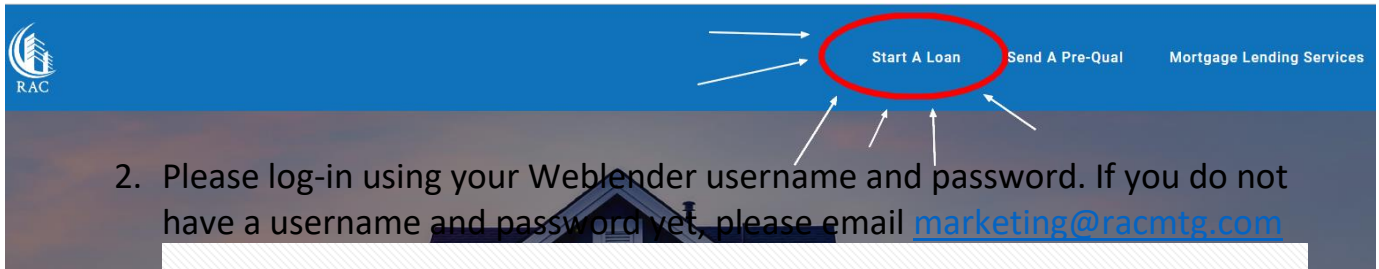




## How to submit a loan

1. Click the “Start a Loan” link on the main navigation bar of our web site. (Or, [docs.racmtg.com/brokersupport/](https://docs.racmtg.com/brokersupport/))



2. Please log-in using your Weblender username and password. If you do not have a username and password yet, please email [marketing@racmtg.com](mailto:marketing@racmtg.com)

LOG IN TO THE MEMBERS' SECTION TO ACCESS RATE SHEETS AND YOUR PIPELINE.

Enter your Weblender Username and Password.

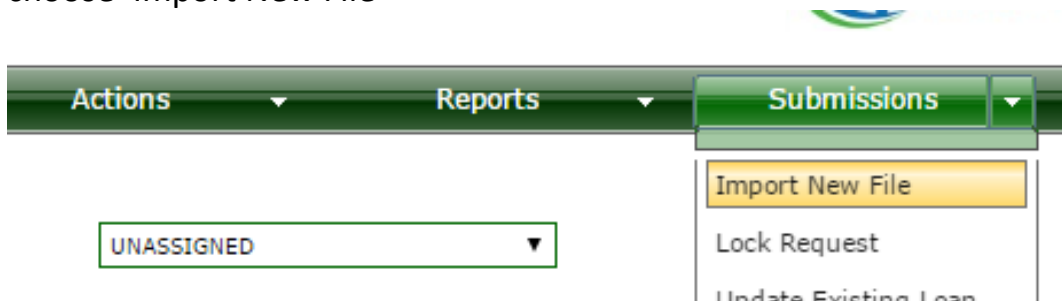
Username:

Password:

Already logged in? [Click Here](#)

**MAXIMUM FILE SIZE FOR UPLOADING SUPPORTING DOCS IS 12 MB!**  
**MAXIMUM FILE SIZE FOR UPLOADING SUPPORTING DOCS IS 12 MB!**

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:**

FNMA ▼

**Continue**

5. Make sure your loan is saved as a Fannie Mae 3.2 file and upload the file to Weblender. Click continue and you will receive a loan #.

**Import File**



**File Upload:**

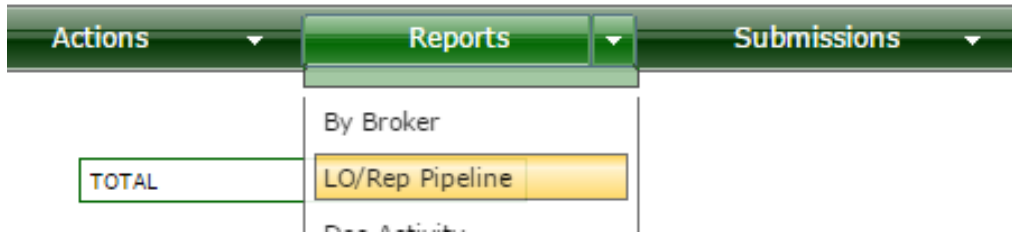
Choose File No file chosen

**Continue**

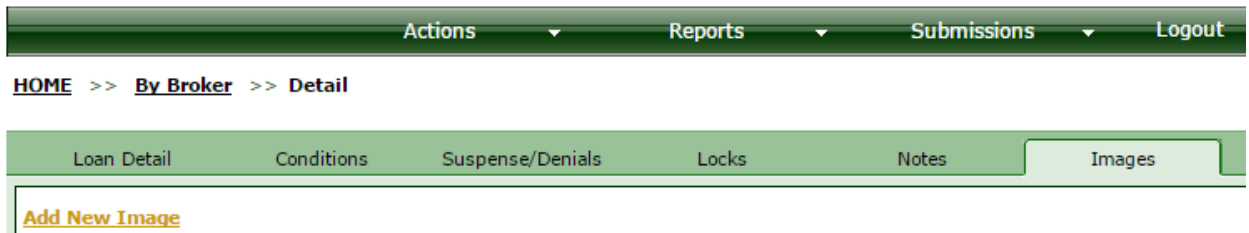


## How to Submit A Loan Package

1. Once you're back at the Weblender Home Page, click on the tab that reads 'Reports' and choose 'LO/Rep Pipeline'



2. Find and click on your loan number.
3. Once your loan is open, click on the tab that reads 'Images' at the top right of your file.



4. From there click the link that reads 'Add New Image'
5. On the drop down menu choose 'Submission Package', upload your full loan file (PDFs Only) and click 'Add'. Make sure to put what the submission package contains in the 'Comments' section for faster review. Your file has been submitted.

**Select Image Name:**

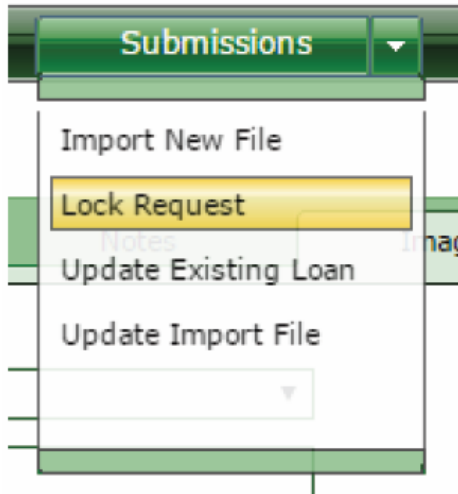
**File Upload:**  No file chosen

**Comments:**



## 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.