



**MID AMERICA**  
MORTGAGE, INC.

## Submitting Conditions-

Mid America Mortgage allows 2 options for submitting conditions.

**1<sup>st</sup> Option:** We will allow you to e-mail the conditions directly to your Account Manager- please include the loan number and the last name of the borrower in the subject of the e-mail.

Please copy your respective AE as well.

**2<sup>nd</sup> Option:** The 2<sup>nd</sup> option is to upload the conditions directly in to the subject file in the Mortgage Machine website. This is the most secure way of protecting your borrower information. Below are instructions for uploading the conditions

Please log in and open the file you are submitting conditions for.

When the file is open- it should say “Active Loan” on the main page.

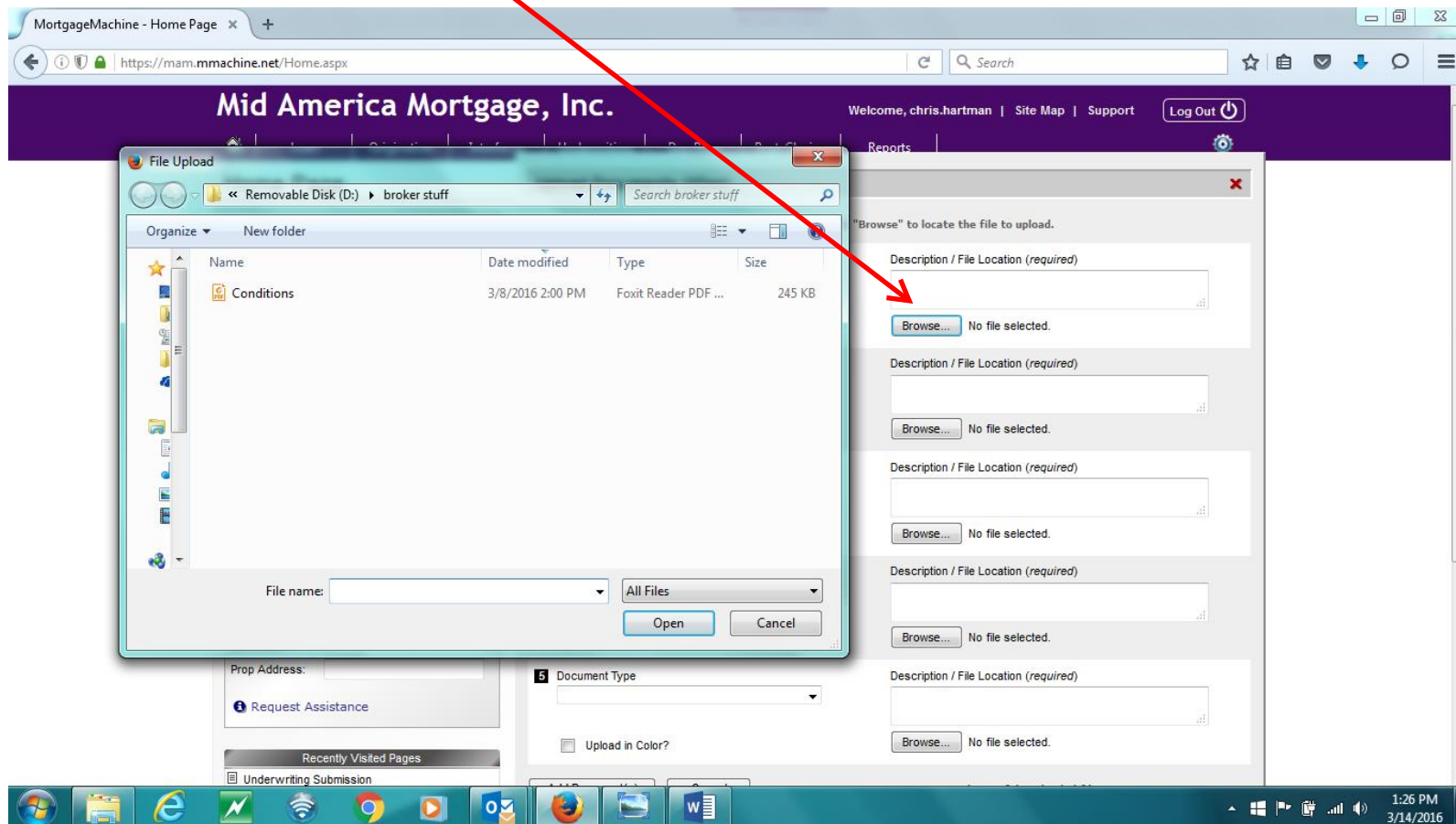
The screenshot shows the Mid America Mortgage, Inc. web application interface. The browser address bar displays <https://mam.mmachine.net/Home.aspx>. The page header includes the company name, a user greeting "Welcome, chris.hartman", and navigation links for "Site Map" and "Support", along with a "Log Out" button. A purple navigation bar contains menu items: Home, Loan, Origination, Interfaces, Underwriting, Doc Prep, Post-Closing, and Reports. The main content area is titled "Home Page" and features a sidebar with navigation options: Home, Loan List / Pipeline, Loan Information (highlighted), Contacts, Bulletins and Resources, and Your Information. The central panel displays an "Active Loan" summary for Loan Number 2002101330, Borrower Name Test Test, and Loan Status Loan Originated. Below this, there are sections for "Status Overview" with sub-sections for Lock (Loan is not locked), Underwriting (Last Submission: [not submitted], Transmittal Status: [none]), and Order Closing Documents. A red arrow points to the "Active Loan" header. The Windows taskbar at the bottom shows the system clock as 1:05 PM on 3/14/2016.

