



DELIVERY PROCESS TUTORIAL

CORRESPONDENT LENDING

CORRESPONDENT.FCMPARTNERS.COM IS OUR NEW ADDRESS!
CLICK THE LOG IN BUTTON TO BEGIN.



The Lender Of Choice.®

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human
mortgage

by  First Community Mortgage

Welcome to our Correspondent Lending Portal. We look forward to working with you!

> [HOME](#)

CONTACT INFORMATION

Direct: (502) 753-5377

Email: [Send Email](#)

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Resources & Tools



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> [HOME](#)

Log In

Email Address:

Password:

Save this email address.

Login

[AE Login](#)

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CONTACT INFORMATION

Direct: (502) 753-5377

Email: [Send Email](#)



by  First Community Mortgage

CLICK VIEW PIPELINE TO FIND THE LOAN YOU WOULD LIKE TO DELIVER.



The Lender Of Choice.

[Welcome, Sales Test](#) | [Log Out](#) | [Contact Us](#)

Resources & Tools

Welcome, Sales

[View Pipeline](#)

[New Loan](#)

[Manage Account](#)

Welcome to our website. We look forward to putting our mortgage services to work for you!

We offer the best mortgage tools available on the Internet - easy, convenient, online shopping for the best loan programs and most current rates available, to help you with the assistance of an experienced live loan officer to guide you through the often difficult and confusing process of choosing and getting the exact loan to meet your specific needs.



[Documents](#)

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CLICK ON **VIEW/EDIT** FOR THE SELECTED LOAN.

[Welcome Page](#) > Pipeline

Pipeline

Active **Archived**

Branch View All Loans My Loans

Search By

1-3 of 3

<input type="checkbox"/>	<input type="button" value="Send"/>	Borr. Name/Address ▲	Loan #/Amount	Started	Status	<input type="button" value="User"/>	<input type="button" value="Lock"/>	Lock Exp.	<input type="button" value="Archive"/>
<input type="checkbox"/>	<input type="button" value="Send"/>	Encompass, Eddie E 123 Purchase Place Murfreesboro, TN 37128	1001707008768 \$173,700.00	07/11/2017	Started	<input type="button" value="User"/>	<input type="button" value="Lock"/>	08/09/2017	View/Edit
<input type="checkbox"/>	<input type="button" value="Send"/>	Homeowner, John 3579 Love St Louisville, KY 40222	1001707009170 \$156,350.00	07/18/2017	New Loan	<input type="button" value="User"/>	<input type="button" value="Lock"/>		View/Edit
<input type="checkbox"/>	<input type="button" value="Send"/>	Test, Kele 123 Main Street Murfreesboro, TN 37130	1001707008471 \$200,000.00	07/06/2017	New Loan	<input type="button" value="User"/>	<input type="button" value="Lock"/>		View/Edit



CLICK ON THE **CONDITIONS & DOCUMENTS** TAB.



Loan Details

Loan Actions

Product & Pricing

Submit Loan

Re-Submit

Import Additional Data

Loan Summary

1003

Conditions & Documents

Lock Information

Loan Officer:

Corporate

Sales Test

Edit

Loan Processor:

Corporate

Sales Test

Edit

Loan Summary

Loan Number:

1001707008594

Loan Amount:

\$173,700.00

Channel:

Correspondent

Loan Type:

FHA

Underwritten By:

Correspondent Seller

Subordinate Financing:

\$0.00

Borrower Name:

Eddie E Encompass

Subject Property Address:

123 Purchase Place, Murfreesboro, TN 37128

UNDER DOCUMENTS CLICK ON **ADD FILE** IN THE **CORR: CLOSED LOAN PACKAGE** ROW. THIS IS ALSO WHERE YOU WILL VIEW AND SUBMIT PURCHASE CONDITIONS.

Loan Details

Loan Actions

Product & Pricing

Submit Loan

Re-Submit

Import Additional Data

Loan Summary

1003

Conditions & Documents

Lock Information

Conditions

Search By

0-0 of 0

Prior To	Condition Name	Date Added	Status	Status Date	Supporting Documents
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Documents

1-7 of 7

Document Name ▲	File Name	
Corr: Closed Loan Package		Details Add File
Corr: Conditions		Details Add File
Corr: Purchase Advice		Details Add File
Correspondent UW Submission Package		Details Add File
Legal: Recorded Mortgage		Details Add File
Lock Form	Lock form 7/11/2017 3:44:09 PM	Details Add File
Title: Final Title Policy		Details Add File



CLICK **BROWSE** TO LOCATE YOUR CLOSED LOAN PACKAGE AND THEN
CLICK **UPLOAD FILE**.

