

Register Non Delegated Loans

JOB AID

This Job Aid walks you through how to create a new Non Delegated loan in the system.

A After login into the Portal, follow the next steps:

1. Click on the *Add a New Loan* tab.
2. Click the *Correspondent Non Delegated* button.

ATTENTION!

Step 2 is necessary only if the client is approved for both Delegated & Non-Delegated Loans. Otherwise, it is directed to the Non-Delegated section automatically.

The screenshot shows the Pennymac P3 portal interface. A blue box labeled '1' highlights the 'ADD NEW LOAN' button in the top navigation bar. Another blue box labeled '2' highlights the 'Correspondent Non Delegated' button in a dropdown menu. The main content area shows a list of loan entries with details like loan ID, name, and amount.

B Once in the *Register Non-Delegated Loan* screen, you will first see a pop-up to assign the loan to an LO / LP.

1. Organization Name will auto-populate.
2. The User Name (Loan Officer) will include the list of active external users of your company having the personas of Seller Admin or Seller Rep.
3. The User Name (Loan Processor) will include the list of active external users of your company having the personas of Seller Admin, Seller Rep or Seller Processor

The drop down list will only display your active users in P3. Both LO and LP must be selected to enable the Next button.

The screenshot shows the 'Register Non-Delegated Loan' pop-up window. The 'Choose Contacts' section has two rows: 'LOAN OFFICER' and 'LOAN PROCESSOR'. Each row has a dropdown for 'Organization' (set to 'APPLE CORRESPONDENTS') and a dropdown for 'User Name' (set to 'Select'). Blue boxes with numbers 1, 2, and 3 highlight these fields. The 'Next' button is visible at the bottom right.

C On the next *Register Non-Delegated Loan* screen, there are 2 options to create the loan:

Option 1

1. Click the *Import Loan Data from FNM 3.2 File or ULAD File* option.
2. Click the *Click to Browse* button to upload a Fannie Mae 3.2 (FNM) or ULAD file from the computer or drag it to the *Drop Here to Upload* section.
3. After uploading is completed, click the *Next* button to continue.

The screenshot shows the 'Register Non-Delegated Loan' screen. A blue box labeled '1' highlights the 'Import Loan Data From FNM 3.2 File or ULAD (DU MISMO 3.4) File' option. Another blue box labeled '2' highlights the 'Drop Here to Upload or' area with a 'Click to Browse' button. A third blue box labeled '3' highlights the 'Next' button at the bottom right. A note at the bottom states: 'Please Note: Downgrading a 3.4 file to a 2009 URLA or upgrading a 3.2 file to a 2020 URLA may cause lost or inaccurate data.'

The system exports the file information and completes the required fields. Some information won't be pulled from the file and may be requested to be added manually.

Information can be added or edited as needed here.

4. After reviewing the information, click the Register Loan button.

Option 2

1. Click the Manual button.
2. Click the Next button to continue.

3. Complete the loan information manually.
4. After completing the information, click the Register Loan button.

5. Additional information that has not been added in the creation process can be added by clicking 1003 in the left menu, for example, to add Borrower Information.
6. When the information is completed, click the Register Loan button.

With these steps, the registration process of a loan is completed!

If required fields are not filled, an error message will pop-up asking to complete those fields.

The screenshot displays the PennyMac P3 Correspondent web application interface. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. The main content area is titled '1003 / Loan Information' and features a sidebar with navigation options: 'LOAN SUMMARY', '1003', 'Loan Information', 'Borrower Information', 'Employer History', 'Income & Expenses', 'Assets & Liabilities', 'Transaction Details', 'Information for Govern...', 'Comments', 'PRODUCT PRICING & LOCK', 'DOCUMENTS', and 'CONDITIONS'. The 'Loan Information' section includes a 'Select Borrower Pair' dropdown, a 'Register Loan' button, and a 'Next' button. Below this, there are two checkboxes: 'The income / assets of a person other than the Borrower will be used.' and 'The income / assets of the Borrower's spouse will not be used.'. The 'I. Types of Mortgage and Terms of Loan' section contains several input fields: 'Base Loan Amount' (with a '\$' symbol), 'Lien Position' (dropdown), 'Sub Financing' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Loan Type' (dropdown), 'Seller Loan Number', 'Decision FICO', 'Interest Rate' (with a '%' symbol), 'Prepayment Penalty' (radio buttons for 'Yes' and 'No', with 'No' selected), 'PMI Coverage' (with a '%' symbol), and 'MI Months'.



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