P.A.T.H. QUICK START GUIDE

Get Pricing Scenario

1. Click here for P.A.T.H.
2. Select **Generate Pricing Scenario**
3. Select **Template** and/or enter *****required information
4. Click **Price**
5. Click **Print** to save Scenario as PDF
6. Click **Show All Rates** to adjust pricing

Import 3.4 File

1. Click here for P.A.T.H.
2. Log in with your email address and the password you created
3. Click **Import Loan File**
4. Select **MISMO 3.4 Submission** and click **Browse**
5. Navigate to and double-click the **.xml** file
6. Click **Proceed**

Lock a Loan

1. Click the **Loan Number** to open the loan
2. Click **Loan Processing→ Lock Management**
3. Click **Lock** Button
4. Enter **Lock Days** and *****required information
5. Click **Price to Lock**
6. Select the desired rate and click **Lock** Button
7. Review Lock Confirmation and click **Lock** Button


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Upload Documents

1. Click the **Loan Number** to open the loan
2. Click **Loan Processing→Upload Documents**
3. Click **Upload Documents**
4. Select Files to **Upload/Drag & Drop/Copy and Paste** files
5. Click **Upload**
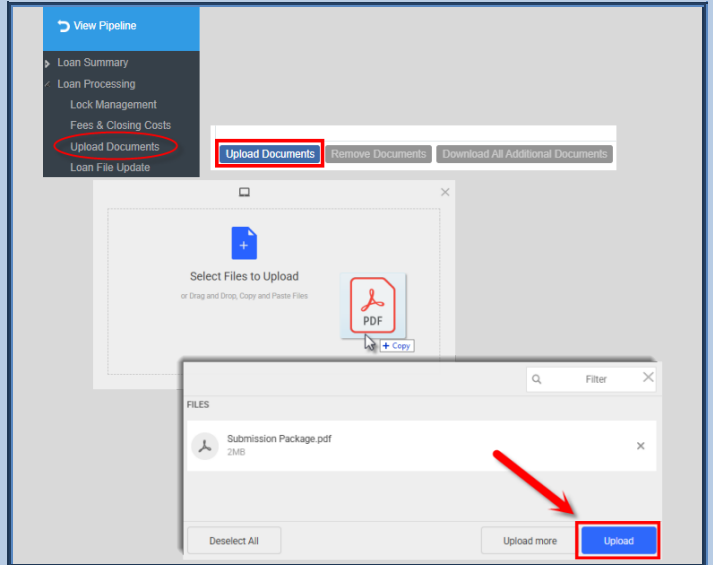
Submit to AUS

1. Select **Loan Processing→Automated Underwriting**
2. Select DU or LP and click **Credentials**
3. Enter your credit report number, select your credit agency, and enter your username/password, then click **OK**
4. Click **Send Request**
5. Click **Underwriting Findings Html** or **Underwriting Findings Pdf** link to view findings
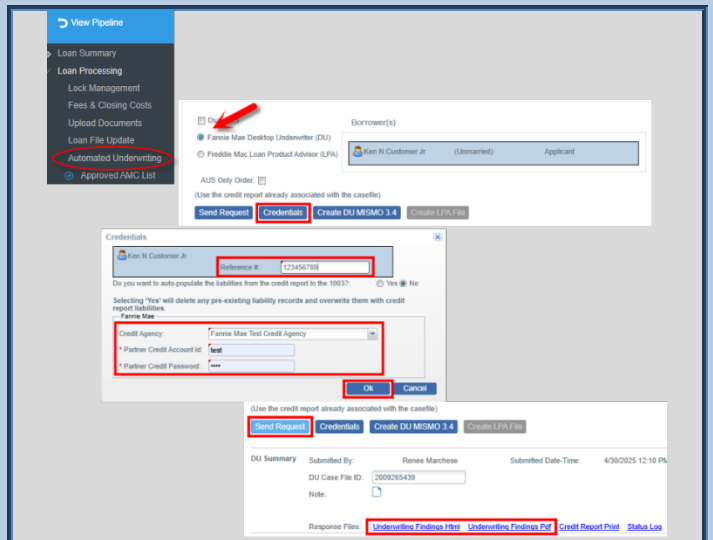
Submit Loan to HBWS

1. Click **Loan Submission→Loan Submission**
2. Select to **Generate Initial Disclosures** or **Submit Loan to Setup**
3. Enter the **Application Date** and/or **Intent to Proceed** date
4. Click **Compliance Cert** to complete
5. Click to complete **Anti-Steering Disclosure**, as applicable
6. Click **Submit Loan**

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