



## 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.

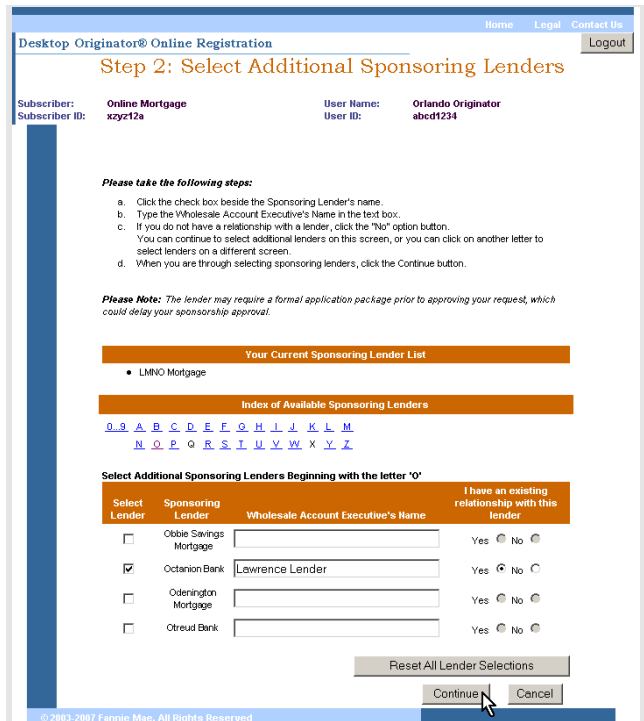
2. The DO Online Registration application opens in a separate browser. Enter your user ID and password, then click **Log In**.



## Step/Screen

- 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.



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**Step 2: Select Additional Sponsoring Lenders**

Subscriber: Online Mortgage      User Name: Orlando Originator  
 Subscriber ID: xzyz12a                      User ID: abcd1234

*Please take the following steps:*

- Click the check box beside the Sponsoring Lender's name.
- Type the Wholesale Account Executive's Name in the text box.
- If you do not have a relationship with a lender, click the "No" option button. You can continue to select additional lenders on this screen, or you can click on another letter to select lenders on a different screen.
- When you are through selecting sponsoring lenders, click the Continue button.

*Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.*

**Your Current Sponsoring Lender List**

- LMNO Mortgage

**Index of Available Sponsoring Lenders**

[O](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)  
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Select Additional Sponsoring Lenders Beginning with the letter 'O'**

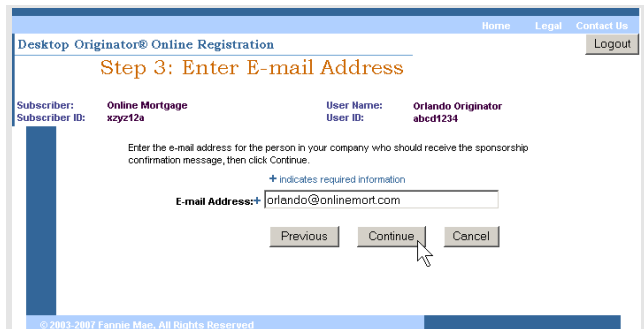
Select Lender	Sponsoring Lender	Wholesale Account Executive's Name	I have an existing relationship with this lender
<input type="checkbox"/>	Obbie Savings Mortgage	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/>	Octanion Bank	Lawrence Lender	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Odenington Mortgage	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="checkbox"/>	Otreud Bank	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>

Reset All Lender Selections

Continue Cancel

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



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**Step 3: Enter E-mail Address**

Subscriber: Online Mortgage      User Name: Orlando Originator  
 Subscriber ID: xzyz12a                      User ID: abcd1234

Enter the e-mail address for the person in your company who should receive the sponsorship confirmation message, then click Continue.

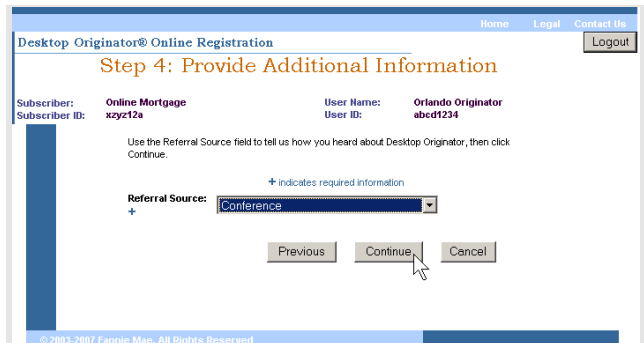
+ indicates required information

E-mail Address: +

Previous Continue Cancel

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- 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**.



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**Step 4: Provide Additional Information**

Subscriber: Online Mortgage      User Name: Orlando Originator  
 Subscriber ID: xzyz12a                      User ID: abcd1234

Use the Referral Source field to tell us how you heard about Desktop Originator, then click Continue.

+ indicates required information

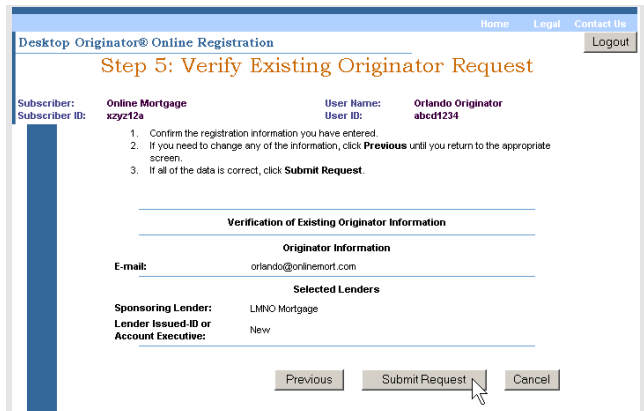
Referral Source: +

Previous Continue Cancel

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## 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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