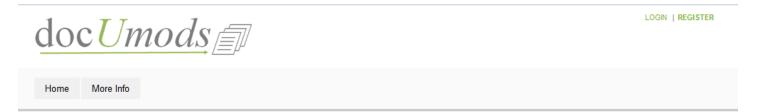
doc*Umods*TM

User Manual for Attorneys

Register to Use docUmodsTM

(If you have already registered to use documodsTM, go to "Login to documodsTM")

- Go to www.documods.com
- Click **Get Started** (See Figure 1-1)
- Under the *New to docUmods?* section, click **Register** (See Figure 1-2)
- Complete the User Registration form and click **Register** (See Figure 1-3)
 - o Attorneys must answer "Yes" to the "Are you a borrower representative i.e., attorney, counselor, etc.?". Answering "Yes" will permit you to submit multiple borrowers from your account without having to re-register.
- Once your account information has been submitted, you will receive an email containing your unique Verification Code. Follow the instructions in the email to complete your verification.
- Once your account is verified, you will be able to use docUmodsTM



COMPLETE AND ACCURATE LOAN MOD PACKAGES

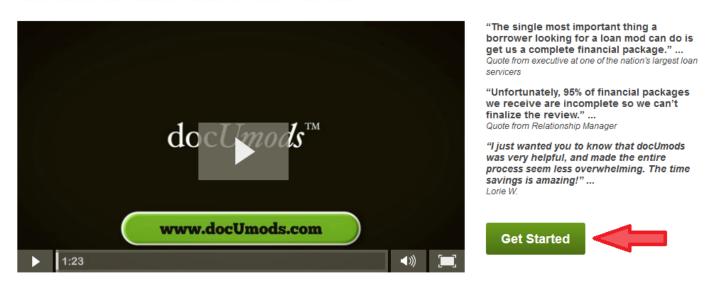


Figure 1-1
Click **Get Started** To Launch Registration



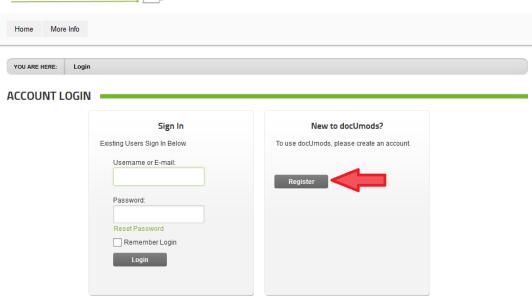


Figure 1-2 Click **Register** To Begin Registration

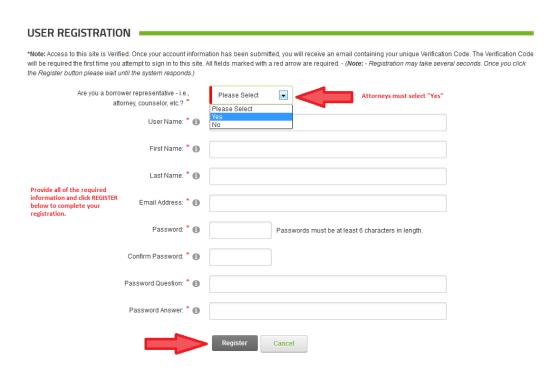


Figure 1-3
Complete Required Registration Information

Login to docUmodsTM

- Go to www.documods.com
- Click **Get Started** (See Figure 1-1)
- Under the *Sign In* section, enter the registered email address/username you created and password. Click **Login** (See Figure 2-1)
- You will be logged in to your docUmodsTM account (See Figure 2-2)

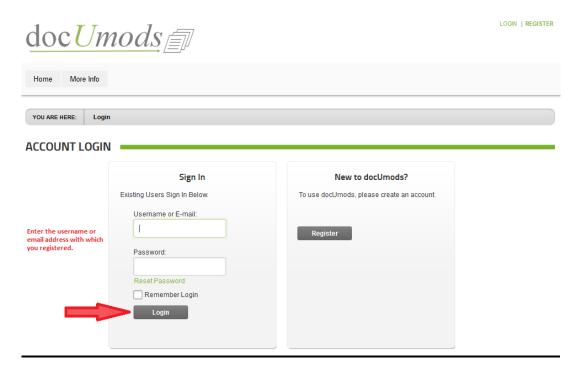


Figure 2-1 Sign In Screen

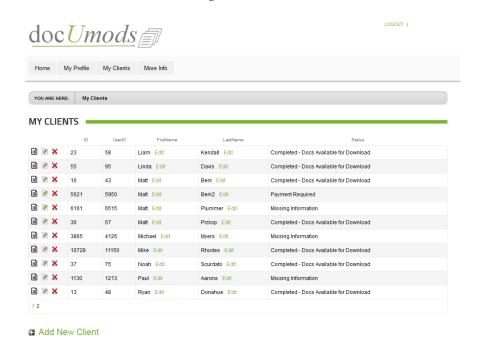


Figure 2-2 User Logged In Screen

$\underline{docUmods^{TM}\ Submissions}$

After you have logged in to your docUmodsTM account, you will see list of all prior submissions you have made. You will also be able to start a new submission. (See Figure 2-2)

<u>Existing Submissions</u>: Upon login, you will see all of the borrowers you have previously started and the current status of their application.

