NON-DELEGATED PROCESS FLOW
Clients who Generate Their Own Documents From Their Own LOS
(LE, ICD, Closing Package)

Initial Registration
Upload the 3.4 file to the Principle Lending portal.

- Click "Upload New Loan" from the home screen, or Left Navigation

- Select the originator (if applicable)

    - *By default, the person uploading is the originator, however, in user settings, checking "This user may upload or create loans on behalf of other originators/brokers" on the Permissions tab gives the uploading user the ability to specify the originator.*

- Select File(s) to upload

    - *Tip: Multiple 3.4 files can be uploaded simultaneously!*

- Choose "Non-Delegated" for Origination Channel

- Click "Upload Loan(s)"

- "Edit 1003" from the Loan Actions menu to verify your loan data

- "Types & Terms" tab, select the "Non-Del Without Docs" closing cost scenario by clicking on the magnifying glass icon:

- "Details" tab: *ensure the prepaids and closing costs are accurate*

- "Override" checkboxes are available for use if necessary

Pricing / Floating / Locking

Choose "Price/Lock" from the Loan Actions Menu:
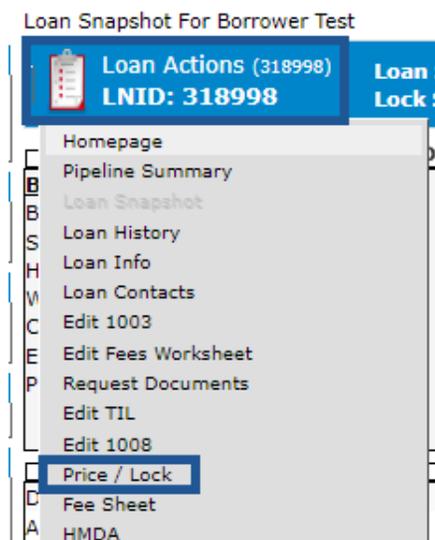
Note: Non-Delegated should always be priced as "borrower paid".

Running AUS

- Loan Actions > Services
- Choose AUS, and select Fannie Mae or Freddie Mac
- **Fannie Mae**
    - Service Provider = Fannie Mae DO
    - Submission Type = Interim
    - Click the bullseye to the right of "Lenders" and select PENNYMAC LOAN SERVICES, LLC TPO NEW
    - Choose your credit vendor. If you do not have your credentials stored, check "manually enter credentials, and input your credit user name and password in the fields provided.
    - Input your credit reference number(s) for each borrower.
    - Check the 'Yes' box acknowledging that you have authorization to order credit.

o Click "Submit Request"

- *If you receive any data validation warnings, click "edit 1003", make any necessary corrections, and then try again.*

- *If the **only** thing you're changing is the cash out type (ie, changing from a FNMA to a Freddie Mac cash-out reason, or vice versa), you need to make another small change to the 1003 so our system recognizes the change. If you don't get the "saving" popup when clicking "save" on the 1003, select the Types and Terms tab, check and uncheck the prepayment penalty box in the lower left corner, and then click "save" again.*

o If you receive an error response from FNMA, please reach out to your Account Executive with the loan number, or email rclenney@principlelending.com

- **Freddie Mac**

  o Service Provider = Freddie Mac LPA

  o Check "Merge Credit" when running LPA the first time (after you already have findings in our system, you can simply click "Submit Request", assuming the credit reference number has not been used in another system.

  o Choose your Credit Agency and Technical Affiliate. If you do not know which to choose, please reach out to your Account Executive, or email rclenney@principlelending.com

  o Input your credit reference number(s) for each borrower

  o Check the 'Yes' box acknowledging that you have authorization to order credit.

- ○ Click "Submit Request"
  - ▪ *If you receive any data validation warnings, click "edit 1003", make any necessary corrections, and then try again.*
  - ▪ *If the **only** thing you're changing is the cash out type (ie, changing from a FNMA to a Freddie Mac cash-out reason, or vice versa), you need to make another small change to the 1003 so our system recognizes the change. If you don't get the "saving" popup when clicking "save" on the 1003, select the Types and Terms tab, check and uncheck the prepayment penalty box in the lower left corner, and then click "save" again.*
- ○ Check the e-doc Manager in ~2 minutes for results from Freddie Mac. Findings will be in the "Findings" folder.
- ○ If you receive an error response from Freddie Mac, please reach out to your AE with the loan number, or email rclenney@principlelending.com

Upload File and Submit for Initial UW

Upload the credit package documents to the e-doc manager. Individual documents can be named using the pick-list provided. Large bundled documents can be labeled "_Submission Package". One or multiple documents may be uploaded.

