



SHORT-TERM  
**BETTER**  
WAY  
TO MORTGAGE  
LEASING

**LOAN FLY**



# Table of Contents

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- CORRESPONDENT’S EXPERIENCE ..... 3
  - CREATING PASSWORD FOR NEW ACCOUNT ..... 4
  - LOAN SELECTION ..... 5
  - LOAN FILE & LOAN DOCUMENTS..... 6
- DOCUMENT UPLOAD..... 7
  - LOAN PACKAGES ..... 7
  - DRAG & DROP OR BROWSE ..... 8
  - DOCUMENT COLLECTION ..... 8
  - RELEASE PACKAGE ..... 9
  - HISTORY ..... 10
- LOAN CONDITIONS..... 11
  - LOAN CONDITIONS TAB..... 11
  - CONDITIONS NEEDED ..... 11
  - PENDING REVIEW ..... 12
  - PROCESSOR ACCEPTED..... 12
  - APPROVED / CLEARED CONDITIONS..... 12

# CORRESPONDENT'S EXPERIENCE

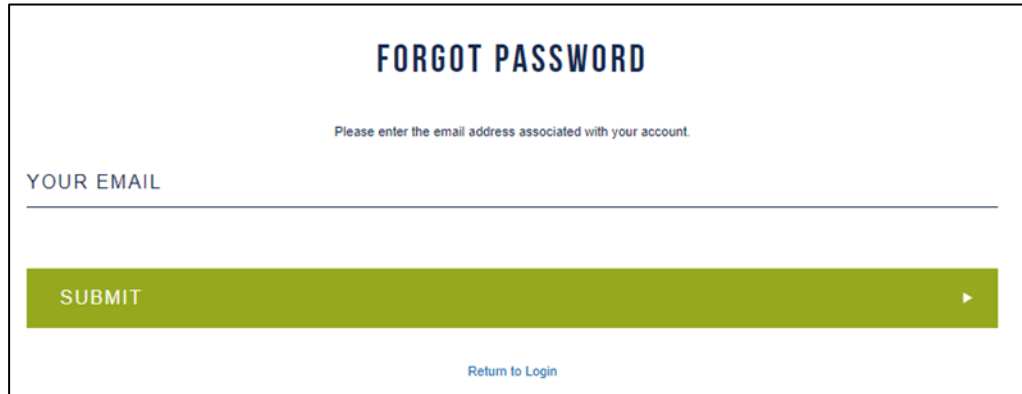
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**CLD Portal** is the most secure method of providing documents to Cornerstone's CLD team. The documents uploaded by the Correspondent are sent directly into the Loan Origination System (LOS).

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## Creating Password for New Account

A URL address is provided to the Correspondent. The first time to the site requires the creation of a unique password. Select **Forgot Password** and enter email account associated with the account.



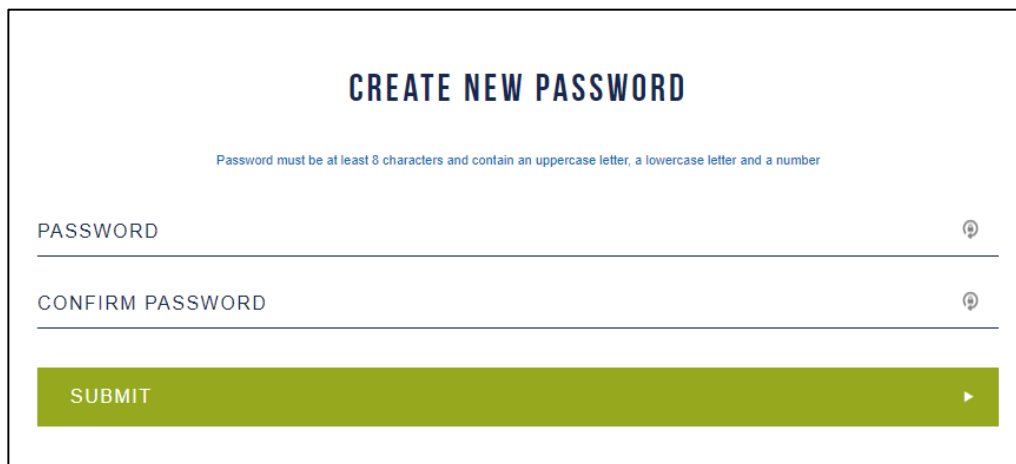
The screenshot shows a web form titled "FORGOT PASSWORD". Below the title is a sub-header: "Please enter the email address associated with your account." There is a text input field labeled "YOUR EMAIL" with a horizontal line below it. Below the input field is a green "SUBMIT" button with a right-pointing arrow. At the bottom center, there is a blue link that says "Return to Login".

