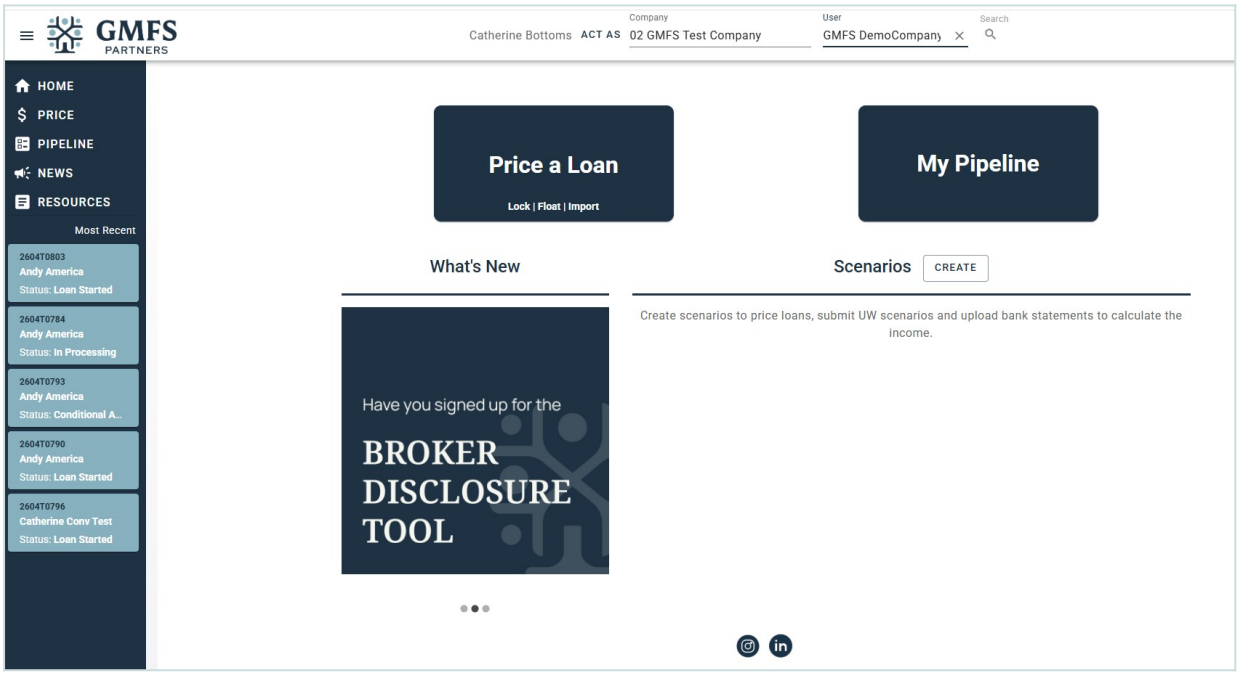
NEW CONNECT GMFS PARTNERS PORTAL

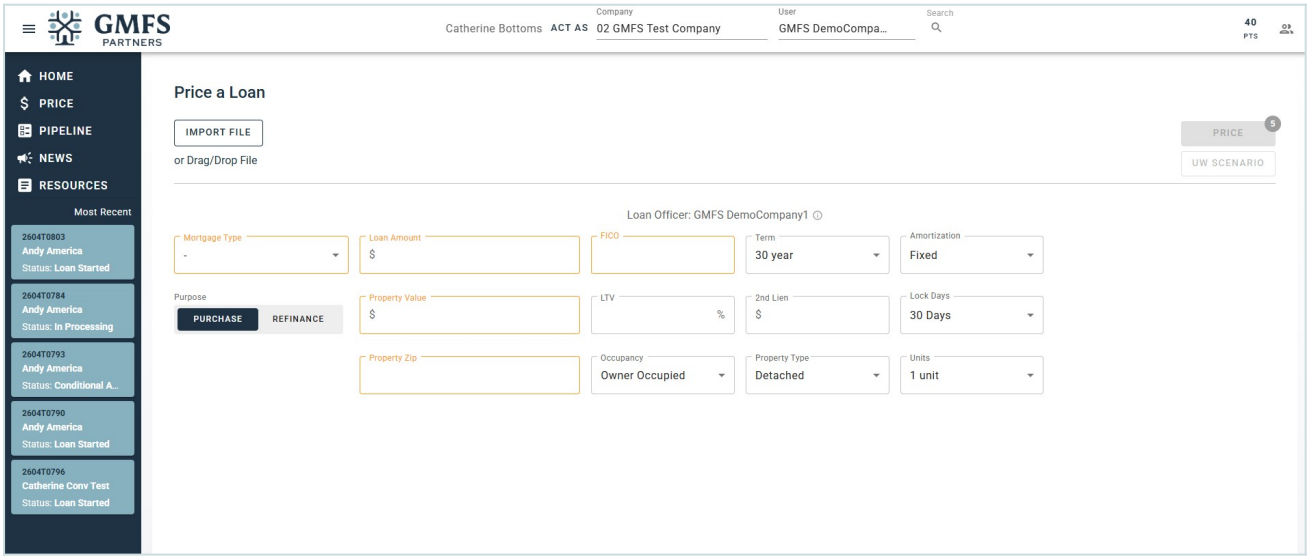
Quick Start Guide

