MERCHANTS BANK

JOB AID:

AUS CASE FILE IMPORT

This job aid outlines the steps to import a loan's AUS case file into the TPO Portal. This process is required for **non-delegated loans** to ensure Merchant Bank underwriters can access and run AUS Findings during underwriting. Please note the following before proceeding through the steps of this job aid:

- AUS case file import is required **for non-delegated loans only.**
- Sellers must final assign the AUS case file to Merchants Bank through Fannie Mae's DU/DO before importing the case file into the TPO Portal. Attempts to import a case file through the TPO Portal before final assignment to Merchants Bank will result in an error.
- This case file must be imported before submitting the credit package for underwriting review.
- Importing the case file will update the loan data in the TPO Portal with data from AUS. Ensure the AUS data is accurate before proceeding.

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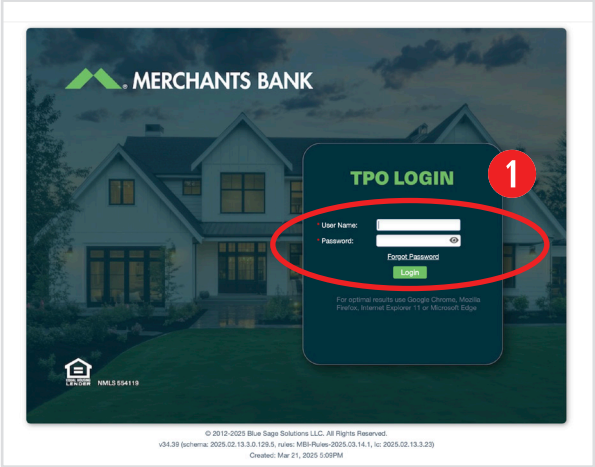
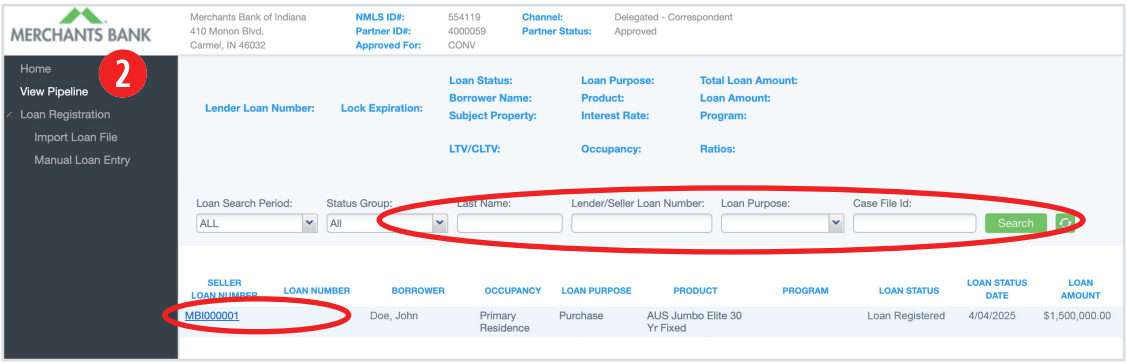
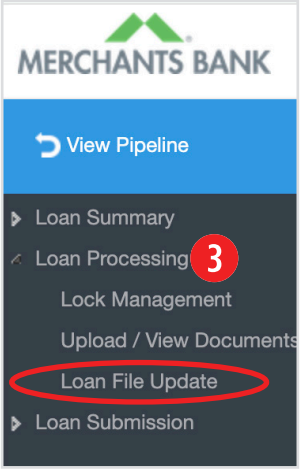
1. Navigate to the TPO Portal login page, **https://tpoportal.bankmerchants.com**, and enter your username and password.



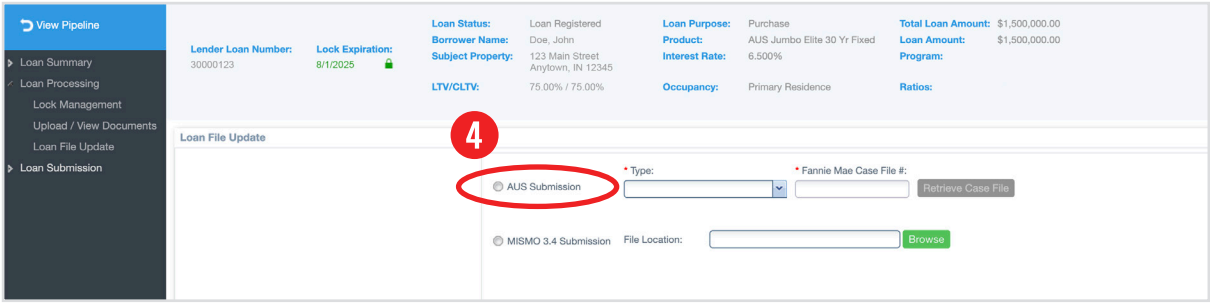
2. To access the loan you wish to update, select **View Pipeline** and search for the specific loan. Then select the **Loan Number** link to open the loan.



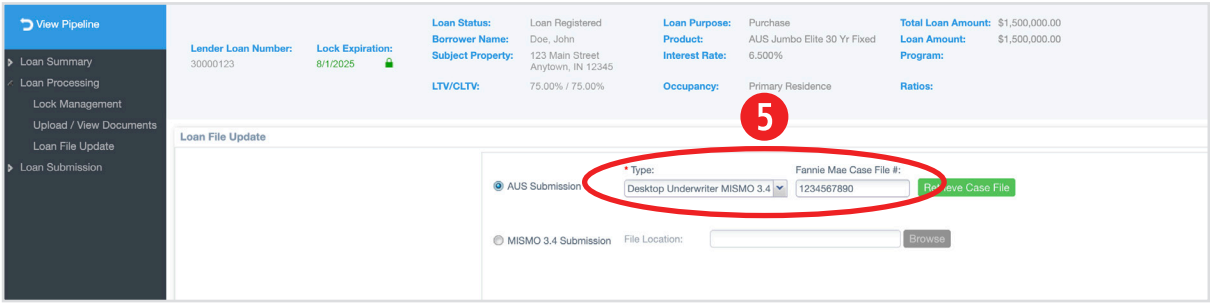
3. On the left menu navigation, click on **Loan Processing** and then select **Loan File Update**.



