
Broker Relations | Operations

WHOLESALE LOAN SUBMISSION PROCEDURE

Thank you for allowing Mission Loans, LLC dba N2 Funding (“N2F”) the opportunity to partner you with. We greatly appreciate you and the opportunity you have given us. To submit a loan to us for review and approval, you will be asked to access and upload the necessary information and documentation to our Third-Party Originator Site (“TPO Site” or “Broker Portal”). This guide will walk you step-by-step through the TPO Site/Broker Portal, which connects directly to our loan origination system (Byte). The TPO Site/Broker Portal provides a central online location where you can originate, process, and monitor loans.

After logging into the website, you can originate new loan files or import loan files from a Fannie Mae formatted file. Once the loan is added to our website, you can submit the loan or take actions such as ordering a credit report or searching for product and pricing options. You can also use the website to monitor the loan’s status. At the same time, we can monitor the loan activity in our LOS and ensure we are receiving all the necessary information we need. Changes made to the loan file on the website are reflected in the loan when opened in our LOS and vice versa.

This guide provides all the instructions necessary to log into the TPO Site/Broker Portal and start originating and processing loans. Please reach out to your Account Executive, Account Manager, or our Broker Relations Team (brokerdesk@n2funding.com) with any additional questions.

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Policy

“Day 1 Rule”: N2F requires that applications, and the minimum required documents for early disclosures (see N2F’s Loan Submission Form for list of documents) be submitted to N2F on “Day 1” of the application. Upon receipt of the application, it is moved into our Setup Department for review. N2F’s Setup Department will inspect the submission, specifically the application date.

If...	Then...
The application and the minimum required documents for early disclosures were submitted on “Day 1”	N2F will proceed with processing the application. See Loan Process Summary .
The application and the minimum required documents for early disclosures were not submitted on “Day 1”	N2F, upon its discretion, may reject and return the application to the Broker’s Loan Originator with instructions for the Loan Originator to submit a new application with the current day’s date.

Lender IDs

Agency	Lender ID
Fannie Mae (“FNMA”)	22523
Freddie Mac (“FHLMC”)	169989
Federal Housing Administration (“FHA”)	73890-0008-6
Department of Veterans Affairs (“VA”)	565078-00-00

Loan Process Summary

The following describes the procedural steps and operating standards that N2F utilizes on behalf of its Brokers to review and process a loan for approval. These procedures are created in adherence to the TILA/RESPA Integrated Disclosure (“TRID”) Rules set forth by the Consumer Financial Protection Bureau (“CFPB”).

1. [Register a Loan](#): Once a completed application is received from the borrower, upload and register your loan file through the TPO Site/Broker Portal (Saving your loan file will complete the registration process).

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2. [Submit Your Loan](#): When you have Registered the loan, proceed to:
- A. Order or reissued credit,
 - B. Order or reissued the applicable Automated Underwriting System (AUS),
 - C. Register the loan in the pricing engine, and locked if desired, and
 - D. Uploaded the Minimum Required Documents for Disclosure.
 - E. Finally, click the Submit Your Loan button to let N2F know your file is ready for review. The Minimum Required Documents for Disclosures (see N2F's Submission Form for list of documents) must be uploaded under the Stored Documents section. Select 'Broker Initial Disclosure Package (Skinny) for the document type when uploading.

Note: Documents can be uploaded individually or in bulk using the Stored Documents link.

NOTE: N2F prepares and delivers all initial disclosure packages, including the Loan Estimate, TRID Disclosures, program specific disclosures, and applicable state specific disclosures.

To ensure compliance with the disclosure delivery requirements set forth in the TILA-RESPA Integrated Disclosures Act (TRID), you must upload the minimum required documentation for disclosure within 24 hours of registering your file with N2F.

LOANS SUBMITTED AFTER 3 PM PT ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

3. [Disclosures Issued](#): The initial disclosure package (including the Loan Estimate) will be prepared and delivered to the borrower by N2F.

Note: You will be notified by email when disclosures have been issued.

4. [Upload a Complete Package](#): The [Minimum Requirements for Submission to Underwriting](#) (see N2F's Loan Submission Form for list of documents) must be uploaded under the Stored Documents section. Select 'Broker Underwriting Submission Package (Full) for the Document Type when uploading.

NOTE: Part of the Minimum Requirements for Submission to Underwriting is to:

(1) assign/release the FNMA case file (DO/DU) to N2F, and (2) provide PDF copy of the DU findings.

Failure to do so at the time of submission will result in N2F running our own.

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5. Submitted to Underwriting: Once the Minimum Requirements for Submission to Underwriting have been provided, N2F's Setup Department will submit the loan to Underwriting for review.
 6. Decision Received: When the underwriter issues a decision on your loan, you will receive notification via email. The Underwriter assigned to your file will contact you using the contact information provided on the Submission Form to review any questions on the loan decision. If the loan is approved, a copy of the conditional approval, titled "Loan Approval," will be made available to you for review in the Stored Documents section of the loan file.

**FOLLOW UP INQUIRIES SHOULD BE DIRECTED TO YOUR ACCOUNT
MANAGER DIRECTLY**

7. Clearing Conditions: All requirements ("Conditions") for approval will be listed on the conditional Loan Approval. Upload the items necessary to satisfy the Conditions to the Conditions or Stored Documents screens located on the left navigation screen links of the file landing page. Select Broker Conditions for the Document Type when uploading through the Stored Documents screen, or the corresponding condition when uploading through the Conditions screen.
 - A. The stacking order of the documents should correspond with the numbers on the conditional Loan Approval.
 - B. If possible, number the documents to the corresponding condition and upload individually.
 - C. Outstanding conditions should be uploaded in their entirety and should not be "piece-mailed."
8. Condition Review: Your Account Manager will review your conditions the same day they are submitted and contact you directly to update you on the status of your loan. The loan, however, will not be re-submitted for underwriting review until at least 80% of the required conditions have been provided, unless the loan meets the criteria below:
 - A. Appraisal has been received, or
 - B. Loan was suspended, and the suspense condition(s) are ready for review.

**CONDITIONS SUBMITTED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE
FOLLOWING BUSINESS DAY**

9. Clear to Close ("CTC"): Once all prior to doc conditions have been uploaded, reviewed, and cleared, your loan will be Clear to Close. You will receive notification of the status change and your Account Manager will contact you directly to update you on the status of your loan.
10. Preliminary Closing Disclosure ("CD") Issued: Once you have received a CTC on your loan, the Preliminary Closing Disclosure ("Preliminary CD") can be sent. You can request your Preliminary CD by e-mailing your Account Manager directly.

NOTE: Generally, a CTC is required before the Preliminary CD can be requested and sent. However, N2F will consider sending the Preliminary CD when the file is not CTC, on a case-by-case basis. All exception requests must be routed through your Account Manager for approval.

**CD REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF
PLACING THE REQUEST**

REQUESTS RECEIVED AFTER 3:00 PM ARE CONSIDERED RECEIVED THE FOLLOWING
BUSINESS DAY

11. [Request Loan Closing Documents \(Docs\)](#): Once you have received a CTC for your loan, you will be eligible to request the loan closing documents. The Document Request form will be emailed to you by your Account Manager and must be completed and returned before the loan closing documents can be requested. Documents will be prepared and delivered to the settlement agent to coordinate the signing/closing with the Consumer. You will be notified when Docs are sent.

**DOCS REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF
PLACING THE REQUEST**

REQUESTS RECEIVED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE
FOLLOWING BUSINESS DAY

12. [Closing/Funding](#): Upon receipt of the fully executed loan closing package, expiration of any federally required wait periods (i.e. Right to Cancel / Right of Rescission), and all prior to funding conditions being cleared, N2F will fund and close your loan.

Access N2F's TPO Site/Broker Portal

To access N2F's TPO site, take the following steps:

1. Click [here](#) OR enter the following URL into your browser:
<https://bp.missionloansws.com/portal>.
2. The Log In screen will be displayed.

MISSION LOANS

Log in

User Name
Password

Log in

Forgot your password? Click [here](#) to reset your password.

A. If you already have an account set up, log in to your account:

- Enter the Username
- Enter the Password
- Click the “Log in” button

User Name

Password

Log in

- Select from your assigned Security Profiles by clicking select.

Pipeline New File Optimal Blue

Select Security Profile

(Broker LO)

Select

(Broker LP-All)

Select

- After selecting the desired Security Profile, the landing page of N2F’s TPO Site / Broker Portal will appear. The landing page is also your pipeline view from which you can start new loan files or update active loan files, track status, order credit, and upload documents to satisfy conditions.

