Mega Capital Funding
YOUR BLUEPRINT FOR LOAN SUBMISSION

Creating a New Loan

TABLE OF CONTENTS

Creating a New Loan

PROCEED TO THE BROKER PORTAL

1. Please enter your username and password to log in.
2. If you need help with logging in, please contact your AE or call our **Broker Support Desk** (818)657-3065.

MEGA CAPITAL FUNDING, INC.

Login	mcfunding	Forgot login?
Password	••••••••••	Forgot password?

LOGIN

©2020 PriceMyLoan, All Rights Reserved.

Creating a New Loan

PROCEED TO THE BROKER PORTAL

1. To start a new loan, click on the "**CREATE NEW LOAN**" link.
2. A new drop-down menu will open. You will want to click on the "**IMPORT LOAN FILE**" as you will be using an existing MISMO 3.4 file to create your new loan.
3. If you choose the "Create" link, you will manually be inputting the loan application. Best to avoid this.

Creating a New Loan

PROCEED TO THE BROKER PORTAL

1. Click "**CHOOSE FILE**" to search for the MISMO 3.4 file on your computer.
2. This will open a new window. Please navigate to the folder where the MISMO 3.4 file is located, click on the file, and then click "**OPEN**".
3. Click the "**I understand. . .**" checkbox and then click "**IMPORT**".

Creating a New Loan

PROCEED TO THE BROKER PORTAL

In some cases when importing a MISMO 3.4 file from Calyx point to the Broker portal, you may encounter an error. The error will read "Could not import the given file as MISMO 3.4. It may not be valid MISMO content."

When this happens, please follow the below steps:
1. Go to the "Loan Originator Information" screen inside Calyx Point.
2. Then delete the "email" and "phone number" information from both fields.
3. Then export the MISMO 3.4 file from Calyx Point and import to the Broker Portal.
   (Note: Your email and phone number should still come over to the Broker Portal, please double check after import.)
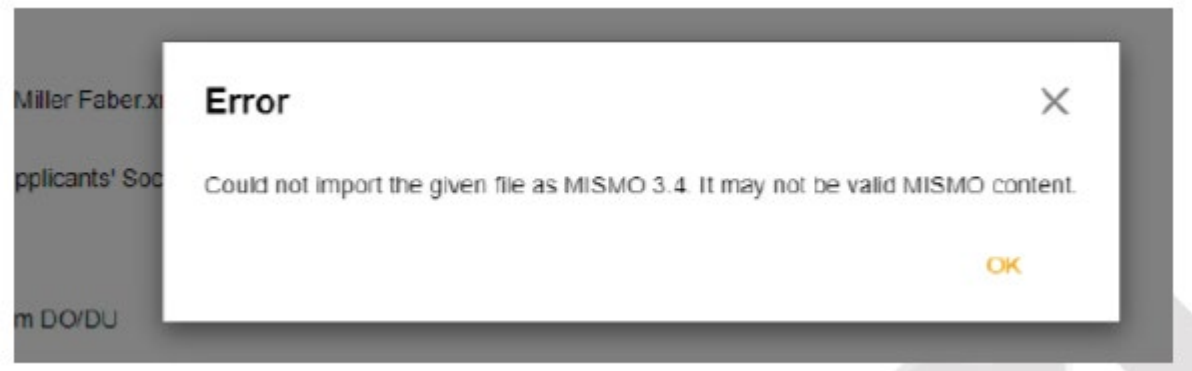
PROCEED TO THE BROKER PORTAL

1. You can also retrieve an existing loan from DO/DU.
2. Please enter the required information in the boxes provided.
3. Click the "**I understand that. . .**" checkbox and click the "**SUBMIT**" button

Import Loan File

* Indicates required fields

○ Import Fannie Mae file

○ Import Calyx Point file

1. ● Retrieve existing loan from DO/DU

Casefile ID *

[   ]

2. DO/DU User ID *

[   ] ☐ Remember my User ID

DO/DU Password *

[   ]

☑ Get credit report from casefile (if any)

3. ☐ I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

IMPORT

○ Retrieve existing loan from LPA

You cannot create a loan using Freddie Mac LPA. Create the loan using the MISMO 3.4. Be sure to release your LP feedback to Mega Capital. LEARN HOW.

