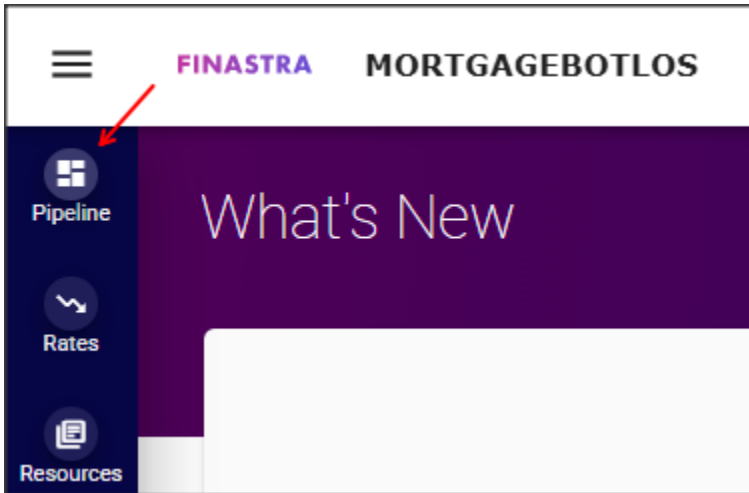


The following is a step-by-step guide on Importing/Reimporting FNMA 3.4 files to MortgageBot.

1) Login to [www.flcbmtg.com](http://www.flcbmtg.com)

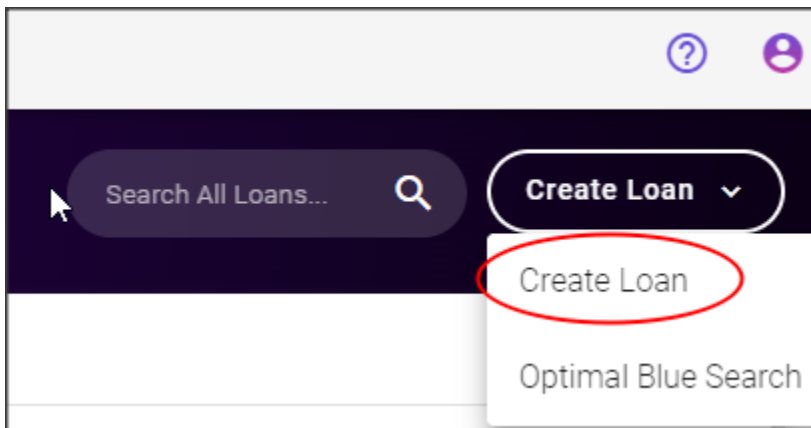
- a) User ID:
- b) Security Question:
- c) Password:

2) Click on Pipeline from the left menu option

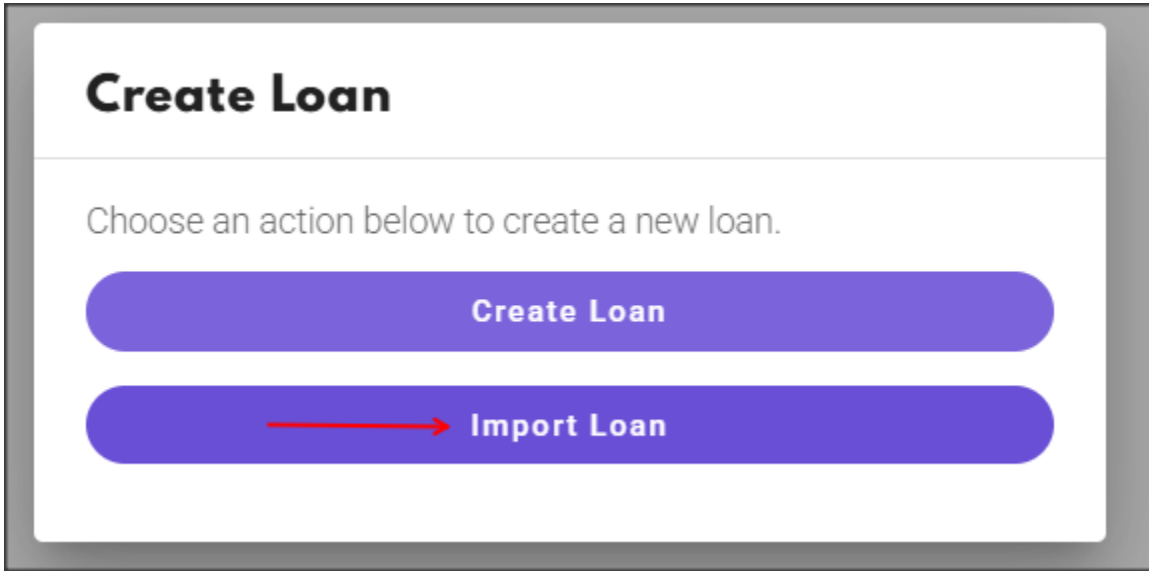


3) Create a New Loan by Importing a Fannie Mae 3.4 or iLAD file

- a) Click *Create* in the top right corner and select Create Loan

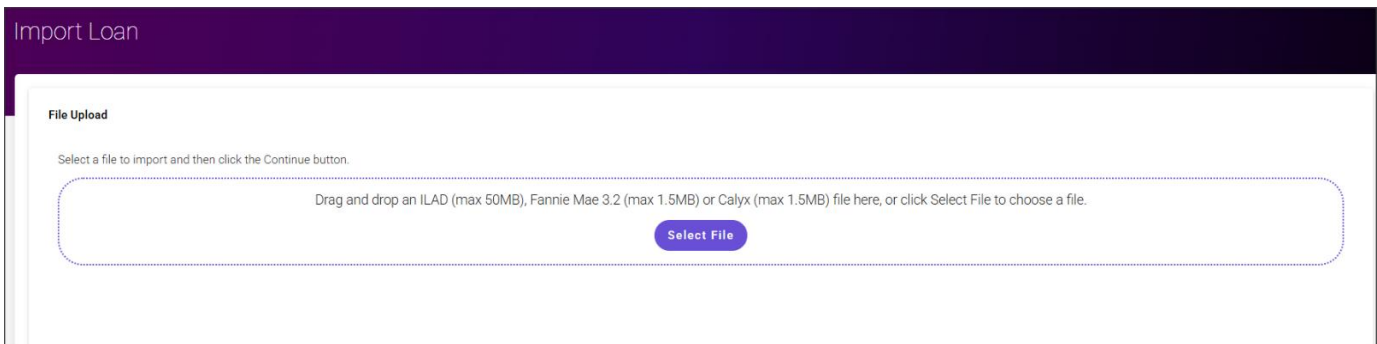


4) Select Import a Loan from the Create Loan modal that appears



5) Option 1: Drag and drop the FNMA 3.4 file in the purple bubble or

Option 2: Click on "Select File" and choose the saved FNMA 3.4 file in your computer




6) File Upload screen will appear then click "Continue" at the bottom of the screen

## Import Loan

### File Upload

Select a file to import and then click the Continue button.

Currently Selected File: Test File 2 Borrowers.xml 

Cancel

Continue

### 7) Loan Details Screen

- a) Click into the “Institution” field and select your Broker/NDC Company Name from the dropdown list
- b) Click into the “Originator” field and select the Originator’s name (that is listed on the URLA/1003) from the dropdown list

**Important:** Contact your Delegated Administration (DA) to activate user credentials if you do not see the Originator that is listed on the URLA/1003 in the dropdown.

## Import Loan

### Loan Details

Institution\*

Wholesale Broker Institution (T1)

Originator\*

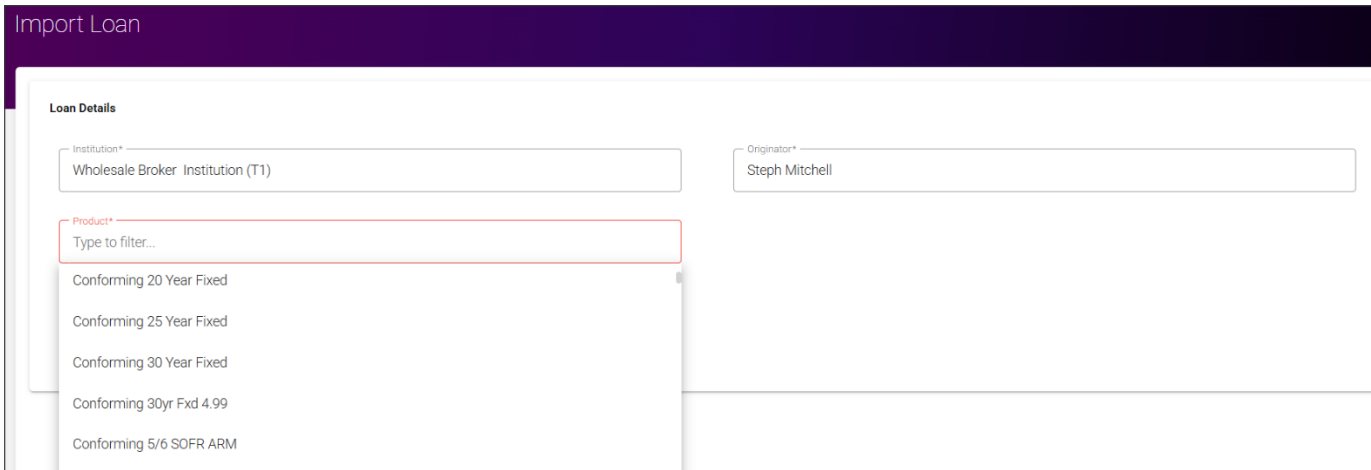
Type to filter...

