

## Loan Manager Submit a Loan

### Submit a New Loan:

1. Go to the NDM website at [www.myndm.com](http://www.myndm.com), click on “Loan Manager” and “Log-In”.
2. If successful, you will be on the landing page that contains the icons “View Pipeline”, “New Loan”, “Product & Pricing” & “Manage Account”
3. Click on “New Loan”
4. Select “DU 3.2 File\*\*\*” if you have a 3.2 file to upload or select “Desktop Originator” and input the “CaseFile ID” if you have already run it through FNMA’s system. Then select the “Loan Officer & Loan Processor” from the drop down menu and click “next”.  
\*\*After clicking “next”, if you had selected “DU 3.2 File”, you will then be prompted to “browse for your 3.2 file and click Upload” \*\*.
5. Click “Save”. The loan number will appear near the top of the screen and a “Green” statement will appear saying “current loan has been saved”.

**\*\*\* At this point the Loan is automatically submitted to Nations Direct Mortgage\*\*\***  
**\*\*\* You must Upload Submission package (See number 6. Below) within 24 hours to avoid needing to start a new file. The items that need to be included in the submission package are detailed on the Loan Submission Form which can be found on our website at [www.myndm.com](http://www.myndm.com) \*\*\*\*\***

### Upload Submission Package (REQUIRED within 24 hours of submission):

6. Click “Submit Loan” on left-hand side of screen.
7. Click “Product & Pricing” on upper right-hand side of screen.
8. Fill in “asterisk” fields and the following items. Click “Next” after the below fields are completed.
  - a. Credit Score for borrower (and co-borrower if applicable)
  - b. Qualifying Credit Score
  - c. Sub Monthly Payment – if “0.00” shows, clear that out so the field is blank.
  - d. Loan/Doc Type & Refinance Type
  - e. Target Rate & Target Lock Period
  - f. Select “Lender” in “Loan Originator is Paid By”
9. Select “Eligible Program” by clicking on the “+” button next to the “Program Name”.

10. Click on "View/Select" next to the applicable "Rate/Price" desired and then review the Originator Compensation to confirm accuracy.
11. Click the button that only says "Continue".
12. Click "Add File", "Browse" & "Upload File" all applicable documents to support loan.
13. Click "Submit Loan\*\*".  
\*\*Loan is officially submitted once the following "Green" statement appears: "The Loan has been submitted"\*\*\*

### Run Automated Underwriting:

14. Click on "Automated Underwriting"
  - a. Select "DU Credit Provider\*\*"
  - b. Input "User Name & Passcode" for credit provider and Click "Next" & "Continue".

\*if credit provider selected is an NDM credit vendor then credit will only be re-issued\*

  - c. You can now "view reports" on the "Underwriting Report Received Page".
  - d. Click "Done" when finished.