

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

**GMFS - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.gmfspartners.com/>

**Broker Tools**

- Pipeline Status
- Loan Status
- Rate Lock
- 1003 Import
- Imaging

**Links**

- GMFS Employee Log In
- Order Appraisals
- Resources For FHA
- MBAA
- Bloomberg Market Data: Current 30 Yr. FNMA Coupon Rate
- DU Underwriting Guide

**Broker Login**

- Username
- Password
- Login

**Welcome to the GMFS Web portal**

GMFS LLC was established in 1999. Today GMFS is headquartered in Baton Rouge, Louisiana with a strong presence in states across the country. We are a direct mortgage lender specializing in FHA and Conventional loans with a strong focus on superior customer service, expedient turn times, and consistent underwriting practices.

GMFS provides a wide variety of loan products at competitive interest rates and simple qualify parameters. We were founded on the principal of arming our customers and underwriters with the tools they need to fully satisfy the financial needs of existing and future homeowners.

**We would like the opportunity to earn your business.**

**Call today to learn more about the benefits of working with GMFS LLC.**

**Toll Free 888-883-5690**

Wholesale States: Alabama, Arkansas, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas

**Better Business Bureau** GMFS is a proud member of the Better Business Bureau of South Central Louisiana. Feel free to contact them for a reference on our business practices and operations at (225) 346-5222 or [www.batonrouge.bbb.org](http://www.batonrouge.bbb.org).

This is a secure site designed for authorized users only. If you have reached this site in error please return to our home page at [www.gmfslending.com](http://www.gmfslending.com).

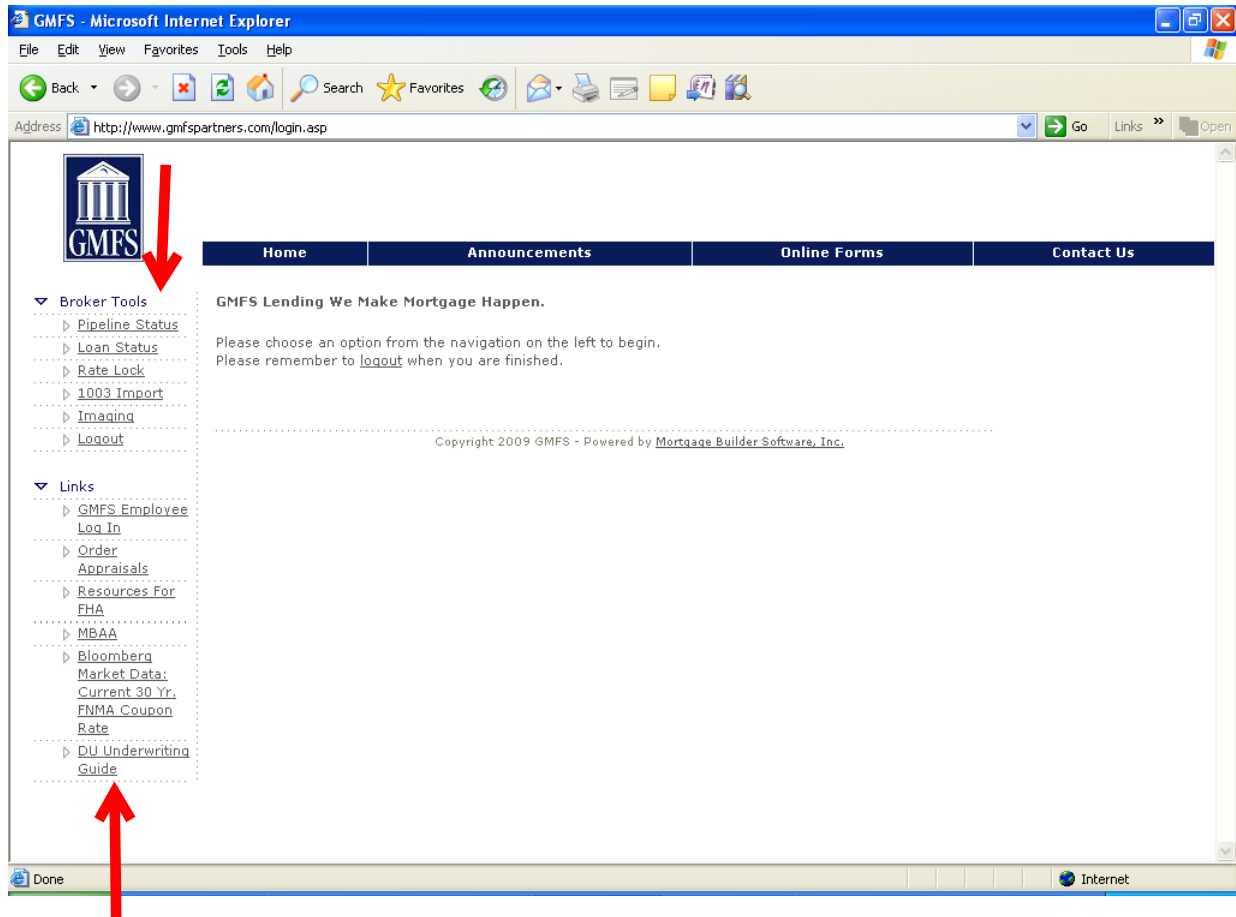
Authorized users please hit the Login button to the left to log in.

Copyright 2009 GMFS - Powered by Mortgage Builder Software, Inc.

Enter the Username and password you have been emailed.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)



Your options once you have logged in.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

The screenshot shows a Microsoft Internet Explorer browser window displaying the GMFS Broker Portal. The address bar shows the URL: <http://www.gmfspartners.com/login.asp?cmd=ps>. The page features a navigation menu with 'Home' and 'Announcements'. A sidebar on the left contains a 'Broker Tools' menu with options like Pipeline Status, Loan Status, Rate Lock, 1003 Import, Imaging, Logout, Links, GMFS Employee Log In, Order Appraisals, Resources For FHA, MBAA, Bloomberg Market Data, Current 30 Yr. FNMA Coupon Rate, and DU Underwriting Guide. The main content area is titled 'Pipeline Status' and contains a table with the following data:

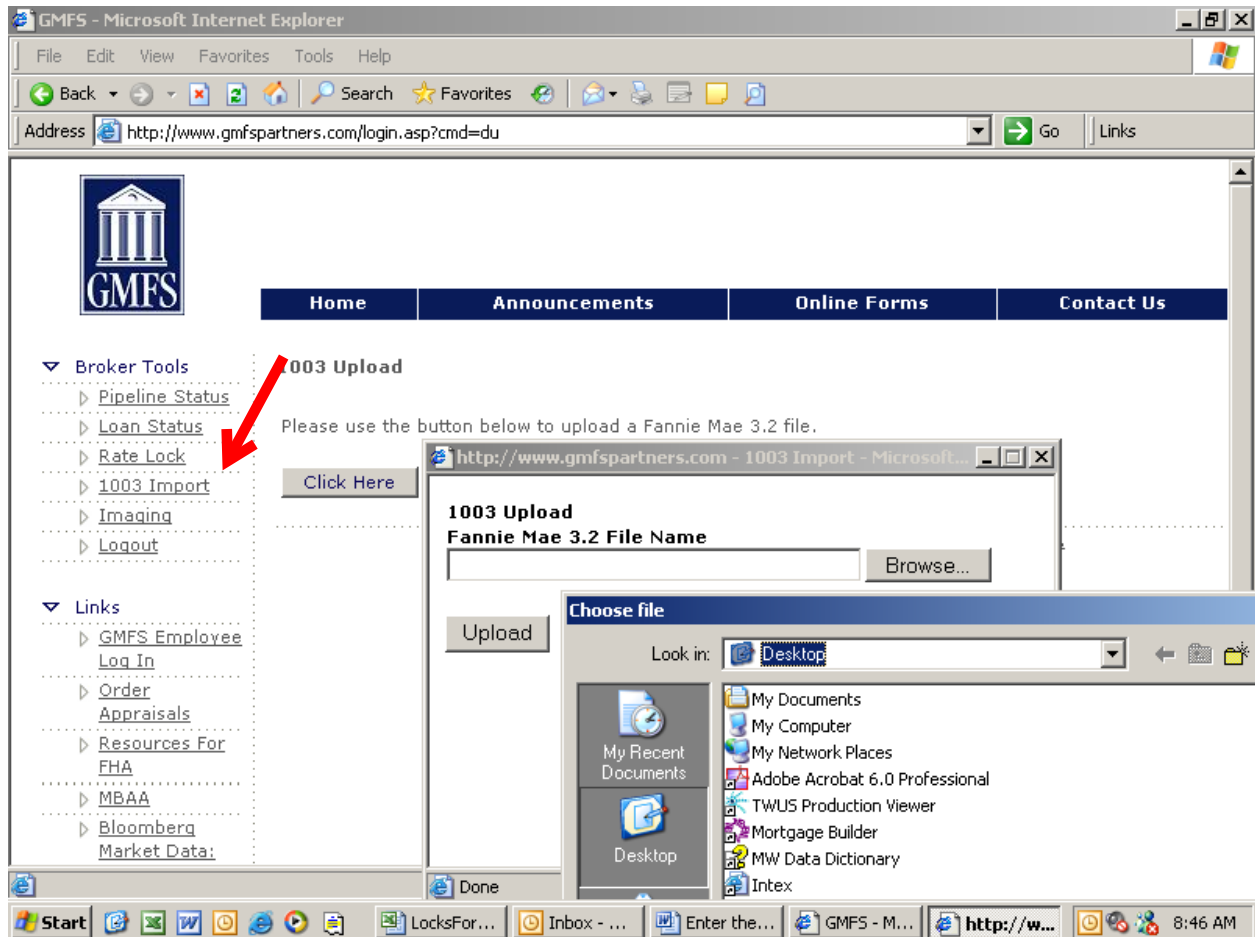
#	Closing Date	Loan Number	Last Name	First Name	Date Registered	Current Phase	Interest Rate	Lock Date	Wholesale Base	Wholesale Net	Lo Expir
1		000000239	HERZOG	MICHAEL	03/30/2009	PRE-APPROVAL	4.750	09/02/2009		0.000000	10/08
2	10/26/2009	000000461	ROTH	RICHIE	12/17/2008	CLOSED	5.250	10/22/2009		0.000000	11/11
3		000000667	MCCAIN	WILKES	12/01/2008	INCOMPLETE	4.750			0.000000	
4		000003959	PURTLE	BRIAN	04/01/2009	RECEIVED IN UNDERWRITING	4.625	09/03/2009		0.000000	10/08
5		000004268	FOSTER	CHRISTOPHER		APPROVED WITH CONDITIONS	4.875	09/09/2009		0.000000	11/13
6		000004719	STAUB	PERRY		APPROVED WITH CONDITIONS	4.500	09/16/2009		0.000000	11/05
7	10/22/2009	000004979	HUNTER	BERNHARDT	05/06/2009	WAREHOUSED	4.875	10/22/2009		0.000000	10/27
8		000005001	SINER	JAMES		APPROVED WITH CONDITIONS	5.375	08/13/2009		0.000000	10/30
9		000005237	Hilliard	Addison	09/04/2009	SECONDARY HOLD	5.250	10/08/2009		0.000000	11/27
10		000006009	Wilk	Harry	06/29/2009	APPLICATION TAKEN	6.250			0.000000	
11		000006091	DUNCAN	GARY		INCOMPLETE	5.000	09/24/2009		0.000000	11/13
12		000006835	FERRARA	LISA	07/27/2009	INCOMPLETE	5.125	08/03/2009		0.000000	09/07
13		000007052	KELLISON	CHARLES	08/04/2009	SECONDARY HOLD	4.375	10/06/2009		0.000000	10/26
14		000007409	SIMON	LEAH		SECONDARY HOLD	4.875	09/09/2009		0.000000	11/13
15		000007435	MCCANN	DAVID		PRE-APPROVAL	5.250			0.000000	
16		000007612	SMITH	JEFFERSON	08/26/2009	PRE-APPROVAL	5.750			0.000000	
17		000007910	Nash	Toby		PRE-APPROVAL	5.000			0.000000	
18		000007962	HOLLINGSWORTH	SANDRA		SECONDARY HOLD	4.875	10/09/2009		0.000000	11/13
19	10/21/2009	000007964	BOURGEOIS	CHRISTOPHER	09/11/2009	WAREHOUSED	5.375	10/20/2009		0.000000	10/25
20		000008003	DIEZ	ANDY		SECONDARY HOLD	5.000	09/24/2009		0.000000	11/13
21		000008078	PHITH	SOPHAL	09/16/2009	PRE-APPROVAL	5.000			0.000000	
22		000008180	ANDRY	ANGELA	09/22/2009	PRE-APPROVAL	4.375	10/15/2009		0.000000	11/13

