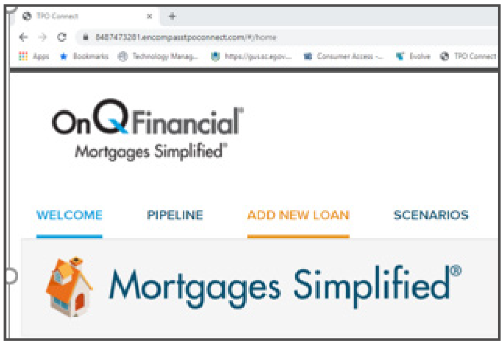
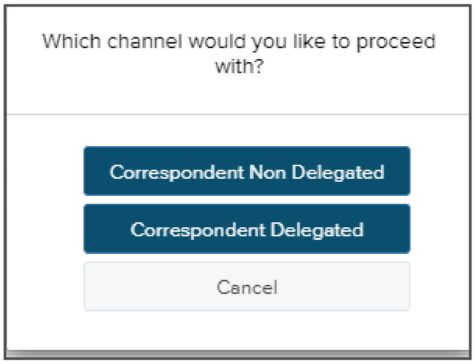
HOW TO REGISTER A NEW LOAN

1. From the landing page, select **"ADD NEW LOAN"**
   www.OnQCorrespondent.com



2. Select Non-Delegated (Only non-delegated transactions are accepted within this portal)



3. Chose Contacts for Loan Officer and Loan Processor.
   NOTE: The Loan Officer does not need to be the actual loan officer and can be another point of contact based on your process. These are the Key Contacts throughout the transaction.
   If the user who will be working the loans is not listed reach out to LenderSupport
   LenderSupport@onqfinancial.com

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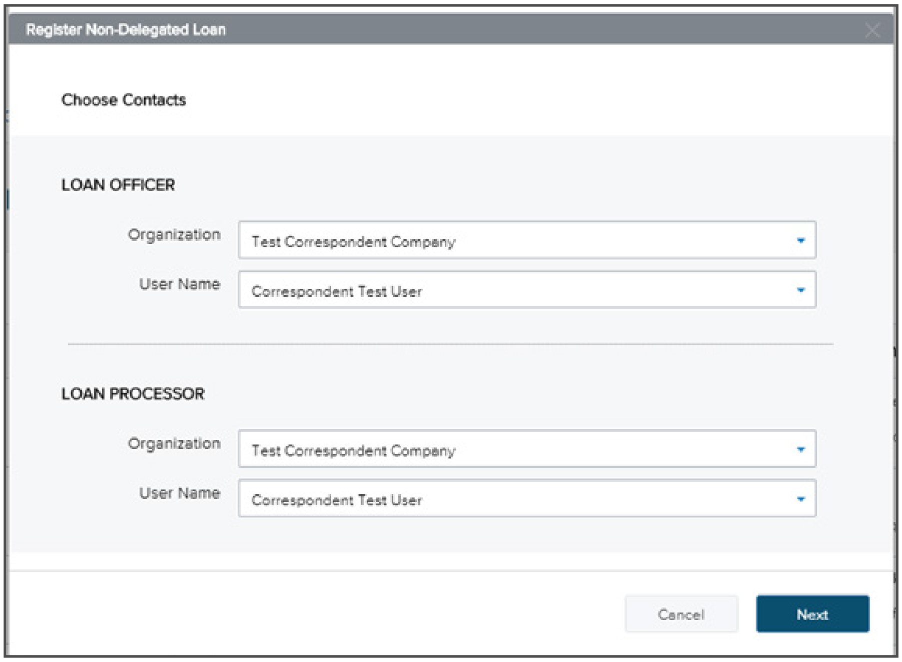
3. *(Continued)*



4. Select if you would like to import the FNMA 3.2 or Manually input. If importing the 3.2, please drag and drop 3.2 file here or browse files:

Once complete, the file will be visible:

5. If you would like to import DO ran outside of the portal please final the DO findings and include the casefile ID. Please note if you use the DO case file ID the most recent information will populate and it will import the findings.
YOU DO NOT NEED TO IMPORT CREDIT IF THIS IS DONE.

