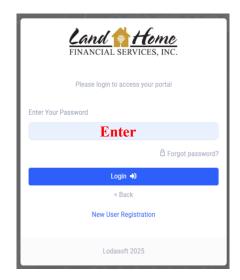---

FOLLOW THE PROCESS BELOW FOR DPA PROGRAMS
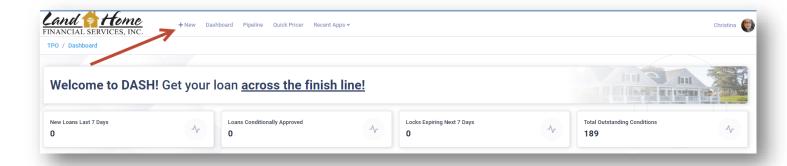

Log into DASH

Enter credentials provided by LHFS.

TPO Dashboard will automatically open upon successful login.

- Select "New" to upload a new file, **OR**
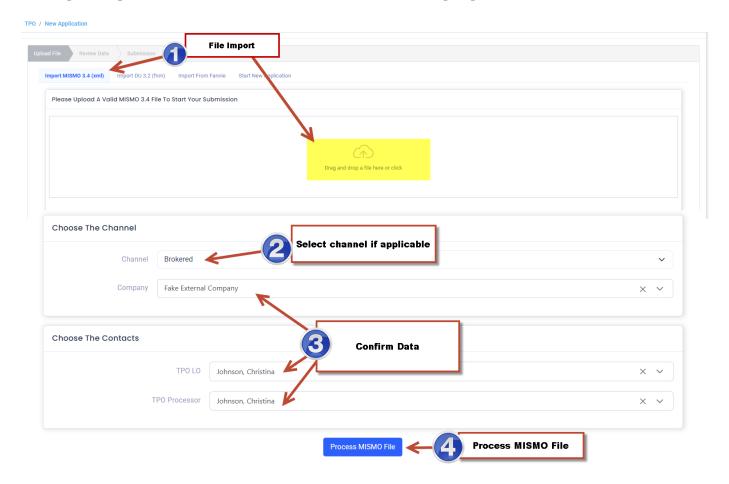- Select "Dashboard" to review current pipeline and/or status of files.

Upload a New File

Select "+New" → "New Application" to upload a loan file and select "Import MISMO 3.4 (xml).

1. Select "Choose MISMO File"
   - Upload 3.4
2. Under "Channel" field, select "Brokered" or "Correspondent"
3. Make certain the following fields are accurate:
   - "Company" and Contacts
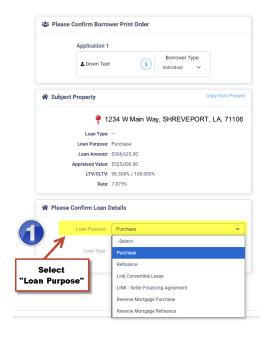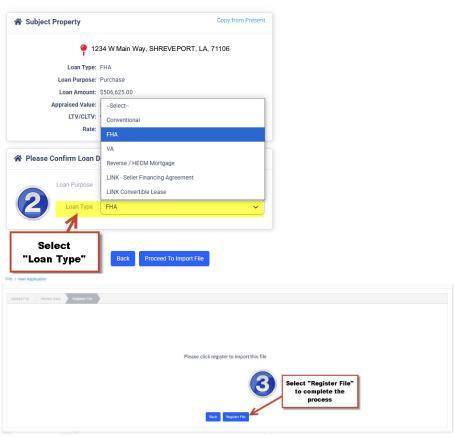4. Upon completion, click "Process MISMO File" to start the file import process.
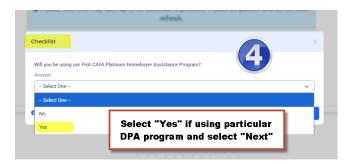
Uploading Loan – Review Data

Please note: It's important to select the correct Loan Purpose and Loan Type to ensure the appropriate submission requirements are triggered and the correct lock request form is generated.
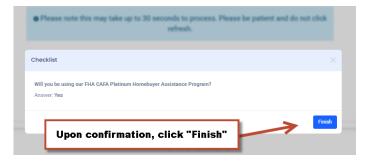
1. Loan Purpose - Select applicable purpose
2. Loan Type - Select applicable type (Conventional, FHA, VA, or USDA) and click "Proceed to Import File"
3. Click on "Register File" (Submission)
4. A new window will appear with questions tailored to the selected loan type. Please respond accordingly and click "Next" to proceed.

A window will open displaying a checklist. Follow the prompts and respond to each question as directed. The CAFA Platinum program shown below is provided only as an example:
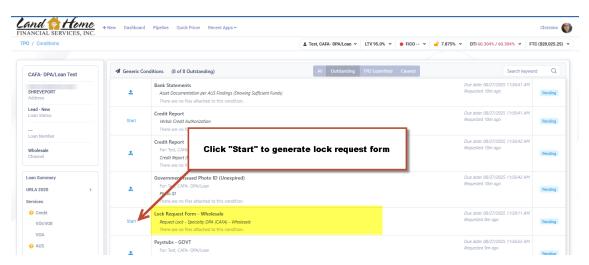
To access the Specialty DPA Lock Request form, click the red "Outstanding Tasks" number or select "Conditions" from the left-hand menu.
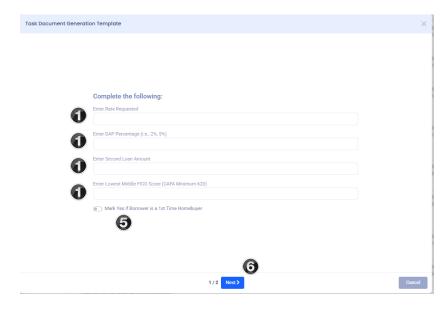

Within the outstanding task items, locate "Lock Request Form" and select "Start."

Complete the lock request form as applicable. (The CAFA Platinum program shown is provided only as an example):

1. Enter Rate Requested
2. Enter percentage of DPA Assistance
3. Enter Second Mortgage Loan Amount
4. Enter Lowest Middle Credit Score
5. If any borrowers are a first-time home buyer click the toggle button.
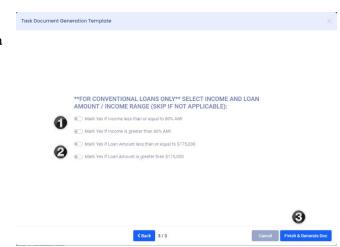6. Click Next

For Conventional Loans Only

Answer the following questions only if they apply and the loan is a conventional loan. If they do not apply, no action is necessary; simply click "Finish & Generate Doc."

1. Select applicable Income AMI amount
2. Select applicable loan amount
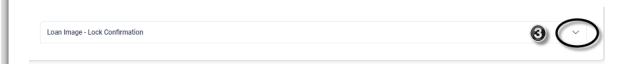3. Click Finish & Generate Doc

Lock Confirmation

User will receive a lock confirmation no later than 24 hours. Registration and Lock must be completed by 5:00pm pacific to guarantee rate

Accessing Lock Confirmation in DASH:

1. Click on: "Additional"
2. Click on: "Loan Docs"
3. Click on: Down Arrow next to "Lock Confirmation"