Loan registration in CANDY

LOAN REGISTRATION

CANDY 2.0 | Step-by-step training

November 1, 2026

Before you begin

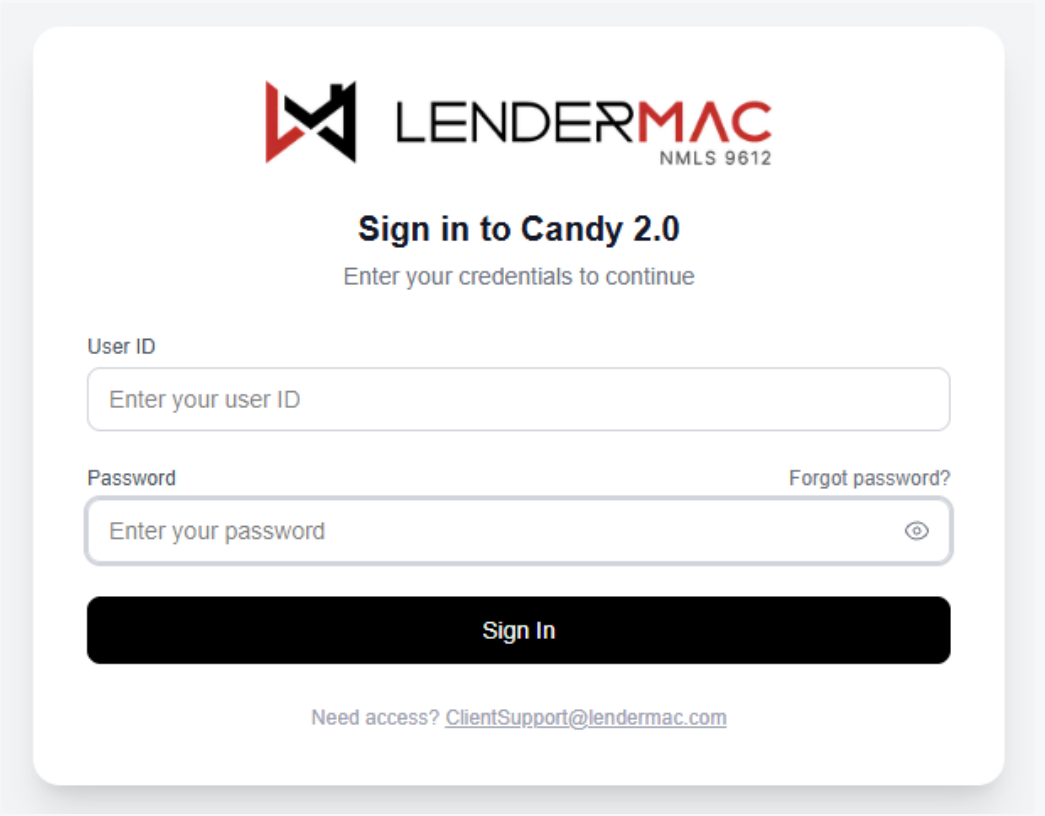
REQUIRED FILES **MINIMUM ITEMS NEEDED FOR INITIAL LE

- **MISMO 3.4 file
- **Credit Report
- **Purchase agreement and/or Escrow Instructions
- Escrow/Title fee worksheet
- Third-party processor invoice, if applicable
- Borrower authorization if LenderMac pulls credit
- Asset and income documents (optional)
- Prelim Report

