Correspondent Lending
LendingSpace – Quick Tips

Portal User Quick Start Guide

1 **VISIT** https://LoanSphereLendingSpace.bkiconnect.com/stm/SRVLPSPORTAL/	4 **CLICK** Select the blue circle
2 **LOGIN** Use your provided login credentials	5 **NEXT** Follow the steps listed below for each task
3 **LOCATE** Find loan in the pipeline	

Price/Lock Loan

Click "**Create Loan**" to enter or upload loan file data

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Click "**Get Price**" button

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Product list appears with pricing, limits and **messages**

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Select desired pricing

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Click "**Request Lock**"

Upload Docs

Click "**Doc Center**" link in "Edit Loan Details" section

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Click "**Upload New Doc**"

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Select the appropriate package type under "**Portal Uploads**" CLOSELOANPACK, PURCHPENDS, UWLOANPACK or UWPENDS). Browse for the file and click "**Upload All**"

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Click "**Back**" to return to Doc Center

Extend Lock

From Lock Request screen, click "**Create Lock Extension**"

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Enter the desired number of extension days in the "**Lock Extension Days**" field

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Click "**Get Price**" and select the rate

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Click "**Lock Extension**"

Submit for Credit Only Underwriting

Follow steps for **Price Loan** and check the box for Credit Only Approval.

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Follow steps for **Upload Docs**

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Select "**Submit for Credit Only Approval**"

Submit for Underwriting

Follow steps for **Upload Docs**

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Select "**Submit to Underwriting**"

Submit Closed Loan Package

Follow steps for **Upload Docs**

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Select "**Deliver Closed File**"

Submit Conditions

Follow steps for **Upload Docs**

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Select "**Submit Conditions**"

Password/Login Issues	Lock/Pricing	System Questions/Issues
800-382-2111 Option #6	800-382-2111 Option #2	Contact your SunTrust CRC
OSS.Support@SunTrust.com	Correspondentlockdesk@SunTrust.com	800-382-2111 Option #1

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