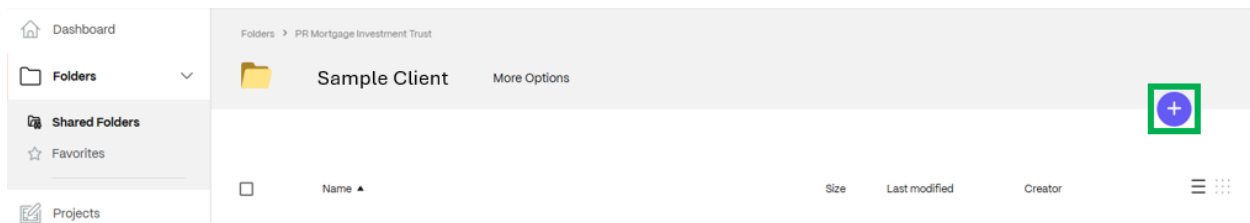


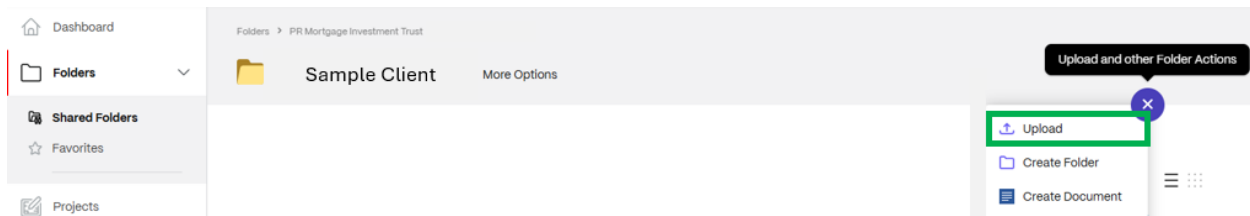
HOW TO SUBMIT DOC REQUEST - FULFILLMENT

1. Go to www.shankspc.com.
2. Click on the Client Portal tab on the top navigation bar, this will open a new tab in your browser. This is the Doc Request cloud (ShareFile).

3. To create a borrower folder, select the plus sign icon on the right-hand side.



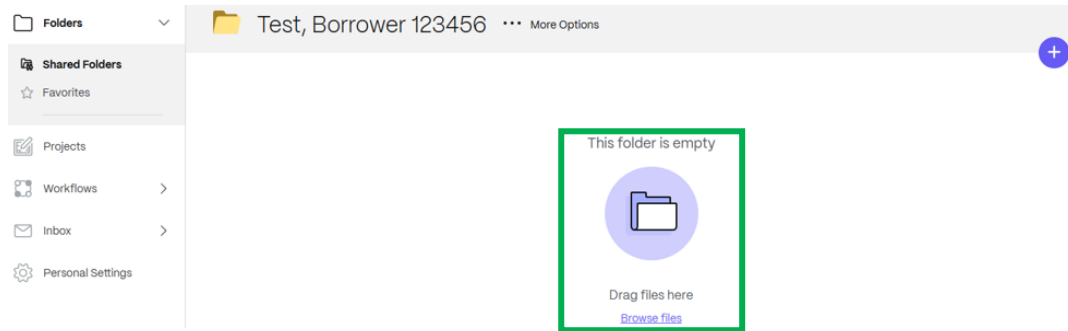
4. Once the drop-down menu appears, click Create Folder.



5. Input your borrowers' last name, first name & loan number in the Name field, then select Create Folder. (*File Naming Convention: Last name, First name and Loan number*).

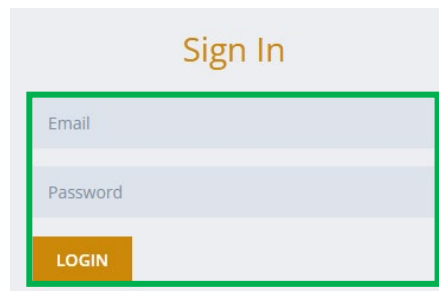
Name:

- Upload all required items to the borrower folder as individual pdfs. You may drag and drop the files or use the Browse files link. Please name the file(s) appropriately. *(Example: If 1003 is 5 pages then it should be saved as one pdf with all pages, not separate pdfs for each page, and then labeled as 1003).*

