

# Creating/Importing a Loan

## 1) Creating a new loan:

- Select "Create a Loan" from the Create menu at the top of the page once you have logged into Mortgagebot.
- Enter your name as the originator. If you are entering an "Ap Plus 5" loan originated from one of your bank partners, you would select the originator name tied to that partner account.
- Please remember to NOT start a new loan if the loan was previously pre-qualified. If you want to update a loan that was previously pre-qualified simply open up that loan and update it.
- If you copy a loan from another original denied loan that HAD a property address please select your product after to start the copying process, but...remove the old property address immediately on the Borrower Summary screen BEFORE saving the new copied loan.

## 2) Importing a new loan:

- Select "Import" from the Create menu at the top of the page once you have logged into Mortgagebot.
- Enter your name as the originator. If you are entering an "Ap Plus 5" loan originated from one of your bank partners, you would select the originator name tied to that partner account.
- Select FannieMae 3.4 as the File Format, the Product, and choose the file to import.
- If you have a loan that was IMPORTED and it is not usable, copy the loan but then immediately email [denials@flanagansstatebank.com](mailto:denials@flanagansstatebank.com) to delete the duplicate loan file.

## 3) Understanding the navigation panel in MBOT.

• The main navigation panel in mortgage bot is located on the left side once you open or create any loan file. You will see the following choices:

- Forms & Docs
- Lending Portal-URLA
- Doc Packages
- Closing Docs
- Services
- Status and Tracking
- Actions
- Imaging

- *Forms & Docs* is where you will enter the beginning info into the borrower summary screen. If you do not wish to initiate disclosures at this time or do not have a property address, the file will get marked as a PreQual. If a property address is entered into the Borrower Summary screen, this will create an Application date, meaning you then

have 3 days to disclose the file to the borrower. You can also access/edit the loan estimate, price a loan in Scenario Pricer, lock a loan, or enter vendor information. You can also play with qualifying ratios in this section, and review your loan underwriting notice once the loan is out of underwriting. You will not see an underwriting notice until one exists.

- Next, under *Lending Portal-URLA*, you will enter the remainder of the borrower(s) information.
- *Doc Packages* is where you can create initial disclosure or re-disclosure and/or view them once they are prepared.
- *Services* is where you can order the credit report, run AUS findings (other than GUS), order data-verify (fraud prevention tool / judgement- lien finder), and order a flood certificate.
- *Status and Tracking* is where your processor can validate a loan prior to underwriting submission to make sure that the lock information matches your 1003. You can also view statuses and track each loan here.
- *Actions* is where you will Final the file (submit the file for underwriting review). You can change AUS systems and archive or unarchive loans here as well.
- In *Imaging*, you will upload all your file's documentation or view what's currently uploaded in ImageFlow.