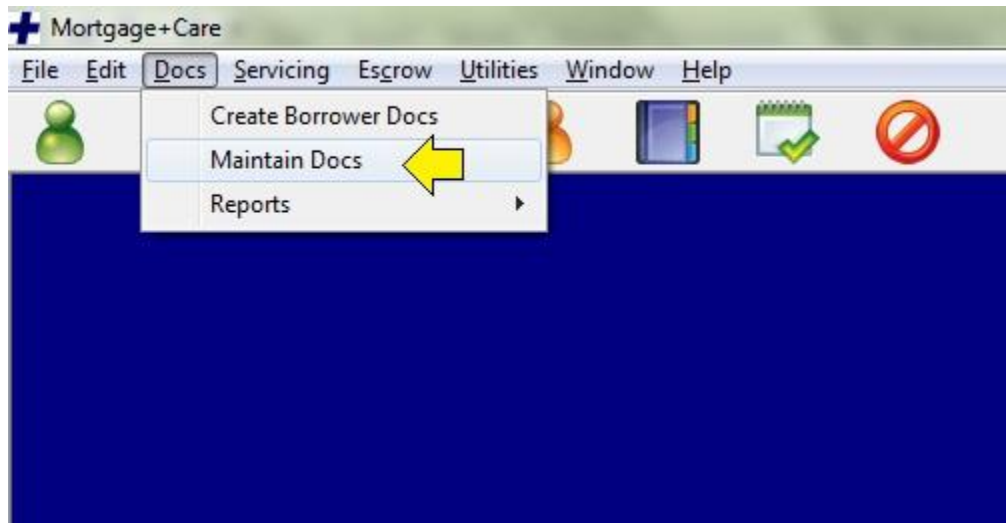


Mortgage+Care

Merging a Borrower's Data into a Document

Before merging a borrower's information, use the **Docs** menu to check that the correct document exists.



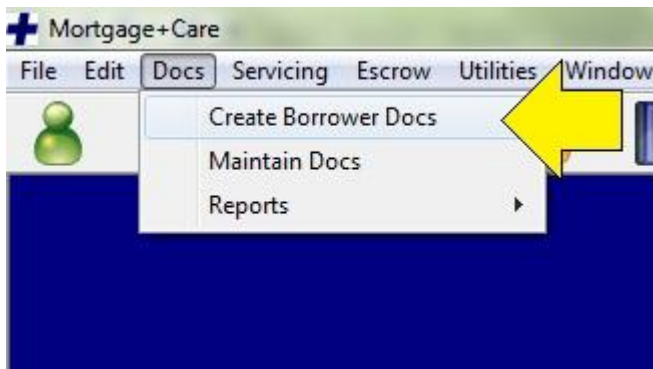
Your list of documents display, similar to those shown below. It may also help you to write down the FILE path of the document to which you are merging.



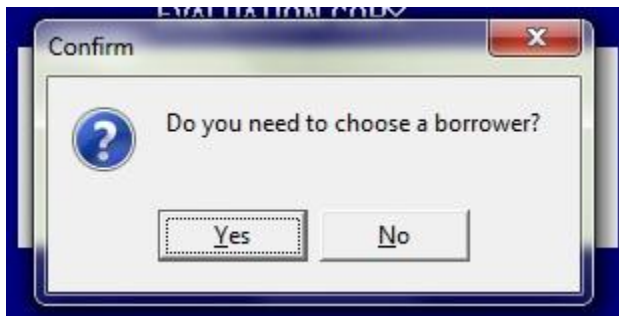
Note: If you need to add a new document, click on the Plus (+) and enter the new document Group, Title, File name and Type. [See this link for more information.](#)

Close this window, and return to the main screen.

Click **Docs**; select **Create Borrower Docs**



Click **Yes** if you see a dialog box: "Do you need to choose a borrower?"

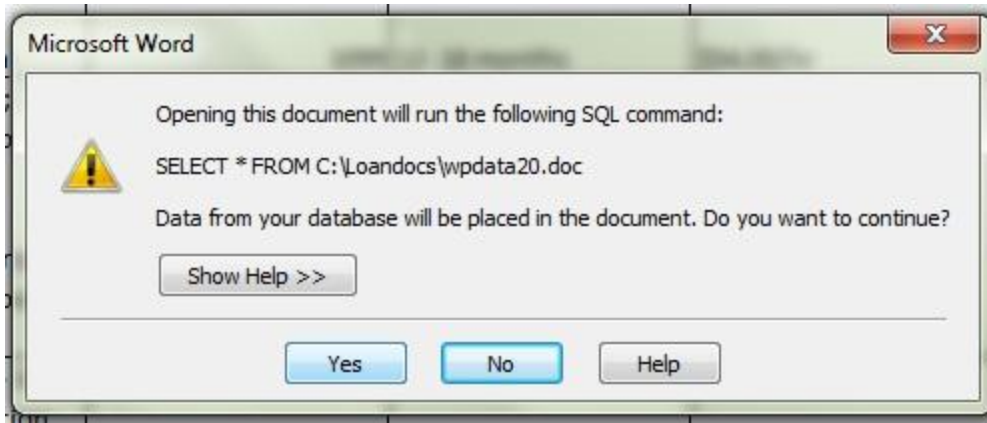


Select the borrower. Click **OK**.

Select the document to merge to. Click **Continue**.



Microsoft Word should open. If you receive the following message, click **Yes**.



Your document is now ready to **SAVE AS** . . . to a safe location.

OMB Approval No

Good Faith Estimate (GFE)

Name of Originator	EVALUATION COPY	Borrower	ANDREW L WALTERS
Originator	YOUR STREET	Property	80 RETIRO WAY
Address	YOUR CITY, STATE, ZIP	Address	SAN FRANCISCO, CA 94123
Originator Phone Number			
Originator Email		Date of GFE	January 25, 2012

Purpose

This GFE gives you an estimate of your settlement charges and loan terms if you are approved for the loan. For more information, see HUD's booklet, *Home Settlement Charges*.

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