



Step 1: Upload 3.2 and Run DU

- Log in to Broker Portal from www.homebridgewholesale.com
- Select “Automated UW System” then “Pending Pipeline”
- Click “Submit A New Loan”
- Browse for 3.2 file, then click “Submit”
- Click “Yes” when asked “Submit to Fannie Mae or FHA now?”
- This will open a new window that takes you to DU
- From dropdown choose “Credit and Underwriting” and click “Next”
- Select “Reissue an existing credit report and associate it with the casefile” and click “Next”
- Choose credit agency from dropdown, input credit vendor user id, password, and credit report reference number
- It is suggested that you select “No” to “Do you want to auto-populate the liabilities from the credit report to the 1003?” Otherwise your 3.2 will be overwritten with the credit report liabilities
- Click “Next”
- Select “Desktop Underwriter” from dropdown and click “Submit”
- The AUS will run and your underwriting recommendation will populate
- Save the findings on your desktop or with your other submission documents
- **Important: Close out of the DU findings window.** Closing out of DU will allow the Broker Portal to retrieve the findings
- If loan is not Approved/Eligible make the needed corrections in your LOS, upload corrected 3.2, and re-run AUS from the “Pending Pipeline” screen
- **Important: Click “submit” from “Pending Pipeline” screen to notify HomeBridge of your 3.2 and DU findings**
- The Pending Pipeline screen will reflect the submission date and time

Step 2: Upload Submission Documents and Submit Loan

- Click on “BlitzDocs” from main Broker Portal navigation menu
- Log in to BlitzDocs
- From “Folders” dropdown, choose “Create a Folder”
- The following fields must be completed:
 - Loan Number
 - **Use Borrower’s Last Name and Last 4 Digits of SS#**
 - A HomeBridge loan number will be issued by Loan Set Up after loan has been submitted
 - Borrower’s First and Last Name
 - Account Executive
 - Loan Type
 - Loan Purpose
 - State
 - Occupancy
- Click on “Create” at bottom left hand corner of screen
- From the “Documents” dropdown choose “Upload”
- Browse for submission documents, confirm document type is “Initial Docs Submission”, Title Documents, and click “Upload”
- Repeat steps to add additional documents
- **Important: Upload all required documentation on the submission form. Otherwise your file will be delayed**
- To avoid closing delays, It is also recommended the following required QM Disclosures be signed and included in the submission package:
 - Signed Notice of Homeownership Counseling Disclosure
 - Signed Notice of Right to Receive Copy of Appraisal Disclosure
- **Important: From the “File Submission” dropdown, choose “Submit to Setup” to notify Loan Set Up of your loan submission**
- A successful submission screen will appear to confirm your submission to Loan Set Up

Step 3: Order 4506 Transcripts

- Close out of BlitzDocs and return to www.homebridgewholesale.com home page.
- Click on “Express 4506”
- Log in to Fraud Technology and place your order

You must click “Submit” in the Broker Portal and “Submit to Set Up” in Blitz Docs to ensure notification to HomeBridge of your submission.