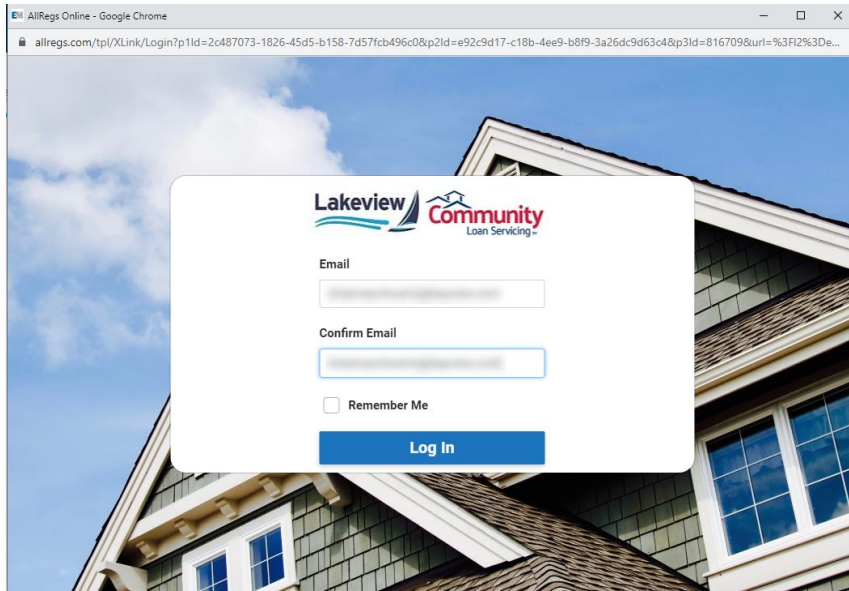Follow the instructions below on how to navigate AllRegs.

Initial Log-in

Note: An AllRegs account is not required to access the Correspondent Lending Library.

1. Upon your first visit to our AllRegs page you will be required to enter your email address.

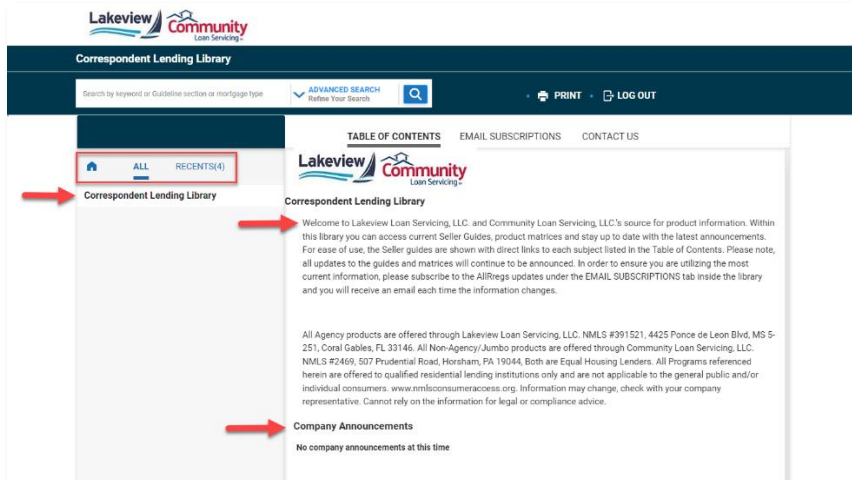*Note:* This step is required a single time for each device used to access AllRegs.

Dashboard

The landing page of AllRegs includes the following items:

- Navigation Pane to the **Correspondent Lending Library**

- A menu with a **home icon**, **All** menu, and a **RECENTS** menu

- A welcome note highlighting the contents of the library
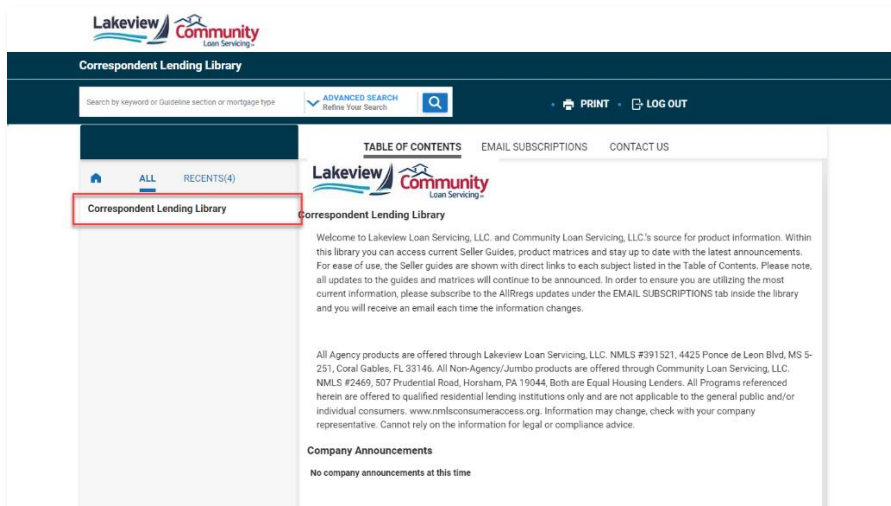
- Company Announcements

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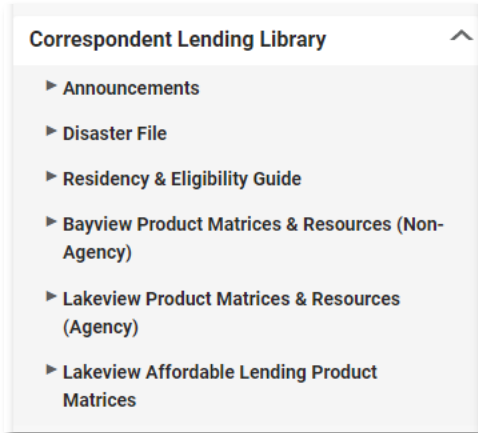## Navigating the Correspondent Lending Library

Announcements

1. Access the full Correspondent Library by selecting **Correspondent Lending Library** from the navigation pane.
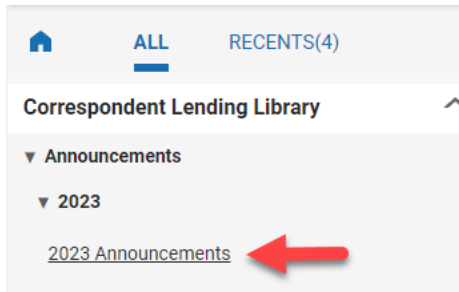

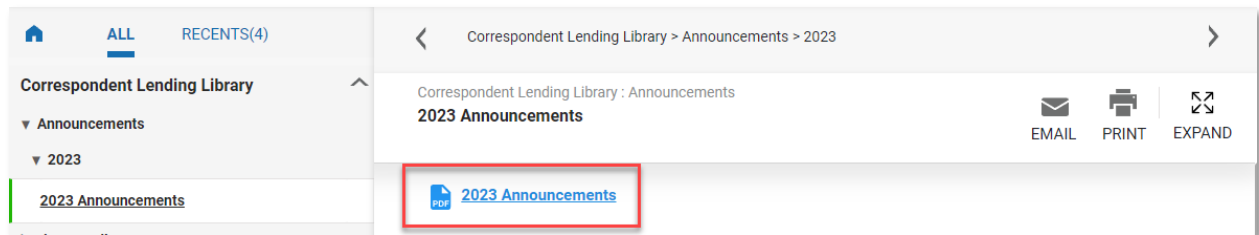2. A full menu of collapsible options will appear.

