

## Request Loan Estimate Disclosure

### 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**

### Disclose

- 1 Complete the [Loan Estimate Disclosure Form](#)
- 2 Upload initial 1003, credit report, Loan Estimate Disclosure Form and MI quote (if applicable) to **Documents**
- 3 On the **Loan Actions** menu, click **Disclosures**
- 4 Click the **Ready to Disclose** button