open
MORTGAGE WHOLESALE

DREAM
TPO Portal
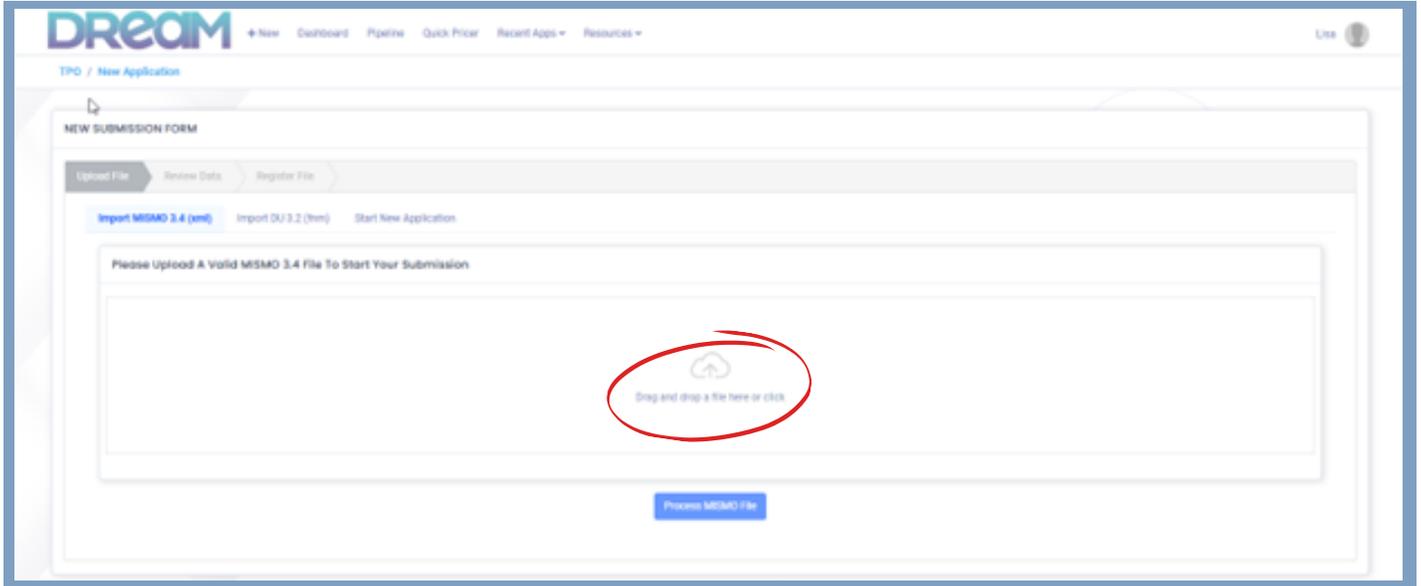# User Guide

Last Updated 11/8/2024

1 Log on to the DREAM Portal at
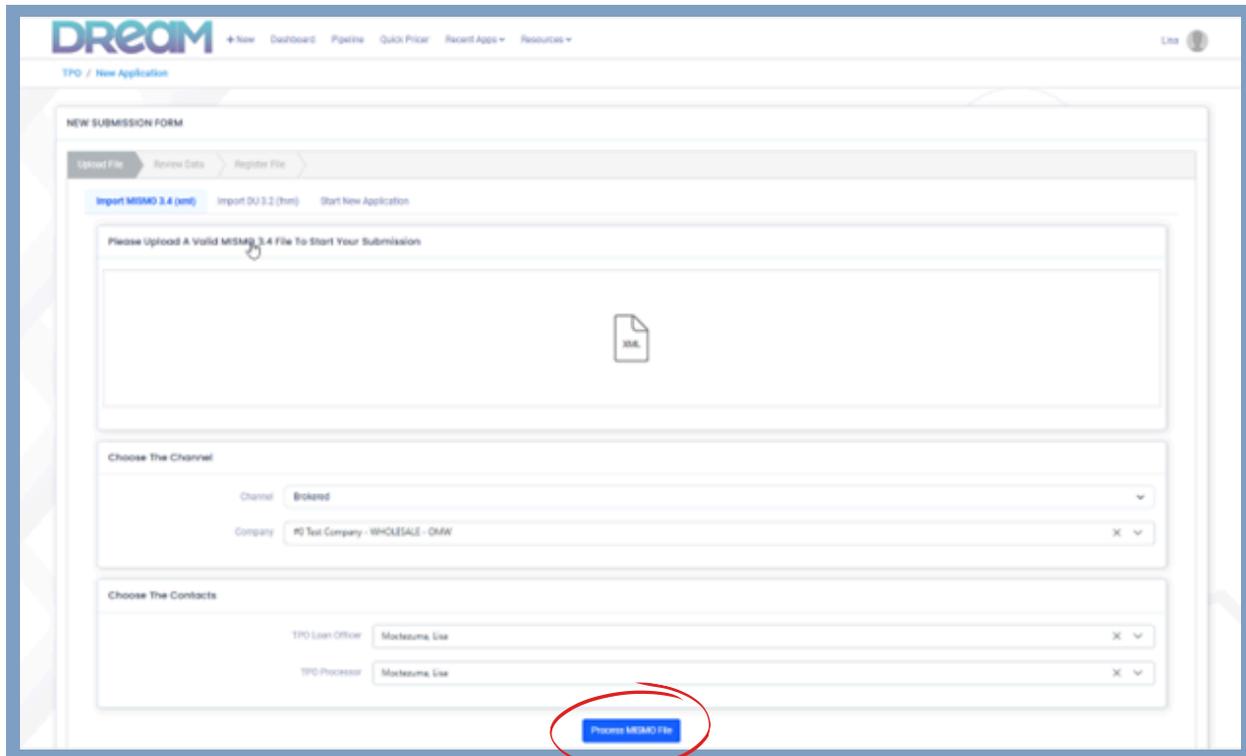**dream.openwholesale.com**
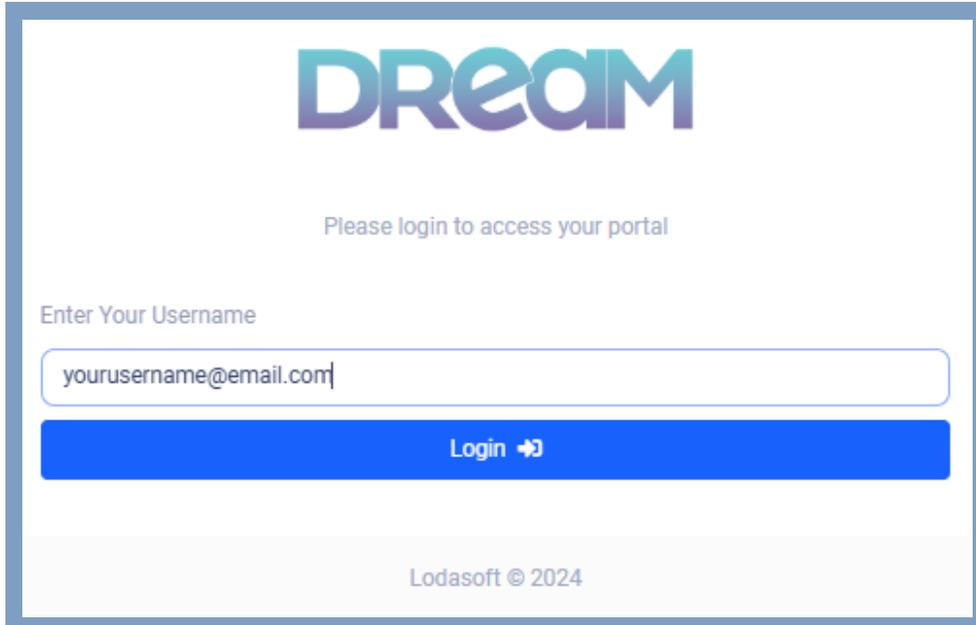
