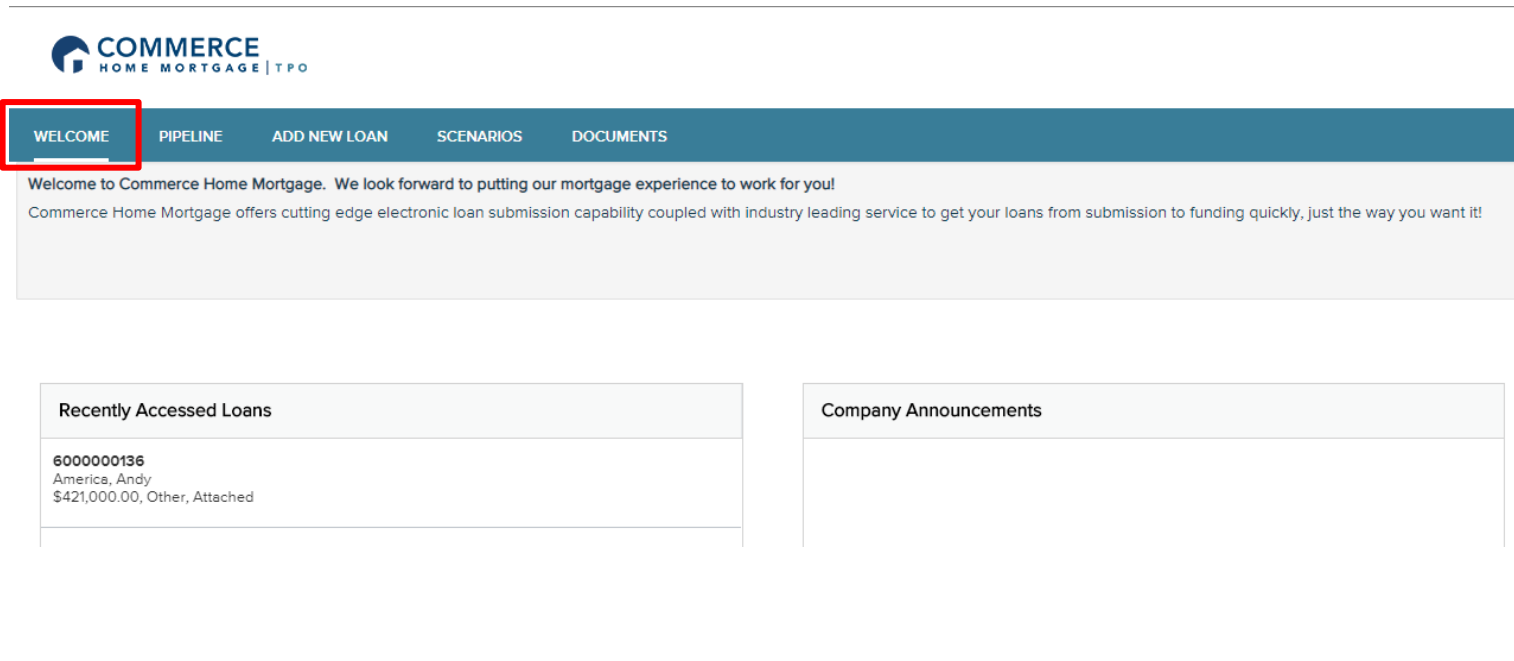


Adding a New Loan into TPO Connect

Step 1: When you log into the Portal you will automatically be taken to the Welcome page:



COMMERCE
HOME MORTGAGE | TPO

WELCOME PIPELINE ADD NEW LOAN SCENARIOS DOCUMENTS

Welcome to Commerce Home Mortgage. We look forward to putting our mortgage experience to work for you!
Commerce Home Mortgage offers cutting edge electronic loan submission capability coupled with industry leading service to get your loans from submission to funding quickly, just the way you want it!

Recently Accessed Loans
6000000136 America, Andy \$421,000.00, Other, Attached

Company Announcements

Step 2: To add a new loan you will click on the *ADD NEW LOAN* link:



COMMERCE
HOME MORTGAGE | TPO

WELCOME PIPELINE **ADD NEW LOAN**

Step 3: Under the Organization drop down you will select your Organization, the Loan Officer's name and the Processor's name for your Organization and click on the *Next* button.




Cancel **Next**

Step 4: You will have two options to get your loan applications into the system. You may import the loan data from a FNM 3.2 file or click on the Skip button to manually input the loan data into the screens.

Register Wholesale Loan ✕

Import Loan Data From FNM 3.2 File

 Drop Here to Upload or Click to Browse


Back Cancel Skip

Best Practice Alert!

- Electing to export your loan application from your Loan Origination System (LOS) as a FNM 3.2 file will reduce the required input into the TPO portal. Once you have exported the file from your LOS you can upload it into our system by dropping or attaching the file from your saved location. Once the file is uploaded you will see the file name appear and the application data will be imported into the data screens.

