

Newrez Servicing Released Delivery



Getting Started

Primary contact for the purchase of the Servicing Released Commitments

- ColIssueOperations@newrez.com

If you are a current Newrez whole loan customer your Servicing Released Client ID will be separate and distinct from your Correspondent Client ID

FHLBank Indianapolis members will be provided admin rights to the Newrez web portal www.newrezcorrespondent.com to set up user access. The primary web admin will be set up once the web agreement has been executed. Newrez will notify you by email once setup is complete

FHLBank Indianapolis members will be switching to the standard Newrez Final Doc Delivery method utilizing DocGenius provided by Indecomm. Please see the Final Docs job aid located [here](#) for additional guidance.

Post Funding Adjustments

- Post funding adjustments – due to the borrower or to the seller (for escrows, SRP, etc), should be uploaded to the web portal via Image Central using the PFA Adjustment Request Form (which is available online) together with any supporting documentation using the PFA Adjustment option in the drop down

MSR Delivery Process

Web Portal/Document Delivery/Commitment Request Template Delivery

- Sellers will need to log into the Newrez web portal to obtain new Newrez Servicer loan numbers for new commitments/deliveries into FHLBs system, LAS and disregard use of the SLS Servicer Loan number at this time
- Initial Closing/Credit PDF unindexed files will be uploaded to the Newrez web portal
- Sellers will also have available to them a Bulk upload option for multiple files
- If document discrepancies exist after the initial upload, the conditions will be emailed to the applicable contacts at the Seller via an autogenerated email at 7:30am each day and also posted to the Newrez website for the Seller to log into and review/resolve by uploading any documents as Trailing/Suspense Documents to clear the condition

Funding of Commitments to PFI

- Any loan validated by our operations team will be subsequently funded/boarded
- There will no longer be an approval of a funding memo required. A Purchase Advice Report (formerly known as Automated Funding Memo) will be sent out via email to the applicable contacts at each Seller daily. If funds are owed to Newrez, the wire instructions will be provided on this email for the Seller to provide to Newrez

Reserving Loan Numbers Through the Newrez Portal

Information Center
Pipeline Manager
Image Central
Site Administration

Welcome Col
ID: 9996

Select Co-Issue Operations

ANNOUNCEMENTS
Most recent:

newrez
CORRESPONDENT

Bank > Files

Documents

Reserved Loans

Click to Reserve Loan Numbers

Drag and Drop to upload files or click Upload by
Click here to view [Naming Conventions](#).

Available Reserved Loan Numbers

5 **+ Reserve More** Export

| Loan ID | Added On | Added By |
|------------------|----------|----------|
| No records found | | |

Select the number of Loan Numbers to reserve

Then, select + Reserve More

Available Reserved Loan Numbers

5 **+ Reserve More** Export

| Loan ID | Added On | Added By |
|-----------------|---------------------|----------|
| FHLB Cincinnati | | |
| 300015997 | 04/29/24 1:15:46 PM | kbartley |
| 300016003 | 04/29/24 1:15:47 PM | kbartley |
| 300016011 | 04/29/24 1:15:47 PM | kbartley |

Delivering/Uploading Through the Newrez Portal Using Image Central

1 Log in to newrezcorrespondent.com

Welcome QA Coissue
ID: 60007

Web customer since 1/11/24
Account Executive: Alex Weems

2 Select Image Central and then Import Images

View all bulletins

- CF2023-072 FHA Underwriting Guideline Updates - FHA Connection
- CF2023-071 USDA - Fiscal Year (FY) 2024 Conditional Commitment Notice
- CF2023-070 Underwriting Guideline Updates

LATEST NEWS

- Correspondent Funding Flow Turn Times
- October 2023 Client Development Calendar

October 4, 2023
October 2, 2023
September 28, 2023
October 6, 2023
September 21, 2023

Home | Change

3 Input the Loan # or select a Loan Status to locate the borrower file and then select Apply Search

Search by: Loan #:
Seller Loan #:
Assoc Loan #:
Loan Status:

Apply Search | Reset Search | Show All Records

| Borrower Name | Seller Loan# | Loan # | Loan Type | Assoc Loan# | Status |
|----------------|--------------|-----------|-----------|-------------|-----------------------------|
| TEST, TEST | | 300002003 | 1st | 0 | Closed - File/Note Received |
| TESTARM, PMBQA | | 300000189 | 1st | 0 | Closed - File/Note Received |
| | | | 1st | 0 | Suspended |
| | | | 1st | 0 | Registered / Locked |

4 Select the borrower name that you are uploading documents for

Upload Images

MERS NUMBER:

Borrower Last name: TESTONLY
Borrower First name: PMBQA
Address: 515 Plymouth Rd
Plymouth Meeting, WI, 53015

5 Select the Document Type you are uploading:

Credit and Closing File for initial upload purchase
Trailing/Suspense for any additional items or suspense conditions
PFA – for any post funding adjustment requests or items

6 Select Choose File to locate the Documents you wish to upload

Select File Type

NewRez to UW
Select File to Upload:

Choose File | No file chosen
Upload New File

7 Select Upload New File to upload the selected documents

NewRez to UW
Select File to Upload:

Choose File | No file chosen
Upload New File

You have uploaded the image successfully

Upload History:

| Date/Time | File Type | Uploaded File |
|------------------------|-------------------------|----------------|
| 04/29/2024 12:47:31 PM | Credit and Closing File | smith file.pdf |

Once delivered it will be reflected in the Upload History

Conditions will be uploaded as Trailing/Suspense Documents

NewRez to UW
Select File to Upload:

No
Choose File | No file chosen
Upload New File

Delivering/Uploading Through the Newrez Portal Using Co-Issue Operations (“Drag and Drop” or Bulk Uploads)

The screenshot displays the Newrez portal interface. On the left is a navigation menu with options: Information Center, Pipeline Manager, Image Central, Site Administration, Co-Issue Operations, and Print Content. A red box highlights 'Co-Issue Operations' with an arrow pointing to it from a larger red box labeled 'Select Co-Issue Operations'. The main content area shows a 'Welcome' message for user ID 9996, an 'ANNOUNCEMENTS' section, and a breadcrumb trail: '9996 - Colssue Test Client > Files'. Below this is the 'Documents' section, which includes a yellow-highlighted instruction: 'Drag and Drop to upload files or click Upload button to select files. Click here to view [Naming Conventions](#).' A red box with the text 'You can Drag and Drop files or select the Upload Option' has an arrow pointing to the 'Upload' button (a green button with an upward arrow icon) and another arrow pointing to the 'Status' column header of the table below. The table has columns for File Name, Date, Category, Status, Loan / Message, and Actions, and currently shows 'No Recent Documents Uploaded'.

For Questions Contact your Regional Sales Manager or our Underwriting Support Desk: 877-700-4622 Option #4 or correspondentunderwritingsupport@newrez.com