# Order Credit Running LPA

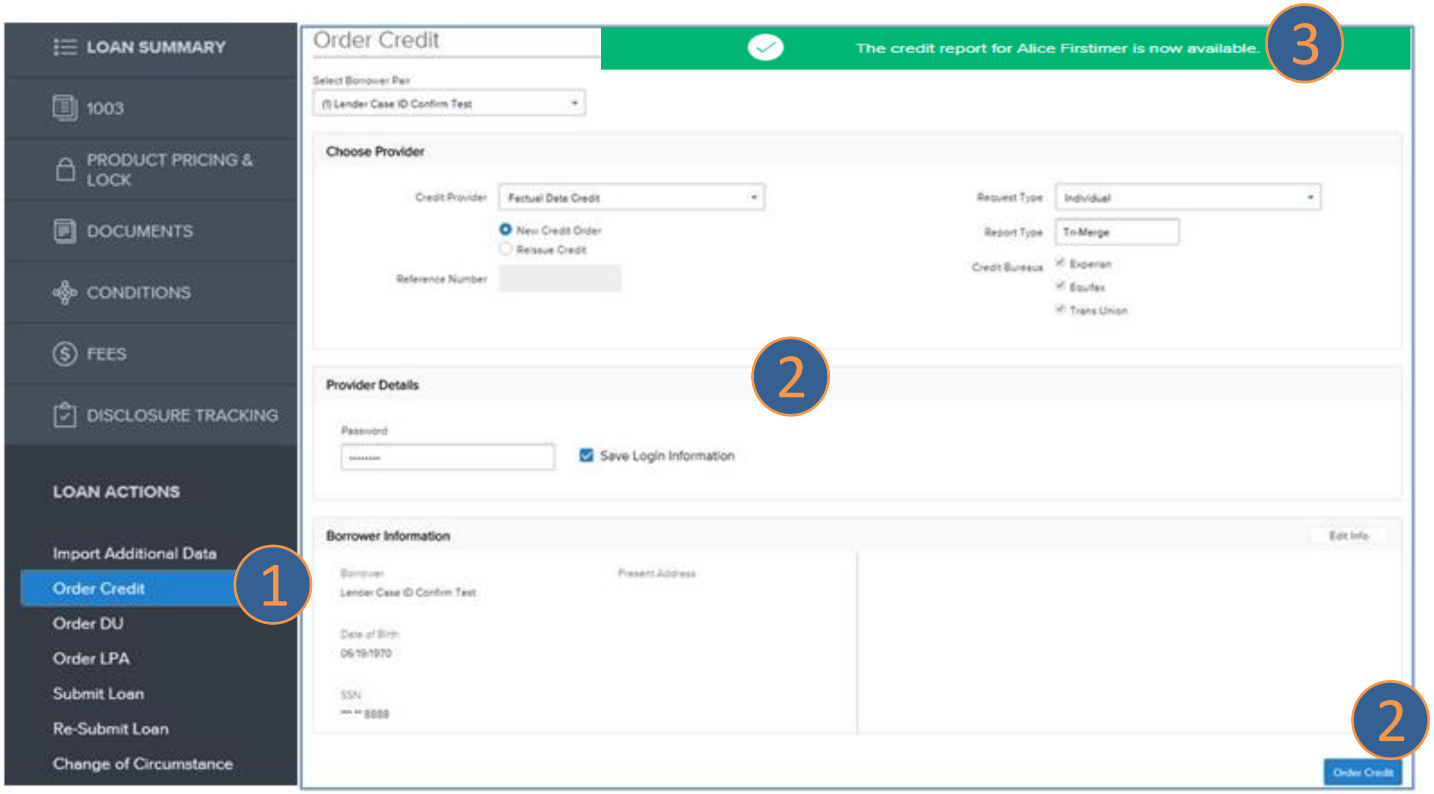
Rev. 8/7/2018

## To Order or Reissue Credit Report:

1. On the Loan Actions menu, click Order Credit.

2. On the Order Credit page, select credit provider, then confirm that the order information is correct, and then chick the Order Credit button to submit the order.

