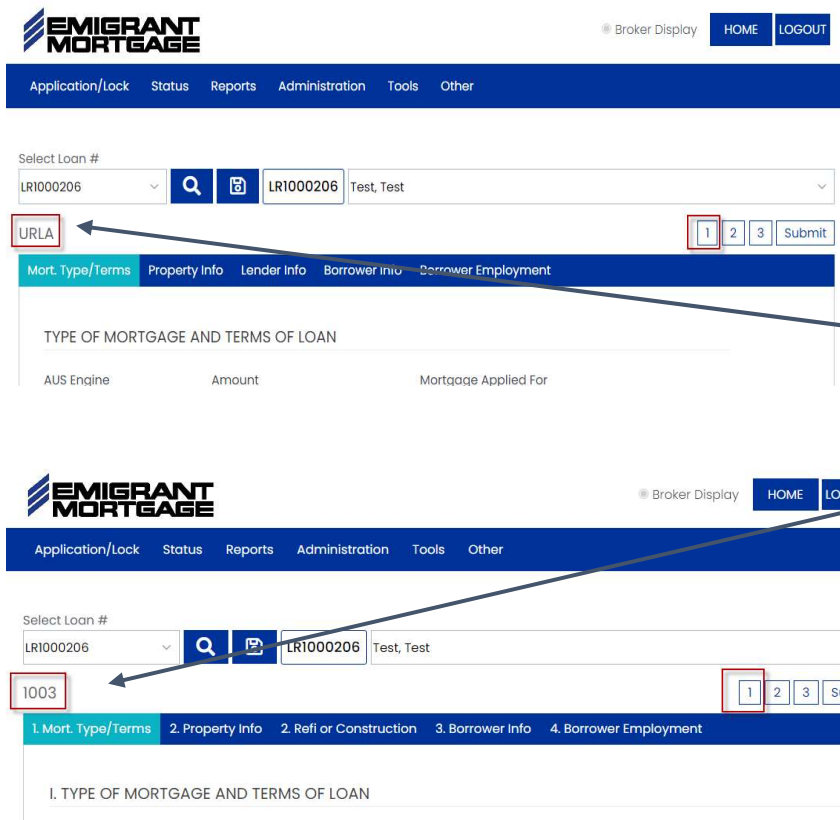
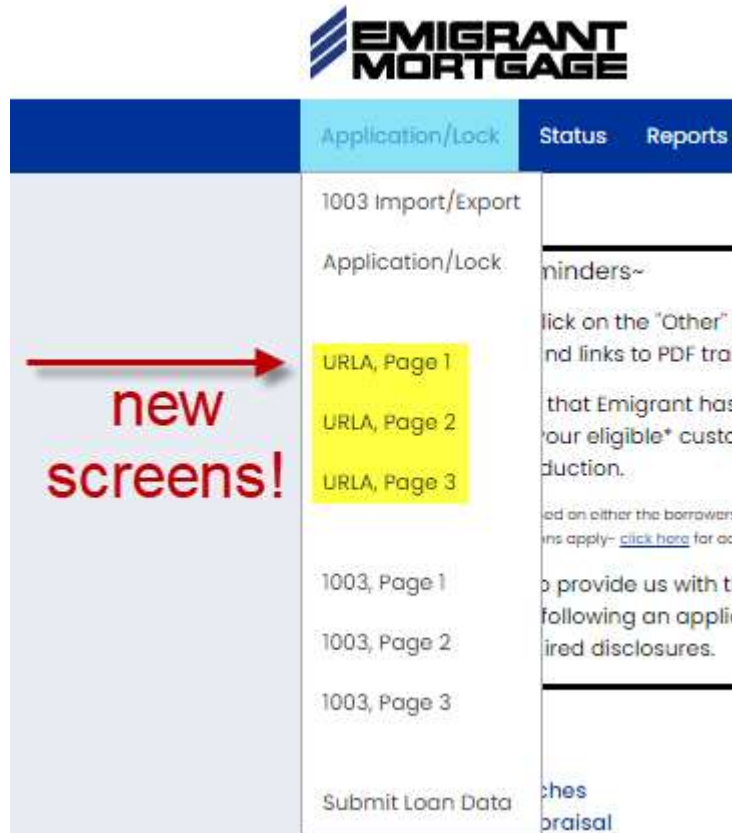


SIMPLE UPLOAD INSTRUCTIONS for URLA TRANSITION– use **CHROME OR EDGE browser only**

You may only submit APPLICATIONS that meet Emigrant’s eligibility requirements as specified in the On Line Sourcebook and daily rate sheets. If a submission is outside our guidelines, the Pricing Desk will attempt to contact you to revise your scenario and if they are unable to connect with you immediately, your submission may be rejected. For assistance with eligibility, please contact the Pricing Desk at [PricingDesk@emigrant.com](mailto:PricingDesk@emigrant.com) or 877-563-7115, for assistance with your upload contact web support at 914.785.1327 or email [EmigrantMortgage@emigrant.com](mailto:EmigrantMortgage@emigrant.com).