Creating a New Loan

APPLICATION INFORMATION – DECLARATIONS

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:

Creating a New Loan

APPLICATION INFORMATION – DEMOGRAPHIC

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. Click on the "**PRICING**" button.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. A red X on the "**PROPERTY & LOAN INFO**" tab indicates that there is missing information in this tab.
2. Please do not click "Run Scenario in DO".

PRICING AND REGISTERING THE LOAN

1. Majority of the information will flood from the import. Take special care to correctly input the arrowed parameters.

Please make sure these three boxes are answered correctly and accurately. This affects program selection.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. To attach a credit report to the file, click on the "**APPLICATION #1**" tab and scroll to the bottom of the screen.
2. Choose the "**RE-ISSUE CREDIT REPORT**" button to attach the credit report to the file.

It is best to use a Mega Capital approved credit vendor. Click here for the list.

Click here to choose your credit provider.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. Please note that there are two potential processes for this depending on your specific provider. In this first example, we have chosen ACRANET as the provider.

After choosing the credit provider, click on **RE-ISSUE CREDIT**

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. Once you have chosen your provider and clicked on "**RE-ISSUE CREDIT**" you will see one of two screens. Both are similar but ask for credentials in screens that are slightly different. Below is the first example.
2. These required fields are from your credit vendor.
3. If you are having issues with your login and password, you will need to call your credit vendor.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. The other potential screen you may see is the following. This screen comes up if the provider is part of the Mortgage Credit Link Network which provides an Instant View Password for each credit report.
2. These required fields are from your credit vendor.
3. If you are having issues with your login and password, you will need to call your credit vendor.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. After re-issuing the credit or after manually entering credit scores, see that the credit scores have now been populated. This will allow you to proceed with the pricing and registration of your loan.

Credit Scores have now been populated.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. Now that you have imported your credit, you can proceed to the "**PML OPTIONS**" tab to price and register your loan. Please make the appropriate selections for the loan and click "**RUN PRICE MY LOAN**".

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. All available pricing will be displayed for the terms and product types you have selected. Please find the rate and pricing that you would like to use and click "**REGISTER**" next to the rate. The best price program appears. Click on the "**+**" to see other programs.

Pricing

Run Scenario in DO

Horizon of borrower interest: [60] months (explain)

Applications (1) | **Property & Loan Info** | **PML Options**

Loan Program Options

Term
- ☐ 10 Year
- ☐ 15 Year
- ☐ 20 Year
- ☐ 25 Year
- ☑ 30 Year
- ☐ Other

Amortization
- ☑ Fixed
- ☐ 3 Year ARM
- ☐ 5 Year ARM
- ☐ 7 Year ARM
- ☐ 10 Year ARM
- ☐ Other

Product
- ☑ Conventional
- ☐ HomeReady
- ☐ Home Possible
- ☐ FHA
- ☐ VA
- ☐ USDA

Payment
- ☑ P&I
- ☑ I/O

Advanced Options

Run Price My Loan

Number of Programs: 14

Alert Messages
- Credit has not been ordered for Application: BORROWER1, TEST. Please order credit for more accurate results.

