

FREMONT BANK

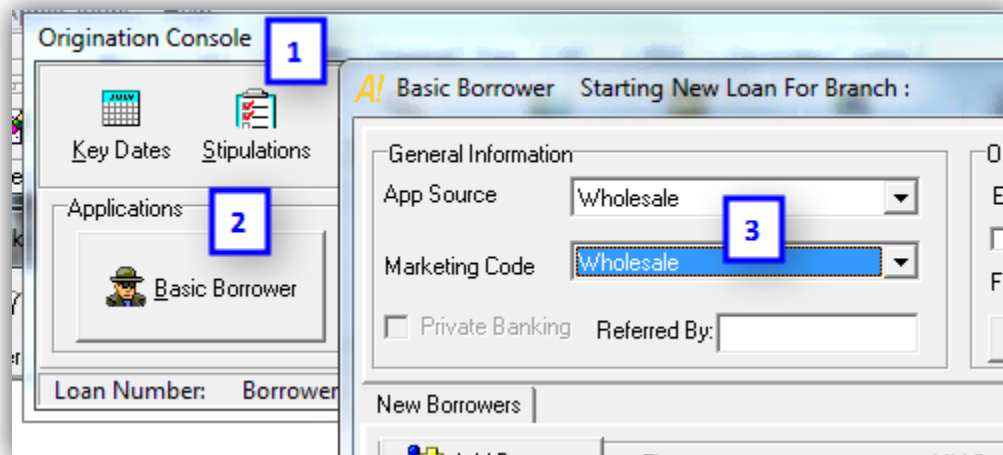
Wholesale DU Casefile/FNMA 3.2 HELOC Origination Guide

This process guide will provide guidance on how complete the below:

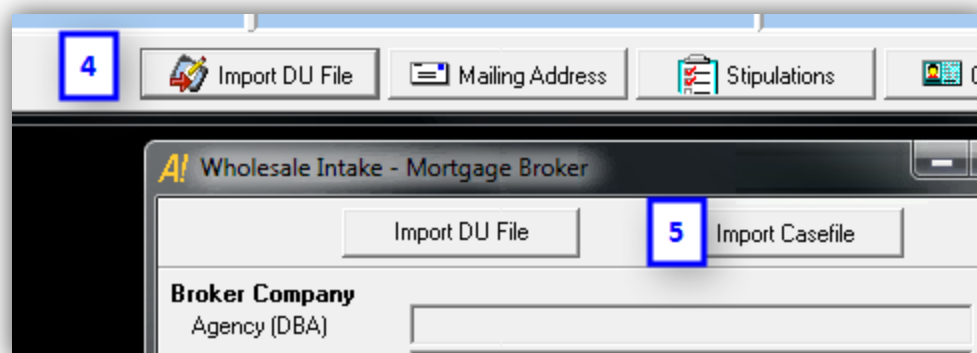
- ❖ How to upload a Wholesale DU Casefile
- ❖ How to export the FNMA 3.2 File (from the DU Casefile upload)
- ❖ How to import the FNMA 3.2 file to create a Wholesale HELOC file (with Retail Loan Number)

[How to upload a Wholesale DU Casefile \(wholesale registration desk\)](#)

- 1) Open the “Origination Console”
- 2) Proceed to the “Basic Borrower” Screen
- 3) Under “General Information” select Wholesale from the drop down for “App Source” and “Marketing Code”



- 4) At the bottom of the screen, click the “Import DU File” button
- 5) Once the Wholesale Contact screen opens, click the “Import Casefile” button



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Once the “Casefile Data Services” screen opens proceed to the steps below:

- 6) Under “Import Method” select the dial for “A Single Loan”
- 7) In the “Casefile Identifier” field, enter the applicable DU Casefile ID number from the DU Underwriting Findings
- 8) Under “Import Into” select the dial for “New Loan”
- 9) In the “Auto App Method” drop down, select “Wholesale Loan Num”
- 10) Click the “Import From DU” button

DU Underwriting Findings

SUMMARY

Recommendation	Approve/Eligible		
Primary Borrower	John Homeowner	Co-Borrower	Mary Homeowner
Lender Loan Number	60000001234	Casefile ID	1298767458
Submission Date	05/17/2016 12:19PM	Submitted By	10011111
First Submission Date	05/17/2016 12:10PM	DU Version	9.3
Submission Number	3		

Casefile Data Services (DU™ and DO™ are trademarks of Fannie Mae.)