**QUICK LOOK AT NAVIGATION:**

Navigation from page to page:



**YOU SHOULD LOOK TO THE TOP LEFT TO DETERMINE WHAT SCREENS YOU ARE CURRENTLY IN, AS THE HEADERS WILL LOOK QUITE SIMILAR.** As outlined in detail below, you will work in and complete the 1003 screens **first** and then go into the URLA screens to **input the new URLA items.**

**NOTE - AS WE TRANSITION FULLY TO THE NEW URLA SCREENS, THE 1003 SCREENS WILL REMAIN IN PLACE. WE EXPECT TO MERGE THE TWO BY LATE SPRING AND WILL NOTIFY YOU AT THAT TIME. THANK YOU FOR YOUR PATIENCE!**

## STARTING YOUR APPLICATION:

- Agency and Standard Portfolio applications can upload: from the **blue** menu bar, click **APPLICATION/LOCK** and then 1003 IMPORT/EXPORT **ONLY THE 3.2 FILE WORKS AT THIS TIME! You will get a system error if you use a 3.4 file**
- Cash Flow Applications must be entered manually – go directly to the **blue** menu bar, select **APPLICATION/LOCK**

## COMPLETE THE APPLICATION/LOCK SCREEN AS FOLLOWS:

- Complete all the fields, including the credit score (this is your estimated score). All loans must have “Full Doc” selected, including Cash Flow and Bridge. You must answer the Corporate Title and Low/Mod fields regardless of the scenario. Press the **BLUE ACCOUNT EXECUTIVE** button to select your rep. If the Interviewer is not available in the dropdown, enter the information on page 3 of the 1003 screen. *See below for Cash Flow, Cross Collateral, Bridge Loan and Foreign National tips.*
- Select the loan program from the dropdown and press the **BLUE LOAN PROGRAM SEARCH**. It can take a few seconds for the search results to pop up... select a line of pricing by clicking on the curvy arrow.
- Click CONTINUE to move on to the 1003 and URLA screens.
- Note the Pass/Fail indicators. Click the “FAIL” checkmark to see the missing information list. Click on the curvy arrow to enter the 1003 or use the dropdown in the **BLUE** menu bar to enter the application.
- **THE SYSTEM WILL DETECT THE 6 PCS OF REGULATORY APPLICATION INFORMATION AND DEFAULT THE APPLICATION DATE AUTOMATICALLY, YOU MUST SUBMIT THE APPLICATION WITHIN 24 HOURS ONCE THAT DATE HAS DEFAULTED.**

**NEXT STEP...PLEASE BEGIN WITH THE 1003 SCREENS...** Use the APPLICATION/LOCK menu to move between pages or the “1 2 3” in the upper right area of your screen

- Page 1: Mort. Type/Terms
- Page 1: Property Info – Make sure Title information is complete
- Page 1: Refi or Construction – Complete Refinance information if applicable
- Page 1: Borrower Info – ORDER CREDIT at the bottom of the page (except for Foreign National and Cash Flow) – **ONLY CHECK “JOINT” IF BORROWERS ARE MARRIED.** If borrowers are not married, use the drop down above the blue bar to switch between borrowers.
- PAGE 1: Borrower Employment – Enter employment for employed borrowers except when Cash Flow or Bridge.
- PAGE 2: Monthly Income – Add “other income” (SS, pension, etc.). NOTE – If there are multiple sources of the same other income type (i.e... 2 pensions), give each one a different description in the description field to avoid a system error.
- PAGE 2: Monthly Housing Expenses – Enter current and proposed housing expenses. **Note: the proposed housing expenses on the URLA screen is currently disabled and can only be entered on the 1003 screen.**
- PAGE 2: Liquid Assets – **Assets should only be entered on the URLA screen**
- PAGE 2: Other Assets – Enter Real Estate Owned, please be sure to include the unit number if a coop or condo
- PAGE 2: Liabilities – the credit pull will populate this tab, add any non-reporting liabilities manually. **Note: each liability must have a unique account number to avoid a system error.**
- PAGE 3: Detail of Transaction – **Skip this on the 1003 and review the Qualifying the Borrower tab of the URLA**
- PAGE 3: Declarations - **Skip this on the 1003 and review the Declarations tab of the URLA**
- PAGE 3: Government Monitoring – Scroll down and select the Interview Method first and SAVE... this will default the Visual Observation information on the page. Complete the remainder of the bottom and top and SAVE.

