



Requesting additional sponsoring lenders for Desktop Originator

Tip: To print this document, click  (Print). To get a closer look at a screen, click  (Zoom In) in the toolbar.

This document explains how to use the Desktop Originator[®] Online Registration tool to request sponsorship by an additional lender. The length of the sponsorship acceptance process varies by lender, because some lenders may ask for additional information before approving your request. The acceptance of sponsorship requests is at the sole discretion of the lender.

Note: Before you can perform this procedure, you must already be a registered user of Desktop Originator (DO[®]) and be sponsored by at least one lender. If you are not yet registered for DO, refer instead to the Quick Step entitled [Registering Online for Desktop Originator](#).

Step/Screen

1. Go to the Brokers & Correspondents page on eFannieMae.com.



The screenshot shows the eFannieMae.com website interface. At the top, there is a search bar and navigation links: Contact Us, Help, About, Site Map, Legal, and Privacy. Below the search bar are three main navigation buttons: Single-Family, Multifamily, and Training & Education. The main content area is divided into several sections:

- HomeSaver Advance Broadens Reach:** A news item with a photo of a house and a "Learn More" link.
- Fannie Mae's Keys to Recovery Initiatives:** A news item with a "Learn about Keys to Recovery" link.
- Login:** A section with input fields for User ID and Password, a Login button, and links for "Need Help Logging In?" and "Need Help With Your User ID or Password?".
- Frequently Searched Pages:** A list of links including Asset Management Network, 2008 Lender Announcements and Letters, Form 1003, Single-Family Forms, and HUD Area Median Incomes (AMIs).
- Industry Specialists:** A section with a heading "Not a lender or servicer? Get quick access to the information you need." and a list of links. The link "Brokers & Correspondents" is highlighted with a red box and a mouse cursor.
- Highlights:** A section with a heading "Investor Reporting Process Changes (.pdf)" and a link to "Servicing Resources".

Step/Screen

2. Click the **Begin Now** link in the Getting Started with DO box.

The screenshot shows the eFannieMae.com website. At the top, there is a navigation bar with the logo and three buttons: "Single-Family", "Multifamily", and "Training & Education". Below the navigation bar, there is a breadcrumb trail: "Home > Brokers & Correspondents". The main content area has a header "Brokers & Correspondents" and a "Print Page" button. A light blue box contains the text "Get Started With DO" and "We provide the resources you'll need to get up and running with Desktop Originator® (DO®)". Below this text is a red-bordered button labeled "Begin now" with a mouse cursor pointing at it.

3. The Welcome to Desktop Originator page opens. Under DO Sponsoring lenders, click **Adding Sponsoring Lenders**.

The screenshot shows the "Welcome to Desktop Originator" page. At the top, there is a header "Welcome to Desktop Originator" and a "Print Page" button. The main content area contains a welcome message: "Welcome! This page is designed to provide the resources you need to get started with Desktop Originator® (DO®). Refer to this page for tips and news." Below the welcome message, there are three columns of content. The left column is titled "Brokers & Correspondents" and contains a link "Return now". The middle column is titled "Get Started With DO" and contains a link "9-Minute Video". The right column is titled "DO Sponsoring Lenders" and contains three links: "Lists of Current Sponsoring Lenders", "Quick Steps for Adding Additional Sponsoring Lenders", and "Adding Sponsoring Lenders". The "Adding Sponsoring Lenders" link is highlighted with a red border and a mouse cursor pointing at it.

Step/Screen

- The DO Online Registration application opens in a separate browser. Enter your user ID and password, then click **Log In**.

- The Select Additional Sponsoring Lenders screen appears. Select at least one sponsoring lender from the index, then click **Continue**.

Note: Lenders are grouped by the beginning letter of their names. You can only view lenders one group at a time. To view a lender starting with a particular letter, click the appropriate letter link above the Select Sponsoring Lenders list. In this example, the “O” link was clicked.

- Enter the e-mail address of the person in your organization who should receive sponsorship confirmation messages, then click **Continue**.

Step/Screen

7. The Provide Additional Information screen appears. In the Referral Source list, select an option that indicates how you were referred to the lender, then click **Continue**.

Desktop Originator® Online Registration

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Step 4: Provide Additional Information

Subscriber: Online Mortgage
Subscriber ID: xzyt12a

User Name: Orlando Originator
User ID: abcd1234

Use the Referral Source field to tell us how you heard about Desktop Originator, then click Continue.

+ Indicates required information

Referral Source: Conference

Previous Continue Cancel

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8. The Verify Existing Originator Request screen appears, showing the information you entered. After confirming that this information is correct, click **Submit Request**.

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Step 5: Verify Existing Originator Request

Subscriber: Online Mortgage
Subscriber ID: xzyt12a

User Name: Orlando Originator
User ID: abcd1234

1. Confirm the registration information you have entered.
2. If you need to change any of the information, click **Previous** until you return to the appropriate screen.
3. If all of the data is correct, click **Submit Request**.

Verification of Existing Originator Information

Originator Information

E-mail: orlando@onlinemort.com

Selected Lenders

Sponsoring Lender: LMNO Mortgage
Lender Issued ID or Account Executive: New

Previous Submit Request Cancel

9. The Thank You screen appears, indicating that your request has been submitted to the lender. Click **Close** to close the browser.

Note: A confirmation e-mail is sent to the e-mail address you specified, indicating that a sponsorship request was submitted to the lender. The e-mail also includes a tracking number that you can use if you need to contact the lender to determine the status of your request.

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Step 6: Thank You!

Your request has been sent to the selected lenders for processing. If you need an update on the status of your request, please contact the lenders directly.

Please print a copy of this page for your records.

Tracking Number(s): 513407
Lender(s): LMNO Mortgage

The lender(s) will contact you with their response.
You will receive an email confirming this request.

Close

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