



#### Uploading into Your File in REX

1. Log into REX at <https://moneyhouseus.baydocs.net/index.php>
2. Enter your Username and Password (You should receive credentials from your AE)
  - a. If first time logging in, you will be prompted to change the password. Click Update in lower right-hand corner once you have changed it.
  - b. REX uses two-factor authorization so make sure you have access to your email
  - c. REX does not have an auto feature for Forgotten Passwords so email your AE if you are locked out or not able to log in.
3. If you are not taken to your Pipeline, click on Pipeline in the upper Right-hand corner
4. Choose your file from the Pipeline by clicking on the Red Loan Number
5. Click on Documents at the bottom of the menu on the left-hand side of the screen and then on Documents in the drop down.
6. Click Upload New Document (make sure your pop-ups are not blocked)
  - a. You will only be able to upload one document at a time
  - b. Click Choose File and select the file you want to upload
  - c. Click on Document Type drop down and choose:
    - i. "Application" for Case Number Requests and for initial File Submissions
    - ii. "ConditionResponse" when uploading conditions
  - d. Enter a brief description for the uploaded document in the Description field
  - e. Click Upload Document
  - f. Repeat for additional documents
7. Once all items are uploaded:
  - a. Email [caserequest@moneyhouseus.com](mailto:caserequest@moneyhouseus.com) with only the Case Request form attached to let us know items are in the file and you need a Case Number
  - b. Email [intake@moneyhouseus.com](mailto:intake@moneyhouseus.com) with only the Submission Sheet attached to let us know the file is ready to be underwritten
  - c. When conditions are uploaded, email Tammi Clarke <[TClarke@moneyhouseus.com](mailto:TClarke@moneyhouseus.com)>; Deborah Lamborn [dlamborn@moneyhouseus.com](mailto:dlamborn@moneyhouseus.com) and your AE to advise of the Upload
  - d. If Money House is Processing the file, skip "a" above and when uploading the file include the "Submission Cover Letter for files that Money House will Process"