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WESTGEN LENDING

Submitting a Loan

Submit Loan

1. On Loan Actions menu, click [Submit Loan].

Required items prior to loan submission

- Order Credit, Reissue Credit, or Import DO Casefile
- Complete the TPO Submission Form

LOAN ACTIONS

Import Additional Data

Order/Re-Issue Credit

Disclosures

1 Submit Loan

Change of Circumstance

Submit Loan Cont.

1. If all submission requirements and missing data are completed a confirmation popup window will appear, click [Continue]

Note: After you have submitted the loan to the Registration Team, you will no longer have the option to order AUS, credit, reissue credit, or revise the TPO Submission Form.

LOAN ACTIONS

Import Additional Data

Order/Re-Issue Credit

Disclosures

Submit Loan

Change of Circumstance

Are you sure you want to submit this loan at this time?

Cancel

Continue

1

Submission Errors

Should any information be missing when you select submit loan, an error message will appear at the top of the screen identifying the missing fields and/or requirements.

The screenshot displays the TPO Portal interface. On the left is a red navigation menu with the following items: **LOAN ACTIONS**, Import Additional Data, Order/Re-Issue Credit, Disclosures, Submit Loan, and Change of Circumstance. The main content area features a red header bar with a white exclamation mark icon and the text "Errors Found". Below this, a grey message box contains the text: "Please fill out the 'TPO Submission Form' (located on the left menu) prior to clicking submit. Both a credit report and an AUS recommendation are required prior to loan submission. Please ensure both are completed prior to submission." Below the error message, the "Submit Loan" option is visible, with a note: "Make sure you have completed the TPO Submission Form using the link in left navigation panel."

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Questions?

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