MISSION LOANS WHOLESALE

Pipeline New File

Standard

File Name

First Name

Last Name

Search

FileName Borrower Status Lock Exp Sched Close

[Download Pipeline Results](#)

- B. If you already have an account set up but forgot you Username:
- Try entering the username in the following format “First Name.Last Name” (example: John.Doe).
 - Try entering your email address.
 - If neither of these options work, send an email to: brokerdesk@n2funding.com
- C. If you already have an account set up but forgot you Password:
- Click the “here” link in the “Forgot your password? Click here to reset your password” immediately below the Log in button.
[Forgot your password? Click here to reset your password.](#)
 - The Password Reset screen will appear.
 - Enter the Username and press continue.

Password Reset Enter your user name below and click continue.

User Name

Continue

- Follow the rest of the directions.
- D. Create a New Account:
- All accounts are created by invitation only. Request your Login credentials for the TPO Site/Broker Portal directly through your Account Executive who will request your login credentials from our Broker Relations Team. Once issued, you will be sent a Welcome Email containing your username and a temporary password.

- To become a Broker Partner, access the 'Partner with us' section on our website: ([Mission Loans Wholesale \(missionloansws.com\)](http://MissionLoansWholesale.com)), complete and submit the form. Upon completion and review of the information, our Broker Relations team will email you an invitation to complete our Broker Application Package. Once a complete application package is received, and your firm is approved, access to N2F TPO Site / Broker Portal.

Start New File

To start a new file, take the following steps:

TIP: Do not forget to click the Save button as you proceed from section to section to save the information you enter.

- Click **New File**. The New File screen will appear.



- Select the URLA Version you are using.

A screenshot of a dropdown menu labeled 'URLA Version'. The menu is open, showing two options: 'Classic' and '2021 Version'. The '2021 Version' option is currently selected and highlighted.

- Select to import an existing MISMO 3.4 format file, or select to create a file from scratch.

A screenshot of a dropdown menu labeled 'URLA Version' with '2021 Version' selected.

- Import MISMO 3.4 File
- Create File from Scratch

- Complete the remaining fields of the New File screen by:
 - Assign the organization to which this file should belong.
 - Enter the subject Property State.

Note: If a Loan Officer (LO) attempts to originate a loan in a state in which the LO is not licensed, the system will issue an error message and block the LO from proceeding further.

- Select File Assignments (Loan Officer and Loan Processor) if applicable.

Organization

Property State

Loan Officer

Loan Processor

5. Complete the following steps based on the option you selected in [Step 3](#) above.

If...	Then...
<p>You selected the "MISMO 3.4 File" option</p>	<p>1. Click "Choose File".</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> MISMO 3.4 File <input type="button" value="Choose File"/> No file chosen </div> <p>2. Browse and locate the MOSMO 3.4 file on your computer and click "Open" to import the file.</p> <p>3. Proceed to Step 6.</p>
<p>You selected the "Create File from Scratch" option</p>	<p>1. Complete the remaining fields of the new file screen:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="background-color: #cccccc; margin: 0; padding: 2px;">Borrower</p> <p>First Name <input style="width: 100px;" type="text"/></p> <p>Middle Name <input style="width: 40px;" type="text"/></p> <p>Last Name <input style="width: 100px;" type="text"/></p> <p>Suffix <input style="width: 40px;" type="text"/></p> <p style="background-color: #cccccc; margin: 0; padding: 2px;">Coborrower</p> <p>First Name <input style="width: 100px;" type="text"/></p> <p>Middle Name <input style="width: 40px;" type="text"/></p> <p>Last Name <input style="width: 100px;" type="text"/></p> <p>Suffix <input style="width: 40px;" type="text"/></p> </div> <p>2. Click Proceed to Step 6.</p>

6. Click Create New File button to continue inputting loan file details.

7. Once the loan file has been created, you will land on the Home screen. A list of available screens is displayed on the left.
8. Proceed to complete the Home screen in its entirety.

Note: In some cases, the screens visible on the left navigation menu may not be available to you. If you select a screen that is not available, you will receive a notice stating why you cannot access the screen. Example:

You do not have permission to view the page "Desktop Underwriter".

