a MORTGAGE Boutique
a division of First Community Mortgage

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how to
Register A Loan

New Files

- https://portal.welovetpo.com/portal/#/login

- New files can be imported manually or via 3.4 file or by releasing AUS findings to lender from Fannie Mae or Freddie Mac. The 3.4 file is the preferred method. To start process please select your import method on the left side of screen below.
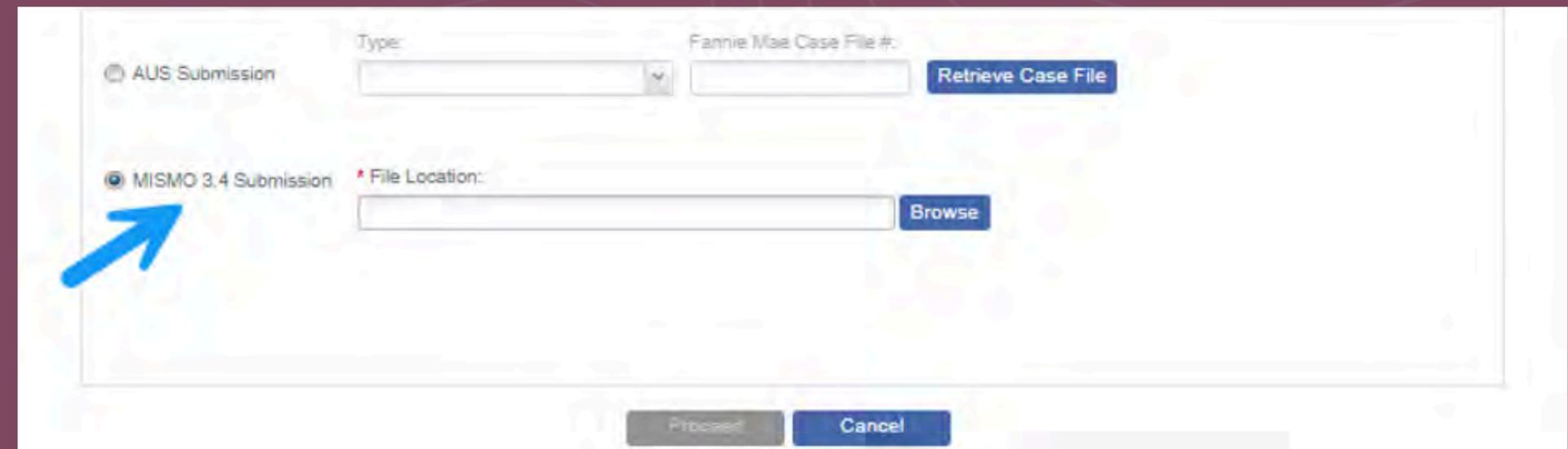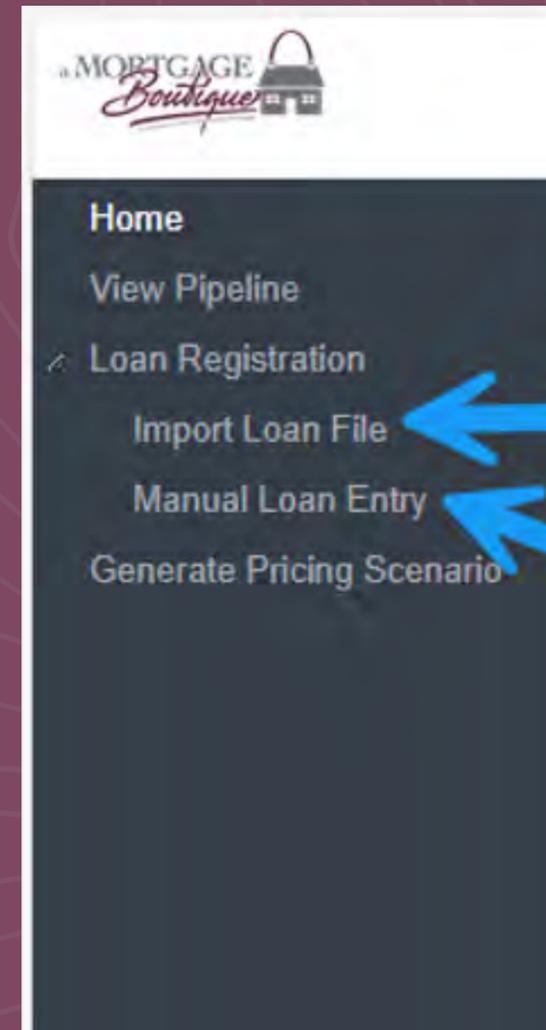
AUS Findings

- When releasing AUS findings please 1st click import loan file and then enter in your case file information.
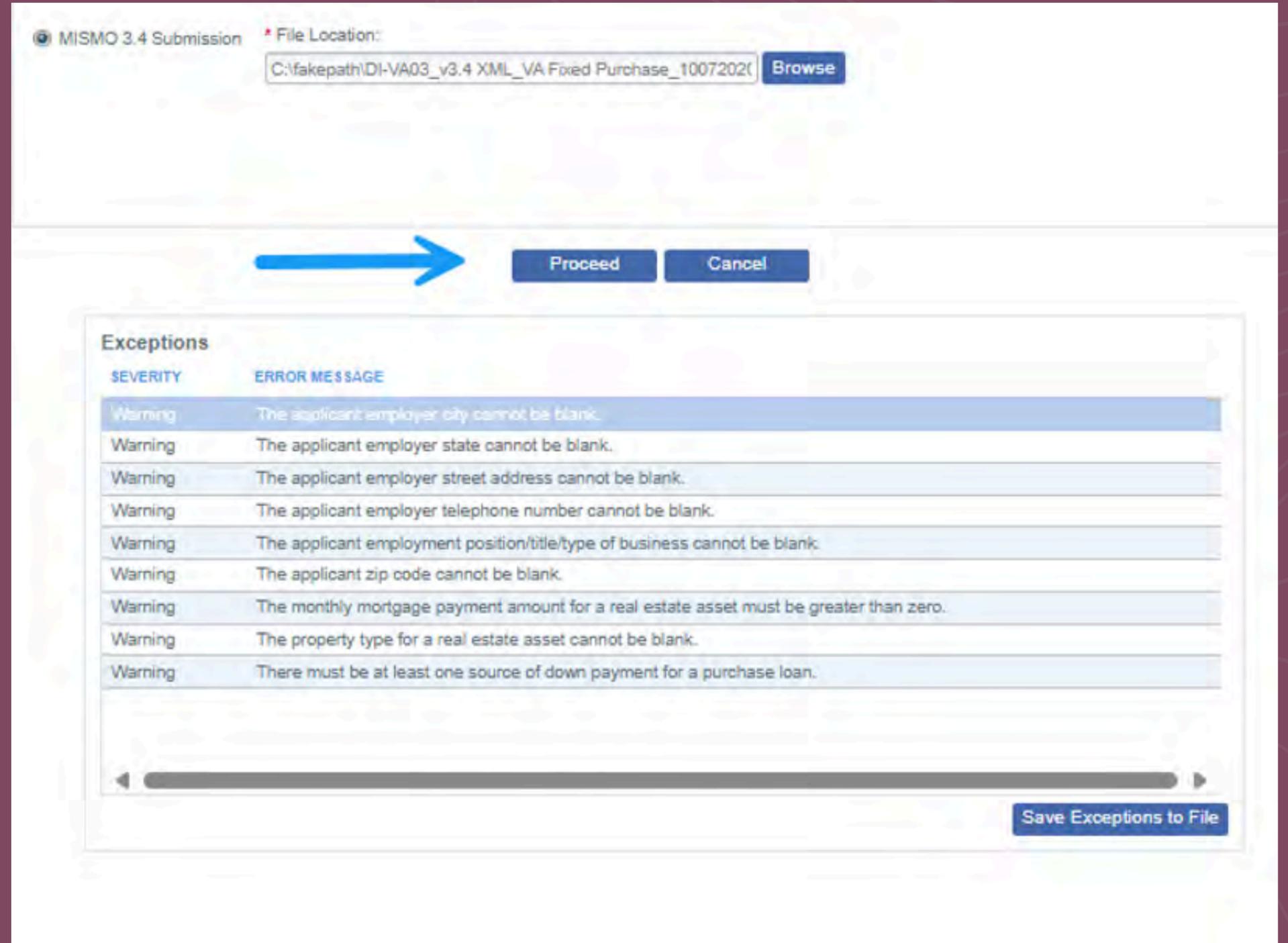
Importing

- After importing in your file you may see a list of exceptions. Simply click proceed to continue on the registration process and bypass any exceptions you see.

Importing

- Once the import process is complete please make sure all information is accurate and complete:
  - MLO Name, NMLS ID, Phone Number, & Email
  - Make sure Settlement Date (est) should always be before First Payment Due Date
  - Qualifying Credit Score
  - Borrower Contact Details – confirm email and mobile phone number for disclosure purposes

Down Payment Details

- You will need to update Down payment Details. Once you are satisfied that the information is correct please click the Register button at the bottom of the screen.

Loan Summary

- Once file is registered in system the loan number will appear showing a successful registration!

- Please review file under Loan Summary on left side of screen to confirm all information.
  - Loan Details
  - Short Application
  - Status History
  - Alerts & Notification Management
  - Contacts- make sure to enter the Loan Officer and processor as file contacts. This is where you will note parties to receive automated emails

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