

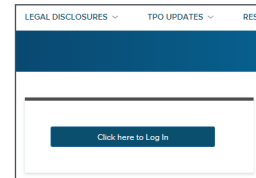
HOW TO: Register and Submit a New Delegated Loan

REGISTER A NEW LOAN

All trade desk/mandatory delivery are registered automatically by the trade desk and will be found within the system the next business day. Trade desk clients can find the loan by searching the pipeline. Only Best Effort clients will need to register the loan.

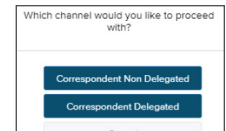
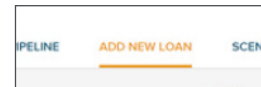
Log In

- Head to www.OnQCorrespondent.com and **Log In**



Navigate

- Once logged in, select **Add New Loan**
- Select **Correspondent Delegated**



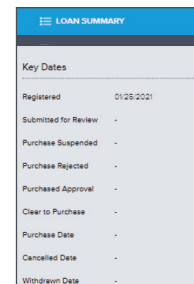
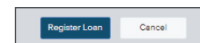
Upload

- Upload the 3.4, 3.2, 1003 or TXT document
- Borrower information and loan details will populate
 - You can also manually enter the data.
- Add the file contacts, these will be the main point of contact throughout the transaction
 - If the user who will be working the loans is not listed, reach out to LenderSupport@OnQFinancial.com



Register

- Select **Register Loan**
- Under **Loan Summary** and **Key Dates**, you will see the loan is now **Registered**



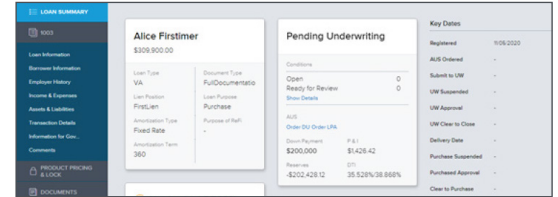
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HOW TO: Register and Submit a New Delegated Loan

SUBMIT A NEW LOAN

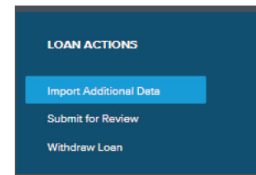
Verify

- Staying logged in, verify the terms of the transaction are accurate by reviewing the loan summary and tabs shown on the right
 - **NOTE:** You will no longer have editable access once the loan has been submitted



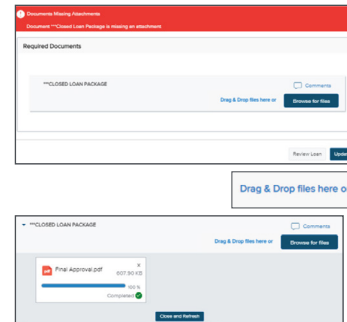
Revisions

- Make any changes needed to the file for the most recent terms
 - Please note, you can re-import the FNMA 3.2 or MISMO 3.4



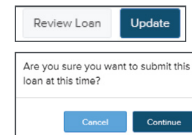
Upload

- Upload the necessary documents
 - If you hit submit under loan actions, this will trigger (photo on right)
- Drag and drop or browse for the files to upload
 - Once the upload is done, you will see a green check mark to notify the file is complete



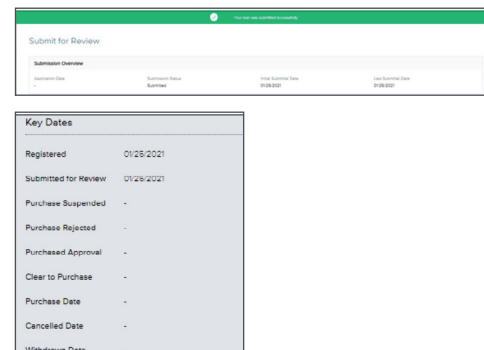
Update

- Select **Update** in the popup box after the upload is complete
- Select **Continue**



Submit Success

- A green banner will appear notifying you the loan has been submitted successfully
- A submission date will be viewable with submission status as submitted
- Key Dates will update to show the loan has been submitted for review



Your loan has been submitted to underwriting.

If any items are missing or documents are 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