

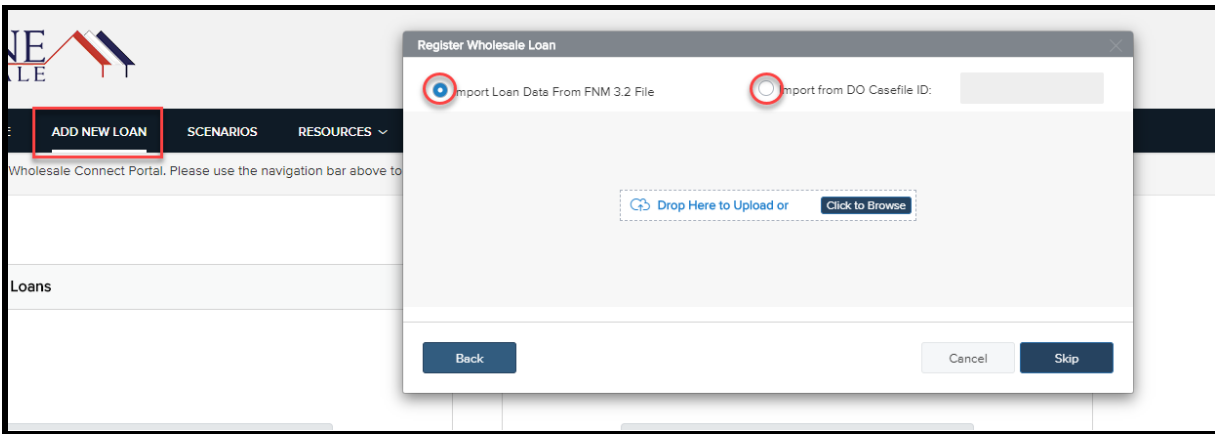


HOW TO: Import a new loan using DO Casefile ID\

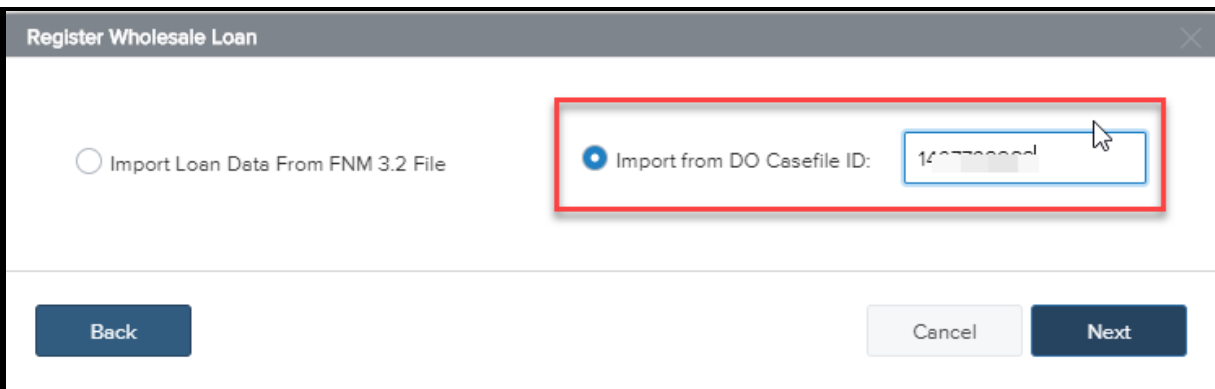
Follow the steps below to import a new loan using the DO Casefile ID, and avoid the need to run DU inside of TPO Connect.

Step 1: When you “Add New Loan” there are now two options to import a new loan:

- FNM 3.2 File
- DO Casefile ID



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.”

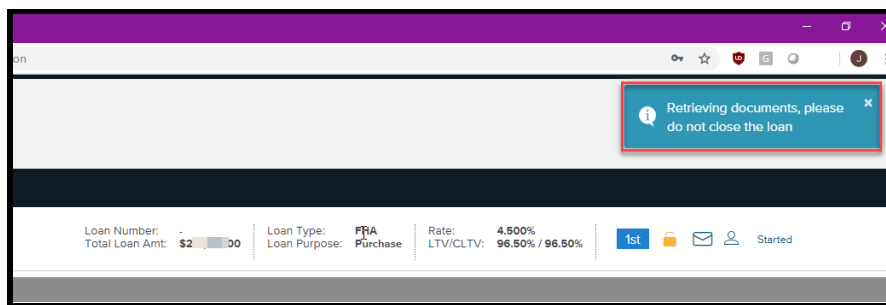


Importing New Loans using DO Casefile ID

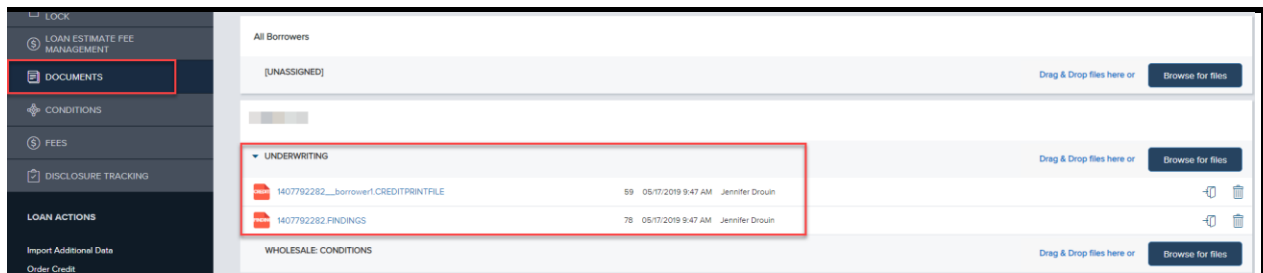
Step 3: Verify that the information populated from the Casefile ID, and click “Register.”

The screenshot shows the '1003 / Loan Information' form. At the top, there is a 'Select Borrower Pair' dropdown menu and an 'Edit' button. A red arrow points to the 'Register' button in the top right corner. Below this, there are two checkboxes: 'The income / assets of a person other than the Borrower will be used.' and 'The income / assets of the Borrower's spouse will not be used.' The main section is titled 'I. Types of Mortgage and Terms of Loan' and contains various input fields for loan details such as Base Loan Amount, Lien Position, Sub Financing, Loan Type (FHA), Agency Case Number, Seller Loan Number, Universal Loan Identifier, Section of the Act, Decision FICO, Interest Rate (4.500), Prepayment Penalty (No), MI Coverage, MI Months, Lender Paid Mortgage Insurance, Impound Waiver (Not Waived), and 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.



Step 5: You will then see the DO findings and credit are uploaded to the Documents Tab.



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](#)