## Pipeline Status

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

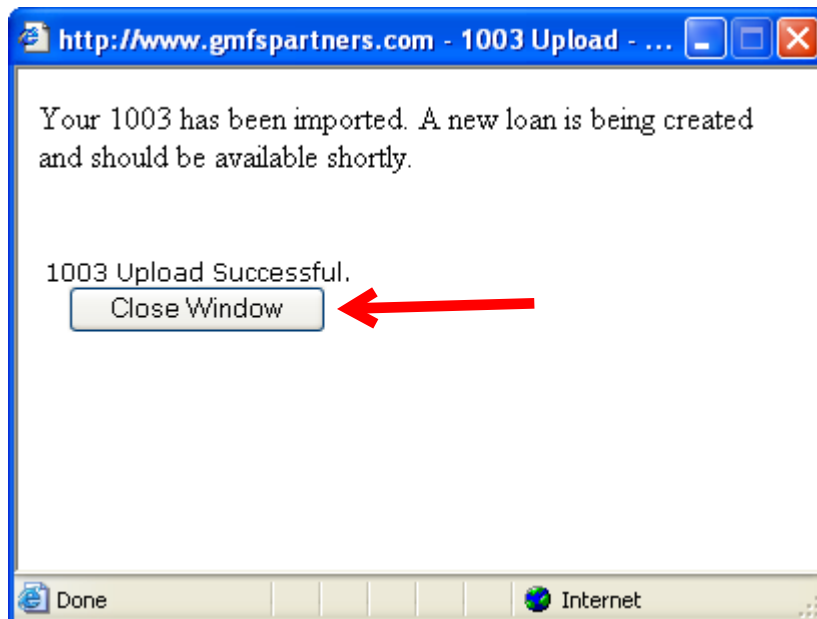
Register your loan by going to the 1003 import link on the left.



Browse to where your Fannie 3.2 file is located and then click on UPLOAD

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)



Now click on Close Window.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

Adding Conditions to the File, click on Imaging on the left

GMFS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.gmfspartners.com/login.asp?cmd=imagelist>

Home Announcements Online Forms Contact Us

▼ Broker Tools

- ▶ Pipeline Status
- ▶ Loan Status
- ▶ Rate Lock
- ▶ 1003 Impo
- ▶ **Imaging**
- ▶ Logout

▼ Links

- ▶ GMFS Employee Log In
- ▶ Order Appraisals
- ▶ Resources For FHA
- ▶ MBAA
- ▶ Bloomberg Market Data: Current 30 Yr. FNMA Coupon Rate
- ▶ DU Underwriting Guide

Imaging

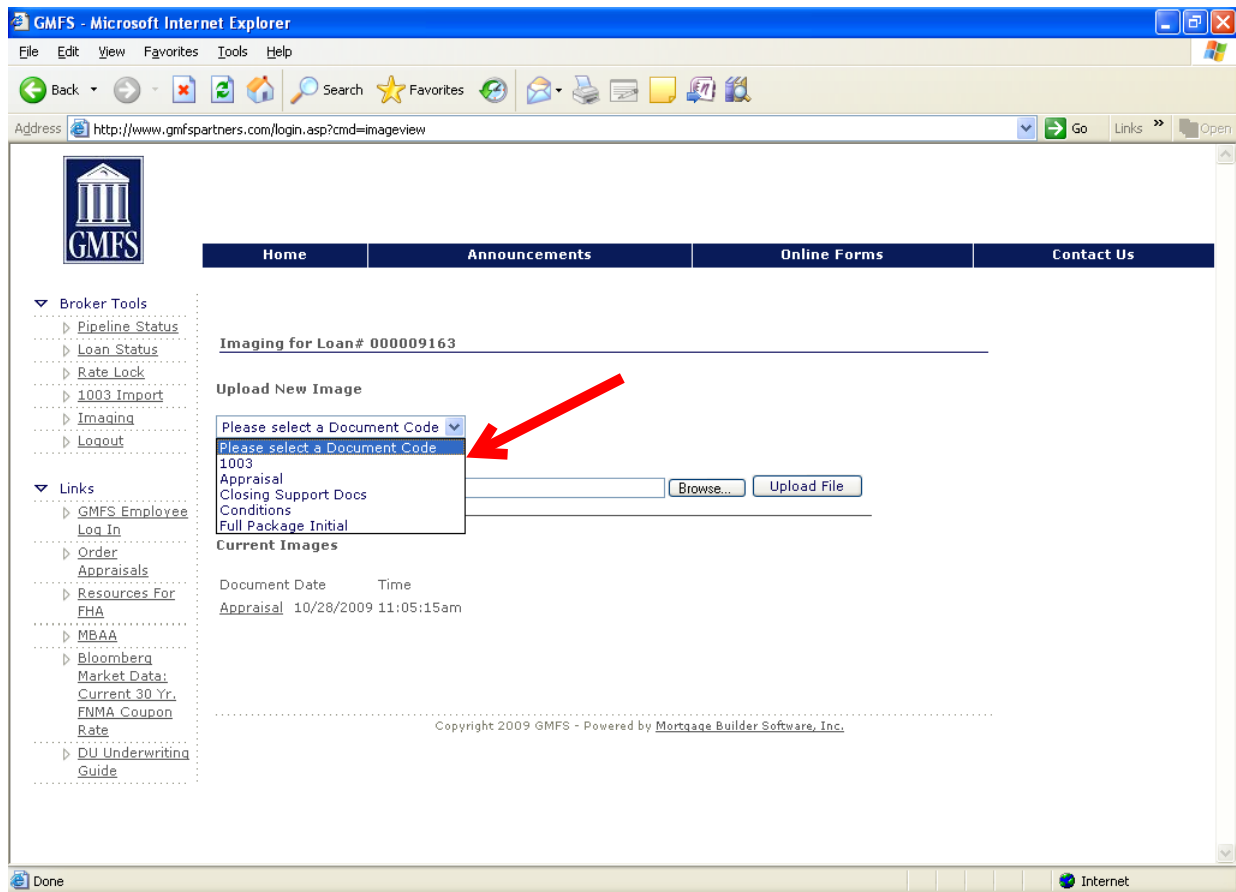
Please select a loan you wish to view or upload an image on:

#	Loan Number	Last Name	First Name	Property Address	Current Phase
1	000007964	BOURGEOIS	CHRISTOPHER	2508 SPRIG DRIVE	WAREHOUSED
2	000008608	BURGAUER	CARL	1331 BARRINGTON DRIVE	PRE-APPROVAL
3	000009163	Beauchamp	Teri	1236 Macedonia Road	APPLICATION TAKEN
4	000008460	Carroll	Michael	3421 Bethune Dr	PRE-APPROVAL
5	000008003	DIEZ	ANDY	8539 FOXFIELD	SECONDARY HOLD
6	000006091	DUNCAN	GARY	59530 PEACH ORCHARD RD	INCOMPLETE
7	000006835	FERRARA	LISA	113 VALCOUR LN	INCOMPLETE
8	000004268	FOSTER	CHRISTOPHER	30 WELDON CIRCLE	APPROVED WITH CONDITIONS
9	000008845	GOUX	LANDRY	700 S PETERS STREET #507	PRE-APPROVAL
10	000000239	HERZOG	MICHAEL	330 ASCENSION CIRCLE	PRE-APPROVAL
11	000007962	HOLLINGSWORTH	SANDRA	7122 MONITEAU COURT	SECONDARY HOLD
12	000004979	HUNTER	BERNHARDT	11553 KENNEDY DRIVE	WAREHOUSED
13	000005237	Hilliard	Addison	30583 Cypress Glen Cr	SECONDARY HOLD
14	000007052	KELLISON	CHARLES	360 RAMSEY COURT	SECONDARY HOLD
15	000008672	KIKER	WILLIAM	3458 SOUTH PINE ISLAND ROAD	PRE-APPROVAL
16	000008190	LANDRY	ANGELA	3420 RIDGEWAY DR	PRE-APPROVAL
17	000000667	MCCAIN	WILKES	5116 RAIN FOREST TRAIL	INCOMPLETE
18	000007435	MCCANN	DAVID	413 PINECREST CIRCLE	PRE-APPROVAL
19	000007910	Nash	Toby	5640 Kathy Ln	PRE-APPROVAL
20	000008078	PHITH	SOPHAL	4965 FOUNTAIN HALL DR	PRE-APPROVAL
21	000003959	PURTLE	BRIAN	14 DREYER PLACE	RECEIVED IN UNDERWRITING
22	nnnnnn461	ROTH	RICHTF	7530 CALVIN UNDERWOOD LANE CLOSED	

