

## LOAN OFFICER PLUS FOR MORTGAGEREPORTS.NET

1. Install the LOP4 Interface setup files from the [Download](#) section of the AIS website (Click UNZIP when prompted)
2. From the Main Window in Loan Officer Plus click on **View**.
3. From the drop down list select **General Setup**.
4. From the General Setup screen: Highlight **Credit Account Setup** and click **Edit**.
5. From the Credit Account Setup screen: Click **New**.

Fill in the following Fields:

**Credit Account Setup**

Credit Accounts

MortgageReports.Net

Close

New

Delete

Description: MortgageReports.Net

Application: c:\mrnetlos.exe

Parameters:

Export File: c:\loanoffi.exp

Format: Standard

Return Files

Filename Type: Social Security Number

Human Readable

Path:

Extension:

Raw Data/Importable

Path: C:\

Extension: im

6. Click **Close** on the Credit Account Setup Screen.
7. Click **Close** on the General Setup Screen.

## Adding a New Applicant in Loan Officer Plus

1. On the Customer List Screen: Click on **Add**.
2. On the Add Customer Screen: Fill in the test case of your choice and click **Close**.

### Example:

First Name = Kitty

Middle Name

Last Name – Cat

SS# = 400-41-4001

Address = 2525 Litter Ln.

City State Zip Code = Fantasy Island, Il 60750

## Importing a Borrower to MortgageReports.Net and Configuring the ActiveX Control

1. From the Customer List Screen: Highlight the newly created Applicant and click on the **Credit Icon**.
2. From the Credit Report Request screen:  
Account = **MortgageReports.Net** (From the drop down list)  
Borrower Type = **Borrower** (From the drop down list)
3. Click on the **Order Button** and MortgageReports.Net will launch.
4. Click **Yes** to all downloads screens.



5. Click on the **Configure Application** button to open the Configuration box.
6. Select **Loan Officer Plus** from the LOS dropdown list.

7. **Export File** = C:\LoanOffi.exp
8. **Data Directory** = C:\
9. **Web Site** = <https://www.mortgagereports.net>
10. **Subscriber Code** = (Supplied by Subscriber)
11. **User Name** = (Supplied by Subscriber)
12. **Password** = (Supplied by Subscriber)
13. Click the **OK** button to Close the Configuration box.
14. Select bureaus and click the **Order Report** button.

### Exporting the file back into Loan Officer Plus

1. Click **OK** when report is ready to be merged into Loan Officer Plus.
2. Print Report and then Close MortgageReports.Net to Export the file.
3. Click on the **Merge Marked Icon** to update the 1003 in Loan Officer Plus.

Type	Owner	Creditor	Acct. Number	Balance	Mo.	Payment	Mark
Real Estate	Borrower	FLEET MORTGAGE	21617	\$200,000	358	\$1,685.00	✓
Credit Account	Borrower	WASHMUHOM	216170000	\$200,000	0	\$1,685.00	✓
Credit Account	Borrower	HBSBNA MG	090325	\$104	0	\$10.00	✓
Credit Account	Borrower	HHLD BANK	440903250000	\$98	0	\$10.00	✓