Non-Delegated

Correspondent Lender Reference Guide

Submit a Credit Package
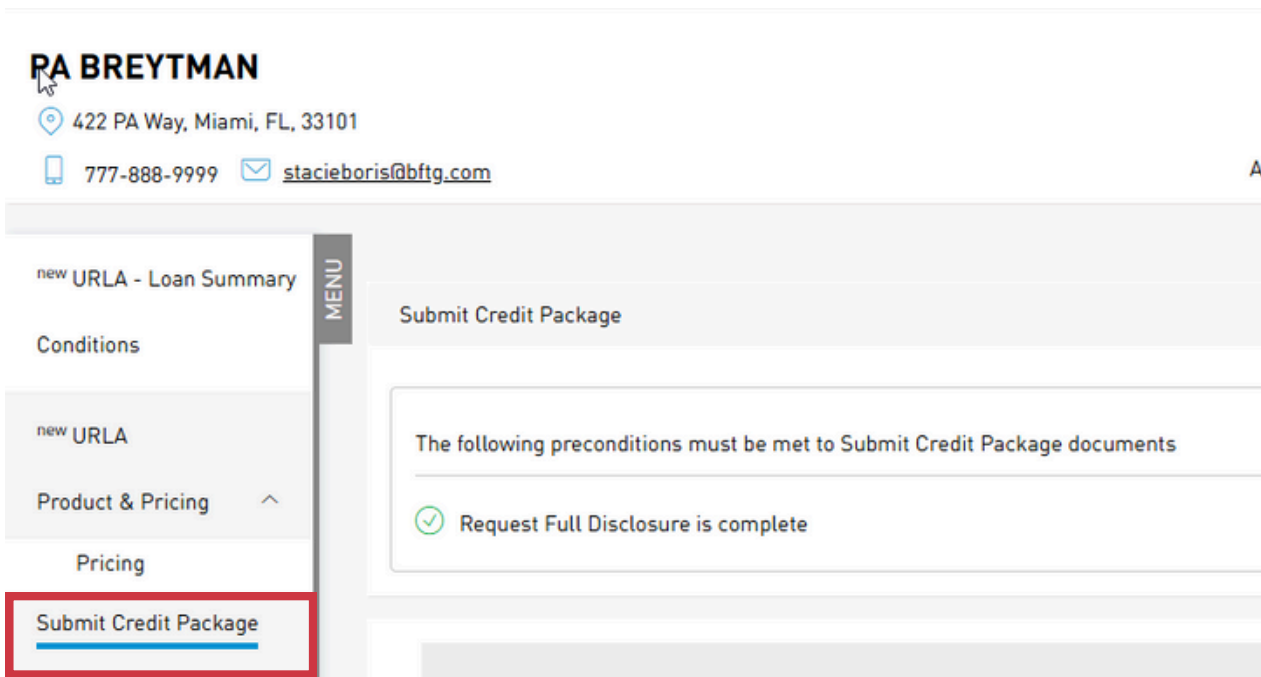
Submit Credit Package

Once all the required documents are ready to be submitted, prepare, and upload the credit package to the lender using the submit credit package feature in the portal.

1. Select the loan number from the **Pipeline** to open the loan.

2. Click **Submit Credit Package** from the loan level menu.

Outcome: *The **Submit Credit Package** screen displays.*

Note: The user cannot upload the credit package unless the pre-condition below is satisfied.

