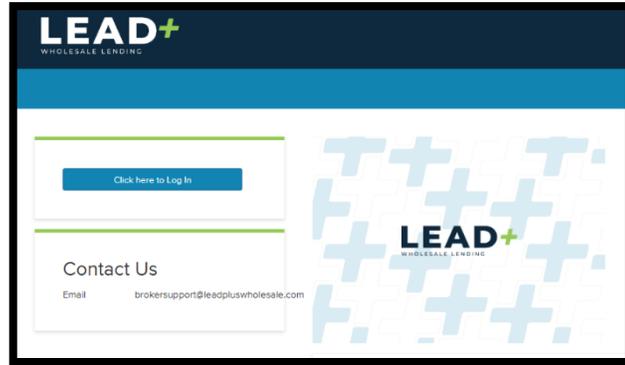


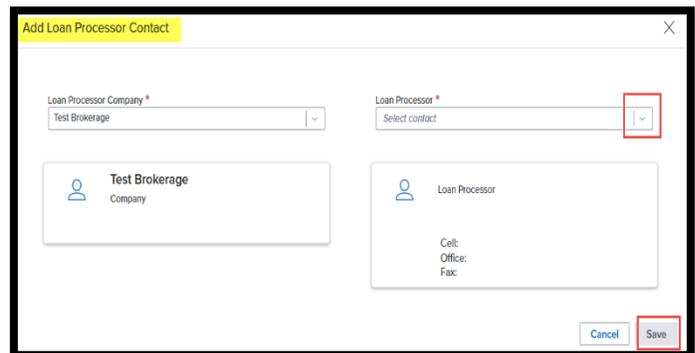
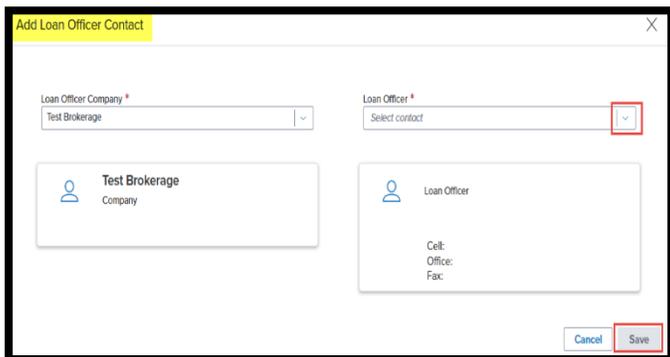
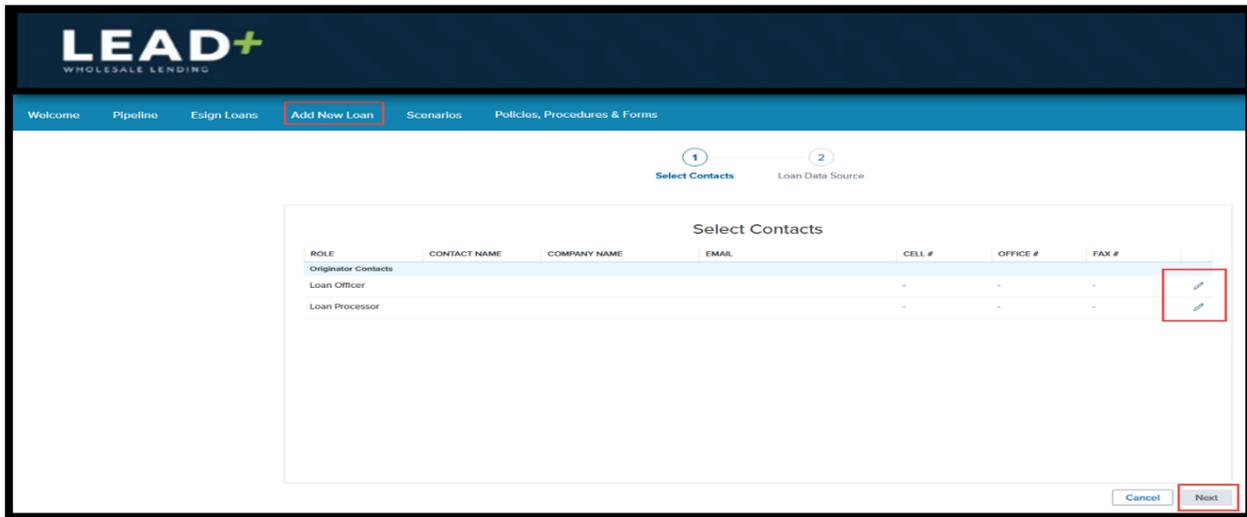
How to Upload, Register & Submit a loan into the Lead+ Website

Log into the Lead+ Portal: <https://www.leadpluswholesale.com/>



From the Lead+ portal home page, select '**Add New Loan**'.

- Select the Username for the Loan Officer and Processor from the drop downs. (Select your own name if you are the one inputting this file)
- **If the originator is incorrect... YOU WILL NEED TO START THE FILE OVER!**
- Click '**Next**'



How to Upload, Register & Submit a loan into the Lead+ Website

Import the loan from the Mismo 3.4 file or manually enter the information.

Confirm all data prior to registering the loan.

