



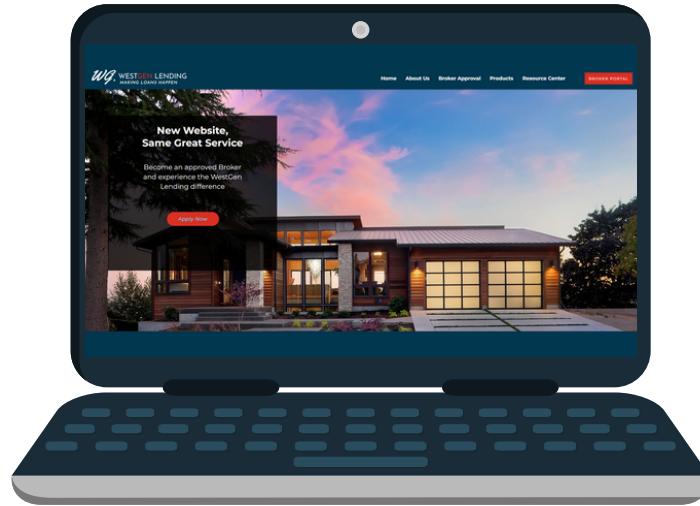
*WG.* WESTGEN LENDING  
USER GUIDE

Submission Form

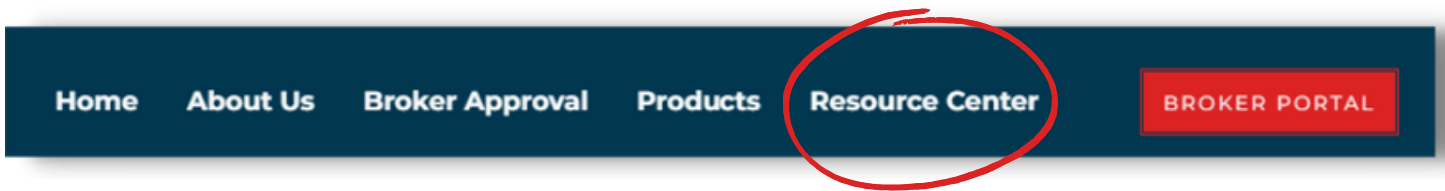
Last Updated 5/24/2023

# Submission Form

- 1 Visit [WestGenLending.com](https://WestGenLending.com)

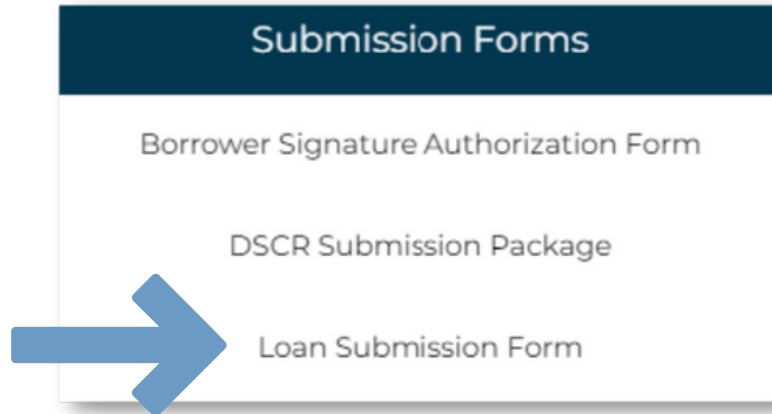


- 2 Click on "[Resource Center](#)" on the right side of the navigation menu



# Submission Form

3 Click on "Loan Submission Form"



4 Click the "Continue" button at the bottom of the page to acknowledge Adobe's Terms of Use and proceed

Please fill: Submission Form - WestGen Lending

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MAKING LOANS HAPPEN

### LOAN SUBMISSION FORM

Please complete form in its entirety prior to uploading it in TPO Connect.

LOAN OVERVIEW		
Loan Type: *Select...	Documents:	
Term:	Program:	

FILE CONTACTS	
Broker Name: *	Account Executive Name: *
<b>LOAN OFFICER INFORMATION</b>	
<b>PROCESSOR INFORMATION</b>	
Name: *	Name: *
Email Address: *	Email Address: *
Phone Number: *	Phone Number: *

BROKER COMPENSATION (LPC OR BPC) + PROCESSING FEE	
Choose One: <input type="radio"/> LPC <input type="radio"/> BPC	Flat Fee: \$
Choose \$ or %: \$ or %	3 <sup>rd</sup> Party Processing Fee: <input type="radio"/> Waive <input type="radio"/> \$
<small>*Must provide Invoice at submission if 3<sup>rd</sup> party processing fee is entered*</small>	

LOAN INFORMATION		
Transaction Type: *Select...	Loan Amount: \$ *	Property Value: \$ *
Property Type: *Select...	Occupancy: *Select...	LTV: % CLTV: %
Expected Rate: %	Impounds: Select...	Buydown Contributor: Select...
Fee Buy Out: *Select...	Pre-Locked: <input type="checkbox"/> Conforming/Over. only	Use Smart Fees? *Select...