CANDY login

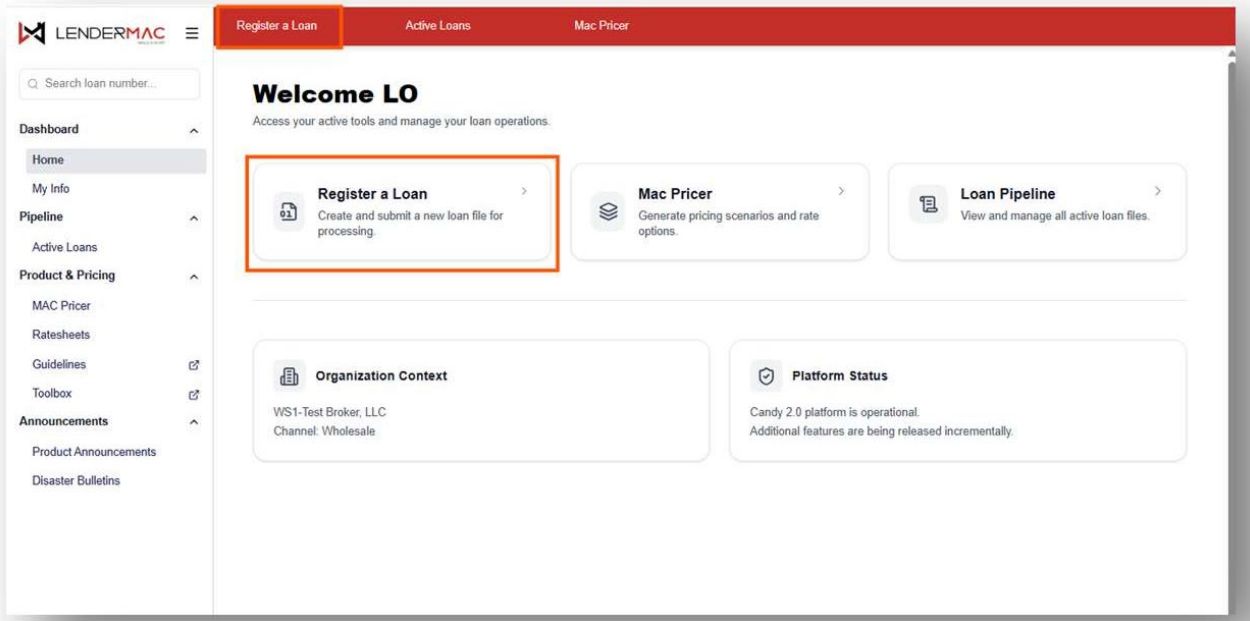
- Open the CANDY login page.
- Your assigned User ID is usually FirstName.LastName
- Use Forgot password if you need to reset your password.

candy2.lendermac.com/auth/login



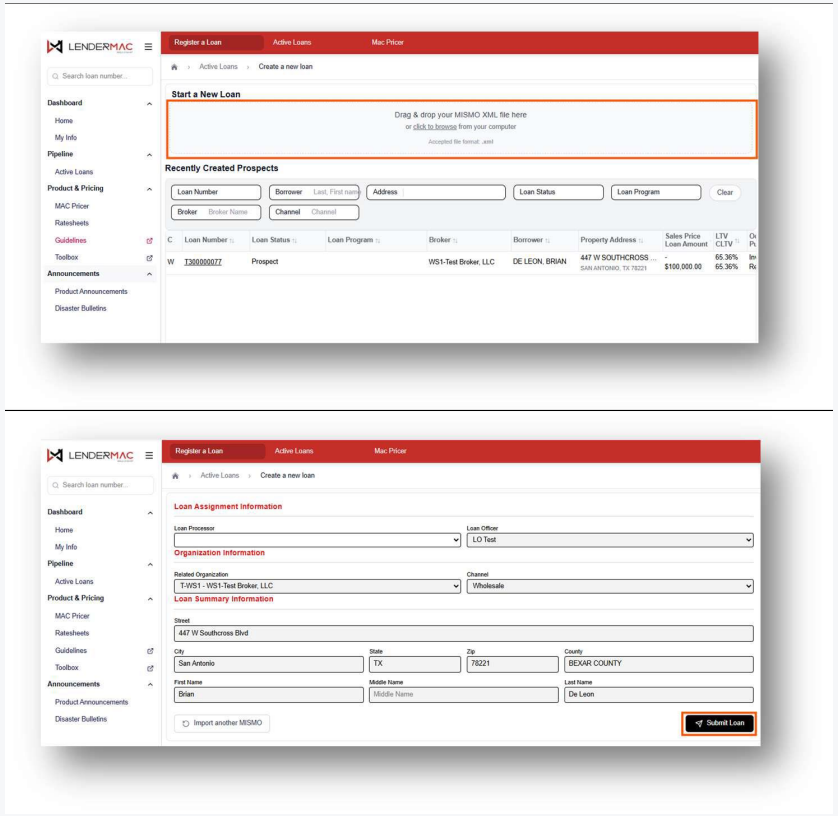
New loan registration

- Click Register a Loan on the main page or in the top menu bar.



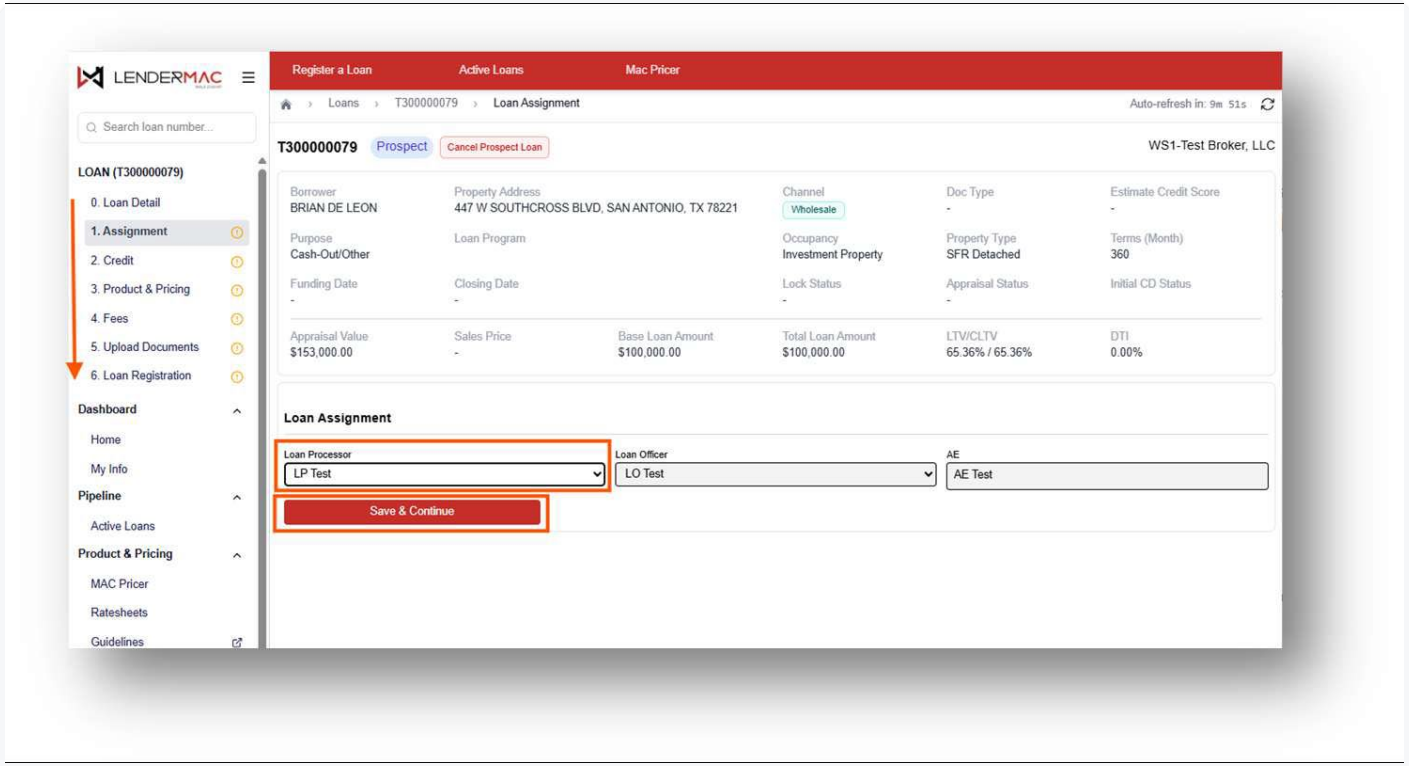
MISMO upload and submission

- Under Start a New Loan, drag and drop your MISMO file or click to browse.
- Choose a Loan Processor, if needed.
- Click Submit Loan.



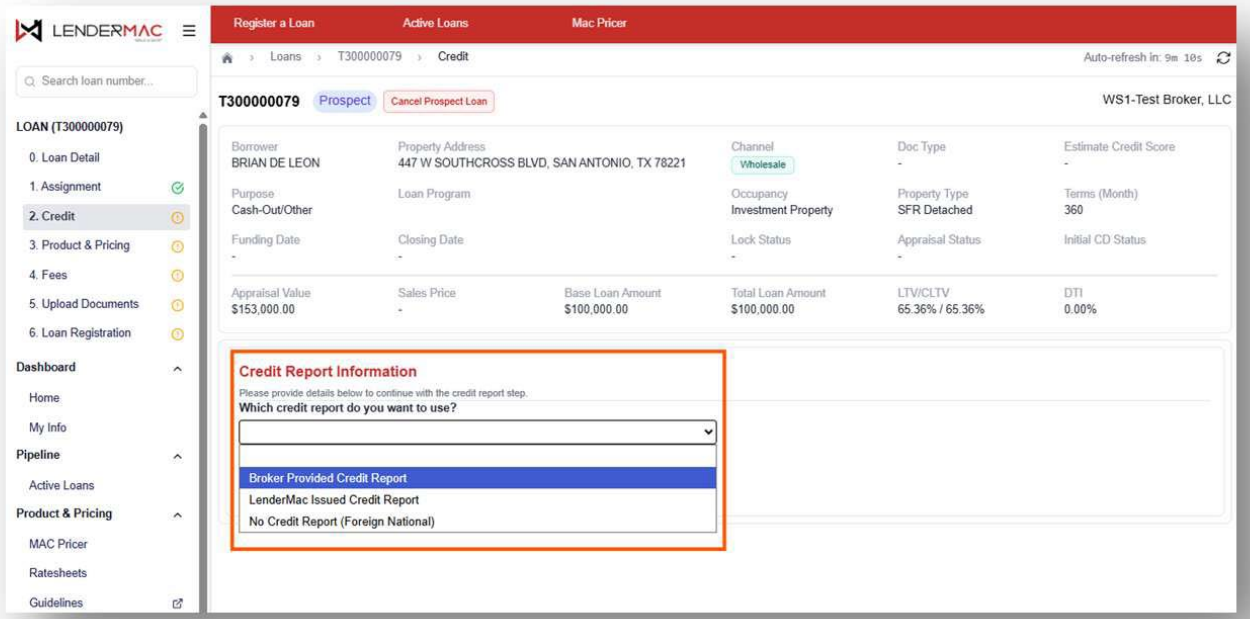
Step 1: Assignment

- Continue after submitting the file.
- Loan Assignment will display the LO and processor that is assigned.
- Click Save & Continue.
- Loan submission process will show the 6 steps on the left. As each step is completed there will be a green check mark displayed.



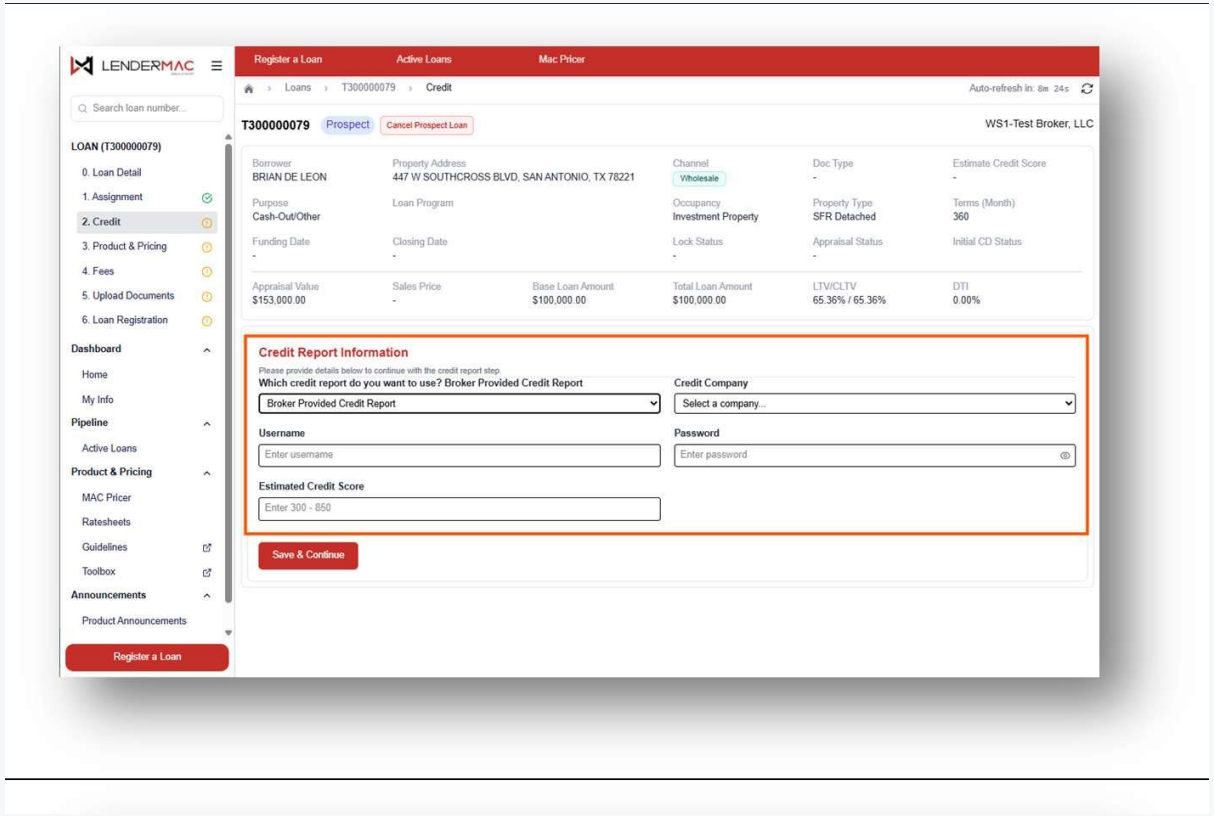
Step 2: Credit report option

- Select which credit report option to use.
- LenderMac recommends that brokers provide their credit report.



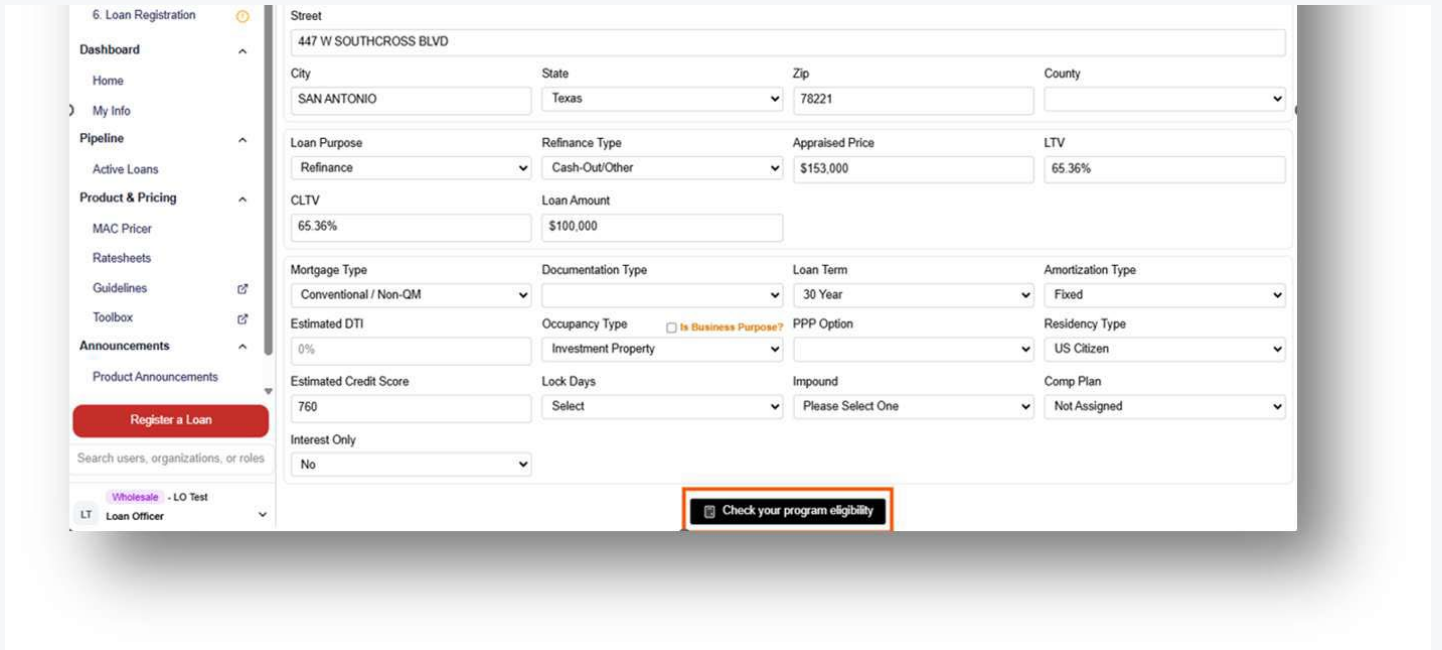
Step 2: Broker-provided credit

- Complete the credit report fields.
- Enter the credit bureau credentials to validate the report.
- Click Save & Continue.