Loan Program Results (14 Programs)

Number of Pinned Results to Compare : 0   Generate Comparison Report

Eligible Loan Programs

Rates shown in red are expired
* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds the MAX DTI / No Income

			RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
– 30 YR FIXED CONFORMING											
+	pin register request lock		4.125	-4.979	848.14	36.541	4.149	$3,235.77	$333,235.77	44.9	MAX30
	register request lock		4.000	-4.745	835.48	36.330	4.023	$3,223.01	$333,223.01	45.3	MAX30
+	pin register request lock		3.875	-4.729	822.91	36.120	3.897	$3,210.25	$333,210.25	45.7	MAX30
+	pin register request lock		3.750	-4.356	810.45	35.912	3.772	$3,389.49	$333,389.49	45.9	MAX30
+	pin register request lock		3.625	-4.716	798.09	35.706	3.646	$3,184.73	$333,184.73	46.5	MAX30
+	pin register request lock		3.500	-4.740	785.83	35.502	3.520	$3,171.97	$333,171.97	46.9	MAX30
+	pin register request lock		3.375	-4.321	773.67	35.300	3.394	$3,412.46	$333,412.46	47.1	MAX30
+	pin register request lock		3.250	-3.797	761.61	35.098	3.269	$4,316.70	$334,316.70	46.9	MAX30
+	pin register request lock		3.125	-3.871	749.66	34.899	3.143	$4,174.44	$334,174.44	47.3	MAX30
+	pin register request lock		3.000	-3.574	737.81	34.702	3.017	$4,681.43	$334,681.43	47.4	MAX30
+	pin register request lock		2.875	-2.959	726.06	34.506	2.892	$5,744.92	$335,744.92	47.0	MAX30
+	pin register request lock		2.750	-2.446	714.42	34.312	2.766	$6,629.91	$336,629.91	46.8	MAX30
+	pin register request lock		2.625	-2.131	702.89	34.120	2.640	$7,168.40	$337,168.40	46.8	MAX30
+	pin register request lock		2.500	-1.630	691.46	33.929	2.515	$8,032.39	$338,032.39	46.5	MAX30

Ineligible Loan Programs

To view pricing hits, click on the product code hyperlink.

18

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. If your preferred program is not displayed, you can review the reasons for ineligibility under "**Ineligible Loan Programs**".

Loan Program Results (15 Programs)   Number of Pinned Results to Compare : 0   Generate Comparison Report

Eligible Loan Programs

Rates shown in red are expired
* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds the MAX DTI / No Income

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	

No Eligible Programs

Ineligible Loan Programs

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	

– 30 YR FIXED CONFORMING

AGN-30
* * STANDARD CONFORMING LOAN AMTS ONLY
* LOAN AMOUNT EXCEED CONFORMING LIMITS
* * MIN FICO 640
* HB: NON-TRADITIONAL CREDIT NOT ALLOWED
View More ☑

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
register request lock	3.000	-0.389	2,234.50	42.832	N/A	$9,056.63	$871.62	1.2	AGN-30

AGNP-30
* * * PORTFOLIO PROGRAM: BORROWER(S) MUST OWN >2 FINANCED PROPERTIES AND/OR >1 BUSINESSES
* MIN FICO 640
* STANDARD CONFORMING LOANS ONLY
* * NONTRADITIONAL CREDIT: CASHOUT NOT ALLOWED
* * NONTRADITIONAL CREDIT: HIGH BALANCE LOAN AMOUNT NOT ALLOWED
* LOAN AMOUNT EXCEED CONFORMING LIMITS
View More ☑

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
register request lock	3.125	-0.246	2,270.39	****43.240**	N/A	$9,840.30	$1,655.29	0.9	AGNP-30

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. A new window will open. Please read the Agreement terms, click the "**I AGREE**" check box, and then the "**CONFIRM**" button.

Creating a New Loan

PRICING AND REGISTERING THE LOAN

1. A registration confirmation page will open where you can view the details of the newly registered loan. You have the option to print the registration details or just review the data and then click close.
2. The green status bar will change from *loan opened* to *registered* . The setup department will now see it in their pipeline.