Upon entering an email address, the user will receive **Unrecognized Device** notification. It is a requirement to reenter the email address again.



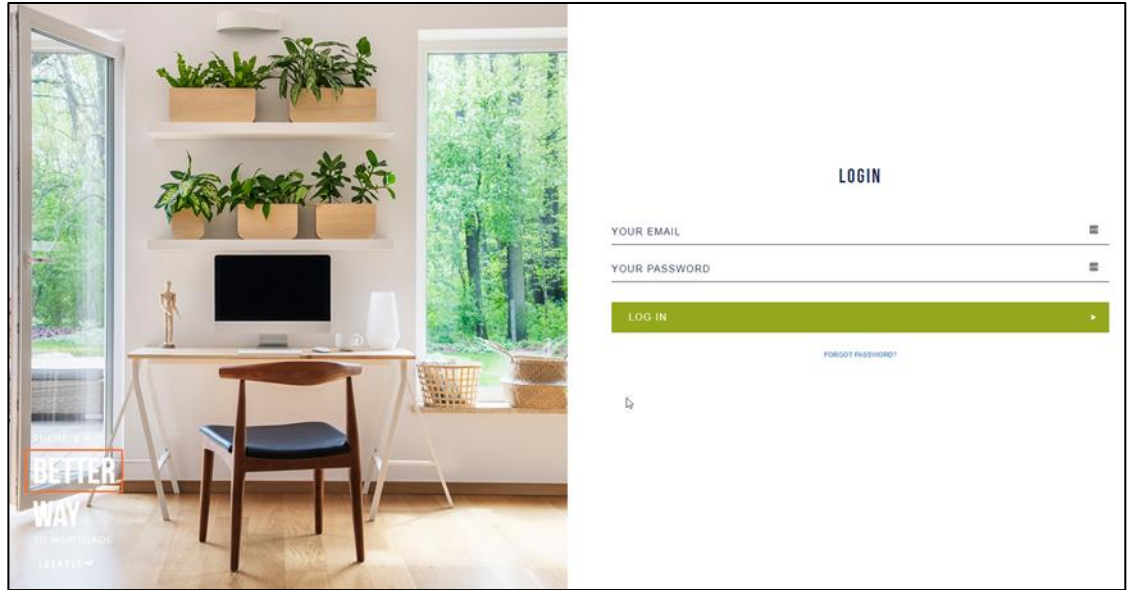
The screenshot shows a notification titled "UNRECOGNIZED DEVICE". Below the title is a sub-header: "Verify Your Email Address". There is a text input field labeled "YOUR EMAIL" with a horizontal line below it. Below the input field is a green "SUBMIT" button with a right-pointing arrow. The background is slightly blurred.

Create a new **Password** and **Confirm**. A notification is sent that the password has been successfully changed. CHL cannot reset the password, but the correspondent may use "forgot password" to reset in the future as needed.



The screenshot shows a web form titled "CREATE NEW PASSWORD". Below the title is a sub-header: "Password must be at least 8 characters and contain an uppercase letter, a lowercase letter and a number". There are two text input fields: "PASSWORD" and "CONFIRM PASSWORD", each with a horizontal line below it and a small eye icon to the right. Below the input fields is a green "SUBMIT" button with a right-pointing arrow.

After the successful password creation, subsequent entry is done by choosing, **LOGIN**.

