

TPO Connect Tip Sheet-Submitting Your Conventional Agency Loan

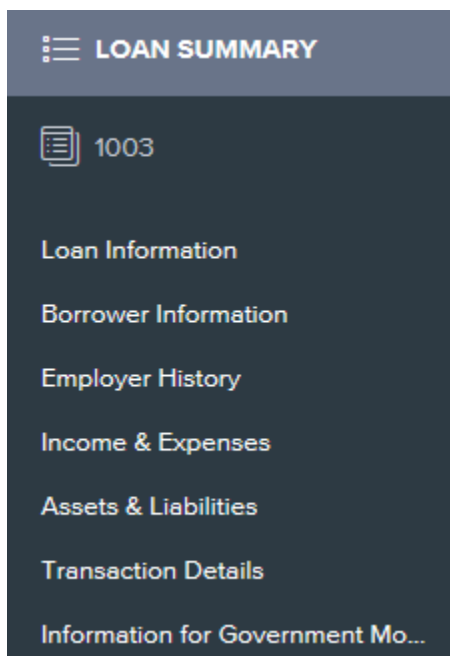
Following the steps below, in the specific order, will guarantee your success in submitting your agency loans through TPO Connect. We also highly suggest using Google Chrome as your browser.

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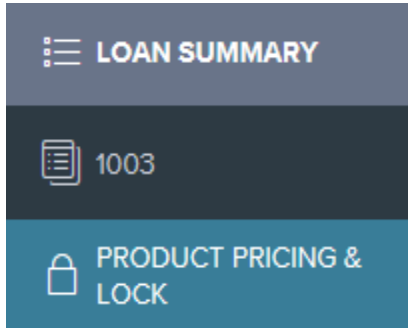
Step 1: Add a new loan by importing the 3.2 file or manually creating it. Follow the steps in the *Adding a Loan into TPO Connect* tutorial:

A teal rectangular button with the text "ADD NEW LOAN" in white, uppercase letters.

Step 2: Work the sections of the 1003 in the *Loan Summary* section. The accuracy of the data input into the 1003 is critical for accurate DU findings to be generated:

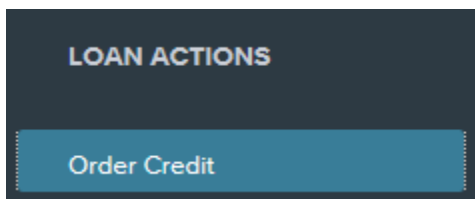


Step 3: Select the Product by selecting the *Product Pricing & Lock* option under the *Loan Summary* section. Follow the steps in the *Selecting an Agency Product in TPO Connect* to perform function:

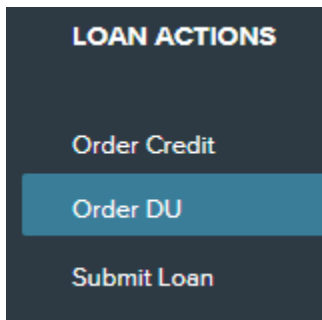


Step 4: Import your borrower's credit report and liabilities into TPO Connect by selecting the *Order Credit* option in the *Loan Actions* section. Specific steps for performing this function can be found in the *Reissuing Credit in TPO Connect* tutorial:

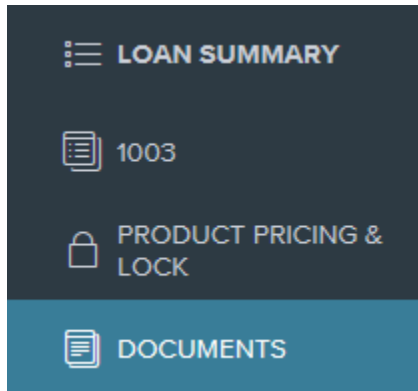
Note: If the *Order Credit* option is not available, you likely skipped step 2.



Step 5: Run your file through Desktop Underwriter (DU). Review your findings for accuracy. Refer to the *Analyzing DU-Tips Sheet* for guidance on the categories and review items on the findings. The Recommendation should be *Approve/Eligible*.



Step 6: Upload the Borrower's personal documentation into TPO connect by selecting the *Documents* option in the *Loan Summary* section. Uploading steps are in the *Uploading Documents into TPO Connect* tutorial. The required documentation provided by the borrower will be based off the DU Finding in the Verification Messages/Approval Conditions section.



Step 6: You are all set to submit your loan by clicking on the *Submit Loan* button under the *Loan Actions* section:

