

VALERI

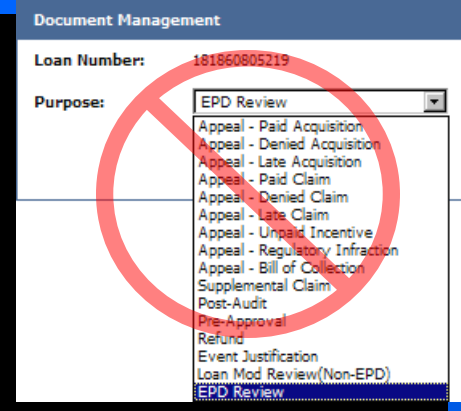
Document Manager
&
Post-Audit Redesigns

Submitting Documents

(Document Manager)

We have updated the Submit Documents feature of the Servicer Web Portal as displayed below.

To submit a document, select the [Add New Document](#) link.



- Loan Search
- Transfer Loan
- Exit Portal
- Frank
- Loan Information
- Report an Event
- Submit Documents
- Appeals

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Submit Documents Loan Quick Search

This screen is used to submit electronic documentation to the VA.

Loan Number: 393960999999 [Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date
--------------	--------------	---------------	----------	---------------	-------------	-------------

All documents will now be associated with a VALERI process rather than the previous list of document purposes.

You can also upload a general document when there is no applicable process.

The screenshot displays the VALERI Servicer Web Portal interface. On the left is a navigation menu with icons for Loan Search, Transfer Loan, Exit Portal, Frank, Loan Information, Report an Event, Submit Documents, and Appeals. The main content area is titled 'Submit Documents' and includes a 'Loan Quick Search' field. Below the title, a message states: 'This screen is used to submit electronic documentation to the VA.' A 'Loan Number: 393960999999' is displayed, along with an 'Add New Document' link. A table with the following headers is shown: Process Name, Process Date, Document Type, Required, Document Name, Uploaded By, and Upload Date.


Overlaid on the main interface is a 'VALERI Document Manager Upload - Windows Internet Explorer' dialog box. The dialog has a title bar and standard window controls. The main area is titled 'Upload a Document' and contains the following fields:





- Process Name:** A dropdown menu with 'General' selected. A red arrow points to this dropdown.
- Document Type(s):** A dropdown menu with a list of options: General, Review Adequacy of Servicing, Approve Incentive, Review Non-Routine Claim, Perform Post-Audit, Review Regulatory Infraction, and Review Suspicious Loan Modification.
- Document Name:** A text input field.
- File:** A text input field with a 'Browse...' button to its right.





Below the fields, a red instruction reads: '*To select multiple Document Types, press the ctrl key and select'. At the bottom of the dialog are 'Upload' and 'Close' buttons.

The bottom of the browser window shows the status bar with 'Done', 'Internet', and '100%' zoom level.


You can associate one file with multiple Document Types by holding the CTRL key and selecting types.



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 **Submit Documents**
Loan Quick Search

This screen is used to submit electronic documentation to the VA.

Loan Number: 393960999999
[Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date

 VALERI Document Manager Upload - Windows Internet Explorer
_ □ X

Upload a Document

Process Name:

Document Type(s): ▼

Evidence of new P&I payment

Evidence of the secondary lienholders (title or judgement)

Evidence of third party's failure to consummate sale (could be servicing case notes if no other)

Financial information (point in time financials) and/or documentation

Financial Statement

Foreclosure attorney referral notice

HUD-1

Insurance adjuster's report

Document Name:

File:

Done
Internet 100%

Enter a Document Name then locate the file and click UPLOAD.



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Submit Documents

Loan Quick Search

This screen is used to submit electronic documentation to the VA.

Loan Number: 393960999999

[Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date
--------------	--------------	---------------	----------	---------------	-------------	-------------

VALERI Document Manager Upload - Windows Internet Explorer

Upload a Document

Process Name:

Document Type(s):

Document Name:

File:

**To select multiple Document Types, press the ctrl key and select*

Internet 100%

The file is displayed for each Document Type selected.

If needed, you can delete your document by clicking on the [Remove](#) link.

Submit Documents

Loan Quick Search

This screen is used to submit electronic documentation to the VA.