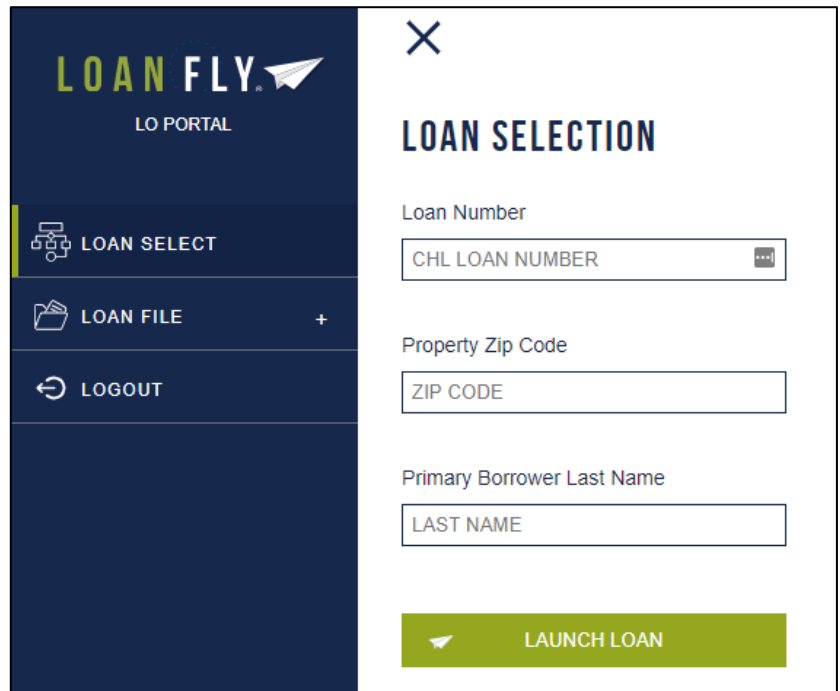


## Loan Selection

To locate a loan, from the **Loan Select** page enter:

- ▶ **CHL Loan Number**
- ▶ **Property Zip Code**
- ▶ **Primary Borrower Last Name**

After entering, click **Launch Loan**.

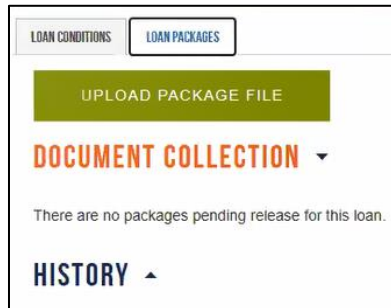
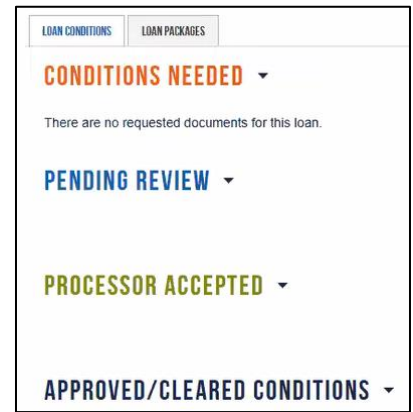


## Loan File & Loan Documents

The site opens to **Loan File** and **Loan Documents** pages. The critical elements of the loan appear at the top for quick viewing.



The **Loan Conditions** tab opens as a default. **Conditions Needed, Pending Review, Processor Accepted, and Approved/Cleared** appear with the ability to expand and collapse (up/down arrowhead).



The second tab, **Loan Packages** is used to upload documents to the portal.

# DOCUMENT UPLOAD

## Loan Packages

**Loan Packages** is where the Correspondent uploads the **Purchase File, UW Submission, File Fee** or **Condo Submission**. The site accepts **PDF, JPEG** and/or **PNG** files. Click on the tab to open the page.



Begin uploading the package by clicking the **Upload Package File** button. The button opens a window to **Select Loan Package Type**.



Use the drop-down to choose the type of package.

