

This guide provides the simple steps to Register a loan with Dominion Financial Wholesale.

1

Click here to access our portal:

Client Portal - Podium

or visit www.dominionfinancialwholesale.com and click on the “Client Portal” button in the upper right corner of the screen.

2

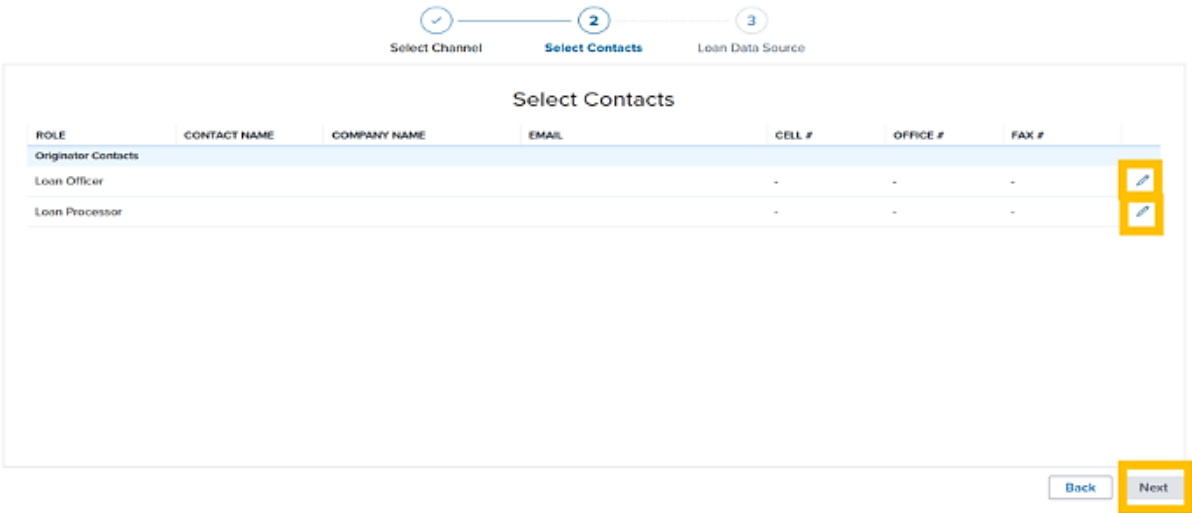
On the **Welcome to PODIUM** screen click the “Click here to Log In” button on the top left of the screen and complete the log in screens with the username and password provided to you.

3

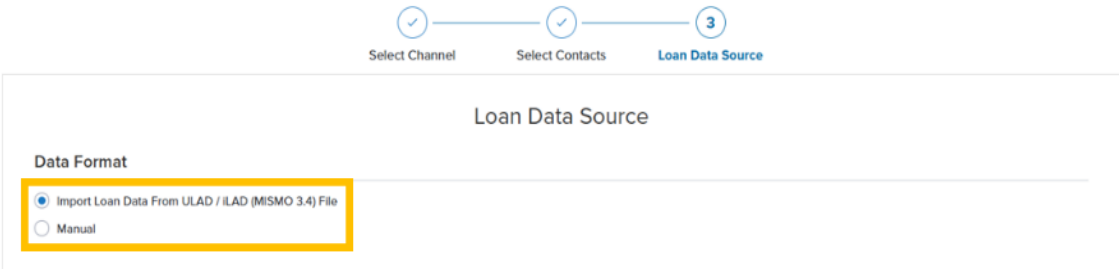
On the **PODIUM** main screen click “Add New Loan” on the top bar, as shown below:



- In the **Select Contacts** section, complete the **Loan Officer** and **Loan Processor** sections by clicking on the “Pencil Icon” to the right of each. Then click the “Next” button at the bottom right of the screen.



- In the **Loan Data Source** section, under **Data Format** choose **Import Loan Data From ULAD / ILAD (MISMO 3.4) File** or **Manual**. Then click the “Go To Register Loan Form” button at the bottom right.



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- On the **Quick Register Wholesale Loan** screen, complete as much information on both pages as possible, at minimum the **Required Fields** marked with a “*” must be completed > then click the “Register” button at the bottom of screen 2.
 - The **Errors Detail** screen will pop-up and display missing fields.
 - Complete the “Required Fields” > click the “Save” button at the bottom right > then click the “Register” button at the bottom of screen 2.
 - A message will appear at the top right of the screen that indicates **Success – Your loan saved successfully** > then the **Submission** Section will appear. The loan is now **Registered!**

For additional information how to use our portal
> Click below to access:

Introduction to PODIUM

For additional information on how to float or lock a loan
> Click below to access:

PODIUM – Product and Pricing Reference Guide

Or the guides can be accessed on our website at www.dominionfinancialwholesale.com > In the **Resources** dropdown, select **Broker Resources** > below the **Downloadable Resources** section, click on **Training** at the bottom of the list.