

AUS/3.2 FILE UPDATE FOR THE CORE SELLER PORTAL

Q: How do I submit an *AUS/3.2 File Update*?

A: You can submit your update through the *Loan Summary* in CORE.

An *AUS/3.2 File Update* will be required:

1. Anytime loan information is modified after the initial submission
2. If initial submission presented “warning exceptions” at the time of registration
3. If initial submission contains incorrect/outdated information (i.e., incorrect appraised value listed within *DU/LP*)

START HERE

- Go to www.PHLCorrespondent.com
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- Double-click on the *Seller Loan Number*
- Select **AUS/3.2 FILE UPDATE**

AUS Submission - After the *Case File* or *LP Loan ID* is updated and *DU/LP* is re-run successfully:

- Select *Type* from the dropdown then enter your *Case File #* or *LP loan ID*. The file must be updated then saved.
- Select **IMPORT**

Manual Submission - This option is for FHA Streamlines only. The file must be updated then saved.

- Select **BROWSE** to attach the updated file
- Select **IMPORT**

**Short App can also be accessed to update loan information. Short App is only accessible when loan has a status of “Registered”.*

*** LP findings must be in Planet’s name prior to submission.*

To review a history of all *AUS/3.2 File Updates*, select *Import History*. For more information on the *Import History* tab, please reference **QUICK START #12 - What is the *Import History*?**