Registering and Submitting files Through TPO

1. Login to TPO with your credentials. Below is the link of TPO
   https://buttonfinance.encompasstpoconnect.com/#/content/home_395998

2. Once you login to TPO Connect, you will see options like to view your pipeline, Add new Loan.

3. To register new loan, you need select Add New Loan and select your LO and LP details and click Next

Choose Contacts

LOAN OFFICER

Organization	01 TPO Corr Test ▾
User Name	Amit Corr Test ▾

LOAN PROCESSOR

Organization	01 TPO Corr Test ▾
User Name	Amit Corr Test ▾

Cancel   **Next**

4. In the next screen you need to upload 3.4 file of the loan. 3.4 can be either in ULAD/iLAD (MISMO3.4) format. Once you upload please hit NEXT.

◉ Import Loan Data From ULAD / iLAD (MISMO 3.4) File

○ Manual

Drop Here to Upload or   Click to Browse

Please Note: Downgrading a 3.4 file to a 2009 URLA may cause lost or inaccurate data.

Back   Cancel   Next

BUTTON FINANCE

5. Once you upload the 3.4 file the next step will be to register file.

You need to Hit Register Button. It will popup few screens for the required Information. You need to fill out the information requested. Once all required information is captured by TPO it will allow you to register the file. Like the screenshot below:

Note: Add NBS details under Additional Information Screen as per State specific requriement

6. Once the Loan is registered the next step is to Order Credit/Reissue Credit.

Select the Credit Provider form the drop down then update the credentials and select Reissue Credit.

Provider Details

User Name

Password
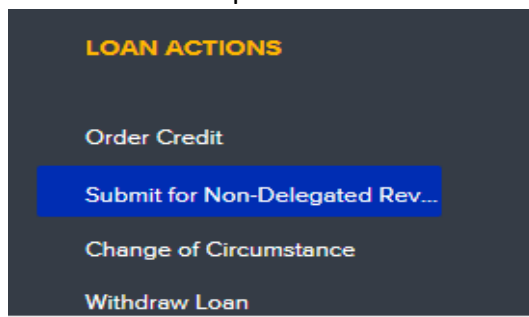••••••••   ☑ Save Login Information

Branch ID

Reissue Credit

7. Once the file is registered the next step is to Submit loans:

Click on Submit option below the Loan Actions.

LOAN ACTIONS

Order Credit

Submit for Non-Delegated Rev...

Change of Circumstance

Withdraw Loan

Once you Click Submit option you will get a popup to update few fields along with few documents to be uploaded.

Missing required fields and documents

Required Fields

FIELD ID	DESCRIPTION	
CUST06FV	Broker Model RunID	
CUST10FV	Use of Proceeds	
CUST12FV	Loan Option	Select One ▾
CUST13FV	HELOC / HELOAN	Select One ▾

Documents Missing Attachments

Document Government-Issued Identification (Borrower) is missing an attachment
Document CORRESPONDENT - Fee Sheet is missing an attachment
Document Latest Mortgage Statement (subject) is missing an attachment
Document Credit Authorization is missing an attachment

Required Documents

CREDIT AUTHORIZATION   ☐ Comments
                              Drag & Drop files here or   Browse for files

LATEST MORTGAGE STATEMENT (SUBJECT)   ☐ Comments
                              Drag & Drop files here or   Browse for files

GOVERNMENT-ISSUED IDENTIFICATION (BORROWER)   ☐ Comments
                              Drag & Drop files here or   Browse for files

Make sure to use correct Model RunID and Loan Option

FIELD ID	DESCRIPTION	
CUST06FV	Broker Model RunID	
CUST10FV	Use of Proceeds	
CUST12FV	Loan Option	Select One ▼
CUST13FV	HELOC / HELOAN	

Select One
Default
Max Comp
3.0% Comp
2.75% Comp
2.5% Comp
Up to 2.0% Comp
Buyup
Buyup 1
Buyup 2
Buyup 3
Buydown 1
Buydown 2
Buydown 3

Documents Missing Attachments

Document Government-Issued Identification (Borrower) is missing an attachment

Document CORRESPONDENT – Fee Sheet is missing an attachment

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Document Credit Authorization is missing an attachment

You will get the Model RunID and Loan Option from the Pricing you had run as below:

Your New 2nd Mortgage

Run ID	703110846668

HELOAN Options

	Buyup 3	Buyup 2	Buyup 1	Default	Buydown 1	Buydown 2	Buydown 3

HELOC Options

	Buyup 3	Buyup 2	Buyup 1	Default	Buydown 1	Buydown 2	Buydown 3

RunID should be updated which you have received on you email along with the options available for you to use. You need to select correct option from the Pricing run and update the same on TPO.

Once everything is updated then HIT on submit and file will be submitted.