# NDL2 Correspondent – How Do I User Guide

Now that all my conditions are cleared through underwriting...

How do I...?

UPLOAD CLOSED LOAN PACKAGE:

- To select your loan from the Active Pipeline:
- **Originators**: *Click on **Pipeline Summary**, then click on the borrower name of the loan you want to open.*
- **Processors/Managers**: *Click on **Pipeline Management**, and then click on the borrower name of the loan you want to open.*
- From the Loan Actions Menu, click **Upload Documents**.
- Click on **Select Files** and browse for the document you plan to upload.
- Select Document Type **Non-Delegated Correspondent Closed Loan Package**. *Please use stacking order from the Loan Delivery Transmittal*
- Click **Save Files**. Verify documents have uploaded by accessing e-Doc Manager > Uploads
- From the Loan Actions Menu, click on **Update Lender** to notify GHMC that documents have been submitted.
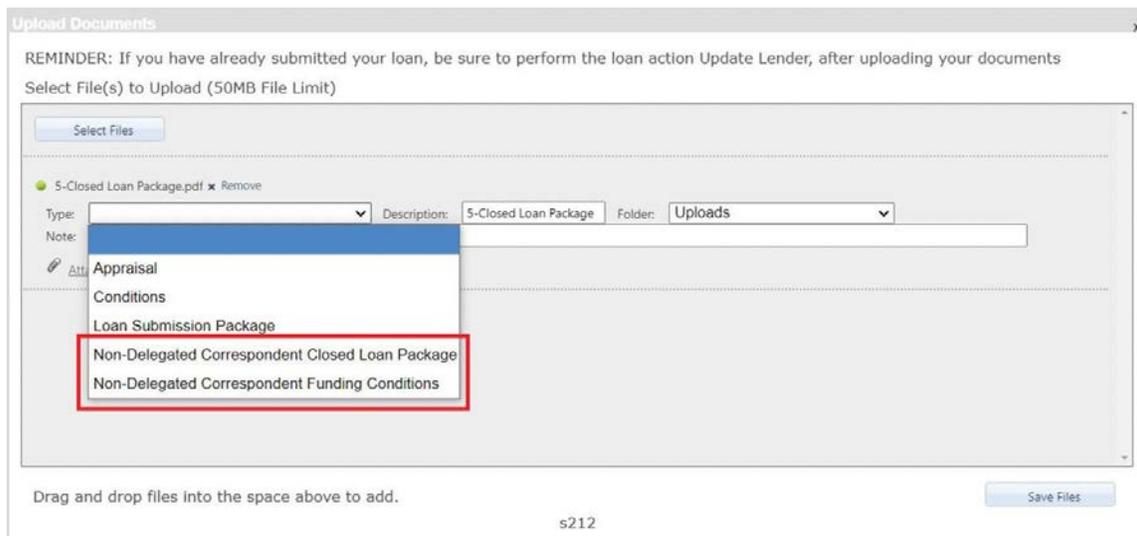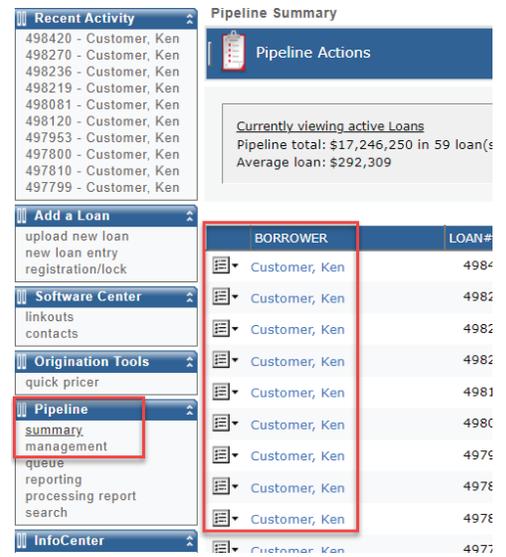
VIEW AND UPLOAD PRIOR TO FUNDING CONDITIONS (PTF):

- The loan status will display as "**WLP-Suspended**".
- If there are conditions, you will get an email from the loan reviewer letting you know your conditions are available. You can find your conditions by going to eDoc Manager > Findings > **Whole Loan Purchase**.
- From the Loan Actions Menu, click **Upload Documents**.
- Click on **Select Files** and browse for the document you plan to upload.
- Select Document Type **Non-Delegated Correspondent Funding Conditions**.
- Click **Save Files**. Verify documents have uploaded by accessing e-Doc Manager > Uploads
- From the Loan Actions Menu, select **Update Lender** to notify GHMC that documents have been submitted.
- Once conditions are all cleared, the loan status will display as "**WLP-Cleared**". The loan reviewer will email you that the loan is being sent on for funding.

NOTES:

- Revision to the lock should be sent to rates@ghmloans.com
- Guidelines, Overlays, POA Requirements, etc. can be found in the Resource Center.
- Help Desk email for questions or concerns: correspondenthelp@ghmloans.com
- After a loan moves to closed or funded status, the loan will fall out of the Active Pipeline. To select your loan:

    *Originators: Click on Pipeline Summary, and then click on dropdown for "**Pipeline Actions**" and select "**View Closed Loans**" or "**View Funded Loans**."*
    *Processors/Managers: Click on Pipeline Management, and then click on dropdown for "**Pipeline Actions**" and select "**View Closed Loans**" or "**View Funded Loans**."*