



Broker Portal

New Loan Submissions

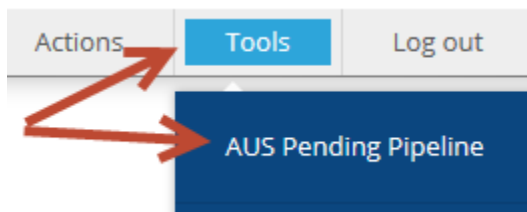
- Conventional/FHA/VA Loan Submissions - Page 2-6
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- Jumbo Submissions – Page 8-9
- FHA Streamlines/VA IRRRL's Submissions - Page 10-12
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New Loan Submissions

- Convert existing file into a FNMA 3.2 (Save to the computer)

Access the Broker Portal and under “Tools” click on “AUS Pending Pipeline”



Select- Submit a new loan

Pending Pipeline

A screenshot of the "Pending Pipeline" form. The "Submit a new loan" button is highlighted with a red arrow. The form includes input fields for "Borrower's First Name", "Borrower's Last Name", "Agency Number", and "DU Case ID". There are also "Search" and "Reload" buttons. At the bottom, there is a blue bar with the text "Pending Submissions Pipeline".

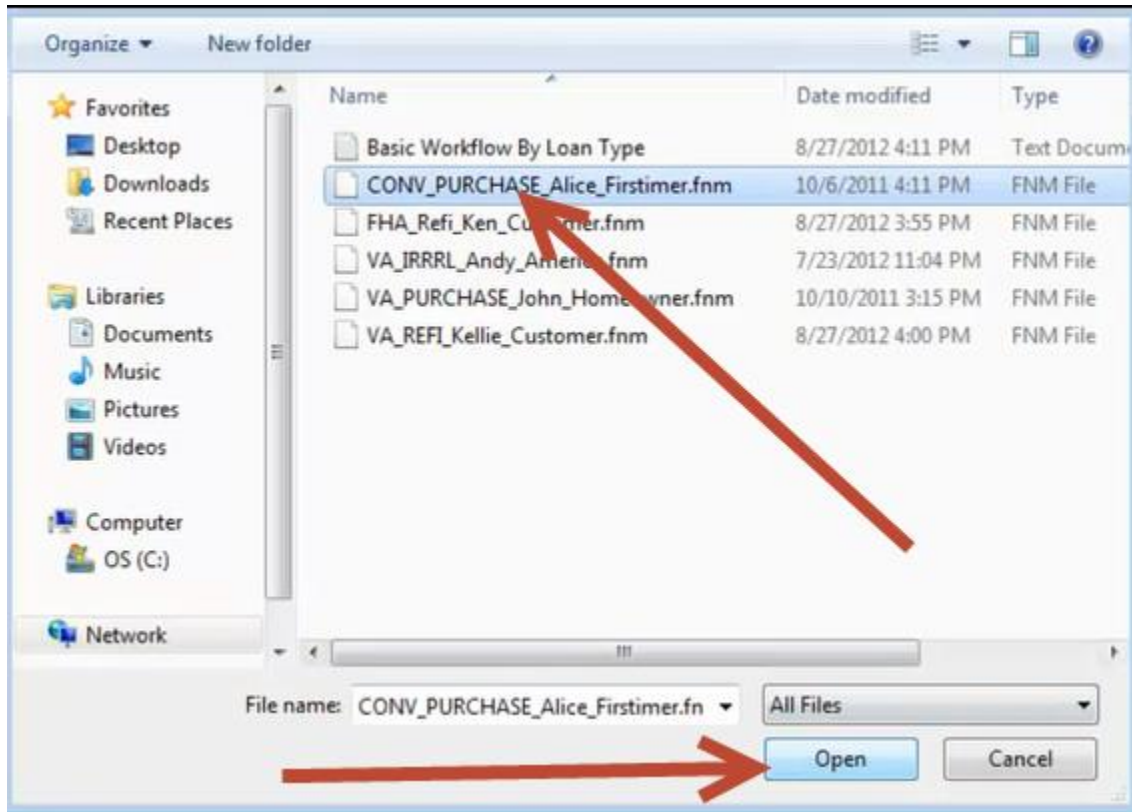
FHA/Conventional/VA Loan Submission

Select- Browse

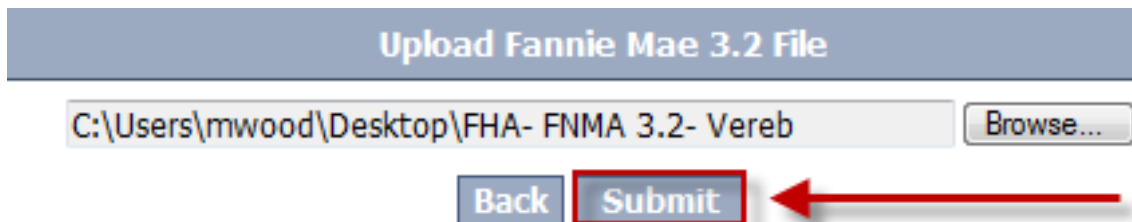
A screenshot of the "Upload Fannie Mae 3.2 File" form. The "Browse..." button is highlighted with a red box and a red arrow. Below the form, there are "Back" and "Submit" buttons.



Browse and attach the FNMA 3.2 file (From where you saved the file)



Select- Submit





To submit to Fannie Mae/DU- Select- Yes

Submit To Fannie Mae now?

Yes No

This will direct the file to the Fannie Mae site where DU can be run.

- Select- Credit and Underwriting
- Select- Next

A screenshot of a web form. At the top, there is a dropdown menu with the text "Credit and Underwriting" and a small downward arrow. A large red arrow points from the right towards this dropdown menu. Below the dropdown menu is a blue progress bar. At the end of the progress bar, there is an orange button labeled "Next" and a grey button labeled "Cancel". A red arrow points from the left towards the "Next" button.

- Select- Reissue an existing Credit Report and associate it with the casefile

Select one of the following options:

A screenshot of two radio button options. The first option is "Reissue an existing credit report and associate it with the casefile" and is selected, indicated by a blue dot. The second option is "Request a new credit report" and is not selected, indicated by a grey dot. A red rectangular box highlights the first option.



REM N
W H O L E S A L E

- Enter- Credit Agency
- Enter- Credit User Name\Password

Credit Agency :

CIS Info Services (22) ▼

Account Number :

ENTER NAME HERE

If you have forgot
Credit Provider

Password :

••••••••

☐ Remember Password

- Enter- Credit Reference Number
- Click- Next

Reference Number:

Credit Reference Number

Next **Cancel**

- Select- Desktop Underwriter

Select an Underwriting Service

Desktop Underwriter ▼

- Click- Submit

Submit

Cancel



REM N

W H O L E S A L E

- DU Findings will now appear

Loan Information

- [View Loan](#)
- [View 1003](#)
- [Export Loan](#)

Credit

- [View/Print Report](#)

Underwriting Information

- [View Findings](#)

Underwriting Status:
Complete

Underwriting Recommendation:
[Approve/Eligible](#)

Credit Status:
[Complete](#)

Close the DU Window and return to the broker portal- the file will now appear in the pending submission pipeline view.

Pending Submission Pipeline-

- **Findings-** Review DU Findings
- **Re-Run AUS**
 - Updated FNMA 3.2 must be uploaded
- **Submit Loan to REM N**
 - Documentation must be uploaded into BlitzDocs after "Submit" is selected
 - Once the submit button is clicked, DU cannot be re-run

Borrower's First Name Agency Number

Borrower's Last Name DU Case ID

Pending Submissions Pipeline									
Borrower	Property Address	Loan Amount	Loan Type	Agency Number	DU Case ID	Findings	Run AUS	delete	Submit To REM N
John Menlo	565 Bugatti Way	\$328,000	Conventional	GEC-EWFF-RNH4	1159964599	N/A	Re-Run AUS		Not submittable
Andy America	555 Main St	\$360,000	Conventional	PYY-RDJF-DKE7	1159920886	Approved / Eligible	Re-Run AUS		submit
Penny Public	5544 Main Street	\$304,000	Conventional	G3C-69D6-Y6PG	115591400	Approved / Eligible	Re-Run AUS		submit
Mort Gage	123 Rocky Road	\$300,000	FHA	P7P-RRLL-3AHL	1178529734	N/A	Re-Run AUS	delete	Not submittable
Loco Motion	585 Central Ave	\$385,000	Conventional	XJE-6T93-WELJ	1158639206	N/A	Re-Run AUS		Not submittable
Suzi Builder	456 Center Street	\$200,000	Conventional	NPT-79WA-JG9E	1151917856	Approved / Eligible	Re-Run AUS		submit
Patrick Purchaser	56 Any Place	\$360,000	Conventional	M9T-YPNP-MYAG	1152541065	Approved / Eligible			Submitted on 12/20/2013 11:28:38 AM

