How to Locate and View Imaged Documents in Image Central

newrezcorrespondent.com *Once documents have been uploaded, it will take time before they will be available to view in the Imaging Center. Timing between initial upload and viewing availability depends on document size and current capacity

Step One: Select Image Central and then View Images and History from the lefthand tool bar:

<u>Step Two:</u> Search for the loan that you wish to view the imaged documents for by inputting the loan number:

Information Center View Images by Training Center selecting the Job Aids View **Pipeline Manager** Images/History **Bulk Services** link **Closing Services** Compliance Image Central mport Images View Images/History Additional Services Site Administration

<u>Step Three:</u> You will now be taken to the Global Imaging Center where you will have the ability to select the individual documents that you wish to view: To make sure that images are available to view you

may call your client manager at 877-700-4622 for help. You will need to know this, especially if you are calling in for a rush as the images must be viewable

Global Imaging (Loan No. Loan Status. Registered / Locked [3] / AssignedForUnderwriting Borrower Correspondent Commitment No. Image Source - [ii = image import; fx = fax; js = job scan; sftp = secure ftp; sftp-vpk = virpack; sftp-biltz = biltzdoc] Workflow - [uw = underwriting; br = broker; io = image only (all other submissions)] * Blank Pages may not be included in the Page Count Save Image Tags Credit Report Last Doc Received on09/29/2015 11:12:03 Identification Last Doc Received on09/29/2015 11:12:03 Checklists Last Doc Received on09/29/2015 11:12:03 Miscellaneous Document(s) Last Doc Received on09/29/2015 11:12:03 Miscellaneous Document(s) Last Doc Received on09/29/2015 11:12:03 Miscellaneous Document(s) Last Doc Received on09/29/2015 11:12:03 Orneots/Worksheets Last Doc Received on09/29/2015 11:12:03 Compliance Documents Last Doc Received on09/29/2015 11:12:03
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Step 4: Select the indexed category for the image that you wish to view and then select the icon for that specific document paper

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	NRRA ACKN RSPD	Notice of Right to Receive Appraisal Appraisal Acknowledgement Service Disclosure Statement	Selecting the document type will show the documents	
	NRRA ACKN RSPD ECOA	Notice of Right to Receive Appraisal Appraisal Acknowledgement Service Disclosure Statement Equal Credit Opportunity Act	Selecting the document type will show the documents under that indexed	
	NRRA ACKN RSPD ECOA SSPL	Notice of Right to Receive Appraisal Appraisal Acknowledgement Service Disclosure Statement Equal Credit Opportunity Act Settlement Service Provider List	Selecting the document type will show the documents under that indexed	
	NRRA ACKN RSPD ECOA SSPL SCORE	Notice of Right to Receive Appraisal Appraisal Acknowledgement Service Disclosure Statement Equal Credit Opportunity Act Settlement Service Provider List Consumer Credit Score Disclosure	Selecting the document type will show the documents under that indexed	
	NRRA ACKN RSPD ECOA SSPL SCORE CERTAUTH	Notice of Right to Receive Appraisal Appraisal Acknowledgement Service Disclosure Statement Equal Credit Opportunity Act Settlement Service Provider List Consumer Credit Score Disclosure Borrowers Certificate & Authorization	Selecting the document type will show the documents under that indexed	

Helpful Tips

- The Web Admin for your organization will need to give each individual access to upload and view images. It is a separate check box under the profile access screen. This is not something that NewRez can do for you – if you are not seeing this option please check with your Web Admin.
- 2. When you upload the image you will see the confirmation that they image has been uploaded. This is different than the image actually being available for viewing. Please keep in mind there is a transition period between initial upload and viewing availability.
- 3. You can also check the status of your images being uploaded for viewing by selecting Image Delivery Status. The SLA ID will tell you the Turn Time from receipt to Indexing Completed

Contact your Client Manager with Questions: 877-700-4622 – Follow the Prompts