



# Non-Delegated Correspondent Loan Process (Detailed Steps)

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## Step 1: Request a QuickQual on the Angel Oak Website

<https://angeloakms.com/non-qm-quick-quote/>

## Step 2: Register & Lock the Loan (Correspondent)

- Go to [www.angeloakms.com](http://www.angeloakms.com)
- Select Log In
- Enter your credentials and click Log In
- Click on ADD NEW LOAN
- Click on Correspondent Non-Delegated (the channel you need to proceed with)
- Enter the two names that will be contacts for the file from the drop down
- Click Next and then Click to Browse to locate the 3.4 file
- Click Next to import the file into the portal
- Once the file is uploaded, enter the application date and the estimated closing date
- Click on the Register button – the loan information will appear at the top of the screen, to include the Lender Loan # (Angel Oak's loan number), which is the number you will need to lock the loan
- You can confirm that the loan was successfully registered by clicking on LOAN SUMMARY on the left side of the screen – a new screen will appear and on the right side of the screen and you will see Key Dates – under Key Dates and next to the word Registered, you will see date the loan was registered
  - Also note that under Key Dates you will be able to track the status of the loan from the dates located on this screen

*Note: Every time an action is completed by you in the loan file, both contacts will receive an email from Angel Oak confirming the action has been taken.*

## Lock the Loan (Correspondent)

- Go to the Product, Pricing and Lock section of the loan and input all required fields then click to proceed.
- Navigate through each section of the wizard completing all required fields. – Note the Qualifying Credit score can be found on your QuickQual. It is very important this mirrors the QuickQual for accurate pricing and then select "Search"
- Select the pricing option you would like to proceed with and then request lock
- Review the summary to confirm your selection and the click confirm and submit

### Step 3: Submit the Loan for Underwriting (Correspondent)

- Go to [www.angeloakms.com](http://www.angeloakms.com) and select LOG IN
- Click on **PIPELINE**
- Click on **Correspondent Non-Delegated** to ensure you are in the correct channel
- You can use the **Find Loan** tool by entering the borrower's name or the loan numbers
- Click on the loan to open the loan
- Go to the **LOAN ACTIONS** section of the screen and select Submit for **Non-Delegated Review**
- Required Documents will appear on your screen – you will see **Underwriting Documents** and 1003 signed by Loan Officer
  - Click on Browse for files next to 1003 signed by Loan Officer and upload the signed 1003 and all loan disclosures
  - Click on Browse for files next to **Underwriting Documents** and upload the balance of the loan file to include the required Non-Delegated Submission Form
- Click on **Update** and you will be asked “Are you sure you want to submit this loan at this time?” – Click **Continue**

*Note: Once the loan has been reviewed and set up by AOMS, under Key Dates you will see the loan submission date next to Submit to UJW. Loan submissions are reviewed within 48 hours.*

### Step 4: Loan Approval (Angel Oak)

- Angel Oak will issue a Conditional Loan Approval

### Step 5: Submit Loan Conditions (Correspondent)

- Go to [www.angeloakms.com](http://www.angeloakms.com) and select **Log In**
- Select **PIPELINE**
- Click on **Correspondent Non-Delegated** to ensure you are in the correct channel
- You can use the **FIND LOAN** tool by entering the borrower's name or the last four digits of the Angel Oak loan number
- Click on the loan to open the loan
- Click on **CONDITIONS** and browse or drag and drop to upload your loan conditions
- When you are ready for the underwriting team to take action on your loan go to the **LOAN ACTIONS** section and select **Re-Submit Loan**
- Click on **UPDATE** and you will be asked “Are you sure you want to submit this loan at this time?” – Click on **CONTINUE**
- Under Submission Overview you will see the most recent re-submission date has been updated on your loan file (note that all re-submissions after 4 PM EDT are considered received the following business day and that is when it will appear under the Key Dates)

*Note: Angel Oak will review submitted loan conditions within 48 hours and provide the correspondent with an updated Underwriting Conditional Approval form after each review*

### Step 6: Clear To Close & Funding (Correspondent)

- The Correspondent will satisfy any Angel Oak conditions and issue a closing package
- The Correspondent will fund the loan

### Step 7: Deliver Package (Correspondent)

- Go to [www.angeloakms.com](http://www.angeloakms.com) and select **Log In**
- Click on **PIPELINE**
- Click on **Correspondent Non-Delegated** to ensure you are in the correct channel
- You can use the **Find Loan** tool by entering the borrower's name or the last four loan numbers
- Click on the loan to open the loan
- Click on **DOCUMENTS** and browse or drag and drop to upload your complete disclosure/compliance package, any outstanding conditions, and the closing package
- When you are ready for the underwriting team to take action on your loan go to the **LOAN ACTIONS** section and select **RE-SUBMIT LOAN**

## Step 8: Post Closing and Conditions (Correspondent & Angel Oak)

- Angel Oak will review the full loan package for completeness/accuracy and issue purchase conditions within 72 hours of closing package receipt.
- The Correspondent will address any conditions and upload necessary documents to the Angel Oak portal.
- The complete collateral package, including the original note, an Allonge endorsed to Angel Oak Mortgage Solutions LLC, wiring instructions or a bailee letter and servicing transfer contact information must be provided to Angel Oak.

## Step 9: Purchase Advice and Wire Funds (Angel Oak)

- Once all purchase and collateral conditions have been cleared, files will be eligible for settlement.
- Angel Oak will provide the purchase advice upon disbursement of funds.

### Settlements occur Tuesday and Thursday:

- Loans cleared for purchase by the end of the business day on Monday or Tuesday will settle on Thursday of the same week.



- Loans cleared for purchase by the end of the business day on Wednesday, Thursday, or Friday will settle on Tuesday of the following week.



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