2 Click on **+New** then **New Application**
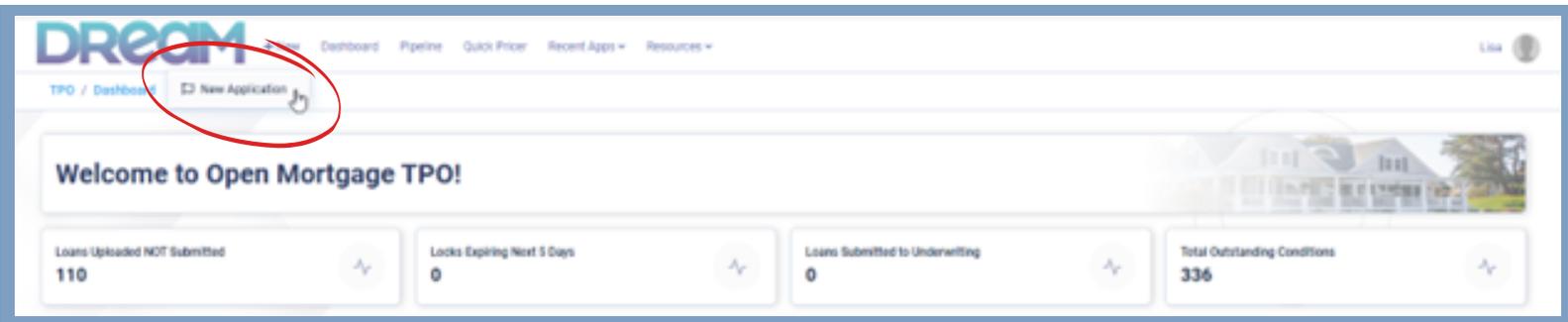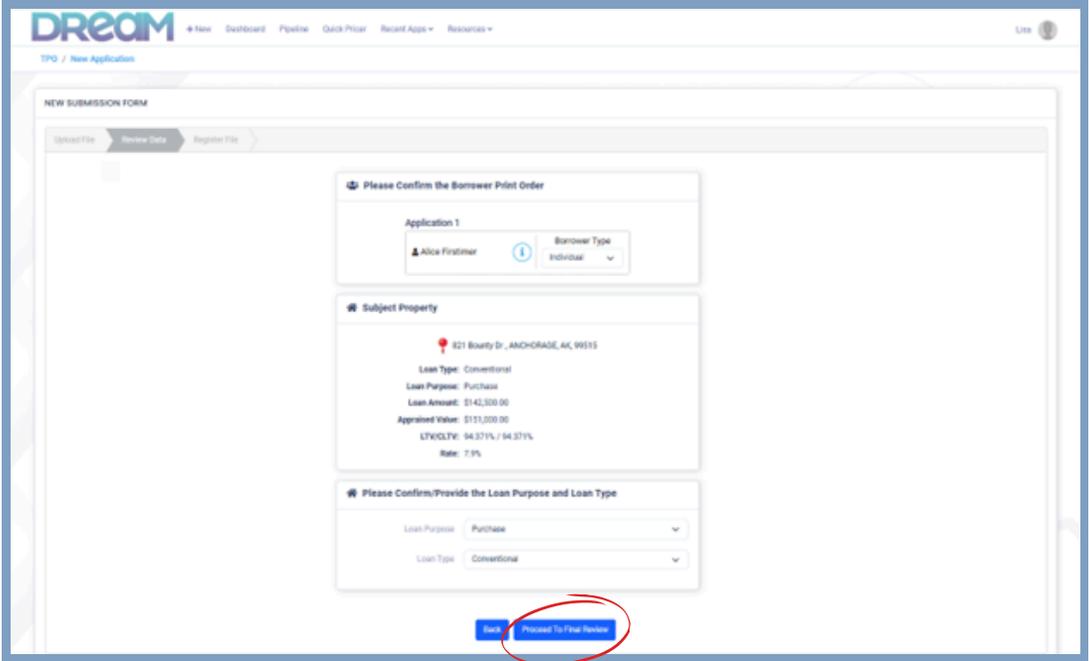
3 Upload MISMO 3.4 by either dragging and dropping the file, or clicking in the box to browse for the file
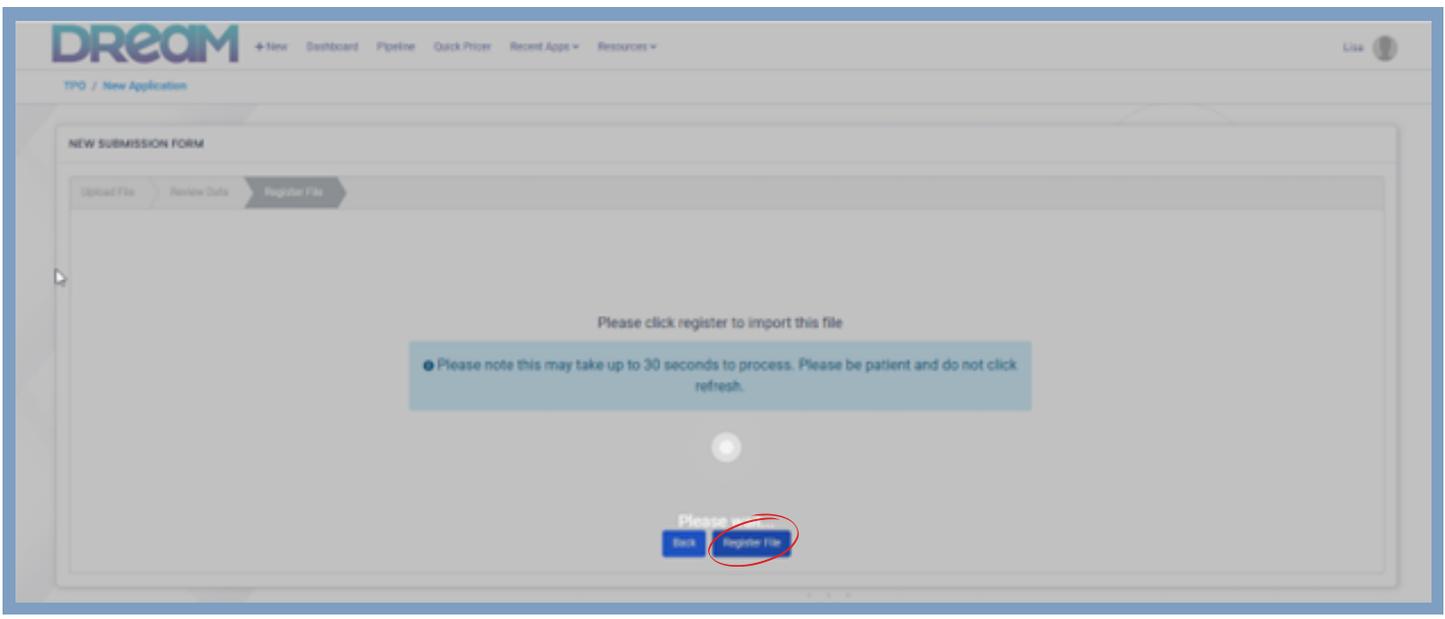

