

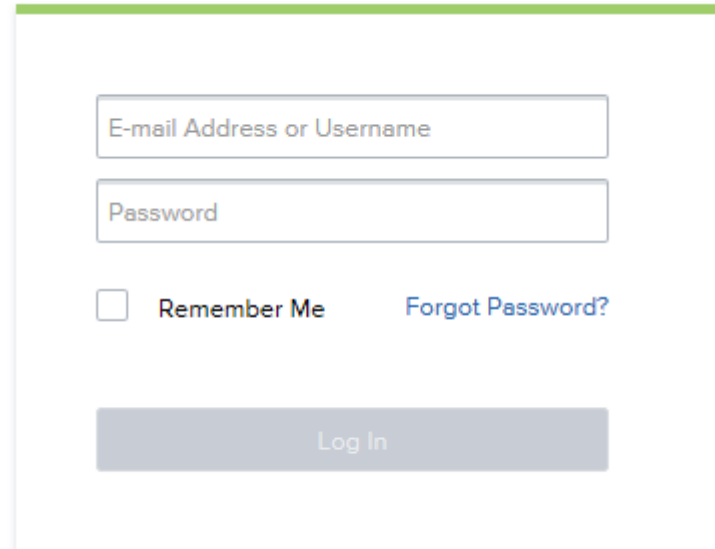


SUBMITTING A LOAN FOR UNDERWRITING

CORRESPONDENT LENDING

LOGIN TO TPO CONNECT USING THE LINK BELOW.
YOUR USER NAME WILL ALWAYS BE YOUR EMAIL ADDRESS

<https://1663022307.encompasstpoconnect.com>









A login form with a light green header bar. It contains two input fields: "E-mail Address or Username" and "Password". Below the fields are a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". At the bottom is a grey "Log In" button.

ACCESS LOAN BY CLICKING ON IT FROM THE PIPELINE.

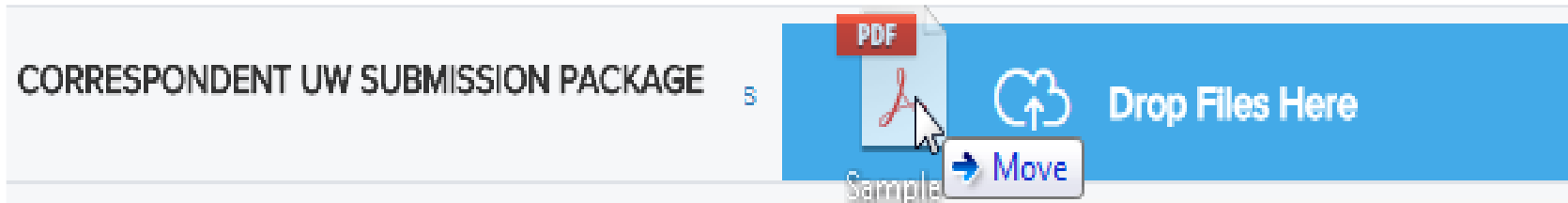
<input type="checkbox"/>	1001806022942	Correspondent, Deleg
<input type="checkbox"/>	1001805022886	

GO TO THE DOCUMENTS SECTION ON THE LEFT SIDE OF THE SCREEN.

Delegated Correspondent
275 Robert Rose Dr, Murfreesboro, TN, 37
01 DC TPO Connect

-  **LOAN SUMMARY**
-  1003
-  **PRODUCT PRICING & LOCK**
-  **DOCUMENTS** 
-  **PURCHASE CONDITIONS**

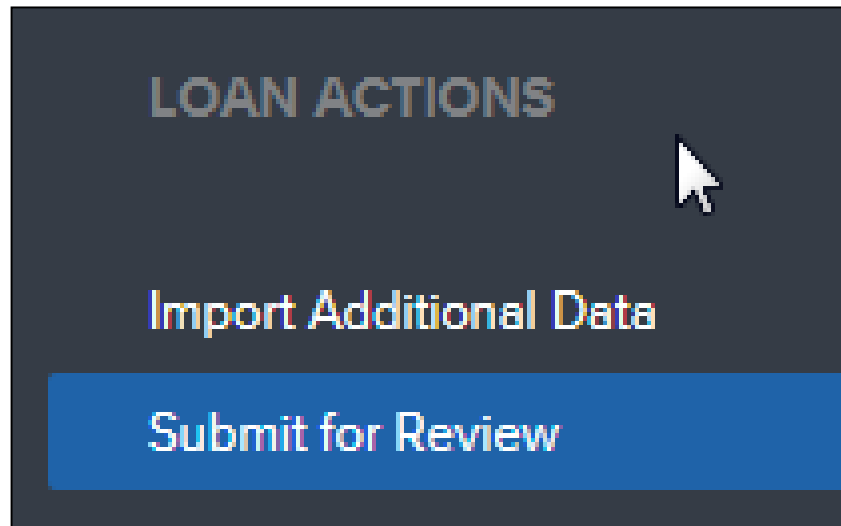
UPLOAD THE PDF FILE TO THE **CORRESPONDENT UW SUBMISSION** FOLDER BY DRAGGING THE FILE FROM THE DESKTOP THEN RELEASING OVER **DROP FILES HERE** OR **CLICK TO BROWSE AND SELECT THE PDF FILE YOU SAVED.**



OR

Browse for files

ONCE THE FILE HAS BEEN UPLOADED, GO TO LOAN ACTIONS AND CLICK **SUBMIT FOR REVIEW**, ON THE LEFT SIDE OF THE SCREEN.



