

Stella Loan Editor Redraw

To access Stella Loan Editor by means of doing a redraw, start by clicking the “Request Redraw” button.

Import:

Selected Product

Residential Mortgage
Conventional, FHA, VA or USDA Mortgage documents. Secondary market mortgage forms and support documents provided. Please see Residential Non Consumer Bank Loan order, if purpose is investment property not being sold in secondary market.

Service type: Full
Fee: \$0.00

[Request Redraw](#) > [Export Data](#) > [View Data](#) > [Compliance Cert](#) > [Clone Order](#) >
[Create Template](#) > [Send Copy](#) > [Archive Order](#) > [Fax Cover Sheet](#) > [Register Min #](#) >


Order Status

Order Number: **201601110034** (Cancel Order...)

When you click the “Request Redraw” button, it will ask you what type of redraw you want to do. You can use the Stella Loan Editor to add that information. It gives you far more control over your data.

Home > Account > Case File Manager > Order Redraw


Select Redraw Method

 **Stella Loan Editor** - Recommended, Documents To Be Returned Immediately

You are in control! The ability edit all fields and create document packages in seconds. You can quickly navigate to the screen you are interested in. You can create your own packages with just a few clicks. Mobile device friendly.


[PDF Guide / Video Tutorial](#)

NOTE: PPDocs, Inc. cannot be responsible for any damages resulting from the changes you make regarding matters that we normally review for you.

 **Self-Service Order Form** - Guided, Documents To Be Returned Immediately

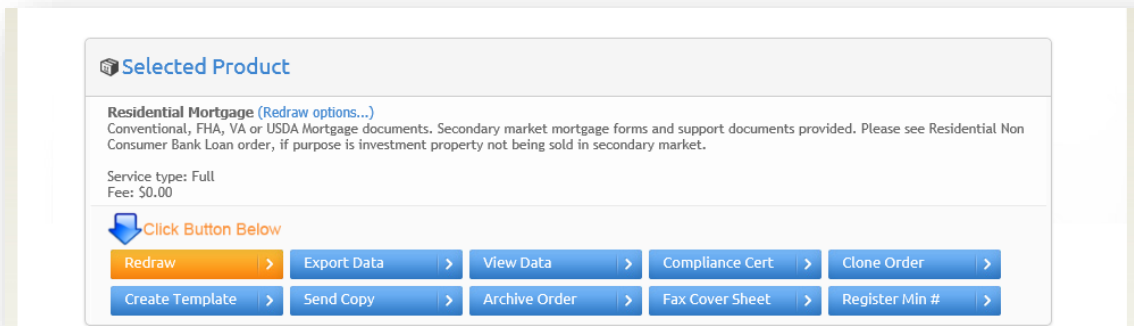
The ability to make limited changes to your order without having to wait. Data can be corrected and amended documents can be created in seconds.

NOTE: PPDocs, Inc. cannot be responsible for any damages resulting from the changes you make regarding matters that we normally review for you.

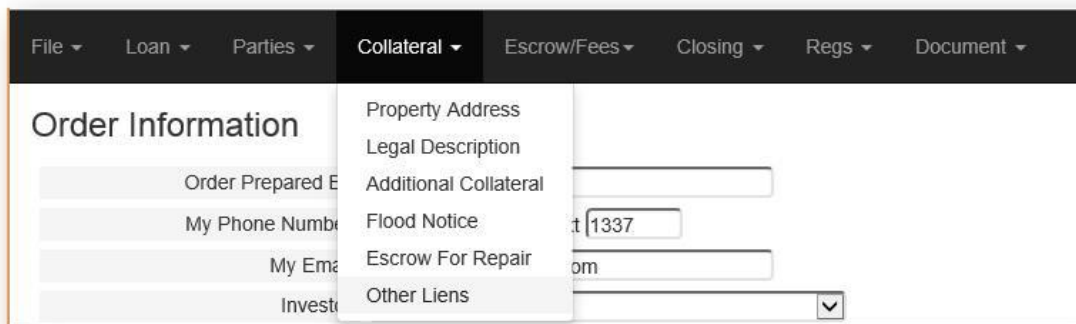
 **Resubmit to PPDocs** - Extended Wait For Documents To Be Returned

Go through the entire order form and resubmit the request for PPDocs to review. Turn-around time varies depending on volume. You can edit the order and we will review your changes and select documents for you. Redraws are handled on a first come first served basis.

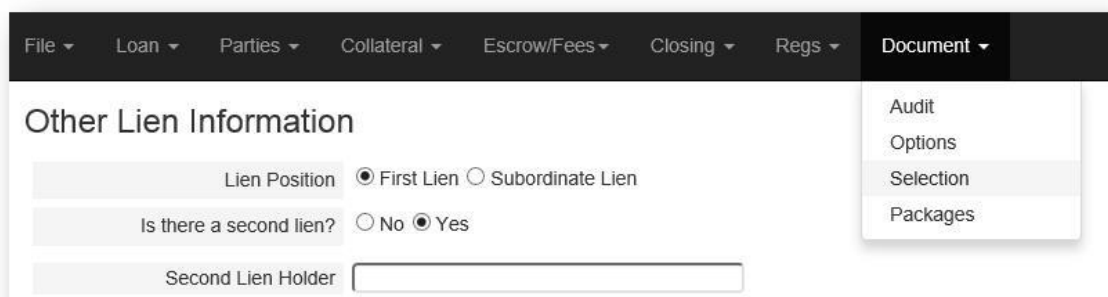
Click on the Stella Loan Editor link and when it redirects you back to the order status page, click the flashing orange button. It will take you into Stella.



When you get into it, the navigation bar at the top will give you some direction of where to go to edit information. For more information, please see our PDF Guide or our Video Tutorial.



When you are finished, you can go to the Document menu and then Selection.



There you can select the documents that you want in your package and click the “Package” button. It will be available to click after you’ve selected some documents.

The screenshot shows the 'Document Selection' interface. At the top, there is a navigation bar with dropdown menus for 'File', 'Loan', 'Parties', 'Collateral', 'Escrow/Fees', 'Closing', 'Regs', and 'Document'. Below the navigation bar, the title 'Document Selection' is displayed. A row of action buttons includes 'Suggest Documents', 'Additional Documents', 'Sort Documents', 'Upload Other', 'Remove', 'Preview', and 'Package'. The main content is a table with columns for selection checkboxes, 'Sort', 'Info', 'Description', and 'Customize'. The table lists several documents with their respective IDs and descriptions.

<input type="checkbox"/>	Sort	Info	Description	
<input type="checkbox"/>	▼	9786	Closing Disclosure - TRID	Customize
<input type="checkbox"/>	▲▼	3135	Loan Transmittal Memorandum	Customize
<input type="checkbox"/>	▲▼	9044	Compliance Certificate	Customize
<input type="checkbox"/>	▲▼	3105	Asg and Sec Agr in and to the Rights Under Const Contract (C1)	Customize
<input type="checkbox"/>	▲▼	3136	Attorney Invoice	Customize
<input type="checkbox"/>	▲▼	4744	Loan Closing Instructions	Customize
<input type="checkbox"/>	▲▼	3446	Add to CI-Subchapter K/TX Prop Code	Customize
<input type="checkbox"/>	▲▼	7614	NT: Flexible Bank Note	Customize
<input type="checkbox"/>	▲▼	3385	DT: Residential (Borrower w/No Orals) NO MIN	Customize

When you’ve done that, a pop up will come up and run the auditor and give you a place to download your package. If there are audit problems, you will get a link to go fix the audits.

The screenshot shows the 'Document Selection' interface with a modal dialog box titled 'Creating a Package' overlaid. The dialog box contains a list of items, each with a red 'X' icon, indicating errors or issues. The background interface is dimmed, showing the same table of documents as in the previous screenshot, with the first document selected (checkbox checked).

Creating a Package

- ✗ There are audit problems
- ✗ Snapshot
- ✗ Request Package
- ✗ Package

It will take you to the audit screen. This can also be accessed at any time by going to the **Document** menu and selecting **Auditor**

Auditor

- There is a tolerance violation. Please acknowledge that you are aware and are prepared to cure. Acknowledged by Inter National Bank on 1/21/2016 2:16:25 PM [More](#)
- Be sure the "last APR Disclosed" that is entered is from the LAST CD given to borrower. [More](#)
- Complete Borrower's Realtor Information (If applicable) Acknowledged by Inter National Bank on 1/21/2016 2:16:26 PM [More](#)
- Complete Seller's Realtor Information (If applicable) Acknowledged by Inter National Bank on 1/21/2016 2:16:27 PM [More](#)
- Contact name doesn't match the NMLS database for the individual license number. It should appear exactly as registered. Acknowledged by Inter National Bank on 1/21/2016 2:16:28 PM [More](#) [More](#)
- Already have your support documents in .PDF/.TIF format? [More](#) [More](#)
- Did you know that you can UPLOAD DOCUMENTS to be added to your package? [More](#) [More](#)
- Do you know you can CHAT LIVE with the operator working on your file? [More](#)

Please Note: We audit all loans for federal high cost (Section 32 -HOEPA) compliance. We do not check loans for compliance for other state or other local predatory lending laws. Be certain you know the laws of the state in which you are lending.