4 Ensure you have the correct channel selected and contacts entered, then click **Process MISMO File**

5 Select Loan Purpose and Loan Type, then click **Proceed to Final Review**
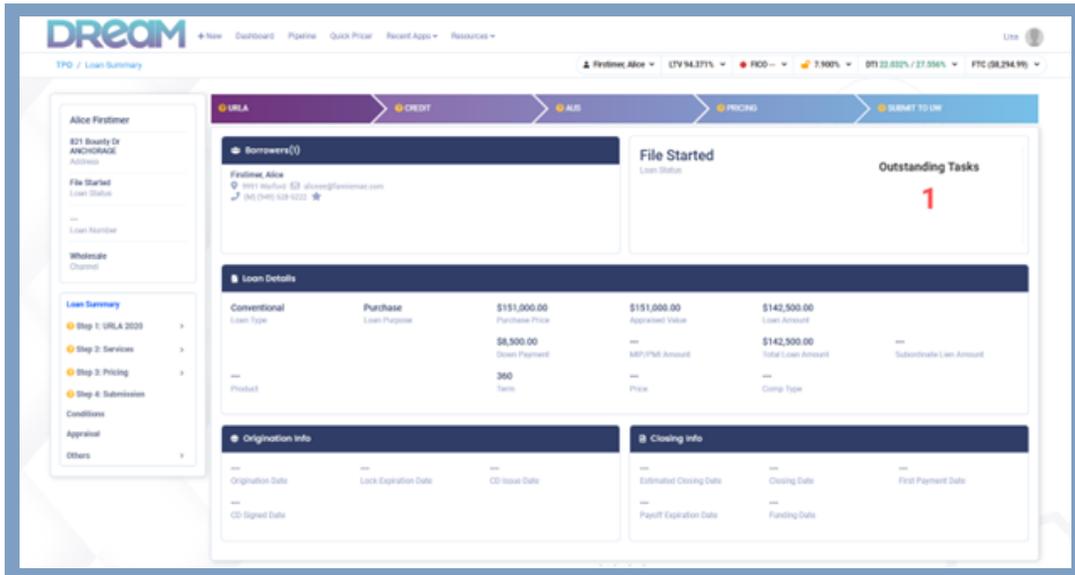

6 Click **Register File**

7 You will now be redirected to the **Loan Summary** page, where you will find the Loan Summary panel on the left hand side


8 Complete the steps in order, starting with **Step 1: URLA 2020**, making sure to complete all fields that are red for all borrowers, and click **Save**

Note: Although fields that are yellow will not cause a hard stop for submission, it is recommended that you complete them

