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Create Loan

**FNMA 3.2 File**

1) Select Create Loan from the left hand navigation

2) Select 1003 Upload
3) Select **Browse** to locate the upload file (FNMA 3.2 File); highlight the file and Click the ‘Open’ button.

Click the ‘**Import Loan**’ button to initiate the file upload.

4) A dialogue box will appear with the import results; Select Ok to continue.

5) The Loan Summary screen is displayed for the imported loan.

6) The loan is located in the Unregistered Loans section on the Pipeline Search screen. Additional fields must be completed in order to **Register** or **Lock** the loan.
Manual Input

1) Select **Manual Input**

2) Input the **Lender Loan Number**; Click the **Add New** button

3) Input the applicable information for the Primary Borrower. Select Save when finished. Click the **Add New** button to add additional borrowers.
4) The minimum fields required to create a loan are: Lender Loan Number, Primary Borrower First and Last Name. This will move the loan into the Unregistered Loans section on the Pipeline Search screen.

5) Additional fields must be completed in order to Register or Lock the loan.

Access a Loan

1) To access a loan that has already been created, there are various search options on the Loan Pipeline screen.

2) Select the search option in the Search By field dropdown; input the specific data in the Value field. Click the Search button.
3) Click the + to expand the section and view the results

4) Click the **Pencil and Paper** icon to edit the loan; click the **Magnifying Glass** icon for View only access to the loan; Click the **Blue Arrow** to jump to the Lock Request, Loan Status, Stip Summary or Doc Center screens.

*Note: The Stip Summary screen is not in use at this time. Refer to the MPF Direct Origination Guide for additional information on stips/conditions.*
Register

1) To Register a loan, the following fields (highlighted below) must be completed on the Lock Request screen:

Subject Property Address, Subject Property Zip Code, Attached/Detached, Mortgage Type (Non-Agency), Amortization Type (Fixed), Amortization Term, Product Name, Loan Amount
2) Click the **Register Loan** button. Click **Yes** to register the loan and send the data to Redwood Conduit.

### Update Loan Data

Edits to the loan data can be made until the loan is submitted for purchase. All edits are made on the Edit Loan Details screen or Lock Request screen. After submission for purchase the loan is no longer editable from the portal. The following fields are not editable once the loan is locked:

- Seller Loan Number
- Borrower Name (first and last)
- Lock Term
- Property Zip Code

Contact the RRAC Lock Desk for assistance with necessary edits after locking or submission for purchase.

### Lock Loan

Loans must be Registered before they can be Locked. In addition to the fields required to Register, the following fields must be completed to lock: Property Type, Occupancy Type, Number of Units, Purpose, Qualifying FICO, Documentation Level (Full Docs), Interest Rate and Lock Days (Lock Term)

1) Input the applicable fields in the Property Information and Loan Information section of the Lock Request screen.
2) Input the desired Interest Rate and Lock Period in the Lock Details section; click the **Get Price** button which returns pricing for that rate and period; or
3) Leave Interest Rate and Lock Days blank; click the **Get Price** button which returns all available pricing for the loan parameters of the loan.
4) Select the radio button next to the desired rate; click the Ok button. Pricing is returned. Click the Request Lock button to lock the loan.

5) A pop-up window appears indicating the loan is locked. Click Yes to view and/or print the Lock Confirmation

**Lock Extension**

1) Navigate to the Lock Request screen
2) Select the Create Lock Extension button
3) Select the applicable number of days for the extension from the drop-down

4) Re-price the loan and click the **Lock Extension** button

5) A pop-up window appears indicating the loan is locked. Click **Yes** to view and/or print the Lock Confirmation

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**Re-Lock**

Contact the RRAC Lock Desk for all Re-Lock requests.

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**Upload Documents**

1) Navigate to the **Doc Center** from the Loan Pipeline screen; or
2) In an open loan, access the **Doc Center** by selecting the link from the right hand navigation.

![Doc Center](image)

3) Select the **Upload New Doc** button.

![Upload New Doc](image)

- **Document Package selections.** The following document package options are available:
  - Appraisal – use this option when submitting for Appraisal Review
  - Appraisal Conditions – use this option when submitting conditions required from the Appraisal Review
  - Exception Form & Docs – use this option when submitting for an Exception Review
  - Complete Credit Package – use this option when submitting for Purchase Review
  - Documents to Clear Conditions – use this option when submitting conditions required from the Purchase Review
4) Check the box next to the document(s) for upload. Use the scroll bar to find the applicable documents.

5) Select **Browse** to locate the upload file; highlight the file and Click the ‘Open’ button.

6) Click the ‘**Upload All**’ button to initiate the file upload

7) The Status changes to **Done**.

8) Click the **Back** button to return to the Doc Center

9) Documents that have been uploaded but not sent to Redwood can be removed. This is useful for documents uploaded in error. Check the box next to the applicable document(s) and click the **Remove Uploaded Doc** button.
10) To send uploaded documents to Redwood, check the box next to the applicable document(s) and click the **Send to Redwood** button.

**Note:** At this time the only acceptable file type is PDF and the maximum file size is 75mb. If a file exceeds 75mb, it must be split into separate documents that <= 75mb each.

**Loan Delivery/Service Requests**

1) Open the loan. The **Service Requests** are located in the right hand navigation panel.

2) There are preconditions that must be completed prior to submitting a Service Request:
   - **Appraisal Review** – the Appraisal document must be uploaded in the Doc Center
   - **Exception Review** – the Exception Request and supporting documentation must be uploaded in the Doc Center
   - **Purchase Review** – the Complete Credit package must be uploaded in the Doc Center and the loan must have a valid lock and 1003 Borrower Government Monitoring Information must be completed (accessible via the ‘Full 1003’ link on the right toolbar)
Note: Although there is the option to upload individual documents in the Doc Center, there must be at least one document in the Complete Credit Package in order to submit the loan for Purchase Review.

3) Once the preconditions have been met, click the desired Service Request link. Click the Yes button to submit the request to Redwood.

4) A dialogue box will appear with the submission results; click Ok to continue.
Loan Funding

Funding Process

1) Once a loan has been approved for Purchase (status = ‘Purchase Approved’), a PFI Funding Schedule (PDF file) is generated and sent to the Portal Doc Center; all users with the MPF Direct Funding Approver role are also notified via automated email that the loan is ready for review / approval.

2) A user with the MPF Direct Funding Approver* role will access the Doc Center within the Portal for the loan, select the PFI Funding Schedule to view the loan funding details. Once the document has been opened, the status changes to ‘PREVIEWED’ and the ‘Submit for Purchase Authorization’ link is enabled. User selects the ‘Submit for Purchase Authorization’ link if they are in agreement with the loan funding details.

Note: only a PFI user with MPF Direct Funding Approver role will have the ability to view a PFI Funding Schedule and authorize a loan for funding.
3) Upon approval of the PFI Funding Schedule, the loan is considered ready for funding.

4) If the PFI does not agree with the loan funding information, they will dispute the details by contacting the MPF Direct Service Center or funding@redwoodtrust.com.

   If the Funding details need to be amended, the loan will again be set to ‘Purchase Approved’ status after the information has been updated. This will generate a second version of the PFI Funding Schedule which will be sent to the Portal Doc Center; all users with the MPF Direct Funding Approver role are also notified via automated email that the loan is ready for review / approval.

5) PFI follows the same process as indicated in steps 2 – 4.

**Funding Approval Audit**

1) The history for each document preview will be available by clicking on the Last Activity field for the associated document.
2) Audit history will indicate the date/time and user that previewed the PFI Funding Schedule.
Portal Technical Requirements

Browser Versions

The MPF Direct Portal is designed to be used with either version 8 or version 9 of Microsoft Internet Explorer ("IE") as your Internet browser. Using another browser or another version of Microsoft Internet Explorer may cause some of our website's features and services to operate incorrectly.

Using Internet Explorer Version 10 or 11

If you have a version of IE later than version 9, you can still utilize the Portal after changing settings on your browser.

1) Go to “Compatibility View settings” in your IE browser as shown below:

![Compatibility View settings screen]

OR hit Alt+T while in the browser window to bring up the Menu bar and select “Compatibility View settings”:
2) Add the following URL(s) to “Compatibility View Settings” by entering each one to the highlighted area below and clicking the “Add” button.

URL: redwoodconduit.com

3) Next, go to “Internet options” and select the “Security” tab:
4) Click the “Trusted Sites” icon and click the “Sites” button. In the box “Add this website to the zone:” type in: “*.redwoodconduit.com”. Make sure the checkbox “Require server verification…” is unchecked. Click the Add button – site will be add to the list of websites. Click Close on the Trusted Sites window.

5) Next, go to “Tools” -> “Pop-up Blocker” -> “Popup-up Blocker settings” (Note: To bring up the Menu bar hit Alt+T while in the browser window)
6) Next, go to “Tools” and click on “ActiveX Filtering.” Make sure the check mark appears as shown below: (Note: To bring up the Menu Bar hit Alt+T while in the browser window)

![ActiveX Filtering Settings](image)

*This setting is required to run and view pdf documents in Adobe IE Plugin.*

7) Under “Internet Options” >“General” tab, make sure that the “Delete browsing history on exit” is NOT checked. Click “OK”.

![Internet Options Settings](image)
8) You will need to close all of your IE browser windows and reopen once these steps have been completed. Your IE v10 or v11 browser is now set up to work with the MPF Direct Portal.