PENNYMAC℠ | P3
CORRESPONDENT

Client Readiness Training

Delegated Document Submission & Reporting

CONFIDENTIAL & PROPRIETARY

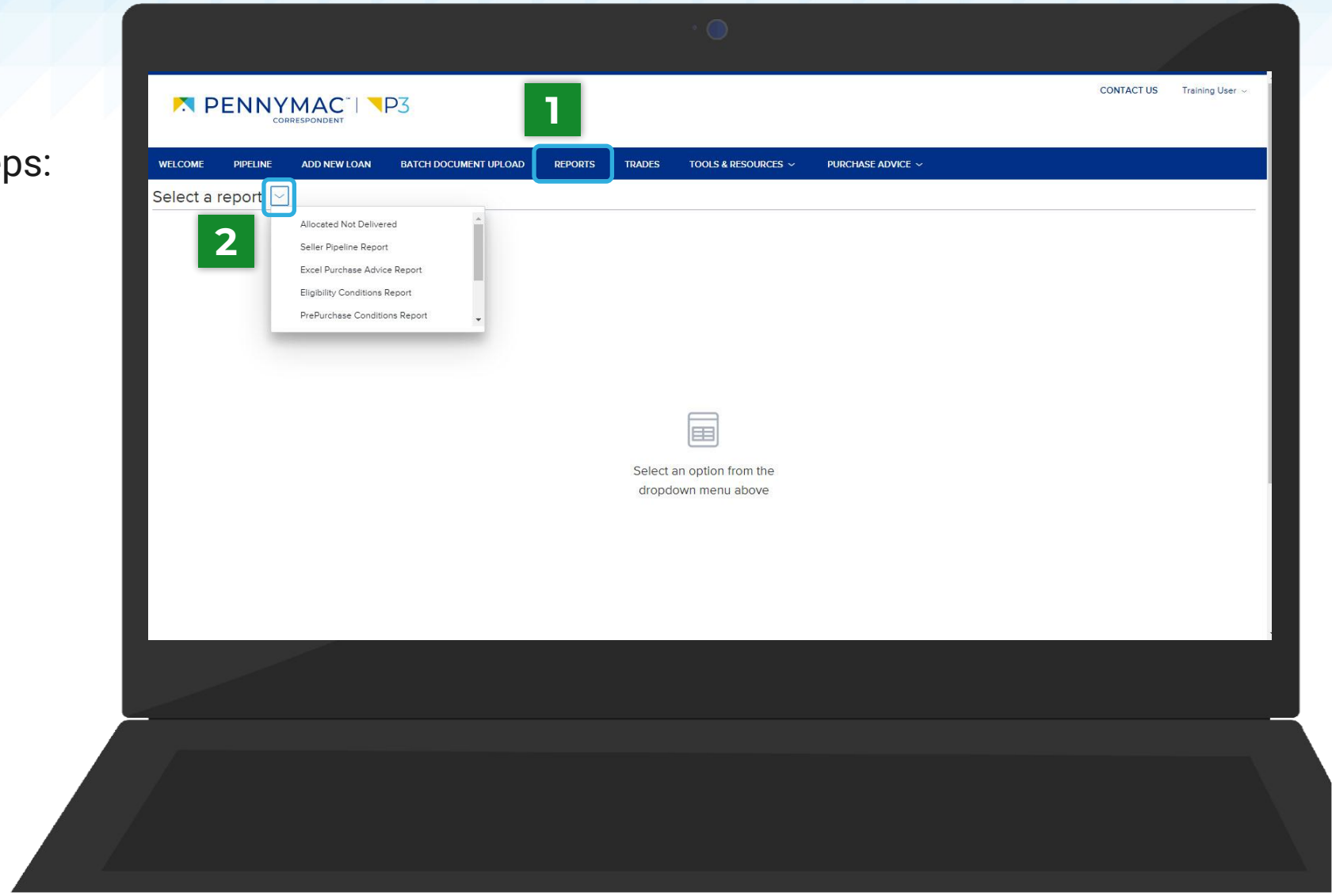
Pulling Reports

Pulling Reports

To pull reports, follow the next steps:

