

## **Submitting A Loan**

Once you have completed registration and processing, use the following steps to Upload and Submit your Full Loan Package.

### To Submit the Loan to Processing:

- 1. Go to the **Documents** link in the left menu
- 2. Upload loan package to FULL INITIAL PACKAGE
- 3. Click Submit Loan in the lower menu on the left.
- 4. Review the information on the Submit Loan page and click Submit Loan.

C John Homeowner 1 OB Program Test, BATON ROUGE, LA. 70805 Do It All TPO Customer		Loan Number: Total Loan Amt:	19012261 \$240,000.00	Loan Type: Loan Purpose:	Conventional Purchase	Rate: LTV/CLTV:	4.500% 20.00% / 20.00%	Wh 1st 🧰 🕅	Started	
IE LOAN SUMMARY	· · · · · · · · · · · · · · · · · · ·									
1003	Expand All Collepse All							Print Fe	x Cover Sheet	1
Loan Information								Max attachment size is 200	MD. View Supported Files	
Borrower Information Employer History	All Borrowers									
Income & Expenses Assets & Liabilities Tomorrise Datable	John Homeowner									1
Information for Government Monitoring	APPRAISAL							Drag & Drop files here or	Browse for files	
PRODUCT PRICING & LOCK	DISCLOSURE REQUEST DOCUMENTATION							Drag & Drop files here or	Browse for files	
	FULL INITIAL PACKAGE							Drag & Drop files here or	Browse for files	
🌸 CONDITIONS										
DISCLOSURE TRACKING										
LOAN ACTIONS										
Order Credit										

# **Adding Documents Prior to Underwriting**

If additional documentation is required to complete the loan package prior to submitting to underwriting, you will receive an **Email notification** from your file's Processor. Please upload Processing Conditions to the **FULL INITIAL PACKAGE** folder. (Click the arrow to view documents already assigned to the folders.)

### To Add Documents to the Loan after initial file upload:

- 1. On the menu on the left, click the **Documents** link.
- 2. Upload documents to the FULL INITIAL PACKAGE folder.

# **Viewing and Submitting Underwriting Conditions**

Once the loan has been underwritten click on Conditions to view, sort, filter and upload documentation to satisfy the conditions.

#### **To View and Upload Conditions:**

- On the menu on the left, click the **CONDITIONS** link.
- **Upload, drag or drop** Documentation to satisfy the Condition, click **Ready for Review.** This will not notify GMFS, but will give you a visual indication that you have uploaded documentation to satisfy that condition. The condition will show a status of Fulfilled.
- Once ALL Conditions reflect Ready for Review, Click Notify Lender to indicate to your CRR that the conditions are fulfilled and loan is ready to go back to the underwriter.

ANDY AMERICA 2011 001 TV0000 DR, HOUSTON, TX, 77030 GMP5 StraterText						Loan Number: 1935605 Total Loan Are: \$191,500.00	Loien Cosh	Type Convertised Purplet: Purchase	Rate: LTVICLTV	4.8795 64.485./ 64.485	Whi tot	Cent Asses
E LOAN SUMMARY												1
		FILTER BY	Prior Ta	All	+	Equil Al	Colligne	All C				Noty Looks 🗊 🖨
C PRODUCT PROMINE										Max	ettachment size is 200	MD. View Supported Files.
E DOCUMENTS		Category	Constion	Piforito	Date Added	Date Revised	Age	Borrower Pair	Status	Status Date		dor
	•	Property	Appraisal	Aboringi	051010		<u>85</u>	ANDY ANDREA, ANY AVERCA	Autoes.	001918	2	Re-Caser
			Ремов Лиу сопрете Рина, гоон	C - ADDIESS VI	us de Reviewed A	ие доргание бу шисегилет						
			APPRASAL Union							C Connerse	Drag & Drag Bas have	er Erzense fan fins
LOAN ACTIONS			Link Document to Condition									
Import Additional Data Re-Cullent Loan	*	Lege	Misc-Prelim/Title Commitment	Аррекан	067578		*	W DY AMERICA, MIY M/ERCA	Arrest	Q815-18	1	Ready for Decision
			theoremany Title Report Title Comm	itrari Tigatha	e one A 24 More	OwnOFTER						
			MISC-PRELIMITITUE COMMITM	ENT SHARE						Convent	Drog & Drog Nes here	P Disease for files
			Link Discement to Candidian									
	•	Property	Property Hezerd Declaration Page w/ Paid Receipt	400'044	061518		5	ANDY AMERICA, 441Y ANDREA	A0040	061516	•	Ready for Names

# **Resubmitting to Underwriting**

• After the loan has been Resubmitted to Underwriting by your CRR, status will display *Resubmitted to UW*. To view Additional or Revised Conditions go to **Conditions**. You can utilize the Filter and Sort functions to quickly identify new conditions. Click **Notify Lender** to indicate to your CRR that the conditions are fulfilled and loan is ready to go back to the underwriter.

ANDY AMERICA 2011 BELTWOOD DR. HOUSTON, 1X, 77528 GMP5 Bestwitter						Loan Number 1905605 Total Loan Are: \$191,500.00	Loen Cost	Type: Conventional Purpose: Purchase	Rate: LTVICLTV	4.879% 64.48%/64.48%	ws tot 🖻	Carl Assort
E LOAN SUMMARY												L
		FILTER BY	Prior Ta	+ AI		Expert Al	Celline	i Alf				Net/Loster
C PRODUCT PROMIA						6				Max	ettachment size is 200	MD. View Supported Film.
		Category	Constion	Prior to	Date Added	Date Revised	Age	Borrower Pair	Datus	Status Date	C. 40	lor.
	•	Property	Appraisal	Aboranti	05/010		<u>8</u> 3	ANDY ANDROA, ANY AVERCA	<b>Nutree</b>	00.1918	2	Ro Caser
			Provide furly complete Philos, 10	01C - ADDIESE V	us de Revened A	ne Approved by Underwrter						
			APPRASAL Union							C Connerse.	Drag & Drap Bas have a	Enseue for film
LOAN ACTIONS			Uni-Document to Condition	•								
Import Additional Data Re-Guilent Loan	*	Lega	Misc-Prelim/Title Commitment	Approval	067578		8	WEY AMERICA, MIY AVERCA	Arred	Q815-18	1	Ready for Decision
			Preimary Title Report Title Co	HINDING'S TOGETH	el líter A 24 Muces	OwnOFTER						
			MISC PRELIMITITLE COMM	THENT SHOW						Conners	Drag & Drag Nes here a	Distance for they
			Link Document to Consilion	•								
	•	Popeny	Property-Hazard Declarati Page w/ Paid Receipt	en Acoroiai	061519		8	ANDY AMERICA, ANY AVERCA	Asceo	061578	۰.	Ready for Decision

GMFS LLC | 7389 Florida Blvd, Suite 200A, Baton Rouge, LA 70806 | NMLS #64997 | gmfspartners.com | v2. 1/13/19