9. In the Loan Info section, click the Select Loan Program link to open the list of available loan programs.

Loan Info	
Occupancy	Primary Residence <input type="button" value="v"/>
Loan Purpose	Purchase <input type="button" value="v"/>
Select Loan Program	
Loan Program Code	I
Loan Program Name	
Appraised Value	<input type="text"/>
Pur. Price / Est. Value	<input type="text"/>
Base Loan	<input type="text"/>
PMI Type	None <input type="button" value="v"/>
MIP Percent	<input type="text"/>

10. Click on the left navigation screen links to view or modify loan details.
11. Complete URLA Pages 1, 2, 3 and 4.
12. Once the application is completed in its entirety, proceed to Order or Reissue Credit.

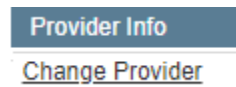
Order or Reissue Credit

To order or reissue credit, take the following steps:

1. Click the Credit screen on the left navigation menu.



2. Click the Change Provider link under the Provider Info section to see list of all credit vendors that have an integration with N2F's LOS system.



3. Locate and click the select button to the right of your desired credit vendor.



Note: If your credit vendor is not listed, you will be required to select a new vendor in order to submit the file to N2F.

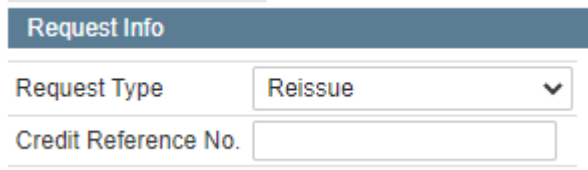
- Click Edit Credentials to add or update your Username and Password for the selected credit vendor.

[Edit Credentials](#)

- Select the Request Type.



The screenshot shows a form titled "Request Info". Below the title is a "Request Type" dropdown menu. The current selection is "New", and the dropdown is open, showing "New" and "Reissue" as options.

If...	Then...
Request is for New Credit	Proceed to Step 6.
Request is to Reissue Credit	<ol style="list-style-type: none"> Enter the Credit Reference No. of the existing report.  <ol style="list-style-type: none"> Proceed to Step 6.

- Review the Borrowers section for completeness and accuracy and make any updates necessary.
- Click Order Credit.

[Order Credit](#)

- Click Save to download the Credit Report.
- Click Import Debts after receiving confirmation that the order was completed.

[Import Debts](#)

- Click Save.

[Save](#)

- Proceed to Run Automated Underwriting System ("AUS").

Run Automated Underwriting System (“AUS”)

N2F’s TPO Site/Broker Portal, integrates directly with Fannie Mae’s Desktop Underwriter (“DU”) and Freddie Mac’s Loan Product Advisor (“LP”) which are Automated Underwriting Systems (“AUS”) designed to determine whether a loan meets Fannie Mae or Freddie Mac’s minimum eligibility requirements. This integration gives you the ability to run a new AUS without involvement from N2F.

NOTE: If a conflict exists between Fannie Mae or Freddie Mac’s minimum eligibility requirements and N2F’s guidelines or overlays, N2F’s guidelines or overlays will take precedence.

To run the Automated Underwriting System (AUS), take the following steps:

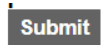
- Determine which AUS you wish to run/reissue:

If...	Then...
Fannie Mae’s Desktop Underwriter (“DU”)	<ol style="list-style-type: none"> Click Desktop Underwriter screen on the left navigation menu. Desktop Underwriter Proceed to Step 2.
Freddie Mac’s Loan Product Advisor (“LP”)	<ol style="list-style-type: none"> Click Loan Product Advisor screen on the left navigation menu. Loan Product Advisor Proceed to Step 2.

- Review the AUS Request screen to ensure its completeness and accuracy.
- Make any necessary updates.
- Click the Validate button to identify any missing information.



- Make any necessary updates.
- Click the Submit Button



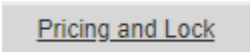
- Upon a successful run, the results will display and a PDF version of the findings will be placed into the Stored Documents.
- Proceed to Register Loan Program (Register, Pricing and/or Lock).

Register Loan Program (Register, Pricing and/or Lock)

N2F uses Optimal Blue (“OB”) which has a direct integration with our TPO Site/Broker Portal. This gives you the ability to price, register the loan program and or lock a file without involvement from N2F.


To price and or to lock a file, take the following steps:

1. Click the Pricing and Lock screen on the left navigation menu.



Pricing and Lock

2. Review the Pricing and Lock Request screen to ensure its completeness and accuracy.
3. Make any necessary updates.
4. Click the Price/Lock as Loan Officer button. The OB landing page will appear.



