



Non-Delegated Correspondent Loan Process (Detailed Steps)

Step 1: Request a QuickQual on the Angel Oak Website (<https://angeloakms.com/QuickQual>)

Step 2: Register & Lock the Loan (Correspondent)

- Go to <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 – (REMEMBER – do not put in the Loan Officer's name or the Loan Processor's name – typically the initial contacts on a loan submission are the Loan Underwriter and a second desired contact)
- 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, scroll down and 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.

Note: Please email Angel Oak at corruwteam@angeloakms.com when you have submitted your first loan so that we can validate that you have successfully registered your loan.)

Lock the Loan (Correspondent)

- Now that you have a Lender Loan # (Angel Oak's loan number), you will send an email to the correspondent lock desk at correspondentlockdesk@angeloakms.com
- Your email to the lock desk must include:
 - Lender Loan # (which is Angel Oak's loan number)
 - Lock Period
 - Interest Rate
 - Loan program
 - FICO score
 - Expected Price
- You will receive a lock confirmation email on the same business day, unless it is sent after 6 pm EDT, from our Secondary Lock Team

Step 3: Submit the Loan for Underwriting (Correspondent)

- Go to <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 UW. Loan submissions are reviewed within 48 hours. Angel Oak does not complete a compliance/disclosure review at this time.

Step 4: Loan Approval (Angel Oak)

- Angel Oak will issue a Conditional Loan Approval

Step 5: Submit Loan Conditions (Correspondent)

- Go to <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 [DOCUMENTS](#) 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 <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 (Angel Oak)

- Angel Oak will review the uploaded documents within 2 days and request any missing items necessary to complete the compliance review

Step 9: Conditions (Correspondent & Angel Oak)

- The Correspondent will address any conditions and upload necessary documents to the Angel Oak portal
- Angel Oak will review the complete loan package within 24 hours for completeness/accuracy and issue any purchase conditions

Step 10: Purchase Advice (Angel Oak & Correspondent)

- Once all conditions have been resolved, to include the wire instructions/Bailee letter, Angel Oak will email the Correspondent a Purchase Advice and Assignment & Conveyance Letter for execution by the Correspondent
- The Correspondent will execute the aforementioned documents and return them to Angel Oak's secondary department

Step 11: Wire Funds (Angel Oak)

- The Correspondent must send the collateral file to Angel Oak to include the original note and Allonge endorsed to Angel Oak Mortgage Solutions LLC a minimum of three days prior to the anticipated purchase date
- Angel Oak will wire funds for the purchase of the loan



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