



AMERITRUST
— MORTGAGE CORPORATION —

How to Import a File

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There are 4 main steps to importing a file and requesting disclosures:

Step 1: Login to the portal and import a MISMO 3.4

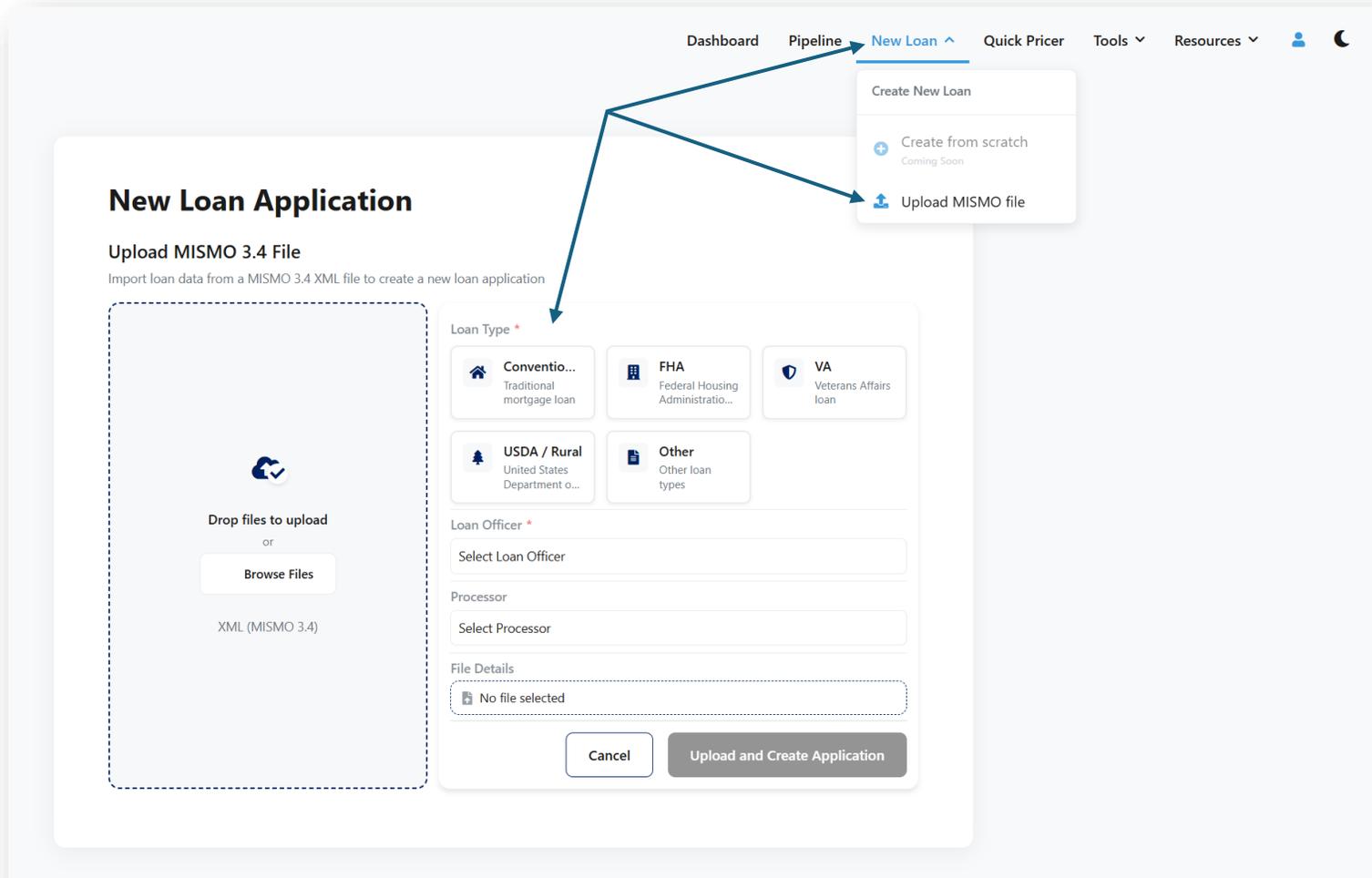
Step 2: Re-issue the borrower credit report (Order new is available)

Step 3: Price and Register the desired rate and loan program

Step 4: Click the Initial Disclosures button and complete the online form

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Step 1: Brokers will login to the portal and click on import File, choose loan type, LO, Processor and click submit