Price / Lock as Loan Officer


NOTE: DO NOT click the Price/Lock button.

5. Review the OB Landing Page for completeness and accuracy. The screen is populated from the data already entered; so there should be little to no corrections needed.
6. Click the Submit Button located at either the center top or bottom of the screen. The available products and pricing will appear.



Submit

7. Select the desired program
8. Select by clicking on the desired lock period and rate/price.
9. Click the Save to LOS button to float the loan/lock Or click the Request Lock/Save to LOS button to lock your loan

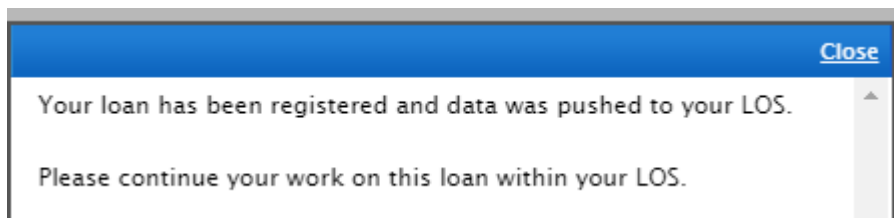


Save to LOS



Request Lock/Save to LOS

10. Click Close when you are alerted that the request has be processed.



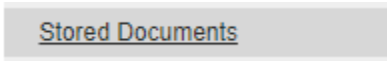
The system will then log you out automatically so it can save the data. Proceed to Upload Documents.

Upload Documents

Note: For the purpose of this Guide, this section only refers to either the “Skinny Package” (Broker Initial Disclosure Package) or “Full Package” (Broker Underwriting Submission Package).

To upload documents, take the following steps:

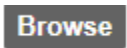
1. Click the Stored Documents screen on the left navigation menu.





2. Click the Upload Document button.



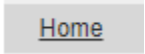
3. Click the Browse button to locate the file. Once the file is located, select it and click Open button to import the file.




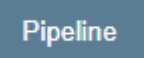

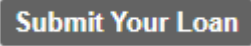
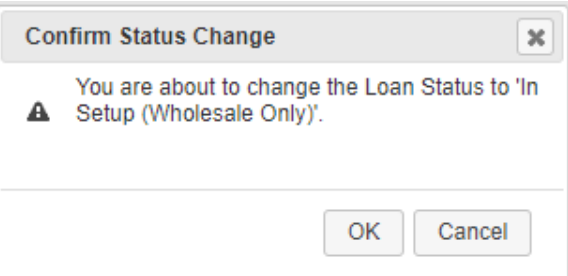
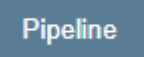
4. Determine which Broker Package is being uploaded.

If...	Then...
You are uploading the Skinny Package <hr/> Note: This package is the minimum need for early disclosures to be issues.	<ol style="list-style-type: none"> 1. Select “Broker Initial Disclosure Package” from the Document Type dropdown field. 2. Click “Upload”.  <ol style="list-style-type: none"> 3. Proceed to Step 5.
You are uploading the Full Package <hr/> Note: This package is the minimum needed for the file to be submitted to Underwriting.	<ol style="list-style-type: none"> 1. Select “Broker Underwriting Submission Package” from the Document Type dropdown field. 2. Click “Upload”.  <ol style="list-style-type: none"> 3. Proceed to Step 5.

- Click the Home screen on the left navigation menu.



- Verify if the file has been submitted.

If...	Then...
The file has been submitted	1. Click the Save button.  2. Click the Pipeline button to exit the file. 
The file has not been submitted	1. Click the Save button.  2. Click Submit Your Loan button.  3. Click Ok to confirm the status change.  4. Click the Pipeline link to exit the file. 

- Proceed to Update a File.

Update a File

- Log in to the N2F's TPO Site/Broker Portal.
- By default, your pipeline view appears. However, you can click the Pipeline link located on the top toolbar to return to the pipeline view from a different screen.



- To locate a specific file, enter the file information in the 'Search' fields on the left.

File Name

First Name

Last Name

Search

- Sort the pipeline by clicking on the column headings.

For Example: Clicking on Borrower Name sorts the pipeline by borrower name in ascending order. Click the heading again to sort in descending order.

FileName Borrower Status Lock Exp Sched Close

- Click on the any of the displayed text to access the loan file.

