

## Fannie Mae Desktop Originator® (DO®) Sponsored Access Registration

The following process is from Fannie Mae (access link for [additional information](#)).

Third-party originators (TPOs) who wish to access Fannie Mae Desktop Originator® (DO®) through Land Home Financial Services, Inc. (LHFS) must have users registered for Desktop Originator in Technology Manager to use the full functionality of the DO UI. If users are not yet registered for DO, refer instead to the [Registering online for Desktop Originator](#) job aid.

### Requesting LHFS as your Sponsoring Lender

1. Go to the [Technology Manager Application Log In](#) page.
2. Enter your username and password, then click **Sign On**.

Sign On

USERNAME

\* REQUIRED

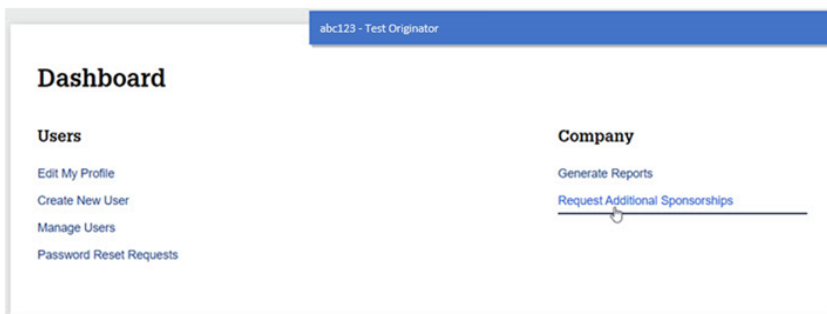
PASSWORD

\* REQUIRED

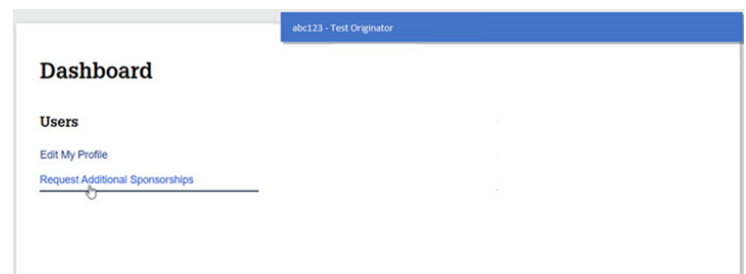
Sign On

[Need help with unlocking your user ID or resetting your password?](#)

3. The screen options you see will depend on your role. Each view is shown below. Regardless of your view, click **Request Additional Sponsorships**.
  - If you are a User Administrator, your view will look like the following:



- If you are **not** a User Administrator, your view will look like the following:



- Select **Land Home Financial Services, Inc. / Wholesale** as the “Available Institution” and click the > arrow to move available institution to Selected Institutions. Once selections are complete, click **Continue**.

**Note:** If your company has only one institution ID, it will be defaulted as the selected institution on the right. If your company has more than two institution IDs, the applicable institution must be selected using the Add option.

abc123 - Test Originator

## Request Additional Sponsorships

Use this page to select the institution for which you want to set up a new lender relationship.  
 Once the sponsoring arrangement is complete, users within the institution will be able to submit loans to the selected lenders.  
 If there is no institution listed under the 'Selected Institutions' list, please make a selection from the 'Available Institutions' list.

**Available Institutions**

Search by Institution Name or ID

123456 - Test Originator

**Selected Institutions**

Search by Institution Name or ID

123456 - Test Originator

Institution appears in the Selected Institutions list by default.

To continue, Please select a Sponsoring Lender by selecting lender(s) from the 'Available Lenders' list.