- Enter the Estimated Closing Date
- Click "Next"

Enter: Purpose of Loan, Property Type, Mortgage Type Applied For

How to Upload, Register & Submit a loan into the Lead+ Website

After the file is reviewed with all appropriate fields completed, the file is ready to be registered. Click the **'Register'** button on the right side of the form.

The screenshot shows the 'Additional Information' form with various input fields. The 'Register' button is highlighted with a red box. The form includes fields for Agency Case No, Lender Case No, ME's MIN, Alternate Loan Number, Collateral Tracking Number, Application Date, Estimated Closing Date, Loan Documentation Type, Universal Loan ID, Closing Type, Freddie Mac Offering Identifier, and Freddie Mac Income Based Deed Restrictions.

If you are missing anything, you will get a hard stop error message. Complete the information needed, **"save"** and click the **'Register'** button again.

The 'Error Details' dialog box shows a table with the following information:

FIELD ID	REQUIRED FIELD NAME	FORM	FIELD
763	Estimated Closing Date	ADDITIONAL INFORMATION	MM / DD / YYYY

Buttons for 'Cancel' and 'Save' are visible at the bottom right.

The file is now registered and generated a loan number.

The screenshot shows the 'Test Homeowner' form with the 'Save' button highlighted. The form displays loan details: Loan # TST2912X914930, Total Loan Am. \$0.00, Loan Type Conventional, Loan Purpose Purchase, Interest Rate 0.00%, and Loan To Value 0.00% / 0.00%. The 'Save' and 'Next' buttons are visible at the bottom right.

Credit Reissue: **DO NOT RUN AUS**

- Click "Credit Reissue-AUS" tab on the left navigation panel
- Click "Order Credit"

The screenshot shows the 'Credit Reissue - AUS' form. The 'Order Credit' button is highlighted with a red box. The form includes sections for 'AUS Preference', 'Fannie Mae / DU', and 'Freddie Mac / LPA'. The 'Order Underwriting' and 'Order Credit' buttons are visible at the top right.

How to Upload, Register & Submit a loan into the Lead+ Website

- Confirm Borrower name
- Enter the Credit Provider from the drop-down menu
- Enter the Credit Reference number
- Enter the Username and Password (clear the password field 1st)
- Click "Reissue Credit"

Click on "**Documents**" to browse for files or drag and drop files into the unassigned folder. **NOTE:** Conditions will be uploaded here too.

The items needed to submit your file for initial disclosure review are:

- Broker Submission Sheet
- Escrow Fee sheet or We will use the Smart Fees
- Credit Reissued
- LO signed and dated 1003
- Purchase Contract (if applicable)
- 3rd party Processor invoice (if applicable)

How to Upload, Register & Submit a loan into the Lead+ Website

After the file is complete and all the required information is uploaded and validated, you can now submit your file.

Click '**Submit Loan**' from the left side panel.

There will be one last opportunity to view the file, but you won't be able to make changes here. Once verified, select '**Confirm**' on the top right of the form.

Submit Loan Confirm

Overview

Application Date	02/24/2026	Submission Status	-	Initial Submit Loan Date	-	Last Submit Loan Date	-
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Borrower

First Name	John	Co-Borrower First Name	Mary
Middle Name	Denise/February	Co-Borrower Middle Name	-
Suffix	-	Co-Borrower Suffix	-
Last Name	Homeowner	Co-Borrower Last Name	mom
Cell Phone Number	555-333-1976	Co-Borrower Cell Phone Number	-
Email Address	lobotcamp21vito@no444@gmail.com	Co-Borrower Email Address	-
SSN	###-##-5000	Co-Borrower SSN	###-##-####

Subject Property Address

Street Address	2705 Winding Lane	Property Type	-
City	Sacramento	Occupancy Type	OwnerOccupied
State	CA	Number of Units	1
Zip	95822		
County	Sacramento		

Product & Pricing

Loan Program	-	Loan Purpose	Purchase
Loan Type	Conventional	Purchase Price	\$500,000
Interest rate	6.990%	Base Loan Amount	\$475,000
Price	-	Total Loan Amount	\$475,000
Lock Expiration date	-	Estimated value	\$500,000
Interest Only(Months)	-	Appraised Value	\$500,000
		Authorization Term	360
		Estimated Closing Date	03/27/2026

The SUCCESS banner will appear in green.

Sacramento, CA, 95822 Total Loan Am... \$300,000.00 Loan Purpose: Cash-Out Refinance Loan To Value... 60.00% / 78.40% Wh 1st

✔ You have successfully sent the "Submit to Lender" notification.

Submit to Lender Submit to Lender

If you are missing any information to submit your file, you will get a hard stop with a pop up of what you are missing.

- Upload the missing documents.
- Click '**Update**'
- Click '**Submit**' again.

Missing required fields and documents

⚠ Documents Missing Attachments

Document Broker Submission Form is missing an attachment

Required Documents

BROKER SUBMISSION FORM Comments

Drag & Drop files here or Browse for files Review Loan Update

How to Upload, Register & Submit a loan into the Lead+ Website

Important things to Remember:

1. Registering a loan and saving a loan are essentially the same thing. If you try to leave the form to access something else on the site, it will warn you that you haven't saved. The same requirements for registering apply to saving.
2. If a loan is lost prior to registration, the data is lost and there is no way to recover it.
3. If you try to register a loan prior to filling out the minimum required fields below, the message is as follows:

