PENNYMAC CORRESPONDENT | P3

Client Readiness Training

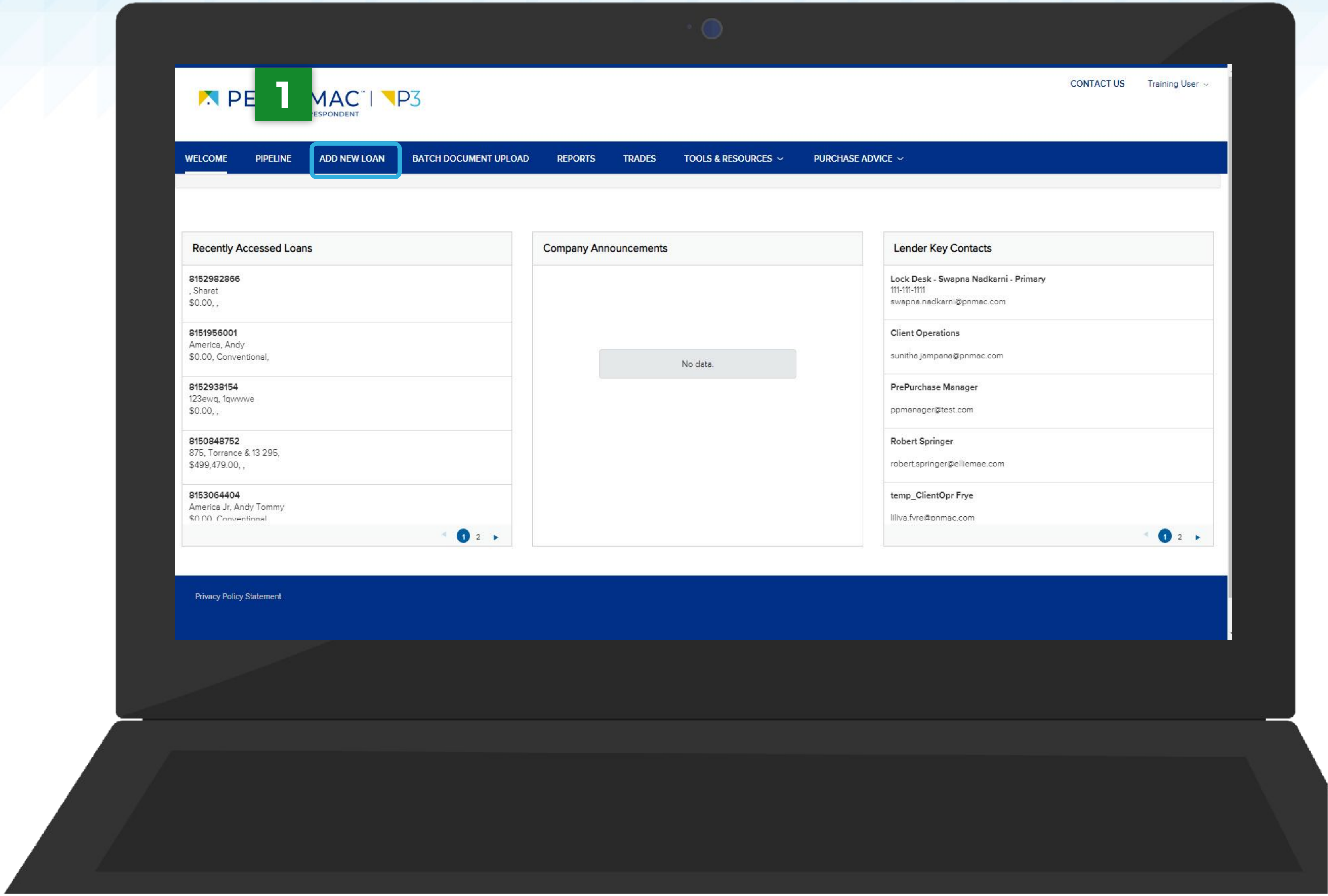
Delegated Loan Processing

Registering a Delegated Loan

Registering a Delegated Loan

Follow the next steps to register a delegated loan:

1 After logging into P3, click on the **Add New Loan** tab



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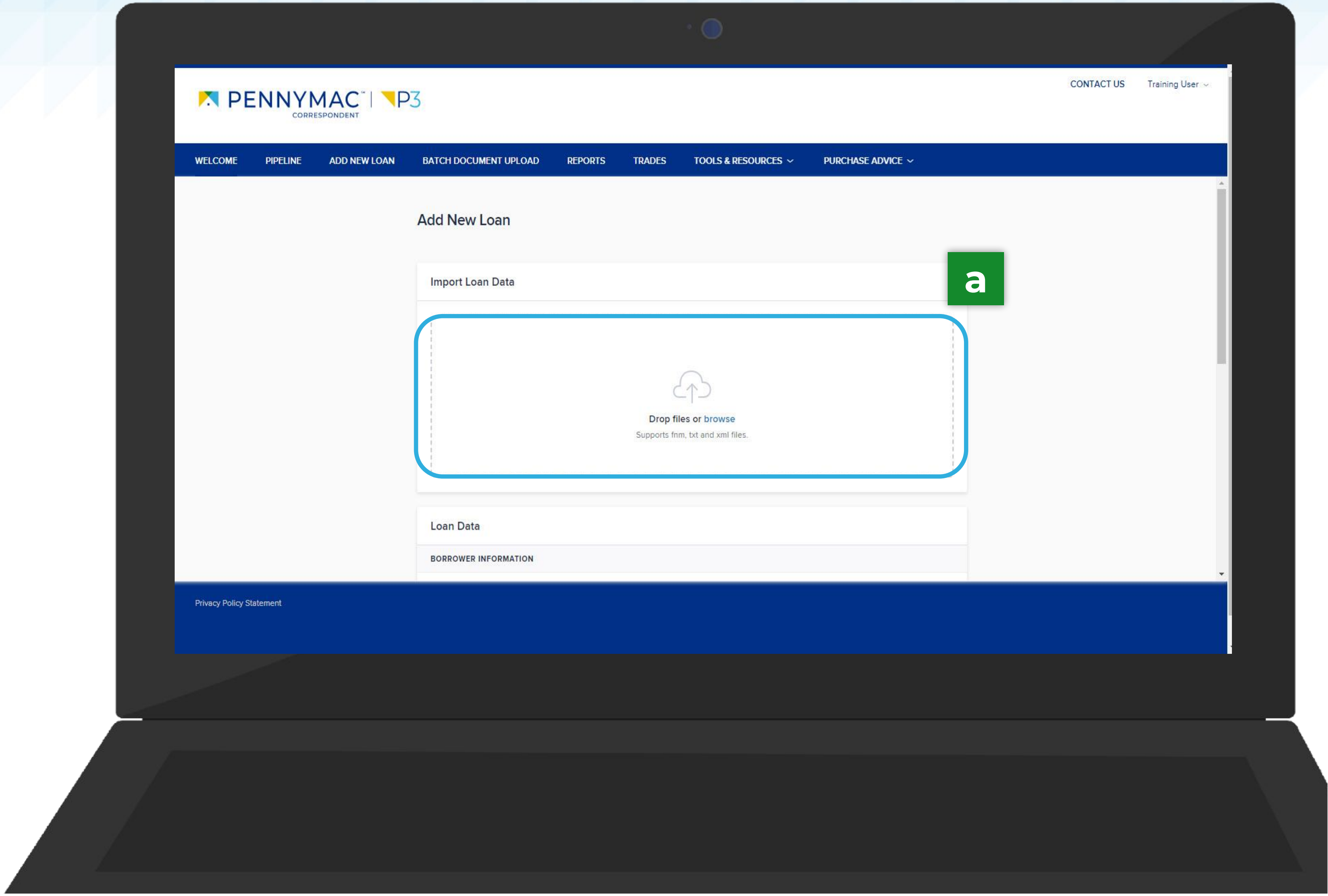
Registering a Delegated Loan

2 Once in the **Add New Loan** screen there are 2 options to complete the information:

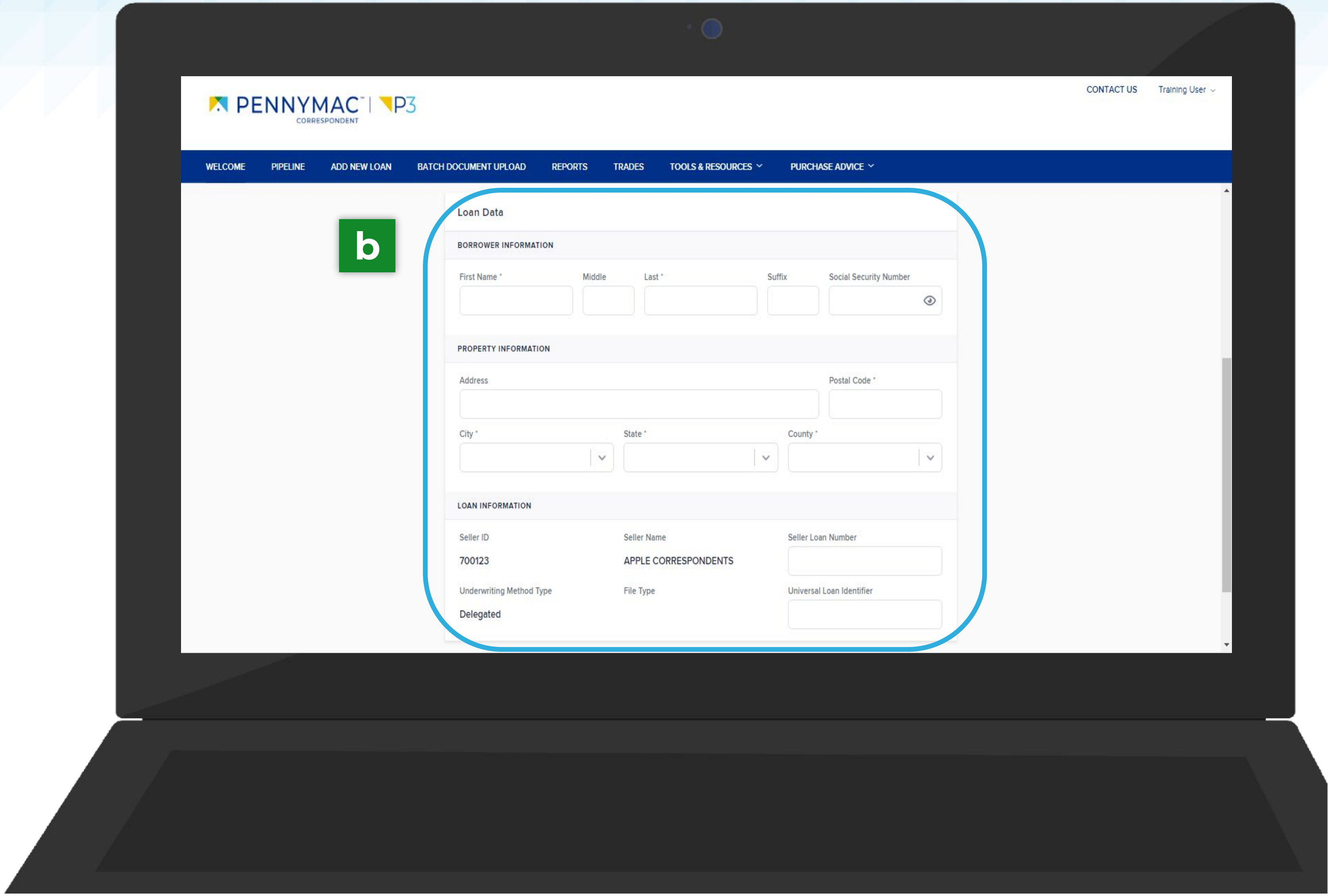
a Option a: Click **Browse** button or use the **Drag and Drop** option to upload Fannie Mae 3.2 (FNM) files. P3 extracts the information and populates the required fields.



Registering a Delegated Loan

b Option b: complete the required fields manually:

- First Name
- Last Name
- Social Security Number
- Address
- Postal Code
- City
- State
- County
- Seller Loan Number



The postal code automatically looks up the city, state and county. If it is associated with more than one city, it gives multiple options to select.