MINIMUM SUBMISSION REQUIREMENTS	

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

**Continue**

# Submission Form

- 5 Enter submission details - fill in everything you can to improve accuracy and avoid delays; all fields marked with an asterisk (\*) are required

The screenshot shows a multi-section form titled "LOAN OVERVIEW" and "FILE CONTACTS". The "LOAN OVERVIEW" section includes fields for Loan Type, Term, Documents, and Program. The "FILE CONTACTS" section includes Broker Name, Account Executive Name, and Loan Officer Information (Name, Email Address, Phone Number). The "PROCESSOR INFORMATION" section includes Name, Email Address, and Phone Number. The "BROKER COMPENSATION (LPC OR BPC) + PROCESSING FEE" section includes radio buttons for LPC or BPC, Flat Fee, and 3rd Party Processing Fee. The "LOAN INFORMATION" section includes Transaction Type, Loan Amount, Property Value, Property Type, Occupancy, LTV, CLTV, Expected Rate, Impounds, Buydown Contributor, Fee Buy Out, Pre-Locked, and Use Smart Fees. The "MINIMUM SUBMISSION REQUIREMENTS" section includes checkboxes for Conforming & FHA/VA and Non-QM requirements.

- 6 Confirm all details and click "Submit"

GenHome Mortgage Corporation (NMLS #317332)  
DBA WestGen Lending  
2300 Main Street, 4<sup>th</sup> Floor, Irvine, CA 92614

Do not submit if you do not trust the requesting party or if you suspect phishing or fraudulent activity

By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with WestGen Lending.

Submit

# Submission Form

- 7** If your email has already been verified, you will see a screen saying “You’re all set” and an email confirmation saying that you have completed the submission form with a link to review the document



## You're all set

You finished filling out "Submission Form - WestGen Lending".  
Copies will be e-mailed to all parties. You can also [download a copy](#) of what you just filled.



Please note - this message is automated from Adobe and there are additional steps to submit your form. Please continue reading!

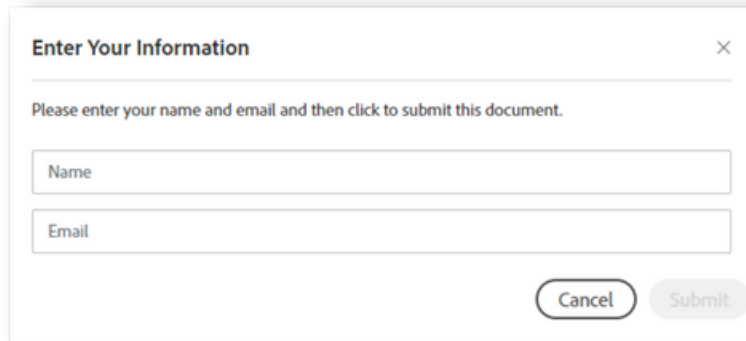
- 8** If your email has not been verified, you will see a box saying “Just one more step” asking for your information

## Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your input on "Submission Form - WestGen Lending" until you've confirmed.

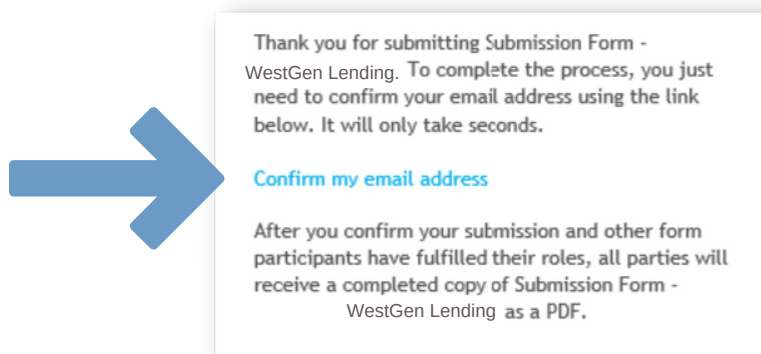
# Submission Form - Email Verification

- 8A** Enter your name and email address and click “Submit”



A screenshot of a web form titled "Enter Your Information" with a close button (X) in the top right corner. Below the title is a horizontal line, followed by the instruction: "Please enter your name and email and then click to submit this document." There are two input fields: "Name" and "Email". At the bottom right, there are two buttons: "Cancel" and "Submit".

- 8B** Once you receive the verification email, click the “Confirm my email address” link



- 8C** When your email has been verified, you will receive an email confirmation saying that you have completed the submission form with a link to review the document

# Submission Form

- 9 Upload your Submission Form to the loan file (for assistance, please see our ["Adding & Submitting New Loans in TPO" guide](#))
- 10 Your submission form has been completed! Please call your Account Executive or 800-644-1258 for additional assistance





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