Correspondent XChange (fka TPTS) Tip Sheet

Instructions:

Follow these steps once you're ready to transfer the data for your Correspondent XChange[SM] loans to your Aggregator. This Tip Sheet is meant to show the basic loan data transfer process using Freddie Mac's Loan Selling Advisor®. For more detailed information, please refer to the Correspondent XChange Functionality Manual.

1.	Create / Import loans into Freddie Mac's Loan Selling Advisor — Once loans are created/imported, your loans will appear in the 'Manage Originator Pipeline'. The 'Manage Originator Pipeline' is located under the '*Third Party'* section on the navigation bar. — Start with the first tab 'Candidate & Rejected' and enter a minimum of one-search criteria to pull up your Correspondent XChange Loan(s). — ***Please note: The Loan (lock) number should be used as the "Seller Loan Identifier in Loan Selling Advisor***.
2.	Evaluate Loans against the Aggregator's purchase edits — (1) Select the applicable Loans. Above the loan results, there are several radio buttons, (2) Select **'Evaluate'** and (3) identify your Aggregator in the 'Select Aggregator' drop down window, and (4) click '**Send'.**
3.	View Evaluation Results & Print or Export the Evaluation Edits Report — Once the loans are evaluated, you'll need to print or export the evaluation issues so you can refer to them as you go back into the loans to correct the data. To see the evaluation results, select the loans in the 'Originator Pipeline', and click on '**View Evaluation issues'** to access loan edits. — Once evaluation issues are printed or exported, select **'Back to Originator Pipeline'**
4.	View / Modify Loans and Re-evaluate — Select applicable loans, click **'View/Modify'** radio button. — Correct any errors and click **'Finish'**. Return to the 'Candidate & Rejected' tab and re-evaluate as necessary (Repeat steps 2 & 3) — *Questions regarding loan edits for specific Aggregator products should be directed to your Aggregator.*
5.	After loan edits have been cleared, Submit loan data to the Aggregator — Return to 'Candidate & Rejected' tab and (1) Select loans, (2) Select **'Send to Aggregator'** radio button (3) and select your Aggregator in the 'Select Aggregator' drop down window, and (4) click '**Send'. This does not complete the process.** — Another screen will appear with the loans to be submitted to the Aggregator. Review and select 'Submit' to transfer the loans.
6.	Await your Aggregator's Accept/Reject Decision — Loans will reside in the 'Submitted' tab until the Accept/Reject decision is made by your Aggregator (this is a manual process, so the turnaround time is generally between 48-72 hours) — Loans in 'Submitted' status may be viewed or exported but cannot be modified
7.	Aggregator Accepts Submitted Loan Data — Accepted loan will now appear under the 'Transferred' tab. — Rejected loans will revert back to the 'Candidate and Rejected' tab. Contact your Aggregator with questions regarding rejected loans.

Freddie Mac's Loan Selling Advisor: 1-800-FREDDIE (1-800-373-3343)

Pipeline Tabs	Definition
Candidate & Rejected	Unallocated loans that have not been submitted to your Aggregator / Loans rejected by your Aggregator / or Non-transferable Loans.
Submitted	Loans submitted to your Aggregator and waiting acceptance or rejection
Transferred	Accepted (compliant) or non-compliant loans