

HOW TO SUBMIT

TO UPLOAD A LOAN

- Go to www.spfswholesale.com
- Click TPO Portal/Log in
- Click Create/Import a loan
- Import Fannie Me 3.4
- Go to Pipeline/Click Loan Pipeline
- Click on loan Click IMAGING on Bottom Left/Upload Document/ File to upload/ Upload File. Under DOCUMENT TYPE FOR INITIAL SUBMISSION YOU CAN PICK OTHER AND UPLOAD YOUR FULL FILE AS ONE PDF. CLICK RED SUBMIT BUTTON TO SUBMIT.
- Please include your fee sheet and we will disclose the full file to your borrower via e-signature
- Once borrower e-signs you are emailed a full copy for your records. PRELIMINARY FINDINGS MUST BE RAN ON ALL LOANS EXCEPT NON QM AND TBD FILES, THESE MUST BE INCLUDED IN LOAN SUBMISSION PACKET.

TO ORDER AN APPRAISAL

A Credit Card link is emailed to broker/borrower/processor to fill out to order appraisal, once this is filled out Southpoint will order appraisal off our panel of appraisers, if you have appraisers in your area you would like to use please send me 5 to 6 and we will work off of your panel.

TO LOCK A LOAN

- www.spfswholesale.com
- Click TPO Portal/Log In
- Click on CREATE/Import a Loan
- Import Fannie Mae 3.2
- Go to FORMS & DOCS
- Optimal Blue Price/Lock
- Here you can price out your loan and lock it.

TO UPLOAD CONDITIONS

- Log In
- Go to Pipeline and click on loan
- Go to IMAGE FLOW
- Click Upload UP Arrow on upper Right Side
- Click File to upload/Document Type Conditions/ Click RED SUBMIT BUTTON TO SUBMIT.

To ask questions about loan conditions, appraisal status, etc... go to Pipeline and click on loan and then click on Notes tab at top right. Add Note and Southpoint Processor/Set-up/Account Executive will be notified. Preliminary CD can go out before CTC if all needed items are in.