6. Select Next

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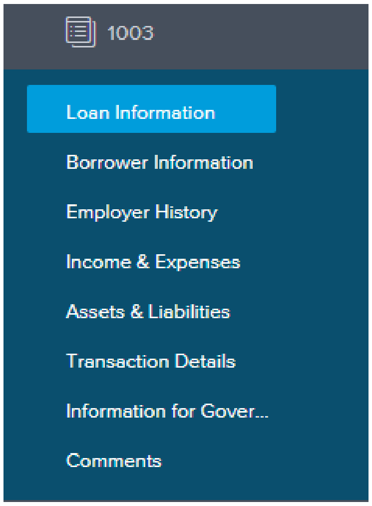
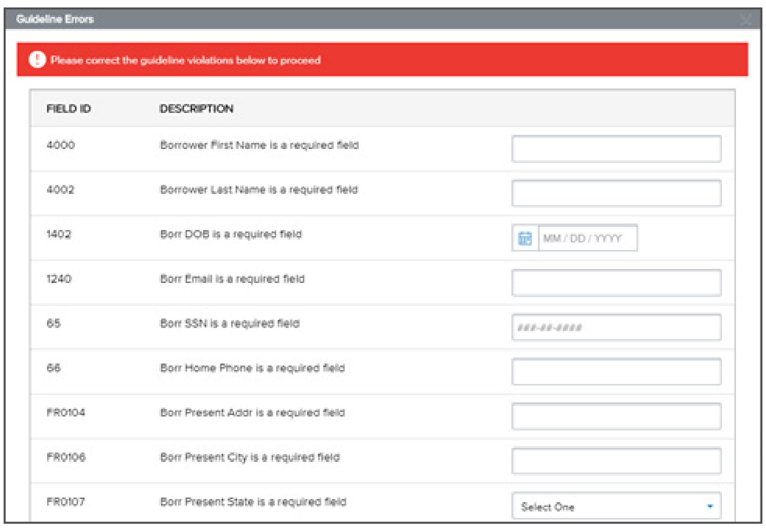
7. If you are manually entering the loan information, start with the loan information tab and work your way down the tabs to include all information available.



8. Once complete or if FNMA 3.2 is uploaded, select "Register" at the top Right.
9. If any fields are missing for registration, you can add the information on the pop-up and submit.

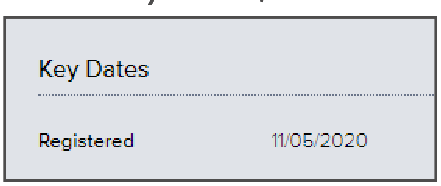


Guideline Errors

Please correct the guideline violations below to proceed

FIELD ID	DESCRIPTION	
4000	Borrower First Name is a required field	
4002	Borrower Last Name is a required field	
1402	Borr DOB is a required field	MM / DD / YYYY
1240	Borr Email is a required field	
65	Borr SSN is a required field	###-##-####
66	Borr Home Phone is a required field	
FR0104	Borr Present Addr is a required field	
FR0106	Borr Present City is a required field	
FR0107	Borr Present State is a required field	Select One

10. You will get notification that the loan has been registered. A loan # is now assigned. Under Key Dates, it will show the registration date:



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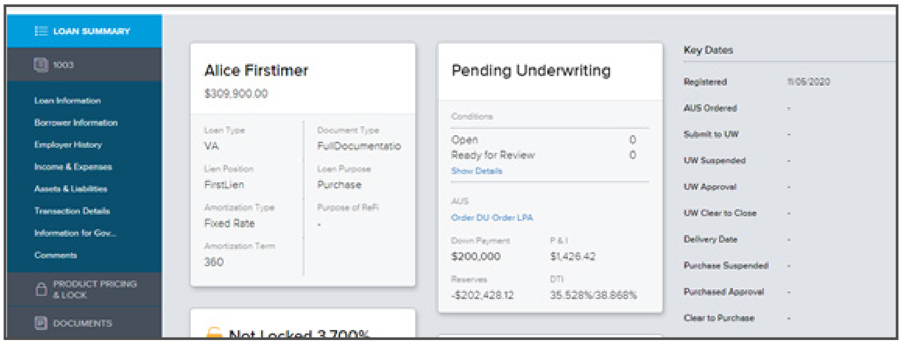
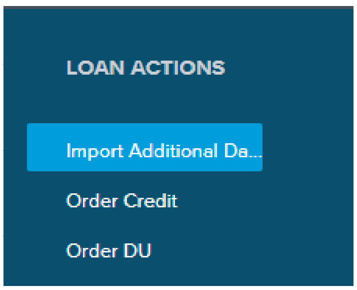
HOW TO SUBMIT A NEW LOAN