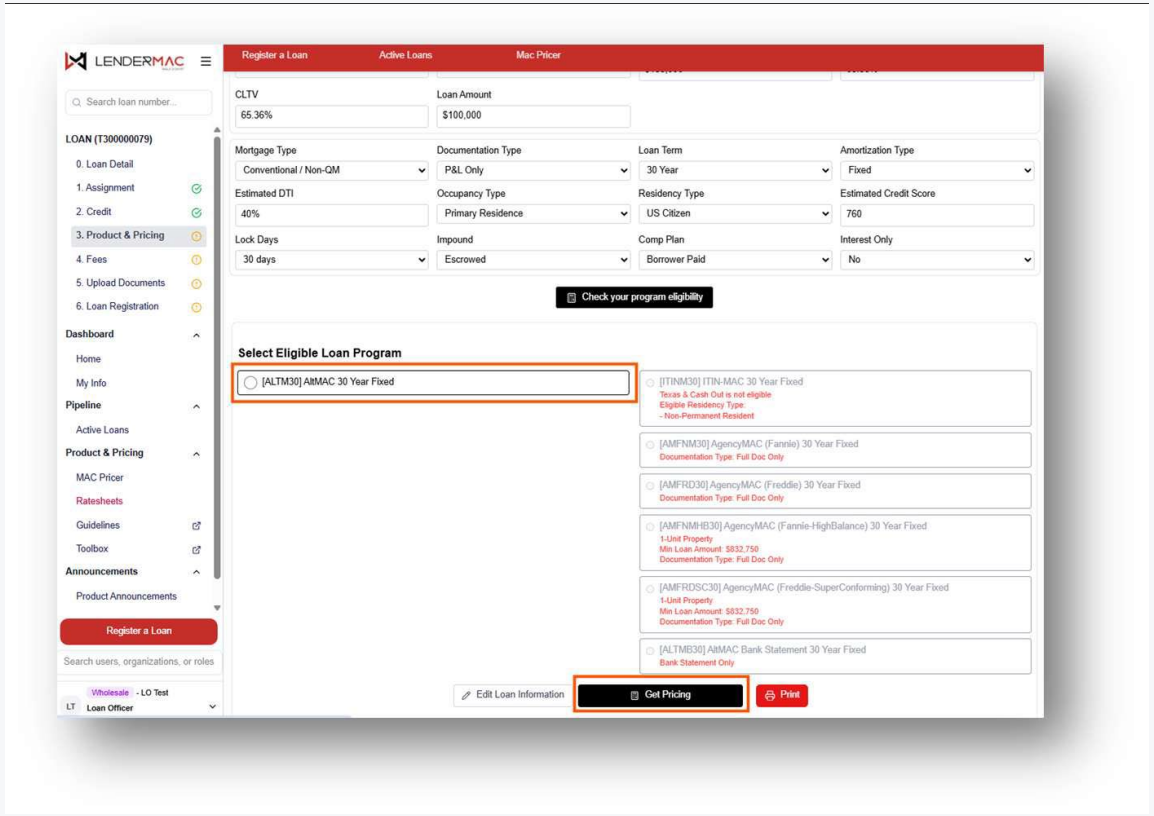
Step 3: Loan scenario

- Complete the loan scenario parameters.
- Click Check Your Program Eligibility.



