



**HERO Broker Portal Training:**

# **How to Create a New Loan**



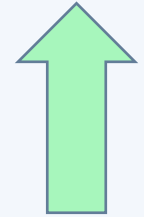
**CHAMPIONS**  
FUNDING



**Click topic and jump to a section.**

**If in Slide View, CTRL + Click on a topic.**

- [Navigating the broker portal like a champ](#)
- [Start a new loan](#)
- [Subject Property Confirmation and TBD Properties](#)
- [Application Date - Important Information](#)
- [Product & Pricing for Consumer loans](#)
- [Product & Pricing for DSCR / Business Purpose Loans](#)
- [Re-issuing Credit Report](#)
- [CDFI Eligibility for Pricing Improvement](#)
- [Program and Pricing Selection](#)
- [Rate Buy Down Option](#)
- [High-Cost Loan Notification](#)
- [Loan Registration Confirmation](#)
- [Uploading Loan Documents](#)
- [Create a Loan Estimate](#)
- [Preview and Send Loan Estimate](#)
- [Uploading Conditions](#)
- [Important Dates](#)
- [DocBox](#)
- [Frequently Asked Questions \(FAQs\)](#)



**Click logo on any page to jump back to  
Table of Contents**

# How to Create a New Loan

## Navigating the Broker Portal Like a Champ



Profile Settings & Admin Functions

Alerts & Notifications

Return to dashboard

Access to guidelines, forms, training, marketing & more

(4) Primary Loan Functions

Your Account Executive's Contact Information and ways to connect

Have a great experience? Leave a Google Review.

Need help? Contact the Scenarios Team

The screenshot shows the HERO Broker Portal dashboard. At the top left is the HERO logo with the tagline "Helping Empower Real Opportunity". The user is logged in as "Annette". The dashboard features a navigation bar with "Dashboard" and "Resources" tabs. Below this are four primary loan functions: "QUICK PRICE", "NEW LOAN", "APPRAISALS", and "MY PIPELINE". A section for "Natalie Verrette" provides contact information and a "Write a review" button. A calendar for "October 2022" shows a holiday on October 6th. A "Contact Support" button is located at the bottom right.

Hamburger menu for jumping between sections

Turn times, click to expand

Rotating messaging, hover over left / right sides to scroll between messages. (non-loan specific)

Calendar of holidays, office closure and important dates

Get help. Quick access to submit a question, accessible on any HERO page

# How to Create a New Loan

## Start a New Loan



**Tip:** Click this menu button and jump to other sections

- Navigating is EASY!
- After login, you will see the HERO portal dashboard
- Click on **NEW LOAN**

**Tip:** For quick access to Dashboard view clip the HERO logo (top left) or the *hamburger menu* (top right, 3 stacked lines).


The screenshot shows the HERO portal dashboard. At the top left is the HERO logo with the tagline "Helping Empower Real Opportunity". At the top right, it says "Hello, Annette!" with links for "My Profile", a notification bell, and a hamburger menu icon. Below the header are two tabs: "Dashboard" (selected) and "Resources". A green arrow points down to the "NEW LOAN" button in the dashboard. The dashboard contains several cards: "QUICK PRICE" with a clock icon, "NEW LOAN" with a plus icon and subtext "Register, Lock a Loan, Disclose, Submit", "APPRAISALS" with a dollar sign icon and subtext "Order, pay, view status", and "MY PIPELINE" with a document icon and subtext "Upload Conditions, Lock a Loan, Request a COC". Below these are a user profile card for Natalie Verrette, a calendar for October 2022, and a "Access HERO Portal Tips" banner. A "Contact Support" button is in the bottom right corner.

## How to Create a New Loan ▼

- Import MISMO 3.4 XML file. There are two ways:
  - DRAG & DROP file into square; or
  - Click **Choose File**
- From your computer, select the desired loan file.
  - **Important:** Must be an XML document file
- Click box to acknowledge message before clicking NEXT. (Message will turn blue once selected)

### HERO REGISTRATION

Import Your Fannie Mae 3.4 XML File

  
**Choose File**

I understand the applicants' Social Security Numbers may be stored and potentially visible to other users.

**Next >**

## How to Create a New Loan

### Subject Property Confirmation and TBD Properties



- Insert subject property address here.
- For TBD properties, please select the TBD box on this pop up.
- Make sure the 1003 you are uploading has the city and state for the subject property.
- For TBD Properties you will not have the option to send disclosures.

#### Confirm property info & app info.

TBD Property Address ?

\* Address:  Unit #:

Please enter address

\* City:

\* State:  \* Zip:

\* County:

\* Occupancy:

Application Date:

Next >

## How to Create a New Loan

### Application Date – Important Information



- Application Date must be no more than 3 Business days old. Otherwise, you will receive an alert that you are “Past the Submission Deadline”.

Confirm property info & app info.

TBD Property Address

\* Address: TBD Unit #:   
Please enter address

\* City: Boca Raton

\* State: FL \* Zip: 33498

\* County: PALM BEACH

\* Occupancy: Investment

Application Date: choose date

Next >

- If the Application Date is over 3 Business Days but the create (Loan Open) date is still within 3 Business Days, you will see the following message when you open the Create LE page.

The Initial Disclosures window is closed.  
This loan will be canceled. Please resubmit as a new loan to proceed.

Cancel Loan

- For **Business Purpose** loans, if the Loan Open date is more than 5 Business days, you'll see the following message on the Fees Page

The Submission window is closed.  
This loan will be canceled. Please resubmit as a new loan to proceed.

Cancel Loan

- **Important:** If more than 3 Business days have passed since the Loan Open date occurred and no LE has been generated the loan will be Auto-Withdrawn.



# How to Create a New Loan

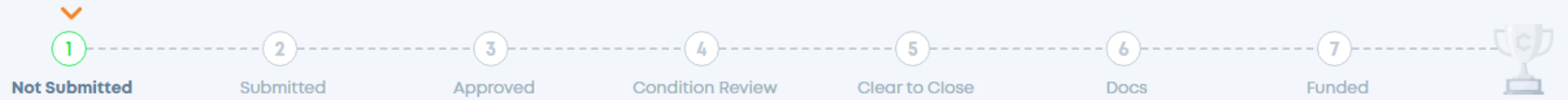
## Product & Pricing for Consumer loans



Move between sections easily

**Product & Pricing** Borrower 1003 Lender 1003 Loan Dashboard Request COC

Your loan milestones with dates listed here



Loan overview and current status

<b>Loan #: 12022090916</b> Program: CALLY 30 YR FIXED	Borr: Firstimer	Ln Amt: \$200,000	LTV/CLTV: 58.824/58.824	DTI: No Ratio	Status: Loan Open
--	-----------------	-------------------	-------------------------	---------------	-------------------

Price your loan here

**Product & Pricing**

Occupancy: Primary Residence	Loan Term: 30 Years	Loan Amount: \$200,000	2nd Financing Amt:
Loan Type: Ally	Amort Type: Fixed	Property Value: \$340,000.00	LTV / CLTV: 58.824/58.824
Loan Purpose: Purchase	Lock Days: 21 Days	Purchase Price: \$340,000.00	Doc Type: No Ratio
Attachment Type: Detached	# of Financed Properties: 1	Borrower Paid Comp: 1 % + \$ 0	Interest-Only: <input type="checkbox"/>
Property Type: SFR	Loan FICO: 710	Impounds: <input checked="" type="checkbox"/>	Credit Seasoning: N/A
	<a href="#">Reissue Credit &gt;</a>		Housing Event: N/A

**Save & Price**

### Helpful tips:

For Loan Types, find the loan program name under RESOURCES section on the dashboard.

Guideline matrices are available for quick reference.

Must click on "Reissue Credit"

Be sure to save before moving sections



# How to Create a New Loan

## Product & Pricing for DSCR / Business Purpose Loans



### Helpful tips:

For the Business Purpose Loan Types, you must select a corresponding product name from the drop down to choose the DOC TYPE as DSCR or DSCR No Ratio.

<b>Loan #:</b> 12023050039 Program: CACT 30 YR FIXED	<b>Borr:</b> Firsttimer	<b>Ln Amt:</b> \$200,000	<b>LTV/CLTV:</b> 58.824/58.824	<b>DTI:</b> 35.24/38.83	<b>Status:</b> Registered
---	-------------------------	--------------------------	--------------------------------	-------------------------	---------------------------

### Product & Pricing

Occupancy: Investment	Loan Term: 30 Years	Loan Amount: \$200,000	LTV / CLTV: 58.824/58.824
Loan Type: Accelerator Expandec	Amort Type: Fixed	Property Value: \$340,000.00	Doc Type: DSCR
Loan Purpose: Purchase	Lock Days: 30 Days	Purchase Price: \$340,000.00	Interest-Only: -- select -- DSCR
Attachment Type: Detached	Gross Monthly Rent: \$0.00	Borrower Paid Comp: 0 % + \$ 0	Foreign National: DSCR No Ratio
Property Type: SFR	# of Financed Properties: 1	Reserves Months: 2 months	Credit Seasoning: N/A
First Time Investor?: Experienced Investor	Loan FICO: 710	Impounds: <input checked="" type="checkbox"/>	Housing Event: N/A
Closing in Name of an Entity: <input type="checkbox"/>	<a href="#">Reissue Credit &gt;</a>		PPP Term: No PPP

**Save & Price**

Be sure to save before moving sections

# How to Create a New Loan

## Re-issuing Credit Report



Click here to enter Co-borrower info

Please enter the report ID to re-issue and make any changes needed to this applicant's info for loan #12022090916.

### BORROWER

**NAME:** FIRST: Alice MIDDLE: LAST: Firstimer

**SSN:** 991 - 91 - 9991

**DOB:** 03/07/1992

**Present Address:** Street Address: 9991 Warford Street City: Dawson State: IA Zip: 50066

**Credit Report Id:**

**CREDIT AGENCY:** FNMA CRA TEST (200)

**Credit Username:** annette.spacey

**Credit Password:** .....

### CO-BORROWER

**Has Co-Borrower**

**NAME:** FIRST: MIDDLE: LAST:

**SSN:**

**DOB:**

**Present Address:** Street Address: City: State: Zip:

**Credit Submission Type:** Re-issue

**DU Username:**

**DU Password:**

Borrower and Co-Borrower details will auto-populate

Present Address will auto-populate

Pull from Credit Report (aka File ID)

Pick from drop-down list

Enter the username and password for the "credit agency" you selected above

**Tip: It defaults to your HERO credentials. Simply replace the text.**

Select "Re-issue" from dropdown list

Must click on "Reissue Credit"

If DU username and password boxes are present, you have the incorrect credit agency selected as we do not use DU to reissue credit.

Loan #: 12022090916  
Program: CALLY 30 YR FIXED

Borr: Firstimer    Ln Amt: \$200,000    LTV/CLTV: 58.824/58.824    DTI: No Ratio    Status: Loan Open

### Product & Pricing

Occupancy: Primary Residence  
Loan Type: Ally  
Loan Purpose: Purchase  
Attachment Type: Detached  
Property Type: SFR

Loan FICO: 710    Impounds:     Reissue Credit >

2nd Financing Amt:   
LTV / CLTV: 58.824/58.824  
Doc Type: No Ratio  
Interest-Only:   
Credit Seasoning: N/A  
Housing Event: N/A

**Save & Price**

**Could your borrower be CDFI Eligible?**

This loan could qualify for a CDFI Pricing Improvement if you answer Yes to any of these:

Is Alice Firstimer Hispanic or Latino?     Yes     No     Do not wish to answer

Is Alice Firstimer Black or African American?     Yes     No     Do not wish to answer

**CONTINUE**



Enter demographic questions based on responses found on 1003 application or by licensed loan officer interview.

Contact your Champions Funding Account Executive for more details.

Select an eligible loan program and rate:

**Eligible Loan Programs & Rates**

Program	Select Rate	Price	PITI
CALLY 30 YR FIXED	> 8.750	> 0.500	\$1,813.40

There are no ineligible programs.

**Float & Continue**

Click on arrow to view other available rate options & select rate of choice

Click button to select program

**Pop-Up Alert:** You may buy down rate in this screen, otherwise, click continue below.

Lock Days: 21 Days Purchase Price: \$340,000.00

### Champs Heads Up!

You can buy down up to 0.750% in the rate. Select your new rate below if you'd like to change it.

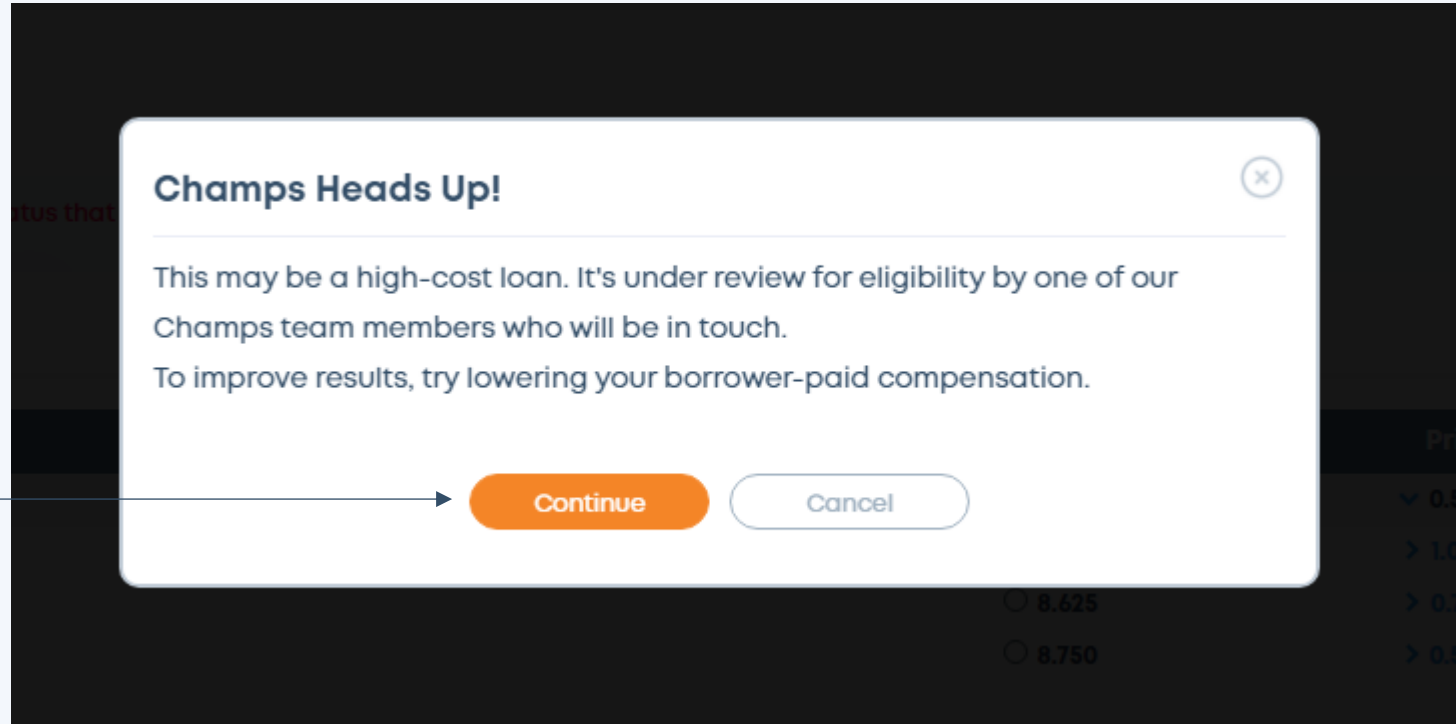
	Rate	Price
Current:	8.500	1.000
Updated:	<input type="text" value="8.500"/>	1.000

**CALLY 30 YR FIXED**  
*Pricing Details*

BASE RATE	8.250
SCORE 700-719, LTV > 50, LTV <= 60	0.250
FINAL RATE	8.500
BASE PRICE	1.000
TOTAL PRICE	1.000

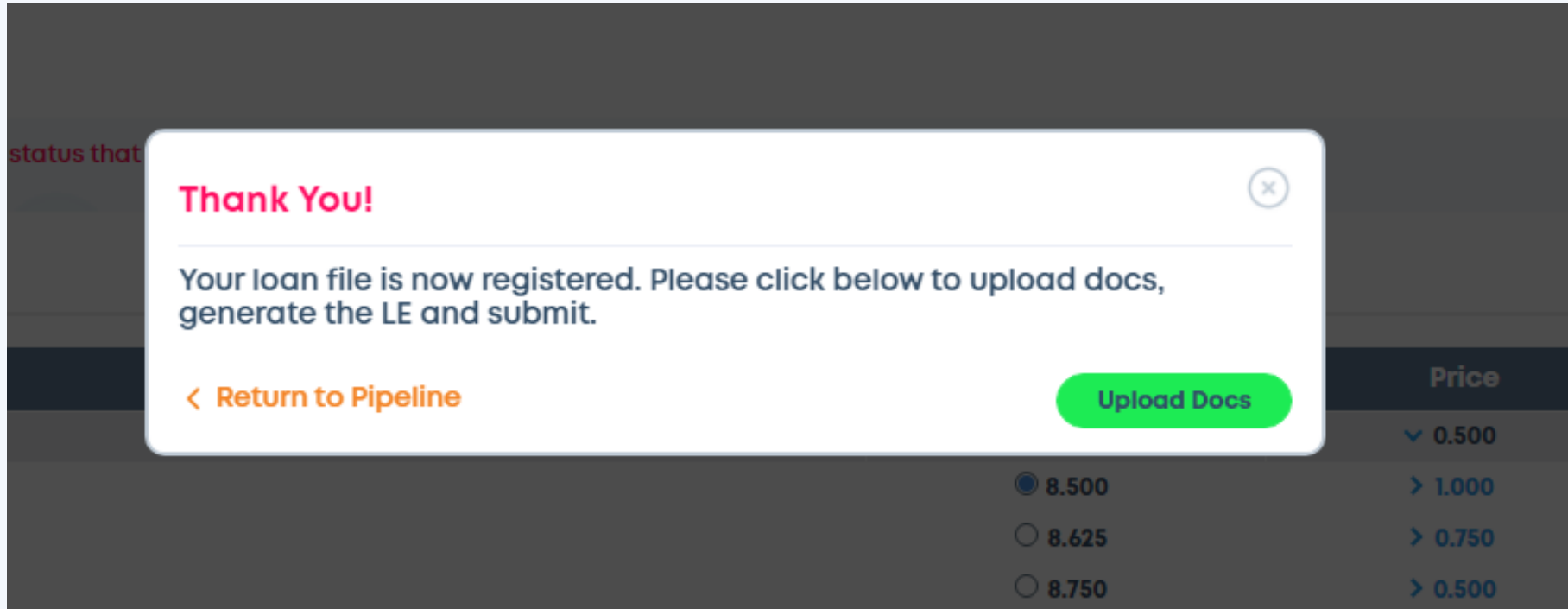
Continue >

Click continue here



Pop-up alert appears on ALL loan submissions, click "Continue" to proceed.

NOTE: If this is truly a concern your Underwriter will address the high-cost loan with you.



The screenshot shows a dark-themed interface with a white modal dialog box in the center. The dialog box has a close button (X) in the top right corner. The text inside the dialog reads: "Thank You!" in pink, followed by "Your loan file is now registered. Please click below to upload docs, generate the LE and submit." Below this text are two buttons: a blue button with a left arrow and the text "Return to Pipeline", and a green button with the text "Upload Docs". In the background, a table is partially visible with columns for interest rates and prices. The interest rate column has three rows: 8.500 (selected with a blue dot), 8.625, and 8.750. The price column has three rows: 0.500 (with a dropdown arrow), 1.000, and 0.750.

**Your loan registration is complete!** Move your file forward when you're ready. Start uploading loan docs or "Return to Pipeline" to work on another loan file.

Click here upload loan documents








**HELPFUL TIP: Do NOT upload income documents on Ally Loans**

- Must use PDF file formats. Max file size for one document is 30MB.
- NOTE: At a minimum, you must upload credit documentation to move the loan forward.
- Docs that are required will have a pink asterisk to the right of the file name.
- If the doc is required, you must upload before going to the next step, creating the Loan Estimate.

**Upload Files**

Upload your package files here. Use PDF format with a max file size of 30 MB each. Times shown are in Pacific Time. Documents marked with \* are required.






<b>Application</b>	 1003 Executed by Loan Officer	
<b>Credit Documentation</b>	 Fully Executed Borrowers Authorization*	 Upload Other Credit File
<b>Purchase</b>	 Fully Executed Purchase Contract*	 Purchase Addenda, Amendments & Counter Offers
<b>Income Documentation</b>	Select your income doc type*: 12 Months Bank Statements ▾	

Click the icon to submit loan docs within each section

Proceed to next step when the button turns green

Next: Create LE

- File documents that don't fit into any of the other folders as "Uncategorized".

Title	 Upload Title File
Settlement	 Upload Settlement Fee File
Payoff	 Upload Payoff File
Hazard & Flood	 Upload Insurance File
Uncategorized	 Upload Uncategorized File

[Contact Support](#)

Use the "Uncategorized" option for docs that do not fit any other folders.

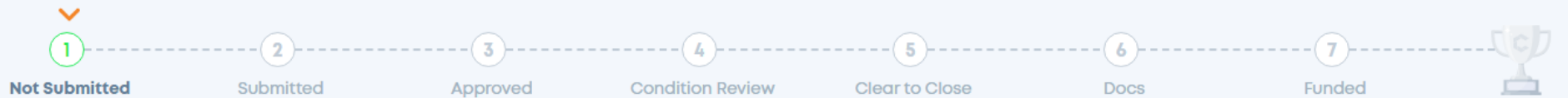
# How to Create a New Loan

## Create a Loan Estimate



[Return to Pipeline](#)

[Upload Files](#) [Create LE](#) [Product & Pricing](#) [Borrower 1003](#) [Lender 1003](#) [Loan Dashboard](#) [Important Dates](#) [DocBox](#)



**Loan #: 12022090916**  
Program: CALLY 30 YR FIXED

Borr: Firstimer

Ln Amt: \$200,000

LTV/CLTV: 58.824/58.824

DTI: No Ratio

Status: Registered

[Expand All](#) [Collapse All](#)

[Save](#)

### Summary of Fees & Services

LOAN COST SUMMARY	TOTAL CHARGE
<a href="#">GO</a> Origination Charges	\$6,245.00
<a href="#">GO</a> Services Borrower Cannot Shop For	\$1,425.00
<a href="#">GO</a> Services Borrower Can Shop For	\$1,688.00
<a href="#">GO</a> Recording Fees	\$60.00
<a href="#">GO</a> Other Fees	\$1,442.00
<a href="#">GO</a> Prepays	\$330.56
<a href="#">GO</a> Estimated Taxes, Insurance And Assessments	\$1,020.00
<b>TOTAL:</b>	<b>\$12,210.56</b>

Click GO to update or review fees in each section

### Helpful Tips:

- Origination charges are not editable
- Create LE will not be available for Business Purpose loans.

# How to Create a New Loan

## Create a Loan Estimate



### Validate Your Fees

A pop-up window will appear when you move to the 'Create LE' tab.

The fees listed on the following screens are an estimation from a Champs vendor.

Be sure to checkmark the box to certify you will manually review fees

Click GO to update or review fees in each section

Return to Pipeline

Upload Files **Create LE** Product & Pricing Borrower 1003 Lender 1003 Loan Dashboard Important Dates DocBox

1 Not Submitted 2 Submitted 3 Approved 4 Condition Review 5 Clear to Close 6 Docs 7 Funded

**Loan #: 12022090916**  
Program: CALLY 30 YR FIXED

DTI: No Ratio Status: Registered

Expand All Collapse All Save

### Validate Your Fees

**STOP AND MANUALLY VALIDATE YOUR FEES PLEASE.**

Displayed fees are an estimate from a Champs vendor.

I am manually reviewing my fees.

CONTINUE

### Summary of Fees & Services

LOAN COST SUMMARY	TOTAL CHARGE
GO Origination Charges	\$6,245.00
GO Services Borrower Cannot Shop For	\$1,425.00
GO Services Borrower Can Shop For	\$1,688.00
GO Recording Fees	\$60.00
GO Other Fees	\$1,442.00
GO Prepays	\$330.56
GO Estimated Taxes, Insurance And Assessments	\$1,020.00
<b>TOTAL:</b>	<b>\$12,210.56</b>

# How to Create a New Loan

## Create a Loan Estimate



### IMPORTANT :

- Fees do not import into HERO. The current fees are populated from Nations Title Services (ChampsTPO's preferred vendor.)
- Ensure you manually review each fees section, update add/remove fees that are not consistent with your Fee Sheet. If correct, be sure to check the acknowledgement box under EACH section.

I have manually reviewed the fees and they are accurate.

- Changing the title vendor to your preferred vendor **will not** automatically update the fees section. Nations fees will remain populated unless manually reviewed and updated by the Broker User.
- To change the fee, click on "Change Provider" first, select "OK" and this will make the fees editable.

Click to CHANGE a provider

To REMOVE a fee, click minus icon here. You may also add fees by clicking the plus (+) sign.

HELPFUL TIP: If Fees is GRAYED OUT, click on "Change Provider"

Services Borrower Can Shop For

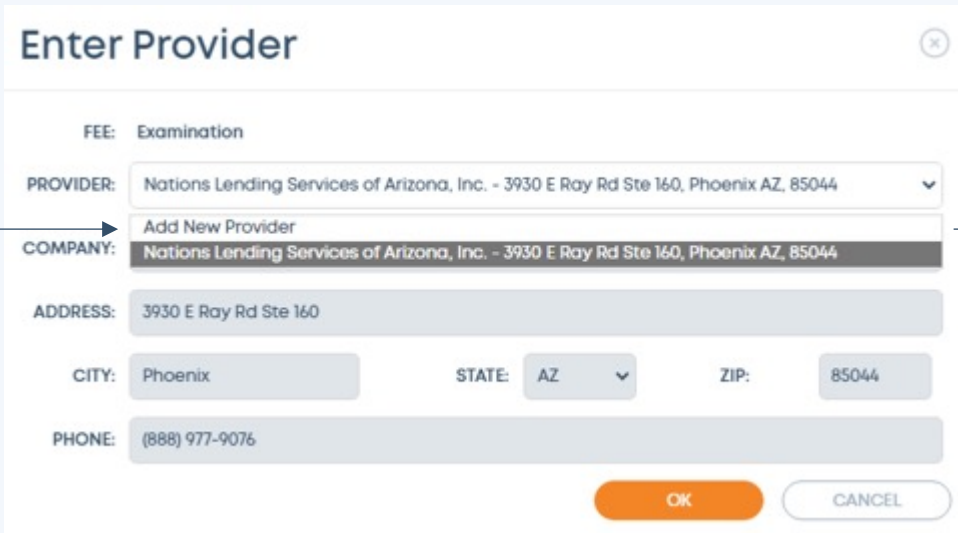
Fee Name	Service Provider	APR	Affiliate	Paid By	POC	Total	Due At Closing
Closing/Escrow Fee	Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buyer	<input type="checkbox"/>	\$757.00	\$757.00
Examination	Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044	<input checked="" type="checkbox"/>		Buyer	<input type="checkbox"/>	\$50.00	\$50.00
Lender's Title Insurance	Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044	<input type="checkbox"/>	<input type="checkbox"/>	Buyer	<input type="checkbox"/>	\$1,481.00	\$1,481.00
Wire Fee	Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044	<input checked="" type="checkbox"/>		Buyer	<input type="checkbox"/>	\$85.00	\$85.00

I have manually reviewed the fees and they are accurate.

Add Fee

## How to Enter a New Provider

Once you click on “Change Provider” button, add new provider. Complete each field then click the OK button



