

BlitzDoc eShip Package User Guide

Revised August 29, 2019

radian

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Submitting BlitzDoc eShip Packages

From within the loan folder, select File Submission >> MI Companies, then select **Radian**.

The screenshot displays the Radian software interface. At the top, there is a navigation bar with the following items: Home >>, Folder >>, Coversheets >>, Documents >>, File Submission >>, and Help. Below the navigation bar, the interface is divided into several sections:

- Attributes:** A table listing loan details. A red box highlights the 'Attributes' section.

Attribute	Value
Loan Number	Testradian
Borrower First Name	Joe
Borrower Last Name	Homeowner
Status	Application
Last Status Update	
Product Type	Conventional
Loan Type	
Property Type	
Estimated Closing Date	
Branch Office	Bakersfield - 1
MLO	<u>Mortgage Loan Originator</u>
Sales Assistant	
Processor	<u>Processor</u>
Underwriter	
Closer	
Post Closer	
Investor	
Date Created	4/24/2013 9:19:35 AM
Created By	Company02\pcurrie
Created By User Id	<u>Phillip_Currie</u>
- File Submission >>:** A dropdown menu is open, showing a list of submission options. A red box highlights the 'MI Companies >>' option, which has 'Radian' listed next to it.
 - Submit to Processing
 - Missing Customer Documents
 - Submit to UW (Starts WF Process)
 - Submit Conditions to UW (Starts WF Process)
 - Withdrawn by Customer
 - Approved Not Accepted
 - Denied - Complete
 - Submit to Closing
 - In Closing
 - Closing Package Sent
 - Closing Package Received
 - Closed
 - Suspended by Investor
 - Investor Conditions Submitted
 - Purchased
 - Completed
 - Problem Loans
 - MI Companies >> (Radian)
- Documents:** A section at the bottom with links for 'Viewer' and 'Update Statuses', and a checkbox for 'Show document details'.

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The **Radian** Additional Information screen is used to enter other data to be included in the eShip. Fields with an asterisk are required.

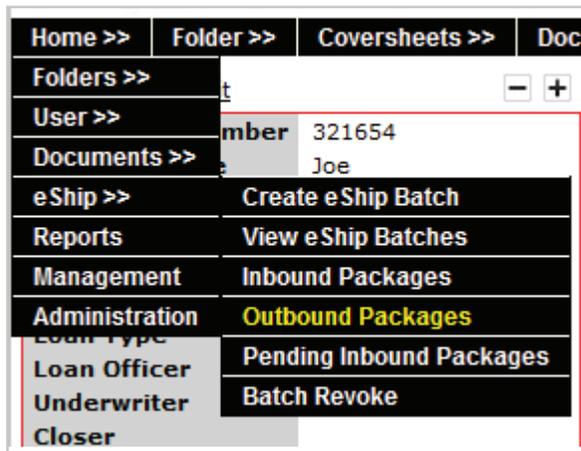
Once the information is complete, select the **Submit** link.

Package Data	
Attributes	
Legal Entity Name	* XYZ Mortgage Inc.
Master Policy	12220000
Lender Loan Number	* TW0121212-01
Borrower First Name	* Sue Anne
Borrower Last Name	* O'Donnell
Borrower SSN (xxx-xx-xxxx)	* 111-22-3333
Property Address	123 Main St
Property City	Atlanta
Property State	* GA
Property Zip	30022
Lien Position	1 ▾
Lender Contact Name	* JoAnne Smith
Lender Contact Phone	* (678) 444-4444
Lender Contact Email	* JSmith@xyz.com
MI Service Type	MI Only
Payment Plan	* Annual ▾
Coverage Percent	* 30 ▾
Premium Source	* Borrower Paid ▾
Refundable	Yes ▾
Renewal Option	Constant ▾
Split Edge Upfront Fee	0.50 points upfront fee ▾
Financed Premium Amount	125000
Underwriter Comments	
Deferred Coverage Type	Yes ▾
Radian Special Product	Test Radian Spec Product
Lender Special Program	Test Lender Spec Program

Searching for Submitted eShip Packages

After the eShip has been sent, the user can search for the eShip to verify the eShip was successfully delivered.

Go to Home >> eShip >> Outbound Packages.



Search for the loan using the eShip Search Fields. Multiple search criteria can be entered to narrow the search.

Click **Search**.

A screenshot of a search form titled 'Search for outgoing eShip packages'. The form is divided into two sections: 'eShip Search Fields' and 'Folder Search Fields'. The 'eShip Search Fields' section includes: 'Destination' (a dropdown menu with a plus icon), 'Status' (a dropdown menu with a plus icon), 'Created Date' (a text input field containing '7/11/2013' and a calendar icon), 'Created By User' (a text input field), 'Accepted Date' (a text input field with a calendar icon), 'Revoked Date' (a text input field with a calendar icon), and 'Revoked By User' (a text input field). The 'Folder Search Fields' section includes: 'Application Number' (a text input field) and 'Bor Last Name' (a text input field).

Click the **Package Details icon** (📄) beside the eShip to be reviewed.