The e-doc manager can be found in the lower-left corner of "Loan Snapshot", or you may click the folder icon in the header to "pop out" the e-doc manager into a separate window.

Please note that once the e-doc manager is "popped out" into its own screen, if it is *minimized*, clicking the folder icon again *will not* bring it to the forefront, so if you click the folder icon and nothing happens, check your taskbar for the minimized e-doc manager.

Include all signed initial disclosures, including the LE and ITP

Note: Any in-house processing fee must be disclosed in Section A. Any 3rd party or contract processing fee must be disclosed in Section B and must accompany an invoice

Files can be dragged and dropped in the space provided. Multiple files may be uploaded simultaneously. Select "_Submission Package" from dropdown for each document.
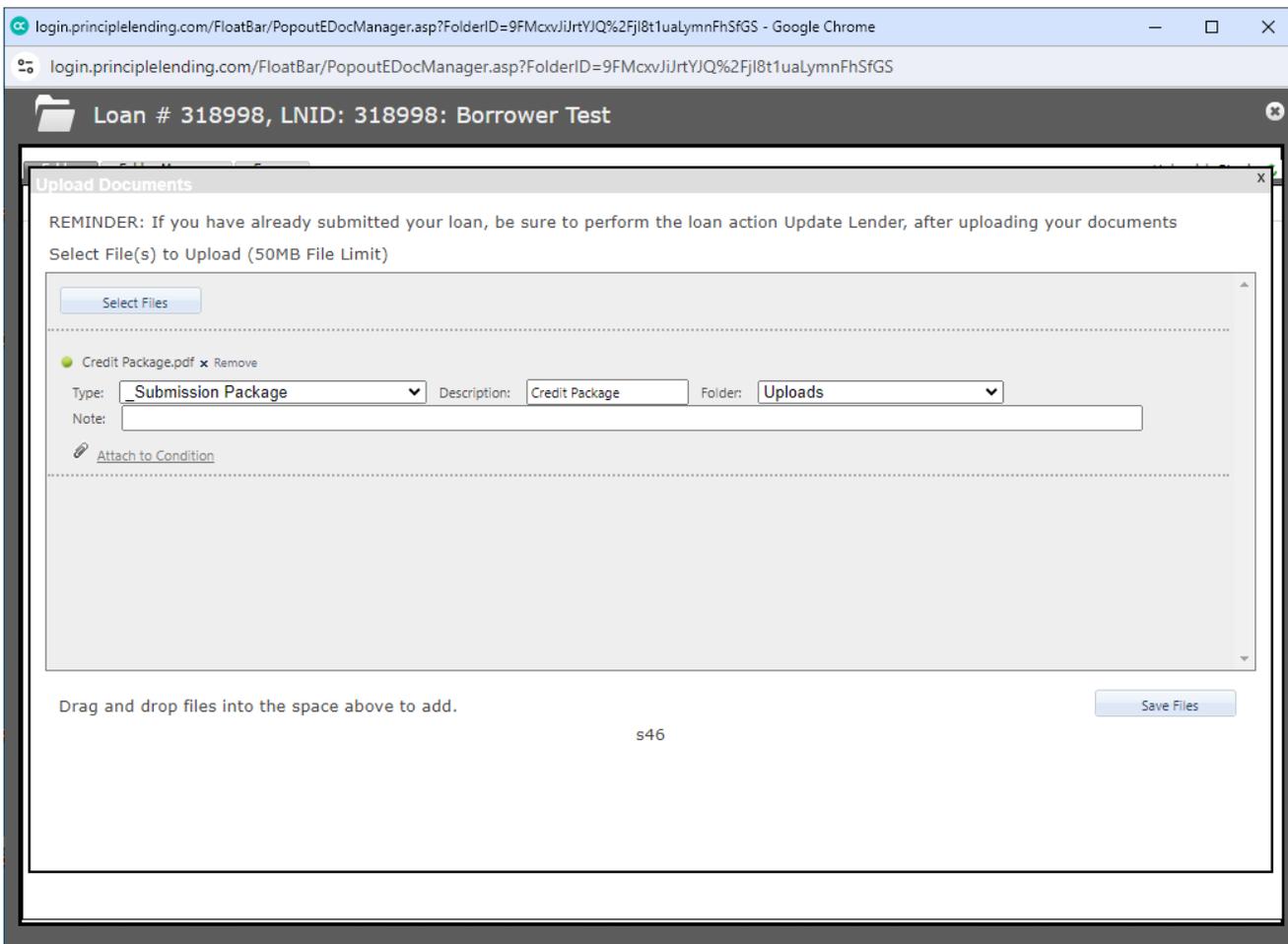
Click "Save Files"

