

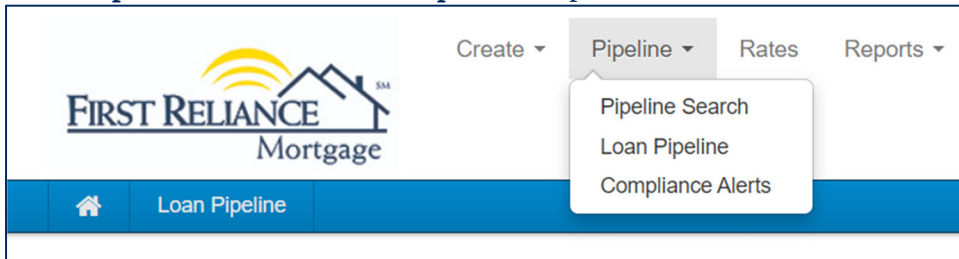
JOB AID



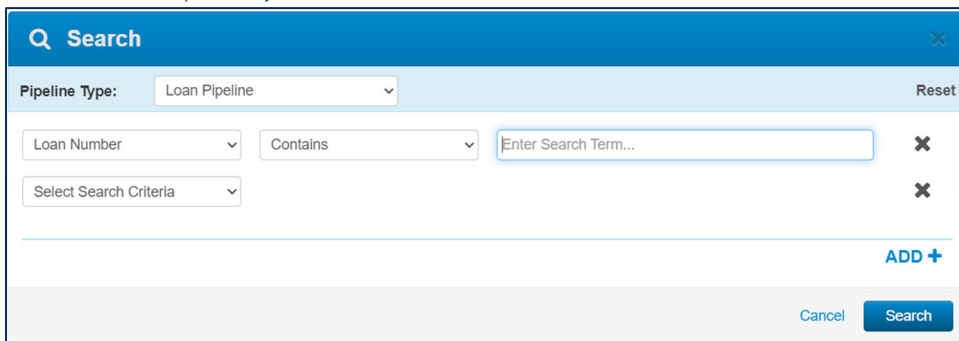
HOW TO SUBMIT A LOAN FILE FOR AUS (DU OR LPA)

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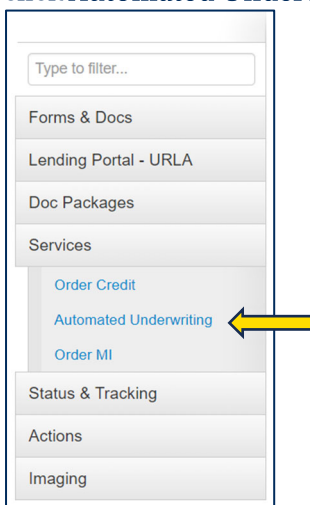
1. Login to <https://firstreliance.mortgagebotlos.com/login>
2. Select **Pipeline Search** from the **Pipeline** dropdown (*see below*)



3. Search for the necessary loan file using your preferred search criteria (ex. Last Name, Loan Number, etc...)



4. Once the loan file has been located, access the **Services** tab of the **Navigation Panel** and click **Automated Underwriting**



5. Select your preferred Automated Underwriting Engine (DU, LPA, or Dual Submission)

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6. Select the Credit Agency that your institution utilizes from the **Credit Agency** dropdown and enter your **Account Number** and **Password**.

Important Note

For resubmissions, be sure to select a **Submission Type** of **Underwriting Only**. Failure to do so could result in a new credit report being issued.

7. If liabilities were imported with your initial loan upload, be sure to uncheck the box for **Auto-populate liabilities**
8. If an existing credit report is being utilized, be sure to check the box to **Re-issue existing credit reports and associate it with this loan**
9. If reissuing, you will need to select the **Credit Type** (Jointly or Not Jointly) and enter the **Reference Number** for your existing report

10. Click Submit

IMPORTANT NOTES ABOUT AUS SUBMISSION:

- Contact a member of our underwriting team or your account executive if you receive an error that you are unable to resolve.
- Be sure to confirm if we are setup to run LPA for your credit vendor. If we are not yet setup with that vendor, First Reliance Mortgage will assist in submitting to LPA.