



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

A screenshot of the Button Finance login page. The page has a blue header with the Button Finance logo and a "HOME" dropdown menu. A "Resources" section is visible on the left. A "LOGIN" modal is open on the right, containing a "User Name" input field, two checkboxes for "Internal User" and "Remember Me", and a "Continue" button.

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

A screenshot of the Button Finance dashboard. The top navigation bar is blue with links for "WELCOME", "PIPELINE", "ESIGN LOANS" (with a red notification badge), "ADD NEW LOAN", "REPORTING", and "HOME" (with a dropdown arrow). Below the navigation bar, the "Pipeline" section is visible. It includes a "Channel" dropdown menu, a "Correspondent Non-Delegated" filter, a "View" dropdown menu, an "All Loans" filter, a "Loan Status" dropdown menu, and a "Current" filter. Below these filters is a table with columns for "LOAN #", "BORROWER NAME", "LOAN TYPE", and "LOAN AMT". The first row of the table is empty, with a checkbox in the first column.



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

User Name

LOAN PROCESSOR

Organization

User Name

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

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



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

Button Finance

WELCOME PIPELINE **ESIGN LOANS** ADD NEW LOAN REPORTING HOME

Loan #
DTI - Top
CLTV

Loan Purpose
Loan Type
Interest Rate

Loan Amount
FICO
APR

Activities Workflow

LOAN SUMMARY

URLA

Additional Information

Lender Loan Information

Borrower Information

Employment and Income

Assets and Liabilities

Real Estate

Loan and Property Information

Additional Information

Select Borrower Pair
John Doe

Register Next

MER's MIN

Alternate Loan Number

Estimated Closing Date
01 / 22 / 2024

Loan Documentation Type
Select an Option
Required Field

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:

Button Finance

WELCOME PIPELINE **ESIGN LOANS** ADD NEW LOAN REPORTING HOME

Loan #
DTI - Top
CLTV

Loan Purpose
Loan Type
Interest Rate

Loan Amount
FICO
APR

Activities Workflow

LOAN SUMMARY

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Select Borrower Pair
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MER's MIN

Alternate Loan Number

Estimated Closing Date
01 / 22 / 2024

Loan Documentation Type
Select an Option
Required Field

Error Details

FIELD ID	REQUIRED FIELD NAME	FORM	FIELD
MORNET.X67	Loan Documentation Type	ADDITIONAL INFORMATION	Select an Option
1041	Property Type	LENDER LOAN INFORMATION	Select an Option
VASUMM.X23	Decision FICO	LENDER LOAN INFORMATION	

Cancel Save

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



Activities Workflow

LOAN SUMMARY

URLA

Additional Information

Lender Loan Information

Borrower Information

Employment and Income

Assets and Liabilities

Real Estate

Loan and Property Information

Information for Government M...

BUTTON FINANCE
EXTERNAL PRICING
PORTAL

LOAN ESTIMATE FEE
MANAGEMENT

SEND DISCLOSURES

LOAN DOCUMENTS

ESIGN

UNDERWRITING
CONDITIONS

CLOSING FEES

DISCLOSURE TRACKING

LOAN ACTIONS

Additional Information

Select Borrower Pair
[Subhan C Abeto] [edit] [plus]

[Select an Option] [HomeOne]

☐ CHOICERenovation
☐ CHOICERenEXpress
☐ CHOICERenovationMortgageWithRecourse
☐ CHOICERenEXpressDTSArea
☐ CHOICEHome
☐ GreenCHOICE
☐ GreenCHOICEToPayOffOutstandingEnergyDebt

Save Next

Additional Fields

Broker Model RunID
702990777872

HELOC / HELOAN
[HELOC]

3yr Draw Option
[Yes]

NBS First Name
[redacted]

NBS Phone Number
[redacted]

NBS SSN
[redacted]

Loan Program
[Gold]

Loan Option
[Buyup 3]

Use of Proceeds
Cash Out

NBS Last Name
[redacted]

NBS Email Address
[redacted]

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

LOAN ACTIONS

Order Credit

Submit for Non-Delegated Rev...

Change of Circumstance

Withdraw Loan

URLA

BUTTON FINANCE
EXTERNAL PRICING
PORTAL

LOAN ESTIMATE FEE
MANAGEMENT

SEND DISCLOSURES

LOAN DOCUMENTS

ESIGN

UNDERWRITING
CONDITIONS

CLOSING FEES

DISCLOSURE TRACKING

LOAN ACTIONS

Order Credit

Credit Provider
[Select One]

Reference Number

Borrower Information

Borrower
John Doe

Date of Birth
03/29/1955

SSN
***-**-4448

Select One

- Accurate Financial Services (DU: 292)
- ACRAnet (CBS Branch)
- ACRAnet (DU: 31, LPA: 31)
- ACRAnet (Financial Dimensions Branch) (DU: 31)
- ACRAnet (New York Branch)
- ACRAnet - Credit Data System (LPA: 326)
- ACRAnet - CARS
- Advantage Credit Bureau (Powered by MeridianLink) (DU: 310, LPA: 301)
- Advantage Credit, Inc. (DU: 226, LPA: 226)
- Advantage Credit, Inc. by Credit Interlink (DU: 308, LPA: 325)
- Advantage Plus Credit Reporting, Inc. (DU: 138, LPA: 138)
- Alliance 2020, Inc.
- American Reporting Company (DU: 139, LPA: 16)
- Birchwood Credit Services, Inc. (DU: 76, LPA: 76)
- CBCInnovis
- CBCInnovis (DU: 3, LPA: 1)
- Certified Credit Reporting, Inc. (DU: 283, LPA: 71)
- CIC Mortgage Credit, Inc. (DU: 128, LPA: 128)
- CIS by Xactus (DU: 22, LPA: 22)

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



Provider Details

User Name

Password

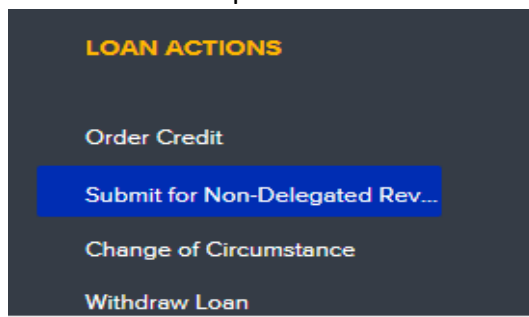
☒ Save Login Information

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.



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	<input type="text"/>
CUST10FV	Use of Proceeds	<input type="text"/>
CUST12FV	Loan Option	<input type="text" value="Select One"/>
CUST13FV	HELOC / HELOAN	<input type="text" value="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

Drag & Drop files here or [Browse for files](#)

Comments

LATEST MORTGAGE STATEMENT (SUBJECT)

Drag & Drop files here or [Browse for files](#)

Comments

GOVERNMENT-ISSUED IDENTIFICATION (BORROWER)

Drag & Drop files here or [Browse for files](#)

Comments



Make sure to use correct Model RunID and Loan Option

FIELD ID	DESCRIPTION	
CUST06FV	Broker Model RunID	<input type="text"/>
CUST10FV	Use of Proceeds	<input type="text"/>
CUST12FV	Loan Option	<div> Select One <div> 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 </div> </div>

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

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

Your New 2nd Mortgage

Run ID	703110846668
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HELOAN Options

	Buyup 3	Buyup 2	Buyup 1	Default	Buydown 1	Buydown 2	Buydown 3
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HELOC Options

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