BlitzDocs® Collaboration Suite
A closer look at how we streamline the mortgage process.
How the BlitzDocs Electronic Loan Folder works

The BlitzDocs electronic loan folder enables parties to share documents from both the submission package and the closed loan package. BlitzDocs provides the ability to configure stacking orders and define company-specific documents. All participants in the loan process have immediate, simultaneous online access to loan document status, conditions and more.

Paperless origination and submission
With BlitzDocs, paper loan documents are converted to electronic images at the first step of loan processing—origination. Brokers, loan officers and/or processors create an e-folder and add the relevant loan information—mortgage number, loan status and applicant name. Folder creation and data entry can be streamlined by integrating data systems, like an LOS or portal application. Next, the originator submits documents into the e-folder using a fax, scanner or multifunction device or uploading existing electronic documents.

Once all documents are in the e-folder, the originator submits the loan. This workflow step triggers an electronic notification that is automatically sent to the processor or underwriter to begin the underwriting process. With this notification, the e-folder becomes collaborative, enabling all authorized users to see changes, conditions and status.

Image-based underwriting/validation
Upon receipt of a workflow notification that the e-folder is ready for underwriting, the loan can be assigned to an internal or external underwriting resource. Underwriters work their loan queue and gain immediate access to loan documents. The collaborative e-folder allows underwriters to electronically review and underwrite the loan, add document status and place conditions or "stipulations" on the e-folder.

The underwriter collaborates with the originator regarding any conditions and is automatically notified when documents satisfying these conditions arrive in the e-folder. Originators benefit by having transparent access to the e-folder, eliminating follow-up calls.
Online due diligence and QC
Once the documents are captured into the e-folder, they are available for collaboration sharing and processing. BlitzDocs facilitates the assignment of temporary access via powerful actions sets.

Funders collaborate by reviewing documentation and exceptions online for faster funding. The e-folder is shipped electronically to investors or connected to their systems.

Investors, auditors, quality control firms and due diligence companies receive secure links to view or download documents. Each party views the documents in their own unique stacking orders, with a complete audit trail.

Electronic loan delivery
BlitzDocs offers electronic loan delivery in flow, bulk or minibulk to major investors and due diligence providers via the BlitzDocs collaborative network. Loan document images and loan metadata can be delivered electronically to investors on the secondary market in their stacking order and naming conventions. Individual or multiple e-folders can be packaged for integration into specific investor systems providing faster turn times and the reduction of warehouse costs. BlitzDocs can package the e-folder in either an investor-defined format or industry-standard format such as the MISMO® SMART Doc® specification. In addition, BlitzDocs maintains a detailed management log that tracks the electronic shipment.
The BlitzDocs approach to mortgage collaboration offers several advantages over traditional paper-based processes.

**Workflow:** Workflow support for submission, notifications and conditions management for your existing processes or augmentation of existing LOS-based workflow rules. Users do not learn a new way of working, they just continue their current workflow using a new tool that makes work easier and faster.

**E-Ship:** Electronic shipment capabilities enable electronic delivery of e-folders to other BlitzDocs users including MI companies, due diligence providers, investors and more.

**BlitzDocs Connector:** Enables electronic delivery of the e-folder to external systems, such as an in-house or external imaging system, in investor-specified or industry formats such as the MISMO SMART Doc specification.

**Role-based, User-based Privileges:** Robust security rights define accessibility. The BlitzDocs Collaboration Suite recognizes the role (e.g., originator) and rights (e.g., administrator, supervisor) of each user, allowing documents to be viewed securely and functions performed consistent with user roles and rights. BlitzDocs also allows temporary access for authorized mortgage participants to securely access or download documents.

**Notifications/Conditions:** The e-folder automatically generates rules-based or ad-hoc notifications, which help streamline workflow. Originators can be automatically notified when a condition is noted by the underwriter, and in return, when that condition is satisfied.

**Sharing:** One e-folder can be shared with another e-folder, if a second mortgage is being initiated for the same homeowner, or with users outside the organization such as investors or auditors.

**Audit Trail:** A detailed audit trail is maintained at the document and folder level, providing a view of the “who, what, when” of every submission, verification and other status change. Participants in the loan process can view the audit trail to see the progress of a loan. The audit trail helps streamline communication during collaboration and sharing.

**Technology to Last:** Technology that works and integrates with your preexisting systems and platforms—while providing an architecture that can scale and grow—is the foundation for our technology. BlitzDocs is an on-demand solution built using the latest .NET technology from Microsoft®. We use a SAS 70 Type II compliant primary data center built for high availability and redundancy. In addition, a fully redundant SAS 70 compliant Disaster Recovery site is provided for business continuity. Our technology supports a service-oriented architecture approach by providing a Web services layer that enables secure and flexible integration with multiple, disparate systems. We are built for scalability, security and redundancy—our numerous certifications and audits prove it.

**Xerox Global Services can help you get started today.**
The BlitzDocs Collaboration Suite allows for rapid implementations, so you can be up and ready for production within a few weeks. To help you get started, we offer a range of services, including deployment, training and support. To discuss how BlitzDocs can start improving your efficiency and ROI as quickly as possible, contact us today.

About Xerox Global Services
Xerox Global Services (XGS) specializes in transforming your documents and document processes to help reduce costs, achieve operational excellence and grow revenue. Xerox Mortgage Services, a part of XGS, provides one of the mortgage industry’s most widely used solutions for electronic document collaboration: the BlitzDocs Collaboration Suite. Through our unique combination of experience, resources and technology, we partner with you to integrate and optimize your office environment for better capturing, sharing, auditing and archiving of loan documents.

For more information visit: [www.xerox.com/mortgage services](http://www.xerox.com/mortgage services) or call 678-460-2460

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