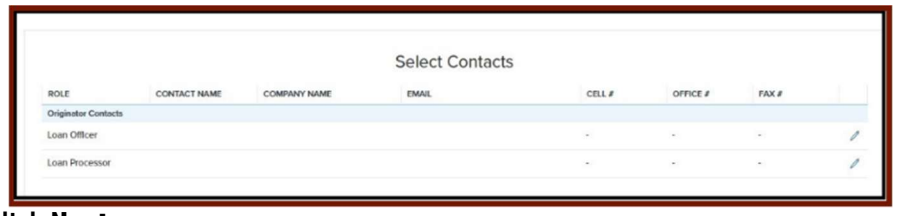
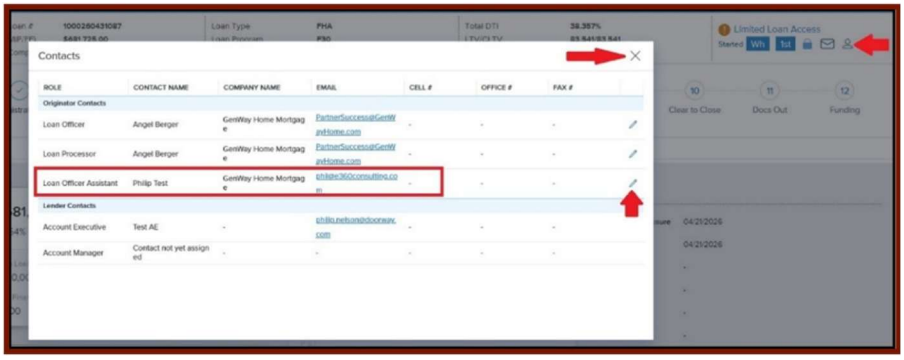
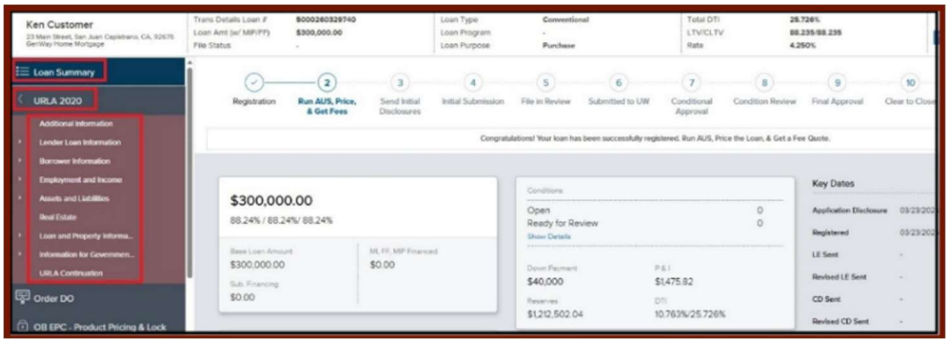
ARENA PORTAL: ADD NEW LOAN AND LOAN SUMMARY

Purpose: This job aid explains how to start a new loan in the Arena Portal using either a ULAD/ILAD MISMO 3.4 file or a manual URLA entry. It outlines the steps to add a new loan and review the loan information once it is created.

DESCRIPTION	STEP / ACTION
START A NEW LOAN	There are two ways to originate a loan in TPO Connect: Importing a ULAD/ILAD MISMO 3.4 file or by manually filling out an outline URLA. 1. Click the **Add New Loan** button on the TPO Connect home page to start a new loan. 2. In the pop-up window, select the loan officer(s) and loan processor(s) the loan will be assigned to.  3. Click **Next**.
ENTER DATA BY UPLOADING A ULAD/ILAD MISMO 3.4 FILE	1. To import a ULAD/ILAD MISMO 3.4 file (*.xml), select the Local Drive option, select the file and then click on **Go to Register Loan Form.** **NOTE:** If you imported a file, the URLA form is displayed with the loan data. 2. When you are ready to save the loan, click **Register** on the top left-hand side of the screen.

DESCRIPTION	STEP / ACTION
ENTER DATA MANUALLY	1. If you are manually entering the loan data, Select **Manual** and then click on **Go Register Loan Form.** 2. The URLA form is displayed, and you can begin entering data. 3. When you are ready to save the loan, click **Register** on the top left-hand side of the screen.
ADDING A LOAN OFFICER ASSISTANT	1. Click the **person icon** on the far-right side of the screen to add a Loan Officer Assistant (LOA) to the loan. 2. In the pop-up window, click the **pen icon** to select the Loan Officer Assistant. 3. Once the selection is complete, click the **Exit** button in the top-right corner of the pop-up to save and close. 
LOAN SUMMARY	The Loan Summary page includes information about the loan including the type of mortgage, loan terms, condition overview and key dates.