



NEW LOAN OFFICER SETUP FORM

This form is to be completed for each loan officer who will be originating under your company's name.

Originating Company Name: _____

Loan Officer (LO): _____

Branch Address: Use address on the New Origination Company Setup Form Use this address: _____

NMLS #: _____ **BRE License #:** _____

LO Email (for GFE and 1003): _____@_____

C2 Financial Website (for closed file uploading) Username: _____ Password: _____

Credit Vendor:

Account #: _____ *Optional:* DU Import User Name: _____

User Name: _____ DU Import Password: _____

Password: _____ *Optional:* Website User Name: _____

Website Password: _____

***** Please ensure to alert the assigned processor when the password(s) are changed**

EDoc Service (if any):

Vendor: _____ User Name: _____

Password: _____



NEW LOAN OFFICER SETUP FORM

Fannie Mae / DU: Login: _____ Password: _____

Freddie Mac / LP: Login: _____ Password: _____

VA Portal: Login: _____ Password: _____

4506 Vendor: Login: _____ Password: _____

- Borrower Communication:**
- I prefer to contact my clients for conditions and status
 - I would like the processor to contact my borrower directly and CC Copy me on correspondence to the bwr for conditions and status

LO Special Request(s) / Procedures:
