

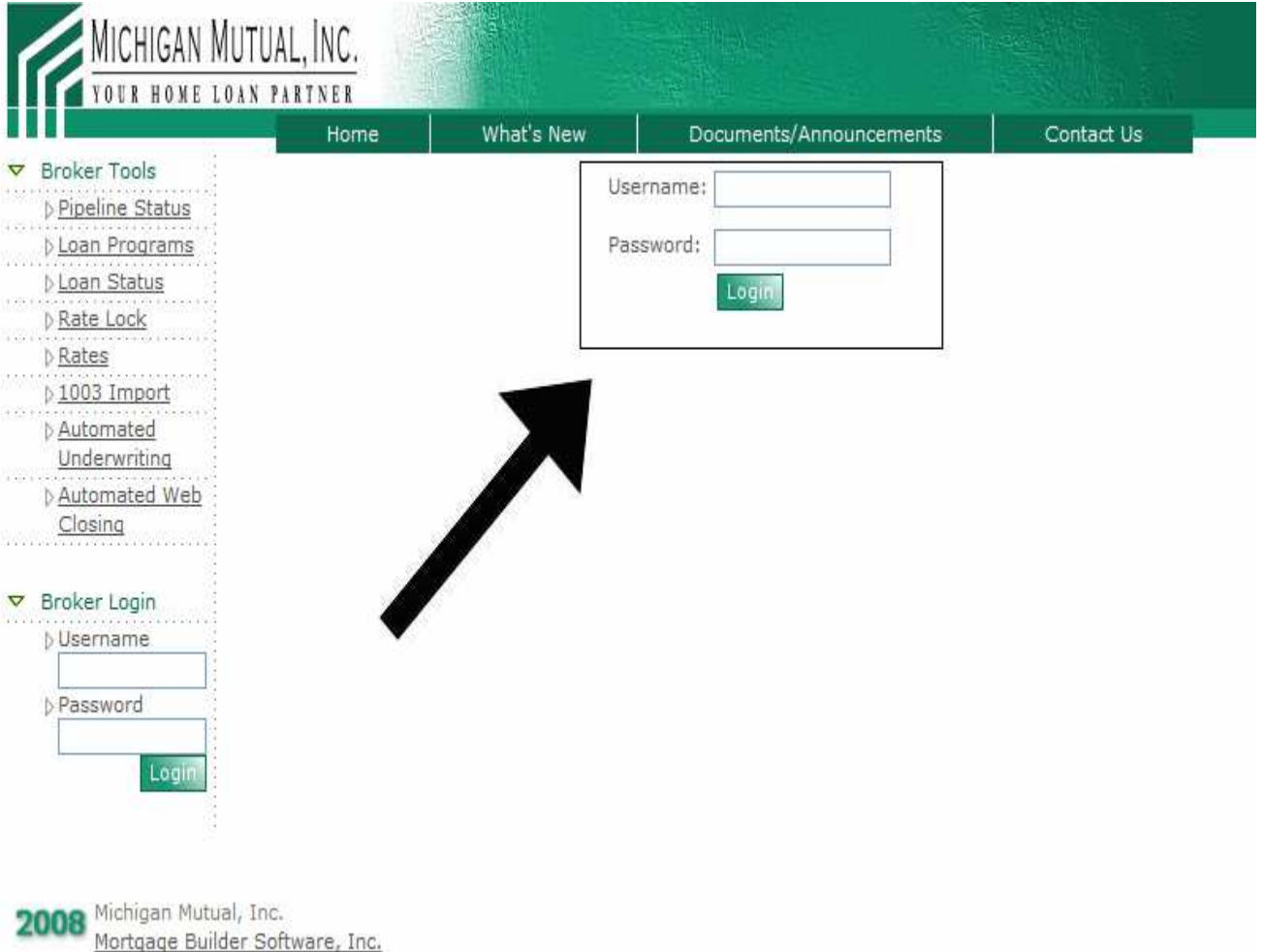


1003 Import Tutorial

In an effort to provide you with the best customer service, we have implemented a new step in the registration process. By utilizing our 1003 upload feature, you will reduce the amount of time your file spends in our processing department by 80%! This means your file gets to an underwriter that much faster. The 1003 upload is a quick 4 step process. Attached is a step by step tutorial to help you through this process.

Step 1.

First, you must log onto our website. WWW.MICHIGANMUTUAL.COM
Enter your username and password. Then click LOGIN.



