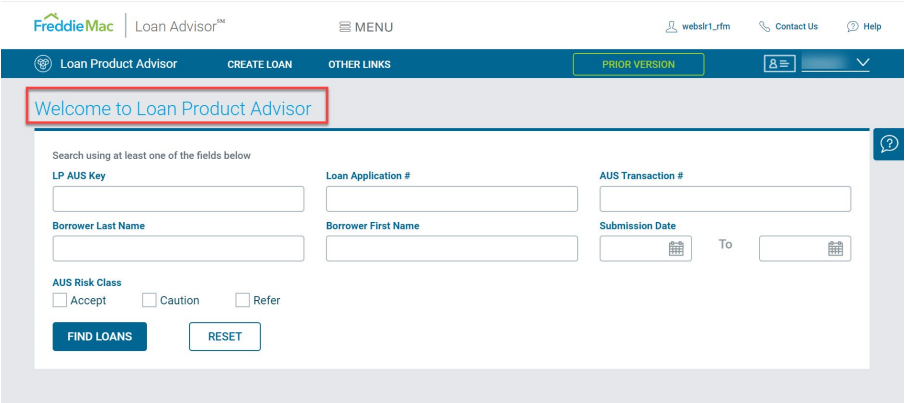
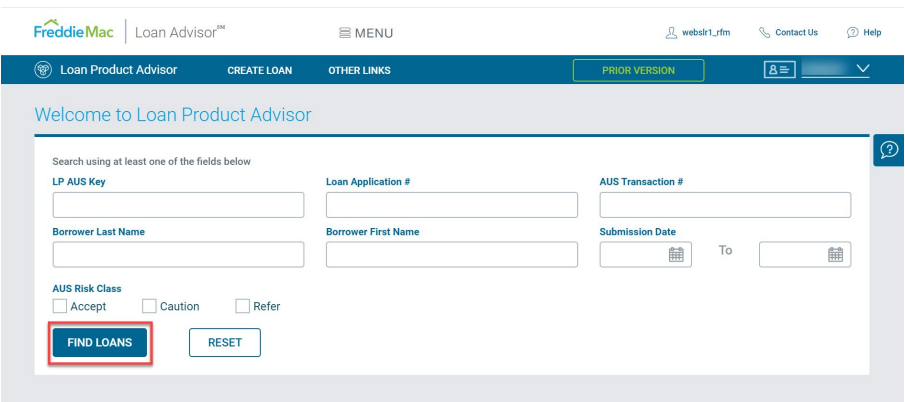


# How to Assign Loans

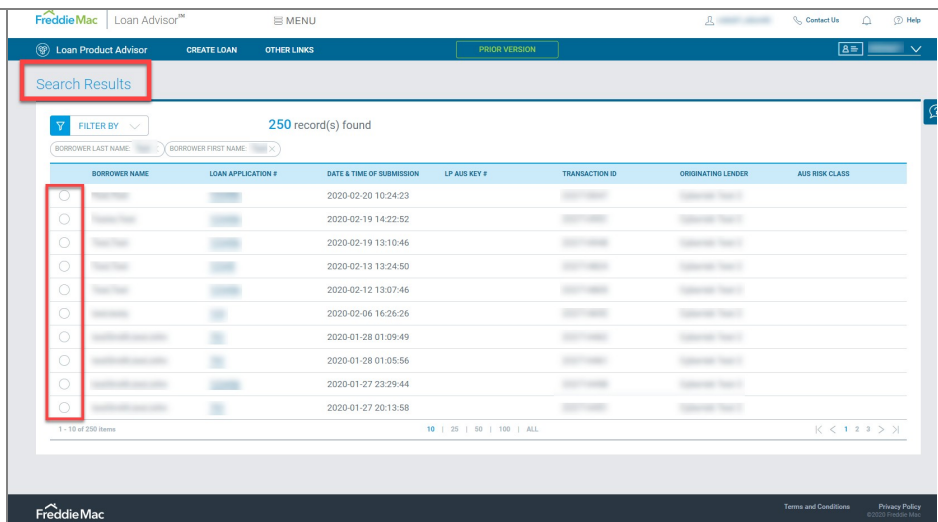
The Assign Loan feature allows our clients to assign loans to NewRez, LLC.

Once a loan is assigned, it can either be viewed or modified by the NewRez, LLC. Once NewRez resubmits the transaction, the assigning correspondent can no longer modify and can only view transactions previously submitted under their organization. There is always just one version of the loan with current data and Loan Product Advisor results.

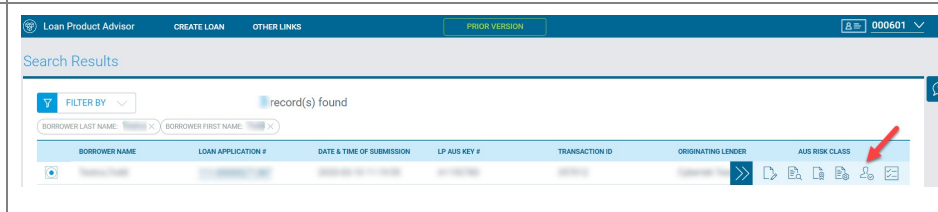
Below are the steps on how to assign a loan in Loan Product Advisor.

