



How to Submit a New Loan Application

1. Click the “**Broker/LO Pipeline - Member Login**” link on the main navigation bar of our website www.racmortgage.com.
(Or go directly to <https://www.racmtg.com/weblender/>)



2. Log-in using your Weblender username and password. If you do not have a username and password yet, please email AccountSupport@racmtg.com

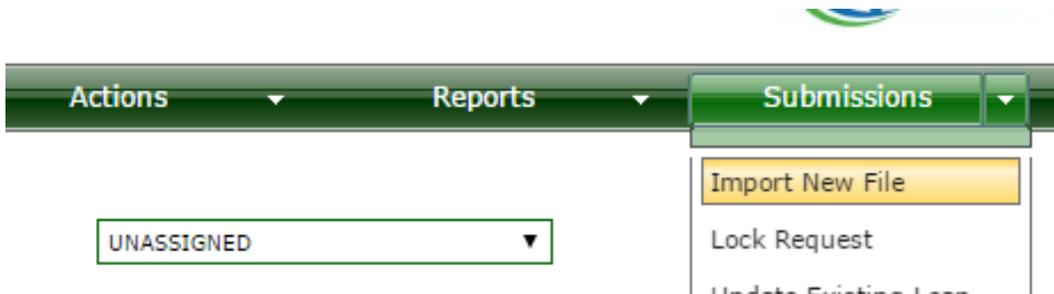
Log in to access rate sheets and your Pipeline.

Username:
Password:

Already logged in? [Click Here](#)

**** MAXIMUM FILE SIZE for uploading documents to weblender 12 MB (approx. 12,500 kb)! ****

3. On the Weblender home page, click the tab that reads ‘Submissions’ and choose ‘Import New File’



Continued on next page.....



4. From the dropdown menu select 'FNMA' and hit 'Continue'.

File Information



Select the LOS file type that you are uploading and the number of **coborrower** files associated with this import.

LOS File Type:

Continue

5. Make sure your loan is saved as a Fannie Mae 3.2 (borrower.fnm), and click the "Choose File" button to find and upload the file to RAC.

Import File



File Upload:

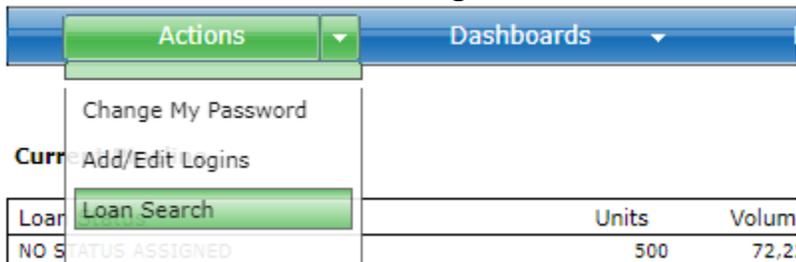
 No file chosen

Continue



How to Submit Supporting Docs/Conditions

1. From the Weblender Home Page, click on the tab that reads 'Actions' and choose 'Loan Search'



2. Search for the Loan, and click on the loan number to open it.
3. Next, click on the tab that reads 'Images' at the top right of your file, then click the link that reads 'Add New Image'.



4. From there choose 'Submission Package', or 'Condition', depending on whether it is an initial submission package or supporting docs to clear conditions.

The screenshot shows the 'Add New Image' form with the following fields:

- Select Image Name:
- File Upload:
- Comments:

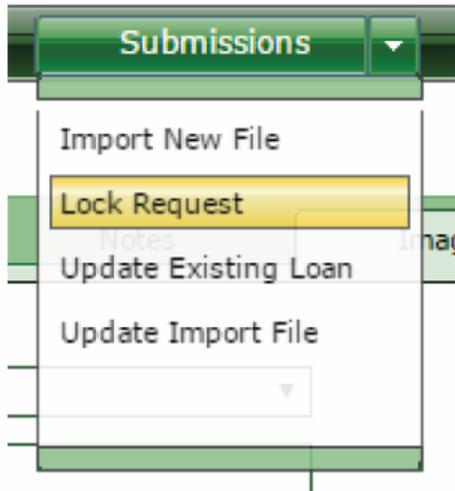
Buttons:

5. Click "Choose File" to locate your supporting docs on your computer. (.PDF file type preferred). Make sure to add a Comments telling us what it is you're uploading (i.e. ID, SS cars, 1003, submission pkg). Finally click 'Add'.



Submitting Lock Requests via WebLender

1. From the main navigation bar, Click **Submissions** – a dropdown box will appear select **Lock Request**.



2. Select the loan number in which you intend to lock.
3. Complete the necessary Loan Information, and click '**Continue**'.
4. Complete the necessary Program Information. Clicking '**Continue**' here will submit your lock request.