THE NEXT PAGE WILL BE AN OVERVIEW OF THE LOAN (ANY CHANGES ARE TO BE COMPLETED FROM THE 1003). IF NO CHANGES ARE NEEDED, CLICK **CONTINUE** TO COMPLETE THE SUBMISSION PROCESS AND FCM IS NOTIFIED YOUR LOAN IS READY TO BE REVIEWED.

Are you sure you want to submit this loan at this time?

ONCE YOU SEE THE MESSAGE BELOW, YOUR LOAN HAS BEEN SUBMITTED FOR UNDERWRITING. AFTER SUBMISSION, THE SUBMITTED FOR REVIEW DATE WILL APPEAR IN THE KEY DATES SECTION, LOCATED ON THE LOAN SUMMARY PAGE.

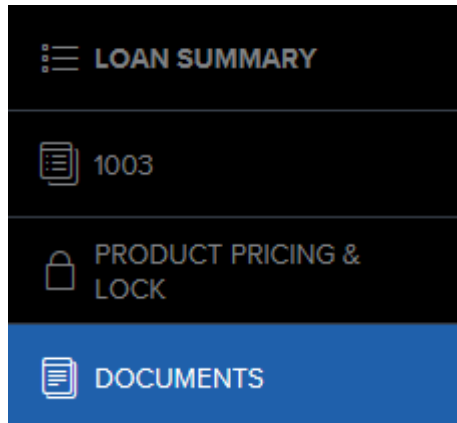




Your loan was submitted Successfully.

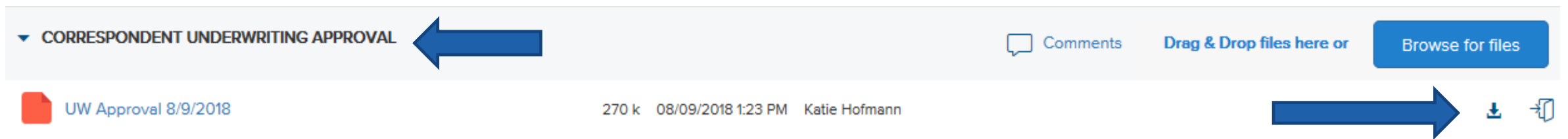
Key Dates

Registered	-
Submitted for Review	08/06/2018
Purchase Suspended	-
Purchase Rejected	-
Purchased Approval	-
Clear to Purchase	-
Purchase Date	-
Cancelled Date	-
Withdrawn Date	-

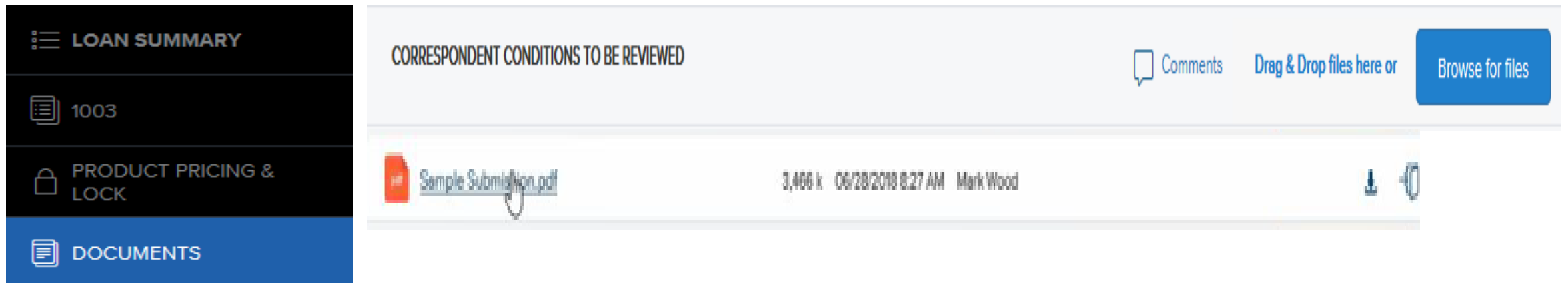
ONCE THE LOAN HAS BEEN UNDERWRITTEN, THE CONDITIONS WILL BE PUBLISHED UNDER CORRESPONDENT UNDERWRITING APPROVAL WHICH CAN BE FOUND IN **DOCUMENTS**.



The  next to the folder indicates there are documents in the folder. Click the arrow to open the folder. To print or save the condition sheet, click on  to the right of the document to open the document in a new window which allows you to print or save the document.



TO UPLOAD DOCUMENTS FOR REVIEW, CLICK **DOCUMENTS** THEN EITHER DRAG & DROP THE PDF FROM YOUR DESKTOP OR CLICK **BROWSE FOR FILES** TO UPLOAD YOUR DOCUMENTS. ONCE UPLOADED, YOU WILL SEE YOUR DOCUMENTS. BEST PRACTICE IS TO CHECK WHAT YOU HAVE UPLOADED TO ENSURE ALL WERE INCLUDED .



The screenshot shows a web application interface. On the left is a dark sidebar with navigation options: 'LOAN SUMMARY', '1003', 'PRODUCT PRICING & LOCK', and 'DOCUMENTS' (highlighted in blue). The main content area is titled 'CORRESPONDENT CONDITIONS TO BE REVIEWED'. It features a 'Comments' icon, the text 'Drag & Drop files here or', and a blue 'Browse for files' button. Below this is a list of documents with one entry: 'Sample Submission.pdf', 3,466 k, dated 06/28/2018 8:27 AM, by Mark Wood. The document name is underlined and has a mouse cursor over it. To the right of the document name are download and refresh icons.

When uploading conditions, whether they are Purchase Suspense Conditions or Underwriting Conditions, they **ALL** go into **Correspondent Conditions to be Reviewed.**

CONTACT FCM

Contact your assigned Client Manager or

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