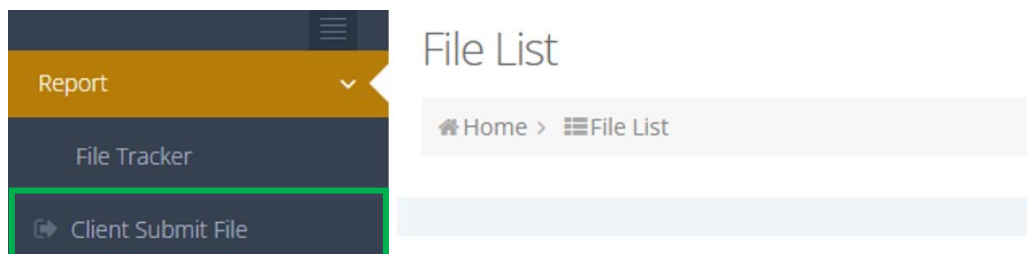


- Once your documents are uploaded, go back to our website and click the Submit File tab on the top navigation bar, which will take you directly to the login page.

- Log in with your credentials.



- To submit a file, click on Client Submit File tab on the left-hand navigation panel and a new tab will open.



10. Fill out all required information (*) and click submit. Include all emails to receive communication for each respective file in the additional contact and assignment emails field. *(Please note: Do NOT include spaces between semi colons).*

Submit File

Client Name(Your Company Name):* PR Mortgage Investment Trust	Borrower's Last Name(Only 1 borrower):* Borrower's Last Name Please enter last name
Borrower's First Name(Only 1 borrower):* Borrower's First Name Please enter First name	Loan Number:* Loan Number Please enter Loan Number
File Submitter's Name:* File Submitter's Name Please enter File Submitter's Name	Additional contact and assignment emails (Use semi-colon (;) as email separator):* File Submitter Email Please enter File Submitter's email
Closing Date/Signing Date (Please do not put funding date):* Closing Date/Signing Date Please select date	Service Requested:* -- Select Service Type -- Please select service type
Will Shanks be preparing the initial CD?:* -- Select -- Please select initial CD	
Notes: Notes	
Submit	

11. Once submitted, the system will give you an option to complete another submission.



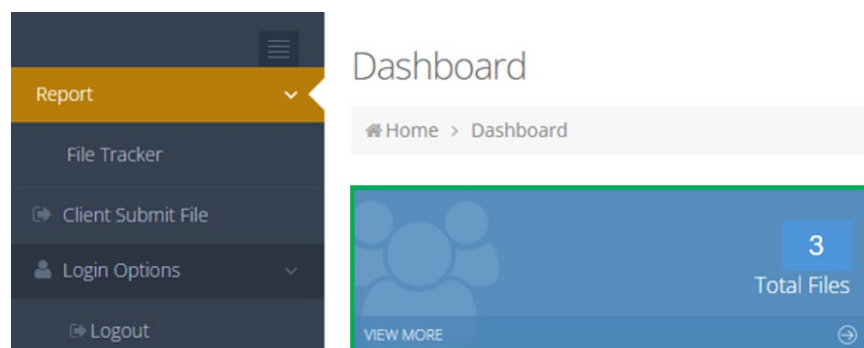
SUBMIT FILE

Thank you for submitting request to Shanks & Associates, P.C.

12. Once a closer has been assigned to a file, the user who submitted the doc request and anyone listed as an additional contact will receive notification.

13. Please monitor your spam/junk folders when you submit your first Doc Request as it is very common for system generated emails to go to spam/junk folders for new users.

14. To view a list of all files, click on the dashboard preview.



15. The file list will indicate which department each file is in as well as the assigned closer. You will also receive an assignment email once the file is initially submitted.

File List

	Date Received	File #	Assigned Department	Client Name	Borrower's First Name	Borrower's Last Name	Loan Number	File Submitter's Name
File Details	10/26/2021 9:50:37 AM	202130	Billing Department	Test Company LLC	test10262021	test10262021	test10262021	Johnathan
File Details	8/10/2021 11:28:30 AM	202111	Wire/Funding Department	Test Company LLC	Test File 1	Test File 1	987654321	Test Tester
File Details	8/11/2021 11:40:55 AM	202112	Compliance Department	Test Company LLC	TEST FILE 2	TEST FILE 2	123456789	Test Tester
Page 1 of 1 (3 items) [1]								

ADDITIONAL HELPFUL INFORMATION

- Please use the following emails addresses on different levels of the process:
 - o closingrequest@shankspc.com: Please email your assigned closers when needed. This email can be used as a backup.