





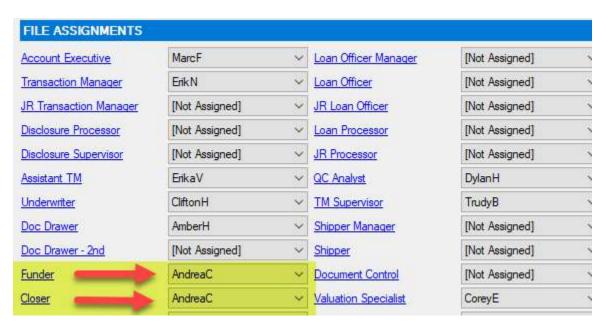
BDA-Closed Loan Packages Process Flow

Following steps should be taken when a closed loan & compliance package is received and the loan status is in CTC:

1. Input Date received on the Correspondent TM screen



- 2. Confirm on the Home Screen Andrea C is listed under Funder & Closer:
 - a. Andrea will assign out files and change the "closer" name to the appropriate purchaser.



3. Go to the Status Screen:

a. Click the Radio Button for: Correspondent – Clear to Purchase and the field will populate the date:

Current Loan Status	
Submitted Incomplete Retail Submission Suspended Approved / In Process Ready for Docs Lenders Out-WET/DRY	
O Docs Out-WET	
Docs Out-DRY Docs Back-DRY Funded Docs Back-WET Closed Declined Canceled Withdrawn	
Correspondent - Submitted - Flow	10/22/2021
Correspondent - Submitted - Bulk	
Correspondent - Approved / In Pro	10/27/2021
Correspondent - CL Sub-Eligible	
Correspondent - Eligible Bulk	25.45.5552
Corresport First - Clear To Close	12/17/2021
Correspondent - Clear to Purchase	12/30/2021
Correspondent - Purchased	-
Comespondent - Commitment Docs	
Correspondent - Canceled	
Correspondent - Denied	
Correspondent - Withdrawn	-
Inactive Retail Lead	
Test File	

- 4. Upload Closing and Compliance packages into DV
- 5. Task to Purchasing
- 6. Put notes in the Conversation Log
- 7. If the Loan Status is not in CTC and the Seller has sent in the Closing and Compliance packages and UW conditions:
 - a. Upload UW conditions in DV
 - b. Task UW
 - c. Follow above Steps 1-5
- 8. If the Loan Status is not in CTC and the Seller has sent in the Closing and Compliance packages and there are no UW conditions:
 - a. Hold the packages and reach out to the Seller to obtain the missing conditions.