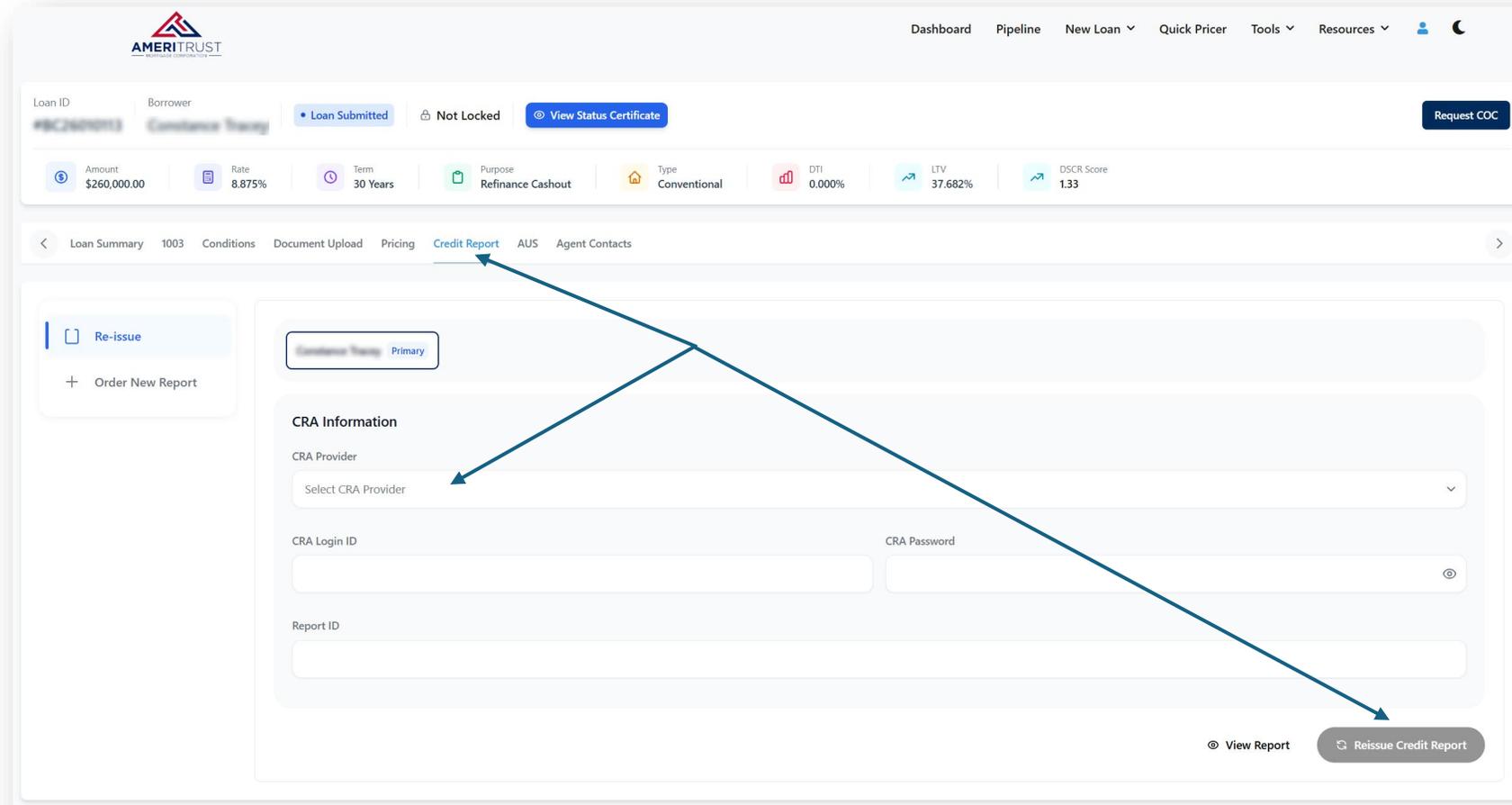


Note:

- Choose **Conventional** for all **Non-QM** Programs
- Logins are requested by email to: TPOSupport@ameritrusttpo.com – Please provide full contact information (Name, phone, NMLS, Role)
- Logins are sent directly to new users via email with the corresponding AE on copy.

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Step 2: Re-issue borrower credit report, select CRA and enter credentials



The screenshot displays the Ameritrust web application interface. At the top, there is a navigation bar with links for Dashboard, Pipeline, New Loan, Quick Pricer, Tools, and Resources. Below this, a loan summary section shows the Loan ID (HBC2401013), Borrower (Candance Thayer), and status (Loan Submitted, Not Locked). Key metrics include Amount (\$260,000.00), Rate (8.875%), Term (30 Years), Purpose (Refinance Cashout), Type (Conventional), DTI (0.000%), LTV (37.682%), and DSCR Score (1.33). The main content area is titled 'Credit Report' and includes a 'Re-issue' button and an 'Order New Report' button. The 'CRA Information' section contains a 'CRA Provider' dropdown menu, 'CRA Login ID' and 'CRA Password' input fields, and a 'Report ID' input field. A 'Reissue Credit Report' button is located at the bottom right of the form.

