

# AUS/3.4 File Import

## AN AUS/3.4 FILE UPDATE WILL BE REQUIRED:

- Anytime loan information is modified after the initial submission
- If the initial submission presented “warning exceptions” at the time of resignation
- If the initial submission contains incorrect/outdated information (i.e. incorrect appraisal value within DU/LP)

\*Not required if file is delivered via Investor Connect

## THERE ARE 3 OPTIONS FOR ADDING DATA:

**Option 1: 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

**Option 2: 3.4 File Import** - Browse and import your 3.4 MISMO file.

- Select Import Loan File > New 1003/ULAD/3.4 File Import
- Browse and attach 3.4 MISMO file

**Option 3: Manual Loan Entry** - This option is for FHA Streamlines only. The file must be updated on the Short Application\*\* then saved.

- Select BROWSE to attach the updated file
- Select IMPORT

## IMPORT HISTORY

The Import History contains an archive of the AUS/3.4 File Updates. To review a history of all AUS/3.2 File Updates, select *Import History* on the Navigation Tree.

- Select the Findings icon to review DU/LP Findings submitted.
- Make sure your pop-up blocker is OFF or the findings will **not** open.

Import History						
ID	DU FILE TYPE ID	DU IMPORT TYPE ID	IMPORT DATE	IMPORT BY USER ID	FINDINGS	NOTE
3130	34	FILE	12/20/2021 7:48 PM	ltrainportal		

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

\*\*Manual Loan Entry can also be accessed to update loan information and is only accessible when loan has a status of “Registered”.