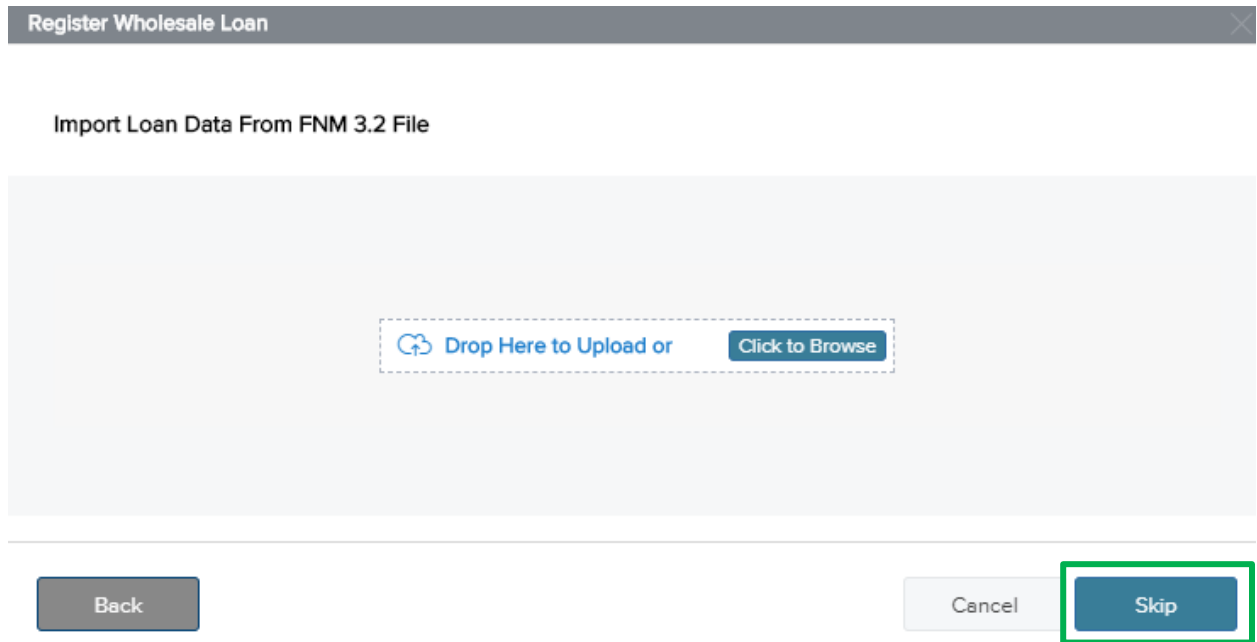
Register Wholesale Loan ✕

Import Loan Data From FNM 3.2 File

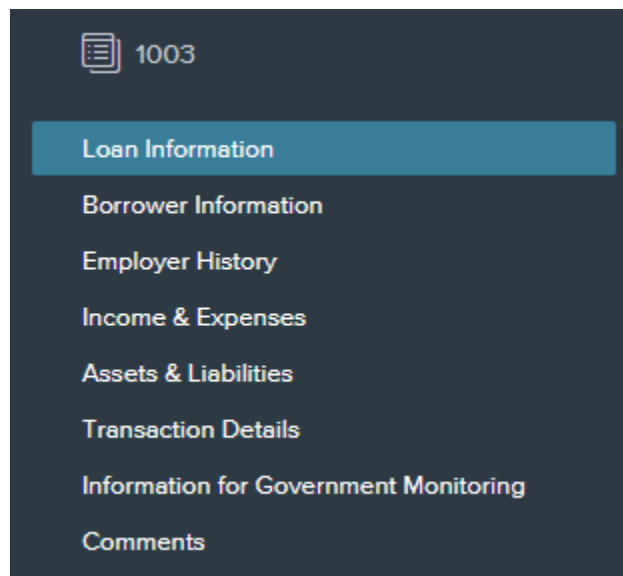
 Ken Customer.fnm 5438k 01/28/2019 11:32 AM Nikki Dickens

Back Cancel Next

- If you chose to manually input the application into the system you will select the *Skip* button.



Step 4: The 1003 data input screen links will appear along with the corresponding pages which resemble the traditional 1003 input.



The 1003 application sections are below:

I. Types of Mortgage and Terms of Loan

II. Property Information and Purpose of Loan

III. Borrower Information

III. Co-Borrower Information

IV. Employment Information

V. Monthly Income and Combined Housing Expense Information

VI. Asset Accounts

VII. Details of Transaction

VIII. Declarations

I. Comments

Tip and Input Requirement

You will not be able to input a Loan Program into the field. You will refer to the *Selecting a Loan Product* training guide.

Loan Program

Step 5: Once the application data has been entered into the system you will click on the *Save* button that appears on the top right hand side of the application input screens. This will register your loan.

Save

Next