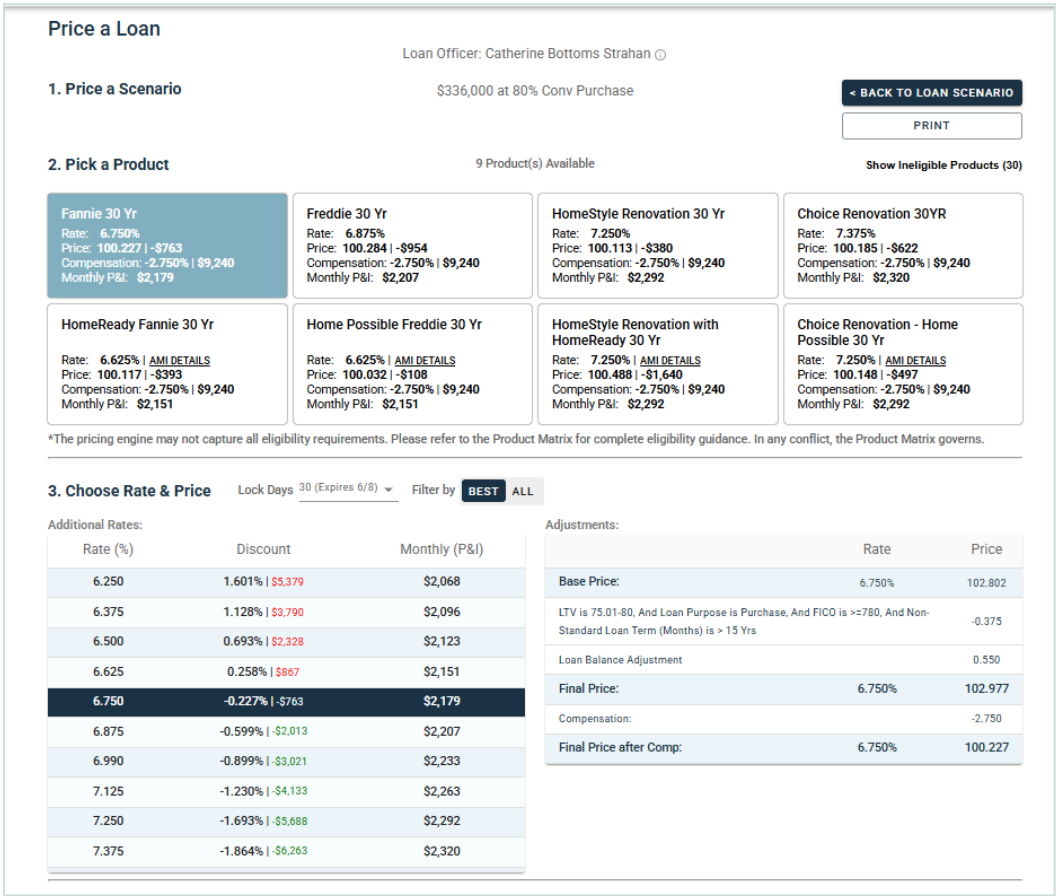
Pricing and Loan Registration

- **Price a Loan:** Log in and navigate to the Price a Loan tab.

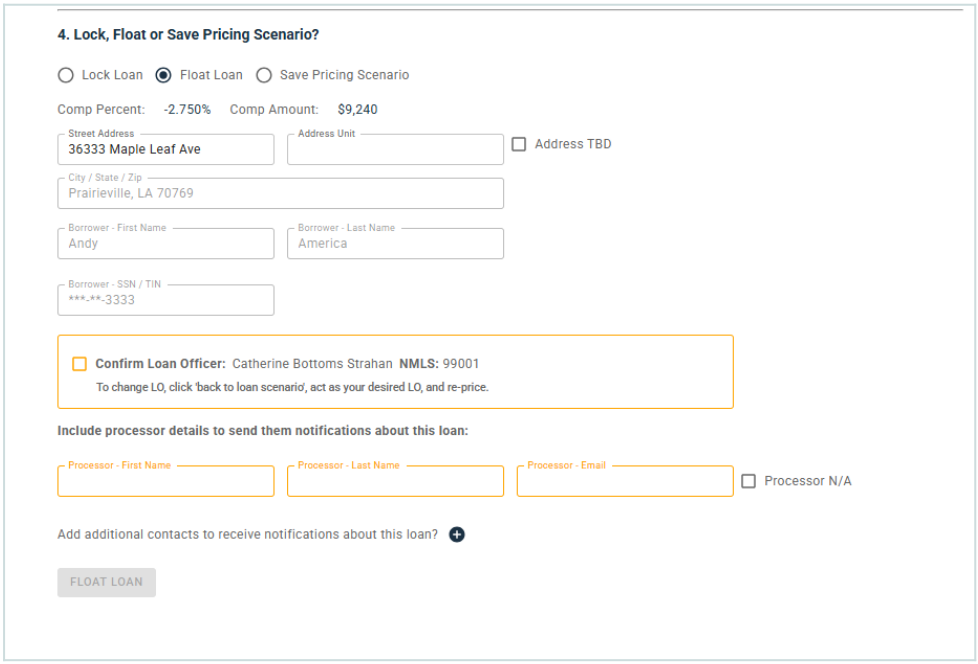


- **Enter Data:** Input your loan parameters or import a 3.4 file to view eligible products and live pricing.

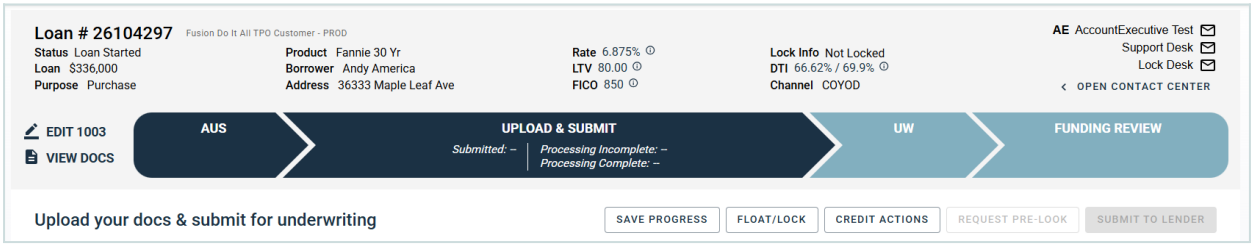




- **Choose Your Path:** Select your desired rate and choose to **Save Scenario, Float** or execute a **"Slim" lock**.



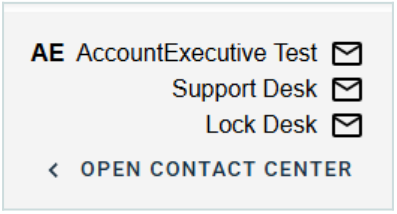
- **Automatic Creation:** Once locked or floated, the system will automatically generate your GMFS Loan Number and open the loan file within your pipeline.



