Requesting additional sponsoring lenders for Desktop Originator

Tip: To print this document, click (Print). To get a closer look at a screen, click (Zoom In) in the toolbar.

This document explains how to use the Desktop Originator® Online Registration tool to request sponsorship by an additional lender. The length of the sponsorship acceptance process varies by lender, because some lenders may ask for additional information before approving your request. The acceptance of sponsorship requests is at the sole discretion of the lender.

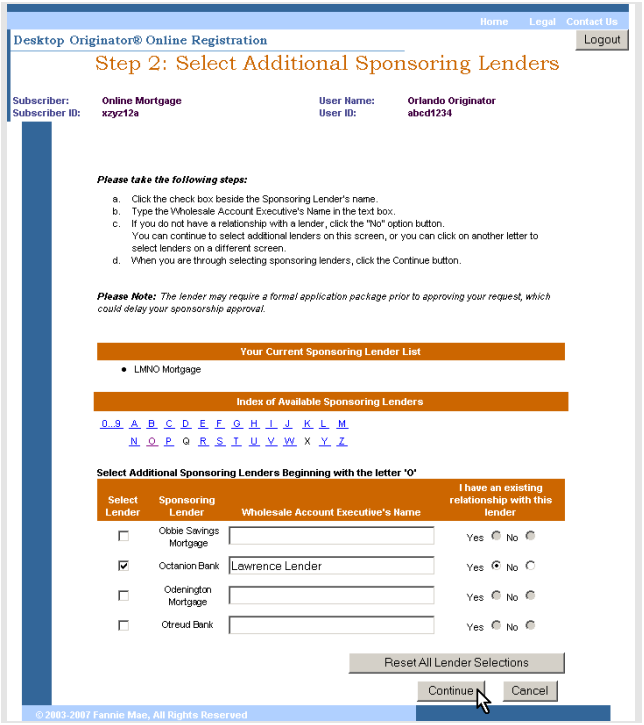
Note: Before you can perform this procedure, you must already be a registered user of Desktop Originator (DO®) and be sponsored by at least one lender. If you are not yet registered for DO, refer instead to the Quick Step entitled Registering Online for Desktop Originator.

Step/Screen	
1. Go to the DO Online Registration Tool for adding lenders.	
2. The DO Online Registration application opens in a separate browser. Enter your user ID and password, then click **Log In**.	

Step/Screen

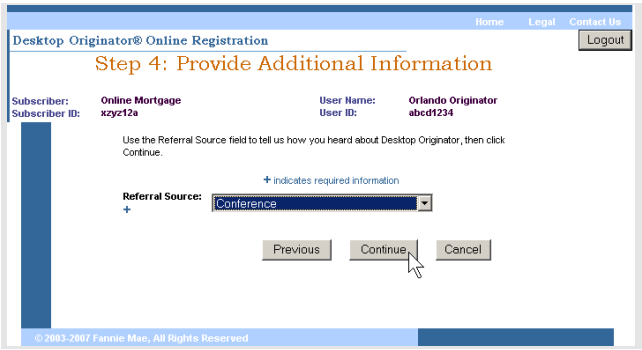
3. The Select Additional Sponsoring Lenders screen appears. Select at least one sponsoring lender from the index, then click **Continue**.

   Note: Lenders are grouped by the beginning letter of their names. You can only view lenders one group at a time. To view a lender starting with a particular letter, click the appropriate letter link above the Select Sponsoring Lenders list. In this example, the "O" link was clicked.



4. Enter the e-mail address of the person in your organization who should receive sponsorship confirmation messages, then click **Continue**.

5. The Provide Additional Information screen appears. In the Referral Source list, select an option that indicates how you were referred to the lender, then click **Continue**.



Step/Screen

6. The Verify Existing Originator Request screen appears, showing the information you entered. After confirming that this information is correct, click **Submit Request**.

7. The Thank You screen appears, indicating that your request has been submitted to the lender. Click **Close** to close the browser.

   Note: A confirmation e-mail is sent to the e-mail address you specified, indicating that a sponsorship request was submitted to the lender. The e-mail also includes a tracking number that you can use if you need to contact the lender to determine the status of your request.

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