

WHOLESALE DIVISION QUICK REFERENCE GUIDE



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Loan Opening (LE & DISC)

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MORTGAGEE CLAUSE

Government

WEI Mortgage, LLC
c/o Selene Finance LP
ISAOA/ATIMA, PO BOX 461470
San Antonio, TX 78246

Conventional

WEI Mortgage, LLC
c/o LoanCare, LLC
ISAOS/ATIMA, PO BOX 202049
Florence, SC 29502-2019

GOVERNMENT SPONSOR IDS

FHA ID: 2315600001
VA ID: 6500850000

FEES

Conv & Govt: \$950
FHA Streamline/VA IRRRL: \$495
Jumbo Prime: \$950
Arc Access: \$1250

Welcome to ArcHome Loans! The steps below provide instructions for creating a loan in Lending Pad.



Log into <http://prod.lendingpad.com>

1. Select Pipeline from the Blue Navigation Bar.
2. From the Pipeline View, Select Import Loan in the right side of the screen.
3. Drag & Drop of Select the loan file from your desktop. Select Import in the upper right corner.
4. Select Dashboard from the blue navigation bar.
5. Select the Loan. Edit Terms and Mortgages to input borrower(s) credit score.
6. Confirm the loan program. Select Save Changes in upper-right corner.
7. Confirm/Edit Assignments for the Loan Officer and Processor found in the far right column. Loan Officer and Processor are mandatory fields.



Request LE and Initial Disclosures & Order Appraisal

8. Select Documents from the far right side of screen.
9. Select Add New Documents at the top of the screen.
10. Drag & Drop of Select the documents from your desktop. Select Add New Documents. (At minimum to request the LE and initial disclosure package upload Submission Form, 1003 signed by LO, AUS Findings, Credit Report and Fee Sheet. The entire loan package ay be uploaded at this time.)
11. ArcHome Loans will prepare the initial LE and disclosure package. Client will receive a copy to review prior to the package being sent to the borrower(s).
12. After borrower gives Intent to Proceed, the appraisal may be ordered.
13. The ITP date may be found in the Critical Dates section on the right-hand side of the screen.
14. To order the appraisal, Choose Actions tab. Request for Appraisal. Complete the screen, Preview Request, from next screen, Send Request.



Run AUS & Submit Loan to be Underwritten

15. Chose the loan from the pipeline.
16. Chose Actions tab and Select Send Credit Report.
17. Request Type - Select New or Reissue Credit.
18. Chose Send AUS. Select Fannie Mae (DU) and Underwriting with Merge Credit.
19. Send Request.
20. AUS findings may be found by selecting View from the AUS box and expanding the blue drop down arrow.
21. The Credit Report and AUS findings may also be found under the Documents tab.
22. Submit file to be underwritten.
23. From the Documents tab, Select Add New Documents. Once all docs have been uploaded, Chose Add New Documents at the top of the screen.

Initial CD may be requested once the following items have been met.

CD request form may be found at <https://www.archomeloans.com/Wholesale> under General Forms.

File is Approved or Cleared to Close | Appraisal is approved | Title Cleared
All Invoices Received | Rate Locked | HOI/All Insurances Received
Payoff Received for Refinances

