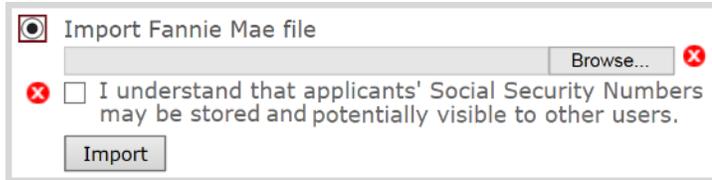


## Import Loan



1. Click **Create New Loan**
2. Click **Import loan file**
3. **Browse** to select a *Fannie Mae 3.2 file*
4. **Check** the box to acknowledge the disclaimer
5. Click **Import**

## Validate Credit

**Please select an option**

Order New Credit Report  
 Re-Issue Credit Report  
 Upgrade Existing Credit Report to Tri-Merge Report  
 Manually Enter Credit Report

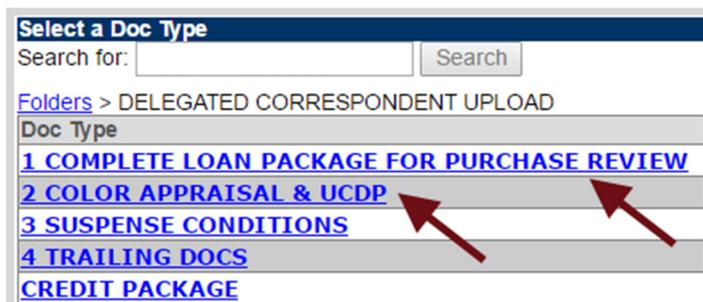
1. Click **Pricing** page
2. Click **Application #1** tab
3. Select **Manually Enter Credit Report**
4. Click **Enter Credit**
5. Enter the borrower(s) credit scores
6. Click **Enter Credit** to save

## Lock Loan

Eligible Loan Programs			RATE	POINT	PAYMENT
<b>30 YR FIXED CONFORMING</b>					
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.250	-2.825	1,967.76
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.125	-2.825	1,938.60
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.000	-2.450	1,909.66

1. Click **Property & Loan Info** tab to review the *Lock Period* and *Impounds*
2. Choose your preferred **Terms, Amortization Type** and **Product Type**
3. Click **Price**
4. Select a **Secondary** agent
5. Find your preferred rate and product
6. Click **Request Lock**

## Upload Submission Docs



1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Delegated Correspondent Upload**
4. Choose **Complete Loan Package for Purchase Review** or **Color Appraisal & UCDP**
5. **Browse** to select a document
6. Click **Add Doc** to upload multiple documents
7. Click **Upload Docs** when complete

## Submit Loan

Open Tasks			
<input type="checkbox"/>	Status	Category	Subject
<input type="checkbox"/>	Active		Submit: Cancellation Request
<input type="checkbox"/>	Active		Submit: Loan Package Ready for Purchase Review

1. Click **Tasks** page
2. Click **Resolve** next to *Submit: Loan Package Ready for Purchase Review*

## Upload Suspense Conditions

Select a Doc Type
Search for: <input type="text"/> <input type="button" value="Search"/>
<a href="#">Folders</a> > DELEGATED CORRESPONDENT UPLOAD
Doc Type
<a href="#">1 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW</a>
<a href="#">2 COLOR APPRAISAL &amp; UCDP</a>
<a href="#">3 SUSPENSE CONDITIONS</a>
<a href="#">4 TRAILING DOCS</a>
<a href="#">CREDIT PACKAGE</a>

1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Delegated Correspondent Upload**
4. Choose **Suspense Conditions**
5. **Browse** to select a document
6. Click **Add Doc** to upload multiple documents
7. Click **Upload**

## Submit Suspense Conditions

Open Tasks			
<input type="checkbox"/>	Status	Category	Subject
<input type="checkbox"/>	Active		Submit: Suspense Conditions Ready for Review
<input type="checkbox"/>	Active		Submit: Loan Package Ready for Purchase Review

1. Click **Tasks** page
2. Click **Resolve** next to *Submit: Suspense Condition Ready for Review*

## Upload Trailing Docs

Select a Doc Type
Search for: <input type="text"/> <input type="button" value="Search"/>
<a href="#">Folders</a> > DELEGATED CORRESPONDENT UPLOAD
Doc Type
<a href="#">1 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW</a>
<a href="#">2 COLOR APPRAISAL &amp; UCDP</a>
<a href="#">3 SUSPENSE CONDITIONS</a>
<a href="#">4 TRAILING DOCS</a>
<a href="#">CREDIT PACKAGE</a>

1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Delegated Correspondent Upload**
4. Choose **Trailing Docs**
5. **Browse** to select a document
6. Click **Upload**