Loan Actions Menu: **Submit to lender**

Click **Send Loan**

You will receive an email notification with the underwriting decision

Uploading Conditions

Click "Summary" if *you* are the originator, or "Management" if you are not the originator under Pipeline in the Left Navigation menu

Click the icon under the UWD heading to bring up the Underwriting Decision Document. You can also find the approval document in the eDoc Manage in the Findings folder, entitled "Underwriting Decision Document", or by clicking the loan status in the header while in the loan file.

Click the icon to the right of each condition to attach a file to the condition:

To request a review of conditions, click **Update Lender** in the loan actions menu

Appraisals

Non-Delegated clients order the appraisal from the AMC of their choice

Upload the Appraisal PDF, invoice, evidence of borrower delivery, E&O, and SSRs to the e-doc manager, using "Appraisal" as the document type, and "Uploads" as the folder.

Upload the Appraisal XML by clicking the loan actions menu, select **Update Loan** (between HMDA and Export Loan).
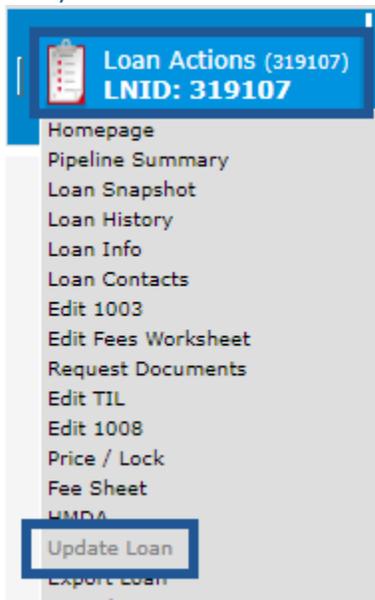
Click "Choose File" under the heading "Upload Appraisal UCDP XML File", navigate to the XML file on your device, and click "Upload Appraisal File"

Uploading the XML automatically puts the file in line for underwriting appraisal review. *No "Update Lender" action is required.*

Hot Top: The "Update Loan" screen can also be used prior to underwriting submission to upload an updated 3.4 file your loan. This can be a useful tool if you have made updates in your LOS that you wish to import to your active loan file with Principle Lending. If there are material changes that impact a *locked* loan, be sure to notify the lock desk for pricing updates.

Changes of Circumstance

Non-Delegated Clients who draw their own documents are responsible for documenting all COCs and proper redisclosure of any LE or CD within 3 days of a valid change. Failure to redisclose on time may result in tolerance violations requiring a cure, or cause the loan to be ineligible for purchase.

Funding Information

After closing/funding, upload the executed closing package to the e-doc manager using "_Closing Package" as the document type.

Loan Actions > Update Lender > click Update Lender

The closing package must be uploaded prior to rate lock expiration

The original Note and Allonge (and Bailee Letter, if applicable) must be delivered to Principle Lending:

Principle Lending
101 Winston Way, Suite E
Campbellsville, KY 42718

Original Note, Allonge and Bailee must be sent to Principle Lending within 3 days of lock expiration or extensions fees will apply

For any escalation needs, please reach out to our Post Closing team at:
postclosing@principlelending.com

Post-Closing/Purchasing

Upon receipt of the closing package and original Note/Allonge/Bailee letter, the loan will be reviewed for purchase.

Provide any conditions required by the Purchase Auditor. If documents are required, upload to the e-doc manager, and click "Update Lender" when ready for review.

The Purchase Advice will be published in the e-doc manager, and an email notification will be sent upon issuance. Wires are generally sent within 2 hours of issuance during normal business hours.
The Purchase Advice can also be seen from the Pipeline Summary screen. Look for the following icons in the actions section of the pipeline view: