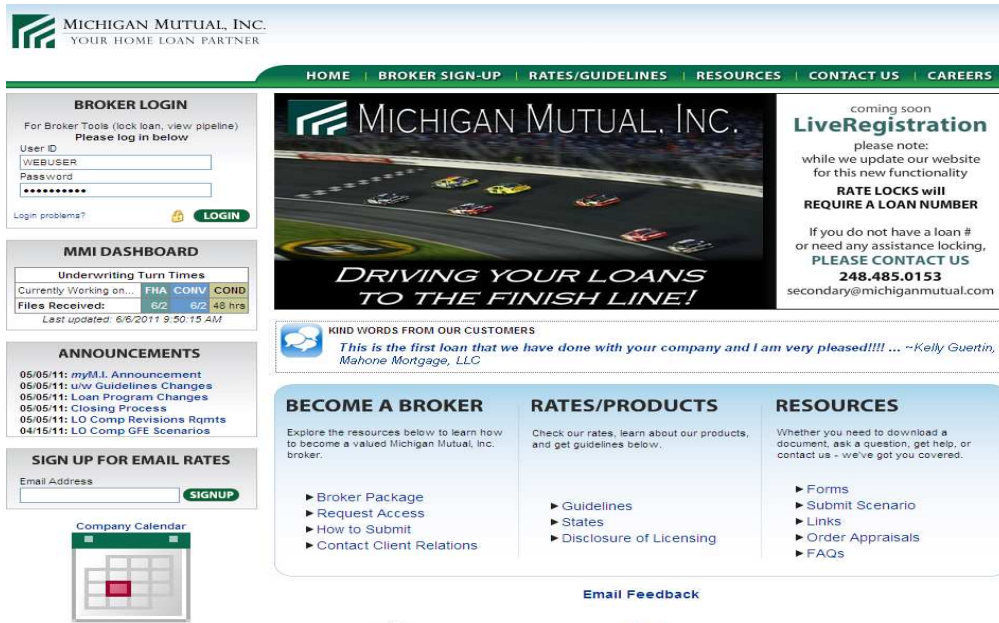


## Live Registration Tutorial

**Step 1:** Login to MMI's website ([www.michiganmutual.com](http://www.michiganmutual.com)).



**MICHIGAN MUTUAL, INC.**  
YOUR HOME LOAN PARTNER

HOME | **BROKER SIGN-UP** | RATES/GUIDELINES | RESOURCES | CONTACT US | CAREERS


**BROKER LOGIN**

For Broker Tools (lock loan, view pipeline)  
Please log in below


User ID  
WEBUSER

Password  
\*\*\*\*\*

Login problems? **LOGIN**



**MICHIGAN MUTUAL, INC.**



*DRIVING YOUR LOANS  
TO THE FINISH LINE!*

coming soon  
**LiveRegistration**

please note:  
while we update our website  
for this new functionality  
**RATE LOCKS will  
REQUIRE A LOAN NUMBER**

If you do not have a loan #  
or need any assistance locking,  
**PLEASE CONTACT US**  
**248.485.0153**  
secondary@michiganmutual.com

**MMI DASHBOARD**

Underwriting Turn Times

Currently Working on...	FHA	CONV	COND
Files Received:	6/2	6/2	48 hrs

Last updated: 6/6/2011 9:50:15 AM


**ANNOUNCEMENTS**

05/05/11: myM.I. Announcement  
05/05/11: u/w Guidelines Changes  
05/05/11: Loan Program Changes  
05/05/11: Closing Process  
05/05/11: LO Comp Revisions Rqmts  
04/15/11: LO Comp GFE Scenarios

**SIGN UP FOR EMAIL RATES**

Email Address  **SIGNUP**

**Company Calendar**



**KIND WORDS FROM OUR CUSTOMERS**

*This is the first loan that we have done with your company and I am very pleased!!!! ... ~Kelly Guertin, Mahone Mortgage, LLC*

**BECOME A BROKER**

Explore the resources below to learn how to become a valued Michigan Mutual, Inc. broker.

- ▶ Broker Package
- ▶ Request Access
- ▶ How to Submit
- ▶ Contact Client Relations

**RATES/PRODUCTS**

Check our rates, learn about our products, and get guidelines below.

- ▶ Guidelines
- ▶ States
- ▶ Disclosure of Licensing

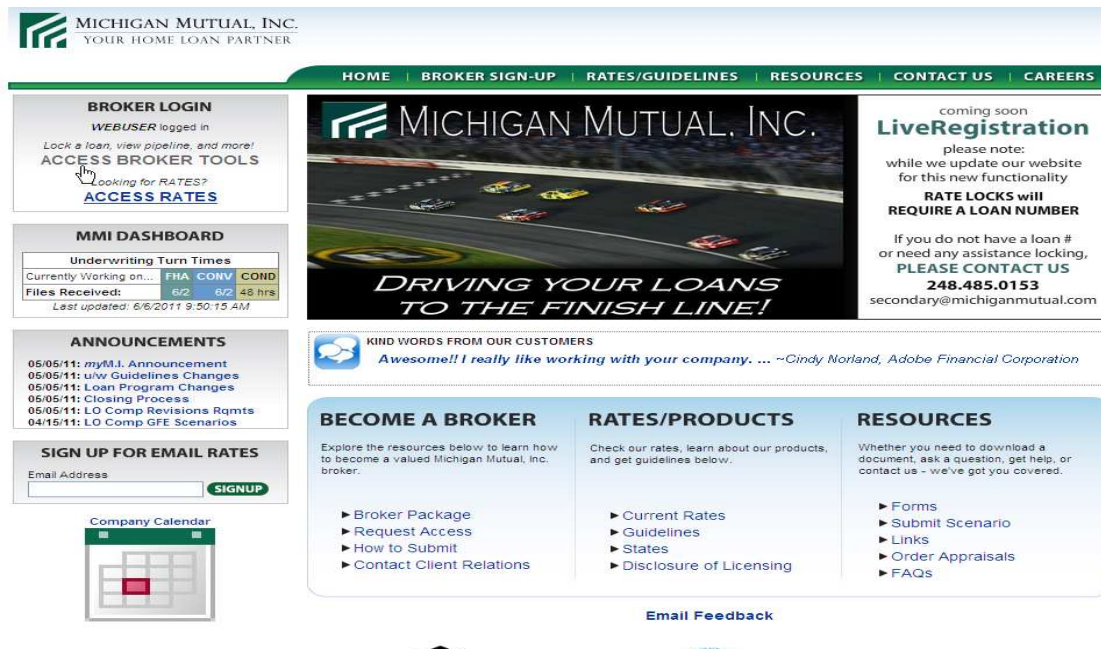
**RESOURCES**

Whether you need to download a document, ask a question, get help, or contact us - we've got you covered.

- ▶ Forms
- ▶ Submit Scenario
- ▶ Links
- ▶ Order Appraisals
- ▶ FAQs

**Email Feedback**

**Step 2:** Click "Access Broker Tools."



**MICHIGAN MUTUAL, INC.**  
YOUR HOME LOAN PARTNER


HOME | **BROKER SIGN-UP** | RATES/GUIDELINES | RESOURCES | CONTACT US | CAREERS

**BROKER LOGIN**


WEBUSER logged in

Lock a loan, view pipeline, and more!  
**ACCESS BROKER TOOLS**

Looking for RATES?  
**ACCESS RATES**



**MICHIGAN MUTUAL, INC.**



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coming soon  
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**SIGN UP FOR EMAIL RATES**

Email Address  **SIGNUP**

**Company Calendar**



**KIND WORDS FROM OUR CUSTOMERS**

*Awesome!! I really like working with your company. ... ~Cindy Norland, Adobe Financial Corporation*

**BECOME A BROKER**

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- ▶ Links
- ▶ Order Appraisals
- ▶ FAQs

**Email Feedback**

### Step 3: Click "New Loan Registration."

**MICHIGAN MUTUAL, INC.**  
YOUR HOME LOAN PARTNER

Home Documents/Announcements

▼ Broker Tools  
 ▶ **New Loan Registration**  
 ▶ Document Upload  
 ▶ Pipeline Status  
 ▶ Loan Status  
 ▶ Rate Lock  
 ▶ Rates  
 ▶ Automated Underwriting  
 ▶ Closing Doc Request  
 ▶ Logout

▼ Third Party Services  
 ▶ Order Title Work  
 ▶ Order Appraisal

**Pipeline Status**  
 Legend: ■ Lock expiring today or has expired ■ Lock expiring within 7 days

#	Loan Officer	Loan Number	Last Name	First Name	Address	Date Registered	Date File Rec'd	Current Phase	Lock Exp. Date
1		000039809	WHITE	KRISTI	7585 GRAHAM	02/01/2011		APPLICATION TAKEN	
2	KRISTI WHITE	000067509	TEST	TEST	7585 GRAHAM	02/17/2011		PRE-QUALIFICATION	
3	KRISTI WHITE	000067522	TEST	TEST	7585 GRAHAM	02/17/2011		PRE-QUALIFICATION	
4	KRISTI WHITE	000067815	WHITE	KRISTI	7585 GRAHAM	02/28/2011	02/28/2011	APPROVED WITH CONDITIONS	03/02/2011
5	KRISTI WHITE	000068234	TEST	TEST	7585 GRAHAM	03/12/2011		PRE-QUALIFICATION	
6	KRISTI WHITE	000068235	TEST	TEST	7585 GRAHAM	03/12/2011	05/05/2011	CLEAR TO CLOSE	05/06/2011
7	KRISTI WHITE	000068865	TEST	KRISTI	7585 GRAHAM	03/30/2011		PRE-QUALIFICATION	
8	BECKY BASS	000069466	TEST	TEST	7585 GRAHAM	04/16/2011		PRE-QUALIFICATION	
9	BECKY BASS	000070224	TEST	TEST	7585 GRAHAM	05/14/2011	05/14/2011	APPLICATION TAKEN	
10	JUSTIN PETER PESHKE	000070808	TEST	TEST	7585 GRAHAM	06/03/2011		PRE-QUALIFICATION	
11	KRISTI WHITE	000070810	TEST	TEST	7585 GRAHAM	06/03/2011		PRE-QUALIFICATION	
12	JUSTIN PETER PESHKE	000070813	TEST	TEST	7585 GRAHAM	06/05/2011		PRE-QUALIFICATION	

### Step 4: Enter loan information and select "Upload File."

**MICHIGAN MUTUAL, INC.**  
YOUR HOME LOAN PARTNER

Home Documents/Announcements

▼ Broker Tools  
 ▶ New Loan Registration  
 ▶ Document Upload  
 ▶ Pipeline Status  
 ▶ Loan Status  
 ▶ Rate Lock  
 ▶ Rates  
 ▶ Automated Underwriting  
 ▶ Closing Doc Request  
 ▶ Logout

▼ Third Party Services  
 ▶ Order Title Work  
 ▶ Order Appraisal

**~ 1003 Import ~**

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

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.

**Loan Type \***  
 CONFORMING FIXED

**Loan Program \***  
 30YR FIX

**Loan Officer \***  
 Bailey White

**Alternate Contact Name**  
 Bailey White

**Borrower's Email Address**  
 mickeymouse@aol.com

**Loan Officer's NMLS #**  
 000000

**Fannie Mae 3.2 File Name \***  
 C:\Documents and Settings\jpushke.CORP\ Browse... Upload File

\* = Required Fields

**Step 5:** Once the upload is complete, you will either receive a loan number or receive a message that the loan exists in our system, in which case someone from our Registration Department will contact you.

**Example Message of a Successful Upload:**

Home | Documents/Announcements

~ 1003 Import ~

**Thanks for submitting the "TEST TEST" loan, your new loan number is "000070808".**

**Note: the loan will be available in a few minutes when loan registration completes. At that point you will be able to visit the Loan Status page to review your loan or the Document Upload page to upload documents.**

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

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.

**Loan Type \***  
Please select a Loan Type ▾

**Loan Program \***  
Please select a Loan Program ▾

**Loan Officer \***  
Please select a Loan Officer ▾

**Alternate Contact Name**  
Please select an Alternate Contact Name ▾

**Borrower's Email Address**

**Loan Officer's NMLS #**

**Fannie Mae 3.2 File Name \***

\* = Required Fields

**Example Message of a Duplicate Upload:**

Home | Documents/Announcements

~ 1003 Import ~

**Thank you for your submission.**

**This loan matches criteria in our system and it cannot be automatically registered. The Registration Department has been notified and someone will be contacting you.**

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

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.

**Loan Type \***  
Please select a Loan Type ▾

**Loan Program \***  
Please select a Loan Program ▾

**Loan Officer \***  
Please select a Loan Officer ▾

**Alternate Contact Name**  
Please select an Alternate Contact Name ▾

**Borrower's Email Address**

**Loan Officer's NMLS #**

**Fannie Mae 3.2 File Name \***

\* = Required Fields

**Step 6:** A loan number is required to upload a “New Submission” package thru “Document Upload” or to lock a loan thru “Rate Lock”.

**MICHIGAN MUTUAL, INC.**  
YOUR HOME LOAN PARTNER

Home Documents/Announcements

1003 Import

Thanks for submitting the "TEST TEST" loan, your new loan number is "000070839".

Note: the loan will be available in a few minutes when loan registration completes. At that point you will be able to visit the Loan Status page to review your loan or the Document Upload page to upload documents.

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

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.

**Loan Type \***  
Please select a Loan Type

**Loan Program \***  
Please select a Loan Program

**Loan Officer \***  
Please select a Loan Officer

**Alternate Contact Name**  
Please select an Alternate Contact Name

**Borrower's Email Address**  
[Text Field]

**Loan Officer's NMLS #**  
[Text Field]

**Fannie Mae 3.2 File Name \***  
[Text Field] [Browse...] [Upload File]

\* = Required Fields

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Mortgage Builder Software, Inc.

**Broker Tools**

- New Loan Registration
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- Pipeline Status
- Loan Status
- Rate Lock
- Rates
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- Closing Doc Request
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**Third Party Services**

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