

## Create a Loan Manually

To Create a Loan Manually:

1. On the home page, click the Add New Loan button.
2. In the pop-up window, select the loan officer(s) and loan processor(s) the loan will be assigned to.

Register Wholesale Loan

Choose Contacts

LOAN OFFICER

Organization: TPOConnect Test Org

User Name: Select

LOAN PROCESSOR

Organization: TPOConnect Test Org

User Name: Select

Cancel Next

3. Click **Next**.
4. Select whether the Loan Estimate is issued by the Broker or Lender, and then click Next.

Register Wholesale Loan

Initial Loan Estimate Issued By

☐ Broker

☐ Lender

Back Cancel Next

5. Select **Skip** to manually create a loan.

Register Wholesale Loan

Import Loan Data From FNM 3.2 File

Drop Here to Upload or Click to Browse

Back Cancel Skip

6. An electronic 1003 form displays. Enter the required loan data.
7. After you finish entering information on a page, click the Next button to proceed until all of the information is entered.

8. To save the loan, click Register.

1003 / Borrower Information

Select Borrower Pair

(f) John Homeowner & Mary Homeowner

Edit

Register

Next

III. Borrower Information

Borrower First Name

John

Number of Dependents

Borrower Middle Name

Dependent Age(s)

Borrower Last Name

Homeowner

Suffix

Years in School

Social Security Number

\*\*\*-\*\*-5000

Home Phone

Date of Birth

MM / DD / YYYY

Cell Phone

Marital Status

Select

Borrower Email

## Loan Information Page

The Loan Information Page includes information about the loan including the type of mortgage, loan terms, property information, and title information. This is the information contained in Sections I and II of the Uniform Residential Loan Application form.

**NOTE:** The name of each application page is listed on the left side of the page. Click a page name to view that page in the application

1003 / Loan Information

Select Borrower Pair

(f) John Homeowner & Mary Homeowner

Edit

Save

Next

☐ The income / assets of a person other than the Borrower will be used.

☐ The income / assets of the Borrower's spouse will not be used.

I. Types of Mortgage and Terms of Loan

Base Loan Amount

\$156350

Interest Rate

4.875

%

Lien Position

First

Prepayment Penalty

No

Loan Type

Conventional

MI Coverage

%

Lender Case Number

Case #1

MI Months

Amortization Term Months

360

☐ Lender Paid Mortgage Insurance

Impound Waiver

Select One

Documentation Type

Select One

Due In

Application Date

9/8/2016

Interest Only

Estimated Closing Date

MM / DD / YYYY

Amortization Type

Fixed Rate

## Borrower Information Page

The Borrower Information page includes information about the borrower(s) and their residency.

## Employer History Page

Use this page to enter the borrower and co-borrower's employment information.  
To Enter Employment Information:

1. Click the Add an Employer button.
2. Indicate whether this information is about the borrower's current employer or previous employer, and then enter the remaining employment information.

3. Click the Save & Add Another button to add information about a different employer.
4. When finished, click the Save button.

## Income and Expenses Page

Enter the monthly income and housing expenses for the borrower. This information correlates to the information in Section V of the Uniform Residential Loan Application form.

**NOTE:** A proposed monthly payment will not be calculated until you submit the loan file to the product and pricing engine (discussed in Section 3) and select a program/rate/price combination. Once the selected interest rate is applied to the loan, a proposed monthly payment will be calculated.

1003 / Income & Expenses

Select Borrower Pair  
(1) John Homeowner & Mary Homeowner

Save Next

V. Monthly Income and Combined Housing Expense Information

| Gross Monthly Income    |               |                   | Monthly Housing Expenses |                   |
|-------------------------|---------------|-------------------|--------------------------|-------------------|
| Borrower                | CoBorrower    | Total             | Present                  | Proposed          |
| Base \$4300             | \$            | \$4,300.00        | Rent \$892               |                   |
| Overtime \$             | \$            | \$0.00            | First Mtg. \$            | \$827.42          |
| Bonuses \$              | \$            | \$0.00            | Other Fin. \$            | \$                |
| Commissions \$          | \$            | \$0.00            | Haz. Ins. \$             | \$30              |
| Div. / Interest \$      | \$            | \$0.00            | RE Taxes \$              | \$225             |
| Net Rental Inc. \$      | \$            | \$0.00            | Mtg. Ins. \$             | \$92              |
| Other \$                | \$            | \$0.00            | HOA Dues \$              | \$                |
| Other income \$250.00   | \$0.00        | \$250.00          | Other \$                 | \$                |
| <b>Total \$4,550.00</b> | <b>\$0.00</b> | <b>\$4,550.00</b> | <b>Total \$892.00</b>    | <b>\$1,744.22</b> |

## Assets and Liabilities Page

Use the Assets and Liabilities page to enter information about asset accounts and liabilities. This information is reflected in Section VI of the Uniform Residential Loan Application.

### To Enter Asset Accounts:

- 1 Click the Add Asset Accounts button.
- 2 Enter the asset information.

Add Asset Account

Borrower Pair John Homeowner & Mary Homeowner

Enter Institution Information

Belongs To Select One

Institution

Address

City

State Select One

Zip

Account Information

| Account/Asset Type | Account in the Name of | Cash Value | Account Number |
|--------------------|------------------------|------------|----------------|
| Select One         |                        | \$         |                |
| Select One         |                        | \$         |                |
| Select One         |                        | \$         |                |
| Select One         |                        | \$         |                |

Cancel Save Save & Add Another

3. In the Account Information section, select an account or asset type, and then provide its details.
4. Repeat Step 3 to add additional accounts. You can add up to four accounts for one financial institution.
5. To add a new asset and account information, click the Save & Add Another button.
6. When finished, click the Save button.

#### To Enter Cash Deposits:

1. In the Cash Deposit Towards Purchase section, click the Add Cash Deposits button.

2. Enter the cash deposit amount and who the cash deposit is held by.
3. To add a new cash deposit, click the Save & Add Another button.
4. When finished, click the Save button.

#### To Enter Stocks & Bonds:

1. In the Stocks & Bonds section, click the Add Stocks or Bonds button.

2. Enter the Stock and Bond information.
3. To add a new Stock and Bond entry, click the Save & Add Another button.
4. When finished, click the Save button.

### To Enter Automobiles Owned:

1. In the Automobiles Owned section, click the Add Automobile button.

2. Enter the automobile asset information.
3. To add a new automobile entry, click the Save & Add Another button.
4. When finished, click the Save button.

### To Enter Other Assets:

1. In the Other Assets section, click the Add Asset button.

2. Enter the asset information.
3. To add a new other asset entry, click the Save & Add Another button.
4. When finished, click the Save button..

### To Add Liabilities:

**NOTE:** Liabilities listed in the General Liabilities section are usually the liabilities from the credit report.

1. To import liabilities from the credit report, click the Import Liabilities button
2. Review the liabilities, and then click the Import Liabilities button.

General Liabilities

Please provide information about liabilities. Do not include liabilities entered under Real Estate Holdings.

| Company Name   | Liability Type | Balance  | Monthly Payment | Months Left | Account Holder |
|----------------|----------------|----------|-----------------|-------------|----------------|
| TOYOTA CREDIT  | Installment    | \$15,838 | \$500           | 0           | Borrower       |
| CHASE          | Installment    | \$5,000  | \$257           | 0           | Borrower       |
| SALLIEMAE      | Installment    | \$5,000  | \$450           | 0           | Borrower       |
| SALLIEMAE      | Installment    | \$1,100  | \$25            | 0           | Borrower       |
| UNIVERSAL VISA | Revolving      | \$950    | \$25            | 38          | Borrower       |

Cancel
Import Liabilities

3. When the liabilities have been successfully imported, you will receive a confirmation message. Click the Close button to dismiss the message and return to the loan.
4. Click the Add a Liability button (located at the bottom of the list) to enter additional liabilities.
5. Enter the liability details.
  - Select the Exclude from URLA Page 2 Liabilities Total check box to exclude the payment from the ratios.
  - Select the Mortgage liability will remain on subject property check box to indicate the liability is being paid off through the transaction.
6. To add a new liability, click the Save & Add Another button and enter the liability details.
7. When finished, click the Save button.
8. To modify a liability, click the Edit link at the right of the liability.

### To Enter Alimony, Child Support, and Job Related Expenses:

Use the Alimony, Child Support, and Job Related Expenses section on the Assets and Liabilities tab to enter applicable payment details.

### To Enter Real Estate Holdings:

1. In the Schedule of Real Estate Owned section, click the Add a Real Estate Owned button.
2. Enter information about the real estate owned by the borrower, including any outstanding liens.
3. Click the Save & Add Another button to add information about an additional real estate holding.
4. When finished, click the Save button.

## Details of Transaction Page

Use Transaction Details page to enter the subject property's purchase price and other transaction details.

