



Fraudmit Online E-submission Instructions

Login

- 1) Type www.fraudmit.com and Click on **LOGIN**
- 2) From the login page, Click on **Login** section in the middle of the page
- 3) Click on **Yes** to be directed to our secure website powered by BlitzDocs
- 4) Type your username and password
- 5) Click **OK**

Create a Loan Folder (Required prior to uploading documents)

- 1) Click on **folders>>create a folder**
- 2) Enter the required information in all of the required fields (designated by asterisks)
- 3) Click the **Create** link (at the bottom) to finish creating the loan folder

Search for a Loan Folder (When looking for an existing loan)

- 1) When logging in from the Fraudmit site, it will default to Search Screen
- 2) Click on **Search** to view all your loans, or search for a loan by last name (see step 4). If searching for all loans, click on folder view icon to open a loan folder.
- 3) If you're already viewing a loan, and need to search for a different loan, Click on **folders>>search for folders**
- 4) In the **Borrowers Last Name** field, type Last Name
- 5) Click the **Search** link

Uploading documents (Once a file has been created)

- 1) As soon as folder is created, you are in the Loan Folder view. To upload documents, skip step 2 and follow step 3
- 2) If you need to upload docs on a folder previously created, follow instructions on section above "Search for a loan folder", and open the loan folder (continue with step 3)
- 3) Once loan folder is opened, select **documents>>upload**
- 4) Select **Document Type** from the dropdown list
- 5) In the **Title section**, type: Borrower's complete subject property address
- 6) In the **Comments** section, type comments
- 7) Click on the **Browse** button to search within your local drive the loan file (.tif or.pdf format) that you are uploading (just like adding an attachment to an e-mail).
- 8) Click on the **Upload** link to post the file into the current folder

Faxing documents to the website (Once a file has been created)

- 1) From the loan folder just created, or by searching for it (if searching all loans, click on folder icon to open loan folder)
- 2) Click on **coversheets>>faxing**
- 3) Check the boxes for the document type coversheets that you would like to print
- 4) Click on **Create** to generate the coversheets
- 5) Print the coversheets
- 6) Place each coversheet on top of its respective document(s)
- 7) Place all documents in one neat stack, and fax the documents to the fax number listed on the top left side of the coversheet. (Note: Once you have confirmation from your fax machine of successful transmission, document(s) will appear shortly after in the loan folder. Refresh your browser, if needed)

IMPORTANT REMINDER: Once completed with the faxing or uploading of the completed loan file, you will need to click on the **CLICK HERE TO SUBMIT >>** button to submit the file to Fraudmit. (Located in the loan folder toolbar)