File Help

Casefile DU Services

Import Loan from DU Export Loan to DU Casefile Search

Values Being Used For Submission

DU Account ID DU Account Password Fannie Mae Institution ID

File Type(s) To Receive From DU (1003 File is received by default)

6 Import Method

A Single Loan Batch Loans

Casefile Identifier **7**

Import Into

Existing Loan New Loan Freemode

8 Findings Type

Text HTML

Parse Findings Auto App Method **9** Use Checkdigit

Parse MISMD Credit Data Leave Loan Open After Single Loan Import

Build Request Files

Send Request

Get Response

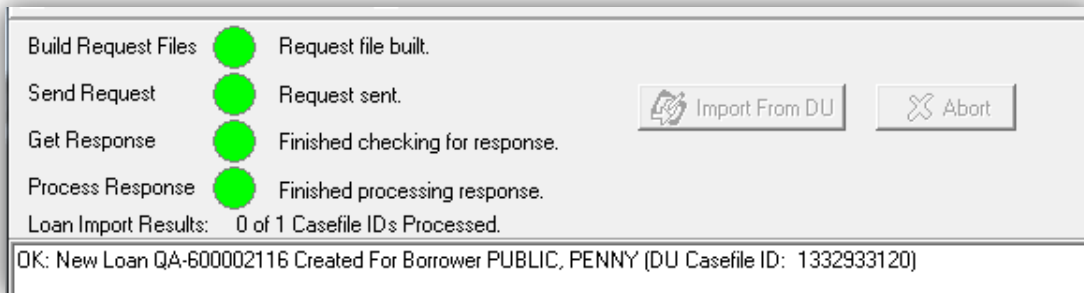
Process Response

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Once the process response has been completed, the file has been assigned a Fremont Bank loan number. Close out the “Casefile Data Services” screen.

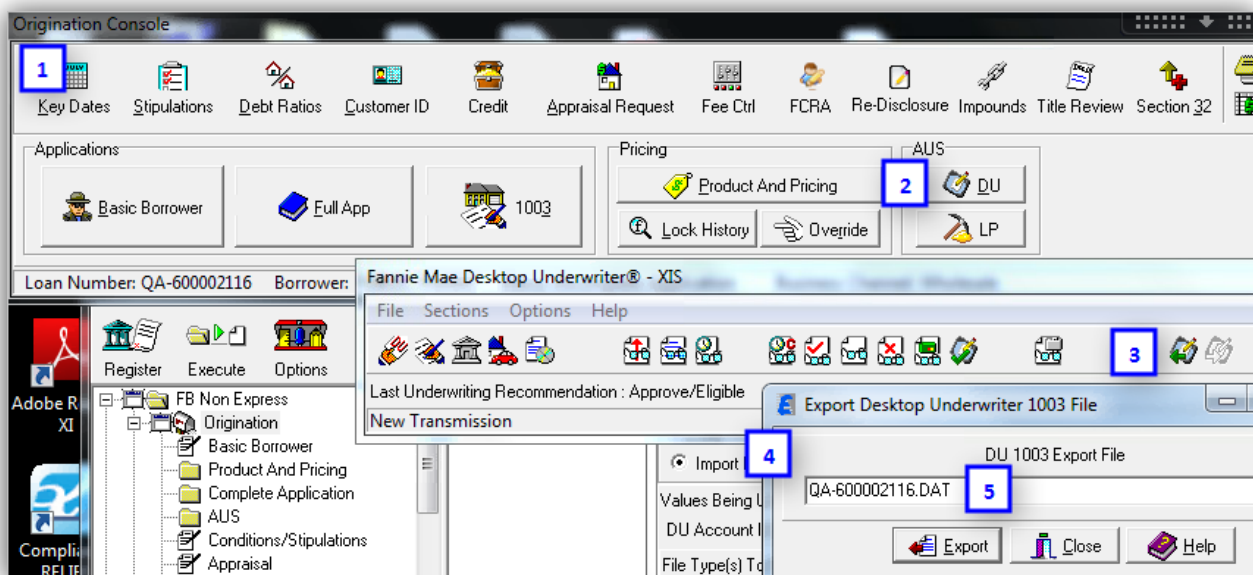


The “Basic Borrower” screen will be open and completed with the data from the imported DU Casefile. From here the 1st file will continue its normal process.

In order to export and upload the FNMA 3.2 file proceed with instructions below.

