



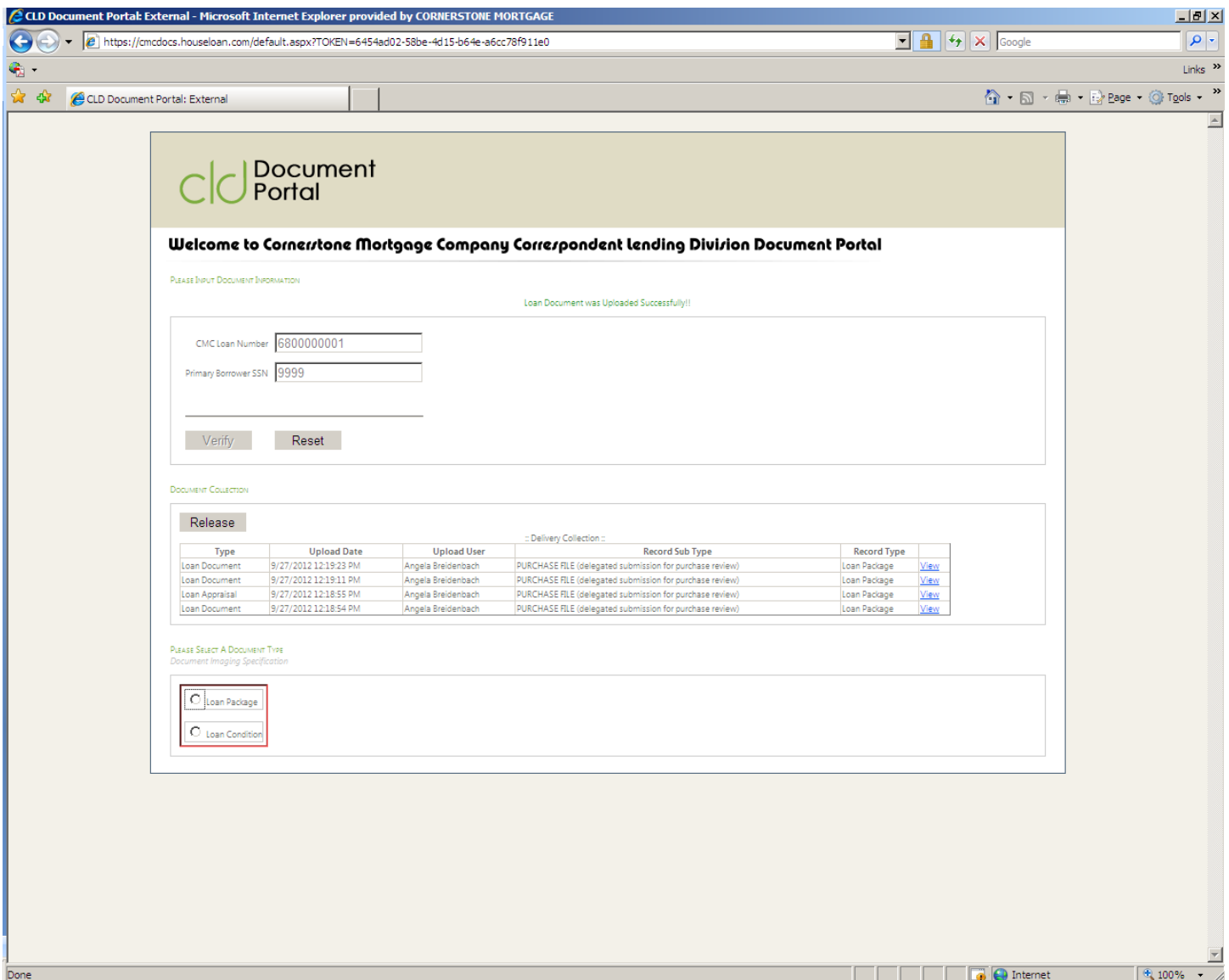
TO: Correspondent Lenders
FROM: Angela Breidenbach, Operations Manager
DATE: September 27, 2012
RE: Loan Upload Release

Loan Upload Release

There are TWO important steps that must be followed when submitting a Purchase file through the secure loan portal. These steps only apply to Purchase File (delegated submission for purchase review) submissions. They do not apply to the UW Submissions (non-delegated files to be underwritten), or the Closing File submissions (closing package for non-delegated approved/closed files).

STEP 1:

Upload all PDFs for the loan. Make sure to upload an original color PDF of the appraisal into the Appraisal browse field (Note: If the loan does not require an appraisal, please upload a statement to that effect into this field). This will put all of the PDFs into a Document Collection box. The system will give you a green notification that Loan Document Has Been Successfully Uploaded. Your screen will look like this:



STEP 2:

Once all PDFs have been successfully uploaded, you MUST **Release** them to Cornerstone. Loan will not be delivered until you have completed this step! Your screen will look like this:

CLD Document Portal

Welcome to Cornerstone Mortgage Company Correspondent Lending Division Document Portal

PLEASE INPUT DOCUMENT INFORMATION Delivery Collection has been successfully released!!

CMC Loan Number: 6800000001
Primary Borrower SSN: 9999

Verify Reset

PLEASE SELECT A DOCUMENT TYPE
Document Imaging Specification

Loan Package
 Loan Condition

IMPORTANT NOTES:

- Loans must be released, on or before lock expiration date. If a loan is uploaded, but not released (even if it is uploaded on the lock expiration date), then it has not been delivered to Cornerstone and lock extension fees will apply.
- If you use a doc prep company you will need to coordinate with them regarding the release. Partial releases will be considered incomplete and will be subject to extension fees until Cornerstone receives the complete submission.

So...in short, "Please Release Me Let Me Go"



Please contact us if you have questions regarding these, or any other issues. We can be reached as follows: abreidenbach@houseloan.com or (505)814-7784, jposen@houseloan.com or (505)814-7788, ncorlett@houseloan.com or (214)780-0770.