

Register a Loan

THERE ARE 3 OPTIONS TO REGISTER A NEW LOAN.

TO BEGIN Log into <https://core.phlcorrespondent.com> and select **LOAN REGISTRATION / PRE-LOCK**.

Option 1: AUS Import (This is only an option when DU/LP has been run successfully and the loan has received Approved/Eligible findings.)

- 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 Manual Loan Entry 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: 3.4 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
- 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 Manual Loan Entry 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 (Least preferred method as the user will have to manually input all loan data on the short application.)

- 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.)