

# Submitting Delegated & Non-Delegated Loans

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 other How-To Guides for details on registering a loan & uploading packages before following these steps.

## PRIOR APPROVAL: NON-DELEGATED FILE

- Select the file you intend on submitting from the pipeline
- Click LOAN SUBMISSION on the Navigation Tree
- Select *Prior to Approval* under the 'Submission Type' dropdown
- Pick *No* to confirm loan is not closed
- Seller ULI is not required at this time

The screenshot shows the 'Loan Submission' form in the CORE Seller Portal. The form is for a loan with the following details:

- Best Bank Ever, 123 Best Bank Lane, Bernardsville, NJ 07924
- NMLS ID#: 98765, Seller ID#: 143038, Approved For: CONV/FHA, VA, USDA
- Loan Status: Registered
- Borrower Name: Giron, Le J.
- Subject Property: 111 N Hollywood, CA 91606
- Loan Purpose: Purchase
- Product: FHA Conforming 30 yr Fixed
- Program: LTV/CLTV/HCLTV: 96.50% / 96.50% / 96.50%
- Loan Amount: \$441,849.00
- Interest Rate: 3.125%

The 'Submission Type' dropdown is set to 'Prior to Approval'. The 'Is the Loan Closed?' radio buttons are set to 'No'. The 'Submit Loan' button is highlighted.

## CLOSED LOAN: DELEGATED FILE

- Select the file you intend on submitting from the pipeline
- Click LOAN SUBMISSION on the Navigation Tree
- Select *Closed Loan* under the 'Submission Type' dropdown
- Pick *Yes* to confirm loan is closed
- Enter Seller ULI (not required, but highly encouraged)

The screenshot shows the 'Loan Submission' form in the CORE Seller Portal. The form is for a loan with the following details:

- Best Bank Ever, 123 Best Bank Lane, Bernardsville, NJ 07924
- NMLS ID#: 98765, Seller ID#: 143038, Approved For: CONV/FHA, VA, USDA
- Loan Status: Registered
- Borrower Name: Giron, Le J.
- Subject Property: 111 N Hollywood, CA 91606
- Loan Purpose: Purchase
- Product: FHA Conforming 30 yr Fixed
- Program: LTV/CLTV/HCLTV: 96.50% / 96.50% / 96.50%
- Loan Amount: \$441,849.00
- Interest Rate: 3.125%

The 'Submission Type' dropdown is set to 'Closed Loan'. The 'Is the Loan Closed?' radio buttons are set to 'Yes'. The 'Seller ULI' field contains the value 'ENTERSELLERULI123456789'. The 'Submit Loan' button is highlighted.