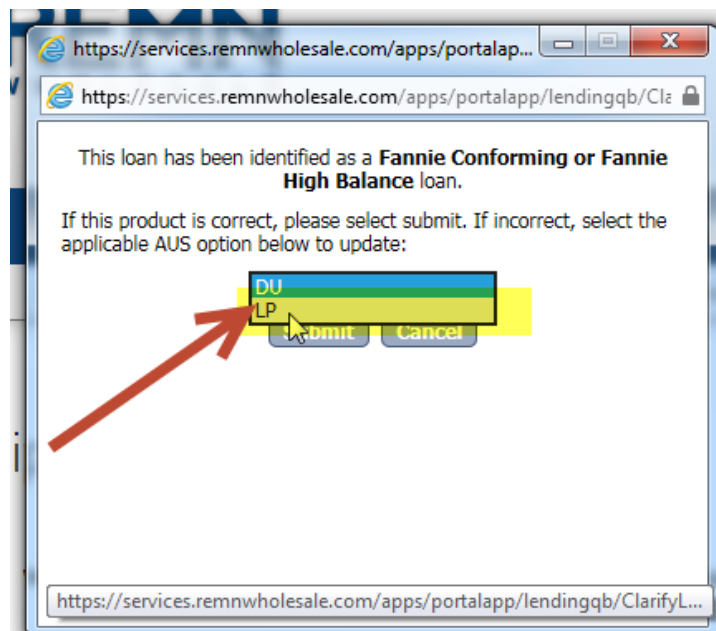


Once the FNMA 3.2 has been submitted and FHA Total Scorecard/DU has been run, all loan documentation MUST be uploaded to BlitzDocs

FHLMC Loan Submissions

On a FHLMC submission, please choose LP when prompted as shown below and the 3.2 file will be pulled into the AUS Pending Pipeline. LP is not available to run on the REMN Wholesale Portal and, once assigned, the Underwriter will run LP. Select "Submit" in the AUS Pending Pipeline as usual when ready to submit the file.

A folder should then be created in Blitzdocs and all documentation uploaded as in any other file submission.





Jumbo Loan Submissions

If a Conventional loan with a loan amount >\$417,000 is submitted, the Portal will prompt the user with the following screen when the FNMA 3.2 is uploaded:

A screenshot of a web browser window displaying the REM N Wholesale portal. The address bar shows the URL 'http://services.remnwholesale.com/apps/portalapp...'. The main content area is a white box with a gray border. Inside, the text 'Is this loan a:' is centered. Below it are two buttons: 'High Balance' and 'Jumbo'. The 'Jumbo' button is highlighted with a blue background. Below the buttons, the text '*Select high balance for loans within county loan limits' is displayed.

If the user selects “Jumbo”, they will be brought to the AUS pending pipeline as shown and then simply click on “Submit” when ready to submit the full file. Please note that this process should be used for both the Jumbo and Jumbo Flex products.



REM N

W H O L E S A L E

Pending Pipeline

[Submit a new loan](#)[Retrieve From DU/DO](#)Borrower's First Name Agency Number Borrower's Last Name DU Case ID [Search](#)[Reload](#)

Steps to Submit a New Loan

Step 1 - Upload loan, run DU as applicable, select the **Submit** button on the far right

Step 2 - Create new loan folder and upload all loan documentation to BlitzDocs, to access the website click here: <https://www.blitzdocs.net>

Pending Submissions Pipeline									
Borrower	Property Address	Loan Amount	Loan Type	Agency Number	DU Case ID	Findings	Run AUS	delete	Submit To REMN
Ken Customer	10655 Birch St.	\$240,000	Conventional	AMM-LEM7-LFX6	1171335071	Approved / Eligible	Re-Run AUS		submit
Penny Public	5544 Main Street	\$304,000	Conventional	LHL-FG47-LKR4	1212557867	Approved / Eligible	Re-Run AUS		submit
Sonny Graves	00357 Monument Road	\$366,000	FHA	JRF-EX9P-NC DG	1212599688	Approved / Eligible	Re-Run AUS		submit
Wanna House	98 Lincoln St	\$310,000	Conventional	K76-EJKH-4ANY	1215198521	N/A	Re-Run AUS		Not submittable
Elizabeth Spender	222 Main St	\$540,000	FHA		1195955703		Run AUS		Not submittable
Ron Tintin	17 Rotten Way	\$240,000	FHA	9DE-9PLJ-AA9A	1215256957	Approved / Eligible	Re-Run AUS		submit
Suzi Builder	123 Terrific Lane	\$450,000	FHA	ELF-39NL-PWKR	1216523539	N/A	Re-Run AUS		Not submittable
Ken Customer1	10655 Birch St.	\$750,000	Jumbo					delete	submit

The Broker then needs to create a folder in Blitzdocs and upload the file following normal submission processes.

