Originating Loans

You can originate a loan on the website by importing an existing loan file from a DU 3.2 File (*.fnm) or by creating a loan manually. This section provides the steps for adding a new loan in TPO Connect.

Note: You can also import a loan file that has a .txt or .1003 extensions as long as that data is formatted like a standard .fnm file.

Import a Loan From a FNM 3.2 File

> To Import a Loan:
>
> 1. On the home page, click the Add New Loan button.
> 2. In the pop-up window, select the loan officer(s) and loan processor(s) the loan will be assigned to.

> 3. Click Next.
> 4. Select whether the Loan Estimate is issued by the Broker or Lender.

> 5. To import loan data from a FNMA 3.2 file, drag and drop the file to the upload area or click Click to Browse to select the file from your computer.

6. Click **Next**.

7. An electronic 1003 form displays. After you finish entering information on a page, click the ext button to proceed until all of the information is entered.

8. When you are ready to save the loan, click Register.

NOTE: The name of each application page is also listed on the left side of the page. Click a page name to view that page in the application.
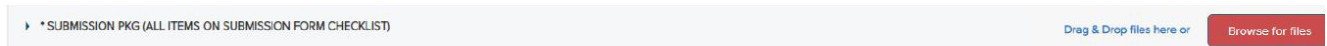
Submit Loan

Once you have completed processing the loan, you can upload your submission package to the portal. To Upload Documents:

1. Click Documents in the Loan Summary menu on the left.

| LOAN SUMMARY |
| 1003 |
| PRODUCT PRICING & LOCK |
| DOCUMENTS |
| CONDITIONS |
| DISCLOSURE TRACKING |
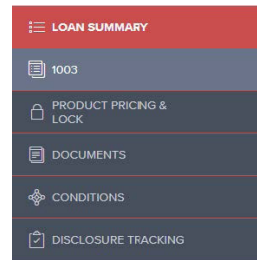
2. Upload submission package in the folder labeled *SUBMISSIONPKG(ALL ITEMS ON SUBMISSION FORM CHECKLIST)

▸ * SUBMISSION PKG (ALL ITEMS ON SUBMISSION FORM CHECKLIST)   Drag & Drop files here or   Browse for files

3. Once you are finished uploading, use the Submit Loan action to notify the lender that the loan submission is complete and ready for their review. To Submit the Loan to the Underwriter:

1. Click Submit Loan in the menu on the left.
2. On the confirmation window, click Continue.

Are you sure you want to submit this loan at this time?

Cancel   Continue