

SUBMITTING LOANS FOR PRIOR APPROVAL OR AS CLOSED LOAN

Q: How do I submit a loan for prior approval or as a closed loan submission?

A: There are 2 steps to submit a loan for prior approval or as a closed loan. The loan must be registered in CORE prior to locking. See Quick Start #2 for details on Registering a loan before following these steps.

STEP 1 Upload file Documentation

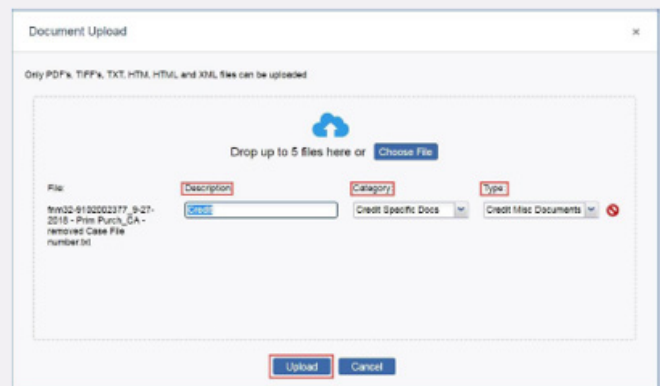
STEP 2 Submit a Loan

START HERE (after you have Registered your loan)

- Go to www.PHLCorrespondent.com
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- From the Main Menu, select *View Pipeline*

STEP 1 Upload file Documentation

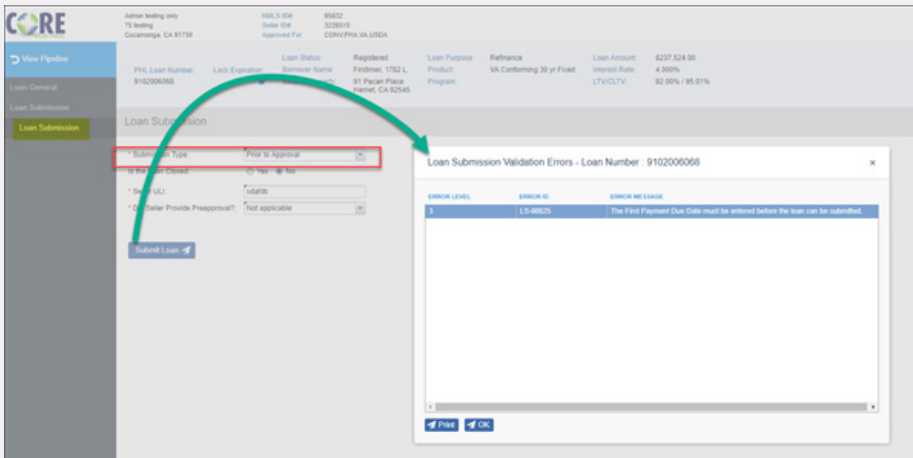
- Locate loan in pipeline
- Double click *Seller Loan Number*
- Select **DOCUMENT LIBRARY**
- Select **UPLOAD**
- Documents may be uploaded in batches or indexed individually
- - Acceptable document types: PDF, TIFF, TXT, HTM, HTML, and XML
- - Maximum document size: 500MB
- Up to 5 documents may be uploaded at once
- Enter *Description*, select *Category*, and *Type* as applicable
- Choose *File* and *Attach File*
- Select **UPLOAD**



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STEP 2 Submit a Loan

- Select **LOAN SUBMISSION** from the left loan spine
- Select *Prior to Approval* or *Closed Loan Submission* from Submission Type drop down field
- Select No or Yes radio button for "Is this Loan Closed"
- Enter Seller ULI
- Select *Did Seller Provide Preapproval* and select one of the available options
- Select **SUBMIT LOAN**



Submission Exception Rules

Rules that will prevent the Submission of a loan:

1. Missing data that was not required for Registration
2. Incorrect *Submission Type* for *Product* and/or *Loan Program* selected
3. Seller Status with PHL
4. Seller Licensing status for the Property State
5. Mortgage Loan Officer Licensing status for the Property State
6. The following Roles have access to the Submission screen but will receive a Submission error if *Submission Type* is Closed Loan
 - a. Loan Officer II
 - b. EB-Fulfillment Manager
 - c. EB-Processor
 - d. EB-Loan Officer II

User can *Print* the errors or select *OK* to return to the Loan Submission screen to update the data. Once the data has been updated, the user can then Submit the Loan