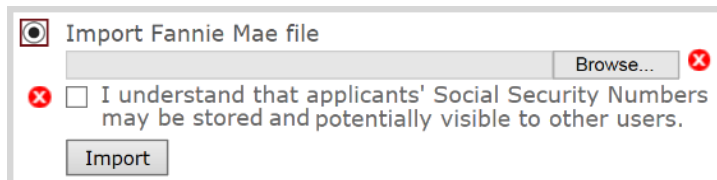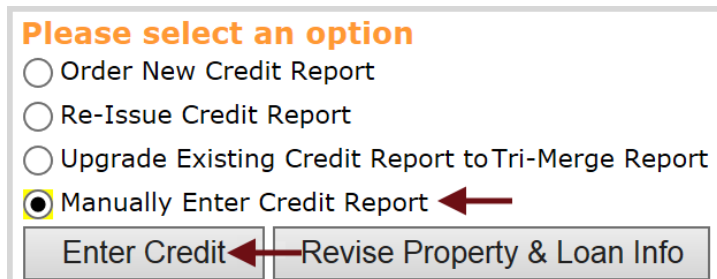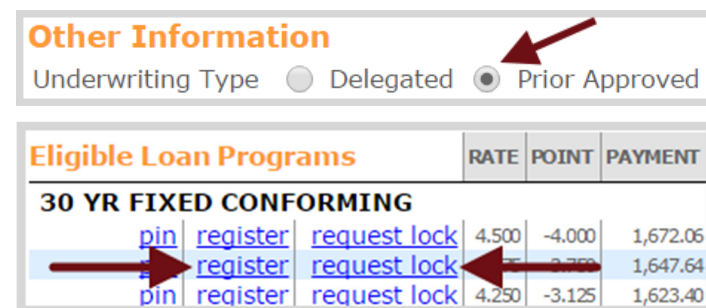## Import Loan

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

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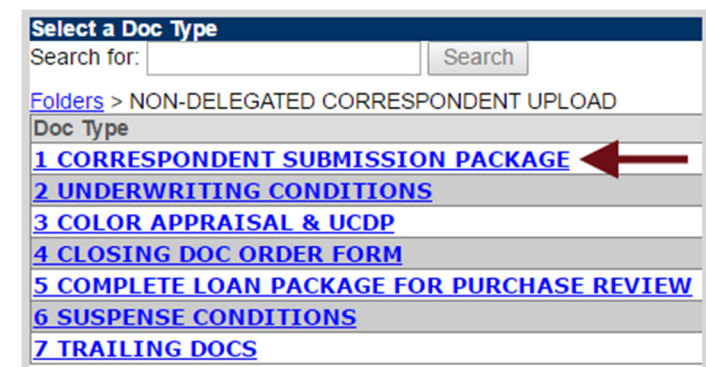5. Enter the borrower(s) credit scores
6. Click **Enter Credit** to save

Register Loan

1. Click **Property & Loan Info** tab to confirm **Prior Approved** as the *Underwriting Type*
2. Choose your preferred **Terms**, **Amortization Type** and **Product Type**
3. Click **Price**
4. Choose a **Secondary** agent
5. Find your preferred rate and product
6. Click **Register** or **Request Pre-Lock**

Upload Submission Docs

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

Submit Loan

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

Upload Underwriting Conditions

1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Non-Delegated Correspondent Upload**
4. Choose **Underwriting Conditions** or **Color Appraisal & UCDP**
5. **Browse** to select a document
6. Click **Add Doc** to upload multiple documents
7. Click **Upload**

Submit Underwriting Conditions

1. Click **Tasks** page
2. Click **Resolve** next to *Submit: Underwriting Conditions Ready for Review*

Request Lock

1. Click **Pricing** page
2. Click **Property & Loan Info** tab to review the *Lock Period* and *Impounds*
3. Click **Price**
4. Find your preferred rate
5. Click **Request Lock**

(Optional) Upload Closing Doc Order Form

Select a Doc Type

Search for: [　　　　　　　] [Search]

Folders > NON-DELEGATED CORRESPONDENT UPLOAD

Doc Type

1 CORRESPONDENT SUBMISSION PACKAGE
2 UNDERWRITING CONDITIONS
3 COLOR APPRAISAL & UCDP
4 CLOSING DOC ORDER FORM
5 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW
6 SUSPENSE CONDITIONS
7 TRAILING DOCS

1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Non-Delegated Correspondent Upload**
4. Choose **Closing Doc Order Form**
5. Click **Add Doc** to upload multiple documents
6. Click **Upload**

(Optional) Request JMAC to Draw Closing Docs

Open Tasks

	Status	Category	Subject ▲
☐	Active [Resolve]		Submit: Cancellation Request
☐	Active [Resolve]		Submit: Loan Doc Order

1. Click **Tasks** page
2. Click **Resolve** next to the *Submit: Loan Doc Order*

Upload Complete Loan Package & Docs

Select a Doc Type

Search for: [　　　　　　　] [Search]

Folders > NON-DELEGATED CORRESPONDENT UPLOAD

Doc Type

1 CORRESPONDENT SUBMISSION PACKAGE
2 UNDERWRITING CONDITIONS
3 COLOR APPRAISAL & UCDP
4 CLOSING DOC ORDER FORM
5 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW
6 SUSPENSE CONDITIONS
7 TRAILING DOCS

1. Click **Edocs** page
2. Click **Select Doc Type**
3. Choose **Non-Delegated Correspondent Upload**
4. Choose **Complete Loan Package For Purchase Review**
5. **Browse** to select a document
6. Click **Add Doc** to upload multiple documents
7. Click **Upload**

Submit for Purchase Review

Open Tasks

	Status	Category	Subject ▲
☐	Active [Resolve]		Submit: Loan Package Ready for Non-Delegated Purchase Review
☐	Active [Resolve]		Submit: Loan Doc Order

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

Upload Suspense Conditions

Select a Doc Type

Search for: [_____] [Search]

Folders > NON-DELEGATED CORRESPONDENT UPLOAD

Doc Type
1 CORRESPONDENT SUBMISSION PACKAGE
2 UNDERWRITING CONDITIONS
3 COLOR APPRAISAL & UCDP
4 CLOSING DOC ORDER FORM
5 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW
6 SUSPENSE CONDITIONS
7 TRAILING DOCS

1. Click **Edocs page**
2. Click **Select Doc Type**
3. Choose **Non-Delegated Correspondent Upload**
4. Choose **Complete Loan Package For Purchase Review**
5. **Browse** to select a document
6. Click **Add Doc** to upload multiple documents
7. Click **Upload**

Submit Suspense Conditions

Open Tasks

☐	Status	Category	Subject ▲
☐	Active [Resolve]		Submit: Suspense Conditions Ready for Review
☐	Active [Resolve]		Submit: Loan Doc Order

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

Upload Trailing Docs

Select a Doc Type

Search for: [_____] [Search]

Folders > NON-DELEGATED CORRESPONDENT UPLOAD

Doc Type
1 CORRESPONDENT SUBMISSION PACKAGE
2 UNDERWRITING CONDITIONS
3 COLOR APPRAISAL & UCDP
4 CLOSING DOC ORDER FORM
5 COMPLETE LOAN PACKAGE FOR PURCHASE REVIEW
6 SUSPENSE CONDITIONS
7 TRAILING DOCS

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