Creating a New Loan

CLOSING COSTS

1. Fees are pre-populated with an **Estimate** of common charges as per a Purchase transaction. The fees need to be edited by the Broker for accuracy.
2. **ORIGINATION CHARGES**: These fees cannot increase after initial disclosure.
3. Fees can be adjusted, added or deleted as needed by the following:
   a) Clicking the "**CALCULATOR**" icon to input fees.
   b) Delete by clicking the "**-**" icon.
   c) Add by clicking the "**+**" icon.
4. If you are buying out the Lender Fee, please use the "**-**" button to delete the fee. If a borrower paid the transaction, the origination fee will automatically generate based on the figures inputted on the pricing screen.

Creating a New Loan

CLOSING COSTS

1. **SERVICES YOU CANNOT SHOP FOR:** These fees can never increase after initial disclosure.
2. You can find the fees for all AMC's available to you on the "**APPRAISAL SCREEN**".
3. Click on the " **+** " to find acceptable fees to add in this section, i.e. subordination fee, third party processing fee, 1004D.

Creating a New Loan

CLOSING COSTS

1. **SERVICES YOU CAN SHOP FOR:**
2. Fees can increase aggregately by 10% max **IF** the borrower uses the Service Providers disclosed on the Service Provider List (SPL).
3. If the Borrower chooses **DIFFERENT** Service Providers than what is disclosed on SPL, there is **NO** limit to an increase in fees.
4. **The costs shown are defaults for a purchase**. Please edit the fees in the section accordingly.
5. Use the "**-**" button to remove unwanted fees.

Creating a New Loan

CLOSING COSTS

1. **TAXES AND OTHER GOVERNMENT FEES**:
   - Recording fees have a 10% tolerance.
   - Transfer Taxes haze ZERO tolerance.
   - Remove the transfer taxes as necessary when submitting a refinance.
2. **The costs shown are defaults for a purchase**. Please edit the fees in the section accordingly.

Closing Costs

Borrower-Responsible Closing Costs   Non-P&I Housing Expenses   Non Borrower-Responsible Closing Costs

E - Taxes And Other Government Fees

	Description/Memo	Paid to	Amount	Paid by	Payable	Date paid	
details >	Deed recording fee	Other	$50.00	borr pd	at closing	5/11/2018	
details >	Mortgage recording fee	Other	$245.00	borr pd	at closing	5/11/2018	
details >	Release recording fee	Other	$0.00	borr pd	at closing	5/11/2018	
details >	Transfer Taxes	Other	$1,000.00	borr pd	at closing	5/11/2018	

Creating a New Loan

CLOSING COSTS

1. PREPAIDS – NO TOLERANCE LIMIT
   1. Hazard Insurance is shown from the broker system and can be edited on the non-P&I Housing Expense tab.
   2. The per diem interest is automatically calculated based on the close date from your system.
2. **The costs shown are defaults for a purchase**. Please edit the fees in the section accordingly.

Closing Costs

Borrower-Responsible Closing Costs   Non-P&I Housing Expenses   Non Borrower-Responsible Closing Costs

F - Prepaids

	Description/Memo	Paid to	Amount	Paid by	Payable	Date paid	
details >	Homeowner's Insurance	Lender	$600.00	borr pd	at closing	5/11/2018	−
details >	Per-diem interest	Lender	$395.57	borr pd	at closing	5/11/2018	

Creating a New Loan

CLOSING COSTS

1. HAZARD INSURANCE
   - Please be sure the calculation source is calculator.
   - Click the check box for "ESCROWED?"
   - The renewal date is defaulted to June. Broker should input "12" in the correct renewal month.

Creating a New Loan

CLOSING COSTS

1. PROPERTY TAXES
   - Please follow the same process for Property Taxes.
   - There is no need to edit the Disbursement Schedule for the state of California.

Creating a New Loan

LOCKING THE LOAN

1. The loan must have the credit reissued. The loan must already be registered. (Refer to required status for prelocking depending on Broker Channel).
2. On the "**Pricing**" screen, click on the "**PML Options**" and then click "**Run Price My Loan**".
3. Find the rate and pricing, then click "**Request lock**" next to the rate.