Criteria		Results			
eShip Packages (1 - 5) 📄					
	Destination	Created Date	Created By User	Status	Accepted Date
📄	Radian	4/24/2013 1:36 PM	Phillip Currie	Revoked	4/24/2013 1:36 PM
📄	Radian	4/24/2013 1:45 PM	Phillip Currie	Revoked	4/24/2013 1:45 PM
📄	Radian	4/24/2013 1:48 PM	Phillip Currie	Revoked	4/24/2013 1:48 PM
📄	Radian	4/24/2013 2:08 PM	System Administrator	Revoked	
📄	<input type="checkbox"/> Radian	4/24/2013 2:25 PM	System Administrator	Accepted	4/24/2013 2:25 PM

The Properties screen will appear. This screen provides details regarding the eShip, i.e. Created Date, Created By User, etc. The eShip Data provides the data that was sent to the Investor or MI Company in the eShip package.

The eShip Documents tab will provide additional detail regarding the eShip.

Select the **eShip Documents** tab.

Properties	eShip Documents	Auto-Ship Document Types	Other eShip
Properties			
Created Date	4/24/2013 2:25:25 PM		
Created By User	System Administrator		
Source Folder	Testradian		
Dsd	Radian		
Notes			
Status	Accepted		
Accepted Date	4/24/2013 2:25:23 PM		
Accepted By User	System		
Deactivated Date			
Deactivated By User			
eShip Data			
Borrower First Name	Joe		
Borrower Last Name	Homeowner		
Borrower SSN (xxx-xx-xxxx)	777-44-4747		
Property Zip	30022		
Lender Loan Number	Testradian		
Property Address	123 Main Street		
Property City	Atlanta		
Property State	GA		
Lender Contact Person Full Name			
Lender Contact Person Phone Number			
Lender Contact Person Email			
Master Policy	987		
Financed Premium Amount	65		
Seller ID	TMH		

The eShip Documents tab provides specific information about the eShip and delivery of the package.

- The Document Type column shows the documents shipped in the package.
- The Date Added indicates the date BlitzDocs created the request.
- The Date Delivered indicates the date the package was delivered to the Investor or MI Company.
- The Status indicates if the package was successfully delivered. There are three main statuses.
 - Pending indicates BlitzDocs is processing the eShip request. If the status remains in Pending, please contact BlitzDocs Support.
 - Accepted indicates the eShip package is waiting to be sent to the Investor or MI Company. If the status remains in Accepted for an extended period (over 30 minutes), please contact BlitzDocs Support or review the Processing Log screen for errors.
 - Shared indicates the eShip package has been successfully delivered.

Properties eShip Documents Auto-Ship Document Types Other eShips Processing Log										
eShip Documents Add/Remove Documents										
Document	Direction	Document Type	Title	Comments	Date Added	Date Delivered	Attachment Document	Status	Last Update	
	302717	Outbound	Initial 1003		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302718	Outbound	Initial 1003		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302719	Outbound	Personal Tax Returns		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302720	Outbound	Appraisal		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302721	Outbound	Automated Underwriting Findings		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302722	Outbound	Credit Report		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302723	Outbound	Credit Supplement		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302724	Outbound	Sales Contract for subject property		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302764	Outbound	Personal Tax Returns		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302768	Outbound	Borrowers VOE		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	
	302769	Outbound	Borrower W2s		6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM	

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Manually eShip Trailing Docs

Follow the steps above to search for an eShip package.

The eShip Documents tab will show the documents shipped to the Investor or MI Company. Select the link, **Add/Remove Documents**, to bring up the **Add/Remove Documents** page.

Document	Direction	Document Type	Title	Comments	Date Added	Date Delivered	Attachment Document	Status	Last Update
302717	Outbound	Initial 1003			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302718	Outbound	Initial 1003			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302719	Outbound	Personal Tax Returns			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302720	Outbound	Appraisal			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302721	Outbound	Automated Underwriting Findings			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302722	Outbound	Credit Report			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302723	Outbound	Credit Supplement			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302724	Outbound	Sales Contract for subject property			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302764	Outbound	Personal Tax Returns			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302768	Outbound	Borrowers VOE			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM
302769	Outbound	Borrower W2s			6/27/2013 3:49 PM	6/28/2013 10:00 AM		Shared	6/28/2013 10:00 AM

On the Add/Remove eShip Documents page, locate the document(s) that need to be shipped to the Investor or MI Company. Documents previously shipped to the Investor or MI Company will be checked and greyed out. Document(s) that can be selected will have a check box for the user to select.

Document Type	UW Doc Status	Post Closer Doc Sta
<input type="checkbox"/> Underwriting Decision		
<input checked="" type="checkbox"/> Automated Underwriting Findings	Not Reviewed	Not Reviewed
<input checked="" type="checkbox"/> Underwriting Documents		
<input checked="" type="checkbox"/> Initial 1003	Not Reviewed	Not Reviewed
<input checked="" type="checkbox"/> Credit Documents		
<input checked="" type="checkbox"/> Credit Report	Not Reviewed	Not Reviewed
<input checked="" type="checkbox"/> Income Documentation		
<input type="checkbox"/> Borrowers Most Recent Paystub	Not Reviewed	Not Reviewed
<input type="checkbox"/> Borrower W2s	Not Reviewed	Not Reviewed
<input checked="" type="checkbox"/> Asset Documentation		
<input type="checkbox"/> Bank Statement	Not Reviewed	Not Reviewed
<input checked="" type="checkbox"/> Property Documentation		
<input checked="" type="checkbox"/> Sales Contract for subject property	Not Reviewed	Not Reviewed

Click **Update Selected**. This will manually ship the trailing document to the Investor or MI Company.



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