

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:

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

Step Three: 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



Building profitable partnerships with correspondents.

| Image Notification Pipeline |

Global Imaging Center

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-blitz = blitzdoc]
Workflow - [i = undervriting; 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 on --10/02/2015 10:55:06: TDOC
4506 -- Last Doc Received on --09/29/2015 11:12:03
Disclosures -- Last Doc Received on --09/29/2015 11:12:03
Identification -- Last Doc Received on --09/29/2015 11:12:03
Checklists -- Last Doc Received on --09/29/2015 11:12:03
Miscellaneous Document(s) -- Last Doc Received on --09/29/2015 11:12:03
Assets -- Last Doc Received on --09/29/2015 11:12:03
UW Documents/Worksheets -- Last Doc Received on --09/29/2015 11:12:03
Compliance Documents -- Last Doc Received on --09/29/2015 11:12:03
Application -- Last Doc Received on --09/29/2015 11:12:03
Credit Documents -- Last Doc Received on --09/29/2015 11:12:03
Income -- Last Doc Received on --09/29/2015 11:12:03

After inputting the loan number and selecting the specific file you will be taken to the Global Imaging Center. Here you will be able to view all documents uploaded to that loan number

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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Index	Doc Type	Image Tag	Image Source
1	NRRA	Notice of Right to Receive Appraisal	ii
2	ACKN	Appraisal Acknowledgement	ii
3	RSPD	Service Disclosure Statement	ii
4	ECOA	Equal Credit Opportunity Act	ii
5	SSPL	Settlement Service Provider List	ii
6	SCORE	Consumer Credit Score Disclosure	ii
7	CERTAUTH	Borrowers Certificate & Authorization	ii
8	HOCD	Home Ownership Counseling Disclosure	ii
9	PAD	USA Patriot Act - OFAC Certification	ii
10	DISC	Disclosures	ii

Identification -- Last Doc Received on --09/29/2015 11:12:03

Helpful Tips

1. 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

6/27/25