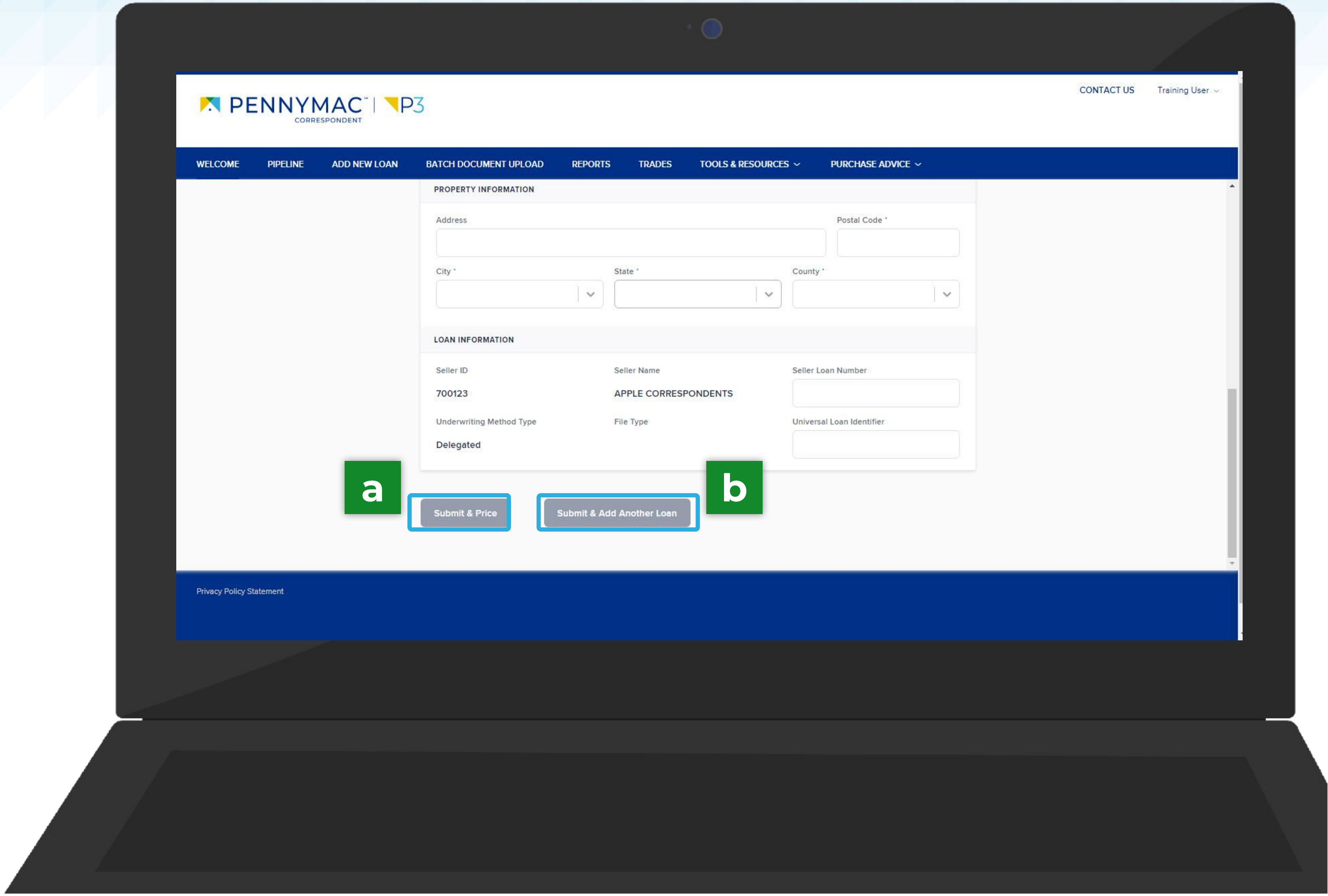
Registering a Delegated Loan

3 To submit the loan. There are two options of doing this:

a <u>Option a</u>: Click the **Submit and Price** button to save the loan and be directed to the pricing section.

b <u>Option b:</u> Click **Submit & Add Another Loan** button to submit the loan, save it to the pipeline and repeat the step in order to add another loan.

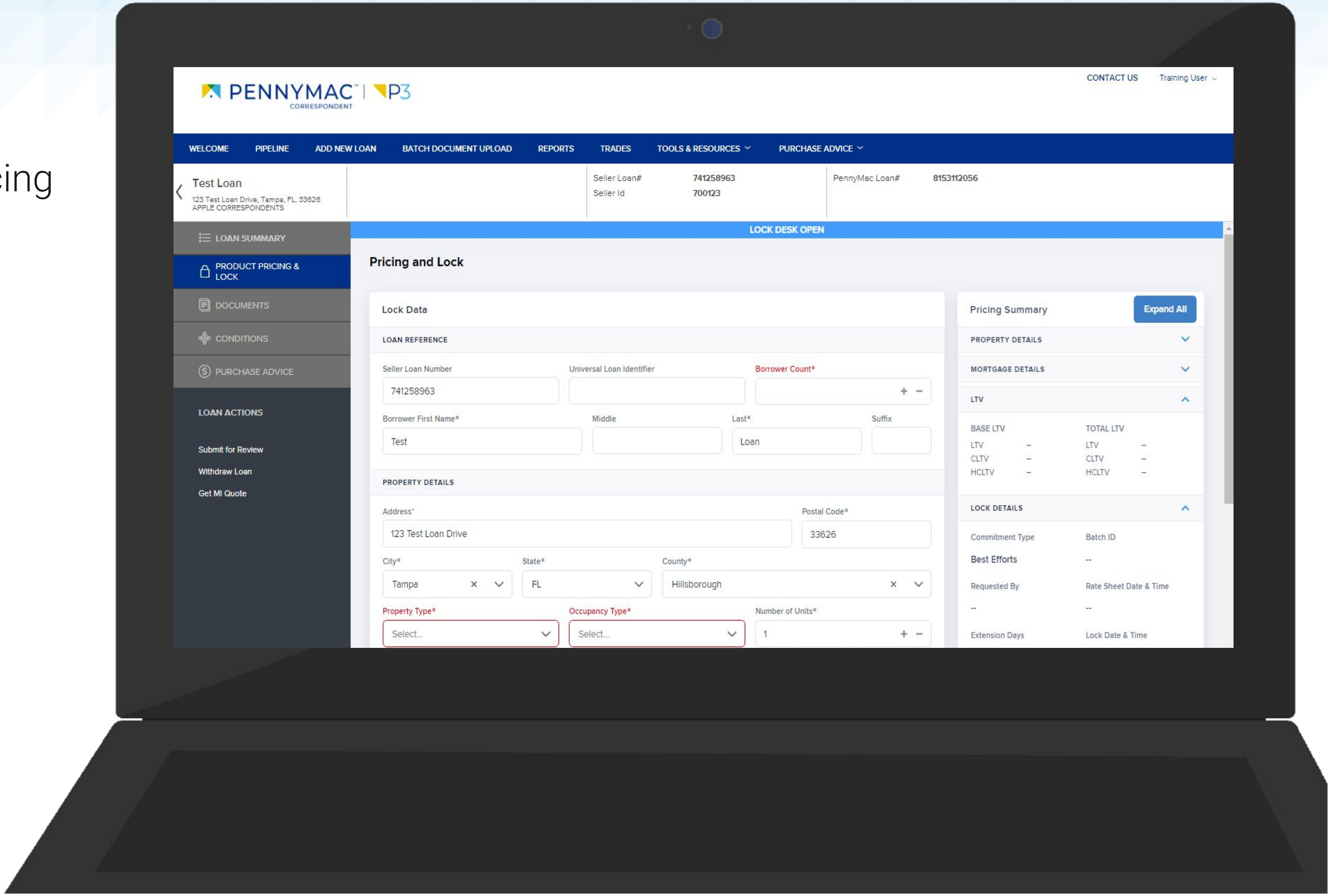
With **option b,** a green message notifies that the loan was successfully saved.



Complete Loan Package

Selecting Option a, the Product Pricing & Lock screen displays.

An alternative way to get to this screen is searching the created loan in the **File Started** tile in the pipeline, go into the loan, and click the **Product Pricing & Lock** tab.



THANK YOU!

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