

Running AUS in LendingPad

Step 1: Select the *Actions* tab on the left menu bar. Navigate to *System Actions* and press the *Send* button next to AUS.



Fannie Mae (DO): In the next menu, select *Fannie Mae (DO)* under the *Contact* drop-down. For *Request Type*, select *Underwriting With Merge Credit* and for *Submission Type* select *Preliminary Findings*. Make sure the *Casefile ID* field is empty. The *Credit Report Provider* field should be auto-filled with your credit provider, but you may need to make a different selection in *Use Credentials*. For that field, choose *Company Credentials* if you have one company-wide login for pulling credit with your provider. If you have your own login, choose *My Credentials*. Make sure the credit report file number is in the final field, and it corresponds to the correct borrower or borrowers if there are multiple credit reports. Press *Send Request* when finished. The results can be viewed on the prior screen, or in the *Documents* tab on the left.

The screenshot shows the 'Send Request' form. The form fields are: 'Contact' (Fannie Mae (DO)), 'Request Type' (Underwriting With Merge Credit), 'Submission Type' (Preliminary Findings), 'Casefile ID' (empty), 'Credit Report Provider' (Advantage Credit Inc), 'Use Credentials' (Company Credentials), and 'Select the borrowers for whom you want to re-issue credit reports:' (Joint, Andy America & Amy America, 19225192). A 'Send Request' button and a 'Cancel' button are at the top right.

Freddie Mac (LPA): In the next menu, select *Freddie Mac* under the *Contact* drop-down. For *Request Type*, select *Underwriting With Merge Credit*. All remaining fields should be kept blank, except for *Seller ID*, which should auto-fill to 214255. The *Credit Report Provider* field should be auto-filled with your credit provider. Make sure the credit report file number is in the final field, and it corresponds to the correct borrower or borrowers if there are multiple credit reports. Press *Send Request* when finished. The results can be viewed on the prior screen, or in the *Documents* tab on the left.

☆ Send Request Cancel

Contact *
Freddie Mac

Request Type *
Underwriting With Merge Credit

LP Key ID
LP Key ID

LP ID
LP ID

LP TID
LP TID

Branch Code
Branch Code

Seller ID
214255

TPO ID
TPO ID

NOTP ID
NOTP ID

Credit Report Provider *
Advantage Credit Inc

Select the borrowers for whom you want to re-issue credit reports:
Joint Andy America & Amy America 10001