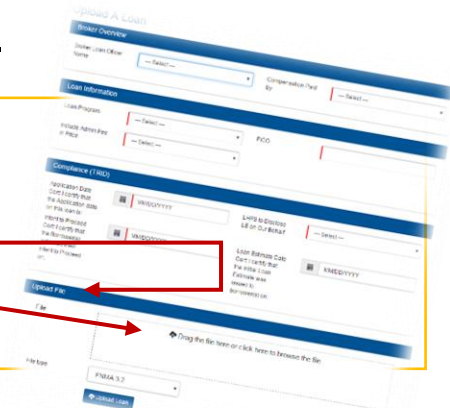


COMPLETE THESE 3 EASY STEPS!

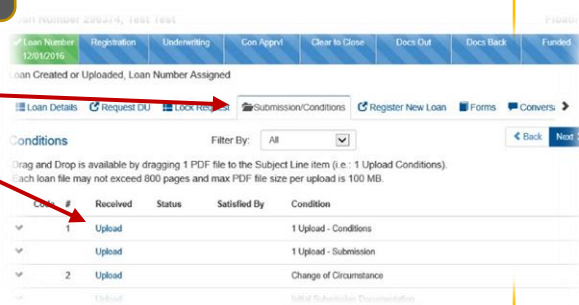
Step 1: Upload your FNMA 3.2 file

- From Home Page, select "Upload a Loan"
- Fill in required fields
- Browse >Upload File
 - Drag and Drop your 3.2 file within the required field; or
 - Click on field to browse your files to upload your 3.2
- Receive notification file upload successful and loan number



Step 2: Upload your full submission

- Click on your file loan number
- Click "Submissions/Conditions" tab
- Upload Documents
 - Drag and Drop your files to the "1 Upload – Submission" line; or
 - Click on "Upload" then Select File button. Select your file and click "Start Upload"
- After notification of "document successfully uploaded with confirmation of pages" close/exit out
- You will be able to view all documents that were uploaded



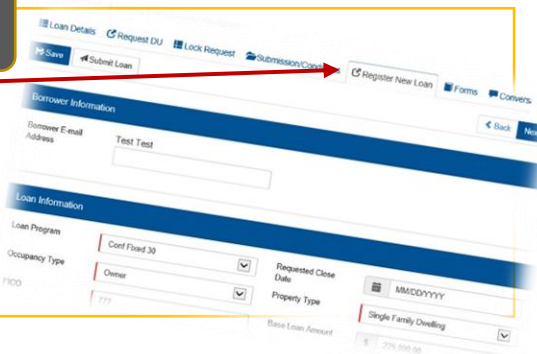
Optional Step: Price your loan through "eXPRESS"

- Click "Lock Request" tab
- Check data then click "Price Loan"
- Make sure all information is correct in all fields
- Click "Submit" (this does not lock your loan)
- Select your eligible product
- Select your rate / price / term
- Click on "Price"
- Select 1 of the following "Save to LHFSW" or "Request Lock"
- After confirmation received – close / exit out

Note: If program can only be locked at "Conditional Approval," please skip this step.

Step 3: Register new loan

- Click "Register New Loan" tab
- Fill in any required fields
- Complete Processor information
- Click "Submit Request"
- Receive "Loan Successfully Submitted"
- Timeline will change to "Registration"
- File sent to registration for review



Contact your AE or Support@LHFSWholesale.com for additional assistance.

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