Creating a New Loan

GENERATING DISCLOSURES

1. After editing your Closing Costs and Registering the loan, proceed to the "**DISCLOSURE**" tab and click on "**ORDER INITIAL LOAN ESTIMATE**" button.

Creating a New Loan

GENERATING DISCLOSURES

1. If the loan is lender paid comp, broker will need to input the 3 options for the Anti Steering form. This information will be saved on this screen for this loan.
2. Click "**Next- Settlement Services Providers**" to proceed to the next step.

Disclosures

Disclosures > Order Initial Loan Estimate

| 1. Enter ASD | 2. Enter SSPL | 3. Request Review | 4. Vendor Audit | 3. Request Review | 6. Request Complete |

CANCEL ORDER   NEXT - SETTLEMENT SERVICE PROVIDERS

Loan Comparison

Risky Features include Negative amortization, Prepayment penalty, Interest-only payments, Balloon payment within 7 years, Demand feature, Shared equity, and Shared appreciation.

	Loan with the lowest rate with risky features	Loan with the lowest rate without risky features	Loan with the lowest total discount points, origination points, or origination fees	Current Loan
Interest Rate	3.125%	3.125%	3.375%	3.375%
Total Discount points, Loan Origination Fees or Points	$522.00	$522.00	$100.00	$1,140.00
	COPY FROM CURRENT LOAN	COPY FROM CURRENT LOAN	COPY FROM CURRENT LOAN	

Creating a New Loan

GENERATING DISCLOSURES

1. The next step will require the broker to pick a provider for the Selected Service Provider List (SSPL).
2. If the admin has already saved the contact info, you can choose the company from "**Select from Contacts**".
3. If the company is not in the contact, you will click "**Add New**".

Creating a New Loan

GENERATING DISCLOSURES

1. You can save permanent contacts such as title and escrow on your portal homepage by clicking "Manage Portal" then "Edit Contacts."
2. You can also edit any existing contact's information by clicking the orange pencil

Creating a New Loan

GENERATING DISCLOSURES

1. If the desired provider is not listed, you will be able to **click** or "**ADD NEW**" buttons to input additional providers. Choose the Service from the dropdown that will be applied to the fees on the right-hand side. If Title and Escrow are the same, the contact will need to be inputted twice.
2. The "**X**" are the required fields: company name, full address including state and zip code, and phone number.
3. Click "**Confirm**". If a contact does not include all the required fields, an exclamation point will appear next to the name, and the contact will not be available for selection as a service provider. Check out what is missing.
4. Follow this process for both Escrow and Title.

Creating a New Loan

GENERATING DISCLOSURES

1. Once Broker clicks Confirm, this new provider will show in the list on the left. Go to your right and select the provider from the drop down in each section of fees. That provider will be selected for all the fees in that box.
2. The red "X" will become a green "✓".
3. Follow the same process for title fees.

Creating a New Loan

GENERATING DISCLOSURES

1. Once the SPPL is complete, click "**NEXT – REQUEST REVIEW**". <u>If the loan is a VA Refi, or other programs Mega Capital must disclose, broker must save loan at this time and request Mega Capital to finish the disclosure process by uploading the Lender LE request form.</u>

Creating a New Loan

GENERATING DISCLOSURES

1. If there are **red hard stops**, the broker will need to remove the hard stop. In this instance, the broker had not changed the **Interview Date** to the date of registration. The broker can fix this by going back to Application Information tab and changing the interview date on page 3.
2. If the loan cannot be disclosed through the portal, this is the last screen. Please upload the LE request form now.

Do not click this!

Please review the information below. All requirements must pass to proceed with the order.

