Importing and Registering a Loan in MBOT!

- Log into Mortgagebot using the link below:
  - https://flanaganstatebank.mortgagebotlos.com/login
- You can either import or create a loan (manual entry). These options will be found at the very top of Mortgagebot:
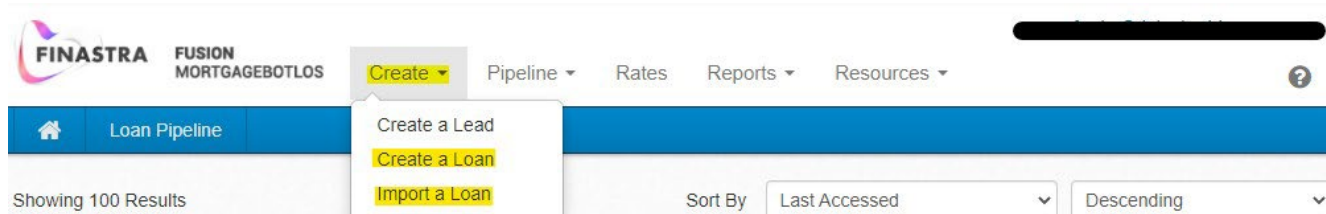
- To Import a file:
  - ***NOTE- If an application is stated with your "Apply Now" Link by borrower(s) within Simple Nexus, the below steps do NOT need to be completed.**
  - Select import from the "Create" list
  - Type in the originator name and select the correct option
  - Select submit at the bottom
  - With the new Mortgagebot update, only files with a Fannie Mae 3.4 or iLAD/Mismo can be imported
  - Select the product (COV, FHA, USDA, or VA)
  - Select the file from your computer
  - Before selecting "Import", you must go down to the Loan Origination Type and select either "Wholesale" or "Correspondent", once that is complete, you can select Import
  - From there you can work in your file
- To Create a file or manually input it:
  - Select create from the "Create" list
  - Type in the originator name and select the correct option
  - Select submit at the bottom
  - Fill in the complete borrower summary page then select save and close at the bottom
  - From there you can work in your file
- Once you file has been created and the information required has been filled in, you can register your loan! To do this you will,
  - Click on the "Forms & Docs" tab
  - Click on "Register Loan"
  - Fill in all the red boxes
  - Once the information has been filled in and checked over, click register at the bottom
  - You may go to the bottom to print the screen that pops up if you would like that for your records