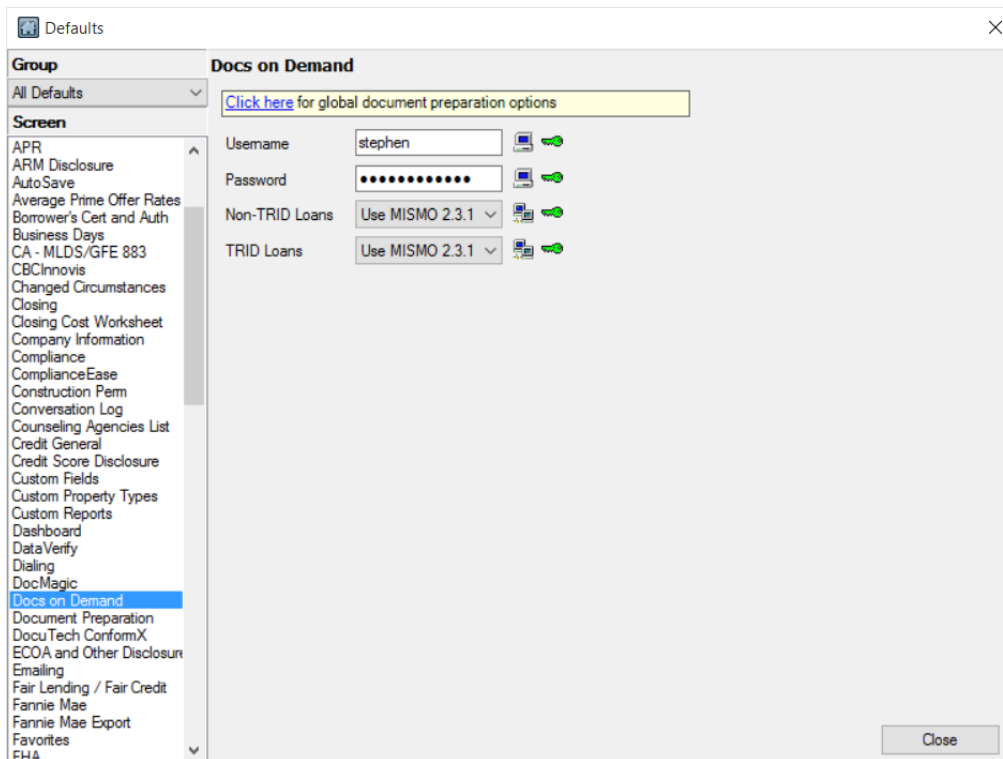




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Instructions for Ordering Loan Closing Documents  
Docs on Demand Interface with Byte

- Enter and verify the loan closing data including borrower information, property information, loan information, loan fees (lender, POC, title company, and third party), title company information, and investor name in Byte.
- Save your *Docs on Demand* account credentials  
To save your Docs on Demand user ID and password in Byte for all future transactions: Select Customize, select Defaults, select Docs on Demand, enter your Docs on Demand username and password, and select Use MISMO 2.3.1



- Send loan closing document order data from Byte
  - Select HUD1 2010 Page 1
  - Select Interfaces
  - Select Document Preparation and then select Docs on Demand
  - Select Submit
- Send supporting documents at RAV's *Docs on Demand* site
  - After receiving via email the interface sweep confirmation, select "Upload Supporting Documents" at the bottom of the email message. If you don't receive the confirmation email message, you may upload supporting documents at Docs on Demand by going to <https://online.docsondemand.com>.



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- Enter the appropriate upload notification email address ([closer@ravdocs.com](mailto:closer@ravdocs.com) (Houston), [ravsa@ravdocs.com](mailto:ravsa@ravdocs.com) (San Antonio), or [rav-austin@ravdocs.com](mailto:rav-austin@ravdocs.com) (Austin)) (if it is not already entered) and browse to the file(s) to be uploaded to *Docs on Demand*.
- Please upload only the following supporting documents in the stacking order shown below. A loan is assigned for Document Preparation Services upon receipt of a complete order.

Loan Application (1003) - FINAL  
Clear To Close - Underwriting Approval  
Purchase Contract (if applicable)  
Power of Attorney – Borrower (if applicable)  
Title Commitment (Schedules A, B & C)  
USPS Zip Code Search  
Power of Attorney – Seller (if applicable)  
Flood Certificate  
Appraisal (Pages 1-2 for non-Texas home equity; Pages 1-6 for Texas home equity)  
Survey  
Lock (include undiscounted note rate if a Discount Point is charged to the Borrower)  
Texas Notice Concerning Extensions of Credit – 12 Day Disclosure (if applicable)  
FHA Case # Assignment (if applicable)  
Mortgage Insurance (if applicable)  
Closing Fee Sheet (unless prior agreement for RAV to rely solely on interfaced data)  
TRID Loan Estimate (most recently disclosed with change of circumstance form, if applicable)  
Settlement Service Provider List (required)  
Affiliated Business Arrangement Disclosure (if applicable)  
Homeowner's Insurance Policy  
Flood Insurance Policy (if applicable)  
Wind Insurance Policy (if applicable)  
Tax Certificate  
HPML or Non-QM Review/Approval (if applicable)

- **Closing Disclosure:** If RAV is preparing the Closing Disclosure, then please confirm/enter the TRID data in the *Docs on Demand* CD Data TRID portal screens. For access, please login to Docs on Demand at <https://online.docsondemand.net> with your *Docs on Demand* TRID account. Then, please click "Check In" in *Docs on Demand* at the top of the screen to check in the loan. Instructions and a short training video for this step may be found at the RAV website Resources page at [www.ravdocs.com/resources.aspx](http://www.ravdocs.com/resources.aspx).
- **Service Status:** To check the service status, you may view the Loan Status Report in *Docs on Demand*. While viewing the Loan Status Report, you may click on the "DoD #" to open *Docs on Demand* in read-only mode to view the Tracking Information screen, Document Archive screen, and On-Screen Reports, among other screens. If additional information is needed, please email the appropriate Closing Coordinator at [closer@ravdocs.com](mailto:closer@ravdocs.com) (Houston), [ravsa@ravdocs.com](mailto:ravsa@ravdocs.com) (San Antonio), or [rav-austin@ravdocs.com](mailto:rav-austin@ravdocs.com) (Austin).