4. Select the **AUS Submission** radio button.

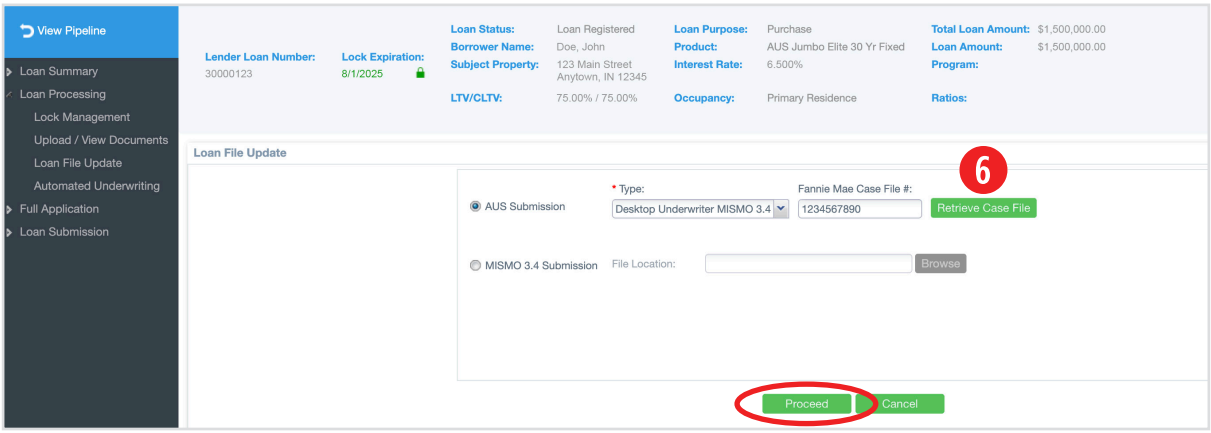


5. In the **Type** drop-down field, select **Desktop Underwriter MISMO 3.4**, then enter the **Fannie Mae Case File #**.

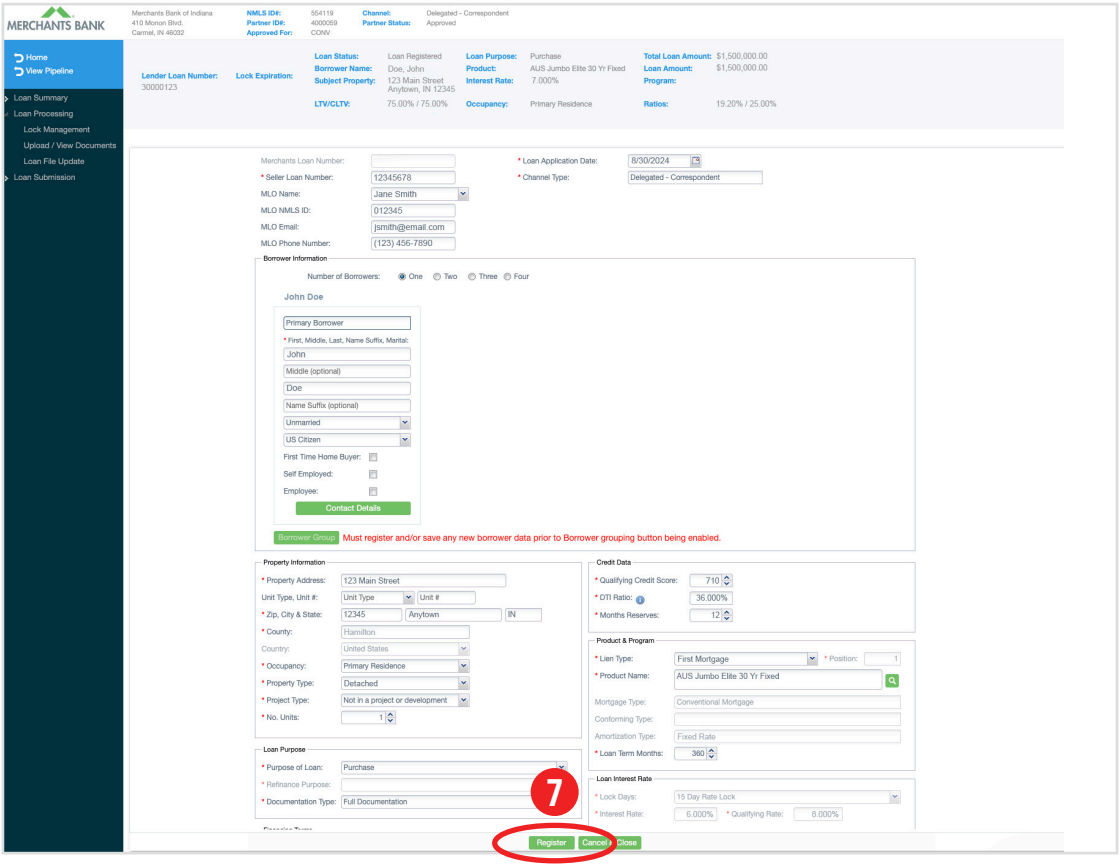


NOTE: *Merchants currently supports only Fannie Mae Desktop Underwriter (DU)/Desktop Originator (DO) for non-delegated loans. Freddie Mac's Loan Product Advisor (LPA) is not allowed.*

6. Click the **Retrieve Case File** button. Once the case file has been successfully retrieved, select **Proceed**.

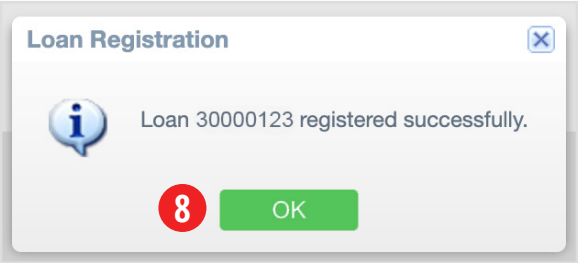


7. You will be taken to the Short App screen which will display data that was imported from the AUS case file. Review the data for accuracy. If all the data looks correct, select the **Register** button to complete the update process.



8. After the data has successfully saved, you will receive a **Loan Registered Successfully** message.

   NOTE: *The **Loan Registered Successfully** message confirms that the AUS case file update was applied successfully. It does not indicate a new loan registration.*



IMPORTANT:

If the loan had an active lock prior to importing the case file, please update your lock record to ensure your current lock terms reflect any changes to loan information. Refer to the ***Lock Management Job Aid*** for instructions.

If your loan is ready to be submitted for underwriting review, refer to the ***Loan Submission for Underwriting Review Job Aid*** for instructions.