



3 Steps from Register to Submit (Correspondent)

REGISTER

- 1 Click **Add New Loan** in the menu bar
- 2 In the pop-up window, select the **Loan Officer** and **Loan Processor** and click **Next**
- 3 Select **Import from FNM 3.2 file**, click **Browse Files**, select the file and click **Next**
- 4 Verify loan information on **1003** screens and click **Register**

FLOAT OR LOCK

- 1 Click the **Product Pricing & Lock** link on the left menu and then **Search Product & Pricing**
- 2 Enter the required loan information and click the **Search Product & Pricing** button
- 3 Click **Details** button to view the pricing details
- 4 Choose **Float** or **Request Lock**

SUBMIT

- 1 Click **Documents** on the left menu
- 2 Upload the loan documents to the **[UNASSIGNED]** section via **Drag & Drop** or **Browse for Files**
- 3 On the **Loan Actions** menu, click **Submit Loan**
- 4 Click **Continue** when prompted to confirm the submission request