



step by step:

GETTING A LOAN PRE-QUALIFIED AND DISCLOSED



1801 RESEARCH BLVD., SUITE 410 • ROCKVILLE, MD 20850

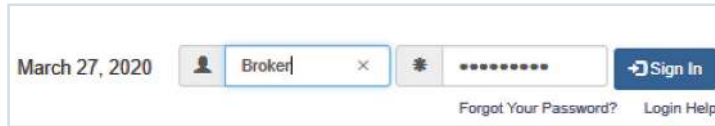
(240) 314-0399

PHASE 1

How to submit a loan for Pre-qualification.

Step 1 Go to https://secure.approvedfast.com/acc/wholesale/upload_file

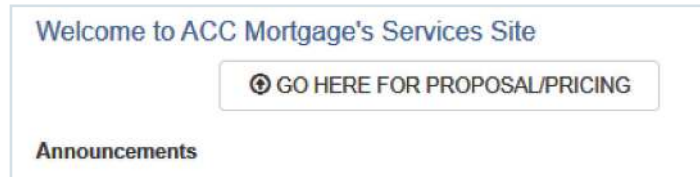
Step 2 Enter your credentials here.



March 27, 2020 [User: Broker] [Password: *****] [Sign In]

[Forgot Your Password?](#) [Login Help](#)

Step 3 On the Home Page, you will find the button "GO HERE FOR PROPOSAL/PRICING" Click the link:



Welcome to ACC Mortgage's Services Site

[GO HERE FOR PROPOSAL/PRICING](#)

Announcements

Step 4 Drop or Drag your 3.2 File and Press Upload Loan. No need for loan program info.



Upload A Loan

Customer Information

Loan Information

Loan Program: [Search]

Upload File

File: [Drag the file here or click here to browse the file. File Name: 59009707 3.2 Jimenez.fnm]

File type: FNMA 3.2

[Upload Loan]

Step 5 Last Step. In the section shown below, go to the **Upload** link and drop the credit report, prequal form and any supporting documents in the Conditions tab. Our Broker Relationship Team will be prompted to review the file and supporting documents. Our team will issue a prequalification. If we have any questions, we will call as well. Thank you for the opportunity.



Loan Number 59010430, Juan Magana Jimenez Floating

Loan Proposal	Send for Disclosures	Appraisal Ordered	Conditional Approval	Submitted to Processing	Appraisal Received	Submitted to U/W	Loan Locked	Clear To Close	Docs Out	Closed
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Conditions

Filter By: All

Code	#	Received	Status	Reviewed By	Condition
C		Upload		Broker Originator, Broker Loan Processor	Load Conditions Here and our team will place in the appropriate spot



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PHASE 2

Getting the loan disclosed and submitted to underwriting.

Step 6

After our prequal department emails you our prequalification for the subject loan, you then need to search and open up the loan again from the home page.

The screenshot shows a navigation menu with the following items:

- Loan Submission Form
- Loan Pipeline
- Change Password
- Security Question

Below the menu is a "Loan Search" section with two input fields:

- A search box containing "59006141" with a magnifying glass icon.
- A field labeled "Enter Last Name" with a magnifying glass icon.

At the bottom of the page, contact information is displayed:

- 1801 Research Blvd, Suite 410
Rockville, MD 20850
- (240) 314-0399
- (240) 314-0383

Step 7

Merge the 3.2 FN File in to the system so all updated information is current for disclosures.

The screenshot shows the "Loan Details" page with the following sections:

- Borrower:**

Name:	John Doe	Citizenship:	U.S. Citizen
Occupancy:	Owner	Marital Status:	Married
- Subject Property:**

Street:	123 Main St.	Property Type:	Single Family Dwelling
City, St, Zip:	Rockville MD 20850	Units:	1
- Loan Information:**

Loan Program:		Rate:	0.000%
Loan Purpose:	Refinance - 1 limited cash out refinance	Lock Status:	Floating
Loan Amount:	\$0.00	Ratios:	0.00% / 0.00%
Base Loan:	\$0.00	Haz Impounds:	Yes
LTV/CLTV:	0.00% / 0.00%	Tax Impounds:	Yes
MI Coverage:	0.00%	Agency Case Number:	

A red circle highlights the "Merge a Loan" button at the bottom left of the page.



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PHASE 2

Getting the loan disclosed and submitted to underwriting.

Step 8

You will notice that the date for “loan proposal” has been entered on the top and in the tab labeled “Conditions” you can now drop all other supporting documents available for the file to be disclosed/underwritten based on the prequal issued.

Code	#	Received	Status	Reviewed By	Condition
C		Upload	Received	Broker Originator/Broker Loan Processor	Lead Conditions Here and our team will place in the appropriate spot.

Step 9

After your uploads have been completed, you can click on the tab “upload completion”. You will then be required to place a “requested close date” and do not need to place the fico. Afterwards, you can click the button labeled “submit loan” and you will notice the “sent for disclosures” date filled in and turn green. From there, its smooth sailing to disclosures being issued and your file being underwritten.

Requested Close Date: 04/29/2019 FICO: []

Submit Loan

Loan Successfully Submitted

OK

