



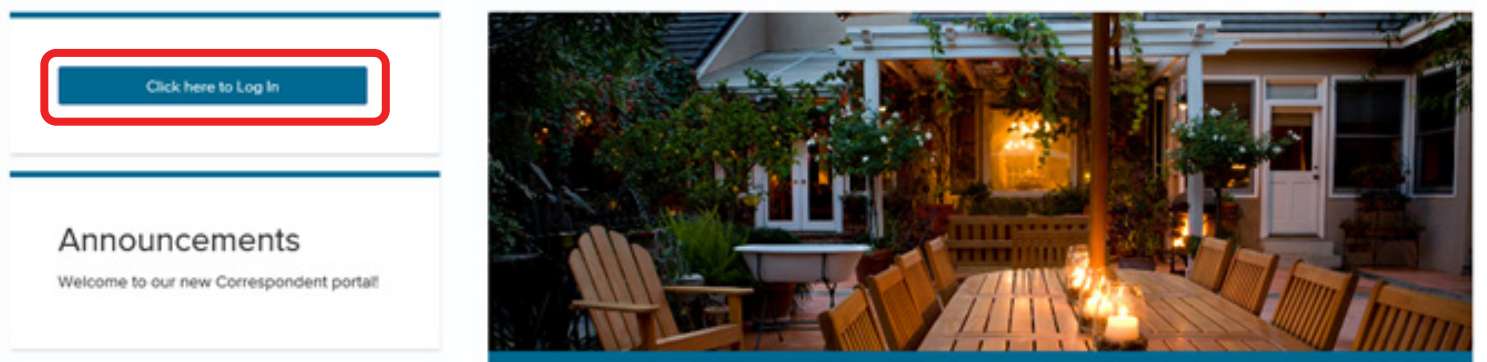
How to Submit Your Closed Delegated Loan (Delegated Correspondents)



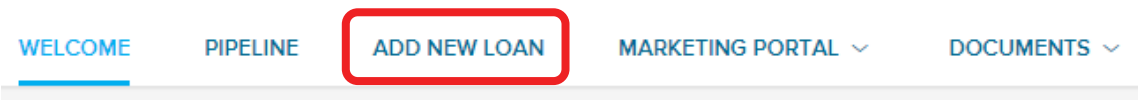
Step 1: Go to the Angel Oak Correspondent website at www.angeloakcorr.com. Select Loan Portal Login. (website works best with Google Chrome)



Step 2: Click on [Click here to Log In](#) using your Angel Oak user access credentials.



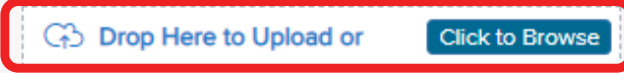
Step 3: Click on [ADD NEW LOAN](#).



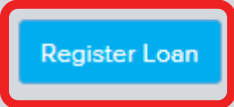
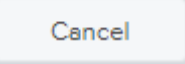
Step 4: Click on **Drop Here** to Browse or Click to Browse. Upload your 3.2 file.

Correspondent Loan Registration

Import Loan Data




Step 5: Click on **Register Loan**.

Step 6: Click on **Select One** under Loan Type. Select **Delegated**.

Loan Type



Please save your changes!

Step 7: Click on **Select One** under Underwriting. Locate and click on your name. Enter your contact phone number. Click on **Select One** if you want to add another contact that has Angel Oak login credentials, and add their contact phone number.

Underwriting	Post Closing	Other
Name: <input type="text" value="Select One"/>	Name: <input type="text" value="Select One"/>	Role: <input type="text" value="Select One"/>
Email: <input type="text"/>	Email: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>	Email: <input type="text"/>
		Phone: <input type="text"/>

Step 8: Click on **Save Contacts** to save the Loan Type and contact information.

Loan Type

Delegated ▼

Save Contacts

Please save your changes!

Step 9: Click on **Submit for Review**.

LOAN ACTIONS

Import Additional Data

Submit for Review

Step 10: If **Required Fields** appears on your screen, enter the required information needed.

Missing required fields and documents

Required Fields

FIELD ID	DESCRIPTION	
66	Borr Home Phone is required field	<input type="text"/>
981	Borr Declarations M 1 is required field	<input type="text"/>

Step 11: If **Documents Missing Attachments** appears on your screen, click on **Browse** for files and upload any needed Required Documents.

Documents Missing Attachments

Document Underwriting Documents is missing an attachment

Document 1003 Signed by Loan Officer is missing an attachment

Step 12: Click on **Update** once you have completed Required Fields and Documents Missing Attachments.

Review Loan

Update

Step 13: Click on **Continue** after the portal has advised you “that the loan has been saved successfully” and asks you “Are you sure you want to submit this loan at this time?”

Are you sure you want to submit this loan at this time?

Step 14: Click on **Loan Summary** on the left side of the screen and on the right side of the screen, under **Key Dates** you will see that the loan has been Registered and Submitted for Review.



Key Dates	
Registered	01/15/2020
Submitted for Review	01/15/2020



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