National MI

National MI Contract Underwriting Centralized Loan Review Services

BlitzDocs
Quick Start Guide

Dated: September 2017

Questions: National MI Solution Center
855.317.4NMI (4664)
solutioncenter@nationalmi.com

Accessing National MI Centralized Loan Review Services via BlitzDocs
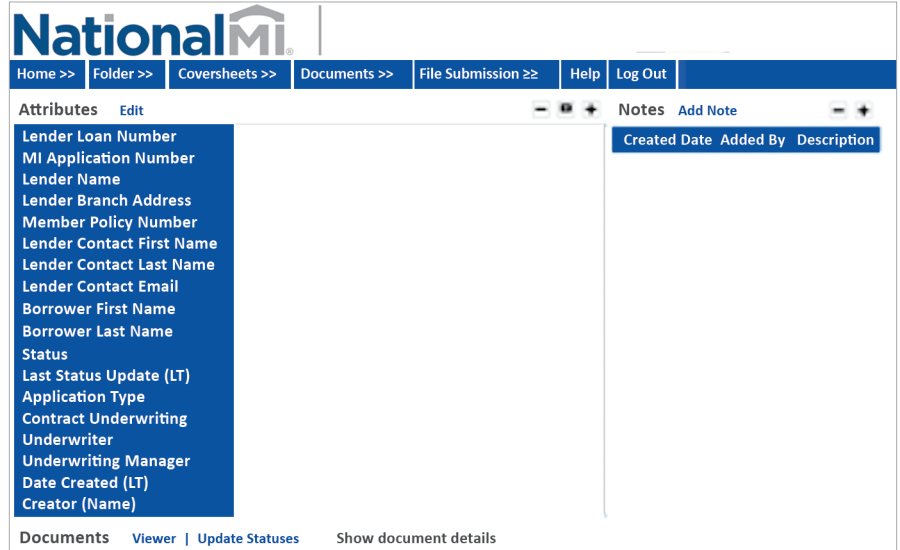
1. Log In using your **User Name** and **Password**.

2. From the top menu, click **Folders > Create a Folder**.

3. Enter the required fields (indicated with a red star*), then click **Create**.

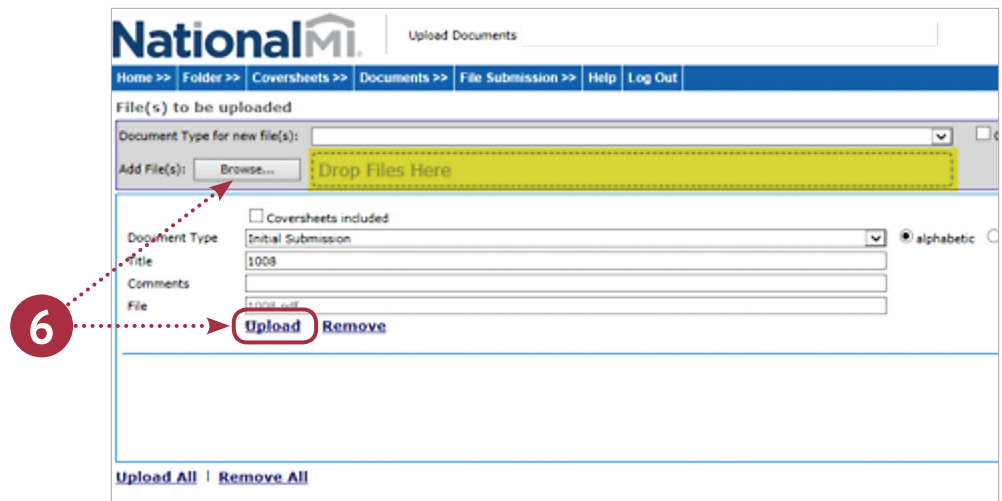**Helpful Hint:** The Lender Contact Email entered will receive all email updates regarding the submitted loan.

4. A **Loan Folder** is created.

5. To add documents click **Documents** from top menu, then select **Upload** from the drop down menu.

6. The **File Upload** page will appear. Browse or Drag/Drop files, then click **Upload**.

7. The uploaded documents will appear in the **Upload Queue** with a "**completed**" status and an email notification will be issued.

8. A **Submission Receipt** email will be sent to the Lender Contact Email provided (example shown) upon loan creation.

From: BlitzDocs Customer Support <xms-sys-admin@xerox.com>
Sent: Thursday, September 21, 2017 6:06 PM
To:
Subject: NationalMI: Initial Submission:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for choosing National MI for Mortgage Insurance and Loan Review Services. We have received your loan and updated the loan status to "Ready for Underwriting - New". You will receive a notification once this loan has been assigned to an underwriter.

Please do not reply to this message. For assistance, please contact the National MI Solution Center via e-mail at SolutionCenter@Nationalmi.com or via phone at 855-317-4664.
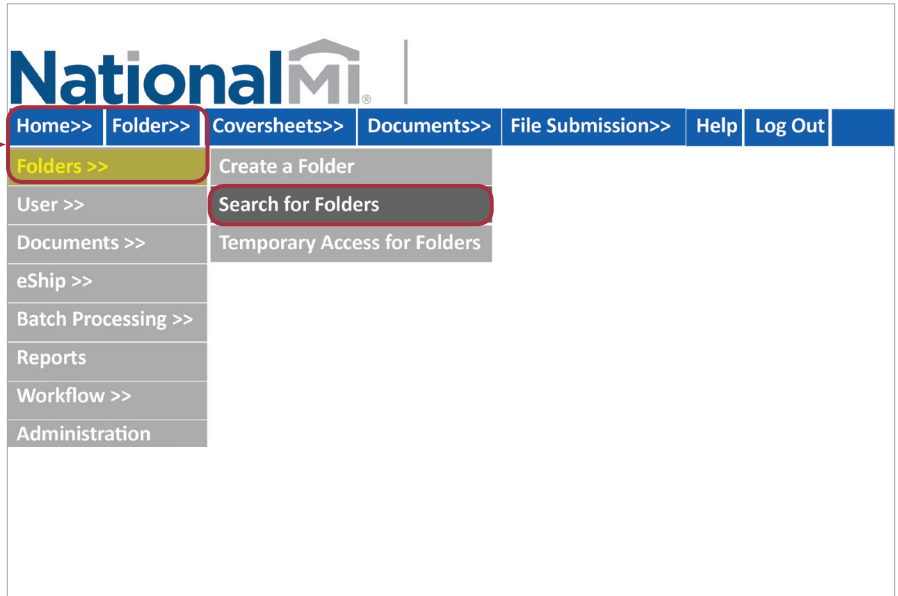
Loan Number:
Borrower Last Name:

Click on this link to view the folder:
https://stage.blitzdocs.net/Containers/ContainerView.asp?ID=302063

Please note: Internet Explorer should be utilized when viewing this site.

9. To determine loan status, go to the top menu and click **Home > Folders > Search for Folders**.

10. Enter desired **Search Criteria**, and click **Search**.