

## P.A.T.H. Quick Submit

### 1. Import MISMO 3.4 File

Step	Action
1	Log into the <a href="#">PATH Portal</a> with your email address and the password you created.
2	Click <b>Import Loan File</b> .
3	Click <b>Browse</b> .
4	Navigate to and double-click the <b>MISMO 3.4 file</b> .
5	Click <b>Proceed</b> .

### 2. Enter Short Application Required Information

Step	Action
1	Go to <b>Loan Summary</b> → <b>Short Application Screen</b> .
2	Enter the <b>MLO Email</b> address.
3	Enter the <b>Loan Application Date</b> .
4	Enter the <b>Settlement Date (Est)</b> .
5	Confirm <b>Documentation Type</b> .
6	Enter the <b>Qualifying Credit Score</b> .
7	Confirm <b>Appraised Value</b> .
8	Click <b>Save</b> .

### 3. Enter Broker Contact Information

Step	Action
1	Go to <b>Loan Summary</b> → <b>Contacts</b> .
2	Click <b>Set</b> to enter the Broker Contact Info.
3	Assign <b>Wholesale Loan Officer</b> .
4	Click <b>Save</b> .

4. Locked or Floated Rate	
To lock loan prior to submission	<ul style="list-style-type: none"> <li>Go to <b>Loan Processing</b>→<b>Lock Management</b>.</li> <li>Click <b>Lock</b>.</li> </ul>
For Unlocked Loans	<ul style="list-style-type: none"> <li>Go to <b>Loan Processing</b>→<b>Fees &amp; Closing Costs</b>.</li> <li>Click <b>Broker Compensation</b> and complete.</li> </ul>

5. Enter Fees & Closing Costs	
Step	Action
1	Go to <b>Loan Processing</b> → <b>Fees &amp; Closing Costs</b> .
2	If applicable, <b>Add Credits</b> (seller credits), <b>Add New Escrow</b> , and <b>Add New Fees/Quick Fees</b> .
3	Click <b>Generate Title &amp; Recording Fees</b> .
4	For all Section C fees or to update Service Provider: Click <b>Service Providers</b> Tab.

6. Upload Documents	
Step	Action
1	Go to <b>Loan Processing</b> → <b>Upload Documents</b>
2	Click the <b>Upload Documents</b> button.
3	<ul style="list-style-type: none"> <li>Disclosure Only – No documentation is required to request initial disclosures.</li> <li>Submit to Setup – Attach the initial loan submission package.</li> </ul>

7. Submit to Automated Underwriting	
Step	Action
1	Go to <b>Loan Processing</b> → <b>AUS</b> .
2	Select <b>Dual</b> , <b>Fannie Mae</b> or <b>Freddie Mac</b> to run DU and/or LPA as applicable for Loan Program.

## 8. Submit Loan to Setup – or – Generate Initial Disclosures

Step	Action
1	Go to <b>Loan Submission</b> → <b>Loan Submission</b> .
2	<ul style="list-style-type: none"><li>• To generate initial disclosures: select <b>Generate Initial Disclosures</b>.</li><li>• To submit for credit decision: select <b>Submit Loan to Setup</b>.</li></ul>
3	Enter <b>Application Date</b> .
4	If submitting loan to Setup, enter the <b>Intent to Proceed</b> date.
5	Click the <b>Compliance Cert</b> button and complete as applicable.
6	Click the <b>Anti-Steering Disclosure</b> button and complete as applicable.
7	Click <b>Submit Loan</b> .