CANCEL ORDER   REQUEST ~~COMPLETE ORDER~~   NEXT - DOCUMENT VENDOR AUDIT

Requirements Checklist

✓ Verified Loan Application Information is Correct (Including Borrower(s) Names and Property Address)

✓ Verify that all closing cost fees are True and Correct

❌ Loan Originator Interview Date is less than or equal to 2 business days of current date

✓ Processing Fee Cannot Exceed $1500

✓ Appraisal Fee must be quoted from the Appraisal Fee Schedule

✓ QM status is eligible

✓ Loan Program Name does not begin with 'IS' or 'DCR'

❌ Disclosures cannot be ordered on VA refinance loans. Please contact your lender.

❌ Application Demographic Information Completed

Borrower Information

Name	Email
FILE TEST TEST	john@mcfunding.com

Loan Officer Information

Name	Kai Greenee
NMLS#	9999999999999
License ID	555555555555555555555555
Email	helpdesk@mcfunding.com
Phone Number	(818) 674-4340

Creating a New Loan

GENERATING DISCLOSURES

1. Once the broker fixes the hard stop, click on the "**DISCLOSURE SCREEN**" and order Initial Loan Estimate again. Click on the "**NEXT**" buttons to get back to this screen.
2. They will then see all green checks. Next click "**NEXT-DOCUMENT VENDER AUDIT**".

Process steps: 1. Enter ASD | 2. Enter SSPL | 3. Request Review | 4. Vendor Audit | 3. Request Review | 6. Request Complete

Please review the information below. All requirements must pass to proceed with the order.

CANCEL ORDER   **NEXT - DOCUMENT VENDOR AUDIT**

Requirements Checklist

✓ Verified Loan Application Information is Correct (Including Borrower(s) Names and Property Address)

✓ Verify that all closing cost fees are True and Correct

✓ Loan Originator Interview Date is less than or equal to 2 business days of current date

✓ Processing Fee Cannot Exceed $1500

✓ Appraisal Fee must be quoted from the Appraisal Fee Schedule

✓ City/County Tax Stamps (Transfer Tax) and Owners Title Insurance should be indicated on Purchase Transactions Only

✓ QM status is eligible

✓ Loan Program Name does not begin with 'IS' or 'DCR'

✓ Application Demographic Information Completed

Borrower Information

Name	Email
TEST BORROWER1	NOREPLY@MCFUNDING.COM

Loan Officer Information

Name   amtest test

NMLS#

License ID

Email   am-team@mcfunding.com

Phone Number   (818) 587-2600

38

Creating a New Loan

GENERATING DISCLOSURES

1. If this message appears, **do not click** "LENDER TO COMPLETE". The error is the system has timed out.
2. Simply click on the "**DISCLOSURE**" button on the left side of the screen, order Initial Loan Estimate button. Click the series of "**NEXT**" buttons on the right-hand side to get to the next screen.

Creating a New Loan

GENERATING DISCLOSURES

1. Warnings are OK. These are not hard stops.
2. Click "**NEXT – ORDER DOCUMENT PREVIEW**" to continue.

Disclosures

Disclosures > Order Initial Loan Estimate

| 1. Enter ASD | 2. Enter SSPL | 3. Request Review | 4. Vendor Audit | 3. Request Review | 6. Request Complete |

Please review the results of the audit from our document vendor below. If there are any fatal audit results, you will need to submit to the lender for disclosure.

CANCEL ORDER   NEXT - ORDER DOCUMENT PREVIEW

Document Vendor Audit Findings

Type	Message
⚠ Warning	First Payment Date is before the Document Date
⚠ Warning	Closing Date should be after the Document Date
⚠ Warning	Disbursement Date must be after Document Date
⚠ Warning	The Impound Account's Low Balance of $1,715.20 exceeds the Cushion of $1,162.60
⚠ Warning	Purchase Transaction with no prepaid Homeowner's Insurance detected.
⚠ Warning	Issued Date cannot be after Closing Date
Info	This loan meets the Qualified Mortgage General guidelines.
Info	This loan does not have a Negative Amortization feature.
Info	This loan does not have an Interest Only Payment feature.