Note: If B1 and B2 are using a shared email address, please leave blank for B2; The system will not accept duplication, but it will accept an empty field for B2
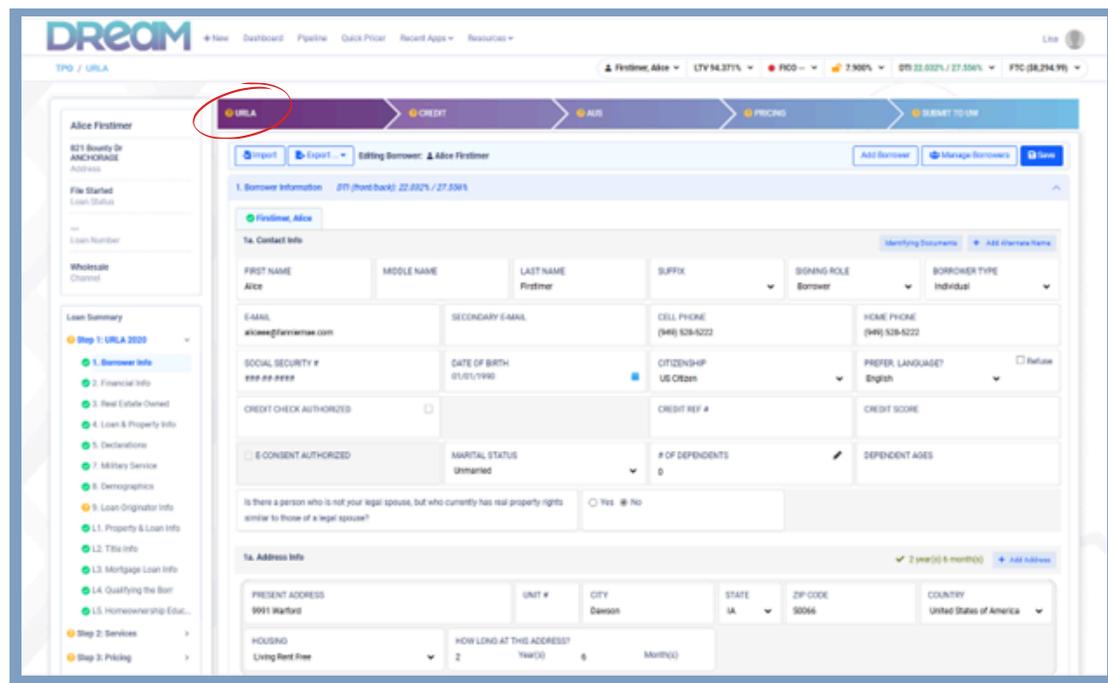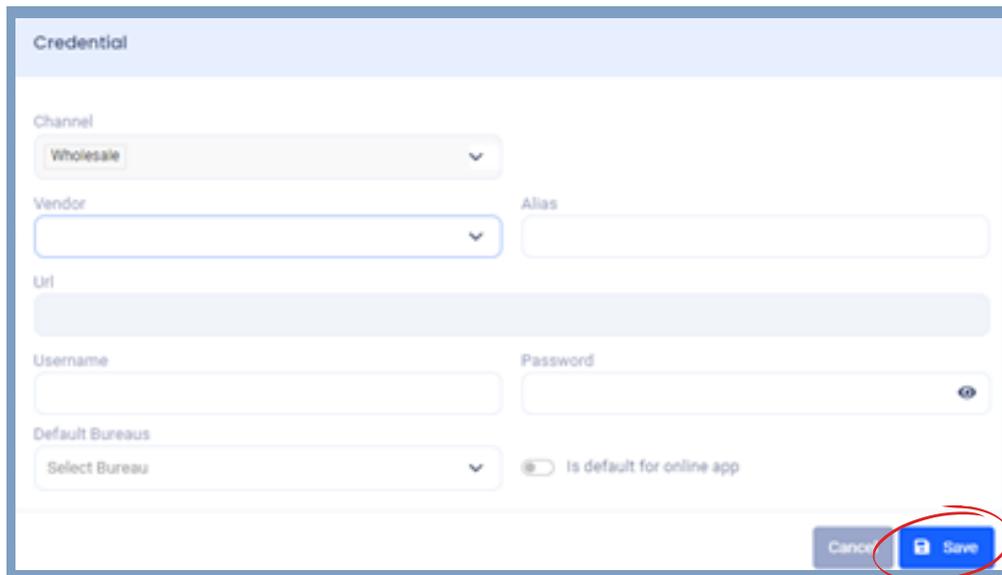
9 Proceed to **Step 2: Services > Credit** and click **Pull Credit Report** to re-issue (recommended) or pull a new credit report for individual or joint
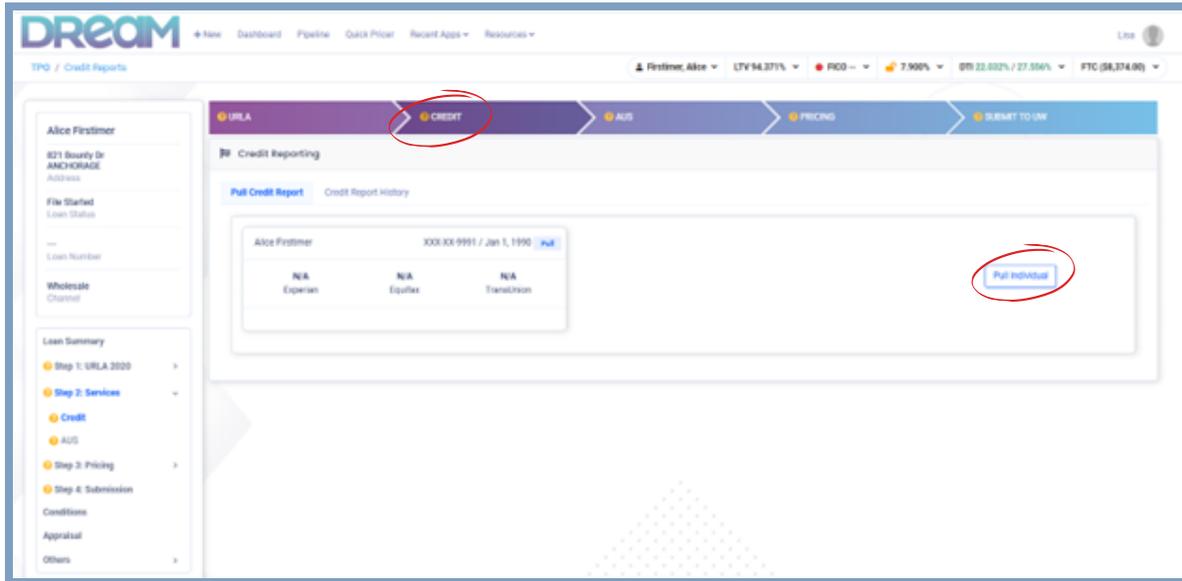

10 If this is your first time in the DREAM Portal, a popup will appear prompting you to select your vendor and enter your login credentials; enter and click **Save**

11 To re-issue, click to enable the **Re-issue?** toggle, then enter Credit Reference # and click **Re-issue Credit**; For a new report, do not enable the toggle and just click **Pull Credit**
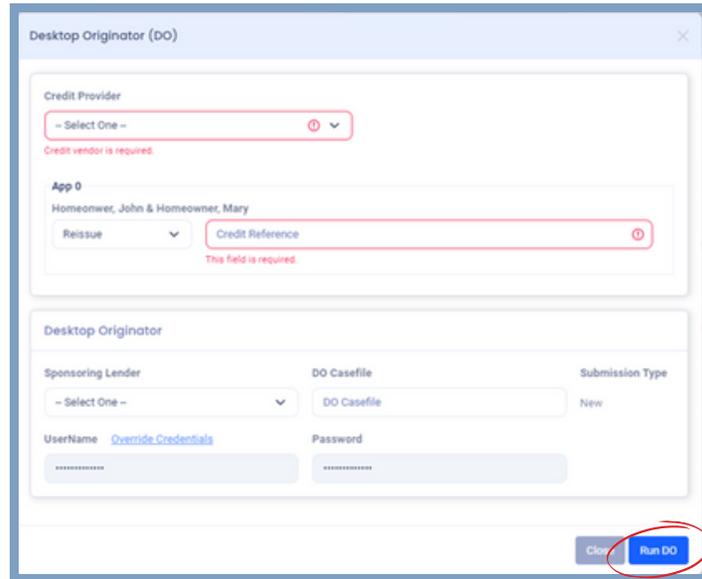
Note: Do NOT run AUS on Manual Underwrite, VA IRRRL, Streamline, and NonQM