Documents

1-7 of 7 Print Fax Coversheet

Document Name ▲	File Name	
Corr: Closed Loan Package		Details Add File
Corr: Conditions		
Corr: Purchase Advice		
Correspondent UW Submission Package		
Legal: Recorded Mortgage		
Lock Form	Lock form 7/11/2017 3:44:09 PM , Lock for	
Title: Final Title Policy		

Add File

Closed Loan Package Eddie and Ellie Encc Browse...

Browse...

Browse...

Upload File Cancel

GREEN BOX WILL INDICATE A SUCCESSFUL UPLOAD AND THE PACKAGE WILL NOW BE VIEWABLE IN THE DOCUMENTS SECTION. FINALLY, CLICK THE **SUBMIT LOAN** UNDER LOAN ACTIONS.

Loan Details

Loan Actions

Product & Pricing

Submit Loan

Re-Submit

Import Additional Data

Loan Summary

1003

Conditions & Documents

Lock Information

✓ File uploaded successfully. The loan has not been submitted.

Conditions

Search By Prior To <All> Search Clear

0-0 of 0

Prior To	Condition Name	Date Added	Status	Status Date	Supporting Documents

Documents

1-7 of 7

Document Name ▲	File Name	
Corr: Closed Loan Package	Closed Loan Package Eddie and Ellie Encompass.pdf	Details Add File
Corr: Conditions		Details Add File
Corr: Purchase Advice		Details Add File
Correspondent UW Submission Package		Details Add File

ON THE SUBMIT LOAN SUMMARY SCREEN CLICK **SUBMIT LOAN** AT THE BOTTOM OF THE PAGE. IF ANY FIELDS ARE MISSED YOU WILL BE ALERTED.

Welcome Page > Pipeline > Loan Details > Submit Loan #1001707008594 | New Loan | Eddie E Encompass | 123 Purchase Place, Murfreesboro, TN 37128

Submit Loan

[Product & Pricing](#)

Loan Program:

* Loan Type:

Rate: %

Price:

Rate Sheet ID:

Lock Expiration Date: (mm/dd/yyyy)

* Borrower First Name:

* Subject Property County:

* Property Type:

* Property will be:

* Number of Units:

* Loan Amount:

* Number of Months:

* Purpose of Loan:

* Impound Waiver:

* Documentation Type:

Prepayment Penalty:

* Purchase Price: (Required only if Purpose of Loan is Purchase)

Interest Only: months


* Appraised Value: (Required only if Purpose of Loan is Cash-Out Refi, No Cash-Out Refi or Construction-Perm)

Loan Officer:

Loan Processor:

* = Required

Documents



GREEN BOX WILL INDICATE SUCCESSFUL SUBMISSION AND THE **SUBMIT LOAN** BUTTON WILL NOW BE DISABLED.

Welcome Page > Pipeline > Loan Details

#1001707008594 | Started | Eddie E Encompass | 123 Purchase Place, Murfreesboro, TN 37128

Loan Details

Loan Actions

Product & Pricing

Submit Loan

Re-Submit

Import Additional Data

Loan Summary

1003

Conditions & Documents

Lock Information

✓ The loan has been submitted.

Loan Officer:

Corporate

Sales Test

Edit

Loan Processor:

Corporate

Sales Test

Edit

Loan Summary

Loan Number: 1001707008594

Channel: Correspondent

Underwritten By: Correspondent Seller

Borrower Name: Eddie E Encompass

Subject Property Address: 123 Purchase Place, Murfreesboro, TN 37128

Property Type: Detached

Property Usage: Primary Residence

Monthly Payment: \$816.80

Loan Purpose: Purchase

Loan Program:

LTV/CLTV: 96.500/96.500

Debt Ratio: 28.562

Loan Amount: \$173,700.00

Loan Type: FHA

Subordinate Financing: \$0.00

COLLATERAL PACKAGE

Collateral Package will include:

- * Original Loan Note
- * Wire Instructions/Bailee Letter
- * Power-of -Attorney

Overnight documents to:

First Community Mortgage, Inc.
Attn: Delegated Correspondent Division
262 Robert Rose Drive, Suite 101
Murfreesboro, TN 37129

Endorsement for Note:

PAY TO THE ORDER OF:
First Community Mortgage, Inc. Without Recourse



CONTACT FCM

- **Closed Loan Delivery questions?** Contact your assigned Client Manager.
- **Technical/Encompass questions?** Contact your Account Executive or your assigned Client Manager.

*Thank you for choosing
First Community Mortgage, Inc.!*