Please note that if the user selects "High Balance", they will be prompted to run DU. After running DU successfully, the loan can then be submitted from the Pending Pipeline following the usual submission process.



FHA Streamlines and VA IRRRL Submissions-

Select- Submit a new loan

The screenshot shows a web interface. At the top left, there is a button labeled "Submit a new loan" with a red arrow pointing to it. Below this is a table titled "Pending Submissions Pipeline". The table has five columns: "Borrower", "Loan Amount", "Loan Type", "Agency Number", and "DU Case ID". There are four rows of data in the table.

Borrower	Loan Amount	Loan Type	Agency Number	DU Case ID
Ken Customer	\$250,000	FHA Streamline		
Dylan Customer	\$250,000	USDA		
Kellie Customer	\$250,000	VA		
Andy America	\$315,400	VA IRRRL		

Select- Browse

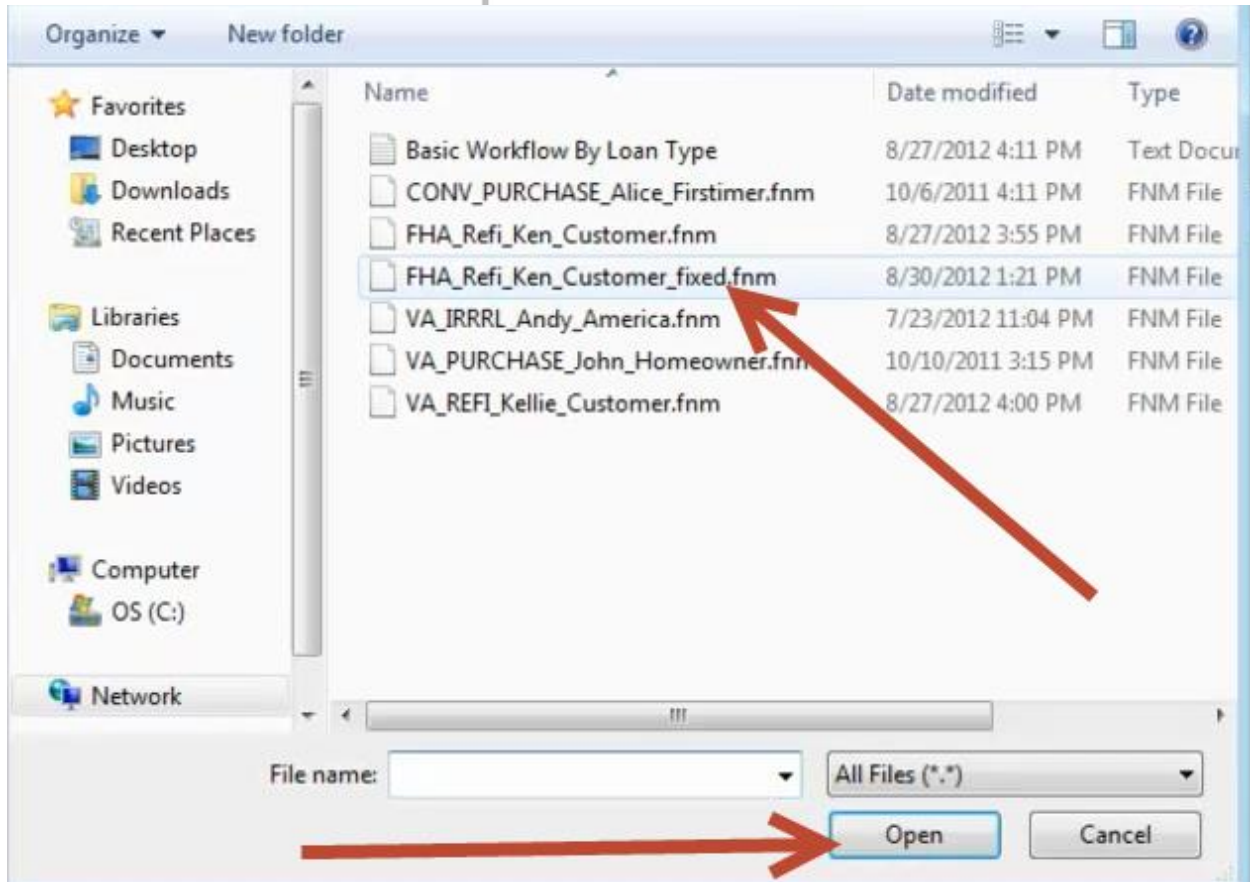
The screenshot shows a section titled "Upload Fannie Mae 3.2 File". Below the title is a file upload area with a red arrow pointing to a "Browse..." button. Below the upload area are two buttons: "Back" and "Submit".