**Purchase File:** Used for delegated underwriting.

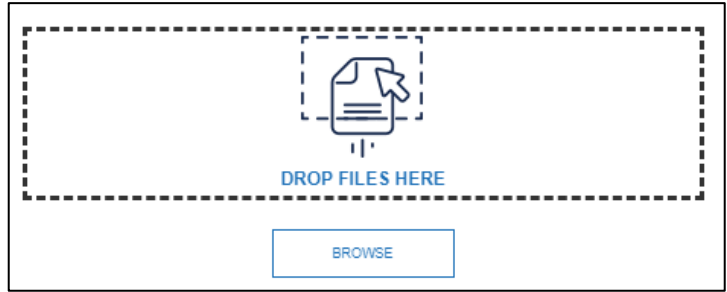
**UW Submission:** Used for submitting files to Cornerstone underwriters.

Select **Loan Document** or **Loan Appraisal** for upload. For the initial package upload (**Purchase File** or **UW Submission**), the appraisal must be uploaded separately through the appraisal browser. Once the appraisal is uploaded with the first submission, the Correspondent can add documents to the package without the appraisal.

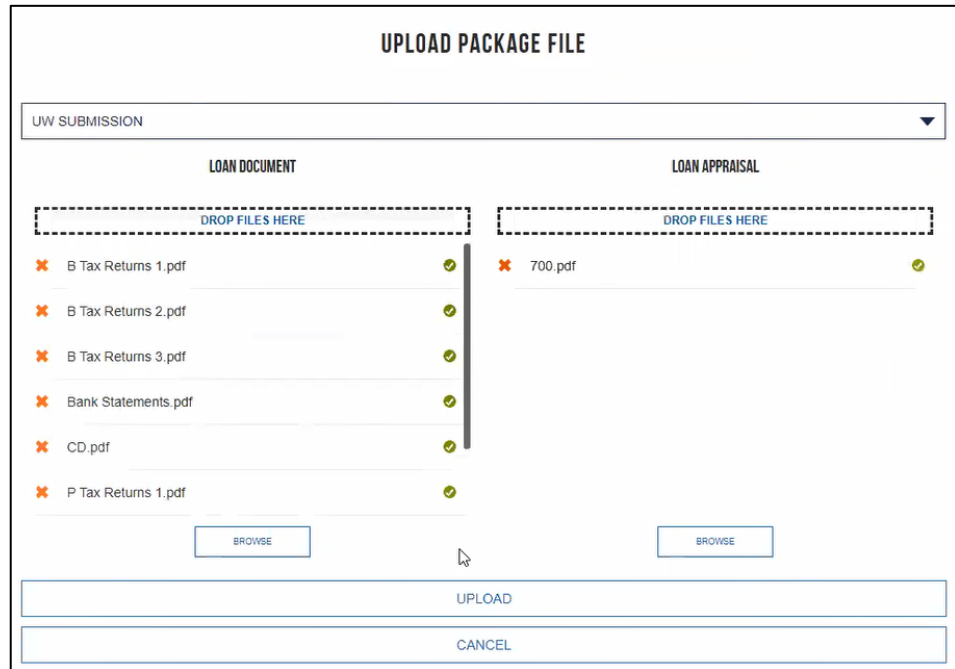
## Drag & Drop OR Browse

Upload files using either **Browse** or **Drop Files Here**.

Both features allow multiple items to be uploaded at once. Use the normal selection steps to either browse or drag/drop multiple documents.



The documents show a **checkmark** on the right when fully loaded. The **“X”** mark on the left deletes the document from the browser. Each document appears as a single document –not one package. After all documents have a checkmark, the **Upload** button uploads to the portal.



## Document Collection

Documents appear in **Document Collection** based on the **Upload Package File** type chosen – **Delivery Purchase Collection** or **Delivery UW Submission Collection**. The Correspondent sees the **Type**, **Upload Date**, **Upload User**, **Record Type**, **View** (click eye icon to view) and **Delete** (click X to delete from portal).

DOCUMENT COLLECTION						
DELIVERY PURCHASE COLLECTION <span>RELEASE</span>						
Type	Upload Date	Upload User	Record Type	View	Delete	
Loan Document	06/08/2020	Barbara Helzer	Purchase File (delegated submission for purchase review)			
Loan Document	06/04/2020	Pina Colada	Purchase File (delegated submission for purchase review)			
Loan Document	06/04/2020	Pina Colada	Purchase File (delegated submission for purchase review)			
DELIVERY UW SUBMISSION COLLECTION <span>RELEASE</span>						
Type	Upload Date	Upload User	Record Type	View	Delete	
Loan Document	06/08/2020	Barbara Helzer	UW Submission (non delegated files to be underwritten)			
Loan Document	06/08/2020	Barbara Helzer	UW Submission (non delegated files to be underwritten)			



## Release Package

Click the **Release** button next to the **Delivery Purchase** (or **UW Submission**) **Collection** when the package is ready to go to the CLD team. The **Release Package** box opens to select how the documents are sent. Either choice is fine.



**Save Individually:** Each document is sent to CLD separately.

**Merge Documents:** Documents are merged and sent to CLD.

A dialog box titled "RELEASE PACKAGE" with a question: "You are about to release the package. Would you like to release as individual files, or merge your documents?" Below the question are three buttons: "SAVE INDIVIDUALLY", "MERGE DOCUMENTS", and "CANCEL".

**RELEASE PACKAGE**

You are about to release the package. Would you like to release as individual files, or merge your documents?

SAVE INDIVIDUALLY

MERGE DOCUMENTS

CANCEL

A dialog box titled "RELEASE PACKAGE" with a question: "You are about to release the package. Would you like to release as individual files, or merge your documents?" Below the question is an error message: "Cannot release package without required documents of type(s): Loan Appraisal." Below the error message are three buttons: "SAVE INDIVIDUALLY", "MERGE DOCUMENTS", and "CANCEL".

**RELEASE PACKAGE**

You are about to release the package. Would you like to release as individual files, or merge your documents?

Cannot release package without required documents of type(s):  
Loan Appraisal.

SAVE INDIVIDUALLY

MERGE DOCUMENTS

CANCEL

In the initial upload, a package cannot be released without an appraisal. Attempting to do so reveals an error message, **“Cannot release package without required documents of type(s) Loan Appraisal.”**

Click **Cancel** to return to the upload page.

# History

In the **Loan Packages** tab below the **Document Collection** section, is the **History** of all the uploads by the Correspondent. Documents are grouped by upload date.

LOAN CONDITIONS
LOAN PACKAGES

UPLOAD PACKAGE FILE

**DOCUMENT COLLECTION** ▾

There are no packages pending release for this loan.

**HISTORY** ▲

**HISTORY** ▾

**UW SUBMISSION (NON DELEGATED FILES TO BE UNDERWRITTEN)**

Created: 05/20/2020  
Released: 05/21/2020  
View Merged Document: 👁

Uploaded Documents:

Upload Date	Upload User	Type	View
05/20/2020	Jan Test	Loan Appraisal	👁
05/20/2020	Jan Test	Loan Document	👁
05/20/2020	Jan Test	Loan Document	👁
05/20/2020	Jan Test	Loan Document	👁

**UW SUBMISSION (NON DELEGATED FILES TO BE UNDERWRITTEN)**

Created: 06/01/2020  
Released: 06/01/2020

Uploaded Documents:

Upload Date	Upload User	Type	View
06/01/2020	Jan Test	Loan Document	👁
06/01/2020	Jan Test	Loan Document	👁
06/01/2020	Jan Test	Loan Document	👁

Regardless of whether the documents were released “individually” or “merged”, each document appears individually. Use the **eye** icon to open for viewing. If the documents are released as “merge”, then the entire package is viewed with the **eye** icon next to **View Merged Document**.

**HISTORY** ▾

**UW SUBMISSION (NON DELEGATED FILES TO BE UNDERWRITTEN)**

Created: 05/20/2020  
Released: 05/21/2020  
View Merged Document: 👁 ←

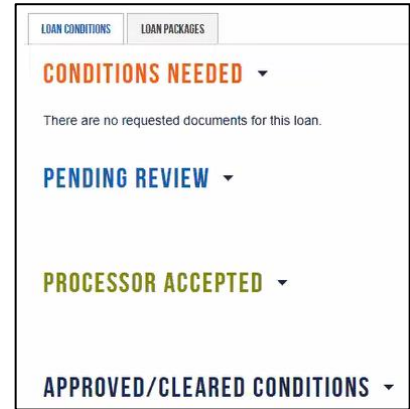
Uploaded Documents:

Upload Date	Upload User	Type	View
05/20/2020	Jan Test	Loan Appraisal	👁
05/20/2020	Jan Test	Loan Document	👁
05/20/2020	Jan Test	Loan Document	👁
05/20/2020	Jan Test	Loan Document	👁

# LOAN CONDITIONS

## Loan Conditions Tab

After the file is underwritten, the Loan Conditions tab keeps all the conditions organized for quick review of the status of the conditions. Documents are also uploaded directly into the loan condition on the page.