Integrated Contact Center

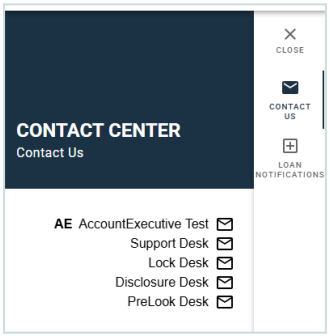
We've eliminated the need to switch between apps to reach our team. You can now send direct, secure messages to our specialized desks without ever leaving the loan file.

- **Open the Center**: Click the "**Contact Us**" icon on the right-hand sidebar.



- **Select Your Desk:** Choose the specific department you need:
  - **Support Desk:** For portal technical help or site navigation
  - **Lock Desk:** For questions regarding rate locks, extensions, or pricing adjustments.

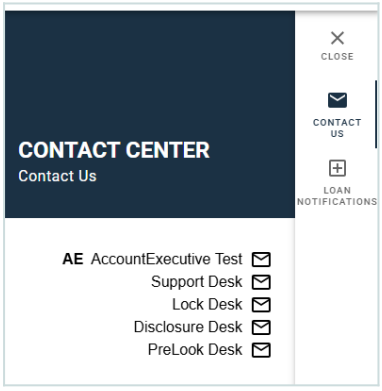
- **Disclosure Desk:** To check signature status or request disclosure updates.
- **PreLook Desk:** To request an upfront review of a file before full submission.

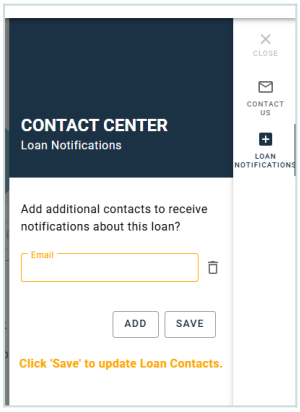


- **Send:** Your message is sent directly to the team. The system automatically includes the Borrower Name and Loan Number in the subject line for faster routing.

Automated Loan Notifications

Ensure every stakeholder on your team receives real-time updates as the loan progresses.





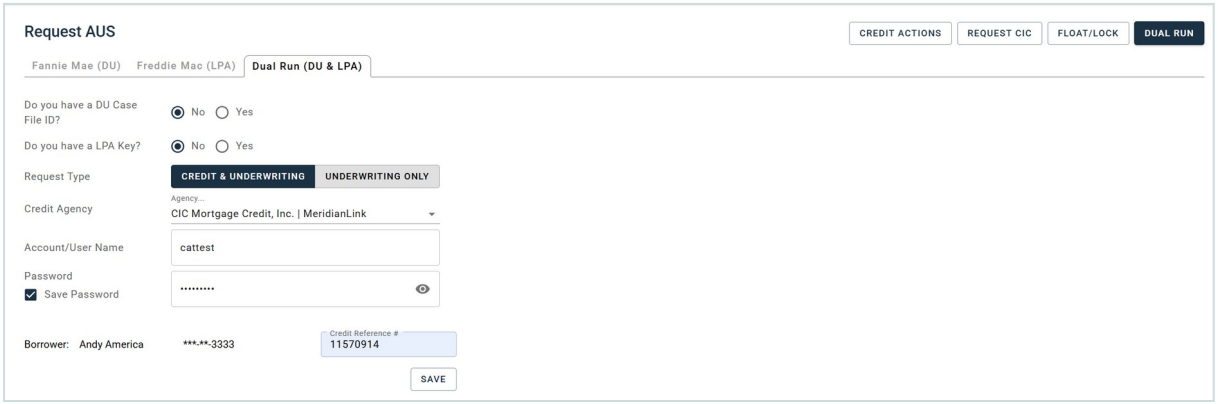
- **Add Your Team:** Under the "**Loan Notifications**" tab, you can add up to 11 additional contacts (Processors, LOAs, etc.)
- **How to Add**: Simply type the email address in the field and click "**ADD**"

Requesting AUS (DU/LPA/Dual Run)

Once you have entered your dates and clicked "**Save Progress**," you can utilize the portal's integrated AUS tools. You have the flexibility to either import existing findings or run new ones directly through the GMFS portal.

