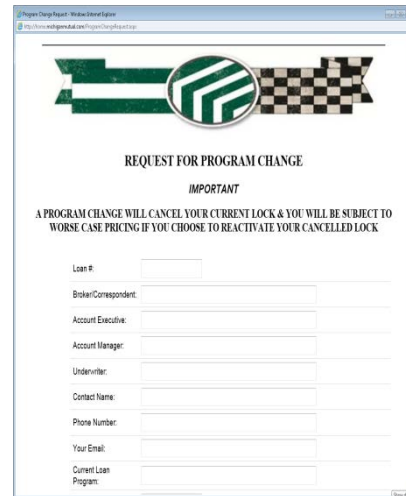
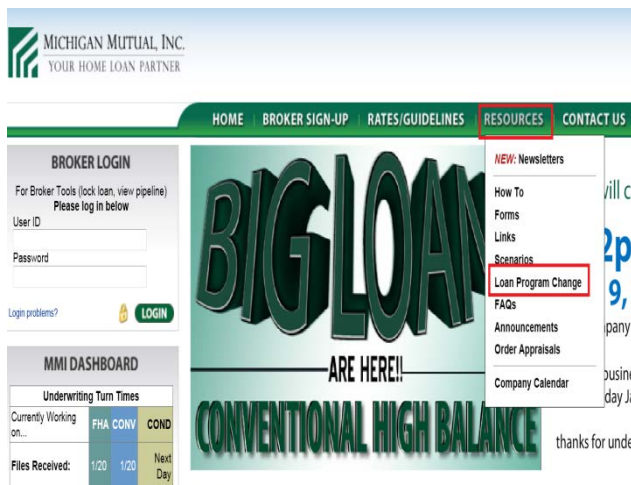


# UPDATE - Changes Highlighted in Yellow

## Loan Program Change & Early Disclosure Announcement

### Loan Program Change

Effective immediately, all Loan Program Changes must be requested through our website. Within the Resource Tab drop down menu, there is a **Loan Program Change** option. Click this option, fill out the page, and click submit.

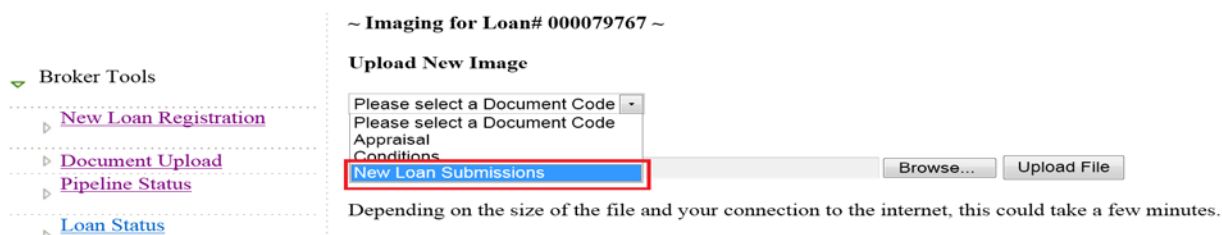


The request will be sent to your Account Manager, who will coordinate the Loan Program Change with the necessary departments (i.e. Lock Desk, Underwriting, Processing, and Registration). Once the necessary system changes have been completed, **the Account Manager will notify you to upload to Conditions the new documentation.**

**Loans will fall in line with Conditions once the New Documentation has been uploaded.**

### Early Disclosure Process

Obtain a loan number through New Loan Registration, then go to the Document Upload screen and upload an accurate GFE and Fees Worksheet. When uploading the documents, be sure to select the **New Loan Submission** option from the drop down menu and MMI will go ahead and disclose the TIL.



Once the borrower has provided the rest of the necessary documentation, upload the additional documentation as **New Loan Submission**, and the Registration Department will finish submitting the loan.