Keith Mclendon

Mortgagebot Tester7

Steph Mitchell

c) Click into the “Product” field and select the Product from the dropdown list and then click “Import at the bottom of the screen



**\*\*If importing Conventional Fixed Rate Mortgages including Home Possible, and HomeReady with Non-Standard Terms, please select the following products:\*\***

**Conventional Conforming Fixed Rate Terms (10, 15, 20, 25 and 30 years)**

Product Code	Non-Standard Allowable Amortization Term in Months
CON30	301-359
CON25	241-299
CON20	181-239
CON15	121-179
CON10	96-119

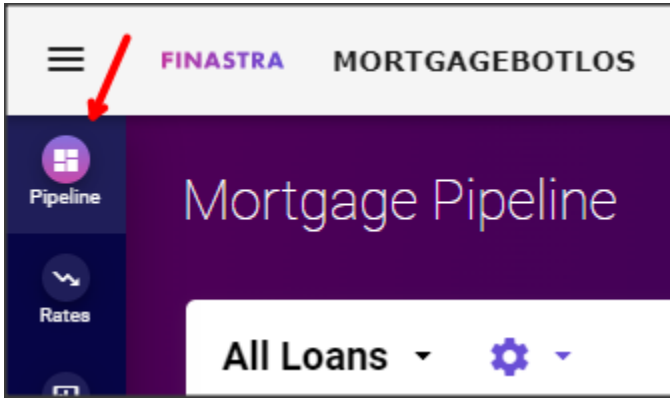
**Home Possible and HomeReady Fixed Rate - 30 years**

Product Code	Non-Standard Allowable Amortization Term in Months
FHP30 - Home Possible	301-359
FHP30V - Home Possible VLIP	
FHR30 – HomeReady	301-359
FHR30V – HomeReady VLIP	

**High Balance/Super Conforming Fixed Rate - 30 years**

Product Code	Non-Standard Allowable Amortization Term in Months
CJB30	301-359
CJB15	121-179

8) To edit the loan that was just submitted, click *Pipeline* icon from the top left corner next to Mortgage Pipeline



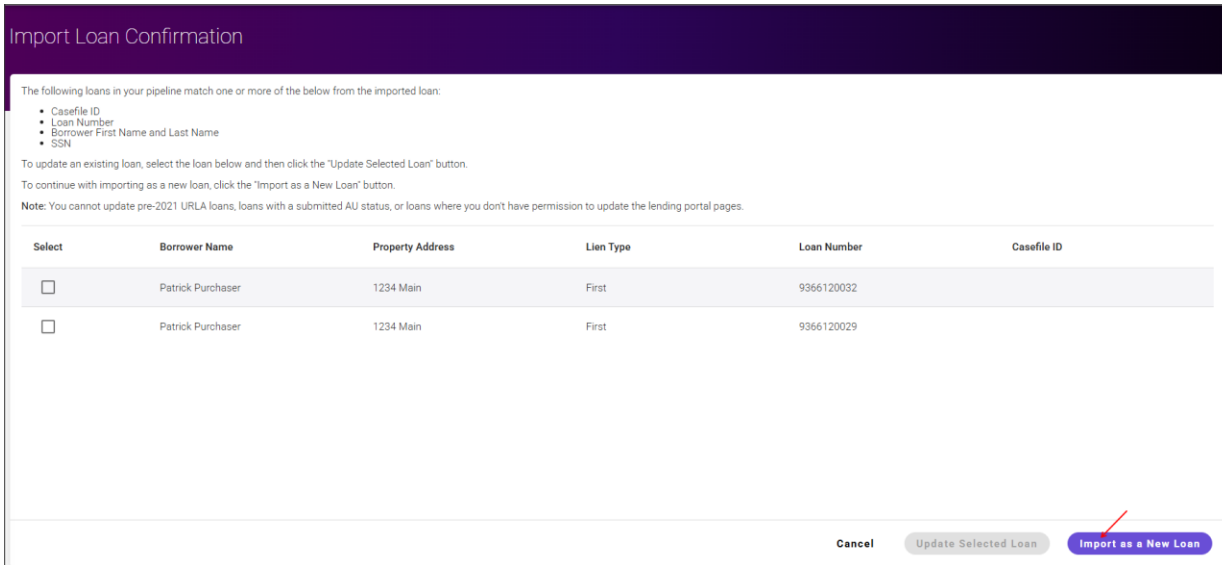
9) Select the loan to be edited by clicking anywhere in the row.

