

# Load Order

To upload a new loan to the eClosePlus portal, click on "New Loan Order" from the Transaction List Page

| Cl  | ose       | Plus <b><sup>71</sup></b> |         |                      |    |               |    |              |    |                         |         | New Loan O       | der Admin     | Log Ou      | ıt         |
|-----|-----------|---------------------------|---------|----------------------|----|---------------|----|--------------|----|-------------------------|---------|------------------|---------------|-------------|------------|
|     |           |                           |         |                      |    |               |    |              |    |                         |         |                  |               |             |            |
| Ple | ase se    | e your eClose T           | ransa   | action Details Below |    |               |    |              |    | Active Load             | ns () / | All Loans O Show | foday ⊖ Loans | in Proce    | ss Clear   |
| Sho | W 25      | ✓ entries                 |         |                      |    |               |    |              |    | Search By Name or Loan  | Numbe   | er or Date:      |               |             |            |
|     | 11        | Status                    | 11      | Loan Number          | 11 | Borrower Name | 11 | Method       | 11 | Lender Name             | -lt     | Close Date       | Signing Date  | 11          |            |
| 1   | -         | Closing Today             |         | GeorgeTestLoan       |    | MIKE TEST     |    | Slim Closing |    | MegaMainz Mortgage, LTD |         | 07/30/2020       | 07/30/2020    |             | View       |
| 2   | -         | Closing Today             |         | GeorgeTestLoan       |    | MIKE TEST     |    | Slim Closing |    | MegaMainz Mortgage, LTD |         | 07/06/2020       | 07/30/2020    | 1           | View       |
| Sho | wina 1 te | 2 of 2 entries (filtere   | ed from | 36 total entries)    |    |               |    |              |    |                         |         |                  | P             | revious     | 1 Next     |
|     |           |                           |         | /                    |    |               |    |              |    |                         |         |                  | Ν             | lext refres | h in 01:16 |

## Enter the loan number

| New Loan                      |        |      |
|-------------------------------|--------|------|
| Please enter the loan number: |        |      |
|                               | Cancel | Next |

Select loan type – New or Change order

Enter borrower(s) name, email, and cell phone number. Please note:

- Each borrower must have a unique email address
- A cell number must be given so that a 2-factor authentication code can be texted to the borrower
- Non-Obligor's must be entered and check the Non-Obligor box
- To add additional borrowers, click this icon 💄

| equest Type |                |             |       |             |
|-------------|----------------|-------------|-------|-------------|
| New Order   | ○ Change Order |             |       |             |
| orrower 1   |                |             |       |             |
| First Name  | Middle Name    | * Last Name | Email | Cell Number |
| orrower 2   |                |             |       |             |
| Non-Obligor |                |             |       |             |
| First Name  | Middle Name    | Last Name   | Email | Cell Number |

### Enter the property address

| Prop | erty Info        |      |       |   |          |
|------|------------------|------|-------|---|----------|
|      | Property Address | City | State | ~ | Zip Code |
|      |                  |      |       |   |          |

Select the Loan Type (Purchase / Refinance) and eClose Type (Express / Complete / RON) from the drop down and enter the Closing and Signing dates

| Loai | n Info               |   |                      |             |   |
|------|----------------------|---|----------------------|-------------|---|
|      | Loan Type            | ~ | 123456987            | eClose Type | ~ |
|      | Closing Date         |   | Signing Date         |             |   |
|      | Enter a Closing Date |   | Enter a Signing Date |             |   |

Enter all Contact information for Settlement Agent, Closer and Loan Officer along with any applicable notes

#### Contact Info

|       | * Settlement Agent Email Address | Closer Email | Lender/Loan Officer Email | Lender/Loan Officer Name |
|-------|----------------------------------|--------------|---------------------------|--------------------------|
| Notes |                                  |              |                           |                          |
|       |                                  |              |                           |                          |
|       |                                  |              |                           |                          |
|       |                                  |              |                           |                          |

To upload files, either click, or drag and drop your files here

#### **Document Info**

To submit your order, click "Upload Order"



## Help

If you have questions or need additional help, click the chat icon on the bottom right of the page to speak with one of our Concierge team members

