

Mortgage+Care

Using Doc Maintenance to ADD a Document

If you receive an email from Mortgage+Care Support that contains an attachment or a link to a document, then you need to save the document into a folder (default: LOANDOCS/CO/). **You must do this prior to adding the document inside the Mortgage+Care program.**

1. If the document is an attachment in your email, right-click and select SAVE AS.
2. Navigate and save it into the LOANDOCS/CO folder.

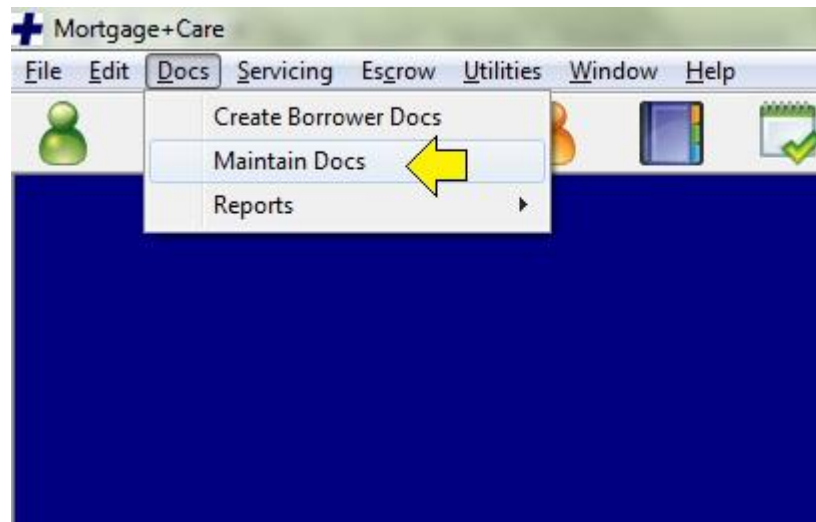
Note: If replacing an existing file, a dialog box will appear asking if you want to replace the file, click

Now return to Mortgage_+Care to ADD the document. Those procedures are outlined below.

