

FILE SUBMISSION PROCESS

Wholesale • Correspondent • Fulfillment

COMPLETE THESE 5 EASY STEPS!

 From Home Page, select "Upload a Loan" Fill in required fields Browse >Upload File 	File Upicad File File type File		vag we file here or click here to browse the file
 Drag and Drop URLA (.xml) file within the "File" box; or Click on "Upload Loan" to browse files. Select URLA file and uploa Receive notification "File upload successful" containing loan number 	d.	▶ ♥ Uplead Lean	
Step 2: SmartFees		Loan Number 447001, Ken Customer Loan Number Registration Loan Created or Uploaded, Loan Number Assign Can Created or Uploaded, Loan Number Assign Can Details Banari ees DOU 2	Can Appent Can to Otom Decs Out Decs Back Select "Smart Fees" Interface
 Click on the "SmartFees" tab and click "Next" Confirm fees and select "Import ClosingCorp Fees." 		Closing Corp Please answer any questions below that apply to C Request Result Tax Questions	this loan. Click Next to Submit to Smarffees.
Step 3: Upload full submission			2 Hot
Click on file loan number Click "Sub/Conds" tab	Loan Number Reg 01/24/2021 Loan Created or Uploa	stration Underwriting Con Apprvl ded, Loan Number Assigned	Clear to Close Docs Out Docs Back Fund
 Opload Documents Orag and Drop files to the "1 Upload – Submission" line; or Click on "Upload," select file and click "Start Upload" 	 I≣ Loan Details ✓ F 	Upload Sign	■ Forms III Lock Request C Submit Loan III TRD
 Close / Exit out upon successful upload. Confirmation receipt will state: "Document successfully uploaded" and will contain number of pages. Uploaded documents can also be reviewed by selecting the magnifying glass 	 ✓ ✓	Upload Q 1 Up 0 Opload Prov	load - Submission ide Property Insurance Declarations Page
Step 4: Price loan through "eXPRESS"	△ Lien Info	rmation Search for Second Like	Start Ser (B)OC Social Line
Click "Lock Request" tab Click "Price Loan"	Dean Info	t Mig Laan Ann (Baco) - 2nd Mig Laan Ann	**EL00 Date Ant
Make certain data provided is accurate in the new pricing window Select correct compensation (Borrower or Lender paid) Click "Search" - Pricing will appear, click on eligible program line to expand p Select rate, price, and desired lock period by clicking on the price (if application)	pricing table	or select "Show"	in the second se

Step 5: Register new loan

- Click "Submit Loan" tab
- Fill in any required fields
- Complete Processor information
- Click "Submit Request"
- Receive "Loan Successfully Submitted"
- Once file has been submitted to "Registration" timeline will change to <u>GOLD</u>
 File is in Registration / Set-up queue for review
- Once file has been submitted to "Underwriting" timeline will change to <u>GOLD</u>

Contact your AE or <u>Support@LHFSWholesale.com</u> for additional assistance: 800.398.0865 • <u>www.LHFSWholesale.com</u>

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