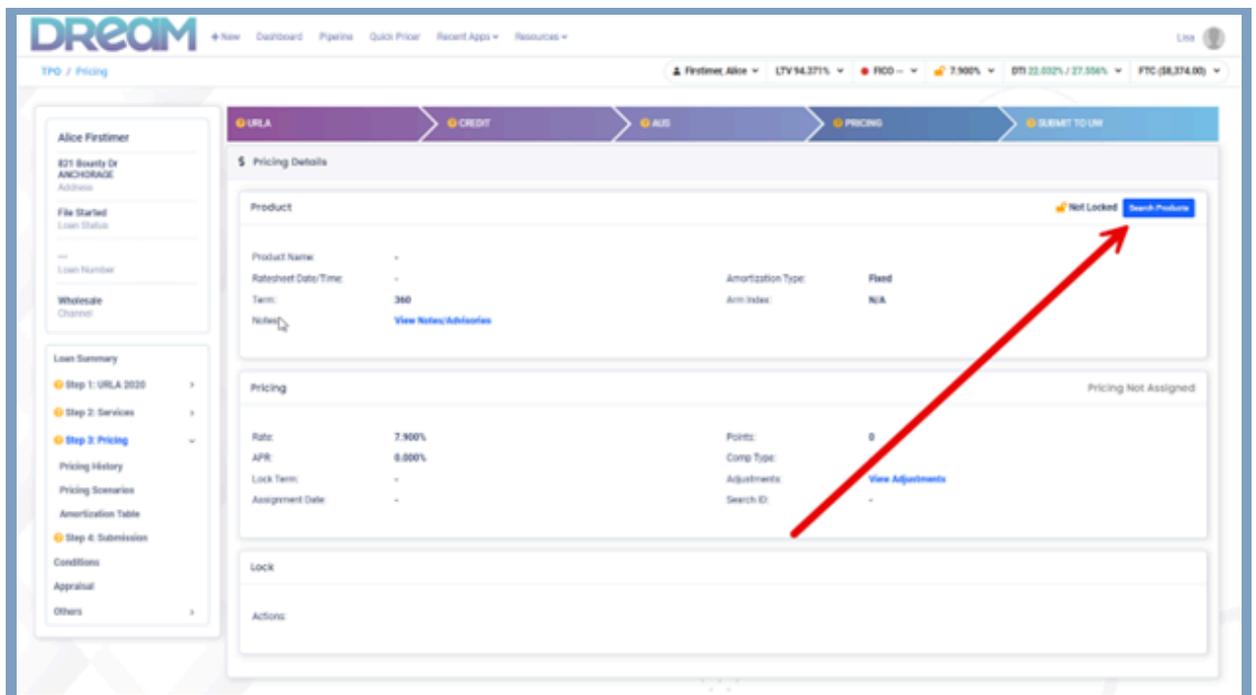**12** Once credit has been reissued, proceed to **Step 2: Services > AUS** and click **Run DO**
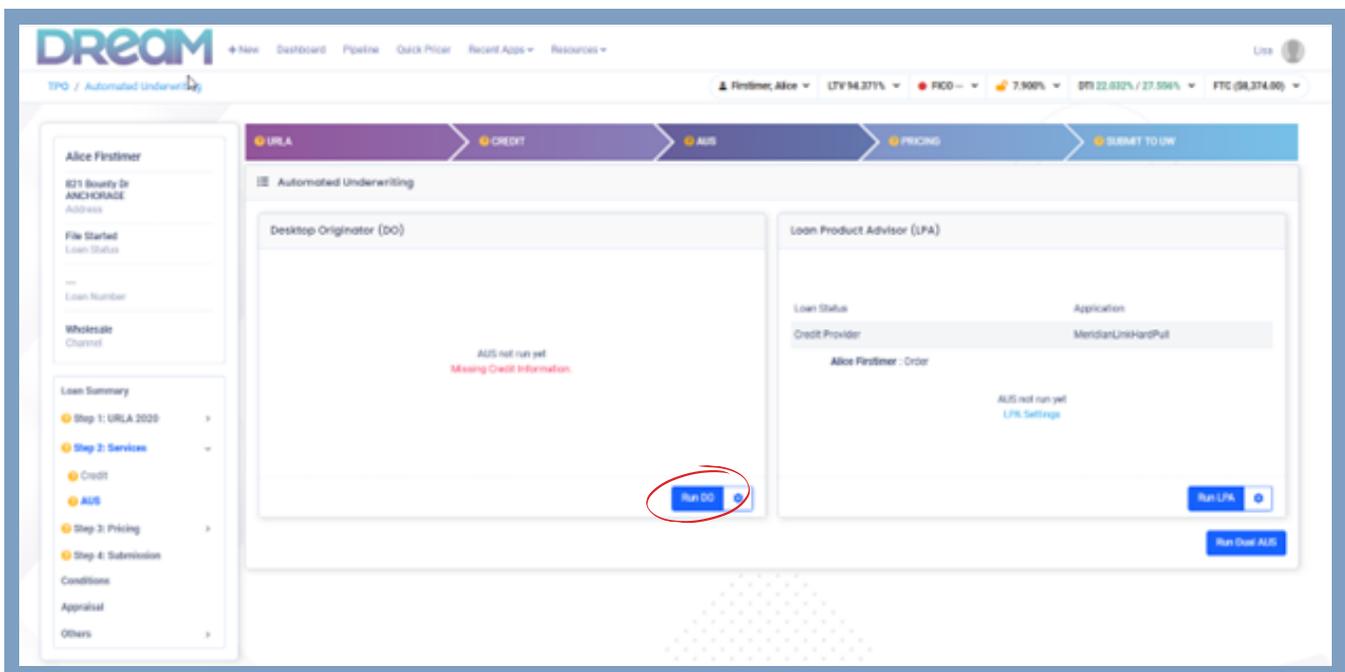
13 A popup will appear with the Credit Provider and Credit Reference number pre-filled; select Sponsoring Lender from the dropdown and click **Run DO**

14 Proceed to **Step 3: Pricing** and click **Search Products**

**15** Complete all fields on the left hand side of the **Products & Pricing** page

- Select Automated U/W system – **Any** for full product offering
- Comp Type is Lender Paid or Borrower Paid, recommended on NonQM
- Prepayment Penalty, Investment range 6mo to 5 years, State rules may apply
- Select Self-Employed if applicable
- Confirm Citizenship and Occupancy type
- Foreign National no score, 2nd home and investment assumes 700 FICO (enter 500 FICO to reflect NO SCORE pricing adjustments)
- Product and Pricing – FICO review
  - Agency and Govt use the lowest mid score of all borrowers on a transaction
  - NonQM Full doc and Alt Doc, will use the primary income earner middle score
  - DSCR loans use the lower of the middle scores for each borrower DSCR Employment and Income should be blank; At this time, the system will require employment history, so please enter 01/01/1901 to bypass the requirement

16 You do not have to make a selection for Project Type if the property is not a Condominium or Cooperative; check if PUD; Non-Warrantable and Condotels subject to NonQM requirements
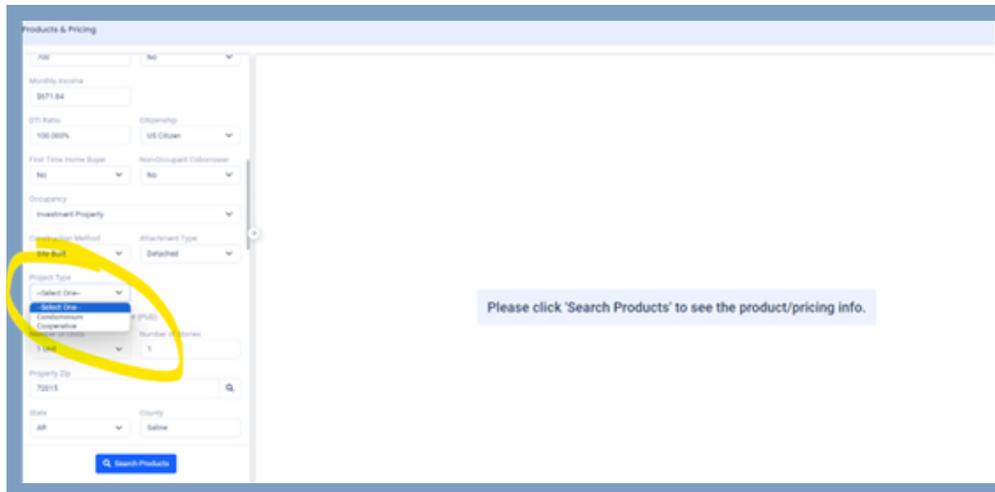
17 For Loan Term(s), you can select all or choose specific terms in the dropdown menu

18 For NonQM loans, click Expanded Guidelines and select Income Verification Type

19 Click **Search Products**

20 At the top of the page, you can select **All**, **Eligible Only**, or **Ineligible** products; click the product to view any ineligible features/parameters and update if needed

21 Select an eligible program of your choice

22 Select pricing by rate and lock period, then click **OK**

23 View pricing adjustments by clicking **Adjustments**

Adjustments

Amount	Reason	Type
-1.250	LTV is 70.01-75, And Non-Standard Loan Term (Months) is > 15 Years, And FICO is 700 - 719, And Loan Purpose is Rate-Term Refinance	Point
-2.125	LTV is 70.01-75, And Loan Purpose is Rate/Term Refi, And Occupancy is Investment Property	Point

Close

24 Click **Apply**; this will update your DTI and confirm "Pricing is Valid" rate is floating


⭐ Example of where to **Apply** pricing:

25 If you have made any changes to the loan during the pricing from what was previously entered in the URLA, you will get a pop-up to **Apply Product Confirmation**; Click **Apply** to accept the changes you have made
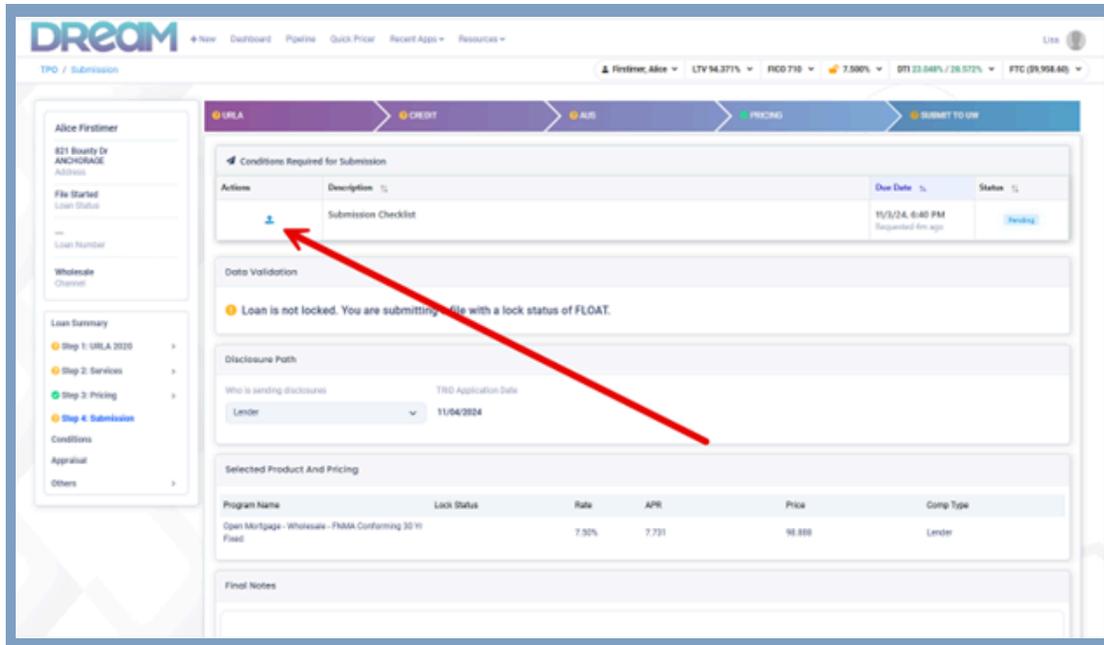

26 From the **Pricing** screen, you can see that Pricing is Valid. You have the option to **Request Rate Lock** from here or proceed to the **Step 4: Submission**
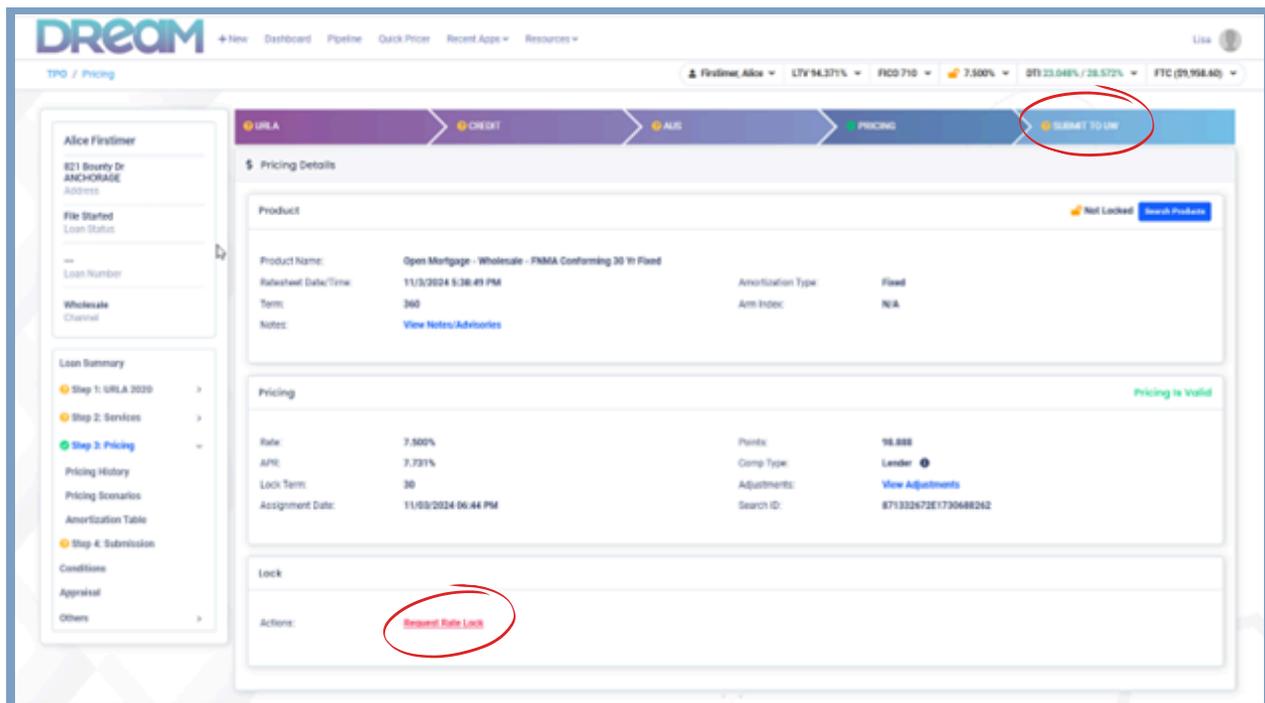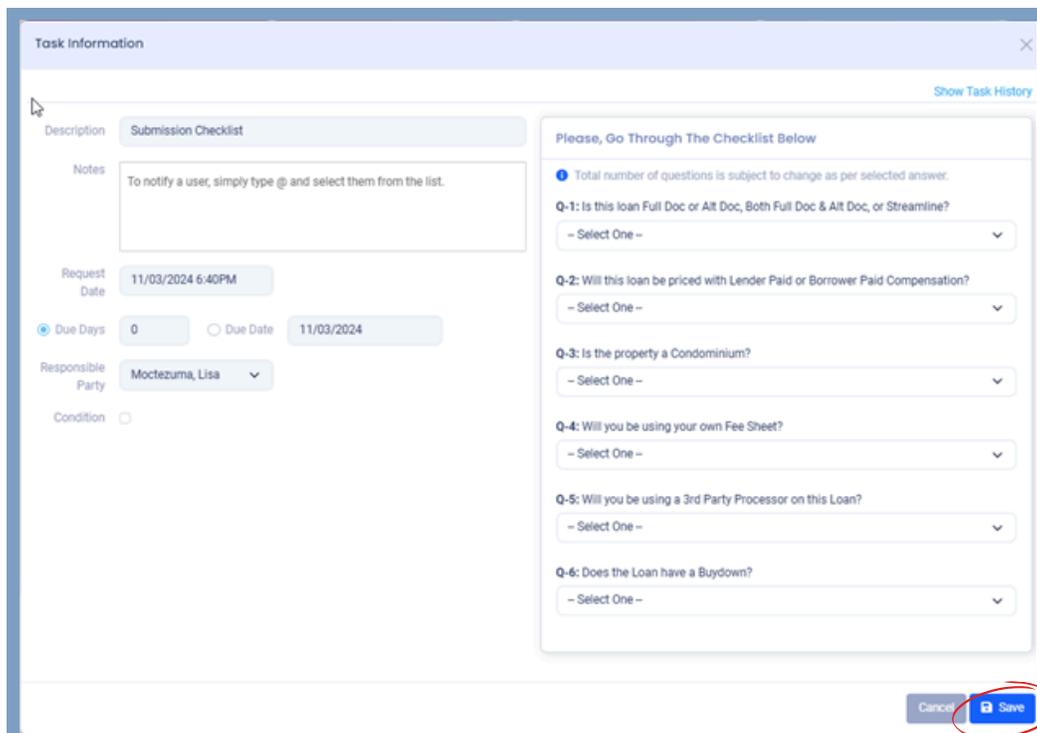
27 Click on the **blue arrow icon** on the left hand side of the **Submission Checklist**

28 Complete the submission checklist questions and add any notes as needed, then click **Save**

Conditions Required for Submission are the minimum docs for Lender Disclosures; Optional Conditions are required prior to Underwriting