**Please Note:** The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval process.

**Available Lenders**

Search by Lender Name

Test Sponsoring Lender A

Test Sponsoring Lender B

**Selected Lenders**

Search by Lender Name

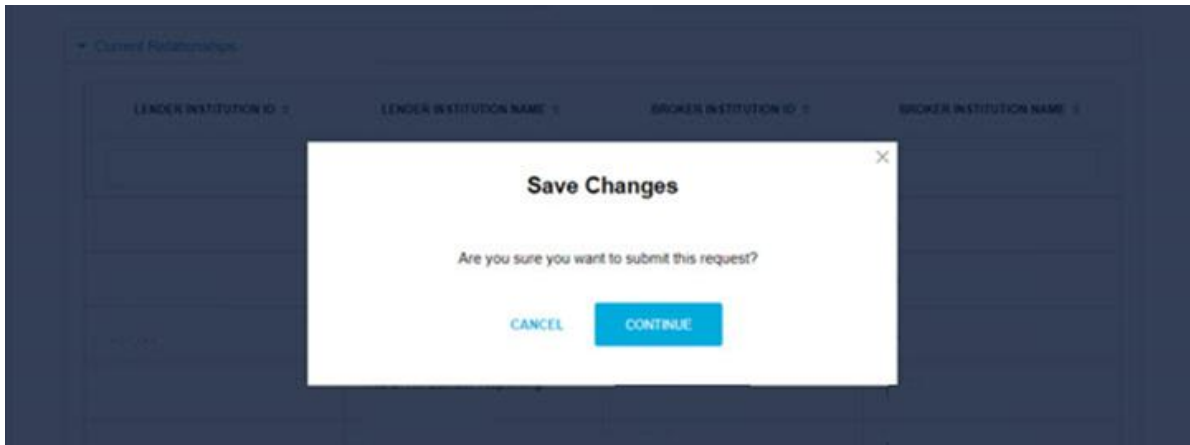
Test Sponsoring Lender C

**Current Relationships (3)**

LENDER INSTITUTION ID	LENDER INSTITUTION NAME	BROKER INSTITUTION ID	BROKER INSTITUTION NAME
4444	Test Sponsoring Lender D	123456	Test Originator
5555	Test Sponsoring Lender D	123456	Test Originator
6666	Test Sponsoring Lender D	123456	Test Originator

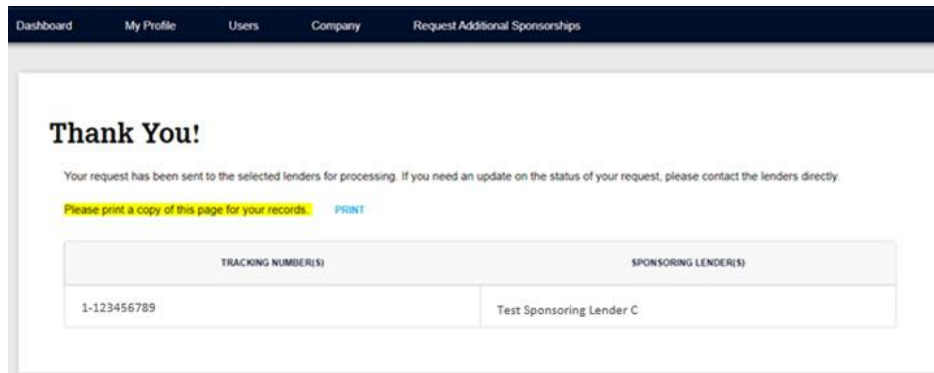
[CANCEL](#)    [DISCARD CHANGES](#)    [CONTINUE](#)

- On the confirmation screen, click **Continue** to submit your request.



- The **Thank You!** screen appears, indicating that your request has been submitted to LHFS. You can print a copy for your records. Click the **Dashboard** link to close the window and return to your homepage.

**Note:** A confirmation email is sent to the email address you specified, indicating that a sponsorship request was submitted to LHFS. The email also includes a tracking number that you can use if you need to [contact LHFS](#) to determine the status of your request.



## Release Loan to Sponsoring Lender

When you submit a loan casefile to LHFS you can choose to keep control of the loan application data by selecting **Interim** for the ownership status. When you are ready to give control of the loan application data to LHFS, you can either resubmit and select **Final** for the ownership status or you can use the Release Loan to Lender feature.

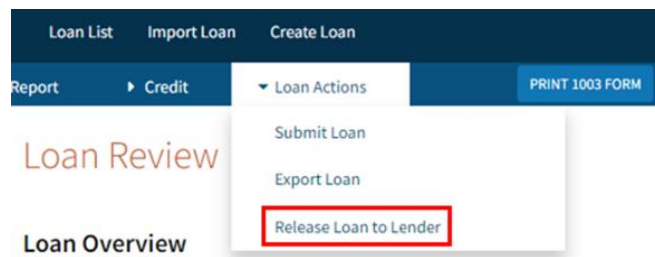
The following steps show you the Release Loan to Lender feature.

**Note:** When you release a loan casefile to LHFS, it will remain in your Loan List and you can view the loan application data, but you will no longer be able to edit it. You will also be able to view the credit report and DO Findings report.

1. From the **Loan List**, retrieve the loan casefile that you want to release to LHFS.
2. Look at the **Submission Type** column to confirm it is **Interim** and then open the loan casefile.

**Note:** If the Submission Type is Final, you will not be able to edit the loan casefile or use the Release Loan to LHFS.

3. At the top of the **Loan Review** screen, in the **Loan Actions** drop-down tab, click **Release Loan to Lender**.



**Note:** If LHFS has granted you the reassign loan permission, the Loan Actions drop-down list will include the Reassign Loan option.

4. The Release Loan to Sponsoring Lender screen will be displayed. Click **Release**.

### Release Loan to Sponsoring Lender

Releasing this loan casefile will change the submission type from Interim to Final and transfer control of the loan data to your sponsoring lender. Once the release is complete, you can view the data in the Loan Review but you can no longer edit it.

Lender Case Number  
Borrower Last Name  
Casefile ID  
Originator

Click the Release button to release the loan casefile or Cancel to return to the Loan List.