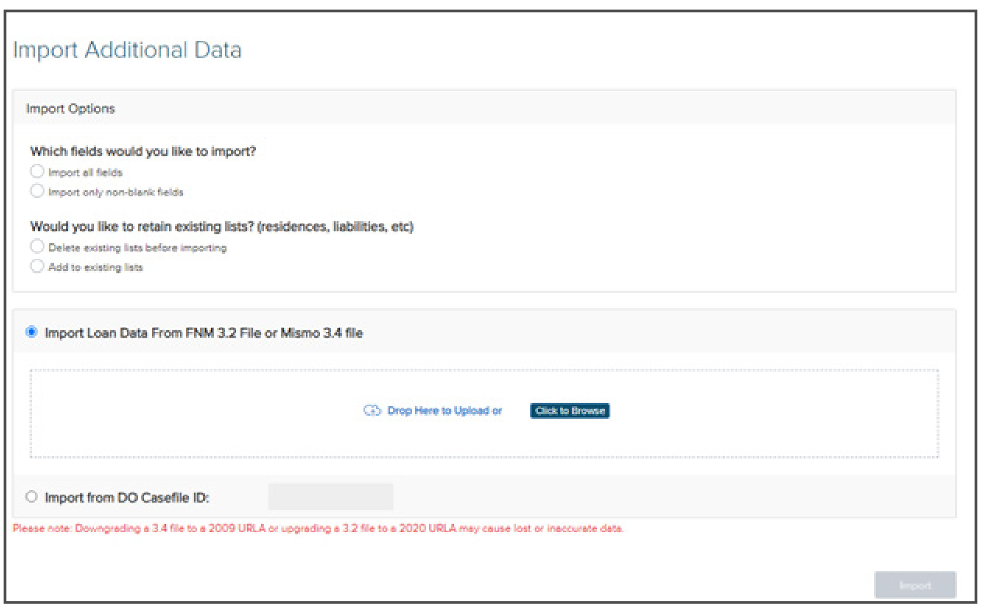
1. Verify the terms of the transaction are accurate by reviewing the loan summary and tabs below.
NOTE: You will no longer have editable access once the loan is submit.



2. Make any changes needed to the file for the most recent terms. Please note, you can re-import the FNMA 3.2 or the updated DO from the Case file ID under loan actions<import additional data.



