

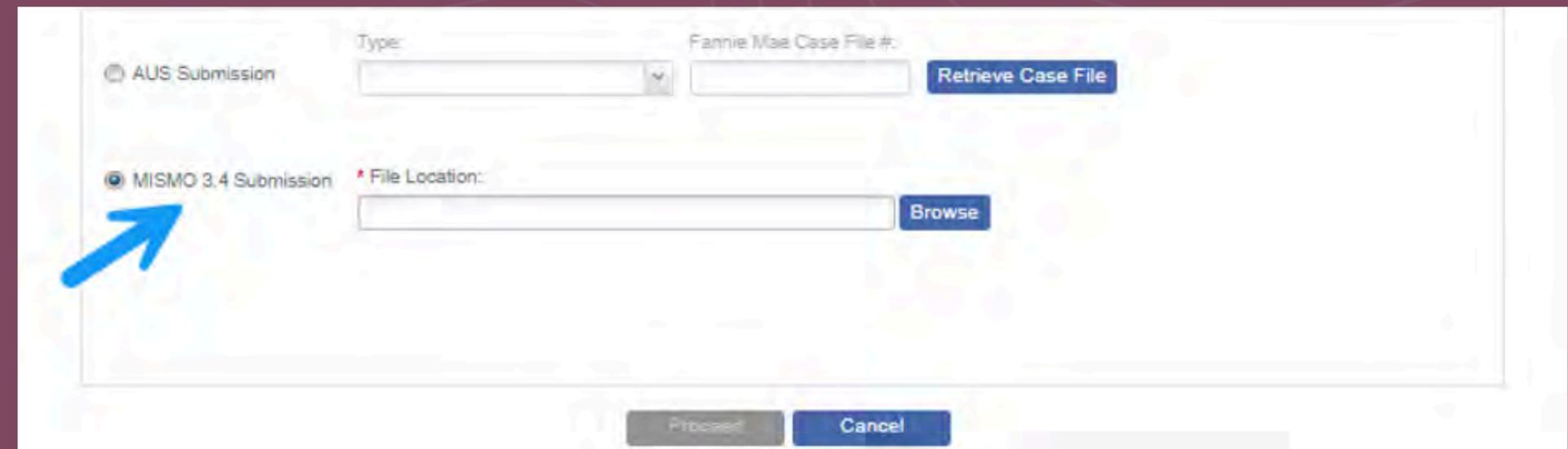
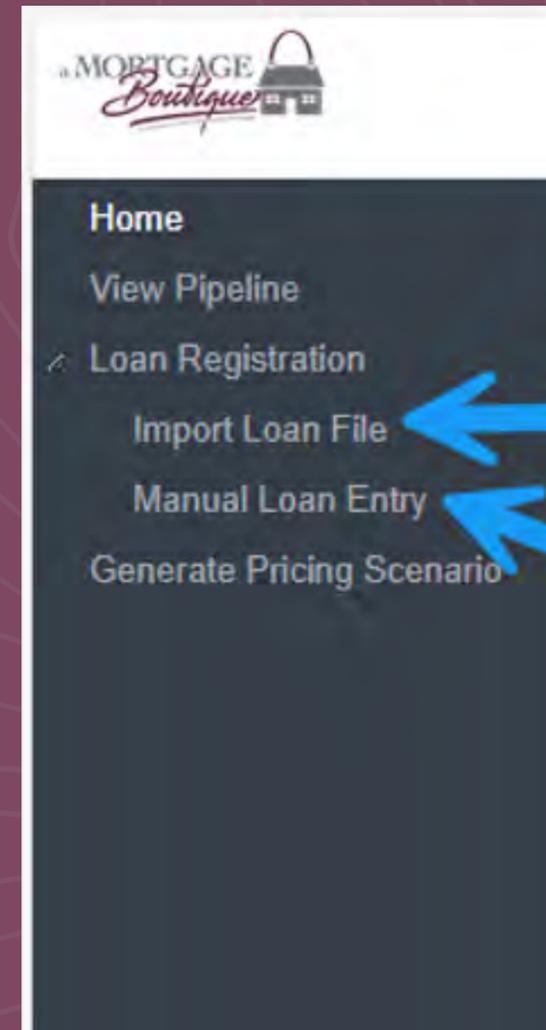


a Mortgage Boutique is a division of
first community mortgage

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.