Loans are listed by Borrower Last Name, click on the Loan Number in the left column of the file you wish to upload conditions into.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

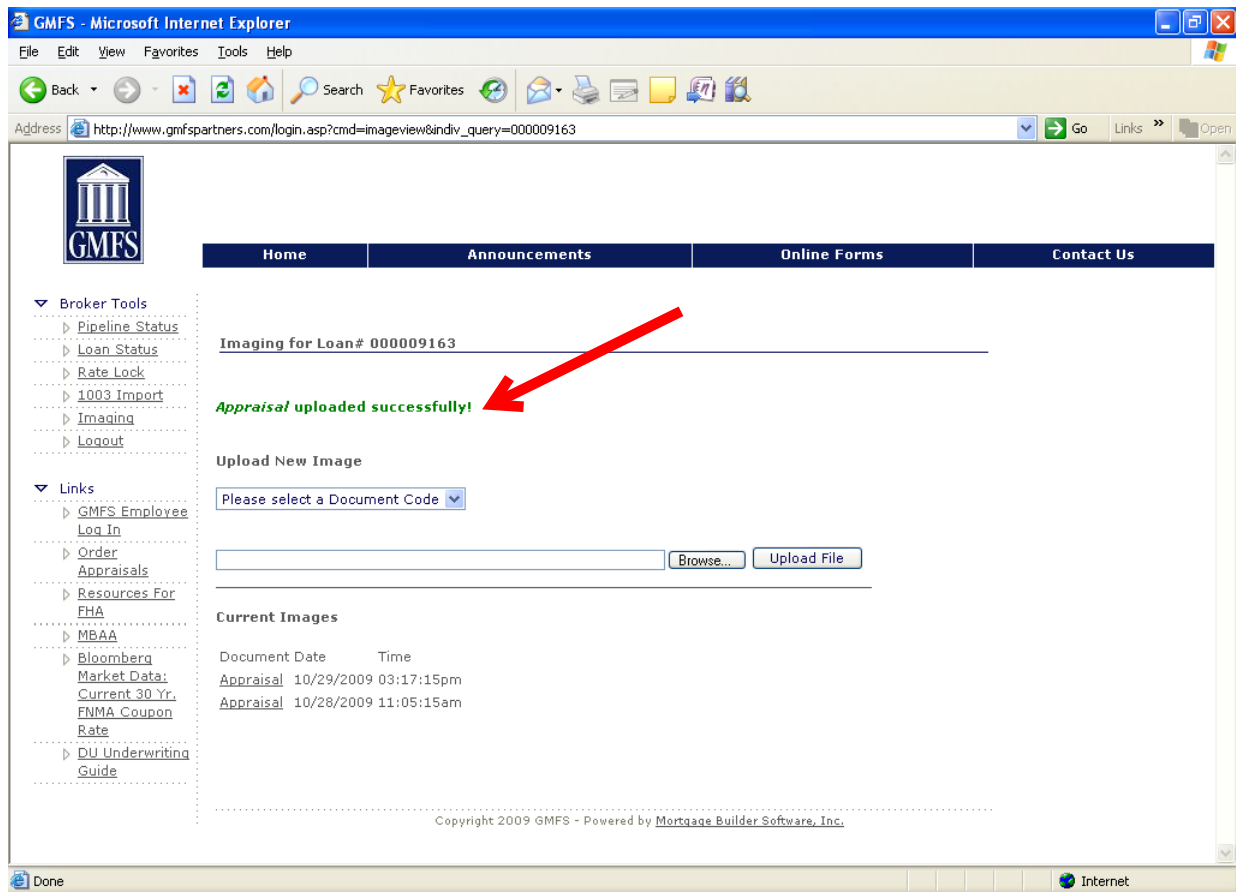


Select the most accurate Document Code for the imaged documents you will be sending to us.

Then browse to the Adobe file that you wish to upload. Then click on the Upload File button.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)



A message that the document has successfully been uploaded will display on the screen in Green.

All current images that are associated with the file will also be listed; you can upload as many images as you wish.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

## Pipeline Management

#	Closing Date	Loan Number	Last Name	First Name	Date Registered	Current Phase	Interest Rate	Lock Date	Wholesale Base	Wholesale Net	Loan Expiration
1		000000239	HERZOG	MICHAEL	03/30/2009	PRE-APPROVAL	4.750	09/02/2009		0.000000	10/08
2	10/26/2009	000000461	ROTH	RICHIE	12/17/2008	CLOSED	5.250	10/22/2009		0.000000	11/11
3		000000667	MCCAIN	WILKES	12/01/2008	INCOMPLETE	4.750			0.000000	
4		000003959	PURTLE	BRIAN	04/01/2009	RECEIVED IN UNDERWRITING	4.625	09/03/2009		0.000000	10/08
5		000004268	FOSTER	CHRISTOPHER		APPROVED WITH CONDITIONS	4.875	09/09/2009		0.000000	11/13