Here you will find multiple ways to import new data



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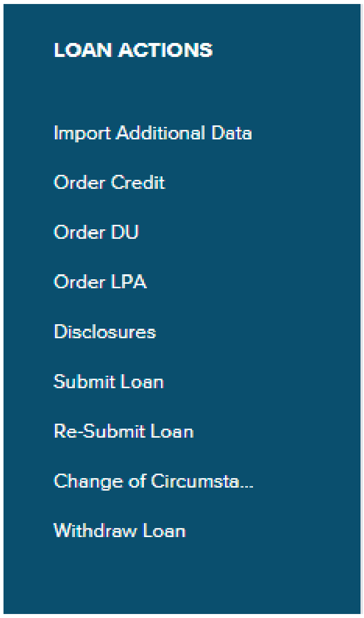
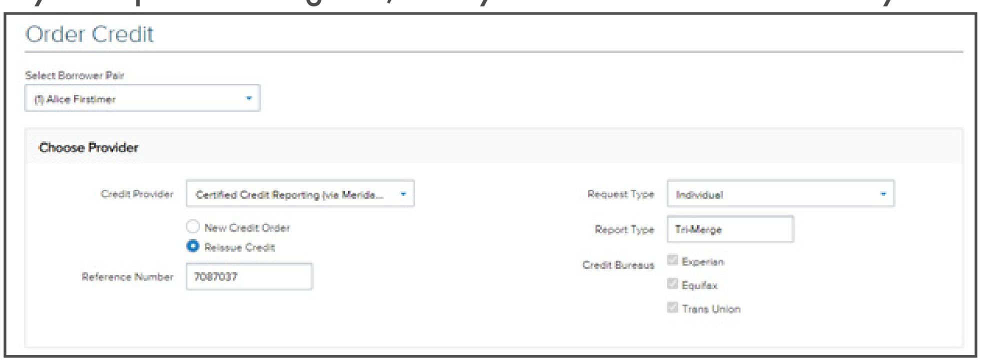
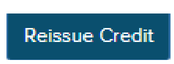
3. Order or Re-issue Credit under loan actions. (This does not need to be done if you imported the file by using the Casefile ID. Move to Step #13)
4. Go to the loan actions button and select Order Credit

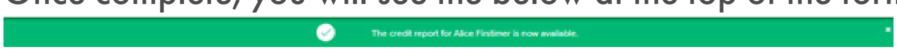


5. Select your credit provider and new or reissue.
   If you imported using DO, then your reference ID is already included and Reissue is selected.



6. Under Provider Details, add your credit vendor log-in and password. Select "Save Login Information" for future files.
7. Select Re-issue Credit at the bottom right. 

   Once complete, you will see the below at the top of the form.



8. If DO was not imported or you would like LP ran, select Order DU or Order LP
9. Order DU, include your credit providers username and credentials for DO and select order DU.

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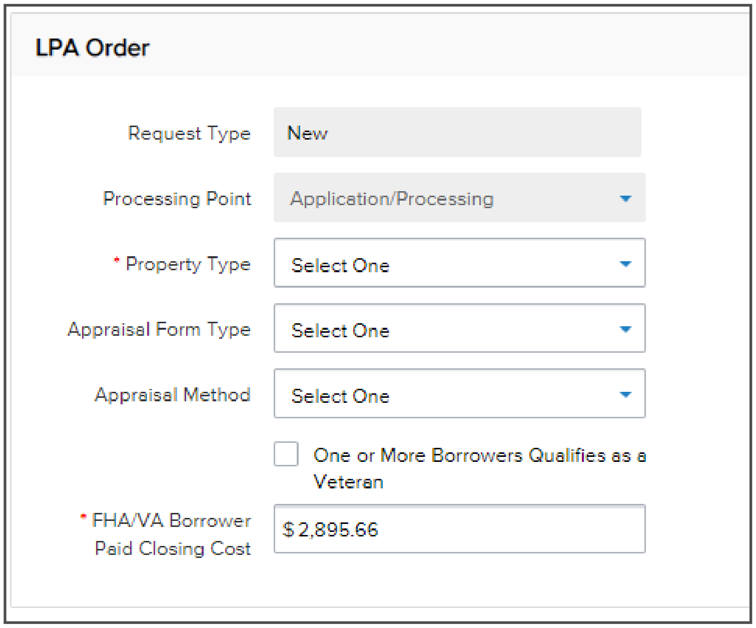
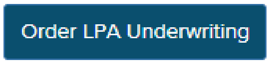
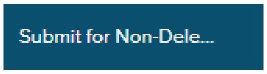
10. Order LPA, complete property type, appraisal form type and appraisal method. If Va, please include one or more borrowers qualifies as a veteran if applicable.

