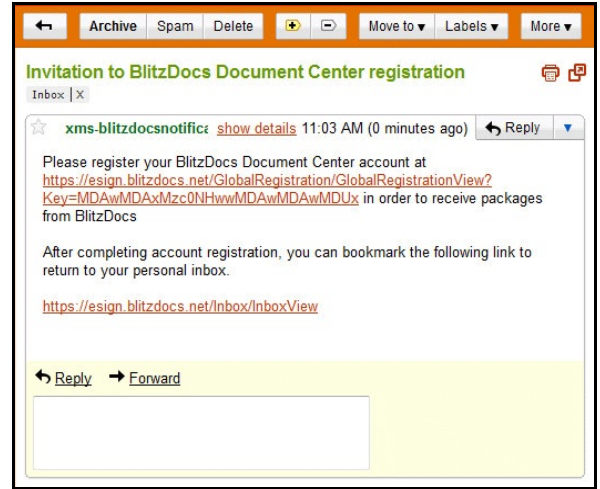


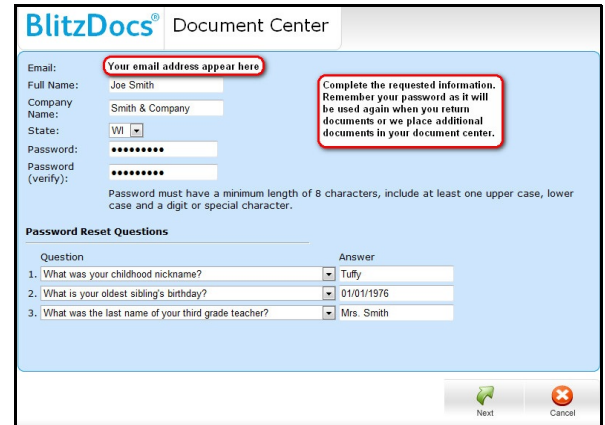
Secure Document Center Appraiser & Closing Agent Instructions

Wisconsin Mortgage will be sending appraisal order information and documents to appraisers and closing documents to closing agents. You will receive an email when documents have been uploaded to your secure document center. Use these instructions to create your password and access the documents that are being sent to you.

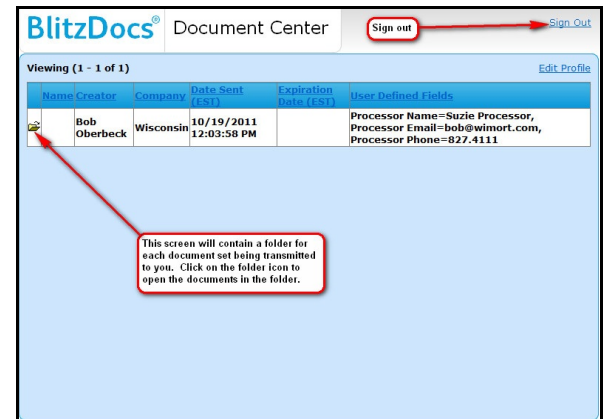
You will receive an initial invitation to register to receive documents in our BlitzDocs Document system. Click on the registration link to begin the process. Bookmark the second link to use when you return to the system to retrieve other documents or to return documents to Wisconsin Mortgage Corporation via secure document upload or custom Fax upload.



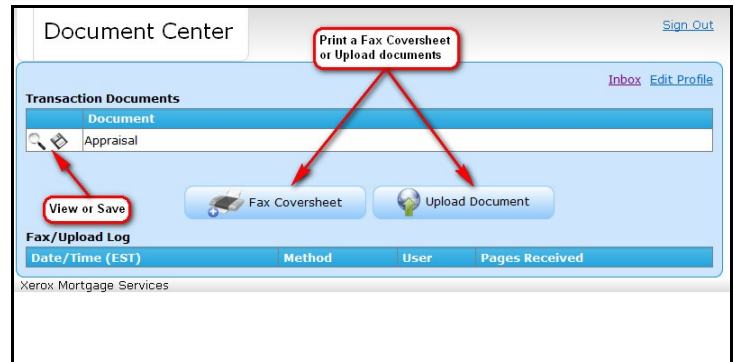
This registration is used to setup your document center, create a password and three Password Reset Questions for use if you forget your password. Complete the requested information and click Next.



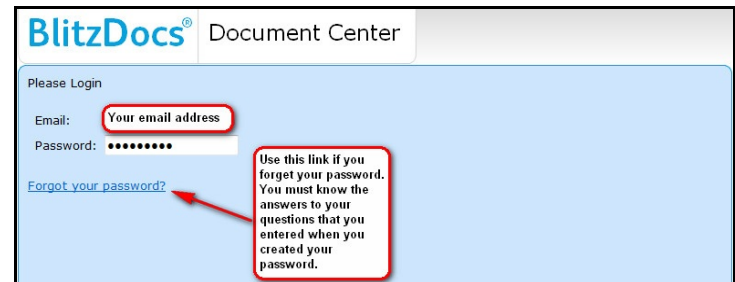
Click the folder icon to open the document folder containing your documents for this transaction. The newest document folder will appear at the top of the list.



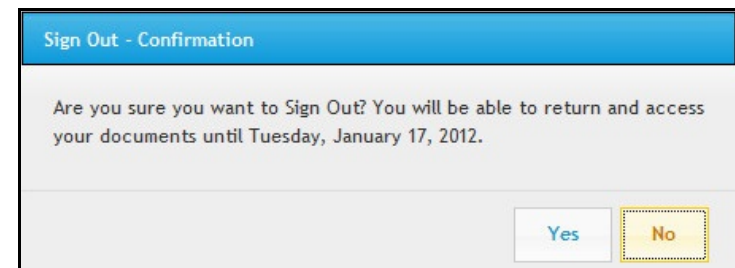
You may select View to view and print documents or you may select Save to save the documents to your computer for later use. You may also choose to print a Fax Coversheet to be used when returning documents to Wisconsin Mortgage via Fax or Upload a document or documents directly from your computer to our system. **When creating Fax coversheets or uploading documents you must make certain that you are in the correct transaction. If you are unsure, click on “Inbox” (top right) to go back to the transaction listings.** Both methods are secure but the document upload is the preferred method.



Subsequent logins to your document center will look like this screen. Use your email address and the password you created to access your document center.



Be sure to sign out when you have completed your work in your document center to prevent unauthorized use. You will be shown a confirmation screen which will tell you the expiration date of the document access. This may be up to but not more than 90 days in the future.



If you have questions regarding the documents being sent to you, contact the loan processor whose name appears in the email sent to you. If you have general questions about your document center, contact Jenni Marquardt at jenni @wimort.com or 262.827.4111 Ext 348.