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3. Click **Announcements** and then click the year to view the announcements of the current year.
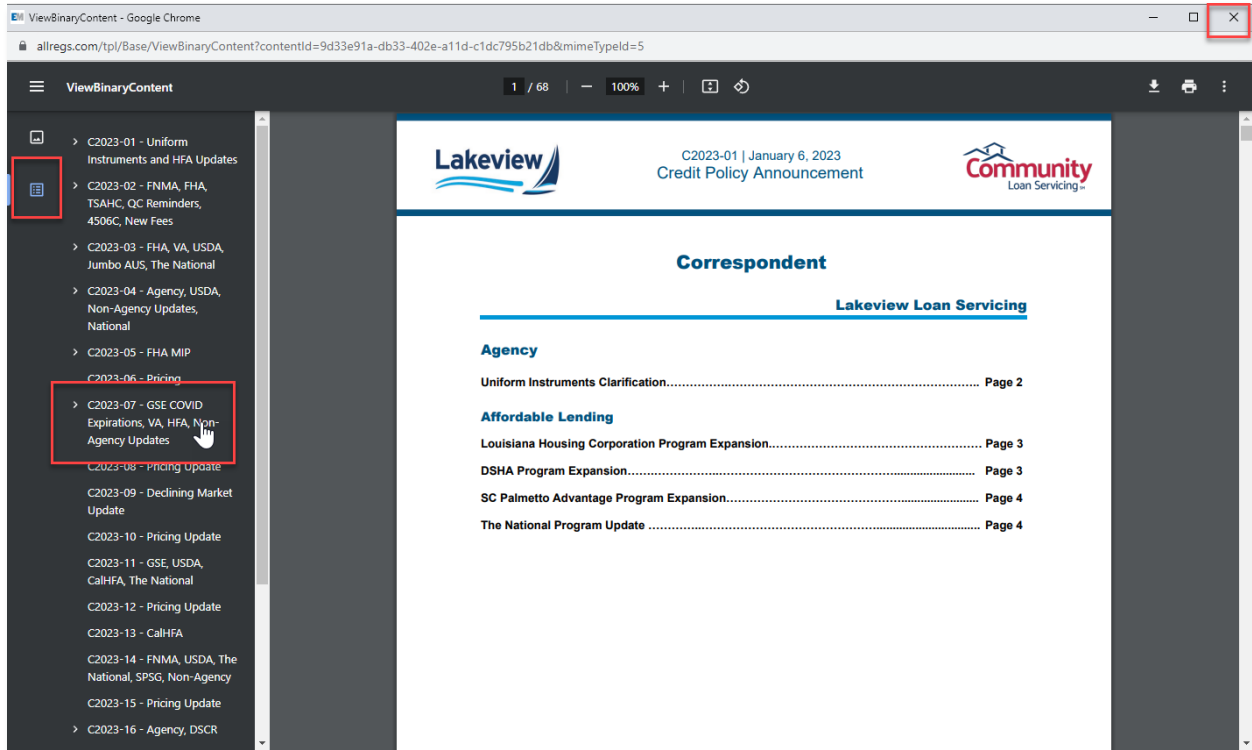

4. Click on the **PDF icon** indicating the year and announcements to open the file.

5. The PDF file opens in a separate window.

6. Click on the **Document Outline** icon to navigate through the announcements in numerical order.

7. Click on the **Announcement** for review.

8. Click the **x** at the top right of the window to exit the document.

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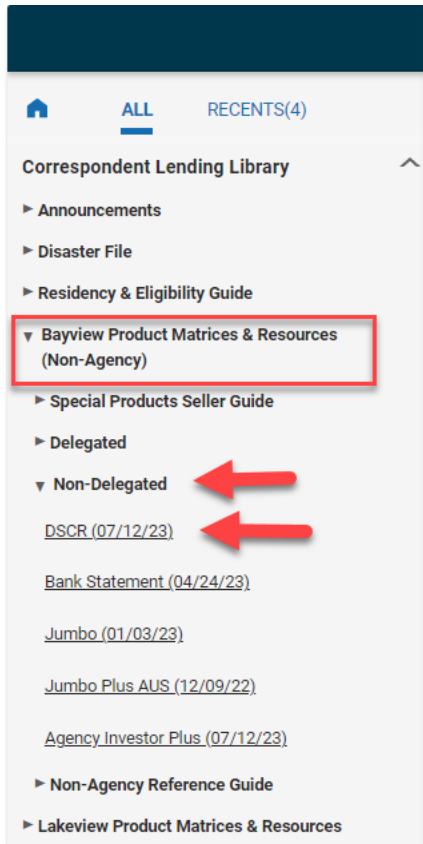9. Click on the home icon to return to the main dashboard.