**NEXT STEP...Using the APPLICATION/LOCK menu in the BLUE bar at the top of the screen, select “URLA, Page 1”.** Use the APPLICATION/LOCK menu to move between pages or the “1 2 3” in the upper right area of your screen

- Page 1: Mort. Type/Terms – your 1003 information should appear as entered on the 1003
- Page 1: Property Info – your 1003 information should appear as entered on the 1003
- Page 1: Lender Info – Answer new URLA questions about **Community Property State and Energy Improvements as applicable.**
- Page 1: Borrower Info – your 1003 information should appear as entered on the 1003. Add the **Country to addresses entered on this screen.** If the borrower is Unmarried, please provide applicable details for the Unmarried addendum in the Status/Loan Comments.
- PAGE 1: Borrower Employment – your 1003 information should appear as entered on the 1003. Add the **Country to addresses entered on this screen. If the borrower is employed by a family member, the property seller, real estate agent or other party to the transaction, please make sure to check the box on this tab.**

- PAGE 2: Monthly Income – your 1003 information should appear as entered on the 1003.
- PAGE 2: Monthly Housing Expenses – your 1003 information should appear as entered on the 1003. *Note: the proposed housing expenses on the URLA screen is currently disabled.*
- PAGE 2: Liquid Assets – **Assets should only be entered on the URLA screen.** Assets are entered in two steps: Click the Blue “+” and type the Institution Name, Save, then check the box under the Save button to “Add Accounts on this Bank”, complete the accounts pop up, Save, Close.
- PAGE 2: Other Assets – your 1003 information should appear as entered on the 1003. Enter **any Alternate Names used to obtain credit, such as a maiden name.**
- PAGE 2: Liabilities – your 1003 information should appear as entered on the 1003.
- PAGE 3: Qualifying the Borrower – **review and update as applicable**
- PAGE 3: Declarations - **complete the new URLA Declarations**
- PAGE 3: Government Monitoring – your 1003 information should appear as entered on the 1003

### **CASHFLOW tips**

- The borrower name is the Entity borrower. For example, First Name could be “123 Main” and Last Name could be “Street LLC”.
- Be sure to check the “Entity” checkbox. Doing this will bypass the credit report requirement and the GMI questions. This box will likely uncheck itself as you work on the 1003 screens so you will have to check it again if prompted to run credit or complete the GMI information.
- Enter all 9’S for the SSN. When continuing to the 1003/URLA, you will get a message that the number already exists (all the other Cash Flow loans in the system!) so just click “OK”.
- Credit score must be entered as “350”
- Doc Type must be selected as “Full Doc”
- Cash Flow must answer “Yes” to Corporate Title and “No” to Low/Mod Income.
- Make sure you select a Cash Flow product.
- Do not enter employment, enter \$1.00 of “other income” on the Monthly Income screen using the “RE/Mortgage Differential” option with description “Rent”, only enter liabilities related to the subject property, and only enter Real Estate related to the subject property.
- The Notice of Default Interest Disclosure will be required immediately upon submission.

### **FOREIGN NATIONAL tips (this program is currently temporarily suspended)**

- Be sure to check the “Foreign National” checkbox. Doing this will bypass the credit report requirement. This box will likely uncheck itself as you work on the 1003 screens so you will have to check it again if prompted to run credit
- Enter all 9’S for the SSN. When continuing to the 1003/URLA, you will get a message that the number already exists (all the other Foreign National loans in the system!) so just click “OK”. If there is a Foreign National co-borrower, enter all 8’s for the SSN (borrowers cannot have the same SSN).
- Check the box “Any borrowers Foreign Nationals?”
- Credit score must be entered as “350”
- The Notice of Default Interest Disclosure will be required immediately upon submission.

### **CROSS COLLATERAL tips**

- Enter the total value of the additional collateral in the Additional Collateral field of the Application/Lock screen. The “#” box next to the value field is for the number of properties comprising the additional collateral.
- Make sure to enter the crossed properties on the Additional Assets screen of the 1003. If the properties are not yet owned, enter the details about the properties in the Status/Loan Comments screen.

### **BRIDGE LOAN tips**

- Bridge Loans are cash-out and Interest Only.
- Doc Type must be selected as “Full Doc”
- Make sure you select the Bridge product.
- Do not enter employment, enter \$1.00 of “other income” using the “Other” option with description “Bridge”, only enter liabilities related to the subject property, only enter Real Estate related to the subject property,
- The Interest Only disclosure will be required immediately upon submission.

### **FINISHING UP THE SUBMISSION:**

- Click Submit in the Upper Right area or Submit Loan Data from the Application/Lock menu
- If both sections “PASS” you can proceed to click the [blue](#) SUBMIT LOAN DATA button
- If you have a “FAIL”, go back to the 1003 or URLA screen and fix the missing information. If the scenario is Cash Flow or Foreign National, you might only have to re-check the checkbox on the Application/Lock screen and Continue. Repeat this process until both sections “PASS” and you are able to SUBMIT LOAN DATA.
- Click “OK” to the “Do you want to export the loan?” message.
- Click the blue “REFRESH” button to get your final loan number. If you still see “LRXXXXXX”, you are not done.
- Proceed to STATUS/LOAN STATUS/ITEM TRACKING – This is where you will upload your pre-application forms such as the Broker Fee Agreement, Anti-Steering form, Credit Authorization, Interest Only disclosure if applicable and Notice of Default Interest if applicable. NOTE: other supporting documents can only be submitted AFTER we receive our Intent to Proceed. Acceptable file types: PDF, JPG, TIF
- Rate Lock requests should be emailed to: [pricingdesk@emigrant.com](mailto:pricingdesk@emigrant.com)