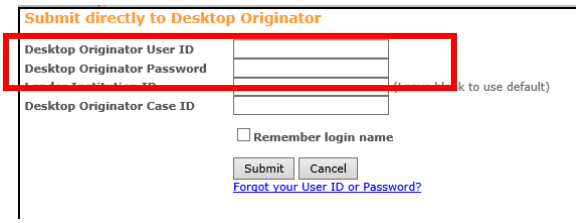
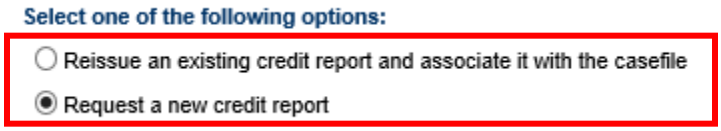
How to Order and Release DO Findings

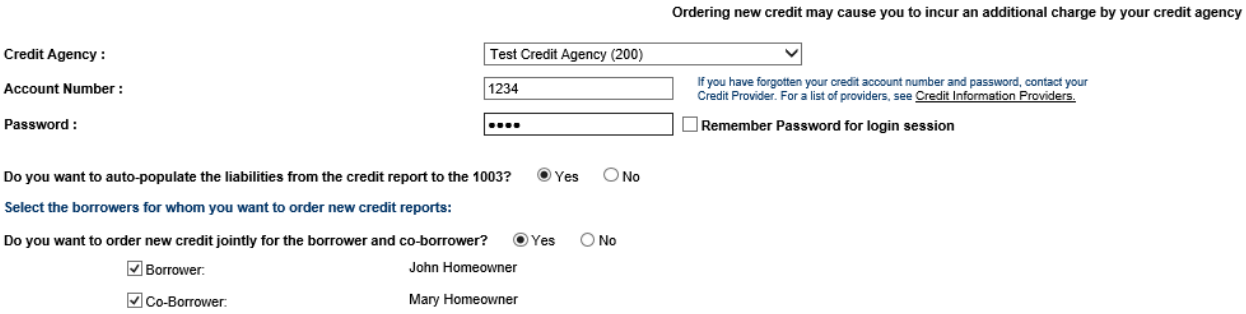
1. Log into Desktop Originator with your User ID and Password: (if logging in from RSM Web Portal, leave Lender Institution ID blank, and complete Desktop Originator Case ID ONLY if you have already ran DO)



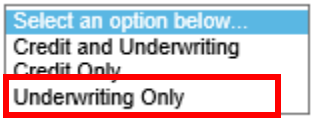
2. Import your 3.2 FNMA file into DO. (If logging in through the Web Portal, 3.2 FNMA will be imported from the system).

3. Select: Credit - Order new credit report **OR** reissue an existing credit report. You'll be prompted to provide credit agency information (reissue number if credit report already exists).

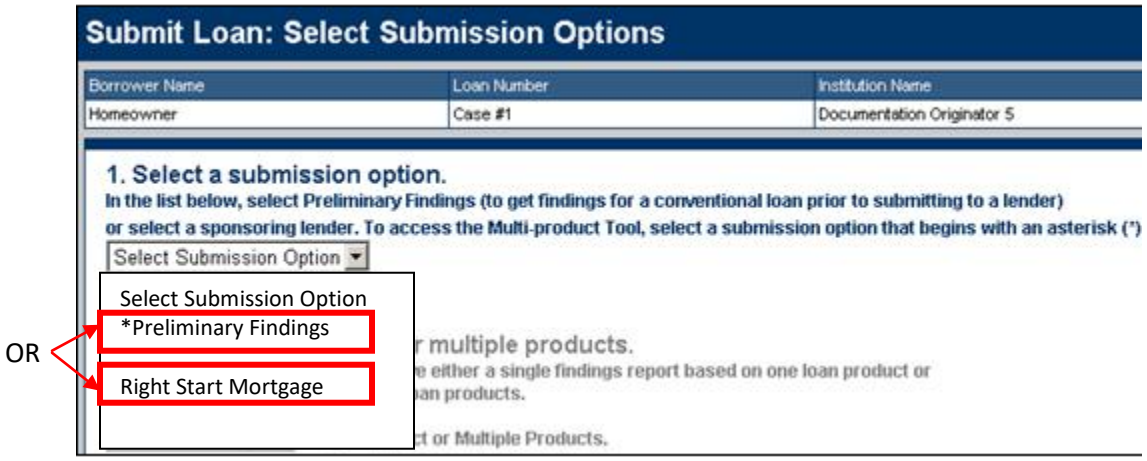




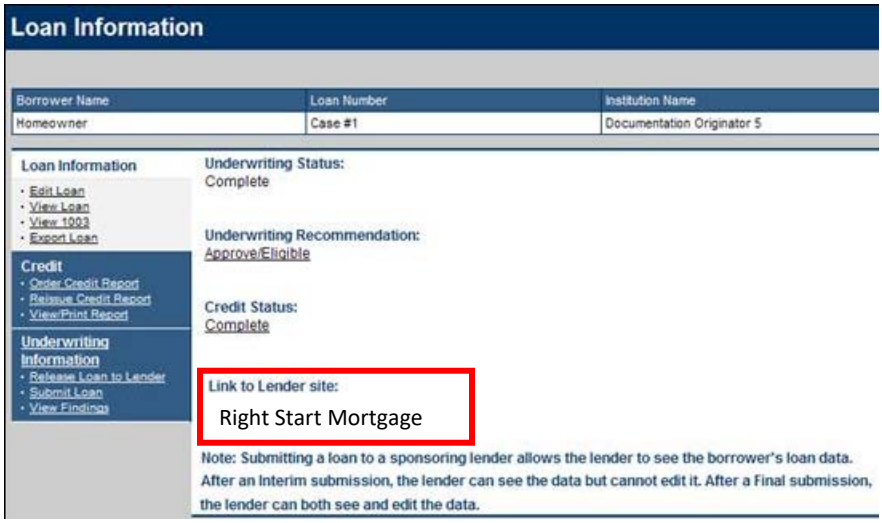
4. Review credit and 1003 information, click Submit and under the "Credit and Underwriting Options" select **Underwriting Only**, and press "NEXT". Select Submission Options – **Preliminary Findings** (to pull findings prior to submitting to lender).



*Note: **INTERIM** submission sends loan casefile to the sponsoring lender for underwriting, but you retain ownership of the data as the originator. Select **FINAL** as the submission type to release DO findings to RSM.



5. Once underwriting recommendation has been submitted, confirm that the DO finding has been released to Right Start Mortgage.



6. Quick links:
   a. Register for FNMA Desktop Originator (DO)
   b. Add Right Start Mortgage to your sponsoring lender list
   c. Detailed instructions on releasing AUS Findings