1. Click the **Reports** tab

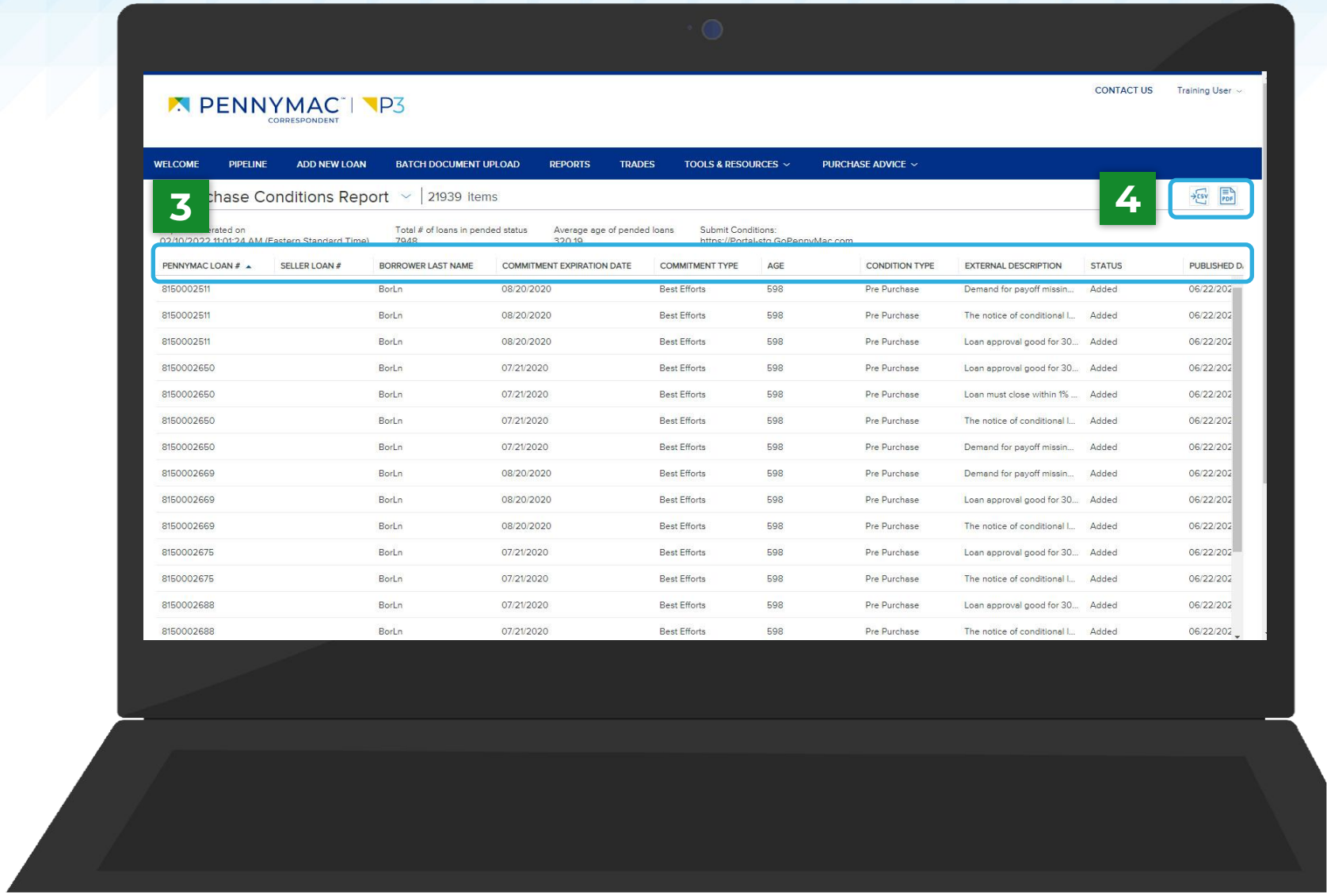
2. Click on the **Select a Report** arrow to see a report list and select the desired report



Pulling Reports

3 The selected report will be displayed. To organize the report, click on a columns header to view the loans in ascending or descending order.

4 Click on the **CSV** icon to export the report to an Excel spreadsheet or on the **PDF** icon to download it as a PDF file.



THANK YOU!

PENNYMAC℠
CORRESPONDENT

CONFIDENTIAL & PROPRIETARY