

Correspondent Lending

LendingSpace: Portal User Quick Start Guide

- 1 VISIT** https://www.lendingspace.com/corr_portal/
- 2 LOG IN** Use your provided login credentials
- 3 CLICK** Follow the steps listed below for each task you wish to complete

Price/Lock Loan

Click **"Create Loan"** to enter or upload loan file data

Click **"Get Price"** button

Product list appears with pricing, limits and messages

Select desired pricing

Click **"Request Lock"**

Upload Docs

Click **"Doc Center"** link in "Edit Loan Details" section

Click **"Upload New Doc"**

Select the appropriate package type, browse for the file, and click **"Upload All"**

Click **"Back"** to return to **Doc Center**

Deliver File

From **Doc Center**, select **one** of the following options:

"Submit for Eligibility Review" to submit for underwriting

"File Delivery" to submit for closed loan review

"Submit to Lender" to submit pend documentation (only available after initial package delivery)

Extend Lock

From Lock Request screen, click **"Create Lock Extension"**

Enter the desired number of extension days in the **"Lock Extension Days"** field

Click **"Get Price"** and select the rate

Click **"Lock Extension"**

View Reports

From Correspondent Portal, go to Home Screen and view **"My Loans in Pipeline"**

Search by field and date; export to Excel to print

In left side navigation menu, under **"Report"**, link to:

- SunTrust Mortgage Seller Guide
- SunTrust Mortgage rate sheets
- Reports Manager - company's purchased loans, outstanding pended items, pipeline statuses



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