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## ***Submit to Processor***

**Note: This functionality is for retail business operations only. It is not used by wholesale brokers.**

Once you have completed the 1003 you may wish to pass the file along to a processor.

The **Submit to Processor** action is used primarily by originators. To submit a file to a processor, choose **Submit to Processor** from the loan's action menu.

- Choose a processor from the drop-down box. (If no processors appear in the list, a **Broker User Level 1** or an **administrator** must adjust your account by assigning you a processor.)
- Enter comments in the Comments box.
- Click the **Send Loan** button when complete. The selected processor will receive a Messaging alert and will see the loan in his or her pipeline.

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NOTE: Once you have submitted a file to a processor, you will not be allowed to make changes to the file unless he or she returns it to you.

## ***Submit to AU – Automated Underwriting***

OpenClose provides an interface to Fannie Mae and Freddie Mac to order automated underwriting findings.

### **• Fannie Mae – Desktop Originator (DO)**

The OpenClose interface with Fannie Mae's DO service is an interface that sends your loan data to Fannie Mae's Desktop Originator Web site and allows you to retrieve the findings directly to the loan's e-Doc Manager.

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NOTE: Before you can use the DO interface you must adjust the security settings on your Internet Explorer Web browser to permit the interface to send and receive files.

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### **CONFIGURING YOUR WEB BROWSER TO RUN DO**

☐ In the Tools menu of your Internet Explorer Web browser, choose Internet Options.

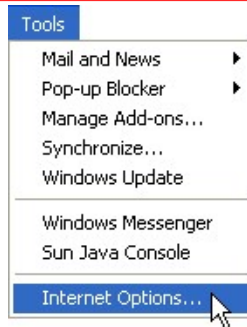


Figure 1 - Internet Explorer Tools Menu

- Go to the **Security** tab, click the green Trusted sites icon, then click the Sites... button.

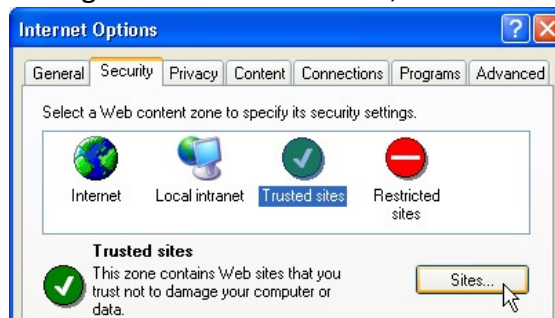


Figure 2 - Configuring your Trusted Site

- Type the full Web address for your installation of OpenClose, including the https:// at the beginning and click the Add button. Be sure that the Require server verification... checkbox is checked, and click OK.

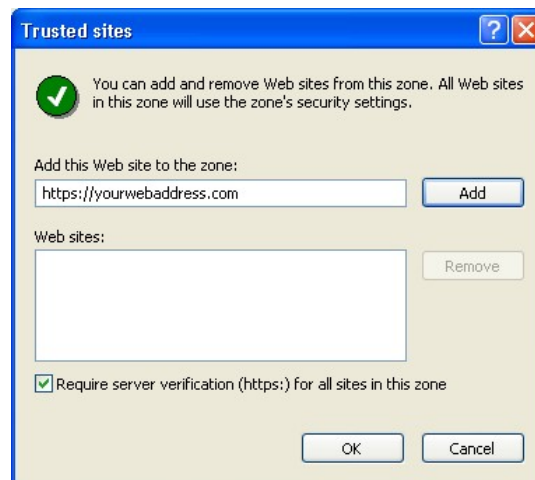


Figure 3 - Defining the Secure Site

**USING THE DO INTERFACE**

- In the loan’s action menu choose **Submit to AU**.
- Choose Fannie Mae - Desktop Originator (DO) by clicking the radio button next to this option.

- Provide your DO login and password information in the Provider Logon and Provider Password fields respectively.

NOTE: See Chapter 18 for information on how to have your DO account information auto-populate.

Underwriting Options

<u>Borrower</u>	<u>Subject Property Address</u>
Suzi Builder SSN:500-60-6666 Loan:10063	19991 East Eubank Street Louisville, KY 40209

**1 Select the underwriting agency which will process the loan**

Fannie Mae - Desktop Underwriting (DU)  
 Fannie Mae - Desktop Originator (DO)  
 Freddie Mac - Loanprospector.Com

**2 DO Username/Password Selection**

Provider Logon:       Provider Password:   
 Seller Servicer Number:       SW Provider:

**3**

Casefile ID:

Have you completed the Loan Submission form on Fannie Mae Desktop Originator?  
 **Check Yes!**  
 (Caution: You will have to resubmit your loan if you don't complete this step!)

**Figure 4 - Submit to DO**

- Click the **Submit Loan to FNMA** button.
- A separate window will pop up taking you to the Desktop Originator Web site where you will see your uploaded loan and choose the transaction you wish to run. Use the DO Web site as you normally would.
- Once your underwriting status is Complete (see **Figure 5** below), return to your OpenClose window by minimizing the DO window.

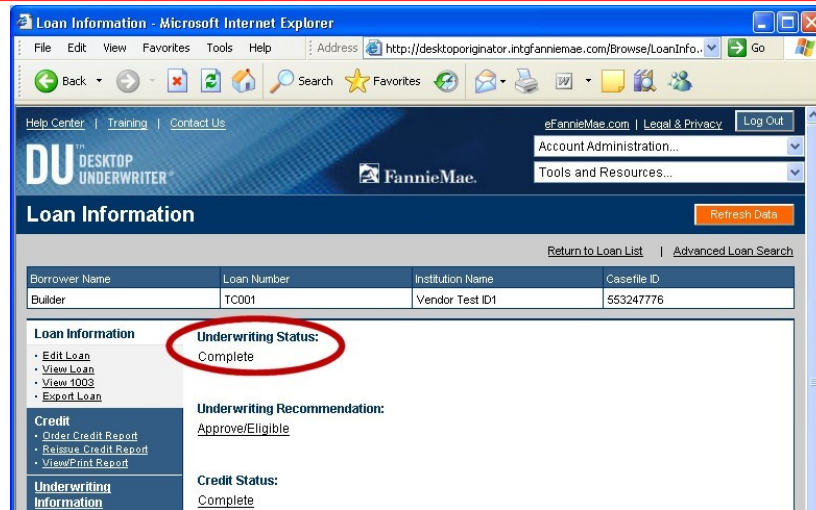


Figure 5 - Completed DO Transaction

- The **Casefile ID** field is now auto-populated.
- Check the Check Yes! checkbox to enable and click the Retrieve DO Finding button.
- The DO Findings will be available in the loan’s **e-Doc Manager** under “Findings”.

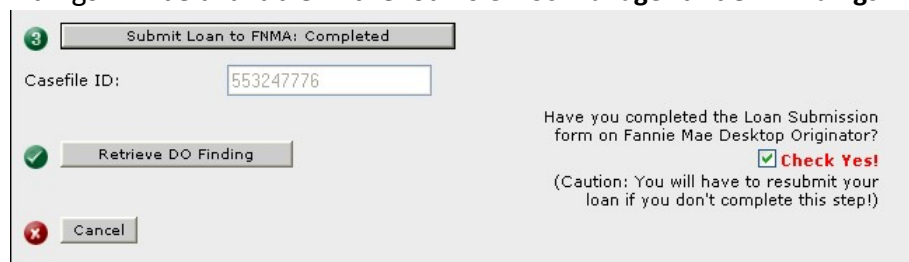


Figure 6 - Retrieving DO findings

• **Fannie Mae – Desktop Underwriting (DU)**

The OpenClose interface with Fannie Mae’s DU service is a system-to-system interface that sends your request to Fannie Mae and returns the findings directly to the loan’s **e-Doc Manager**.

- In the loan’s action menu choose **Submit to AU**.
- Choose Fannie Mae - Desktop Underwriting (DU) by clicking the radio button next to this option.
- Provide your account information (Provider Logon and Provider Password) if they did not auto-populate. If the Seller Servicer Number and SW Provider fields did not auto-populate contact your Administrator for assistance.

NOTE: See Chapter 18 for information on how to have your DU account information auto-populate.

