



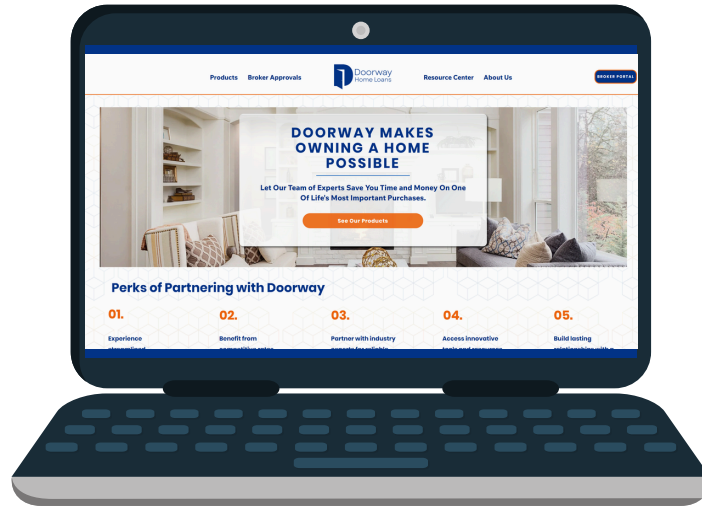
# User Guide

## Adding & Submitting New Loans in TPO

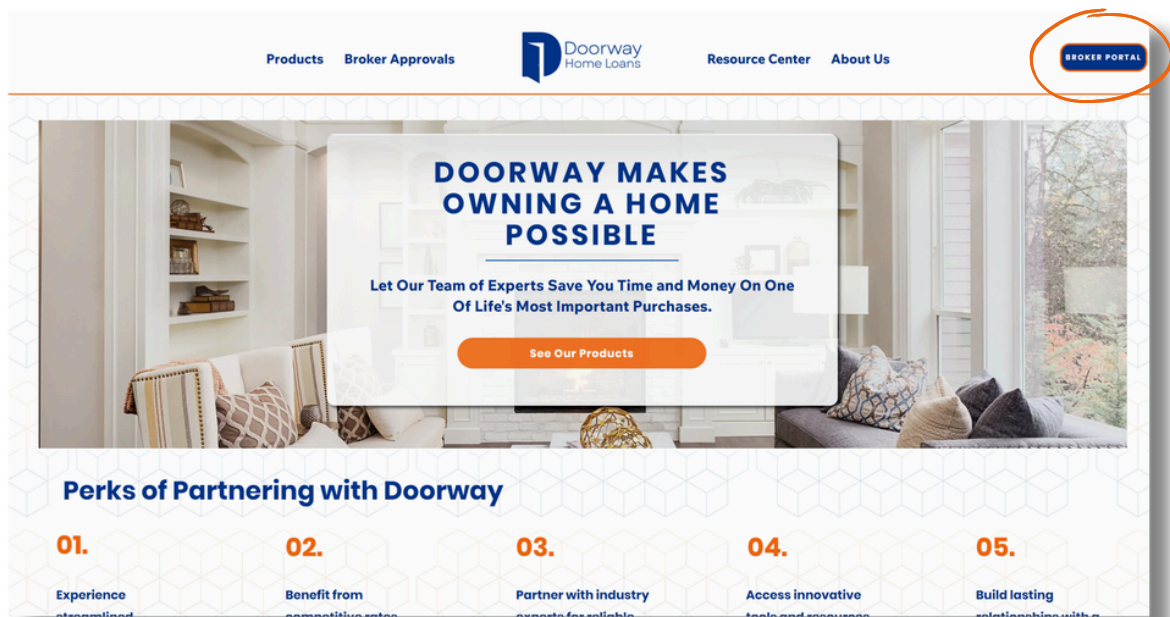
Last Updated 9/5/2024

# Adding & Submitting New Loans in TPO

1 Visit [DoorwayWholesale.com](https://DoorwayWholesale.com)

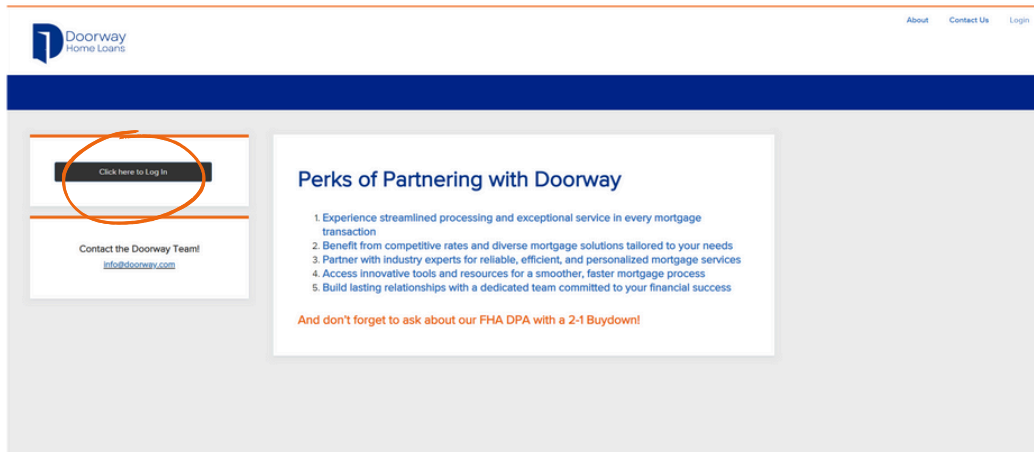


2 Click on the “[Broker Portal](#)” button on the top right side of the page

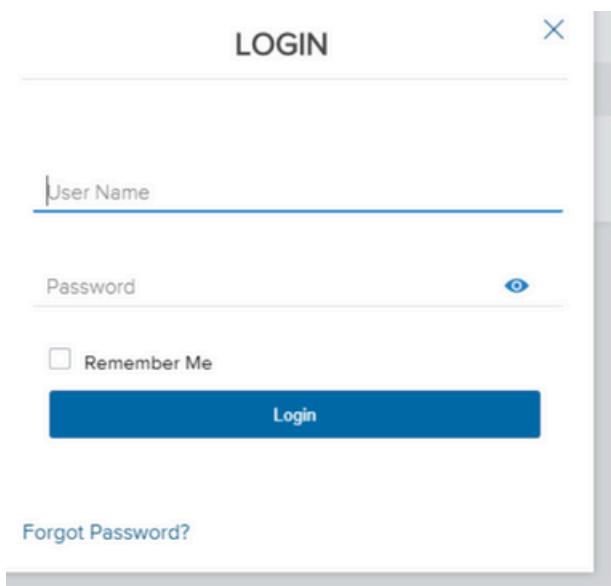


# Adding & Submitting New Loans in TPO

3 Click on the button on the left side of the page to log in



4 Enter your credentials and click “Login”

A screenshot of the login form titled 'LOGIN'. It contains fields for 'User Name' and 'Password', a 'Remember Me' checkbox, a blue 'Login' button, and a 'Forgot Password?' link at the bottom.

★ If you have forgotten your password, please click the "Forgot Password?" link and follow the prompts to reset it

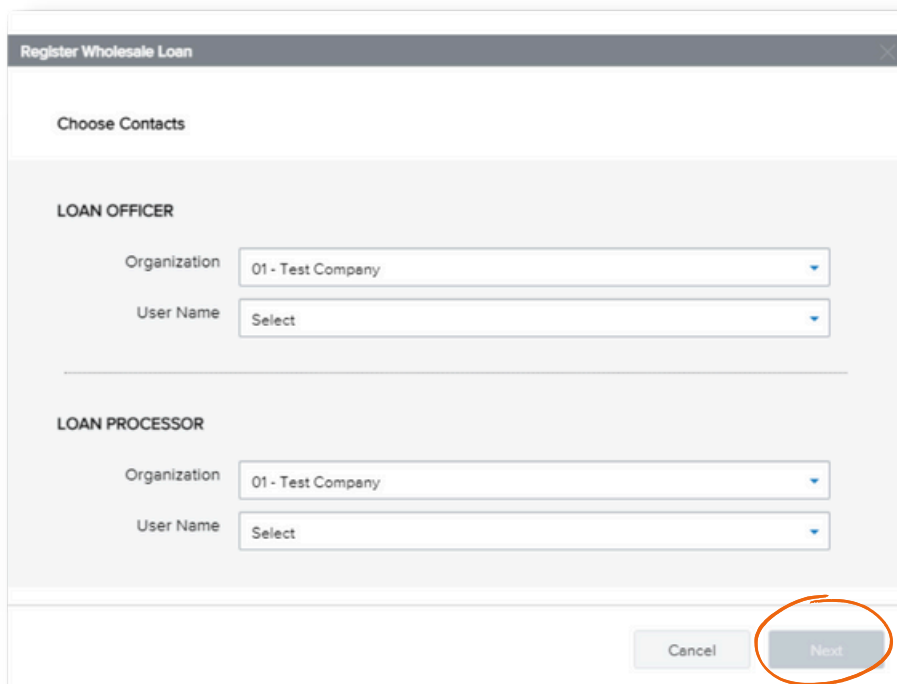


# Adding & Submitting New Loans in TPO

- 5 Click on the “Add New Loan” link towards the middle of the top menu



- 6 Select Loan Officer and Loan Processor usernames and click “Next”

A screenshot of a web form titled 'Register Wholesale Loan'. The form has a header 'Choose Contacts' and two sections: 'LOAN OFFICER' and 'LOAN PROCESSOR'. Each section has two dropdown menus: 'Organization' (both set to '01 - Test Company') and 'User Name' (both set to 'Select'). At the bottom right, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is circled in orange.

# Adding & Submitting New Loans in TPO

- 7 Register your loan by either uploading a ULAD/iLAD (MISMO 3.4) file or select to enter manually and click “Next”

Register Wholesale Loan

Import Loan Data From FNMA 3.2 File or ULAD / iLAD (MISMO 3.4) File

Manual

Drop Here to Upload or Click to Browse

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.

Back Cancel Next

- 8 Enter and confirm details as necessary and click “Register”

Doorway Home Loans

PRO CONTACTS WELCOME PROFILE ADD NEW LOAN TOOLS SCREENS DOCUMENTS

Loan Number: [ ] Loan Type: [ ] Interest Rate: [ ]  
OTA: [ ] Loan Purpose: [ ] Loan To Wh: [ ]

Loan Summary  
URLA 2020  
Product Pricing & Lock  
Documents  
eSign  
Conditions  
Fees  
Disclosure Tracking

Additional Information

Select Borrower For: [William James]

Agency Case No. [ ] Lender Case No. [020012142] MBS/MN [ ] Wholesale Loan Number [ ]

Estimated Closing Date [MM - DD - YYYY] Loan Documentation Type [Select an Option]

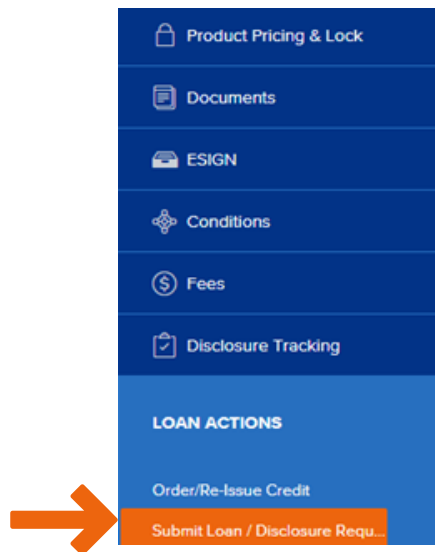
Prepaid Max Offsetting Identifier [Select an Option] Prepaid Max Income Based Debt Restrictions [Select an Option]

