



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 the 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**
 - a. **Once the Application Package has been created, please do not change any data on any screens**
 - b. **Once the Application Package has been created you will only be using the Documents Section**
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, and it is okay to combine several items into one PDF file for a mass upload as long as it does not exceed 50 mbs
 - 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. **Do Not Upload Any Items into the Underwriting Section**
 - e. Enter a brief description for the uploaded document in the Description field
 - f. Click Upload Document
 - g. Repeat for additional documents
7. Once all items are uploaded:
 - a. **Do Not Click on any of the "Change Status" buttons – Follow the below instructions regarding emailing Money House when your file is ready for either a Case Number Assignment, Submission or Condition Review**
 - b. Email 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
 - c. Email intake@moneyhouseus.com with only the Submission Sheet attached to let us know the file is ready to be underwritten
 - d. When conditions are uploaded, email Tammi Clarke TClarke@moneyhouseus.com; Deborah Lamborn dlamborn@moneyhouseus.com and your AE to advise of the Upload
 - e. **If Money House is Processing** the file, skip "b" above and after uploading the file email the completed "Submission Cover Letter for files that Money House will Process" to intake@moneyhouseus.com and make sure to advise us as to the Title Company and the AMC (see page 2 of the Cover Letter) you wish to use.
(PLEASE NOTE: When Money House processes, we will do all the typical processing tasks other than contacting the borrower as all items needed from the borrower will flow through the originator)
8. **Your file will be reviewed, and you will be advised if any additional items are needed whether it be for issuing the Case Number or to start processing. The file will not go to the underwriter until both the title work and appraisal are received although we will underwrite pre-appraisal upon request (title work is required).**