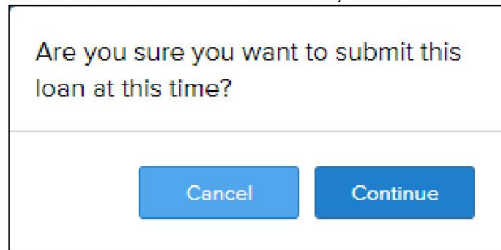# Submit Loan

Once you have completed processing the loan, use the Submit Loan action to notify the lender that the loan submission is complete and ready for their review.

To Submit the Loan to the Underwriter:

1   Click **Submit Loan** in the menu on the left.

2   On the confirmation window, click **Continue**.

Are you sure you want to submit this loan at this time?

Cancel   Continue

NOTE: You can request a rate lock before you submit the loan or at the same time that you submit the loan to the underwriter. For more information, refer to the Lock Request discussion later in this section. Note that the option to request a rate lock may not be provided on this TPO Connect site. The availability of this feature, and the workflow that is configured for rate lock requests, is determined by the TPO Connect administrator.

Re-Submit Loan

After submitting the loan, you may have to provide additional information to the lender. Once you have added this new information on the loan file, you can use the **Re-Submit** action to ensure that the loan is submitted to the underwriter.

To Re-Submit the Loan to the Underwriter:

1   Click the **Re-Submit Loan** link from the menu on the left.

2   Confirm that you want to re-submit the loan and click **Continue**.

Change of Circumstance

After submitting the loan, you may need to change loan information. When certain loan information changes, such as the loan type or loan program, a new disclosure is required. Use the Change of Circumstance action to re-submit the updated loan to the underwriter.

To Re-Submit the Loan to the Underwriter Due to a Changed Circumstance:

1   Click the **Change of Circumstances** button in the Loan Actions section on the left menu.

2   On the Change of Circumstance page, select a description of the circumstance from the Changed Circumstance drop-down list.

3   Ensure that all of the required information has been entered and the required documents have been attached, and then click the **Change of Circumstance** button. (Required fields are marked with a red asterisk.*)