Register a Loan - OB

THERE ARE 3 OPTIONS TO REGISTER A NEW LOAN.

TO BEGIN Log into https://core.phlcorrespondent.com and select **LOAN REGISTRATION / PRE-LOCK**.

Option 1: AUS Import
This option is only allowed when DU/LP has been successfully run, and the loan file has received Approved/Eligible findings.

- Select I**mport Loan File** from the Navigation Tree.
- Select **AUS Import** and enter the following:
    - Case File # or LP Loan ID
    - Applicable Login Credentials
- Select **RETRIEVE CASE FILE.**
  Note: Import Exceptions display on this page. These are informational and can only be corrected in the original import file. They do not need to be corrected to proceed.
- Click **PROCEED** to continue.
- Complete loan data entry and validate required fields designated with a red asterisk (*) are correct.
  Note: For High Balance loan programs, select the Conforming Pricing tier.
- Click **REGISTER**.

Option 2: 3.4 File Import
- Select **Import Loan File** from the Navigation Tree.
- Select **New 1003/ULAD/3.4 File Import** and click **Browse** to attach the applicable 3.4 MISMO file.
  Note: Import Exceptions display on this page. These are informational and can only be corrected in the original import file. They do not need to be corrected to proceed.
- Click **PROCEED** to continue.
- Review imported data entry and validate required fields designated with a red asterisk (*) are correct.
- Click **REGISTER**.
  Note: For High Balance loan programs, select the Conforming Pricing tier.

Option 3: Manual Loan Entry
Least preferred method as the user will have to manually input all loan data on the short application.
- Select **Manual Loan Entry** from the Navigation Tree.
- Complete all required fields designated with a red asterisk (*) and click **REGISTER**.
  Note: For High Balance loan programs, select the Conforming Pricing tier.