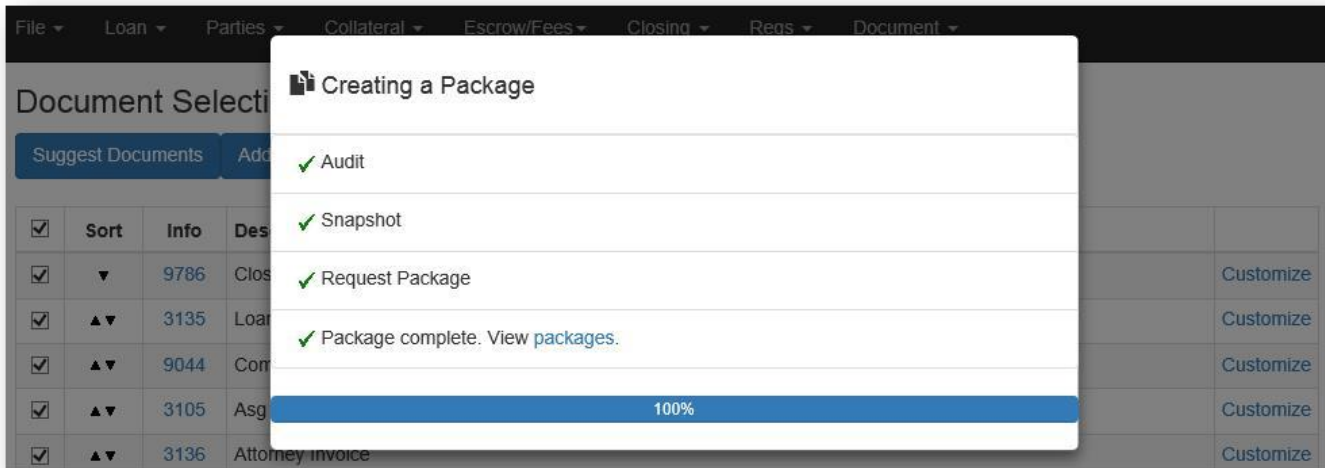
Correct any audits and then go back to your Document menu to the Selection screen and generate your package. You will see it being generated and it will give you a link to go to download it.

Creating a Package

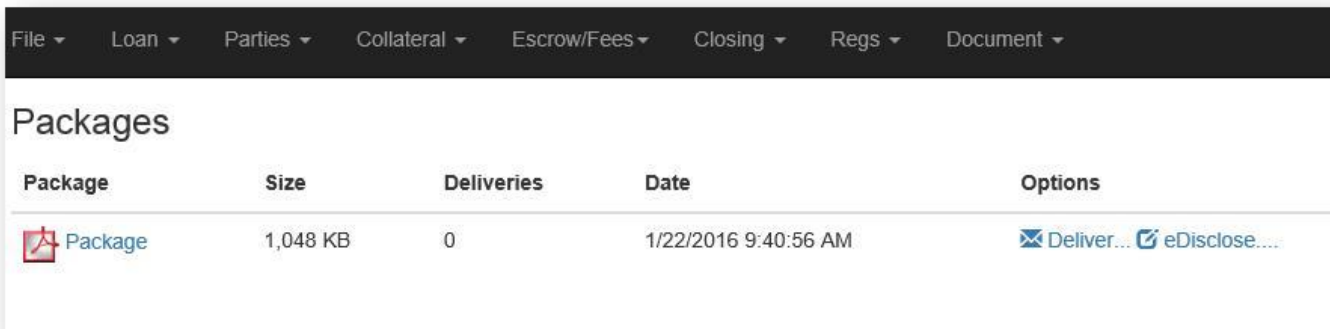
- Audit
- Snapshot
- Request Package
- Capturing Capturing Loan Closing Instructions

12%

Sort	Info	Des	Customize
▼	9786	Clos	Customize
▲▼	3135	Loa	Customize
▲▼	9044	Cor	Customize
▲▼	3105	Asg	Customize
▲▼	3136	Attorney Invoice	Customize



On the Packages screen (under the Document menu in case you don't click the link), you will see all packages and each one will give you the opportunity to download and print, send via email, send via eDisclosures, and if applicable, fulfill (have us mail them out).



When you are done, go to the File menu and click Save and Close.

