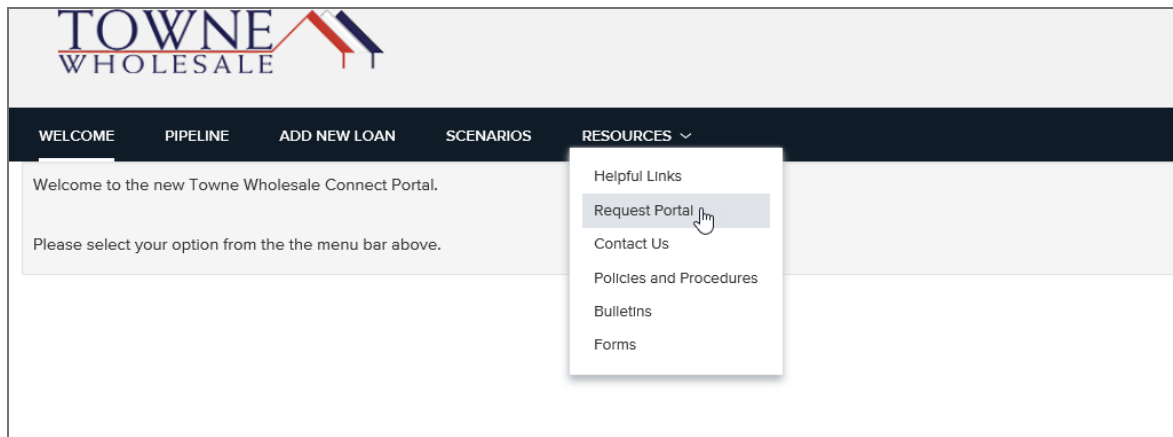




HOW TO: Request FHA Case Number.

Use the Towne Request Portal (via Resources) to request your FHA Case Number.

Step 1: Click on Resources>Request Portal

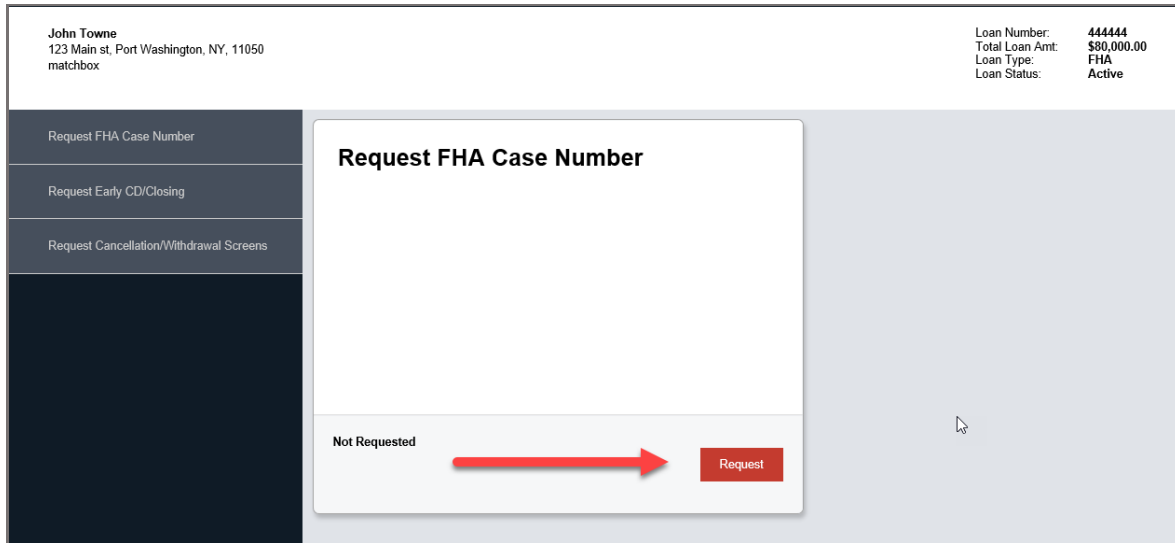


Step 2: Input the Borrower's name, loan number, and your company's NMLS number.

A screenshot of the Towne Wholesale Connect Portal showing a form for requesting an FHA Case Number. The form is centered on the page and features the "TOWNE WHOLESALE" logo at the top. Below the logo are three input fields: "Loan Number", "Last Name", and "Organization Id". Below these fields is a red button labeled "Lookup Loan". A note below the fields states "Important: All Fields Required".

Towne Request Portal– Requesting FHA Case Number

Step 3: You will see the FHA Request tab (only if your loan is FHA). Click Request.



Step 4: You will receive an email stating the FHA Case Number has been issued.

Step 5: The Request Portal will display the date completed, and the case number.