A screenshot of the file import selection form. The form has two radio buttons: 'AUS Submission' and 'MISMO 3.4 Submission'. The 'MISMO 3.4 Submission' option is selected, and a blue arrow points to it. To the right of the 'AUS Submission' option, there is a 'Type:' dropdown menu, a 'Fannie Mae Case File #' input field, and a 'Retrieve Case File' button. Below the 'MISMO 3.4 Submission' option, there is a 'File Location:' label, an input field, and a 'Browse' button. At the bottom of the form, there are 'Process' and 'Cancel' buttons.

AUS Findings

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

AUS Submission

MISMO 3.4 Submission

* Type:

Desktop Underwriter MISMO 3.4

Loan Product Advisor MISMO 3.4

* Fannie Mae Case File #:

Retrieve Case File

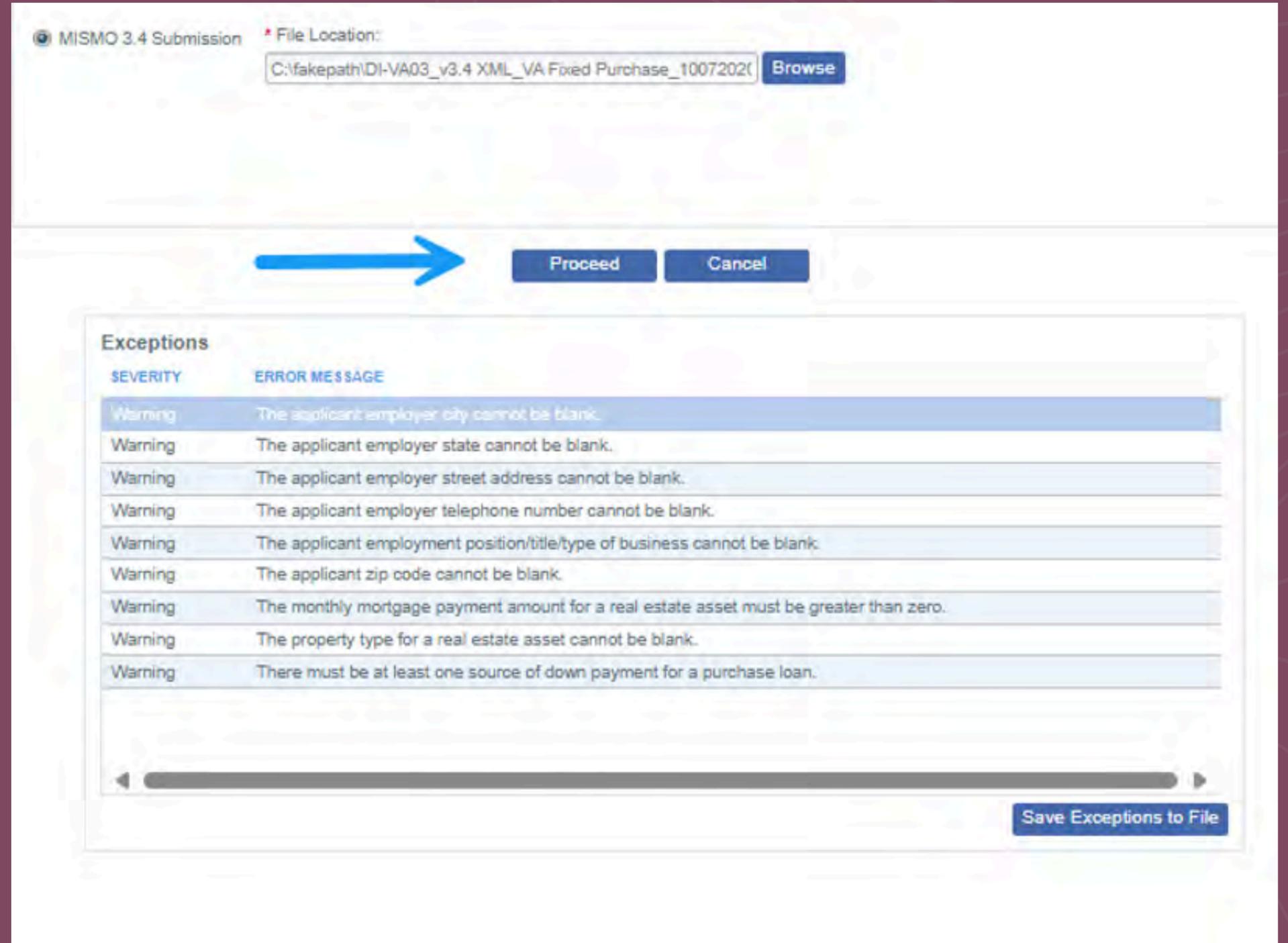
File Location:

Browse

Proceed Cancel

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.