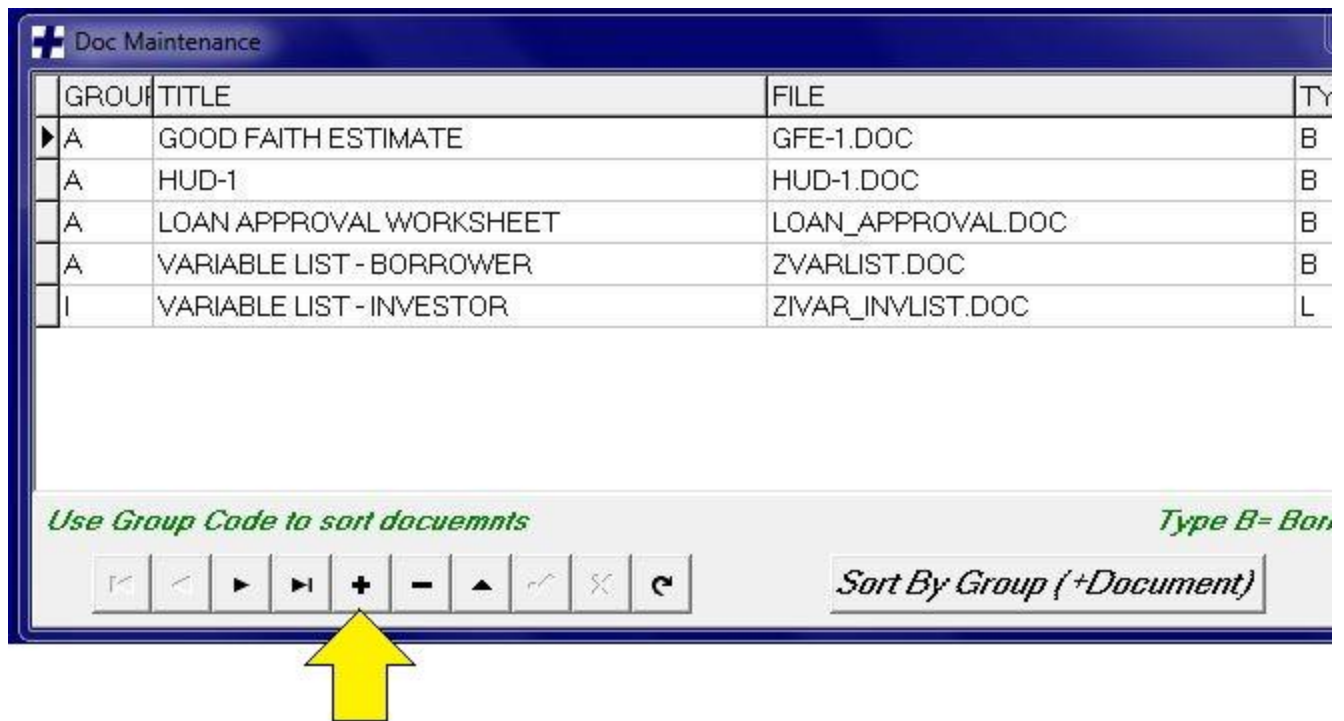
ADDING THE DOCUMENT

Click **Docs**

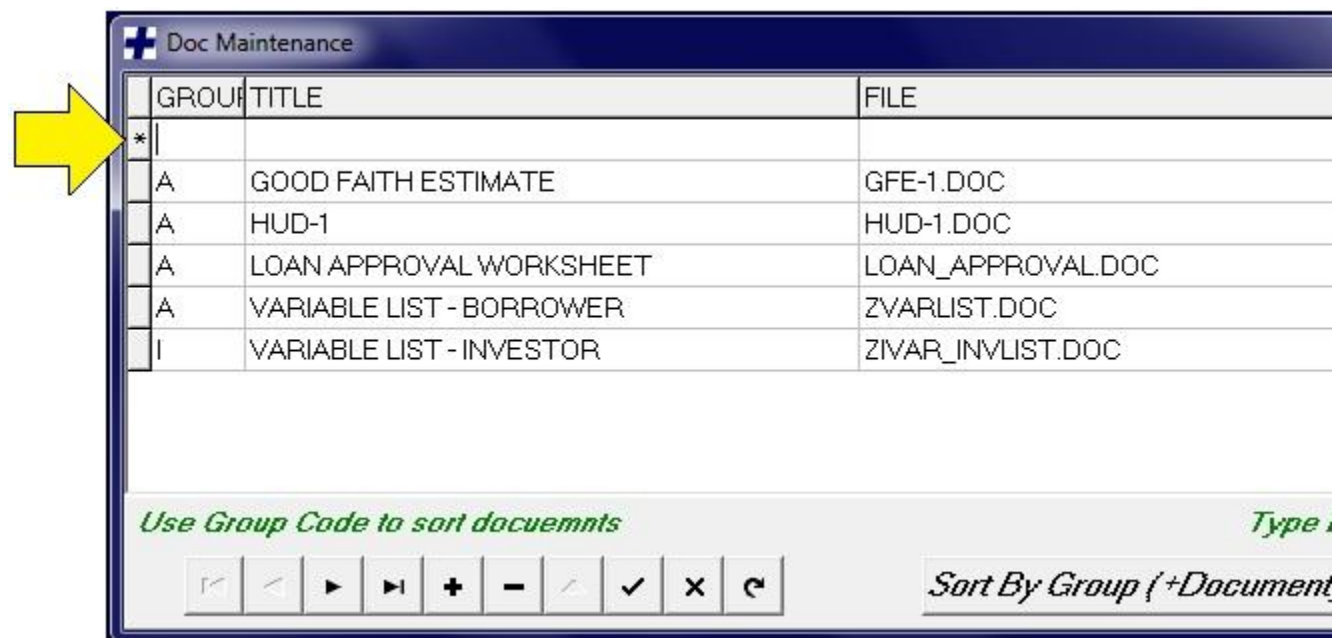
Select **Maintain Docs**



3. To add the new document, click the **+ sign** as shown below.



4. Complete the top row of information. Ensure the FILE path is exact.



5. Click the checkmark. The document is now available for use.

