# Steps to the Wholesale Lending Process

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### Step 1 - Register and/or Lock Loan: ditech Website > Pipeline Manager> Register or Lock Loan

Call, Email or Fax the Lock/Registration Desk

1. Phone - 877-700-4622 Option #5 or Fax - 866-445-8476
2. Email - nt_requests@ditech.com
3. Overnight Lock Protection is available from 5PM local time until 8:25AM EST up to an aggregate of $1MM
4. Extension Policy on rate sheet
5. 3.2 File should be uploaded at the time of registration

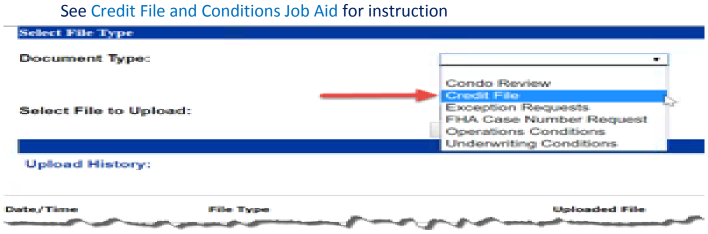
**- Never let your lock expire - Must Close and Fund by the exp date**

### Step 2 - Request the Loan Estimate & Initial Disclosures: ditech Website > Pipeline Manager > Wrokflow Tools > Loan Estimate

1. ditech will issue the initial and all subsequent LE's
2. The file must be registered before requesting the LE
3. Please request the initial LE within 24 hours of application
4. LE will go out with the initial set of dislcosures or "Welcome Kit"
   See Request for LE job aid for further instruction

### Step 3 - Upload Credit File: ditech Website > Image Central > Upload Images

1. AUS Submission need to be finalized or assigned to Ditech Financial LLC. See DO/LPA Job aid for further instruction
2. Underwriting Submission Checklist: EVERYTHING on the Checklist is req'd for a complete file submission. **Complete the Contact Section!**
3. Image Central > Import Images: When uploading the Credit File choose "Credit File" as your Document Type for the initial upload
   See Credit File and Conditions Job Aid for instruction




### Step 4 - Loan Status, TRID Dates and E-Disclosures: ditech Website > Pipeline Manager > Loan Status - Search by borrower info or status of file

The Loan Status Detail page will have 4 Tabs: Status, Suspense, UW & TRID Dates

1. Status - Informational summary with pricing and comp breakdown
2. Suspense - Will list any reason for suspense of the file
   All LS Suspense items should be uploaded as UW Conditions Doc Type
3. UW - Access to your Loan Decision Letter/Conditions ("LDL" UW Approval)
4. TRID Dates - Access to all compliance dates and pdf versions of disclosures

UW Status, Scenarios, Product or Guideline Questions 877-700-4622 Option #6

### Step 5 - Ordering Appraisals: ditech Website > Left Toolbar - Mercury Network for Conventional and FHA appraisals

1. Use the Mercury specific log in credentails received with your initial company approval/welcome email
2. When ordering use the correct Ditech Loan Number you received at registration so the appraisal is assigned to the correct file
3. Completed appraisal are emailed to Ditech's evaluations team for review and status is posted when complete
4. To view the appraisal: Ditech website > Image Central > View Images and History > Appraisal or the Mercury website

### Step 6 - Submitting Condtions: ditech Website > Image Central > Upload >Upload Images > Input Borrower info > Choose Doc Type

Upload all Loan Setup Conditions by choosing "Loan Setup Conditions" as your Document Type

Once the Loan Condition Summary (LCS/UW Approval) is received there will be two Condition Types - "Wholesale Operations to Clear" and "Underwriter to Review"

**Option #1:** Upload both condition types using "UW/OPS Conditions" as your Document Type

**Option #2:** Upload Conditions to their appropriate department

1. Upload all conditions from the "Underwriter to Review" section by choosing Underwriing Condtions as your document type
2. Upload all conditions from the "Wholesale Operations to Clear" Section by choosing "Operations Conditions" as your Document Type

*Please upload all conditions at one time*

### Step 7 - Change of Circumstance: System Generated Change or Broker Initiated Change

1. System Generated Change - Common changes such as loan amount product, rate or LTV Change. Update the revise loan section of the website or call the lock/registration desk to make the changes by phone
2. Broker Initiated Change - Sepcific to Change in appraisal method or fees, adding borrowers, or changing the MI type. Must call the lock desk and complete the Change of Circumstance from in the Electronic Documents section of the website

### Step 8 - Closing Disclosure: Request for the Initial and/or Accelerated CD > ditech Website > Workflow Tools > Request for CD

There must be sufficient time remaining on the lock and the underwriting approval in order to submit the Request for CD. Check the LCL for items required for early CD eligibility

1. Complete the Request for Initial Closing Disclosure Form found in the Workflow Tools section. CD Job Aid here for further instruction
2. When complete the form will be available to view on ditech's website
3. Wholesale Closing Ops discloses all CD's to the borrower

### Step 9 - Schedule Loan Closing: ditech website > Workflow Tools > Request for Settlement

Once the loan has received a Clear to Close from both Underwriting and Operations (UW and ops conditions cleared) a closing date can be scheduled

1. Complete the Settlement Request Form found in the Workflow Tools section. Request for Settlement Job Aid here for instruction
2. The CD must be received by the borrower no less than three business days before loan consummation

### Step 10 - Funding

The Closing Team works with your closing agent (Attorney, Title Agent, Escrow Officer etc.) and can be contacted at 877-700-4622 Option #2
Last wire is at 3 PM Eastern and compensation is net funded from the wire