LIBERTY SAVINGS BANK
Our Interest Is In You

Step 1: Log onto Enterprise LOS through our website www.libertysavingsbank.com or direct
https://libertysavingsbankb2b.mortgagebotlos.com

Step 2: Go to Create Loan > Import a Loan

Step 3: Type in the Loan Officers name and then Click on Submit

New Loan Setup

In the text box below, enter a few sequential characters contained in any of the following: Institution ID, Institution Name, Originator First Name, or Originator Last Name. Then, select an item from the drop down menu, and click Submit.

Originator: 05555 > Test Institution > Avista Solutions

Action: Import A Loan

Submit   Cancel

> **Refer to page 3 in our Enterprise LOS Help guide for more detailed instructions**

Step 4: Upload Fannie Mae 3.2 file (.fnm)

Please Note Make sure you check the *Retain DU Casefile ID on loan import?* Check box

Import Loan

Step 1: Please select the file format you like to import.
Step 2: Click browse to locate the file on your computer.
Step 3: Click import to retrieve the file.

File Format   FannieMae 3.2   Is Employee Loan ☐   Retain DU Casefile ID on loan import? ☑
File Name   Browse...

Import   Cancel

Select format for loan application. This selection only determines the available fields that will be displayed for the loan application. It does not require submission to either automated underwriting engine. The default format is Fannie Mae Desktop Underwriter 1003.

Fannie Mae (Desktop Underwriter)

> **Refer to page 3 in our Enterprise LOS Help guide for more detailed instructions**

Step 5: Click on the yellow edit pencil in the 1003 screen to view your data, and ensure it was uploaded correctly.

⊟ **Forms and Documents**
1003

> **Refer to page 3 in our Enterprise LOS Help guide for more detailed instructions**

Step 6: Upload images of file in ImageFlow under Initial Submission Package

Please Note Upload your images in color for the best quality. Files submitted in poor quality will be returned.

⊟ **Imaging**
ImageFlow
Upload Document

Document Upload
File Information
File To Upload   Browse...
Upload in Color ☑

> **Refer to page 3 in our Enterprise LOS Help guide for more detailed instructions**

Step 7: Register or Lock your Loan

Please note Image your Lock Confirmation in ImageFlow under Lock Information

Lock | Register Loan

Step 8: Submit your loan to us by selecting Final under the Actions tab

Final

Final: 1/11/2013
File Received

> **Refer to page 4 in our Enterprise LOS Help guide for more detailed instructions**

**Take a final look ~ Does your Status Show as Final in the status column?
If you don't see Final, we don't see your loan!**