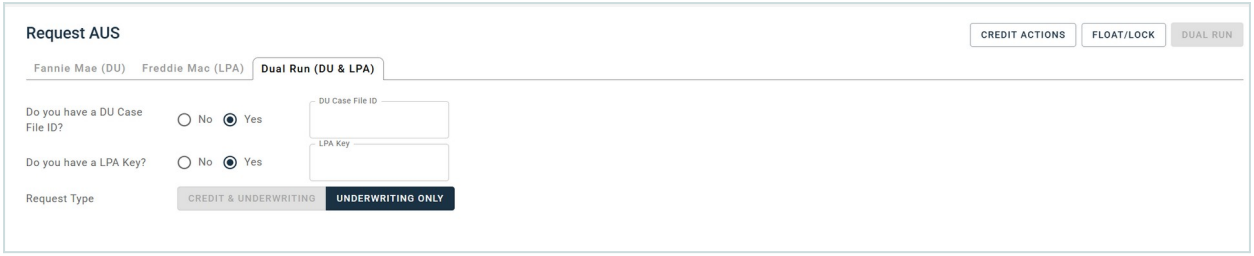
To Run "New" Findings

- **Select AUS Type**: Choose from Fannie Mae (DU), Freddie Mac (LPA), or the Dual Run (DU & LPA) tab.
- **Case ID Questions**: Select "*No*" for the questions: "*Do you have a DU Case Field ID*?" or "*Do you have a LPA Key*?"
- **Request Type**: Select "*Credit and Underwriting*."
- **Credit Credentials**:
  - **Credit Agency**: Select your provider from the dropdown menu.
  - Credentials: Enter your Account/Username and Password.
  - **Credit Reference #:** Enter the unique reference umber from your original credit report.
- **Save**: Click "**SAVE**" and then "**Run**"



To Run "Existing" Findings

- **Select AUS Type**: Choose from Fannie Mae (DU), Freddie Mac (LPA), or the Dual Run (DU & LPA) tab.
- **Case ID Questions**: Select "*Yes*" for the questions: "*Do you have a DU Case Field ID*?" or "*Do you have a LPA Key*?"
- **Request Type**: Select "*Underwriting Only*."
- **Save**: Click "**SAVE**" and then "**Run**"

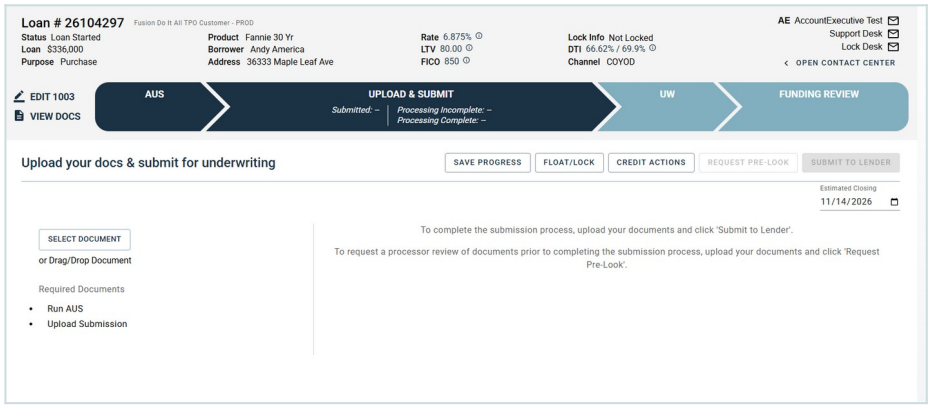


Quick Tip: Running a Dual Run is a great way to compare findings side by side to see which agency offers the most favorable terms (like appraisal waivers or reduced documentation) for your borrower.

