



## **How to Import/Enter & Register a loan to FSB**

- **Sign into MortgageBot by either:**
  - [www.fsbtpo.com](http://www.fsbtpo.com) which contains a link **OR**
  - <https://flanaganstatebank.mortgagebotlos.com/login>
  
- **You can either Import the FNMA 3.2 or manually enter it**
  
- **To Import from a FNMA 3.2**
  - Select Create at the top
  - Select Import a Loan
  - Select Originator name then click SUBMIT
  - Select File Format and choose FNMA 3.2
  - Under Product select your loan type (i.e. FHA, USDA, VA, Conventional)
  - Select Browse and choose your FNMA file
  - Before you select IMPORT you must go down to
  - Loan Origination type and select “wholesale” or “correspondent” then you can select IMPORT
  - Once imported, you must review your 1003. To do this, go to Forms & Docs on the left side of the page and then select 1003. Once you are in your 1003 you can navigate from page to page by selecting NEXT at the bottom or use the TABS across the top to move from each section. You will want to ensure that you have all fields completed

**OR**

- **To Manually Enter a loan**
  - Select Create at the top
  - Choose Create a loan
  - Select Originator’s name – then click SUBMIT
  - Fill in the complete borrower summary page then select save and close at bottom
  - Review your 1003. Go to Forms & Docs on the left side of the page and then select 1003. Once you are in your 1003 you can navigate from page to page by selecting NEXT at the bottom or use the TABS across the top to move from each section. You will want to ensure that you have all fields completed
  
- Once your file has been imported or manually entered and after you have reviewed the 1003, you can now REGISTER your loan by clicking Forms & Docs and select Register Loan. Please note all RED boxes must be complete. Most common fields that don’t carry over are the credit scores so you will need to fill those in and then once you ensure everything is complete you can scroll to the bottom and click “REGISTER” and your screen will turn gray. You may go to the bottom to print that screen if you want to keep a copy for your records.