**Enter Provider**

FEE: Examination

PROVIDER: Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044

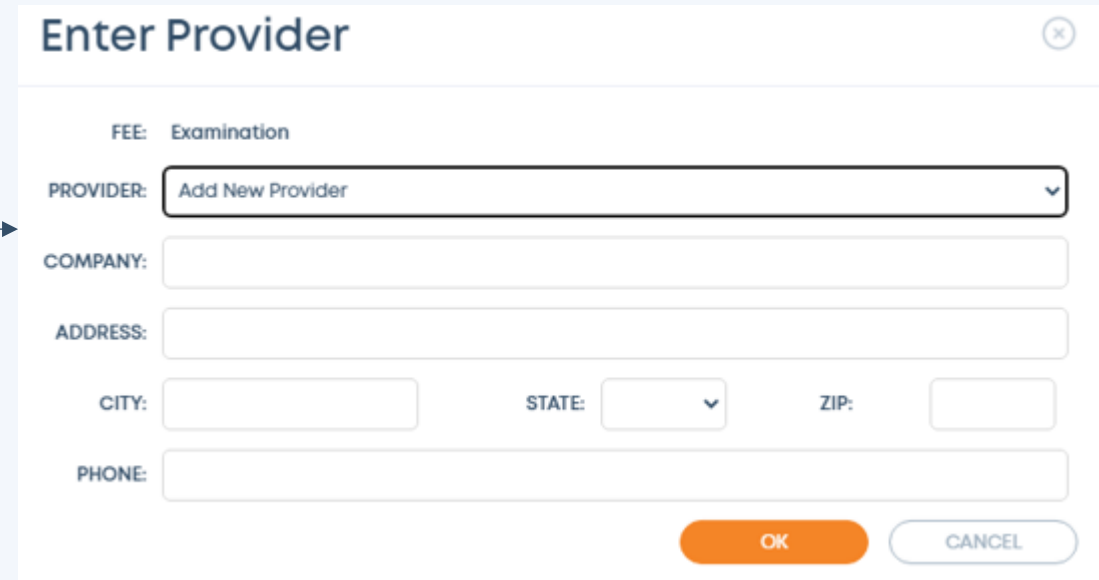
COMPANY: Nations Lending Services of Arizona, Inc. - 3930 E Ray Rd Ste 160, Phoenix AZ, 85044

ADDRESS: 3930 E Ray Rd Ste 160

CITY: Phoenix STATE: AZ ZIP: 85044

PHONE: (888) 977-9076

OK CANCEL



**Enter Provider**

FEE: Examination

PROVIDER: Add New Provider

COMPANY:

ADDRESS:

CITY: STATE: ZIP:

PHONE:

OK CANCEL

Would you like to use this provider for all Title fees?

Yes

No

After clicking “ok”, you will be asked if you’d like to use that provider for all fees. If you selecting YES, will prevent you from having to enter in the provider’s information in the other sections multiple times. It also makes all fees in this section editable.

# How to Create a New Loan

## Create a Loan Estimate



To REMOVE a fee, click minus icon here. You may also add fees by clicking the plus (+) sign.

### Services Borrower CANNOT Shop For: Section Reminders

- The “Trust Review Fee” auto populates.
  - The fee must be deleted completely (unless it’s needed.) To remove it, click the minus symbol.
  - If you wish to keep it, then must supply the trust name. **IT CANNOT BE LEFT BLANK.**
  - If neither is done with the fee, you will not be able to move forward with the submission process. This applies to both consumer and business purpose files.

#### Services Borrower Cannot Shop For

Fee Name	APR	Affiliate	Paid By	POC	Total	Due At Closing	Action
Appraisal Fee	<input type="checkbox"/>	<input type="checkbox"/>	Buyer	<input type="checkbox"/>	\$850.00	\$850.00	
Credit Report	<input type="checkbox"/>	<input type="checkbox"/>	Buyer	<input type="checkbox"/>	\$150.00	\$150.00	-
Home Ownership Counseling	<input checked="" type="checkbox"/>		Buyer	<input type="checkbox"/>	\$75.00	\$75.00	-
Trust Review Fee	<input checked="" type="checkbox"/>		Buyer	<input type="checkbox"/>	\$350.00	\$350.00	+

Trust Name:

[Add Fee](#)



### Helpful Tips for Pop-Up Messages

You may not proceed until you confirm the following fee sections are accurate:

- Origination Charges
- Services Borrower Cannot Shop For
- Services Borrower Can Shop For
- Recording Fees

OK

Click the checkbox to acknowledge fees for each section.

# How to Create a New Loan

## Preview and Send Loan Estimate



Once your loan estimate / disclosures are generated, your loan automatically moves to UNDERWRITING.

TIP: If a DSCR Loan (Accelerator or Ambassador loan programs) you may move file to underwriting without creating the Loan Estimate.

**IMPORTANT:**  
Confirm email address

Click E-Consent Date

**Preview & Send Disclosures**

Email

Lamont Bush Email:  No Email  Confirm Email:  ✓ E-Consent Date:  📅

E-Consent Received

By checking this box, the user confirms that the consumer has agreed to receive disclosures using electronic communications, An E-SIGN Act compliant consent will be sent to the consumer to confirm the election to receive disclosures electronically.

Place check mark here

Must preview disclosures before generating.

