Processing a Flagstar Bank Loan

Step 1 - Register Your Loan at tpo.flagstar.com
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Step 6 - Generate application disclosures (optional)
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Step 1 - Register Your Loan

1. Save your borrower file to a FNMA 3.2 file on your computer.
2. Login to tpo.flagstar.com
3. Click on *Register New Loan* (top red menu bar)
4. Drag and drop or browse for your FNMA 3.2 borrower file. Click *Register Loan*.
5. You will then arrive at Flagstar's on-line 1003.
6. Complete "Main Registration" page.
    A) Input estimated closing date, loan officer information, lowest of borrower(s) middle credit scores, purchase agreement received date, purchase agreement expiration
7. Complete "Borrowers " section of 1003.
    A) Click the + sign next to Borrowers. Complete the "Gender/Ethnicity/Race section.
8. Scroll to bottom of page and click *Save Loan*; correct errors as needed.
9. Confirm the Property Address by choosing Standardized Address and click *Confirm*.
10. Select the interest rate/pricing from the product box, expand your view by clicking on the plus sign.
11. BROKER ONLY - Select LO Comp Paid by Type, Admin Fee preference, select Fee for Rate Selected or Lender Credit and add the amount, click on Apply Filters.
12. Find your desired rate, click *Float* under the rate or click *Lock* under the price.
14. If the loan is FHA/VA or has Mortgage Insurance, complete the *Government Lending* or *Mortgage Insurance* screens from the Menu bar on the left.

Step 2 – Request Loan Estimate (Broker Only – Skip if Correspondent)

1. Click on *Disclosures* from the Menu bar on the left and select Disclosure Management.
2. Click the *Loan Officer Info* button in order to input the Loan Officer's contact number and email address and click *Save* and return back to the *Disclosure Menu.*
3. Click the *Manage Advisories* link from the *Disclosure Menu*
4. Input the Originator's email address and/or the Processor's email address. Click the *Save* button and return back to the *Disclosure Menu*
5. Click the *Request Initial LE* button from the Disclosure Menu
6. Review the 1st page of the LE for accuracy and then scroll to the bottom and click the *Continue* button
7. The *Fee Summary Page* is displayed. Input any credits/contributions within the *Credits table* and/or the *Adjustments and Other Credits* table if applicable
8. Click the *+Add Fee* link in order to input the appropriate fees and company provider information within the corresponding fee lines.
9. At minimum, enter your Credit Report Fee in section B and Third Party Processing Fee in section A (if applicable).

10. To disclose your preferred provider title fees, enter section C and move toggle the *SPL* question to *YES* and input the fee amounts along with the Company Provider information
o Upload a copy of the *Title Quote or ALTA Settlement Statement f*rom the settlement agent by clicking *Upload Your Title Quote* on right side
11. Click *Save and Continue, Yes Continue*, and then *I Agree*
12. Click *List Display* menu bar, enter borrower email addresses for eConsent, click *Save and Submit*.
o **NOTE**: Your Borrower will then receive an email from Flagstar requesting consent to receive documents electronically. Please contact your borrower to eConsent as soon as possible otherwise all documents will be sent via regular mail.

Step 3 – Verification of Income Validation Service (Day 1 Certainty)
1. Click on the *Work Number* from the Menu bar on the left.
2. Select the acknowledgement on the screen and click submit. The results will be displayed under the order history.

Step 4 – Run AUS (DU/LP)
1. Click *AUS* from the Menu bar on the left.
2. If you already have DO/LP findings, choose the option to transfer your Casefile/Key number.
3. To run Flagstar's DU/LP, select Desktop Underwriter (Flagstar) or Loan Prospector (Flagstar) and continue.
4. Select *Reissue Credit and New Findings*.
5. Setup "Manage My Preferred Credit Agencies" to input your credit vendor reissue ID and password.
6. Input your borrowers' credit reference number(s)
7. Click *Submit* and review your DU/LP findings once complete.
8. Click the *Back to TPO* button*.*

Step 5 – Complete Flood Certificate
1.   Click on the + sign by the *Flood* section and click on *Order Flood*.

Step 6 - Generate application disclosures (optional)
1.   Click on the Disclosures and click on *Application Disclosures*
2.   Select the disclosures you want to generate for the borrower
3.   Click on the Generate Package button
4.   Click on the + icon, click on Delivery Options and select Deliver or open the package to provide it to the borrower.

Step 7 - Submit Underwriting/Credit Package to Flagstar
1. Click *Documents* from the Menu bar on the left.
2. Choose FLAGSTAR UNDERWRITING for the Department. Choose MULTIPLE DOCUMENTS for what you are uploading.
3. Drag and drop your PDF file or click the arrow to select your file from your computer folders.
4. Click *UPLOAD*.
5. Follow same steps to submit conditions until a "Clear to Close" status is obtained.

Note: Make sure your closing agent is approved by Flagstar before loan reaches a "Clear to Close". At tpo.flagstar.com, click on the "Search" tab, click "Settlement Agent" and search by name or location. If not "Eligible", please complete document #3676 and email to settlementagentapproval@flagstar.com with required documents.