

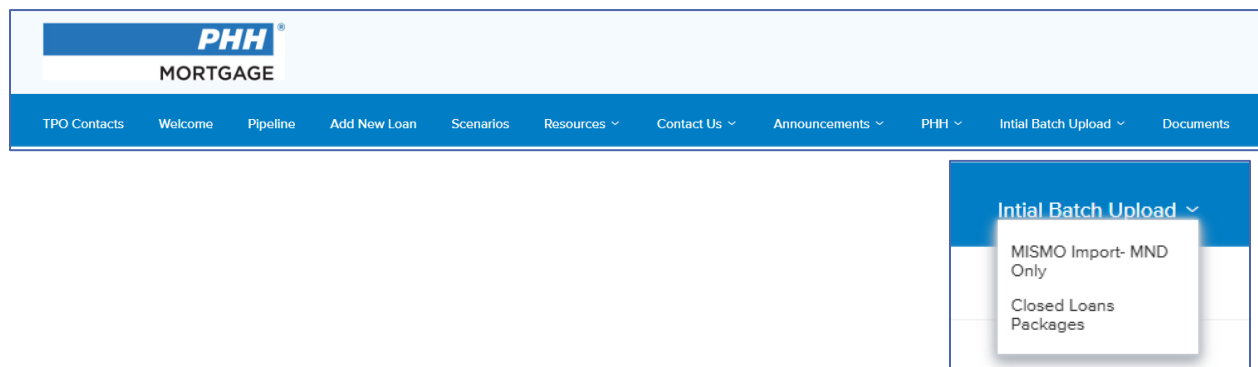


PHH Mortgage Correspondent Lending Batch Import Functionality

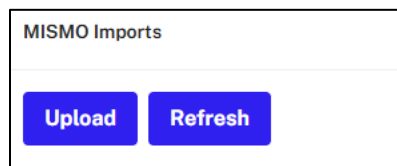
As a follow up to our recent update to allow for the ability to bulk upload Closed Loan Files, we are now pleased to announce new functionality that allows clients to batch import multiple MISMO 3.4 files for mandatory locks. This functional is now available on TPO Connect.

Once the client enters TPO Connect, the user will navigate to the new menu item titled “Initial Batch Upload.” The user should hover over the menu and choose “MISMO Import – MND Only.”

It is crucial that the XML file is named using only the PHH Loan Number. Format like the following example: 4012345689.xml, additional details such as names should not be included.




Once the user selects the MISMO Imports – MND Only, the user chooses the appropriate selection. Upload should be selected for new file uploads and Refresh to show the status of uploaded files.



When uploading new MISMO 3.4 files, the user may either browse folders or drag and drop the files. If uploading more than one MISMO file, the files need to be combined into a Zip file and the folder should be uploaded. Single loans may be dropped directly into the designated spot on the screen. Once all files are added, the user clicks the “Upload” button.

Requirements

- Maximum file size for XML / ZIP is 500MB.
- Individual file name should be PHH loan number.
- For more than 1 file, upload requires a zip folder.
- For zip folder name, description is not limited to PHH loan number.



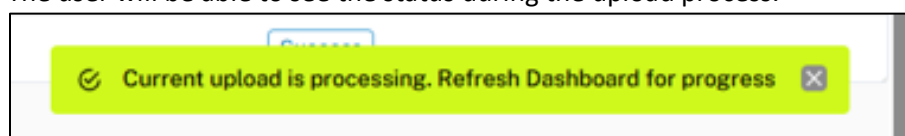
Drag & Drop or Select file

Drop files here or click [browse](#) thorough your machine

Upload

Cancel

The user will be able to see the status during the upload process.



Once the upload is complete, the user may click the “Refresh” button to confirm the successful submission.

MISMO Imports

Upload

Refresh

Filter Upload History

Show All

Show Success

Show Failed

Search 16 records...

FILE NAME	SOURCE	UPLOADED BY	UPLOADED ON	STATUS
1810267169.xml	TPOC	DelAndNonDel@none.com	06/02/2025 02:00:31 PM (EDT)	Success

If the file upload failed, the user may hover over the “icon” to see the reason for the failed process. The user should correct the error and resubmit the file.

4011739887.xml	TPOC	DelAndNonDel@none.com	05/20/2025 11:48:38 AM (EDT)	Fail
> multiPHH text2.zip	TPOC	DelAndNonDel@none.com	05/20/2025 11:28:12 AM (EDT)	Loan not found

The user will also be able to filter on the upload history to validate all uploads.

Filter Upload History ☒ Show All ☐ Show Success ☐ Show Failed

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.

8/1/2025