Loan Estimate Request Procedures

1. Register your loan on our website. Make sure the county is filled in **Subject Property** section.

2. From the **Loan Navigator** screen, click **Appraisal Fee List by State** to get a quote

3. From the **Loan Navigator** screen, click **Product Selection Pricing & Rate Lock**

   A. Fill in any missing fields and click **Calculate Price**

   B. Find your product and click **More Pricing**

   C. Click **Select** circle to the far right of rate/price you want disclosed

   D. Click **Save & Continue to Lock** if applicable, or **Save & Continue to Fees Screen**

4. From the **Loan Level Fees & LE Request** screen (option on the **Loan Navigator** screen)

   A. You can click **Get Fees** to have sections C, E & H auto filled, or input manually

   B. Input the remaining applicable fields, including **Appraisers Fee** and **Administration Fee**

   C. Click **Save & Continue to Request LE**

5. From the **Submit / Access Loan File** screen (option on the **Loan Navigator** screen)

   A. Click **Document Management** and upload the following into the **eFolder**:

   - ☐ Loan Estimate (LE) Request Checklist (found in **Document Library**)
   - ☐ 1003 dated within LAST 2 DAYS. Phone app. must be signed by LO, face-to-face by borrower & LO
   - ☐ Closing Agent Fee Quote
   - ☐ Credit report

6. Closing the **eFolder** window will bring you back to the **Submit / Access Loan File** screen

   A. Input the borrower's email address and click **Request LE**

Once you click Request LE, the submission tabs will be greyed out. When you refresh the Pipeline screen, the status box for the loan will now show "File Submitted – Slim".