6		000004719	STAUB	PERRY		APPROVED WITH CONDITIONS	4.500	09/16/2009		0.000000	11/05
7	10/22/2009	000004979	HUNTER	BERNHARDT	05/06/2009	WAREHOUSED	4.875	10/22/2009		0.000000	10/27
8		000005001	SINER	JAMES		APPROVED WITH CONDITIONS	5.375	08/13/2009		0.000000	10/30
9		000005237	Hilliard	Addison	09/04/2009	SECONDARY HOLD	5.250	10/08/2009		0.000000	11/27
10		000006009	Wilk	Harry	06/29/2009	APPLICATION TAKEN	6.250			0.000000	
11		000006091	DUNCAN	GARY		INCOMPLETE	5.000	09/24/2009		0.000000	11/13
12		000006835	FERRARA	LISA	07/27/2009	INCOMPLETE	5.125	08/03/2009		0.000000	09/07
13		000007052	KELLISON	CHARLES	08/04/2009	SECONDARY HOLD	4.375	10/06/2009		0.000000	10/26
14		000007409	SIMON	LEAH		SECONDARY HOLD	4.875	09/09/2009		0.000000	11/13
15		000007435	MCCANN	DAVID		PRE-APPROVAL	5.250			0.000000	
16		000007612	SMITH	JEFFERSON	08/26/2009	PRE-APPROVAL	5.750			0.000000	
17		000007910	Nash	Toby		PRE-APPROVAL	5.000			0.000000	
18		000007962	HOLLINGSWORTH	SANDRA		SECONDARY HOLD	4.875	10/09/2009		0.000000	11/13
19	10/21/2009	000007964	BOURGEOIS	CHRISTOPHER	09/11/2009	WAREHOUSED	5.375	10/20/2009		0.000000	10/25
20		000008003	DIEZ	ANDY		SECONDARY HOLD	5.000	09/24/2009		0.000000	11/13
21		000008078	PHITH	SOPHAL	09/16/2009	PRE-APPROVAL	5.000			0.000000	
22		000008190	LANDBY	ANGELA	09/22/2009	PRE-APPROVAL	4.375	10/15/2009		0.000000	11/19

Each Column with Headers in WHITE can be sorted by that Column Header.

