



All loans should be run through DO/DU AUS and finalized to GMFS prior to loan submission. This includes Conventional, FHA, and VA purchases and rate/term refinances. For FHA streamline refinances, VA IRRRLs, USDA, and Jumbo loans, the 1003 information must be imported to www.gmfspartners.com website in a 3.2 Fannie Mae format.

If you are not registered with Fannie Mae Desktop Originator, follow the instructions below. If you are already registered, skip to “Adding GMFS as a Sponsoring Lender.”

Registering for DO

- Go to www.efanniemae.com, click on “Mortgage Brokers & Correspondents”. Click the link- DO online registration tool for Brokers.
- Follow the steps and enter your company and billing information.
- In Step 5: Request User IDs, enter all information for each user that will access DO. You will be required to provide personal PINs and code words for each user. You can request another user while on this screen by clicking “Yes” at the bottom of the screen before clicking “Continue”. If you need to add user IDs at a later date, refer to the Technology Manager page on www.efanniemae.com for information.
- In Step 7, select GMFS as your Sponsoring Lender
- Complete all 10 steps and close. You will receive several emails that provide you with further information.

Adding GMFS as a Sponsoring Lender

- Go to www.efanniemae.com, click on “Mortgage Brokers & Correspondents”. Click the launch app button.
- Enter your username and password
- Click on Adding Sponsoring Lenders, and select GMFS
- Complete and confirm your request. You will receive a confirmation email.