- Request Full Disclosure is complete
  - i) The system validates and shows the green checkmark for the satisfied pre-condition and a red cross mark for the condition when it is not satisfied. In the below image, only the **Request Full Disclosure** condition is satisfied.
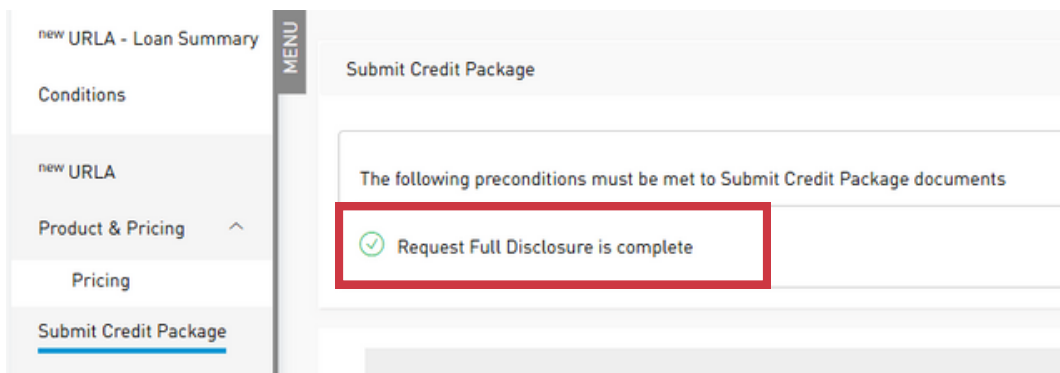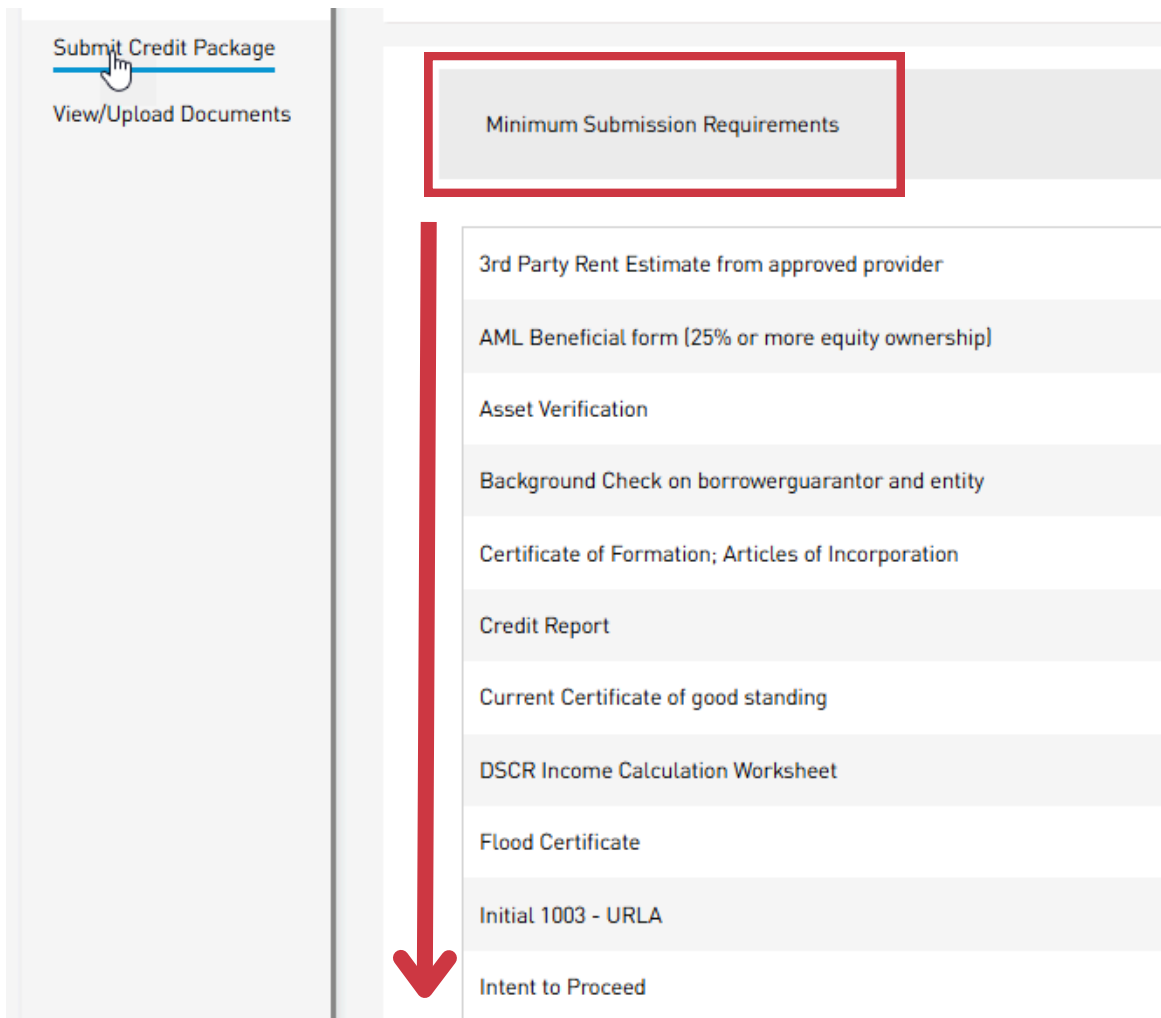
Submit Credit Package

Minimum Submission Requirements

The Minimum Submission Requirements section displays the pre-configured list of credit package documents that the lender must upload as a part of the credit package. The list of minimum required documents varies based on the loan type (Conventional, FHA/FHA Streamline, VA/VA IRRRL, and Non-Agency). Authorized user(s) can view the requirements for submitting a credit package and ensure the correct documents for processing the loan are submitted to the lender.

Note: The list of submission requirements is an expandable/collapsible section.

- The user submits the credit package only once. The image below identifies all required pre-conditions.

Submit Credit Package

3. Select the **Estimated Closing Date** using the **Calendar** icon or enter manually. The estimated closing date is a mandatory field.

4. Check the checkbox to confirm that minimum documentation required for the loan is in the submission package. The loan submission cannot be reviewed until the lender has submitted all required documents.

Submit Credit Package

Additional Supporting Documentation

The **Additional Supporting Documentation** section displays the pre-configured list of additional supporting documents that, when provided, help perform efficient loan reviews and make a comprehensive decision. The list of additional supporting documents is an expandable/collapsible section. The list of additional supporting documents displayed here can vary based on the type of the loan (Conventional, FHA/FHA Streamline, VA/VA IRRRL, and Non-Agency).

Additional Submission Requirements	^

Inclusion of the following items in the submitted loan file will provide a more efficient loan review and comprehensive decision. Please include where applicable

Appraisal
Business Purpose Affidavit
Condo Questionnaire; if applicable
Hazard Insurance (subject property) with Rent Loss Coverage
Letter(s) of Explanation, if applicable
None-Owner Occupied Affidavit
PITIA for REO owned

Upload Documents

The **Upload Documents** section enables documents to be uploaded and the credit package to be submitted with the appropriate validations and ensures the Lender uploaded the proper documents for processing.

Complete the following steps to upload the documents.

1. When needed, enter the comments that may be associated with the loan in the comments text box.

Upload documents

Comments

[Max 250 Characters]

Note: Maximum characters are limited to 250. This field is optional.

Submit Credit Package

2. Click Choose File and select the required loan files from the local drive to upload the files to the portal. Alternatively, drag and drop the loan documents in the box.

Note: Files can be added to the grid until the max limit of 100 MB is reached either through drag and drop or by choosing files from a local drive.
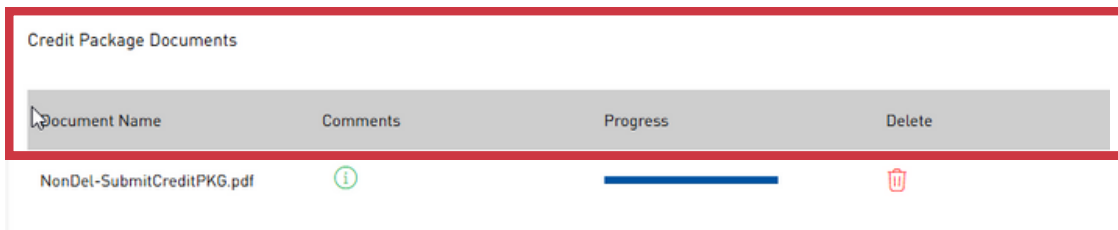

Credit Package Documents

Credit Package Documents

The **Credit Package Documents** section displays the documents uploaded.

- **Document Name:** This column displays the name of the document uploaded.

- **Comments:** This column shows the comments entered by the lender. Hover the mouse over the comments icon, and the comments entered while uploading the document are visible.

- **Progress:** This column shows the file upload progress from the local drive to the portal. The progress bar turns red when the document upload fails, and the user can cancel the upload.

- **Delete:** The **trash can** icon lets the user delete the uploaded document. It is only enabled when the progress bar is complete. Users can delete the uploaded document by clicking on the delete icon.

Submit Credit Package

3. Click **Submit** to submit document(s) into LOS.

Note: The **Go back to pipeline** button enables if there are no documents in the **Credit Package Documents** grid. The **Submit** button is only enabled once the documents upload to the **Credit Package Documents** grid. To return to the Pipeline, click **Go back to pipeline.**
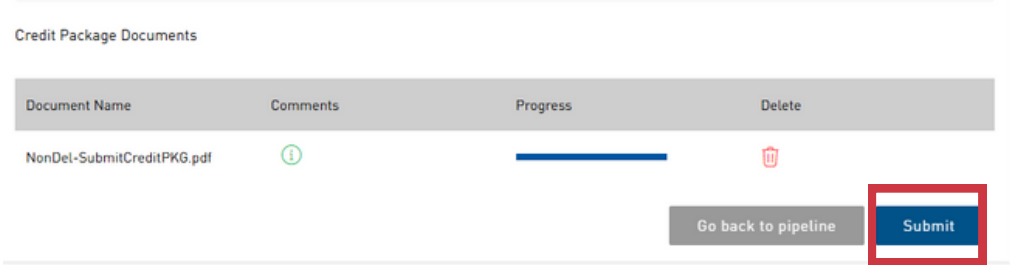
Outcome: The package submits successfully.