



# HOW TO SUBMIT IN TPO CONNECT

## 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.

The screenshot shows a window titled "Register Wholesale Loan". Under the heading "Choose Contacts", there are two sections: "LOAN OFFICER" and "LOAN PROCESSOR". Each section contains two dropdown menus: "Organization" (set to "TPOConnect Test Org") and "User Name" (set to "Select"). At the bottom right of the window are "Cancel" and "Next" buttons.

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

The screenshot shows a window titled "Register Wholesale Loan". Under the heading "Initial Loan Estimate Issued By", there are two radio button options: "Broker" and "Lender". At the bottom of the window are "Back", "Cancel", and "Next" buttons.

The screenshot shows a window titled "Register Wholesale Loan". Under the heading "Import Loan Data From FNM 3.2 File", there is a large light gray area for file upload. Inside this area are two buttons: "Drop Here to Upload or" and "Click to Browse". At the bottom of the window are "Back", "Cancel", and "Skip" buttons.

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.





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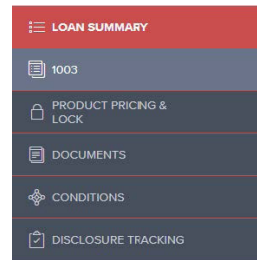
6. Click **Next**.
7. An electronic 1003 form displays. After you finish entering information on a page, click the ext button to proceed until all of the information is entered.
8. When you are ready to save the loan, click Register.

**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.

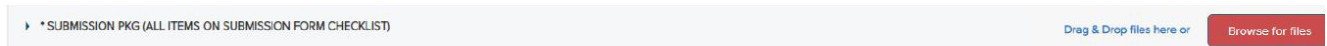
## Submit Loan

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.



2. Upload submission package in the folder labeled \*SUBMISSIONPKG(ALL ITEMS ON SUBMISSION FORM CHECKLIST)



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.