Browse and attach the FNMA 3.2 file (From where you saved the file)



REM N

W H O L E S A L E



Select- Submit





Select- Yes

Is this a FHA streamline submission?

☒ Yes ☐ No

Is this a VA IRRRL?

☒ Yes ☐ No

Since FHA Streamlines and VA IRRRL's do not need to be run through an AUS- the loan will immediately be submitted to the Pending Submission Pipeline

Pending Submissions Pipeline								
Borrower	Loan Amount	Loan Type	Agency Number	DU Case ID	Findings	Run AUS	delete	Submit To REMN
Dylan Customer	\$250,000	USDA					delete	submit
Kelle Customer	\$250,000	VA				Run AUS	delete	Not submittable
Andy America	\$315,400	VA IRRRL					delete	submit
Ken Customer	\$250,000	FHA Streamline					delete	submit

The user can then select "Submit" and all file documentation needs to be uploaded to BlitzDocs.



USDA Loan Submissions

Follow standard procedures as described above for submitting a new loan. Once a USDA 3.2 is uploaded to the REMNM Wholesale Broker Portal, the following screen will appear and the Credit Agency information must be filled in as indicated, then select "Submit".

Pending Pipeline

USDA Additional Information

Re-Issue Credit Report

Credit Agency ---- Select Credit Agency ---- * Required

User Name * Required

Password * Required

Report ID * Required

After choosing "Submit" above, the loan will then be submitted to the Pending Pipeline. Once "Submit" is selected in the Pending Pipeline, all file documentation then needs to be uploaded to BlitzDocs.

Pending Pipeline

Borrower's First Name Agency Number

Borrower's Last Name DU Case ID

Steps to Submit a New Loan

Step 1 - Upload loan, run DU as applicable, select the **Submit** button on the far right.

Step 2 - Create new loan folder and upload all loan documentation to BlitzDocs, to access the website click here: <https://www.blitzdocs.net>

Pending Submissions Pipeline

Borrower	Property Address	Loan Amount	Loan Type	Agency Number	DU Case ID	Findings	Run AUS	delete	Submit To REMN
Alice Firstimer2	123 Main Street	\$200,000	Conventional	4KG-DDCF-COKD	1252998030	Approved / Eligible			Submitted on 9/12/2015 4:28:30 PM
Ken Customer	10655 Birch St.	\$240,000	Conventional	YHW-CN93-AHA4	1290681506	Approved / Eligible	Re-Run AUS		submit
Homer Loanseeker	4420 Douglas Avenue East	\$250,000	Conventional	4DM-CIE7-CFH4	1290686082	Approved / Eligible	Re-Run AUS		submit
Patrick Purchaser2	56 Any Place	\$360,000	Conventional	W9N-XOF3-FNF6	1287072723	Approved / Eligible	Re-Run AUS		submit
Ross Blemished	255 South Elm St	\$241,250	FHA	7RJ-Y7RX-XTYN	1259703403	Refer / Eligible	Re-Run AUS		submit
Andy America	555 Main St	\$360,000	Conventional	CD3-D3TF-N79X	1286057040	Approved / Eligible	Re-Run AUS		submit
Sonny Graves	00357 Monument Road	\$365,000	FHA	FPH-Y33H-EAJP	1286058081	Approved / Eligible	Re-Run AUS		submit
John Homeowner	111 Yellow Brick Lane	\$350,000	Conventional	LX9-Y6GC-4YKJ	1286059460	Approved / Eligible	Re-Run AUS		submit
John SecondTimer	3726 Poplar St	\$142,500	USDA					delete	submit