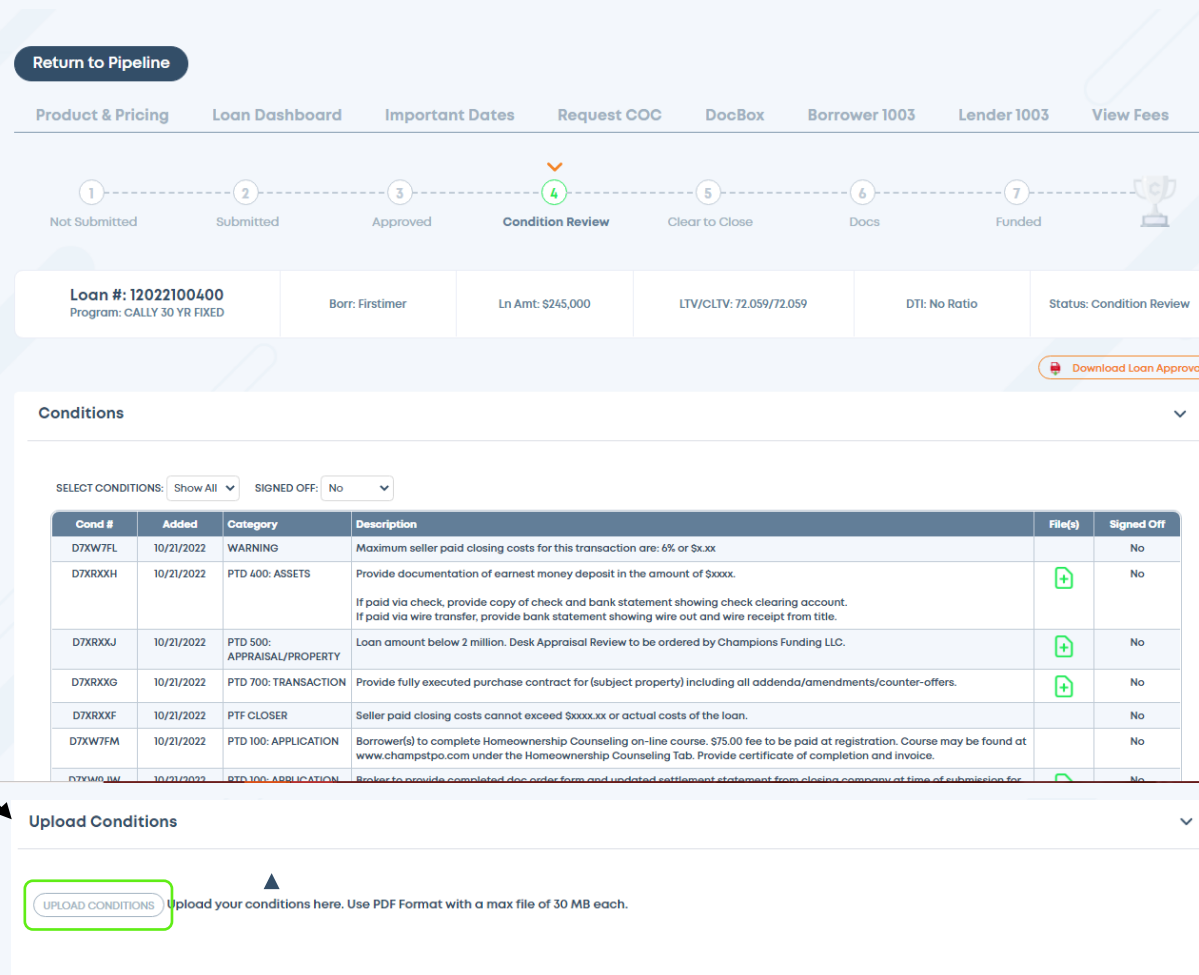
Oct 2022						
S	M	T	W	TH	F	SA
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

CLEAR OK

**NOTE:** You will only be able to see “Condition Review” once your file has been submitted to Underwriting for Condition Review.

### Two EASY ways to upload conditions:

1. Drag and drop files from “File Navigator”
2. Click to SELECT file from source folder



**Return to Pipeline**

Product & Pricing | Loan Dashboard | Important Dates | Request COC | DocBox | Borrower 1003 | Lender 1003 | View Fees

1 Not Submitted | 2 Submitted | 3 Approved | 4 **Condition Review** | 5 Clear to Close | 6 Docs | 7 Funded

Loan #: 12022100400  
Program: CALLY 30 YR FIXED

Borr: Firstimer | Ln Amt: \$245,000 | LTV/CLTV: 72.059/72.059 | DTI: No Ratio | Status: Condition Review

[Download Loan Approval](#)

#### Conditions

SELECT CONDITIONS: Show All | SIGNED OFF: No

Cond #	Added	Category	Description	File(s)	Signed Off
D7XW7FL	10/21/2022	WARNING	Maximum seller paid closing costs for this transaction are: 6% or \$x,xx		No
D7RXXH	10/21/2022	PTD 400: ASSETS	Provide documentation of earnest money deposit in the amount of \$xxx. If paid via check, provide copy of check and bank statement showing check clearing account. If paid via wire transfer, provide bank statement showing wire out and wire receipt from title.		No
D7RXXJ	10/21/2022	PTD 500: APPRAISAL/PROPERTY	Loan amount below 2 million. Desk Appraisal Review to be ordered by Champions Funding LLC.		No
D7RXXG	10/21/2022	PTD 700: TRANSACTION	Provide fully executed purchase contract for (subject property) including all addenda/amendments/counter-offers.		No
D7RXXF	10/21/2022	PTF CLOSER	Seller paid closing costs cannot exceed \$xxxx.xx or actual costs of the loan.		No
D7XW7FM	10/21/2022	PTD 100: APPLICATION	Borrower(s) to complete Homeownership Counseling on-line course. \$75.00 fee to be paid at registration. Course may be found at www.champspo.com under the Homeownership Counseling Tab. Provide certificate of completion and invoice.		No
D7XW7M	10/21/2022	PTD 100: APPLICATION	Broker to provide completed doc order form and updated settlement statement from closing company at time of submission for		No

#### Upload Conditions

**UPLOAD CONDITIONS** Upload your conditions here. Use PDF Format with a max file of 30 MB each.

## How to Create a New Loan

## Uploading Conditions



When all the conditions are satisfied, click the green button to **“Submit for Final Condition Review.”**

Note: If the loan is already in “Final Underwriting” status, the button will not appear.

UPLOAD CONDITIONS Upload your conditions here. Use PDF Format with a max file of 30 MB each.

Doc Type: PRELIM TITLE REPORT	File: 4.pdf	⊖
Category: PTD 500: APPRAISAL/PROPERTY	Submitted: 02/14/23 9:03 PM MST	
Doc Type: APPRAISAL	File: 3.pdf	⊖
Category: PTD 400: ASSETS	Submitted: 02/14/23 9:03 PM MST	
Doc Type: SECOND APPRAISAL	File: 5.pdf	⊖
Category: PTD 700: TRANSACTION	Submitted: 02/14/23 9:02 PM MST	

All times are in Mountain Time.