[How to export the FNMA 3.2 File from the DU Casefile upload \(wholesale registration desk\)](#)

- 1) Open the Origination Console
- 2) Click open the AUS – DU Screen
- 3) Click the “Export a DU 1003 File” button
- 4) The “Export a DU 1003 File” screen will appear
- 5) Double click in the field with the loan number reflected

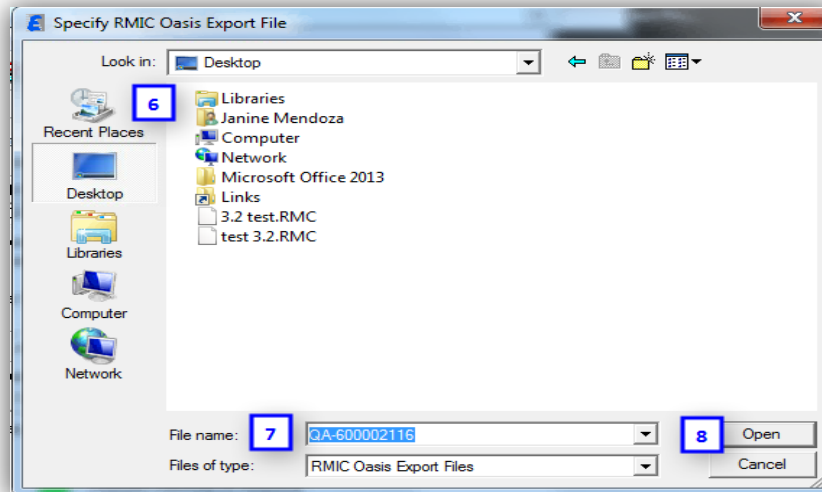


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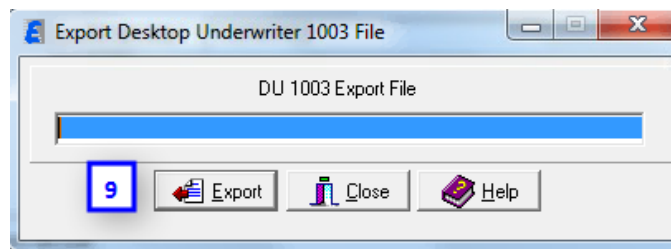
Wholesale DU Casefile/FNMA 3.2 HELOC Origination Guide

The Specify RMIC Oasis Export File screen will open.

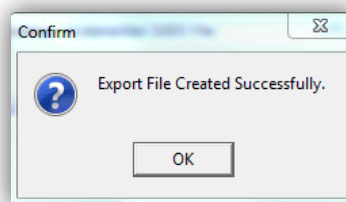
- 6) Select the location where the exported FNMA 3.2 file will be saved
- 7) Confirm the File name is correct or revise it as desired
- 8) Click “open” to proceed



- 9) Click on the “Export” button to proceed.



The confirmation below will appear once the file has been successfully exported.



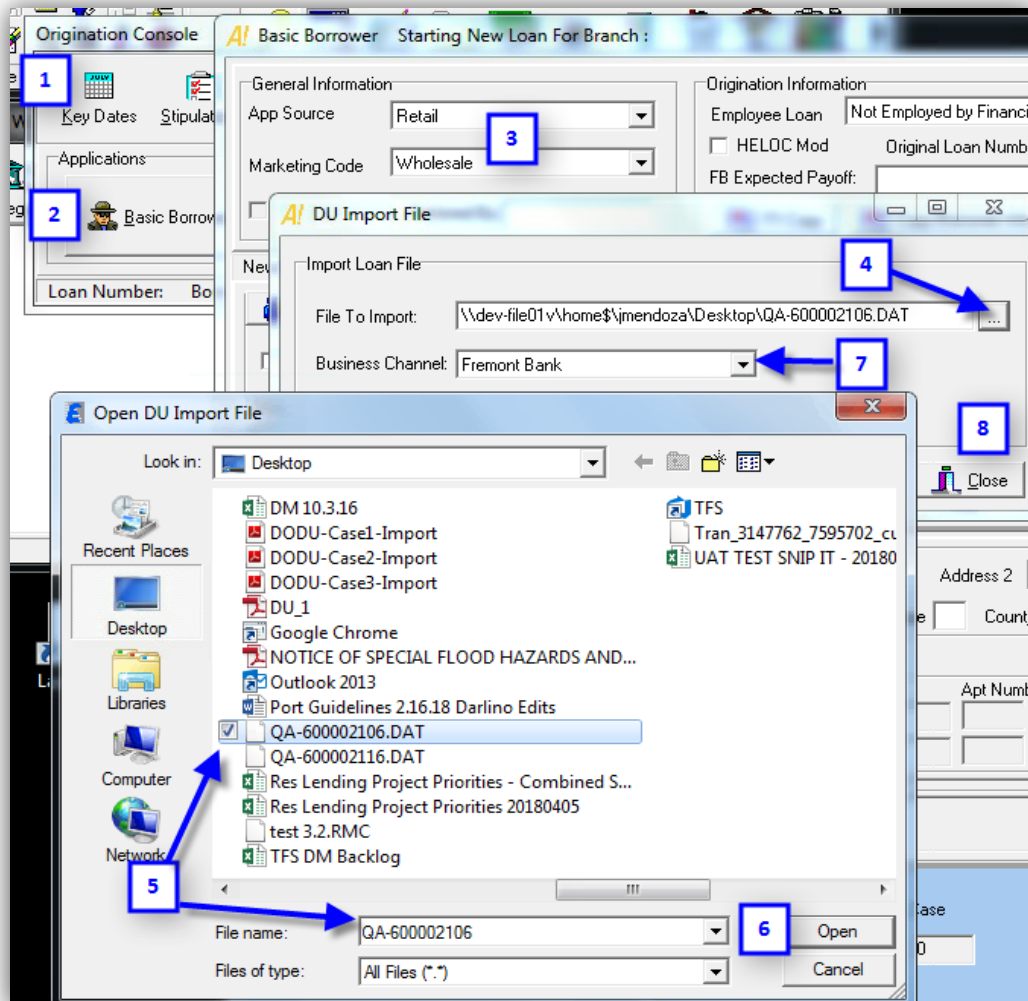
Once the file has been exported, the Wholesale registration desk will email the FNMA 3.2 file to the Loan Coordinator who will originate the concurrent HELOC file following the directions outlined below.