FileName	Borrower	Status	Lock Exp	Sched Close
88165003	Homeowner, John	Application		11/15/2021

- Complete the following steps based on what you need to do:

If...	Then...
<p>You wish to check the status of the loan file or update data</p> <hr/> <p>Note: Depending on the status of the file, your ability to change data may be limited.</p>	<ol style="list-style-type: none"> Click and access the applicable screen on the left navigation menu. Review or update the necessary information. Click the Save button. <div style="text-align: center;">Save</div> Click the Pipeline link to exit the file. <div style="text-align: center;">Pipeline</div>

If...	Then...
You wish to upload the Minimum Requirements for early Disclosures	See the Upload Documents section of this Guide.
You wish to upload the Minimum Requirements for Submission to Underwriting	
You wish to run the AUS	Proceed to Run Automated Underwriting System ("AUS") .
You wish to upload Conditions	Proceed to Upload Conditions .
You wish to review Pricing and or Lock	Proceed to Register Loan Program (Register, Pricing and/or Lock) .

Upload Conditions


Conditions can be uploaded directly on the Conditions screen. This button will take you to the Document Upload screen. Conditions can also be uploaded in the Stored Documents screen. Both the Conditions and Stored Documents screens can be found on the left navigation menu.

Screen	Use
Condition	<ol style="list-style-type: none"> 1. Use the Conditions screen to upload conditions individually by selecting the Upload button adjacent to the respective condition (if allowed by the Security Profile). 2. Attach the file directly to the corresponding condition.
Stored Documents	Use the Stored Documents screen to upload conditions to a generic "bucket" either as individual files or as one PDF file.

To upload conditions, take the following steps:

1. Determine which screen you wish to use.

If...	Then...
You wish to use the Conditions screen	<ol style="list-style-type: none"> 1. Click the Conditions screen on the left navigation menu. <div style="text-align: center; margin-top: 5px;"> Conditions </div>

If...	Then...
	<ol style="list-style-type: none"> 2. Locate the corresponding condition that the document is meant to satisfy. 3. Click the Upload link to the right of the specific condition. The Upload Document screen will appear. 4. Click the Browse button to locate the file on your computer. Select the file and click the Open button to import the file. 5. Scroll through the list of available document types and select the most applicable name from the Document Type dropdown. 6. Click Upload. <div data-bbox="820 829 1380 924" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text" value="FileName.pdf"/> ▼ Upload </div> <ol style="list-style-type: none"> 7. The Conditions screen will appear and show a folder  icon next to the Upload link, indicating the document has been attached. 8. Proceed to Step 2.
<p>You wish to use the Stored Documents screen</p> <hr/> <p>Note: The stacking order of the documents should correspond with the numbers on the conditional Loan Approval.</p> <p>If possible, number the documents to the corresponding condition and upload individually.</p> <p>Outstanding conditions should be uploaded in their entirety and should not be "piece-mailed."</p> <hr/>	<ol style="list-style-type: none"> 1. Click the Stored Documents screen on the left navigation menu. <div data-bbox="803 1213 1185 1270" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Stored Documents </div> <ol style="list-style-type: none"> 2. Click the Upload Document button <div data-bbox="812 1339 1063 1386" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Upload Document </div> <ol style="list-style-type: none"> 3. Click the Browse button to locate the file. Once the file is located, select it and click Open button to import the file. <div data-bbox="803 1516 925 1564" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Browse </div> <ol style="list-style-type: none"> 4. Select "Broker Conditions" from the Document Type dropdown. 5. Click "Upload". <div data-bbox="803 1696 1331 1785" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text" value="FileName.pdf"/> ▼ Upload </div> <ol style="list-style-type: none"> 6. Proceed to Step 2.

REMINDER: Your Account Manager will review your Conditions the same day they are submitted and contact you directly to update you on the status of your loan. The loan, however, will not be re-submitted for Underwriting review until at least 80% of the required conditions have been provided, unless the loan meets the following criteria:

- (a) Appraisal has been received, or
 - (b) Loan was suspended, and the suspense condition(s) are ready for review.
-
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2. Click the Home screen link on the left navigation menu

Home

3. Click Save.

Save

4. Click the Pipeline link on the to navigation menu to exit the file.

Pipeline

Related Guides and Form

[Fannie Mae – Loan Assignment To Sponsoring Lender](#)

[Loan Submission Form](#)

[Document Request Form](#)