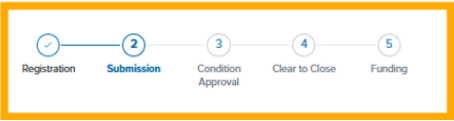
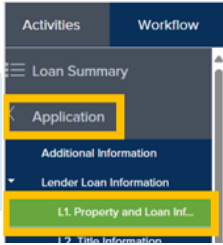


This guide provides the necessary steps to submit a loan with Dominion Financial Wholesale.

1 Loan must be registered in PODIUM.



2 The **Application** section must be *reviewed/completed*. Most information will auto-populate if uploading a 3.4 MISMO file. It's important to *review and ensure* the **L1. Property and Lender Loan Information** screen is **fully completed** and **accurate** as possible.



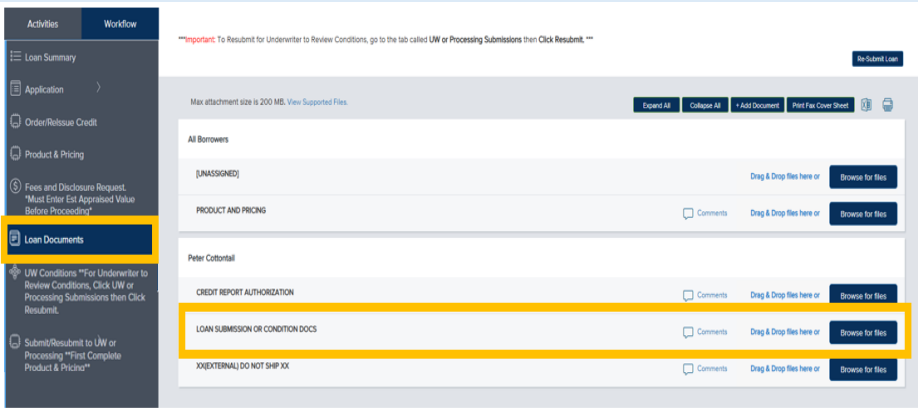
3 **Order / Re-Issue** Credit

4 Select **Product** and **Price** Loan - **Float** or **Lock**

5 **Fees and Disclosure** Requested

6 **Loan Submission Documents**

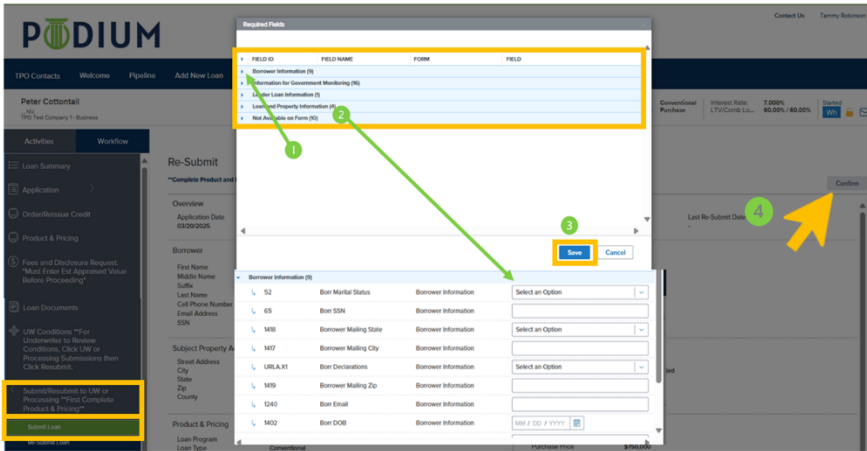
- From the **Activities** Menu, click **Loan Documents**
- To the right of **LOAN SUBMISSION OR CONDITION DOCS** either *drag your files* to **Drag & Drop files here** or click the **Browse for files** and upload them from your **File Explorer**. Documents can be uploaded as **one file** or **individually**.
- Do not** upload your submission docs to individual buckets.



[Link to - Dominion's Wholesale Submission Checklist](#)

7 **Loan Submission**

- From the **Activities** Menu, click **Submit/Resubmit to UW or Processing** > then click **Submit Loan**
- A **Required Fields** pop-up will appear with any **additional field that need to be completed** prior to submitting the loan.
- Complete this pop-up as follows:
 - Click the **arrow** to the left of each required field.
 - On the expanded section, complete each Field, until all are completed.
 - Click the **Save** button.
 - Click the **Confirm** button in upper right corner.
- Click on **Loan Summary** on the Activities Menu > then at the top, the **Loan Tracker** will also confirm the submission with a **check mark** above **Submission**.



❖ A **Submitted message** will appear once **complete**.



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

[Introduction to PODIUM](#)