GENERATING DISCLOSURES

1. The Broker will now be able to see on the Disclosure Tab Activity Log the initial disclosures have been sent. The Broker will be able to view when the borrowers Esign process is complete. All borrowers have finished the process when the activity log shows Esign completed.
2. The file will stay in "**DOCUMENT CHECK FAIL**" status until the borrower has Esigned. See _Borrower & Signing Video_ on the Broker Portal for details on the borrowers Esigning process.

Activity Log

Time ^	User	Description
10/22/2020 12:23:50 PM PDT	Kai Greenee	Initial Disclosures Created - E-Disclosure Sent
10/22/2020 12:23:56 PM PDT	System Notification	E-Sign package created.

Creating a New Loan

UPLOADING SUBMISSION PACKAGE

1. Click on the "**E-DOCS**" link to begin uploading documents for the submission process.

Creating a New Loan

UPLOADING SUBMISSION PACKAGE

1. Click on "**SELECT DOCTYPE**" to select a Doc Folder.
2. Please choose "***UPLOAD DOCUMENTS (BROKER USE ONLY)**" folder.
3. Please choose "**SUBMISSION PACKAGE**".

Creating a New Loan

UPLOADING SUBMISSION PACKAGE

1. Comments can be added in the "**DESCRIPTION**" button if needed.
2. Click on "**UPLOAD DOCS**" <u>ONCE</u> to finish uploading your document.
3. Please be patient while documents are being uploaded into the system as it doesn't have a progress bar to show its progress, but here are two ways to tell if the documents are in the system.
4. Please note that <u>CLOSING</u> or <u>MOVING</u> to another page while the file is being uploaded will <u>CANCEL</u> the uploading process and <u>**THE FILE WILL BE LOST.**</u>

E-docs

SUBMIT TO DOCUMENT CHECK

Upload Docs   Fax Docs   Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.

Sample Loan.pdf

Drag and Drop Files Here to Upload

OR SELECT FILES TO UPLOAD

1 of 12 files selected for upload

File Name	Doc Type *	Description	Internal Comments	Selected Application
Sample Loan.pdf	[select Doctype] scan barcodes *UPLOAD DOCUMENTS (BROKER USE ONLY) : 1. SUBMISSION PACKAGE	0 of 200 characters	0 of 200 characters	TEST BORROWER1

UPLOAD DOCS

UPLOADING SUBMISSION PACKAGE

1. A way to check documents is by clicking on the "**DOCUMENT LIST**" tab.
2. Everything that you upload or Mega Capital uploads into the system will be visible.

E-docs

SUBMIT TO DOCUMENT CHECK

Upload Docs   Fax Docs   Document List

Status	Folder	Doc Type	Application	Description	Last Modified Date ∨	Pages
view PDF	*UPLOAD DOCUMENTS (BROKER USE ONLY)	1. SUBMISSION PACKAGE	TEST BORROWER1		8/3/20 11:26 AM	1

Creating a New Loan

UPLOADING SUBMISSION PACKAGE

1. After uploading the files. Please click on the "**SUBMIT TO DOCUMENT CHECK**" button to submit.
2. The Setup Department will be alerted to work on your file.

E-docs

SUBMIT TO DOCUMENT CHECK

Upload Docs   Fax Docs   Document List

	Status	Folder	Doc Type	Application	Description	Last Modified Date ⌄	Pages
view PDF		*UPLOAD DOCUMENTS (BROKER USE ONLY)	1. SUBMISSION PACKAGE	TEST BORROWER1		8/3/20 11:26 AM	1

Mega Capital Funding

THANK YOU FOR YOUR BUSINESS
PLEASE CONTACT YOUR ACCOUNT EXECUTIVE IF YOU HAVE ANY QUESTIONS.