

HOW TO: Import a new loan using DO Casefile ID\

Follow the steps below to import a new loan using the DO Casefile ID, and avoid the need to run DU inside of TPO Connect.

Step 1:

When you "Add New Loan" there are now two options to import a new loan:

- FNM 3.2 File
- DO Casefile ID

JE 🔨	Register Wholesale Loan	
	mport Loan Data From FNM 3.2 File mport from DO Casefile ID:	
ADD NEW LOAN SCENARIOS RESOURCES ~		
Wholesale Connect Portal. Please use the navigation bar above to	······	
	G3 Drop Here to Upload or Click to Browse	
Loans		
	Back Cancel Skip	

Step 2: Click on "Import from DO Casefile ID and the import window will update allowing you to input the ID number and click "Next."

Register Wholesale Loan	×
O Import Loan Data From FNM 3.2 File	Import from DO Casefile ID:
Back	Cancel Next

Step 3:

Verify that the information populated from the Casefile ID, and click "Register."

1003 / Loan Informatic Select Borrower Pair			Register		
The income / assets of a person other than the Borrower will be used. The income / assets of the Borrower's spouse will not be used.					
Para Lara America	•	Desision FICO			
Dase Lobin Announ	3	Decision rice			
Lien Position	First •	Interest Rate	4.500		
Sub Financing	🔾 Yes 🔹 🔍 No	Prepayment Penalty	No		
Loan Type	FHA 🔹	MI Coverage	%		
Agency Case Number		MI Months			
Seller Loan Number	1		Lender Paid Mortgage Insurance		
Universal Loan Identifier		Impound Waiver	Not Weived		
Section of the Act	2038	Documentation Type	Select One		

Step 4:

A message will appear in the top, Right-hand corner confirming the DO findings are uploading to the Documents Tab. Do not exit the loan until this message box goes away.

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	Retrieving documents, please × do not close the loan
Loan Number: - Loan Type: FRA Rate: 4.500% Total Loan Amt: \$2 00 Loan Purpose: Furchase LTV/CLTV: 96.50% / 96.50%	1st 🔒 🗹 🖉 Started

Step 5:

You will then see the DO findings and credit are uploaded to the Documents Tab.

Import Additional Data	WHOLESALE: CONDITIONS		Drag & Drop files here or Browse for files
LOAN ACTIONS	1407792282.FINDINGS	78 05/17/2019 9:47 AM Jennifer Drouin	÷0
V DISCLOSORE TRACKING	1407792282borrower1.CREDITPRINTFILE	59 05/17/2019 9:47 AM Jennifer Drouin	-0 💼
	 UNDERWRITING 		Drag & Drop files here or Browse for files
(\$) FEES			
& CONDITIONS			
	[UNASSIGNED]		Drag & Drop files here or Browse for files
S LOAN ESTIMATE FEE MANAGEMENT	All Borrowers		
LOCK			

NOTE:Make sure that you release the DO Casefile ID to Towne Mortgage
Company prior to submitting the loan for Underwriting. If the DO
Casefile ID is transferred to Towne, DU does not need to be ran in TPO Connect.

FANNIE MAE Job Aid Reference Links:

Submitting a Wholesale Loan Casefile for an Underwriting Recommendation

Requesting Additional Sponsoring Lenders

Importing New Loans using the DO Casefile ID