

Uploading Documents through RMS Ready Mobile App



When the Document is Already on the Mobile Phone

- Select 'Scanner' from bottom menu of the RMS Ready mobile app
- If the document is already on the mobile phone, select 'Send a File' and the system will let you select the document to upload securely.

When the File is NOT on the Mobile Phone

- Select 'Scanner' from bottom menu of the RMS Ready mobile app.
- Select 'Scan a Document' if the document is not already on the mobile phone.
- Enter a name for the document and select 'Ok'. The app provides several options that you can select (Bank Statements, Drivers License, etc.)
- The app lets you choose a scan mode. We recommend keeping the pre-selected checkbox of 'Recommended setting' for best quality.
- The app will open the camera on your mobile phone so you can take a picture of the document(s).
- After taking the picture, the app lets you crop the photo if needed.
- After cropping the photo, the app presents a page to review and adjust the brightness if needed.
- You can then add additional pages to this document or send the document.
- When selecting to send, the app has you confirm the document name and provides options to send securely or save as a draft
- Clicking 'Send Securely' will load the document(s) to the loan file and the loan officer can view the document(s) as well.

See backside of document for screenshot examples.

