



Requesting additional sponsoring lenders for Desktop Originator

Tip: To print this document, click  (Print). To get a closer look at a screen, click  (Zoom In) in the toolbar.

This document explains how to use the Desktop Originator[®] Online Registration tool to request sponsorship by an additional lender. The length of the sponsorship acceptance process varies by lender, because some lenders may ask for additional information before approving your request. The acceptance of sponsorship requests is at the sole discretion of the lender.

Note: Before you can perform this procedure, you must already be a registered user of Desktop Originator (DO[®]) and be sponsored by at least one lender. If you are not yet registered for DO, refer instead to the Quick Step entitled [Registering Online for Desktop Originator](#).

Step/Screen

1. Go to the [DO Online Registration Tool](#) for adding lenders.

2. The DO Online Registration application opens in a separate browser. Enter your user ID and password, then click **Log In**.



Desktop Originator[®] Online Registration

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Step 1: Log In

If you are currently registered as a Desktop Originator subscriber, you can use this tool to add additional sponsoring lenders.

Enter the user ID and password you use to log in to Desktop Originator, then click **Log In**.

+ indicates a required field.

User ID: +

Password: +

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Step/Screen

- The Select Additional Sponsoring Lenders screen appears. Select at least one sponsoring lender from the index, then click **Continue**.

Note: Lenders are grouped by the beginning letter of their names. You can only view lenders one group at a time. To view a lender starting with a particular letter, click the appropriate letter link above the Select Sponsoring Lenders list. In this example, the “O” link was clicked.

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Step 2: Select Additional Sponsoring Lenders

Subscriber: Online Mortgage User Name: Orlando Originator
 Subscriber ID: xzyz12a User ID: abcd1234

Please take the following steps:

- Click the check box beside the Sponsoring Lender's name.
- Type the Wholesale Account Executive's Name in the text box.
- If you do not have a relationship with a lender, click the "No" option button. You can continue to select additional lenders on this screen, or you can click on another letter to select lenders on a different screen.
- When you are through selecting sponsoring lenders, click the Continue button.

Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.

Your Current Sponsoring Lender List

- LMNO Mortgage

Index of Available Sponsoring Lenders

[O](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Select Additional Sponsoring Lenders Beginning with the letter 'O'

Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender
<input type="checkbox"/>	Obbie Savings Mortgage	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/>	Octanion Bank	Lawrence Lender	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Odenington Mortgage	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Otreud Bank	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>

Reset All Lender Selections

Continue Cancel

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- Enter the e-mail address of the person in your organization who should receive sponsorship confirmation messages, then click **Continue**.

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Step 3: Enter E-mail Address

Subscriber: Online Mortgage User Name: Orlando Originator
 Subscriber ID: xzyz12a User ID: abcd1234

Enter the e-mail address for the person in your company who should receive the sponsorship confirmation message, then click Continue.

+ indicates required information

E-mail Address: +

Previous Continue Cancel

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- The Provide Additional Information screen appears. In the Referral Source list, select an option that indicates how you were referred to the lender, then click **Continue**.

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Step 4: Provide Additional Information

Subscriber: Online Mortgage User Name: Orlando Originator
 Subscriber ID: xzyz12a User ID: abcd1234

Use the Referral Source field to tell us how you heard about Desktop Originator, then click Continue.

+ indicates required information

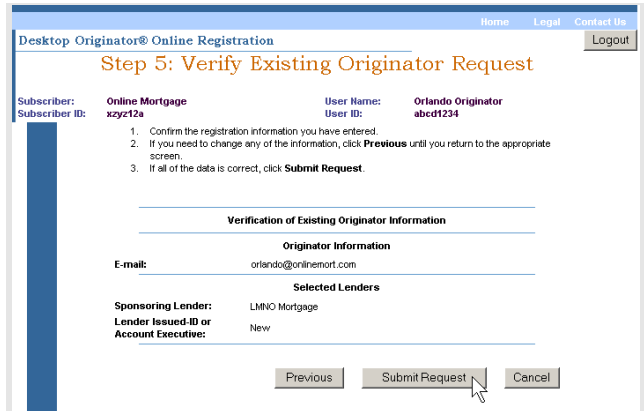
Referral Source: +

Previous Continue Cancel

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Step/Screen

6. The Verify Existing Originator Request screen appears, showing the information you entered. After confirming that this information is correct, click **Submit Request**.



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Step 5: Verify Existing Originator Request

Subscriber: Online Mortgage User Name: Orlando Originator
Subscriber ID: xyz12a User ID: abcd1234

1. Confirm the registration information you have entered.
2. If you need to change any of the information, click **Previous** until you return to the appropriate screen.
3. If all of the data is correct, click **Submit Request**.

Verification of Existing Originator Information

Originator Information

E-mail: orlando@onlinemort.com

Selected Lenders

Sponsoring Lender: LMNO Mortgage
Lender Issued-By or Account Executive: New

Previous Submit Request Cancel

7. The Thank You screen appears, indicating that your request has been submitted to the lender. Click **Close** to close the browser.

Note: A confirmation e-mail is sent to the e-mail address you specified, indicating that a sponsorship request was submitted to the lender. The e-mail also includes a tracking number that you can use if you need to contact the lender to determine the status of your request.



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Step 6: Thank You!

Your request has been sent to the selected lenders for processing. If you need an update on the status of your request, please contact the lenders directly.

Please print a copy of this page for your records.

Tracking Number(s): 513407 Lender(s): LMNO Mortgage

The lender(s) will contact you with their response.
You will receive an email confirming this request.

Close

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