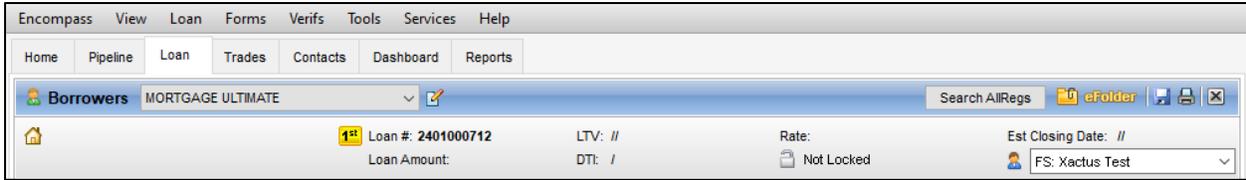
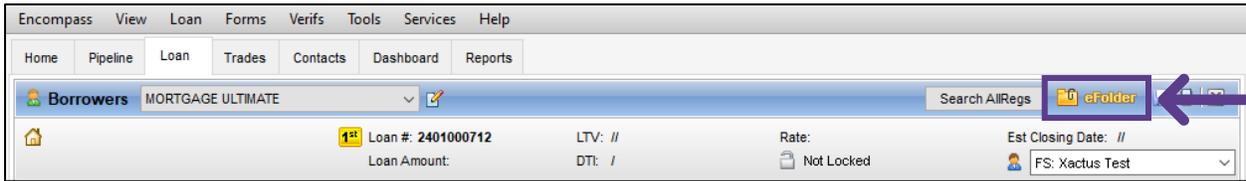


1. Start by logging in and opening the applicants loan file.



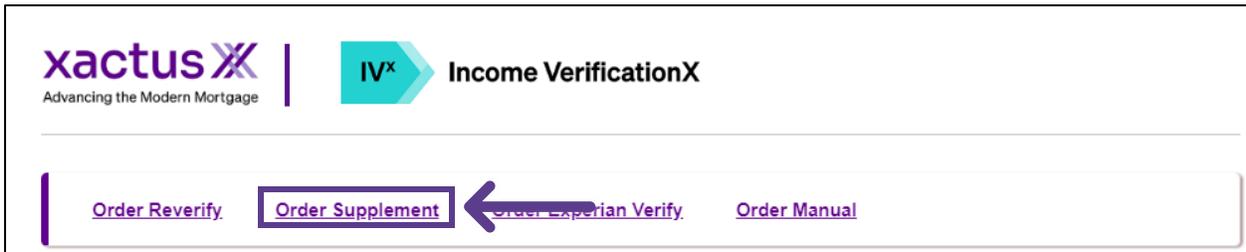
2. Open the eFolder



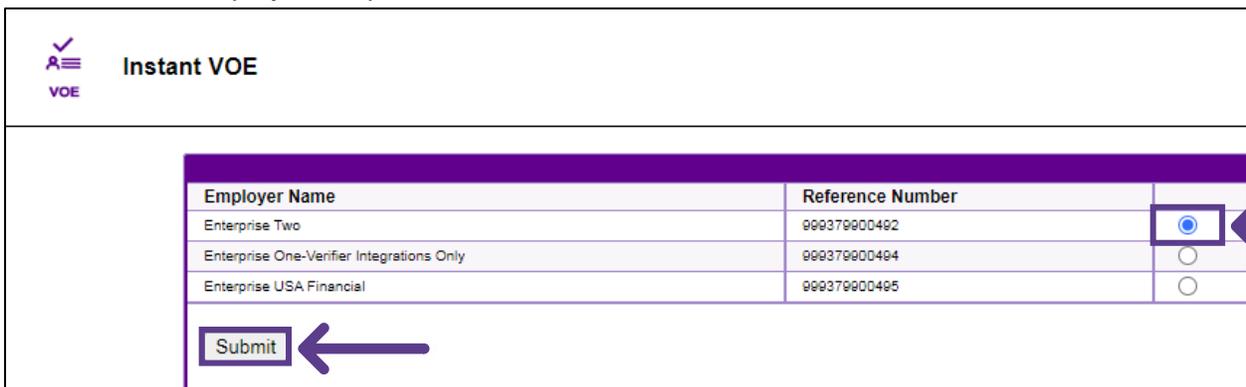
3. Click on the existing Mortgage Ultimate order and click Retrieve.



4. Once retrieved, click Order Supplement.



5. Select an Employer to update and click Submit.



6. Input all required fields including information about the Employee and Employer.

*** Required Fields**

Type of Order:

VOE Type*:

Rush:

Email notification:

Send notification to:

Secondary email notification:

Loan Number:

Employee: [Test Files]

First Name*:

Middle Name:

Last Name*:

Suffix:

SSN*:

Street Name*:

City*:

State*:

Zip*:

Phone Number:

DOB:

Employer:

Employment Type:

Employer Name*:

Street Name*:

City*:

State*:

Zip*:

Position*:

Date Hired:

Date Terminated:

Phone Number*: Fax Number:

Contact Name: Email Address:

Current as of date invalid:

Income Missing/Incorrect:

Incorrect Pay Rate:

Avg hours not included:

Note/Special Instruction:

- Then, click Choose File to attach any supporting documents including the borrower's authorization.

Upload Supporting Documents:

Document Type: Borrower's Authorization ▾

File: Choose File Borrower's ... horization.pdf ←

Document Description: Borrower's Authorization [Add Additional File]

* Please attach available w2/paystubs or relevant docs

- Once complete, click Submit.

Submit ←

- The request will be submitted and details will be listed under Service Orders.

 **VOE**

Actions:

- [Trigger Product Bundle](#)
- [View Authorization](#)

Service Orders:

VOE Supplement: ENTERPRISE TWO	
Order ID:	690324
Status:	Pending
Ordered:	05-01-2024, 03:36:55 PM
Special instructions:	

- [Upload supporting documentation...](#)
- [Ask a question...](#)

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.