

PATH Quick Submit

1. Import MISMO 3.4 File

Step	Action
1	Log into the PATH Portal with your email address and the password you created.
2	Click Import Loan File .
3	Click Browse .
4	Navigate to and double-click the MISMO 3.4 file .
5	Click Proceed .

2. Enter Short Application Required Information

Step	Action
1	Go to Loan Summary → Short Application Screen .
2	Enter the MLO Email address.
3	Enter the Loan Application Date .
4	Enter the Settlement Date (Est) .
5	Enter the Qualifying Credit Score .
6	Click Save .

3. Enter Broker Contact Information

Step	Action
1	Go to Loan Summary → Contacts .
2	Click Set to enter the Broker Contact Info.
3	Click Save .

4. Locked or Floated Rate

To lock loan prior to submission	<ul style="list-style-type: none"> Go to Loan Processing→Lock Management. Click Lock.
For Unlocked Loans	<ul style="list-style-type: none"> Go to Loan Processing→Fees & Closing Costs. Click Broker Compensation and complete.

5. Enter Fees & Closing Costs

Step	Action
1	Go to Loan Processing → Fees & Closing Costs .
2	If applicable, Add Credits (seller credits), Add New Escrow , and Add New Fees/Quick Fees .
3	Click Generate Title & Recording Fees .
4	For all Section C fees or to update Service Provider: Click Service Providers Tab.

6. Upload Documentation

Step	Action
1	Go to Loan Processing → Upload/View Documents
2	Click Upload Documents .
3	<ul style="list-style-type: none"> • Disclosure Only – No documentation is required to request initial disclosures. • Submit to Setup – Attach the initial loan submission package.

7. Submit to Automated Underwriting

Step	Action
1	Go to Loan Processing → AUS .
2	Click Fannie Mae or Freddie Mac to run DU or LPA as applicable for Loan Program.

8. Submit Loan to Setup – or - Submit for HBWS Initial Disclosures

Step	Action
1	Go to Loan Submission → Loan Submission .
2	<ul style="list-style-type: none"> • For HB to Disclose requests-select Submit Loan for Disclosures Only. • For Loan Submission to Setup-select Submit Loan to Setup.
3	Enter Application Date .
4	If submitting loan to Setup, enter the Intent to Proceed date.
5	Click Submit .