

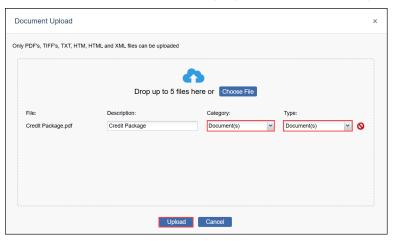


## **Submitting Delegated & Non-Delegated Loans**

Prior to submitting a loan for prior approval or as a closed loan, the loan must be registered in CORE prior to locking.

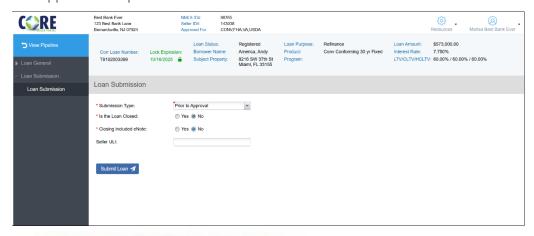
## PRIOR APPROVAL: NON-DELEGATED FILE

- Select the applicable loan file from the **Pipeline** for submission.
- Select **Document Library** from the Navigation Tree.
  - Click the **Upload Cloud** icon and select the file to upload.
  - Select **Documents** from the **Category** and **Document** drop-down list and click **Upload**.



- Select Loan Submission on the Navigation Tree.
  - Select **Prior to Approval** from the **Submission Type** drop-down list.
  - Select **No** to confirm loan is not closed.
  - Select **Yes** or **No** to confirm if loan is closing with an eNote\*
    - **Note**: Seller ULI is not required at this time
  - Click Submit Loan

\*Prior approval is required to deliver eNotes.











## **CLOSED LOAN: DELEGATED FILE**

- Select the applicable file from the **Pipeline** for submission.
- Select **Document Library** from the Navigation Tree.
  - Click the **Upload Cloud** icon and select the file to upload.
  - Select Closing Package from Category and Document from the Type drop-down list type.
  - Click Upload.



- Select **Loan Submission** on the Navigation Tree.
- Select **Closed Loan** from the **Submission Type** drop-down list.
- Select **Yes** to confirm the loan is closed.
- Select **Yes** or **No** to confirm if the loan closed with an eNote\*.
- Enter the **Seller ULI** (not required but highly encouraged).
- Click Submit Loan.
  - \*Prior Approval is required to deliver eNotes.