Submit for Final Condition Review

# How to Create a New Loan

## Important Dates



### Important Dates:

- Provides helpful information on when disclosures were sent and signed.
- Key Dates at a glance in one place

**Return to Pipeline**

Product & Pricing | Loan Dashboard | **Important Dates** | Request COC | DocBox | Borrower 1003 | Lender 1003 | View Fees

1 Not Submitted | 2 Submitted | 3 Approved | **4 Condition Review** | 5 Clear to Close | 6 Docs | 7 Funded

<b>Loan #:</b> 12022100400 Program: CALLY 30 YR FIXED	<b>Borr:</b> Firstimer	<b>Ln Amt:</b> \$245,000	<b>LTV/CLTV:</b> 72.059/72.059	<b>DTI:</b> No Ratio	<b>Status:</b> Condition Review
--	------------------------	--------------------------	--------------------------------	----------------------	---------------------------------

[Expand All](#) [Collapse All](#)

#### Loan Estimate

<b>Initial Loan Estimate Sent Date:</b> 10/21/2022	<b>Opened Date:</b> N/A	<b>Signed Date:</b> N/A
--	-------------------------	-------------------------

#### Closing Disclosure

<b>Initial Closing Disclosure Sent Date:</b> N/A	<b>Opened Date:</b> N/A	<b>Signed Date:</b> N/A
--	-------------------------	-------------------------

#### Status History

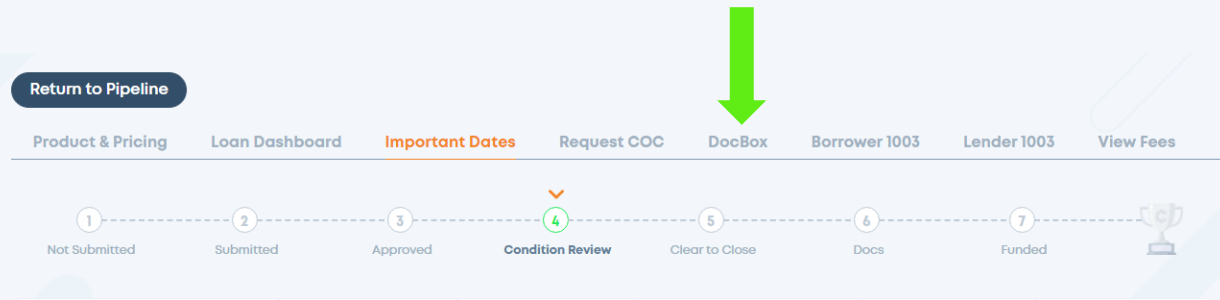
<b>Loan Open:</b> 10/21/2022 <b>Pre-Approved:</b> N/A <b>Pre-Doc QC:</b> N/A <b>Docs Back:</b> N/A <b>Denied:</b> N/A	<b>Registered:</b> 10/21/2022 <b>Approved:</b> N/A <b>Clear To Close:</b> N/A <b>Funding Conditions:</b> N/A	<b>Submitted:</b> N/A <b>Condition Review:</b> 11/02/2022 <b>Docs Ordered:</b> N/A <b>Funded:</b> N/A	<b>In Underwriting:</b> N/A <b>Final Underwriting:</b> N/A <b>Docs Out:</b> N/A <b>Canceled:</b> N/A
---	---	--	---

#### Key Dates

<b>TBD Date:</b> N/A <b>Last Condition Received:</b> N/A	<b>Converted To App:</b> N/A <b>Lock Date:</b> N/A	<b>Interview/Application:</b> 10/21/22 <b>Lock Expiration Date:</b> N/A	<b>Appraisal Received:</b> N/A
---	---	--	--------------------------------

# How to Create a New Loan

## DocBox



**DocBox: This is where all documents for the loan file are stored.**

- 1. Opens in a new Window
- 2. View and Print Documents from here
- 3. You cannot Delete or Upload in DocBox

**All Disclosures are located within this folder**

1. Why am I receiving an alert message regarding the Application Date when submitting a new Loan?
  - a) When submitting a new loan the application date must be no more than three (3) business days old. For best practice, the 1003 should be dated to match the date of the application. If the application date is more than 3 business days old you will receive an alert that you are past the submission deadline.
2. Can you explain the Trust Review Fee on the Create LE page?
  - a) The “Trust Review Fee” in the Create LE auto-populates on every loan. If a Trust is not being used you will need to remove the fee by selecting the minus icon in that fee box. If your borrower *will* be using a Trust you must add the name of the Trust into the fee box area. If the name of the Trust is unknown at time of submission you may enter “Unknown” as the Trust name.
3. Why do I not see “Create LE” on Business Purpose loans?
  - a) When submitting a Business Purpose loan (Accelerator, Accelerator X, or Ambassador) you will not have the ability to “Create LE”. However, you can view and edit fees.
4. Where do I go to see if my Borrowers signed their disclosures?
  - a) Whether you need to verify if a disclosure has been signed, when your loan was opened, or approved, or when your lock expires, visit the **Important Dates section** of your loan file.
5. Where can I view all loan documents that have been uploaded to my loan file?
  - a) Please visit DropBox in your loan file. You will not be able to delete or upload any documents in the DropBox. However, you will be able to find all disclosures (including signed versions) and other documents that have been submitted for the file. You will have the ability to view and print only from Drop Box.
6. What is the High-Cost Loan Notification? Should I be concerned?
  - a) You will receive a pop-up alert for all loan submissions indicating “This may be a high-cost loan”. Your Underwriter will contact you if in fact there is a true high-cost loan concern.



## Our Winning Philosophy at Champs TPO



At Champs we believe Decision Makers should communicate with Decision Makers. Your Champ's Underwriter will be your primary point of contact through the life cycle of the loan file.

We are your partners in success. Please contact your Account Executive or your Champs Operations team for assistance.

**Thank you for your partnership and business!**