The screenshot displays the Michigan Mutual, Inc. website interface. At the top left is the logo with the text "MICHIGAN MUTUAL, INC." and "YOUR HOME LOAN PARTNER". A navigation bar contains links for "Home", "What's New", "Documents/Announcements", and "Contact Us". On the left side, there is a "Broker Tools" menu with sub-items: Pipeline Status, Loan Programs, Loan Status, Rate Lock, Rates, 1003 Import, Automated Underwriting, and Automated Web Closing. Below this is a "Broker Login" section with input fields for "Username" and "Password", and a "Login" button. On the right side, a separate login form is highlighted with a black box and a large black arrow pointing to it. This form contains "Username:" and "Password:" labels, corresponding input fields, and a "Login" button. At the bottom left, the text "2008 Michigan Mutual, Inc. Mortgage Builder Software, Inc." is visible.

STEP 2.

On the left portion of our website you will see a list of broker tools. On this list there is a “1003 IMPORT” option. Select this.



The screenshot displays the Michigan Mutual, Inc. website. The header features the company logo and tagline "YOUR HOME LOAN PARTNER" on the left, and navigation links for "Home", "What's New", "Documents/Announcements", and "Contact Us" on the right. A left-hand navigation menu is expanded to show "Broker Tools", which includes options like "Pipeline Status", "Loan Programs", "Loan Status", "Rate Lock", "Rates", "1003 Import", "Automated Underwriting", "Automated Web Closing", and "Logout". A black arrow points to the "1003 Import" option. Below the menu, the main content area shows the "Michigan Mutual, Inc." header, a brief description of the company as a regional wholesale mortgage lender, and contact information for technical support.

MICHIGAN MUTUAL, INC.
YOUR HOME LOAN PARTNER

Home What's New Documents/Announcements Contact Us

▼ Broker Tools

- ▶ Pipeline Status
- ▶ Loan Programs
- ▶ Loan Status
- ▶ Rate Lock
- ▶ Rates
- ▶ **1003 Import**
- ▶ Automated Underwriting
- ▶ Automated Web Closing
- ▶ Logout

▼ Third Party Services

- ▶ Order Title Work

Michigan Mutual, Inc.

Operating as a regional wholesale mortgage lender, Michigan Mutual, Inc. offers competitive products, pricing and a selected team of mortgage professionals, who are dedicated to providing you with the highest level of service possible.

Our goal at Michigan Mutual, Inc. is to establish and maintain mutually satisfying long term relationships with our customers. We are always available to talk to you and discuss your needs.

In an effort to maintain the highest quality experience for our customers, please notify us immediately of any technical problems by sending a detailed message to port@michiganmutual.com.

2008 Michigan Mutual, Inc.
[Mortgage Builder Software, Inc.](#)

STEP 3.

After clicking on the 1003 import link, you will be brought to a screen detailing what a 1003 is. It is clearly stated, but all files must be uploaded in Fannie Mae 3.2 format. Step three is to simply select the "CLICK HERE" button.

MICHIGAN MUTUAL, INC.
YOUR HOME LOAN PARTNER

Home Documents/Announcements Contact Us

▼ Broker Tools
▶ Pipeline Status
▶ Loan Programs
▶ Loan Status
▶ Rate Lock
▶ Rates
▶ **1003 Import**
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▶ Logout

▼ Third Party Services
▶ Order Title Work

~ 1003 Import ~

Please use the button to upload completed 1003 forms.
Note: 1003 Imports will only be accepted in the FNMA DU 3.2 flat file format

[Click Here](#)

This 1003 Import is only for the transfer of application data to Michigan Mutual. It is **NOT** meant to be a submission to any Automated Underwriting System like Desktop Underwriter, Desktop Originator or Loan Prospector. For Automated Underwriting submissions, use the AUTOMATED UNDERWRITING link at the left.

When you run this 1003 Import, there are two options:

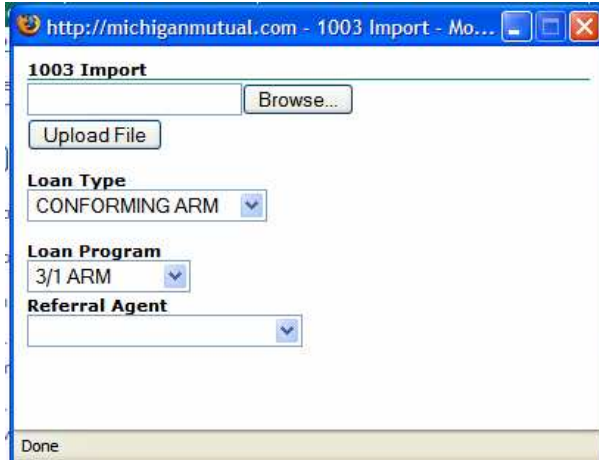
If you answer **YES** to the "Underwrite Now" question, the loan will be registered and sent to our underwriting department immediately.

If you answer **NO** to the "Underwrite Now" question, the loan will only be registered at Michigan Mutual. Underwriting will wait until they receive the entire package before reviewing the loan.

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STEP 4.

Clicking the "CLICK HERE" button will prompt a pop up.

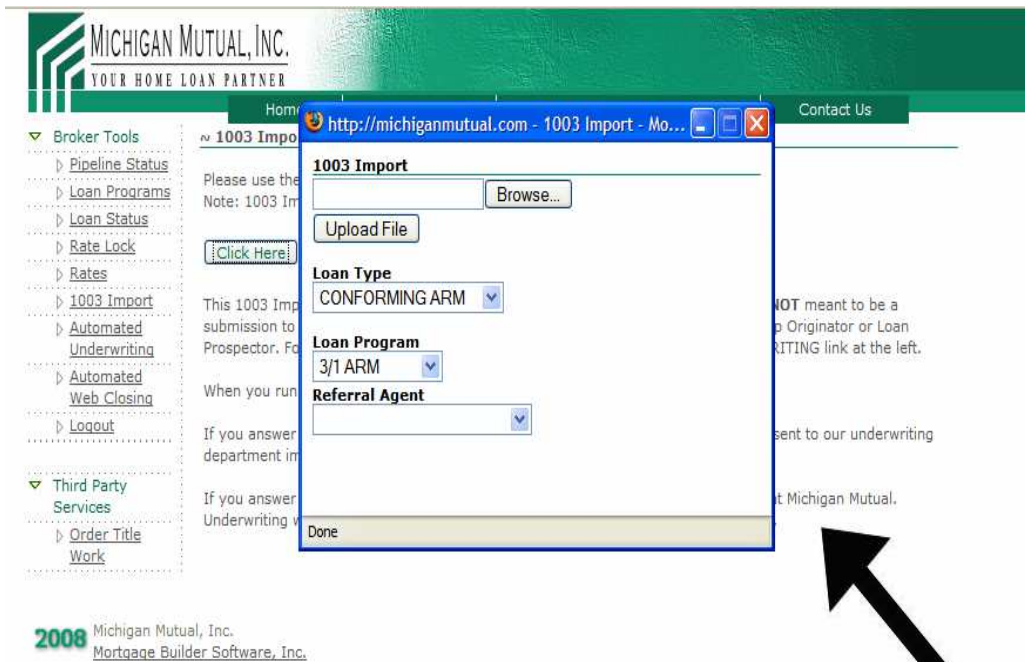


The screenshot shows a web browser window with the address bar displaying "http://michiganmutual.com - 1003 Import - Mo...". The main content area is titled "1003 Import" and contains the following fields:

- A text input field with a "Browse..." button next to it.
- An "Upload File" button.
- A "Loan Type" dropdown menu currently set to "CONFORMING ARM".
- A "Loan Program" dropdown menu currently set to "3/1 ARM".
- A "Referral Agent" dropdown menu.

At the bottom of the form area, the word "Done" is visible. The browser's status bar at the very bottom shows "Done".

Your screen will look like this:



This screenshot shows the Michigan Mutual website interface. At the top, the logo for "MICHIGAN MUTUAL, INC. YOUR HOME LOAN PARTNER" is visible. A navigation menu on the left includes sections for "Broker Tools" (with sub-items like Pipeline Status, Loan Programs, Loan Status, Rate Lock, Rates, 1003 Import, Automated Underwriting, Automated Web Closing, Logout) and "Third Party Services" (with sub-items like Order Title, Work). A "Contact Us" link is in the top right. The "1003 Import" form from the previous screenshot is overlaid as a pop-up window. A "Click Here" button in the main content area is highlighted with a red box, and a large black arrow points from this button towards the bottom right of the page.

There are 4 fields that must be completed. Browse your operating system for the file you wish to upload. Choose the LOAN TYPE for the file. (FHA, Conforming) Whatever applies, then select the loan program (30 year fixed, 20 year fixed). Lastly, the referral agent needs to be selected. This is the loan officer on the file; their name should be in the drop down list.

After these steps have been completed you need to select UPLOAD FILE. Once you do this your 1003 will be in our upload queue immediately.

This is not an automatic loan registration. Though your loan is in our queue, we need to transfer it in on our end. Our staff will receive an email alerting us of your upload. You will have your loan number in no more than 10 minutes. An automated email will go the address attached to the loan officer you registered your file under.

You will now be able to track the progress on this file via your pipeline. This is an option listed on the left side of the website as well. It is called, Pipeline Status. Once it has been brought into our system you will be able to view it immediately.

Registering your loan in this fashion prepares our staff for your credit package and we are able to treat it with the utmost urgency. It also allows you to keep organization in your files by referencing you MMI loan number on your DU runs.

It is vital that all of our customers familiarize themselves with this process, as it will be a requirement on all new loan submissions in the near future. Again, thank you for considering Michigan Mutual Inc; we look forward to doing business with you.

30300 Telegraph Rd. #185 Bingham Farms, Mi 48025