3. Once the credit report is received, a confirmation message displays.

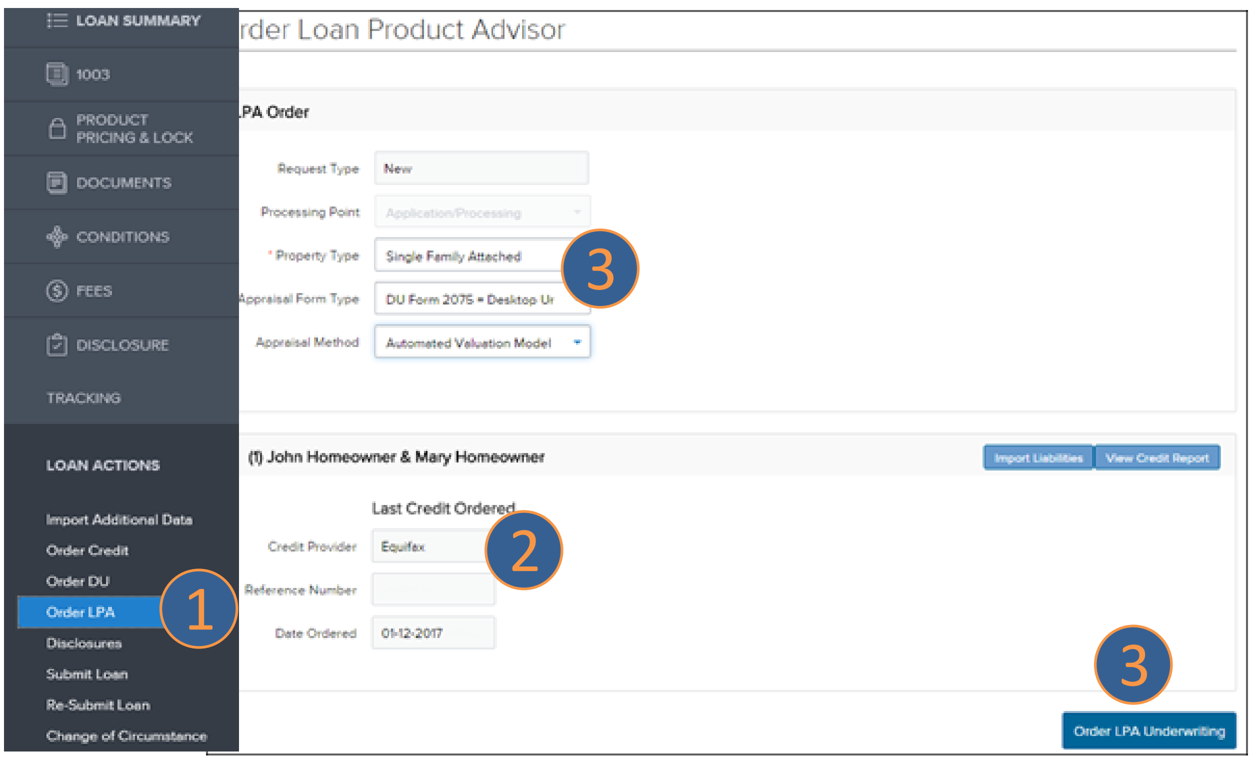



**NOTE**: After ordering credit the Order Credit button is renamed to Reissue Credit. The View Credit Report and Import Liabilities buttons will also appear on the same page. If the loan includes more than one borrower pair, you must use the same credit provider to order credit for each borrower pair.

## Run LPA:

❖ **ATTENTION**: Prior to running LPA, rate must be selected. Please refer to Product, Pricing & Extensions manual. You MUST order credit via TPO Connect prior to running LPA. The order DU and LPA links will be disabled by your administration once loan has been submitted to PBM.

1. On the **Loan Actions** menu, click **Order LPA**.
2. Credit information auto populates from previously ordered credit.
3. Enter the required information and click **Order LPA Underwriting**.



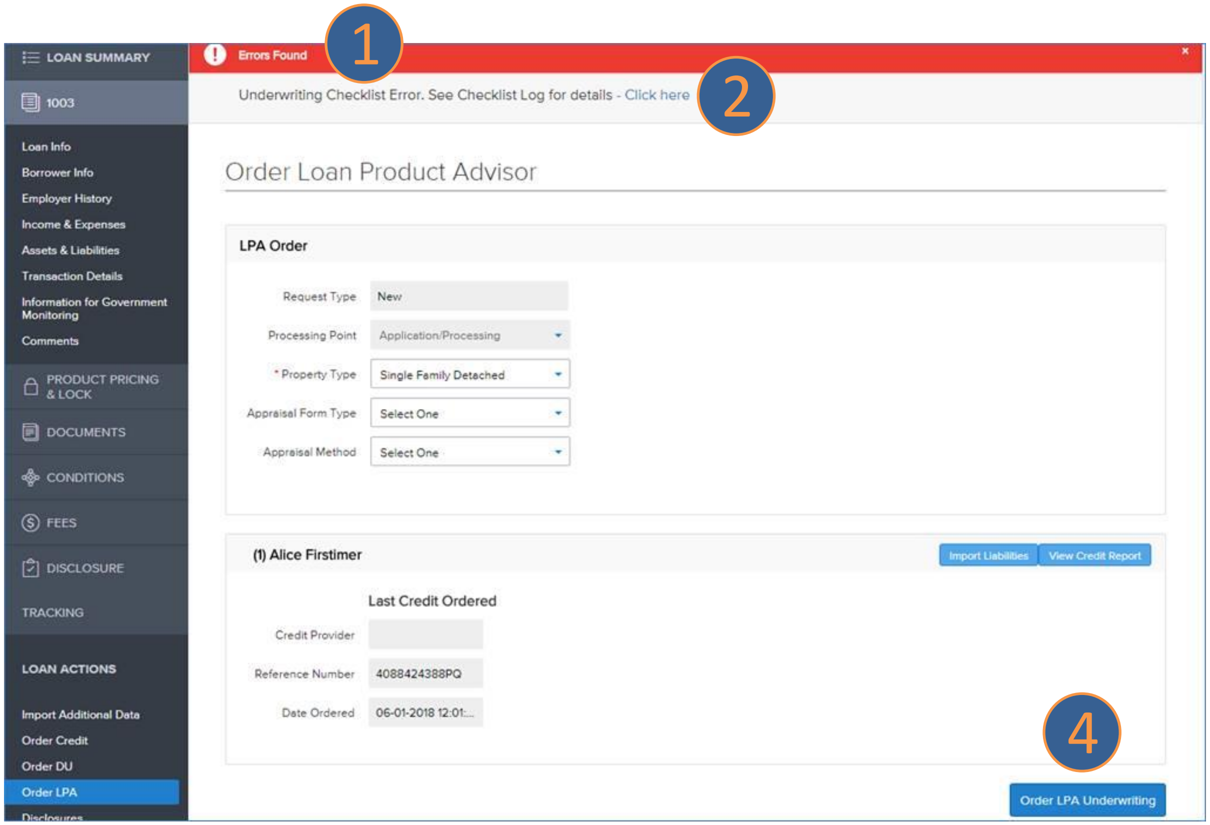
## Order LPA – Errors Found:

1. If the LPA processes with errors you will receive a red bar indicating errors found.

2. To view underwriting checklist errors, click where it says **Click here**.

3. A pop-up window will appear with the errors LPA encountered, click close when you are done reviewing.

4. After the errors and necessary changes have been made, click **Order LPA Underwriting**.



## Order LPA – Viewing Findings Report:

1. On the **Loan Actions** menu, click **Order LPA**.

2. Click the **View Findings Report** and a LPA Result pop-up window will open in a new tab in your browser.

3. After viewing the LPA results click on one of the following:

- **Go to Loan Summary** – returns you to the Loan Summary.
- **Go to Documents** – takes you to the Documents and Conditions screen.
- **Close** – will close the DU Results screen.