



Redraws

1. Log into PPDocs and select your (submitted) order in your Doc Prep tab.

- Note: Do not open a new case.

| Borrower | Property | Loan No. | Product | Modified |
|-----------------------------|-----------------|-----------|--|-----------------------|
| Released John Doe | 1234 Example Rd | 123456789 | Borrower Interim Full Svc.-Borrower Interim (1st or 2nd) - TRID | 8/13/2024 10:59:36 AM |

2. Once you have clicked on the borrower's blue name, click "Open."

John Doe
Borrower Interim (for Interest Only Home Improvement or Initial Residential Construction)
1234 Example Rd, Arlington, TX 76017
Full Svc.-Borrower Interim (1st or 2nd) - TRID

Loan Number
123456789

Created
8/1/2024 4:53:35 PM

Modified
8/13/2024 10:59:36 AM

Profile
Brayden

Open View ...

- Now that you are in the workflow, make any changes by going to the appropriate tab and updating the various fields. In this example, I am updating the closing date on the Loan Detail tab.

The screenshot shows a loan management interface for 'John Doe' (Loan # 1234) at '1234 Example Rd'. The 'Loan Detail' tab is selected in the left sidebar. The main area displays various loan fields with input boxes and links to interactive calendars. The 'Estimated Closing Date' field is highlighted with a red box and contains the date '08/26/2024'. Other fields include Interest Rate Lock Date (08/15/2024), Initial Loan Estimate Sent Date (08/15/2024), Last Loan Estimate Received Date (08/15/2024), Earliest Allowed Closing Date (08/23/2024), Prepared Date (08/16/2024), Rescission Date (08/29/2024), and Call Option Date.

- Once you've made your updates, go to the Auditor tab and review all audits. You won't be able to submit the redraw until all audits are acknowledged and validations passed.

The screenshot shows the 'Auditor' tab in the loan management system. The 'Audit' section is active, displaying a list of audit items. Each item has a checkbox, a description, a 'Details' link, and a status indicator. The items are:

- Some documents in your document selection contain custom fields. Please be sure you have completed the form specific information. **Critical**
- The Recording Fee borrower amount does not match the individual line items that it is comprised of (deed, mortgage, and other). **Critical**
- Borrower getting cash back at closing. This is unexpected for this type of loan. Please check the transactions summary. **Warning**
- Please be sure that any post-closing inspection, appraisal, down date endorsement, or survey fees are included in the APR. **Warning**
- Unexpected cash back to borrower for this type of loan. Please check Calculating Cash to Close section. **Warning**
- Section 32 Audit Result PASSED. **Passed**

5. Go to Submit Order and click “Request Redraw.”

John Doe
Loan # 1234
1234 Example Rd

Save Exit

Submit

Validation
✓ Valid

Audit
✓ Audit passed

Looks Good! You're almost done

Create Package Request Redraw

Submit Order

6. You will need to answer a few questions regarding the redraw which will help our Doc Prep team better understand your request. You will also need to include commentary in the notes section in order to submit.

Submit Loan Order

Need Documents By
02:00 PM today
Central Time

Reason for Redraw
Change in Loan Terms

Has the loan already closed and funded?
No

Has the preliminary CD been received by borrower?
Yes

Last Disclosed APR
6.75

Date Received
08/16/2024

7. Once those questions have been answered, scroll down and click “Submit.”

Services

| Services | Bill To | Quantity | Fee | Amount |
|--|---------|----------|----------|------------------------|
| Full Svc.-Consumer Bank Loan (1st or 2nd) - TRID | Account | 1 | \$275.00 | \$275.00 |
| | | | | Total: \$275.00 |

Full Service

8. You will be greeted with a ‘Thank You’ message once the redraw has been successfully submitted.

Loan Order Confirmation

Thank you

You order number is **202408160113**

We will make every attempt to deliver completed package by 8/16/2024 3:13:27 PM. If you haven't already uploaded the support documents, you can do so now on the order status page.

Thank you for your business.

Don't hesitate to get with our team on any questions or concerns!

Here is a table to help you navigate your question appropriately:

| Type of inquiries | Email Address |
|--|--|
| Document preparation and status updates on document orders | docprep@ppdocs.com |
| Questions for Legal Document Quality Control Review orders | review@ppdocs.com |
| Questions for fulfillment orders | fulfillment@ppdocs.com |
| Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions | compliance@ppdocs.com |
| Technical support, bug reporting | support@ppdocs.com |
| Legal specific questions | legal@ppdocs.com |
| Registering, signing up, pricing quotes | cr@ppdocs.com |
| Billing, invoicing, credit card payments | accounting@ppdocs.com |