



## Correspondent

### Operational Updates

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Community Loan Servicing, LLC offers Non-Agency Products  
Lakeview Loan Servicing, LLC offers traditional Agency, FHA, and VA products.

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**Contact Us**  
(855) 253-8439

[www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com)



## **New Feature Enhancement in Final Document Portal, DocGenius**

We are pleased to announce an enhanced feature within the final document portal, DocGenius, allowing correspondent lenders to efficiently manage their lender profiles. This will afford lenders the ability to proactively change/update contact information used for reporting and communication on all final documents. Please ensure there is a minimum of one (1) contact created within your user profile, as it is important to note that Lakeview does not oversee contact information for final documents.

To access this feature, follow these steps:

1. Log in to the Indecomm DocGenius portal at:  
<http://dmg.indecomm.net/docgenius/login.aspx>
2. Navigate to the “Tools” section at the top of the screen.
3. Select “Contact Information” on the left-hand side.

Correspondent lenders are strongly encouraged to create an online account. This account provides access to reporting, document status retrieval, and the ability to establish SFTP connections for secure and efficient document delivery. For new user credentials, please contact [DocGeniusAdmin@indecomm.net](mailto:DocGeniusAdmin@indecomm.net)

The correspondent lender is solely responsible for ensuring timely delivery of all Final Documents. Please refer to our recent Credit Policy Announcement C2023-39 for updates to our final document billing schedule.

Executed final paper documents are to be shipped to the below address:

Indecomm Global Services  
Mail Stop: **FD-BV-9902**  
1427 Energy Park Drive  
St. Paul, MN. 55108  
Attn: Final Docs

Final Title Policies may be submitted via e-mail to [Bayview.DocGenius@indecomm.net](mailto:Bayview.DocGenius@indecomm.net) or uploaded to the Indecomm DocGenius portal. Once submitted, physical copies are not required to be shipped to Indecomm.

For Mortgages and Deeds of Trust, originals or certified copies must be submitted to the above address.

Please review the Lakeview/Bayview Selling Guides for further details.

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