Register Next

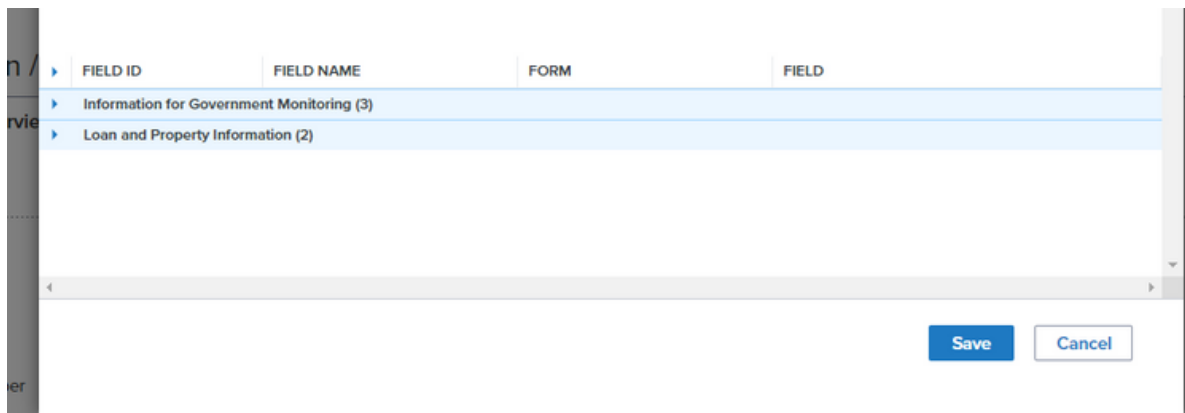


# Adding & Submitting New Loans in TPO

9 Click on “Documents” on the lefthand menu



10 To proceed, you must click on the blue arrow for each section that contains missing information. A drop down will appear and you can add all the missing information there.



# Adding & Submitting New Loans in TPO

FIELD ID	FIELD NAME	FORM	FIELD
Information for Government Monitoring (3)			
4121	Borr Was the Ethnicity of the Borrower collected on the basis of visual observation or surname?	Information for Government Monitoring	Select an Option
4122	Borr Was the Race of the Borrower collected on the basis of visual observation or surname?	Information for Government Monitoring	Select an Option
4123	Borr Was the Sex of the Borrower collected on the basis of visual observation or surname?	Information for Government Monitoring	Select an Option
Loan and Property Information (2)			
	Gifts and Grants Indicator Co-		

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Once completed, click save. The box will pop up again needing the initial submission package to be uploaded. Click on Local Drive and here you can upload documents either one at a time or multiple documents or you can drag and drop to the cloud with the arrow. Uploaded documents will be listed below.



# Adding & Submitting New Loans in TPO

- ★ Once completed click “save” and then click “Confirm Submission.”

The screenshot shows the Doorway Home Loans TPO interface. The user is logged in as LEONARD WIGGINS. The page title is "Submit Loan". The "Confirm Submission" button is highlighted with a yellow circle. The page contains the following information:

Submission Overview	
Application Date	02/02/2024
Submission Status	-
Initial Submit Loan Date	-
Last Submit Loan Date	-

Borrower		Co-Borrower	
First Name	LEONARD	First Name	-
Middle Name	M	Middle Name	-
Suffix	-	Suffix	-
Last Name	WIGGINS	Last Name	-
Cell Phone Number	501-593-1946	Cell Phone Number	-
Email Address	leonard.wiggins@doorway.com	Email Address	-
SSN	###-##-3583	SSN	###-##-####

Subject Property Address		Property Details	
Street Address	2541 Garden Dr	Property Type	-
City	Benton	Occupancy Type	NonOwnerOccupied
State	AR	Number Of Units	1
Zip	72015		
County	Saline		

Product & Pricing		Loan Details	
Loan Program	-	Loan Purpose	NoCash-Out Refinance
Loan Type	Conventional	Purchase Price	-
		Base Loan Amount	\$192,800

- 12 Your loan has been submitted!







Doorway  
Home Loans



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