Steps	Results
<p>1. After logging in to Loan Product Advisor, the Loan Product Advisor Welcome Page displays.</p>	
<p>2. First, you need to select the loan to be assigned. Enter the appropriate search criteria and click Find Loans to begin the search.</p>	 <p><b>Note:</b> Any combination of upper- and lower-case letters are accepted. You must enter at least three characters for successful search results when using Borrower Last Name as a search criterion. Certain criteria must be used in pairs to successfully get search results.</p>

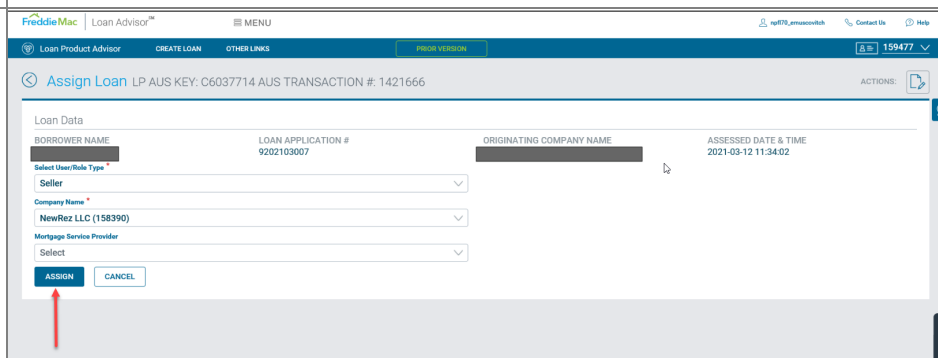
3. Select the loan to be assigned.



4. Once you select the loan to be assigned, the right-side slider appears. Click the Assign Loan button on the right-side slider.



5. The Assign Loan page appears. Complete the AssignLoan page by selecting NEWREZ LLC (158390) and click Assign

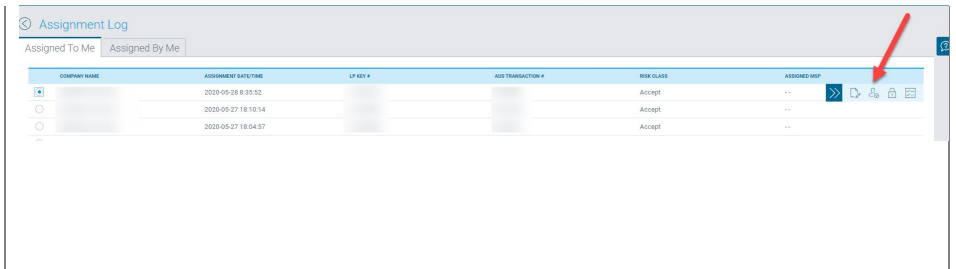


6. You can view the Assignment Log from the Welcome to Loan Product Advisor main page and when you select Other Links, you have the option to select Assignment Log. The Assignment Log displays the loans Assigned To Me and Assigned By Me.

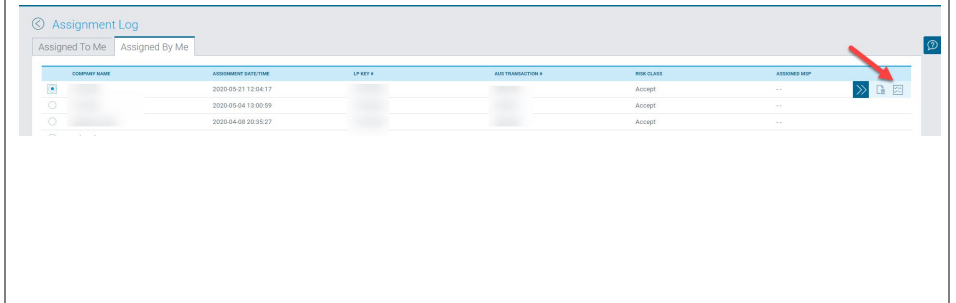


**Note:** The entries in the Assignment Log are listed in chronological order, with the most recent loan file submission listed first.

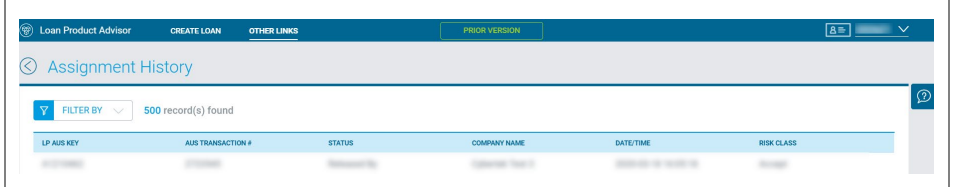
7. Select the Assigned To Me tab when you want to assign the loan to someone else. After you select the loan, the right side slider appears. Click the Assign Loan icon and then complete the Assign Loan page.



8. Select the Assigned By Me tab when you want to view the Assignment History of the loans you assigned to someone else. After you select the loan, the right side slider appears. Click the Assignment History icon to view the Assignment History page.



9. The Assignment History page helps keep track of assignments and releases.



**Note:** The entries in the assignment history are listed in chronological order, with the most recent loan file submission listed first.

10. Check out these additional resources.

[Freddie Mac Learning website](#)

[Loan Product Advisor Training website](#)