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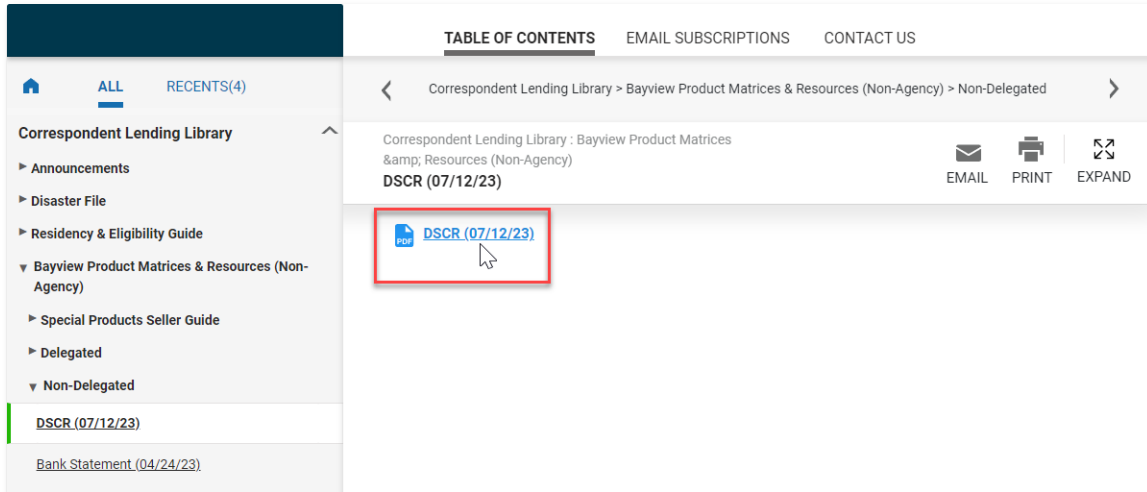Page 4 of 8

Product Matrices

1. Click on the **product matrix** header to review the appropriate guidelines.

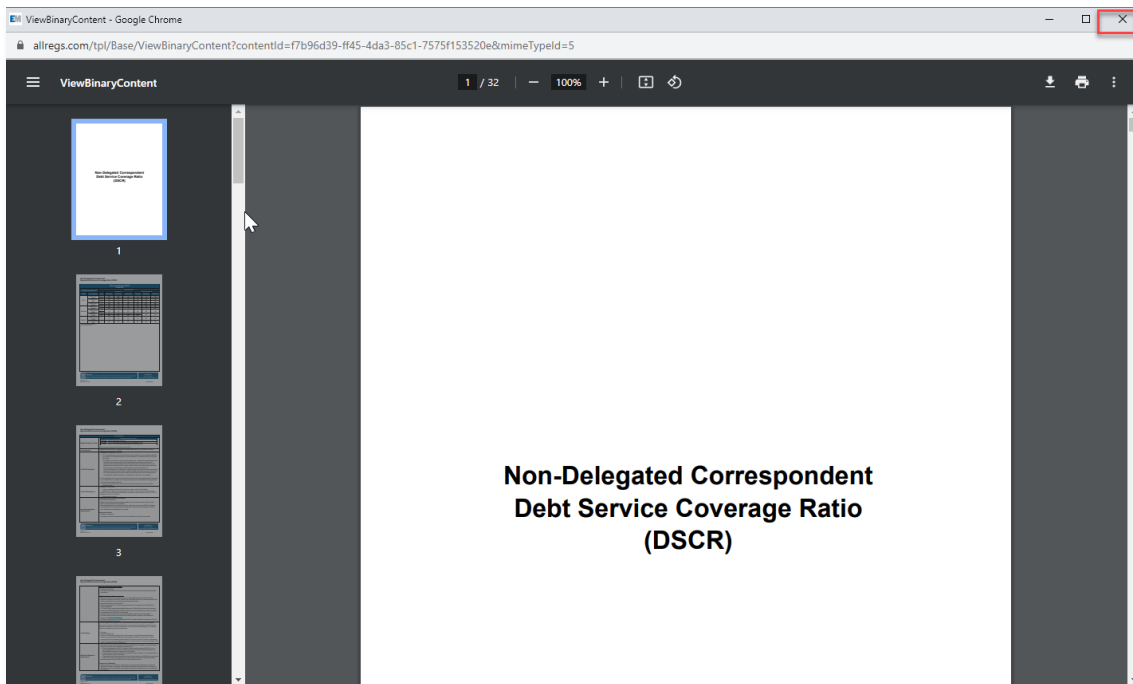2. Click on the **drop-down menu** to locate the required document.

3. Click on the PDF icon top open the document.

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4. The PDF file opens in a separate window.

5. Click the **x** at the top right of the window to exit the document.

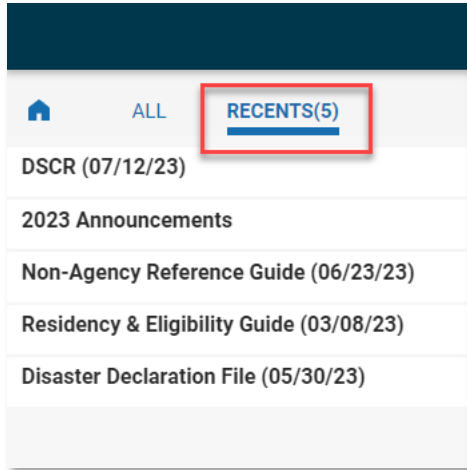6. Click on the home icon to return to the main dashboard.

Note: Follow the above instructions to access the **Disaster File** and the **Residency & Eligibility Guide.**

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Note: Access the most recently updated documents by selecting the **RECENTS** option on the navigation pane.
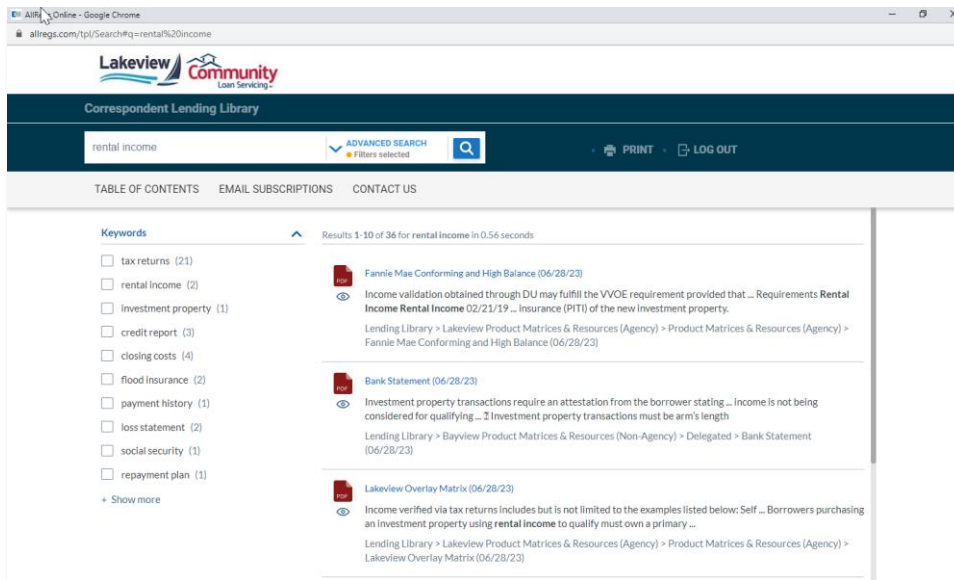