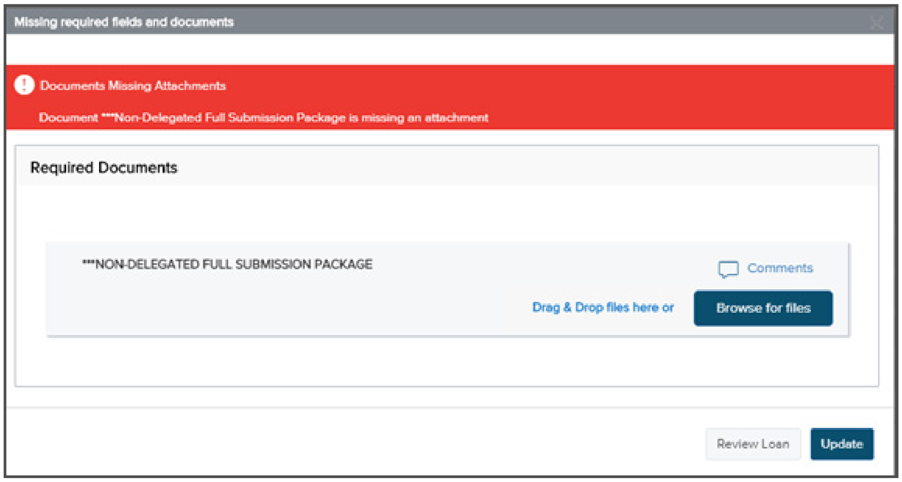


11. Select Import Liabilities
12. Select Order LPA Underwriting



Next, you will need to upload documents. If you hit submit under loan actions, this will trigger an upload.





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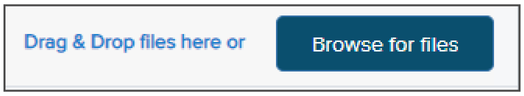
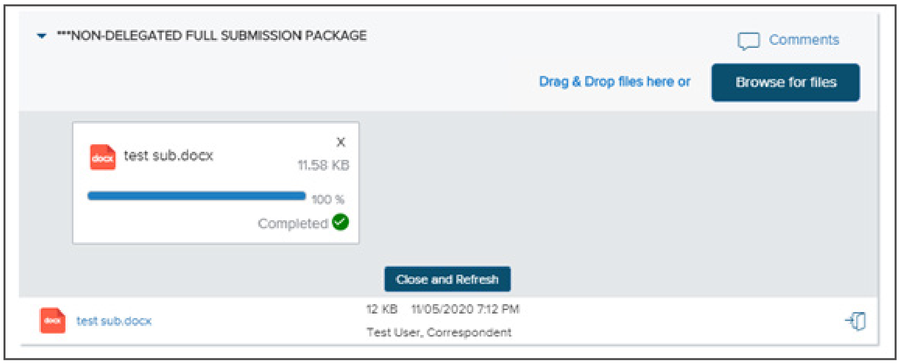
13. *(Continued)*

Drag and Drop files to the drag and drop section or browse for files.

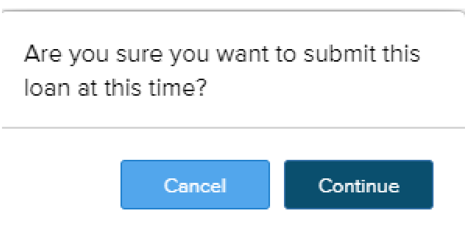


The below will show once upload is complete:

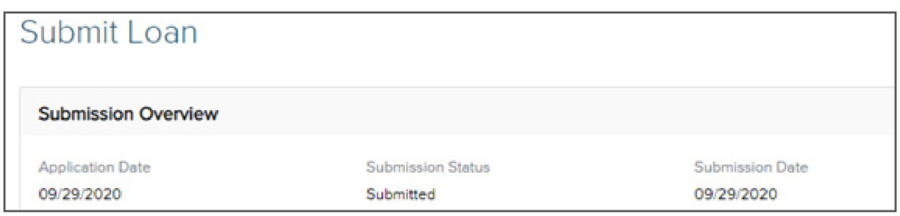


14. Select update in the popup box after upload is complete:

15. Select Continue



16. A green banner will appear notifying you the loan has been submit successfully and a submission date will be viewable with submission status as submitted.



Your loan is submit to underwriting. If any missing items or documents requested, the loan coordinator will respond within 24 hours of submission. If you have any questions about your loan submission reach out to *LenderSupport@OnQFinancial.com*