

LO Responsibilities to Create a Lead 8 Easy Steps

1. [Start by creating a New Lead](#) (Purchase of Refinance) in LQB.
2. [Upload](#) the Signed Borrower Credit Auth. to EDOCs in LQB ([Credit Auth.](#))
3. [Run Credit Report](#)
4. [Run Price My Loan](#) and Register Loan By choosing rate, investor, and product.
5. Adjust Discount points & Lender credit in the [Disclosures TRID/Lender Credits / Discount](#) and attach a signed [LO Fee Sheet](#).
6. Check if loan Passes the QM Fee test and APR rate spread test in [Quality Control/QM](#).
7. [Run DO/ LP](#) must obtain an Approve/Eligible
8. [Email All Documents to Submissions@homemac.com](#) please include the **Subject Property Address** is in the body of the email.