The screenshot shows the MISMO 3.4 Submission interface. At the top, there is a "File Location:" field with a text input containing "C:\fakepath\DI-VA03_v3.4 XML_VA Fixed Purchase_10072021" and a "Browse" button. Below this, a blue arrow points to "Proceed" and "Cancel" buttons. The main area is titled "Exceptions" and contains a table with two columns: "SEVERITY" and "ERROR MESSAGE".

SEVERITY	ERROR MESSAGE
Warning	The applicant employer city cannot be blank.
Warning	The applicant employer state cannot be blank.
Warning	The applicant employer street address cannot be blank.
Warning	The applicant employer telephone number cannot be blank.
Warning	The applicant employment position/title/type of business cannot be blank.
Warning	The applicant zip code cannot be blank.
Warning	The monthly mortgage payment amount for a real estate asset must be greater than zero.
Warning	The property type for a real estate asset cannot be blank.
Warning	There must be at least one source of down payment for a purchase loan.

At the bottom right of the exceptions table, there is a "Save Exceptions to File" button.

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

Transaction ID: []
Your Loan Number: DI-VA03 v3.4

* MLO Name: Jody Lynn Alston
* MLO NMLS ID: 271664
MLO Email: Jody@amortgageboutique.c
MLO Phone Number: (202) 333-3333

* Loan Application Date: 12/05/2024
* Settlement Date (Est): 12/31/2024
* Credit Order Consent Date: 12/05/2024
First Payment Due Date: 2/01/2025

MLO State License: []
Emerging Banker: Yes No

Process Information

Borrower Information

Number of Borrowers: One Two Three Four

Andy America

Primary Borrower

* First, Middle, Last, Name Suffix, Marital:
Andy
Middle (optional)
America
Name Suffix (optional)
Married
US Citizen

First Time Home Buyer:
Self Employed:
Employee:

Contact Details

Amy America

Co-Borrower

* First, Middle, Last, Name Suffix, Marital:
Amy
Middle (optional)
America
Name Suffix (optional)
Married
US Citizen

First Time Home Buyer:
Self Employed:
Employee:

Contact Details

Borrower Group Must register and/or save any new borrower data prior to Borrower grouping button being enabled.

Property Information

* Property Address: 1234 Rodman St
Unit Type, Unit #: Unit Type Unit #

Credit Data

* Qualifying Credit Score: 639
Credit Event: No Credit Event

Credit Summary

* First, Middle, Last, Name Suffix, Marital: Andy

* First, Middle, Last, Name Suffix, Marital: []

Borrower Contact Details

Contact Email Info

Home andy.a@fannie Mae.com Prefer

Contact Phone Info

Home Phone: (508) 888-8888 Prefer

Mobile Phone: (508) 777-7777

Work Phone: (999) 999-9999 Ext

Contact Details

OK Cancel

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.

The screenshot displays a mortgage application form with several sections:

- Financing Terms:** Includes fields for Purchase Price (\$550,000.00), Energy Improvements (\$0.00), Appraised Value (\$575,000.00), * Loan Amount (\$355,400.00), Mortgage Insurance Financed (\$0.00), and * Total Loan Amount (\$355,400.00). A blue arrow points to the **Down Payment Details** button.
- Other Financing:** Includes fields for Concurrent Liens (\$0.00), Remaining Closed-End Liens (\$0.00), Remaining HELOC Balance (\$0.00), and Combined LTV Ratio (64.62%).
- Loan Interest Rate:** Includes Interest Rate (5.250%) and ARM Margin (0.000%).
- Other Loan Details:** Includes Escrow Waivers (Taxes, Insurance), Apply Fee Buy Out (Yes, No), Closing in Entity Name (dropdown), and Mortgage Credit Certificate (Yes, No).
- Partner Compensation:** Includes * Lender Paid Compensation (Yes, No), Borrower Paid Compensation (\$0.00), and BPC Paid as a Percentage (0.000%).

At the bottom of the form, there are three buttons: **Check Eligibility**, **Register** (highlighted with a blue arrow), and **Cancel & Close**.

a MORTGAGE

Boutique

a division of First Community Mortgage



a Mortgage Boutique is a division of
first community mortgage



This is not a consumer advertisement. It is for industry professionals only and not for delivery to consumers for a commercial communication purpose. For licensing information, go to: www.nmlsconsumeraccess.org. 262 Robert Rose Drive Murfreesboro, TN 37129 FCM NMLS ID 629700