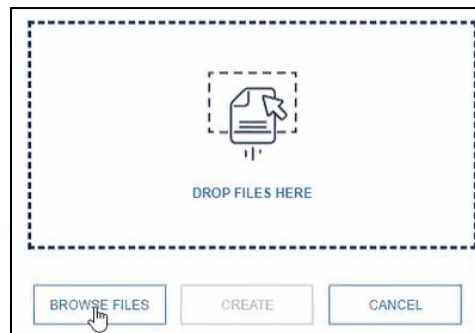
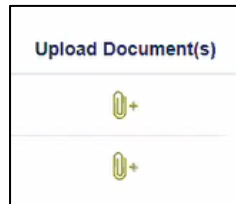


## Conditions Needed

Conditions to be met by the Correspondent are listed under the **Conditions Needed** section. CLD may have included a **Due Date** as well. The final column allows the condition be uploaded directly. Do NOT use the Loan Packages tab to upload conditions.

Description	Due Date	Upload Document(s)
Acceptable Subject Property Appraisal to meet or exceed the sales price	-	
LETTER TO ADDRESS THE PURPOSE AND OUTCOME OF EACH CREDIT INQUIRY AS SHOWN ON THE CREDIT REPORT TO EVIDENCE NO NEW DEBT.	05/22/2020	
W-2's for the following year(s) _____	-	
MOST RECENT PAYSTUB(S) THAT SHOW BORROWERS YTD INCOME SUPPORTS A MONTHLY INCOME OF \$ . CANNOT BE DATED MORE THAN 30 DAYS PRIOR TO LOAN APPLICATION DATE.	05/25/2020	
K-1'S FOR TAX YEAR(S) [ ] RELEVANT TO THE FOLLOWING BUSINESS(ES) [ ]	-	

Click the upload icon (**paper clip**). **Browse** or **drag/drop** the files to meet the condition and click, **Create**.



### Pending Review

After the item is uploaded, the system indicates it is **Pending Review**. The document has been sent to CLDs LOS, but the Processor has not yet reviewed.

PENDING REVIEW ▾			
View	Document Pending Review	Date Uploaded	
	Acceptable Subject Property Appraisal to meet or exceed the sales price	06/04/2020	
	CLD - COMPARABLE RENT SCHEDULE, FORM 1007	06/01/2020	

### Processor Accepted

After the Processor reviews the document, the item moves to **Processor Accepted**. The condition may NOT have been sent to the Underwriter yet. The Processor gathers all conditions before submitting to the Underwriter. Until the Underwriter clears the condition, the item remains under **Processor Accepted**.

PROCESSOR ACCEPTED ▾		
View	Description	Date Uploaded
	PURCHASE ADVICE	06/01/2020

### Approved / Cleared Conditions

After the Underwriter has reviewed and cleared the condition, the document moves to **Approved/Cleared Conditions**. If the condition is not approved, then a new condition is created and sent to the **Conditions Needed** section.

APPROVED/CLEARED CONDITIONS ▾			
View	Description	Date Uploaded	Date Cleared
	BANK STATEMENT(S) WITH _____ COVERING _____ MONTH(S) HISTORY INCLUDING BEGINNING AND ENDING BALANCE	05/26/2020	06/01/2020

### Purchase Advice

Once the loan has been purchased by CLD, the processor will upload to the **Purchase Advice** which will appear in **Processor Accepted**.

PROCESSOR ACCEPTED ▾		
View	Description	Date Uploaded
	PURCHASE ADVICE	06/01/2020