Once the file is open. Please click on “Upload Multiple tab” for the document upload tool.

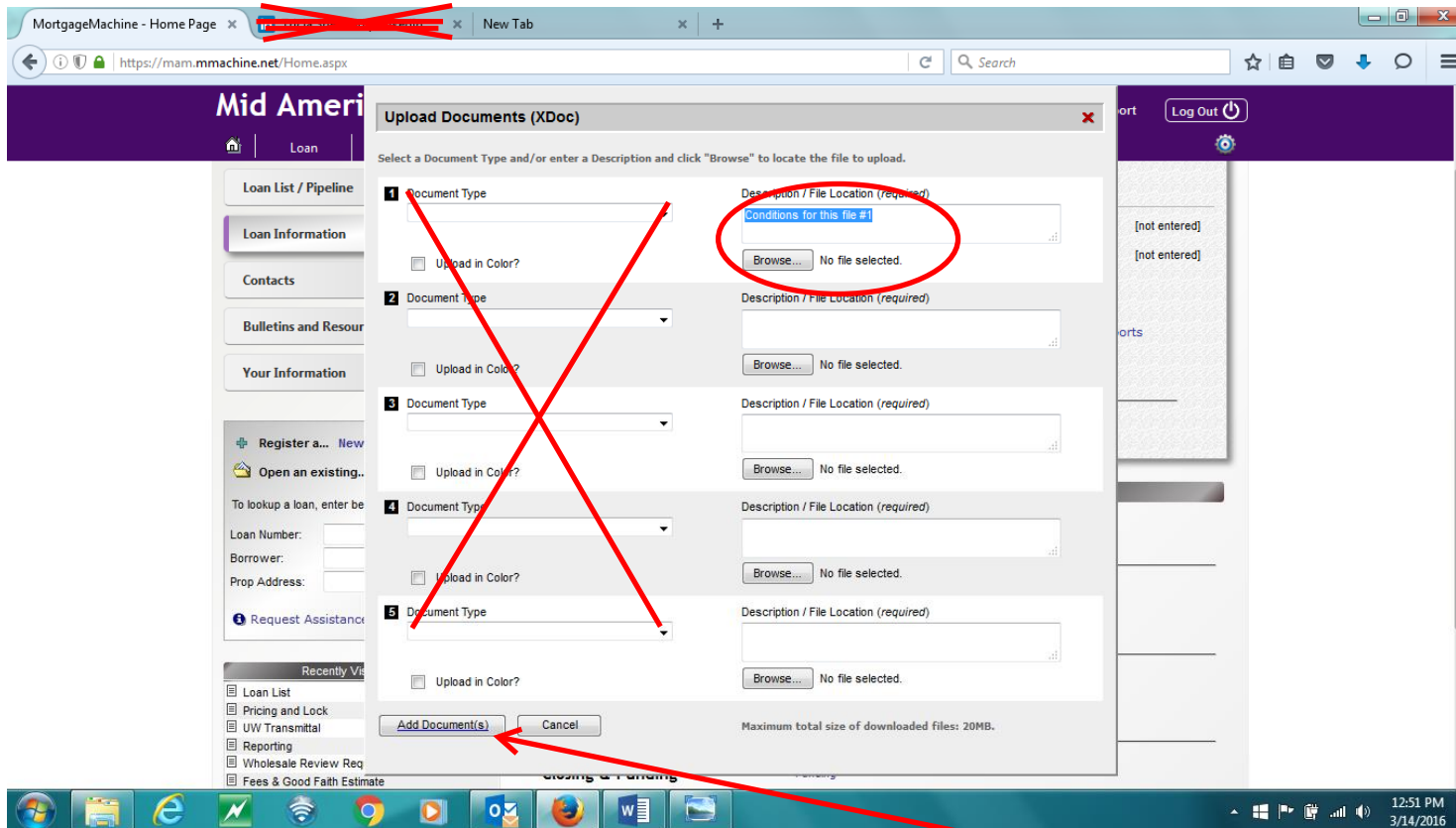
The screenshot shows the Mid America Mortgage, Inc. web application. The browser address bar displays <https://mam.mmachine.net/Home.aspx>. The page header includes the company name, user information (Welcome, chris.hartman), and navigation links (Site Map, Support, Log Out). The main navigation menu includes Home, Loan, Origination, Interfaces, Underwriting, Doc Prep, Post-Closing, and Reports. The 'Home Page' section features a sidebar with buttons for Home, Loan List / Pipeline, Loan Information (selected), Contacts, Bulletins and Resources, and Your Information. The main content area displays an 'Active Loan' summary for Loan Number 2002101330, Borrower Name Test Test, and Loan Status Loan Originated. Below the summary is a menu with options: Product Lookup / Lock, Submit to Underwriting, Order Closing Documents, Overview and Assignments, Underwriting Transmittal, Loan Status, Pipeline and Loan Reports, and Reporting. The 'Upload Multiple' button is highlighted with a red arrow. The 'Status Overview' section shows 'Lock' (Loan is not locked) and 'Underwriting' (Last Submission: [not submitted], Transmittal Status: [none]). The 'Order Closing Documents' section is also visible. The Windows taskbar at the bottom shows the date and time as 1:05 PM on 3/14/2016.

