat	tion To Continue With Payments	Custom Form	eSignable	
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🔽 Apprai	sal Disclosure	Custom Form	eSignable	
	the stacking template 🔎 Modified since la			

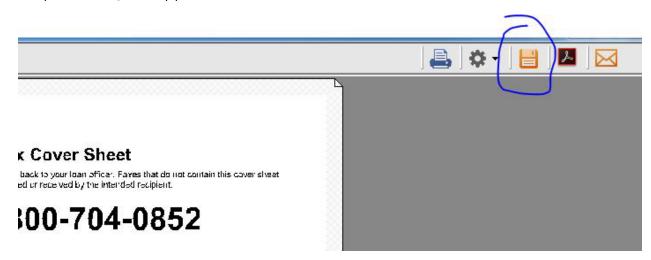
6. Select the **Print Selected Documents** option.



7. Change the Printer: pdf Factory. Click the **Print** button

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8. pdf Factory will appear and click the Save icon.



 The Save As box will appear and you will verify the disclosures will be saved to your Desktop. You must name the file. Then click the Save button.

