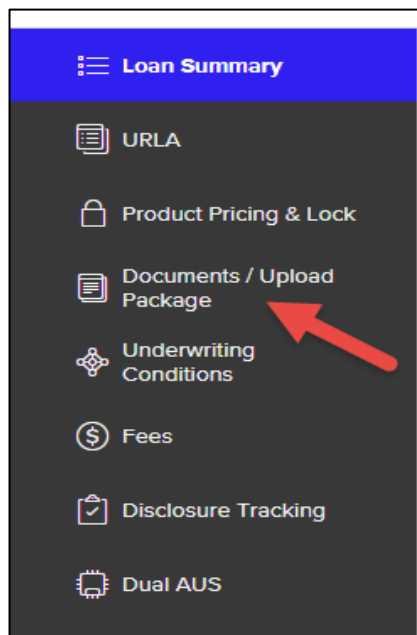




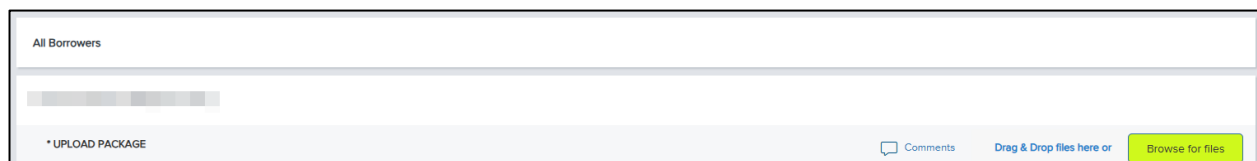
PHH Mortgage Correspondent Lending Single Loan File Submissions

Effective for new loans submitted **on Monday, July 21st 2025 and later**, the functionality for uploading document packages will be changing.

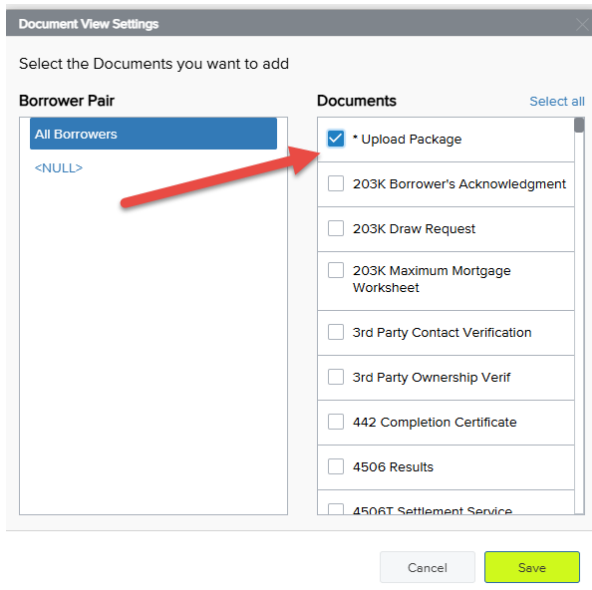
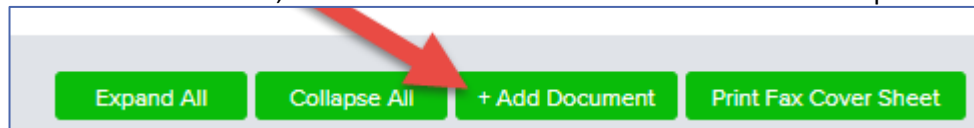
The **Upload Image File** option will now be combined with **Documents** under Loan Summary. Navigate to the menu item labeled **“Documents/Upload Package”** to upload the initial Non-Delegated Credit or Closing package or the Delegated Closed Loan Package.



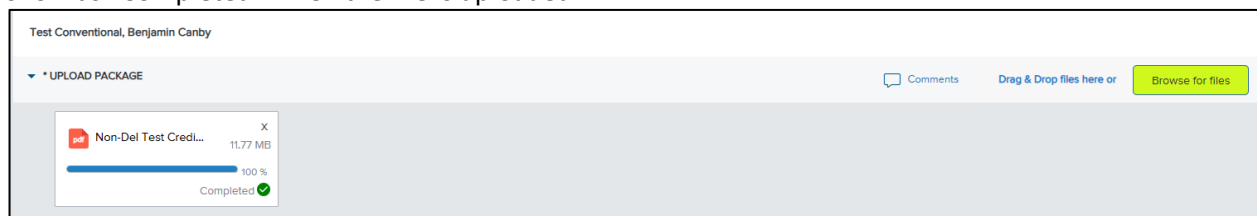
After clicking on Documents / Upload Package, the following page will open and there will be a folder labeled “Upload Package.”



If a folder is not visible, click the “+ Add Document” button and select “Upload Package.”



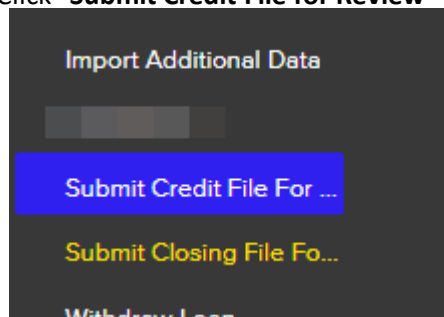
The user will be able to either drag the loan package to the folder or browse for the file. The status will show as “Completed” when the file is uploaded.



Once the upload is complete, the user will need to click on the appropriate selection in the “Loan Actions.”

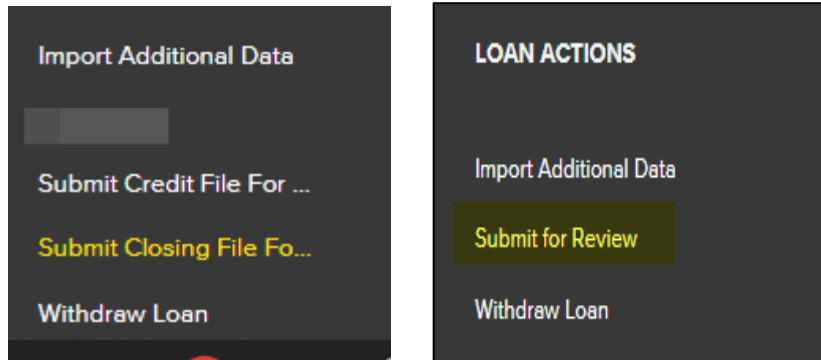
Non-Delegated:

Click “**Submit Credit File for Review**” for the Non-Delegated Credit Package:



Non-Delegated and Delegated:

Click **“Submit Closing File for Review”** for the Non-Delegated Closed Loan package or “Submit for Review” for the Delegated Closed Loan package.



If you have any questions, please contact your Correspondent Specialist, Sales Executive/Correspondent Sales Representative or contact us via the support line at 1-800-929-4744.

Thank you for your continued business.