Loan Number	Loan Amount	Borrower(s)	Loan Purpose	Street Address
1701120722	\$653,620.00	Jared Testa	Purchase	4712 W Derek Ave
9366123198	\$766,550.00	LUCAS Test	Purchase	2408 WINDING HOLLOW LN
9366123194	\$879,200.00	Gold 2 Test Gold 2 CB Test	Purchase	136 Village Rd

10) Go through each screen in the Lending Portal – URLA to ensure the data populated correctly when imported to the LOS. *It is very important to perform this function before you run the AUS.*

## To Re-Import a FNMA 3.4 File into MortgageBot

- 1) Repeat Steps 1 through 6
- 2) Import Loan Confirmation screen will appear
  - a) Option 1 - To import as a new loan do not check any boxes for loans already in the pipeline, and then click on the "Import as a New Loan" at the bottom of the screen



The following loans in your pipeline match one or more of the below from the imported loan:

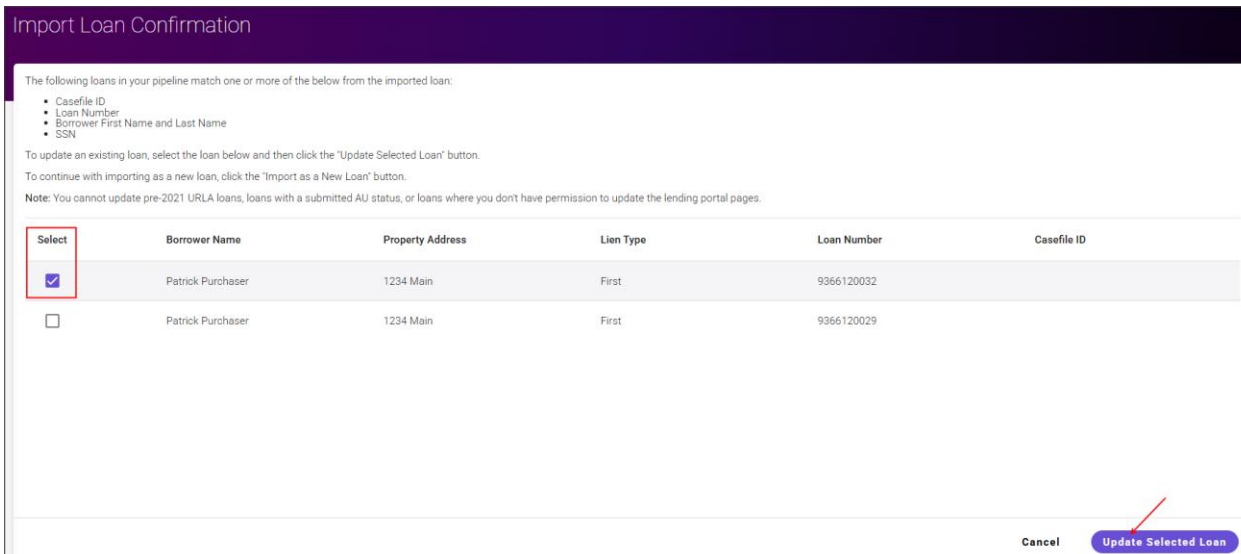
- Casefile ID
- Loan Number
- Borrower First Name and Last Name
- SSN

To update an existing loan, select the loan below and then click the "Update Selected Loan" button.  
To continue with importing as a new loan, click the "Import as a New Loan" button.

Note: You cannot update pre-2021 URLA loans, loans with a submitted AU status, or loans where you don't have permission to update the lending portal pages.

Select	Borrower Name	Property Address	Lien Type	Loan Number	Casefile ID
<input type="checkbox"/>	Patrick Purchaser	1234 Main	First	9366120032	
<input type="checkbox"/>	Patrick Purchaser	1234 Main	First	9366120029	

- b) Option 2 – To Re-Import over an existing file in the pipeline, click the box of the loan you want to re-import over and then click "Update Selected Loan" at the bottom of the screen



The following loans in your pipeline match one or more of the below from the imported loan:

- Casefile ID
- Loan Number
- Borrower First Name and Last Name
- SSN

To update an existing loan, select the loan below and then click the "Update Selected Loan" button.  
To continue with importing as a new loan, click the "Import as a New Loan" button.

Note: You cannot update pre-2021 URLA loans, loans with a submitted AU status, or loans where you don't have permission to update the lending portal pages.

Select	Borrower Name	Property Address	Lien Type	Loan Number	Casefile ID
<input checked="" type="checkbox"/>	Patrick Purchaser	1234 Main	First	9366120032	
<input type="checkbox"/>	Patrick Purchaser	1234 Main	First	9366120029	

- 3) Go back through the Lending Portal – URLA to confirm the Re-Imported FNMA 3.4 file data updated in MortgageBot. *It is very important to perform this function before you run the AUS.*