Loan Number: 393960999999

[Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date	
General	01-01-1900	Financial Statement	No	Add Test Doc	Frank	06-18-2010	Remove
General	01-01-1900	HUD-1	No	Add Test Doc	Frank	06-18-2010	Remove

↓



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 [Appeals](#)





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Post-Audits

Each Document Type will only be requested once, regardless of the number of instances for the associated item.



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 **Submit Documents**

Loan Quick Search

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Loan Number: 393960999999

[Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date	
Perform Post-Audit (ResultsOfSale)	05-01-2010	Analysis for for bid calculation or credit to indebtedness (includes analysis of equity)	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Appraiser's invoice	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Bill and evidence of payment	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Deficiency waiver letter	No	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Itemized attorney invoice	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Itemized invoice for service provided	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Ledger/loan payment history	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Mortgage note (includes variable mortgage addendums if applicable - GEM, ARM, GPM)	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Official foreclosure document (per state requirements)	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Property inspection report	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Servicing case notes	Yes	Add		01-01-0001	Remove

Adding a file containing
one document type.

Upload a file containing **one** Document Type by selecting an Add link next to one of the documents within the file.



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[Add New Document](#)

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Perform Post-Audit (ResultsOfSale)	05-01-2010	Servicing case notes	Yes	Add		01-01-0001	Remove



The Process Name and selected Document Type fields are pre-populated.



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Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date	
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Perform Post-Audit (ResultsOfSale)	05-01-2010	Bill and evidence of payment	Yes	Add		01-01-0001	Remove

VALERI Document Manager Upload - Windows Internet Explorer

Upload a Document

Process Name: ➔

Selected Document Type ➔

Additional Document Type(s):

Document Name:

File:

*To select multiple Document Types, press the ctrl key and select



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Loan Quick Search

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[Add New Document](#)

Process Name	Process Date	Document Type	Required	Document Name	Uploaded By	Upload Date	
Perform Post-Audit (ResultsOfSale)	05-01-2010	Analysis for for bid calculation or credit to indebtedness (includes analysis of equity)		Add Test Doc 2	Frank	06-18-2010	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Appraiser's invoice	Yes	Add		01-01-0001	Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Bill and evidence of payment	Yes	Add		01-01-0001	Remove
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Perform Post-Audit (ResultsOfSale)	05-01-2010	Servicing case notes	Yes	Add		01-01-0001	Remove

Adding a file containing
multiple document types.

Upload a file containing **multiple** Document Types by selecting an Add link next to one of the documents within the file.



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Perform Post-Audit (ResultsOfSale)	05-01-2010	Deficiency waiver letter	No	Add		01-01-0001	Remove

VALERI Document Manager Upload - Windows Internet Explorer

Upload a Document

Process Name:

Selected Document Type:

Additional Document Type (s):

Document Name:

File:

***To select multiple Document Types, press the ctrl key and select**

Include additional Document Types by holding the CTRL button and selecting each additional Document Type contained within the file.

Note: You do not have to re-select the first Document Type.

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Servicer Web Portal

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Loan Number: 393960999999 Add New Document

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Perform Post-Audit (ResultsOfSale)	05-01-2010	Deficiency waiver letter	No	Add		01-01-0001	Remove

VALERI Document Manager Upload - Windows Internet Explorer

Upload a Document

Process Name:

Selected Document Type: Bill and evidence of payment

Additional Document Type (s):

Document Name:

File:

- Insurance claim (property damage)
- Itemized attorney invoice**
- Itemized invoice for service provided**
- Itemized invoice of work completed
- Itemized invoice of work completed and materials used
- Itemized invoice of work completed and waste management facility receipt
- Itemized Payoff Statement
- Ledger/loan payment history

Enter a Document Name and locate the file, then click on the UPLOAD button.



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VALERI Document Manager Upload - Windows Internet Explorer

Upload a Document

Process Name:

Selected Document Type

Additional Document Type (s):





Document Name: →





File: →

*To select multiple Document Types, press the ctrl key and select

The document is submitted to VA. It will be listed next to every Document Type you selected.



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Perform Post-Audit (ResultsOfSale)	05-01-2010	Bill and evidence of payment		Add Test Doc 3	Frank	06-18-2010 Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Deficiency waiver letter	No	Add		01-01-0001 Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Itemized attorney invoice		Add Test Doc 3	Frank	06-18-2010 Remove
Perform Post-Audit (ResultsOfSale)	05-01-2010	Itemized invoice for service provided		Add Test Doc 3	Frank	06-18-2010 Remove
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