

## REGISTER A LOAN

### Q: How do I register a new loan?

### A: There are 3 options to register a new loan.

**Option 1. AUS Import** – This is the preferred method when *DU/LP* has been run successfully and the loan has received *Approve/Eligible* finding. Retrieve the file information by entering the applicable credentials and *Case File* or the *LP Loan ID*.

**Option 2. 3.2 File Import** – Browse and attach the Fannie Mae 3.2

**Option 3. Manual Loan Entry** – Least preferred method as the user will have to manually input all loan data on the short application.

### START HERE (after you have decided which registration import method you would like to use)

- Go to [www.PHLCorrespondent.com](http://www.PHLCorrespondent.com)
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- Select **LOAN REGISTRATION / PRE-LOCK**
- Follow instructions listed below for the Option of your chosen import method

#### Option 1. AUS Import

- Select Import Loan File > *AUS Submission*
- Enter the applicable credentials, *Case File #* or enter *LP Loan ID*
- Select **RETRIEVE CASE FILE**
- Import Exceptions now 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
- Select **PROCEED** to continue
- Review Short App and validate required fields all loan data is correct and select **REGISTER**. (If you would also like to lock the loan, the user can select the **REGISTER AND LOCK** button to navigate to Loan Lock screen.)

#### Option 2. 3.2 File Import

- Select Import Loan File > *3.2 File Import*
- Browse and attach Fannie Mae 3.2 file
- Select **IMPORT**
- Import Exceptions now 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.
- Select **PROCEED** to continue
- Review Short App and validate required fields all loan data is correct and select **REGISTER**. (If you would also like to lock the loan, the user can select the **REGISTER AND LOCK** button to navigate to Loan Lock screen.)

#### Option 3. Manual Loan Entry

- Select Manual Loan Entry
- Complete all required fields designated with a red asterisk (\*) and select **REGISTER**. (If you would also like to lock the loan, the user can select the **REGISTER AND LOCK** button to navigate to Loan Lock screen.)