- Select a credit vendor from the Credit Agencies drop-down box or provide the vendor's unique MORNET Plus ID. Contact your Administrator if you wish to have a Fannie Mae-supported credit vendor added to the Credit Agencies drop-down box. Provide your account information for the selected credit vendor and check the **Check Yes!** checkbox indicating that you are authorized to order credit for the borrower(s).
- ☒ Click the **Submit Loan to DU** button. If errors are found you will be presented with the Loan Validation screen. Click the **Edit 1003** button, correct your errors, and return to Step One.
- If no errors are found you will be taken to the confirmation screen where you can choose to move on to the **Pipeline Summary** screen or access this loan's **Loan Snapshot** screen.
- To view the credit findings, go to the loan's **e-Doc Manager** in the **Loan Snapshot** screen, expand **Findings**, and click the magnifying glass icon next to the credit document.
- To view the AU findings, go to the loan's **e-Doc Manager** in the **Loan Snapshot** screen, expand **Findings**, and click the magnifying glass icon next to the AU document you wish to review. If you do not see your any AU findings, they may not have been returned yet. Return to the screen again in 30-60 seconds to retrieve your findings.
- **Freddie Mac - Loanprospector.Com (LP)**

The OpenClose interface with Freddie Mac's LP service is an interface that sends your loan data to Freddie Mac's LoanProspector.com web site and allows you to send the findings directly to the loan's **eDoc Manager**.

- In the loan's action menu choose **Submit to AU**.
- Choose Freddie Mac – Loanprospector.Com by clicking the radio button next to this option.
- Provide your account information (Provider Logon and Provider Password) if they did not auto-populate. If the Seller Servicer Number and Seller Servicer Password fields did not auto-populate contact your Administrator for assistance.

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NOTE: See Chapter 18 for information on how to have your LP account information auto-populate.

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- Click the **Submit Loan to LP** button. If errors are found you will be presented with the Loan Validation screen. Click the **Edit 1003** button, correct your errors, and return to Step One.
- Loanprospector.com will ask you for your Freddie Mac username and password. Provide that information. Click OK.

- Complete your LP transaction on the Loanprospector.com Web site. When your findings are returned click **Send to Your System** located in the left menu.

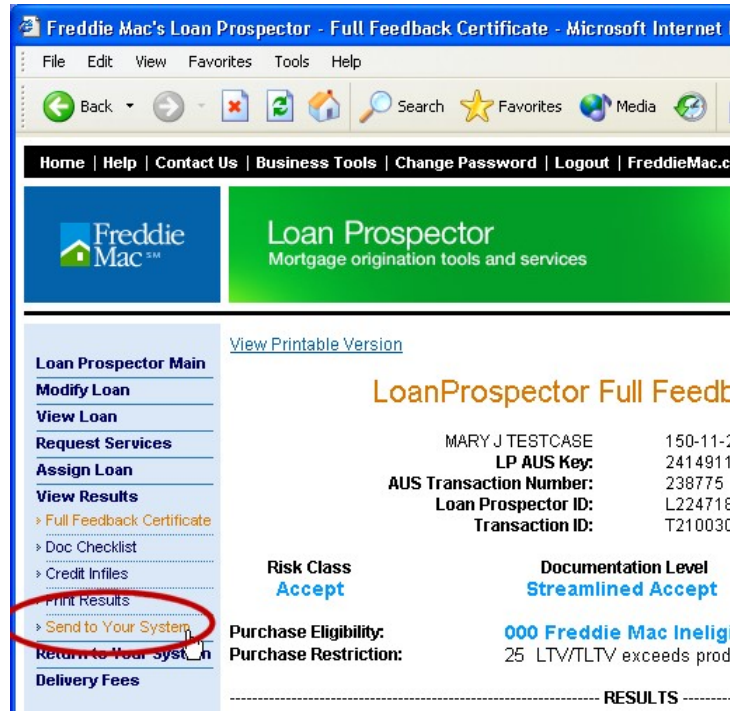


Figure 7 - LP - Send to Your System

NOTE: Do *not* click **Return to Your System** on the Loanprospector.com web site as that action will take you to the OpenClose login screen rather than sending your findings to OpenClose.