**NOTE:** When working with a loan you imported to the website, the fields on the Transaction Details page will be automatically populated with applicable information from the loan file.

| VII. Details of Transaction                                    |                     |
|--|---------------------|
| a. Purchase Price  | \$165000            |
| b. Alterations, Improvements, Repairs                          | \$                  |
| c. Land ( if acquired separately )                             | \$                  |
| d. Refinance ( incl. debts to be paid off )                    | \$                  |
| e. Estimated Prepaid Items                                     | \$1100              |
| f. Estimated Closing Costs                                     | \$2900              |
| g. PMI, MIP, Funding Fee                                       | \$                  |
| h. Discount ( if Borrower will pay )                           | \$                  |
| <b>I. Total Costs ( a through h )</b>                          | <b>\$169,000.00</b> |
| j. Subordinate Financing                                       | \$                  |
| k. Borrower's Closing Costs Paid By Seller                     | \$                  |
| l. <input type="text" value="Cash Deposit on sales contract"/> | \$350               |
| l. <input type="text" value="Select One"/>                     | \$                  |
| l. <input type="text" value="Select One"/>                     | \$                  |
| l. <input type="text" value="Select One"/>                     | \$                  |

## Declarations and Gov. Monitoring Page

Select **Yes** or **No** for each question, and then select the appropriate options in the Borrower and Co-Borrower Information for Government Monitoring and Interviewer Information sections. This information reflects the information found in Sections VIII and X of the Uniform Residential Loan Application.

| VIII. Declarations  |                              |                             |                              |                             |
|---|------------------------------|-----------------------------|------------------------------|-----------------------------|
|   | Borrower                     |                             | Co-Borrower                  |                             |
| a. Are there any outstanding judgments against you?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Have you been declared bankrupt within the past 7 years?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Are you party to a lawsuit?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are you presently, delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Are you obligated to pay alimony, child support, or separate maintenance?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Is any part of the down payment borrowed?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Are you a co-maker on a note?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Are you a U.S. citizen?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Are you a permanent resident alien?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Do you intend to occupy the property as your primary residence?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| m. Have you had an ownership interest in a property in the last 3 years?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



## Comments

The Comments section on the comments page is used as a continuation sheet if you need more space to complete the 1003 loan application. Comments added to this section TPO Connect are recorded on the 1003 page 4 form in Encompass.

## Adding Co-Mortgagors

After entering all of the 1003 information for the initial borrower(s), you can then add a co-mortgagor.

To Add Co-Mortgagors:

1. At the top of the page, click the Edit button.

1003 / Loan Information

Select Borrower Pair

(f) John Homeowner & Mary H... **Edit** Save Next

☐ The income / assets of a person other than the Borrower will be used.

☐ The income / assets of the Borrower's spouse will not be used.

**I. Types of Mortgage and Terms of Loan**

2. Click Add New Pair to add a Co-Mortgager pair.
3. Enter the required information for the co-mortgagor(s).
4. When finished, click Save.
5. At the top of the page, select the new borrower pair from the Select Borrower Pair drop-down list.
6. Complete all of the information on each of the 1003 tabs for the co-mortgagor(s), just as you did for the initial borrower(s).

## Saving the Loan

To save the information you have entered on the 1003, click the Save button. The Save button is located at the top and bottom of every 1003 page.

1003 / Loan Information

Select Borrower Pair

(f) John Homeowner & Mary H... Edit **Save** Next

☐ The income / assets of a person other than the Borrower will be used.

☐ The income / assets of the Borrower's spouse will not be used.

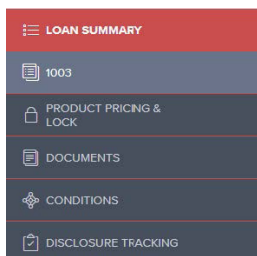
**I. Types of Mortgage and Terms of Loan**

|                          |              |   |         |
|--------------------------|--------------|---|---------|
| Base Loan Amount         | \$156350     | Interest Rate   | 4.875 % |
| Lien Position            | First        | Prepayment Penalty                                      | No      |
| Loan Type                | Conventional | MI Coverage   | %       |
| Lender Case Number       | Case #1      | MI Months   |         |
| Amortization Term Months | 360          | <input type="checkbox"/> Lender Paid Mortgage Insurance |         |

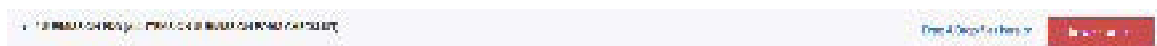
## Submit Loan

Once you have completed processing the loan, you can upload your submission package to the portal. To Upload Documents:

1. Click Documents in the Loan Summary menu on the left.



2. Upload submission package in the folder labeled \*SUBMISSIONPKG (ALL ITEMS ON SUBMISSION FORM CHECKLIST)



3. Once you are finished uploading, use the Submit Loan action to notify the lender that the loan submission is complete and ready for their review.

## To Submit the Loan to the Underwriter:

1. Click Submit Loan in the menu on the left.
2. On the confirmation window, click Continue.