Note:

- If your broker has any trouble re-issuing a credit report please email: TPOsupport@ameritrusttpo.com

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Step 3a: Enter loan parameters into pricing engine

Loan ID: #BC26070113 | Borrower: Candance Tracy | Loan Submitted | Not Locked | View Status Certificate

Amount: \$260,000.00 | Rate: 8.875% | Term: 30 Years | Purpose: Refinance Cashout | Type: Conventional | DTI: 0.000% | LTV: 37.682% | DSCR Score: 1.33

Loan Summary | 1003 | Conditions | Document Upload | Pricing | Credit Report | AUS | Agent Contacts

Loan Program & Documentation

Product Type *	Term *	Document Type *	
Non-QM	30 Years	Debt Service Coverage (DSCR)	
Lock Period *	Amortization Type *	Payment Type *	
30 Days	Fixed	Principal & Interest	
Number of Financed Properties	NonQM PPP Structure	ITIN	Short-Term Rental
Enter number of properties	N/A	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No
DSCR Multi-Unit	Reserve Months		
N/A	24		
Lien Position	2nd Financing?		
1st Lien	<input checked="" type="checkbox"/> Yes		

Loan Details

Purpose *	Cashout Amount *	Loan Amount *	House Value *
Cash-out Refinance	\$ 250,000	\$ 260,000	\$ 690,000

Note:

- Please complete all required fields to display eligible programs and rates

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Step 3b: Use the action button next to desired rate to Register the Rate & Program

Loan Pricing Results
Based on \$221,000.00 house value

Primary Residence | Cash-out Refinance | Credit Score: 701

Group by Program

30 YR FIXED CONFORMING
360-month term

Program Details	Rate	Points	Payment	DTI	APR	QM	Closing Costs	Cash to Close	Actions
30 YR FIXED FNMA AMERITRUST ▲ Rate Expired	8.125%	0.084	\$1,312.74	13.1%	8.306%	⚠	\$6,177.07	(\$47,127.93)	Actions ▾
30 YR FIXED FNMA AMERITRUST ▲ Rate Expired	8.000%	0.193	\$1,297.30	13.0%	8.192%	⚠	\$6,367.94	(\$46,937.05)	Lock Register
30 YR FIXED FNMA AMERITRUST ▲ Rate Expired	7.875%	0.433	\$1,281.92	12.8%	8.091%	⚠	\$6,790.42	(\$46,514.58)	Actions ▾
30 YR FIXED FNMA AMERITRUST ▲ Rate Expired	7.750%	0.620	\$1,266.62	12.7%	7.984%	⚠	\$7,119.19	(\$46,185.81)	Actions ▾
30 YR FIXED FNMA AMERITRUST ▲ Rate Expired	7.625%	-0.107	\$1,251.38	12.5%	7.792%	⚠	\$5,832.01	(\$47,472.99)	Actions ▾

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Step 4: Click the “Initial Disclosure Request” button and enter all disclosure details

The screenshot shows the Ameritrust loan management interface. At the top, there is a navigation bar with the Ameritrust logo and menu items: Dashboard, Pipeline, New Loan, Quick Pricer, Tools, and Resources. Below the navigation bar, there is a header section with the loan ID #WZ601017, the borrower's name Jessica Turner, and a status of 'Loan Approved'. A red arrow points to the 'Request COC' button. Other buttons include 'View Status Certificate', 'Request COC', and 'Resubmit to Account Manager'. Below the header, there is a summary section with various loan details: Amount (\$176,800.00), Rate (6.875%), Term (30 Years), Purpose (Refinance Cashout), Type (Conventional), DTI (41.433%), and LTV (80.000%).

Key Dates
Track important milestones

Event	Date
Registered	1/8/2026 01:52 PM PST
Rate Lock Expiration	-
Document Check	1/8/2026 02:04 PM PST
Submitted To UW	1/8/2026 03:41 PM PST
Approved Date	1/11/2026 09:28 PM PST

Summary
Key loan information

Loan		Subject Property	
Loan Type	Conventional	Street	1817 Ed White Way
Loan Program	30 YR FIXED FNMA AMERITRUST	City	El Paso
Rate of Interest	6.875%	State	TX
LTV	80.000%	County	El Paso
CLTV	80.000%	Zip Code	79936
DTI	41.433%	House Value	\$221,000.00

Note:

- Once the initial disclosure request button and form fields are completed the file will move to “Doc Check” where the TPO setup team will review the file and issue initial disclosures.

Thank you



TPO Support

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Portal IT and technical issues

harry@mortdash.com

www.ameritrusttpo.com