The Pipeline Status gives an overall snapshot view of the loans currently working. For a detailed review just double-click on the Loan Number and the detail screen will launch.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

Loan: 000005001	
Application Date	
Est. Closing Date	
Borrower Name	JAMES SINER
Property Address	1245 W GLORIA SWITCH
Interviewer Name	Kurt Faul
Interviewer Phone	2252145178
Processor Name	Ula Christal
Processor Email	uchristal@gmfslending.com
Underwriter Name	Beth Wilson
Current Phase	APPROVED WITH CONDITIONS
Current Phase Date	08/21/2009
Total Loan Amount	116200.00
Loan Type	CONV
Loan Program	CONVFIX30
Amortization Type	FIXED
Term	360
Loan Purpose	REFINANCE - RATE/TERM
Est. Monthly Payment	865.71
Cash Required	631.32
Lock Date	08/13/2009
Lock Term	20
Lock Expiration	10/30/2009

The above is Loan Level detail from Pipeline report.

This is the same view as Loan Status.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

## RATE LOCK REQUESTS

Effective 11-01-2008 GMFS will require that you Register your loan with GMFS prior to locking the loan. Simply upload your 1003 to register with GMFS, then go to the Pipeline Management screen and find your file, you will need to use the GMFS Loan Number when requesting the Rate Lock.

Click on the Rate Lock link on the Left

The screenshot shows a Microsoft Internet Explorer browser window displaying the Mortgage Builder Software web portal. The browser's address bar shows the URL: <http://www.mortgagebuilderdemo.com/w/login.asp?cmd=rl>. The page features a navigation menu with links for Pipeline Status, Loan Programs, Loan Status, Rate Lock, Rates, 1003 Upload, Imaging, Application, and Logout. The Rate Lock link is highlighted with a red arrow. The main content area displays the Rate Lock form, which includes a dropdown menu for 'Lock', a text input field for 'Loan Number', and a 'Go' button. A red arrow points to the 'Loan Number' input field. The footer of the page contains the text: Copyright 2009 Mortgage Builder Software - Powered by Mortgage Builder Software, Inc.

# Broker Portal Instructions

[WWW.GMFSPartners.com](http://WWW.GMFSPartners.com)

Choose Lock, and enter the loan number, leading zeros are NOT required to be entered.

The screenshot displays the Mortgage Builder Software interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://www.mortgagebuilderdemo.com/w/login.asp?cmd=rl>. The page title is "Mortgage Builder Software".

The main content area is titled "Rate Lock" and contains a form with the following sections:

- LOCK**
- Broker Information**
  - Loan Originator\*: TIM MCGRAW
  - Email\*: [Empty]
  - Phone\*: 5682930088
  - Fax: 5862930099
- Borrower(s) Information**
  - Borrower Information**
    - Last\*: KELLY
    - First\*: THOMAS
    - Middle: J
    - Social Security\*: 141503851
    - FICO\*: [Empty]
  - Co-Borrower Information**
    - Last: [Empty]
    - First: [Empty]
    - Middle: [Empty]
    - Social Security: [Empty]
    - FICO\*: [Empty]
- Property Information**
  - Property Address**
    - Street Number\*: 3
    - Street Name\*: TODD COURT
    - City\*: FLORHAM PARK
    - State\*: [Dropdown]
    - Zip Code\*: 07932
  - Occupancy**: Primary
  - Property Type**: SFD
  - Number of Units: 1 Unit
- Loan Detail**
  - Loan Amount\*: 180000.00
  - Appraised Value\*: 380000.00
  - Purchase Price\*: 380000.00
  - Rate\*: 5.625
  - Subordinate Financing Amount: [Empty]
  - LTV: 47.37
  - CLTV: 47.37
  - Loan Purpose: Purchase
  - Waive Escrows\*: No
  - Loan Program: 5/1ARM
  - Amount of Existing Mortgage Lien(s): [Empty]
  - Expected Price: [Empty]
- Rate Lock Detail**
  - Rate Sheet #: [Empty]
  - Lock-In Date: 10/29/2009
  - Lock Term\*: [Dropdown]
  - Lock Rate: [Button]

The information from the 1003 import will flow into the form and all you will need to do is ensure the missing data is properly entered. Once the data is properly entered click the Lock Rate button in the lower right corner of the screen.