The following window will open up over the “active loan” screen.

Click browse to capture the document you want to upload.

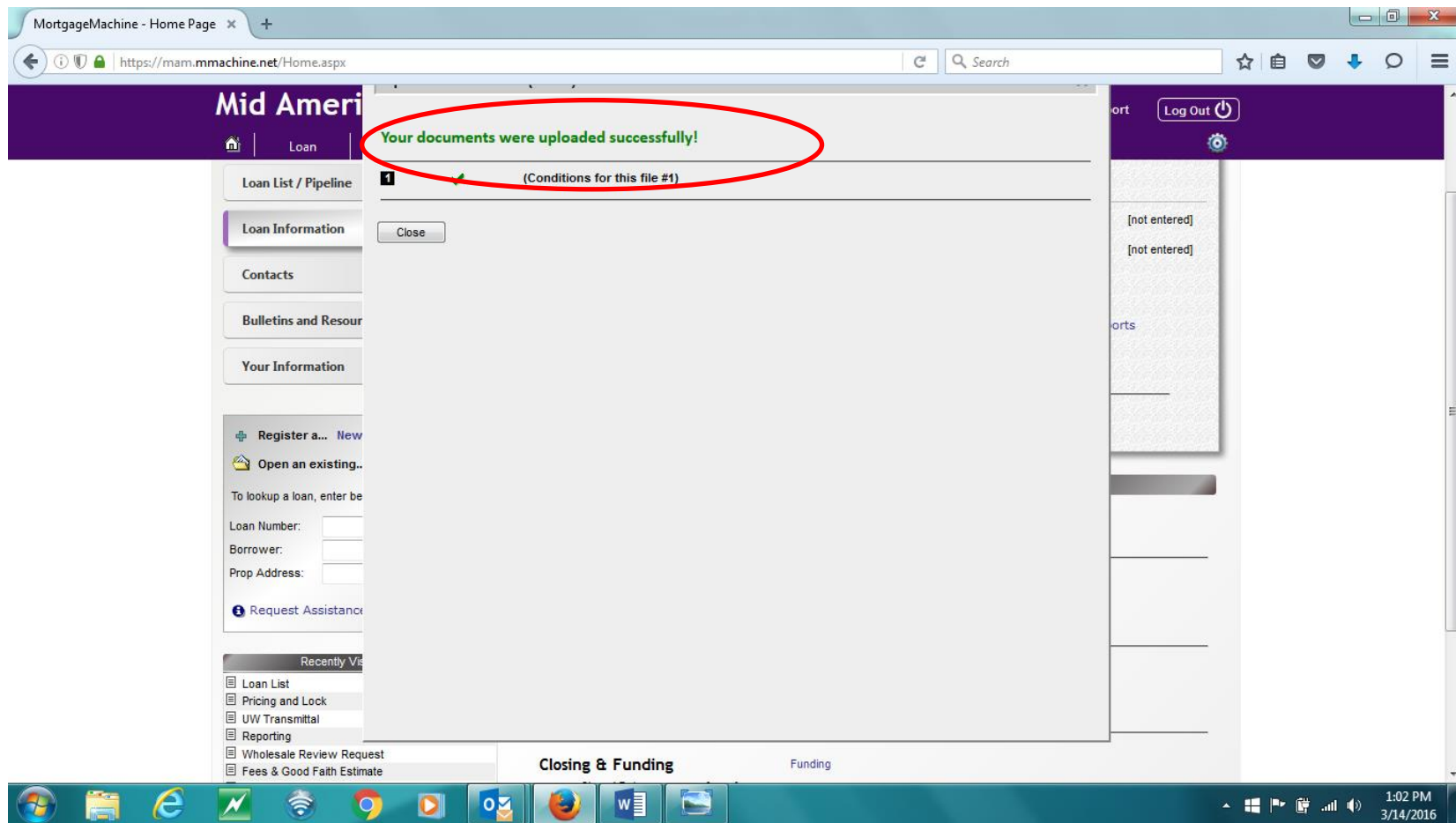


Important- Please do not choose document type when uploading conditions.  
You can type in your description at this spot.



Once you have attached the documents that you are delivering- please click on the “add document” button.

You should receive a document successfully uploaded confirmation.  
See below





You will need to notify Mid America Mortgage that the conditions have been submitted. Please click on the following tab “Submit to underwriting” on the Active Loan screen.

The screenshot displays the Mid America Mortgage web application interface. The browser address bar shows the URL <https://mam.mmachine.net/Home.aspx>. The page header includes the company name "Mid America Mortgage, Inc.", a user greeting "Welcome chris.hartman", and navigation links for "Site Map" and "Support". A "Log Out" button is also present. The main navigation menu includes "Home", "Loan", "Origination", "Interfaces", "Underwriting", "Doc Prep", "Post-Closing", and "Reports".

The "Home Page" section contains several menu items: "Home", "Loan List / Pipeline", "Loan Information" (highlighted), "Contacts", "Bulletins and Resources", and "Your Information". Below these are options to "Register a... New Loan" and "Open an existing... Loan", along with a search field for loan lookup and a "Request Assistance" link.

The "Active Loan" section is the primary focus, showing details for loan number 2002101330, borrower name "Test Test", and loan status "Loan Originated". A red arrow points to the "Submit to Underwriting" link in the navigation menu. Other links in this menu include "Product Setup / Lock", "Order Closing Documents", "Overview and Assignments", "Underwriting Transmittal", "Pipeline and Loan Reports", and "Reporting".

The "Status Overview" section includes "Lock" (Loan is not locked) and "Underwriting" (Last Submission: [not submitted], Transmittal Status: [none]). The "Order Closing Documents" section is also visible at the bottom.

The following screen will open up. You can type notes to the underwriter if you would like. Then please click on the “Submit to Underwriting” tab at the bottom of the screen.

The screenshot displays the 'Mid America Mortgage, Inc.' web application interface. The browser address bar shows 'https://mam.mmachine.net/InUWSubmit.aspx'. The navigation menu includes 'Loan', 'Origination', 'Interfaces', 'Underwriting', 'Doc Prep', 'Post-Closing', and 'Reports'. The 'Underwriting' tab is active. The page content includes a 'Submission Information' section with radio buttons for 'Locked product: n/a' and 'Active Product: n/a; [Select a Product]'. Below this is a 'Notes to the Underwriter' text area. The 'Submission Type' is set to 'New'. The 'Documents for Review' section shows 'No documents have been added.' with links for 'Upload New Documents' and 'Get Previously Uploaded Documents'. A 'Data Check and Submission' section contains a red error message: 'The following items must be cleared before submitting to underwriting: An Active or Locked Product must be selected before submitting.' Below the error message are links for 'Refresh List' and 'Report Incorrect Error Message(s)'. The 'Submit to Underwriting' button is circled in red. The 'Submission History' section at the bottom indicates 'This is the first online submission of this loan.' The Windows taskbar at the bottom shows the date and time as 1:09 PM on 3/14/2016.



Once you have clicked the “submit to the underwriting” tab- you should see a screen confirming the submission of your documents is successful.

Thank you and we appreciate your business!!!



**MID AMERICA**  
M O R T G A G E, I N C.