- Click to go back to any borrower account (you will be able to edit and/or complete any information for that borrower). You will also be able to access their documentation (assuming you have completed their application).
- Click of to edit the borrower name
- Click **×** to delete the borrower

New Submissions: To start a new application:

- Click **Add New Client** (See Figure 3-1)
- Enter the borrower's first and last name and click **Add New Client** (See Figure 3-2)
- The docUmodsTM application process will be launched. Follow the step-by-step instructions to complete the application (See Figure 3-3)
 - o A few tips:
 - You can navigate to any page by clicking the main menu tab and then selecting the page you wish to access
 - Refer to the "Tips" on each page for guidance on how to complete the required information
 - You will <u>not</u> be able to access the completed documentation on docUmodsTM unless and until <u>all</u> questions have been answered
- Once you have provided all of the required information and paid for the docUmods[™] application, you will be able to access, review and download all of your documents (See Figure 3-4)
 - o A few tips:
 - Click the **Download** link to download the document you wish to access
 - Pay careful attention to the "Instructions / Comments" section which will detail for you what you need to do with the completed document

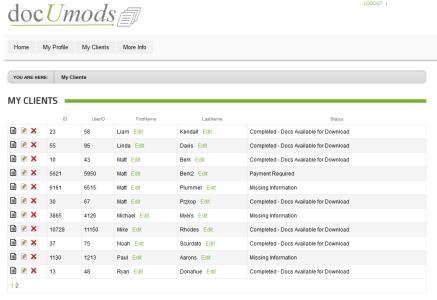


Figure 3-1 User Logged In. Click "Add New Client" To Start New Borrower

Add New Client

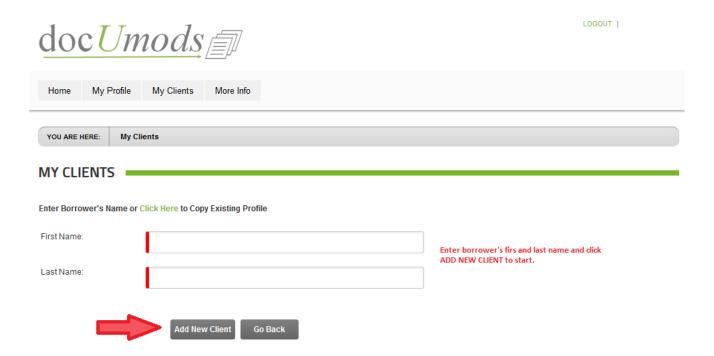
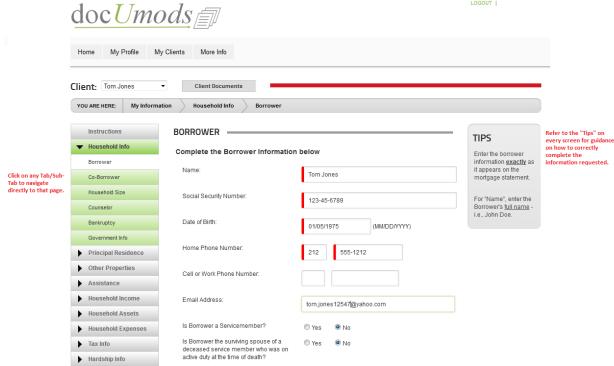


Figure 3-2 Enter First and Last Name of New Borrower



HAMP Info Review

Figure 3-3 Borrower Application Screen (Borrower Info)

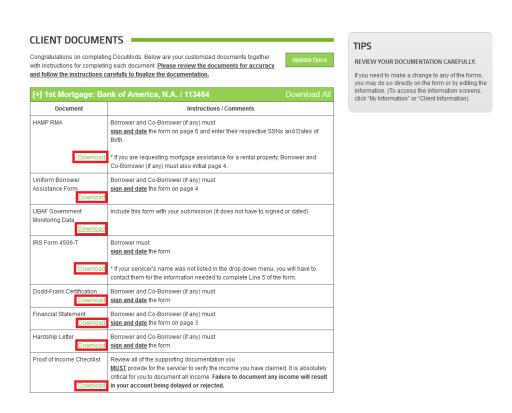


Figure 3-4 Borrower Documents Screen