

Date: 7/3/19

Topics: TPO Portal Reminder, VA IRRRL Update

Channels: All

Products: All

Effective Date: 7/3/19

### **TPO Portal Reminder:**

Ordering/Reissuing Credit is an important and required step of the Loan Submission process in the TPO Connect Portal. You must access the "Order Credit" loan action and complete the required steps to this process prior to accessing the "Order DU" or "Order LP" loan actions. If you do not complete this step, MLS will not be able to run DU findings during underwriting review. Instructions on how to complete these steps are attached.

### **VA IRRRL Update**

Effective immediately, a Certificate of Eligibility (COE) is required on IRRRL transactions to confirm funding fee exemption. For all loans, if the Certificate of Eligibility does not show that the Veteran is exempt from paying the funding fee, the Veteran must be asked if he/she has a claim for compensation pending with VA. If so, an updated COE must be obtained no earlier than 3 days before loan closing using the COE "Correct" function in WebLGY.

If the Veteran is an Active Duty Service Member, the Veteran must be asked if he/she has a pre-discharge claim pending. If so, the Regional Loan Center must be contacted immediately to request assistance in obtaining a proposed or memorandum rating in the event that the Service Member may be exempt from paying the funding fee.

Our VA IRRRL Matrix document has been updated on the [www.midwestloansolutions.com](http://www.midwestloansolutions.com) website.

If you have any questions regarding this announcement please contact your assigned Account Executive.

Thank you for your business and for being a valued partner!



## Order/Reissue Credit

Using the Order/Reissue Credit action, you can order or reissue your credit report and import credit data.

### To Order or Reissue the Credit Report:

1. On the “Loan Actions” menu, click “Order/Reissue Credit”.
2. On the Order/Reissue Credit page, confirm that the order information is correct, and then click the “Order Credit” button to submit the order.

### Order/Reissue Credit

Select Borrower Pair  
(1) John Homeowner & Mary Homeowner

**Choose Provider**

Credit Provider: Select One  
 New Credit Order  
 Re-issue Credit

Reference Number:

Request Type: Joint  
Report Type: Tri-Merge  
Credit Bureaus:  Experian  
 Equifax  
 Trans Union

**Borrower Information**

Borrower	Present Address	Co-Borrower	Present Address
John Homeowner	175 13th Street Washington, DC 20013	Mary Homeowner	175 13th Street Washington, DC 20013
Date of Birth		Date of Birth	
SSN *** 5000		SSN *** 2000	

3. Once the credit report is received, a confirmation message displays.
4. Click the “Import Liabilities” button to import liabilities.

**Note:** When a credit report has already been ordered for the loan file, the “Order Credit” button is renamed to “Reissue Credit”.

## Order DU

Once you have run the loan through the product and pricing engine (and applied an eligible interest rate to the loan), you can submit the loan for automated underwriting through Fannie Mae Desktop Underwriting (DU).

### To Submit the Loan for Automated Underwriting:

1. On the “Loan Actions” menu, click “Order DU”.
2. If you have ordered credit, the credit information is pre-populated.
3. Click “Order DU”.



4. Click the “View Findings Report” button to view the report. The report opens in a new tab in your web browser.

DU Order

Request Type

DU Credit Provider

User Name

Password

Product Description

Last DU Ordered

DU Key Number

[View Findings Report](#)