Search Feature

1. Type in a **keyword or Guideline or mortgage type** in the search bar and hit the enter key.
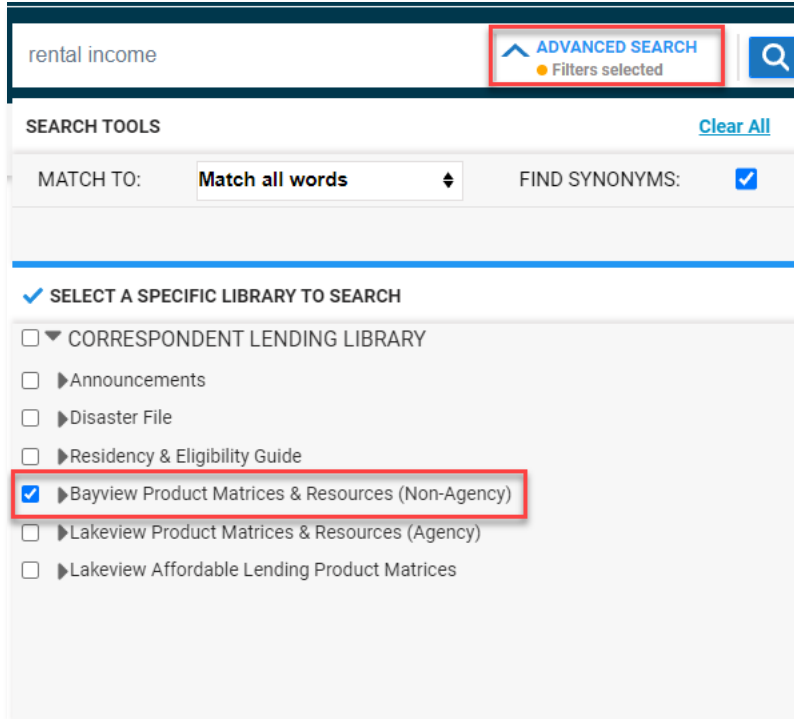

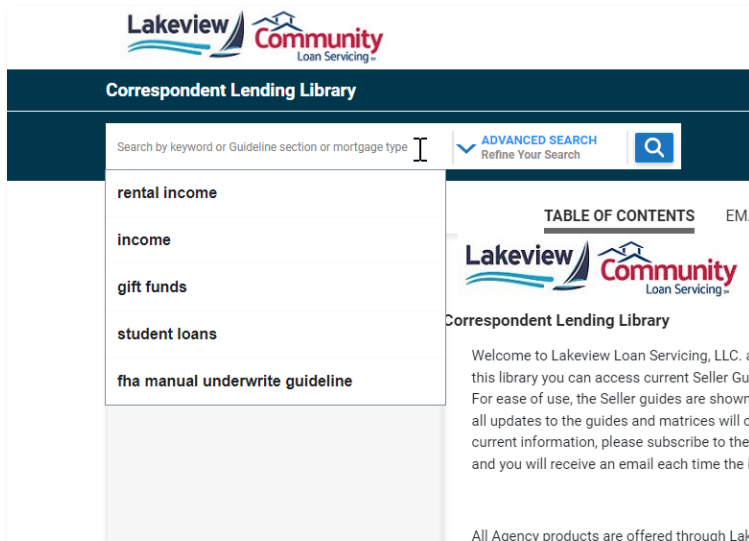2. Scroll through the page to navigate to the required document.

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3. Select the drop-down **Advanced Search** button to further narrow down the results.

4. Select the radio button to search in a specific Library.

5. Scroll through the new results and select the appropriate document.

Note: The search bar will keep a history of the 5 most recent **keyword, Guideline section, or mortgage type entered.**

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