29 To upload conditions, click the blue arrow icon to the left of the condition, then add documents by clicking **Add New File** or drag or drop in the box ,then click **Save**
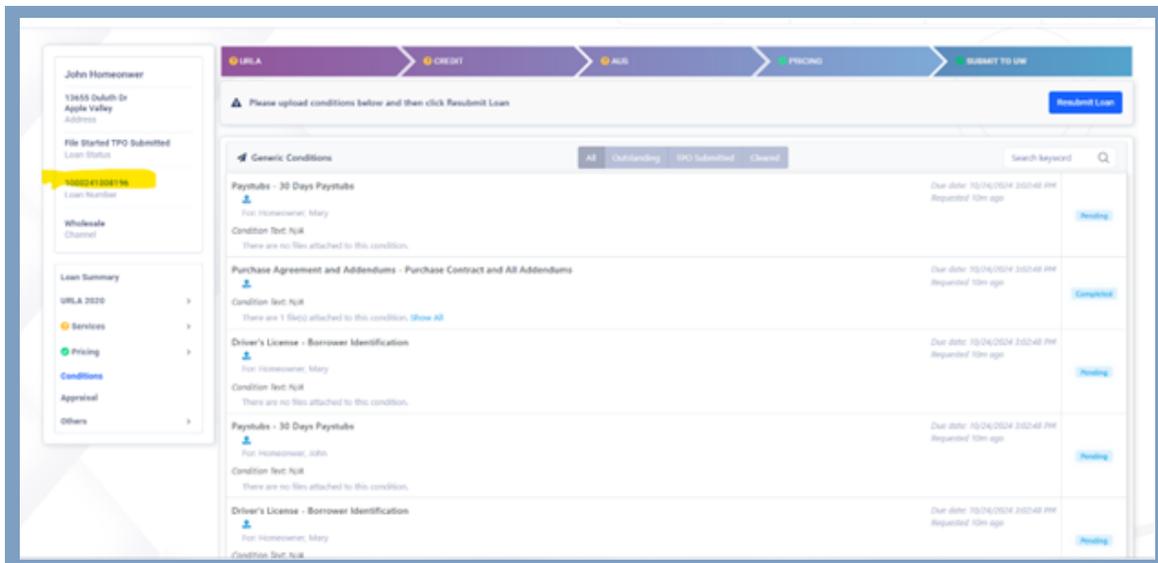
30 Once documents are uploaded, click **Submit Loan**
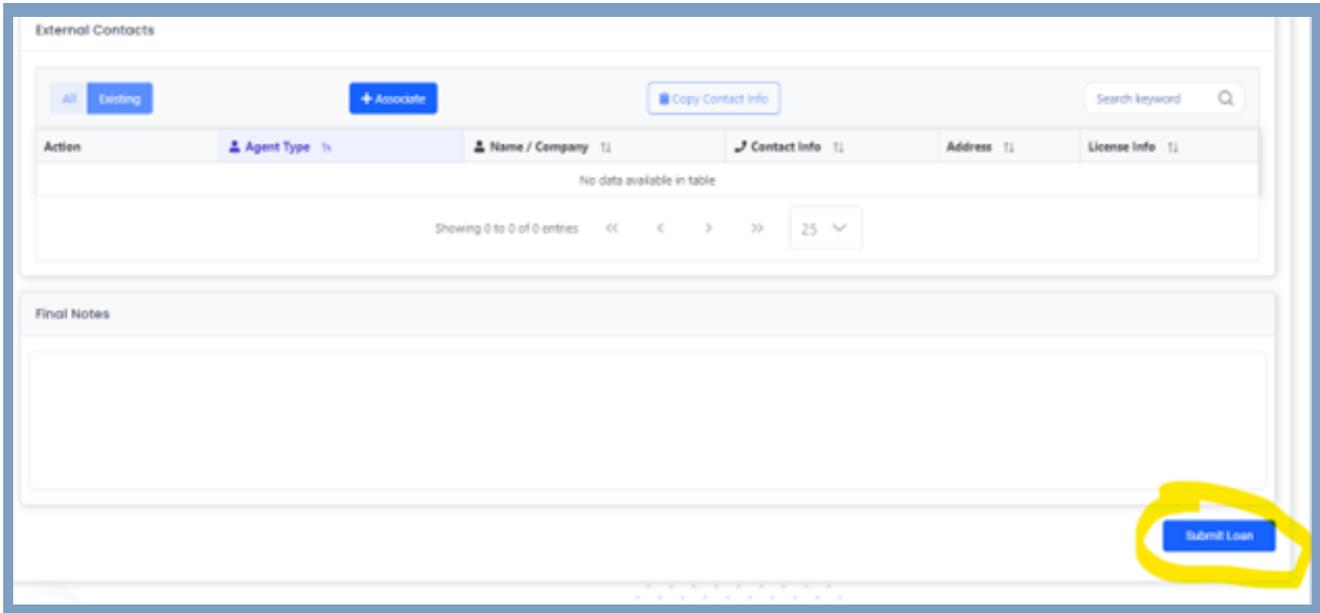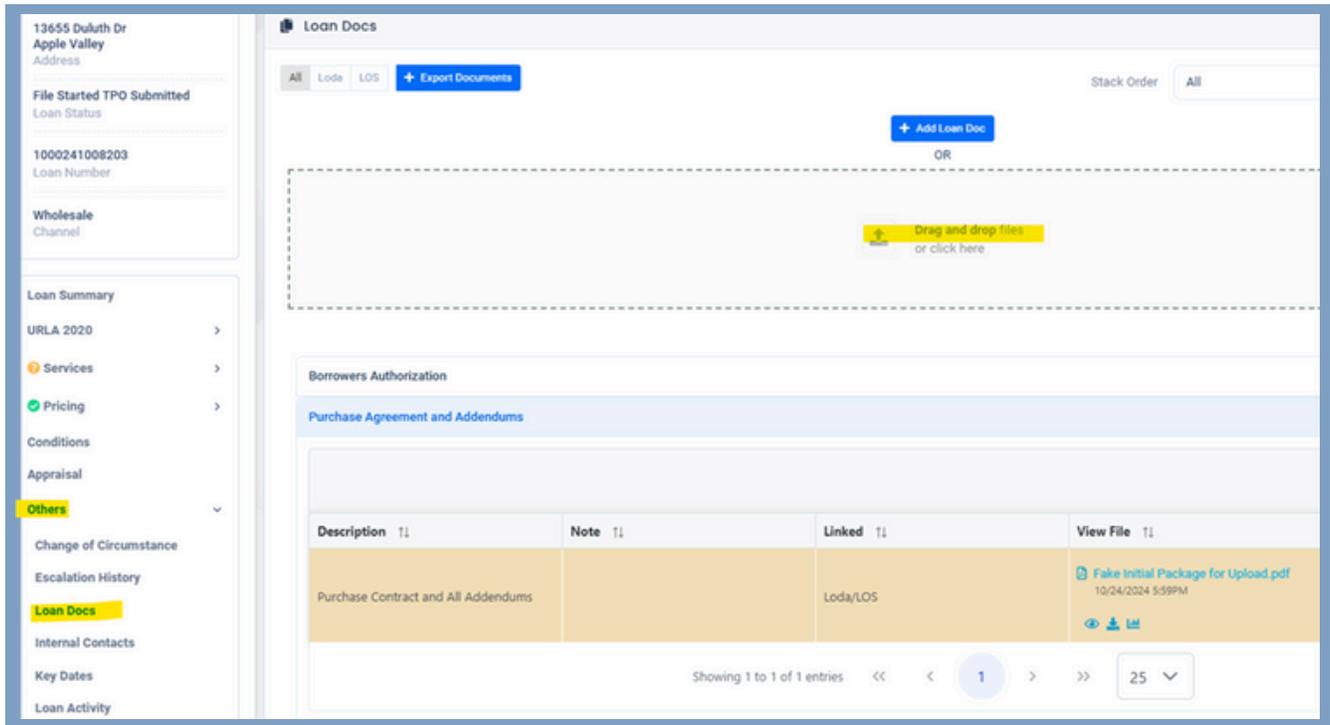

31 Your loan is now Submitted, and your loan number is on the left hand side of the page. You will also see a list of conditions that will be needed prior to the loan being assigned to Underwriting

32 Upload a Processor LOE for any conditions that do not apply. You may upload additional docs to **Others > Loan Docs** section

Additional Information:

Change of Circumstances

To submit a Change of Circumstance, please download the **Change in Circumstance Form** under **Disclosure Forms** in our **Resource Center**. Email your completed form to your Account Manager to be processed. The COC process is a future-state enhancement coming soon!

Conditions

You will be able to manage your conditions from inside the **Conditions** page of your loans in the DREAM portal. Please follow the intuitive screens to upload and identify the status of conditions throughout the loan process.

Need Assistance?

Please contact your Account Executive or clientsuccess@openwholesale.com

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