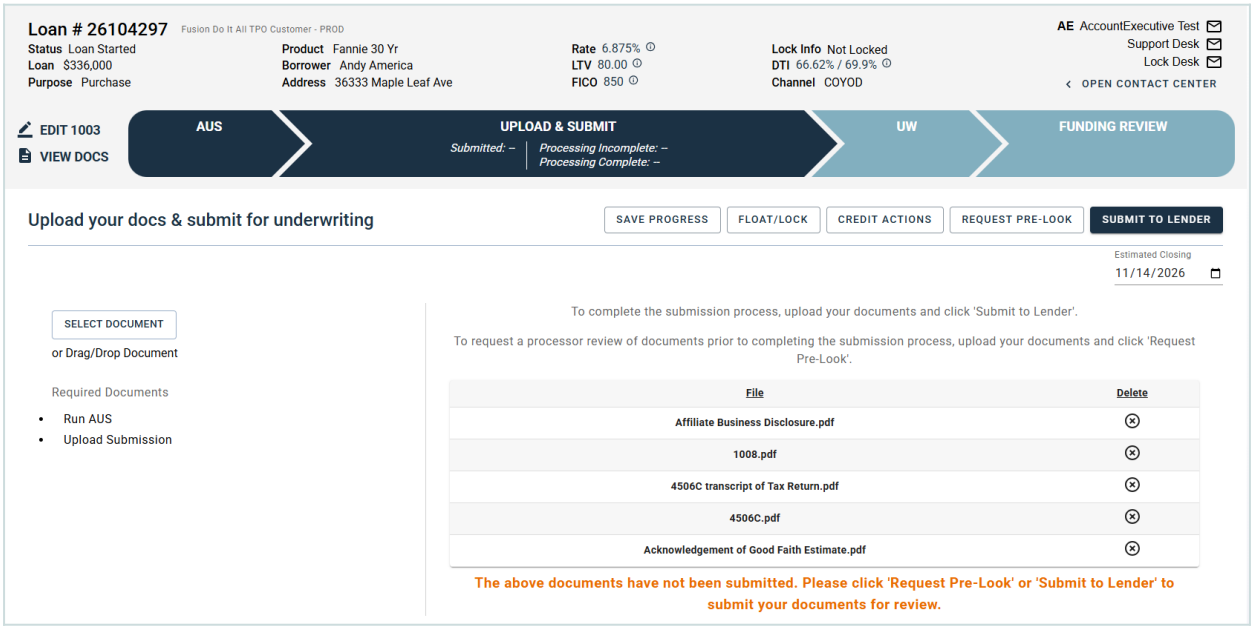
Uploading Documents & Submission to GMFS Processing

Once your dates are set and you are ready to upload your full disclosure and credit package, it is time to submit your file for review.

- **Navigate to "Upload & Submit"**: Locate this tab in the main navigation menu.
- **Select Your Files:**
  - **Option A**: Click "*Select Documents*" to browse and select files from your computer.
  - **Option B**: Simply Drag and Drop your files directly into the uploaded area.
- **Strict PDF Requirement**: The portal only accepts PDF file types.
  - Important: If you have files in other formats (Excel, JPEG, Word, or password protected PDFs), you must "*Print to PDF*" or "*Save As PDF*" before uploading. The system will reject non-PDF formats.



- **Check Your "Required Documents" List**: To the left of the upload box, the system provides a live checklist (e.g., Run AUS, Upload Submission).
- **Submit to Lender**: once your files are listed in the table, click the dark blue "**SUBMIT TO LENDER**" button in the top right corner.
  - **Important:** Your documents are not submitted until you click this button, you will see a confirmation message once the submission is successful. If you have an outstanding alert (such as a missing field) and navigate away from this screen to fix it before hitting Submit, your uploaded documents will be lost, and you will have to upload them again. Navigate first to clear the outstanding alert then upload documents and submit.



What Happens Next?

Once you click "**SUBMIT TO LENDER**," your file is officially in our hands!

- **Intake Review**: Our setup/processing team will review your uploaded documents and dates for compliance.
- **Status Update:** The status bar at the top of your portal will move from "**Uploaded & Submit**" to "**UW**" (Underwriting) once the file is submitted from setup/processing to the Underwriting Queue.
- **Notifications:** If you added your team to the Loan Notifications tab, they will receive an automated alert the moment the file hits a new milestone.