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Wholesale DU Casefile/FNMA 3.2 HELOC Origination Guide

[How to import the FNMA 3.2 file to create a Wholesale HELOC file \(with Retail Loan Number\)- \(wholesale specialist\)](#)

- 1) Open the "Origination Console".
- 2) Proceed to the "Basic Borrower" Screen.
- 3) Under "General Information" under "App Source" select Retail and under "Marketing Code" select Wholesale from the drop downs.
- 4) The DU Import File screen will appear. Click this button to select the applicable FNMA 3.2 file.
- 5) Find the correct file and select the file. It will then appear in the "File Name" field.
- 6) Click on "Open" to proceed.
- 7) The DU Import File screen will now show that you have selected the file for import. For the "Business Channel" select Fremont Bank.
- 8) Click on "close" to proceed.



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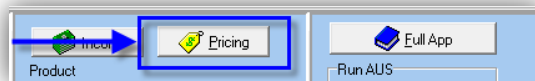
After that screen closes the borrower's data will be auto populated in the Basic Borrower screen.

On the "Basic Borrower" Screen in the "Loan Information Section" follow the steps listed below:

- 9) In the "Purpose" drop down, select "Equity (HELOC or Loans)"
- 10) Be sure to update the "Loan Amount" to the requested Loan Amount

The screenshot shows the 'Basic Borrower' screen with three main sections: General Information, Origination Information, and Loan Information. In the Loan Information section, the 'Purpose' dropdown is set to 'Equity (HELOC or Loans)' and the 'Loan Amount' is \$115,000.00. Blue boxes with numbers 9 and 10 highlight these fields.

From the "Basic Borrower" screen proceed to the Pricing screen to make applicable updates.



In the Product & Pricing screen, the changes outlined below must be updated on HELOC files:

- 11) Loan Amount must be updated for the requested HELOC line amount

Note: Steps #12-19 will follow their normal HELOC procedures, but as a reminder on how to complete the remainder of this screen follow the steps below:


- 12) The "Subordinate Financing" Screen must be completed
- 13) Complete as applicable
 - a. If HELOC 360 – Interest Only = No; Term = 30 year
 - b. If Interest Only – Interest Only = Yes; Term = 25 year
- 14) Complete as applicable
 - a. If HELOC Line amount is > \$25k PrePayment Penalty = Yes; PrePayment Term = 25 years

The screenshot shows the 'Loan Information' screen with various fields. Blue boxes with numbers 11, 12, 13, and 14 highlight specific fields: Loan Amount (\$192,800.00), Subordinate Financing (\$0.00), LTV (49.440%), Interest Only? (No), Term (30 Year), Prepayment Penalty (Yes), and PrePayment Term (3 Year prepay).

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- 15) Loan Purpose = Equity (HELOC or Loans)
- 16) Purpose of HELOC = Select applicable drop down
- 17) Impounds = No
- 18) Lien Position = Select applicable lien
- 19) Closing Cost Option = No Closing Cost

Product Parameters					
Loan Type	Conventional	Occupancy Type	Primary Residence		
Document Type	Full Doc	Financed Props	1-4		
Property Type	1 Unit (Single Family)	Non Occ Co-Bor	No		
Loan Purpose	15 Equity (HELOC or Loans)	FICO	740+		
Purpose of HELOC	16 Home Purchase	Citizenship	US Citizen		
Impounds	17 No	Auto Pay	No		
Employment	Not Self Employed	Client Discount	No		
Sub Financing?	No	Closing Date	/ /	Streamline Option	None
Lien Position	18 Second Lien	Date First Payment	04/01/2018		
Closing Cost Option	19 No Closing Costs				

After these steps the remainder of this HELOC loan will follow its current process.