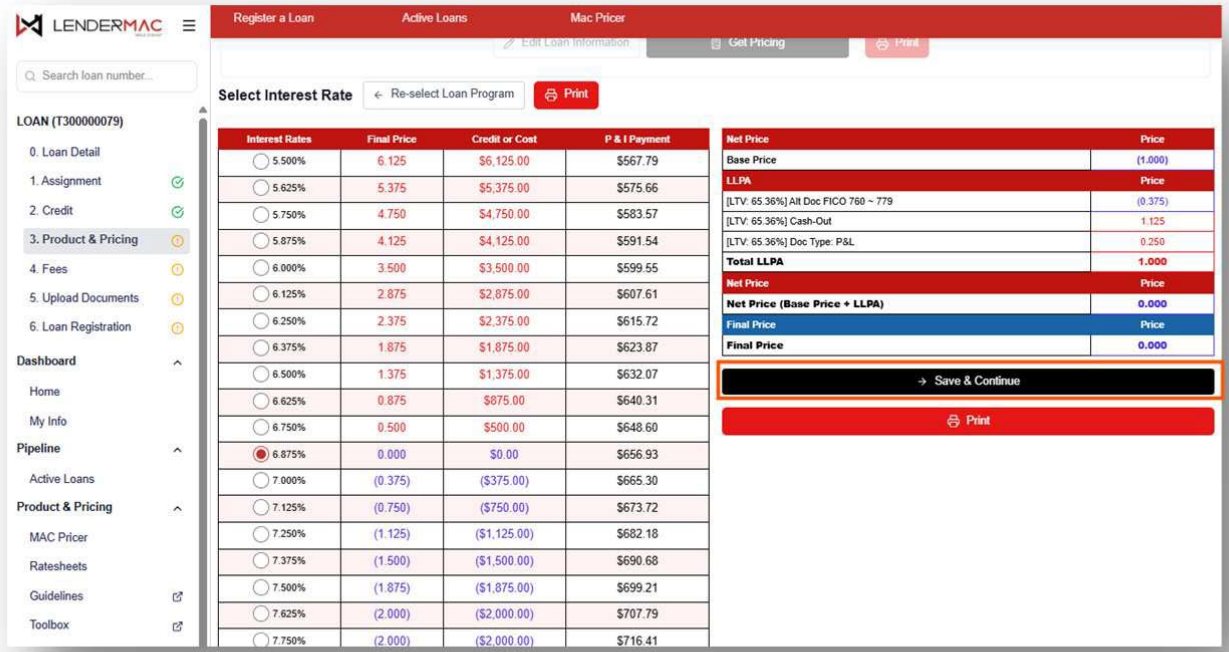
Step 3: Program selection

- Select an Eligible program using the radio button on the left.
- Click Get Pricing.



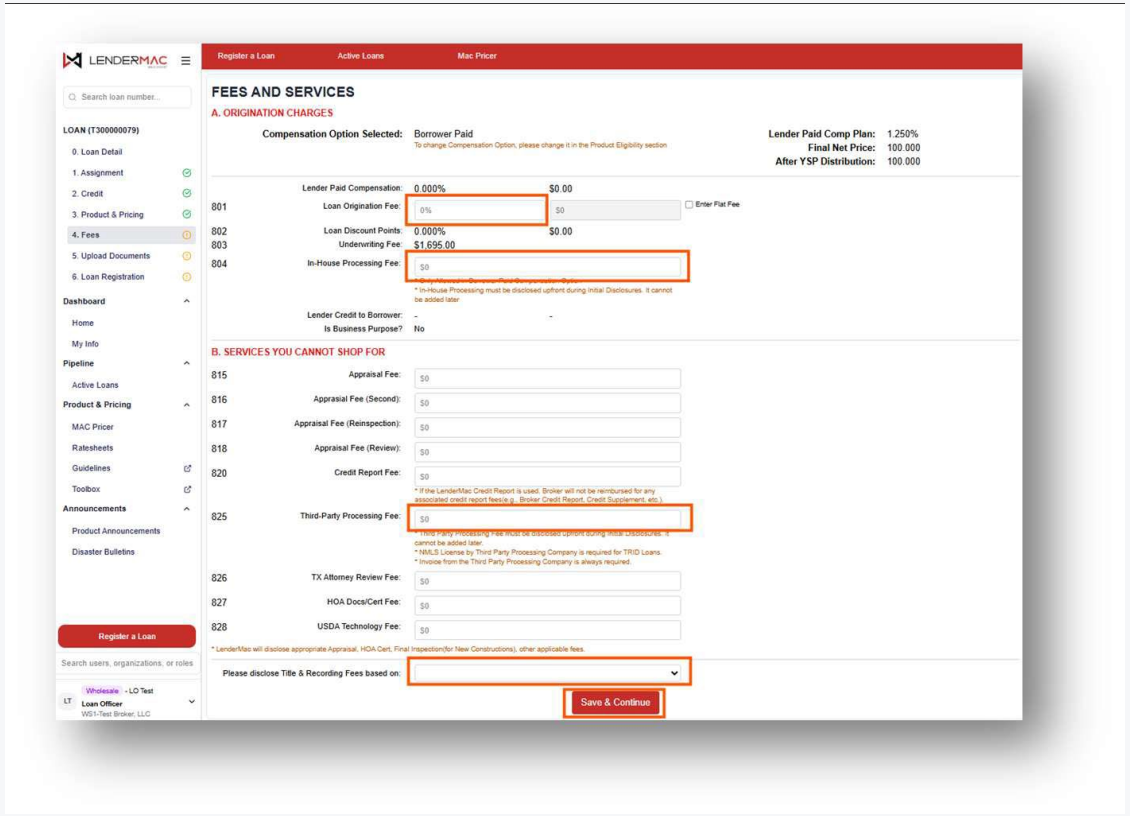
Step 3: Rate and price

- Select the desired rate and price using its radio button.
- Click Save & Continue.



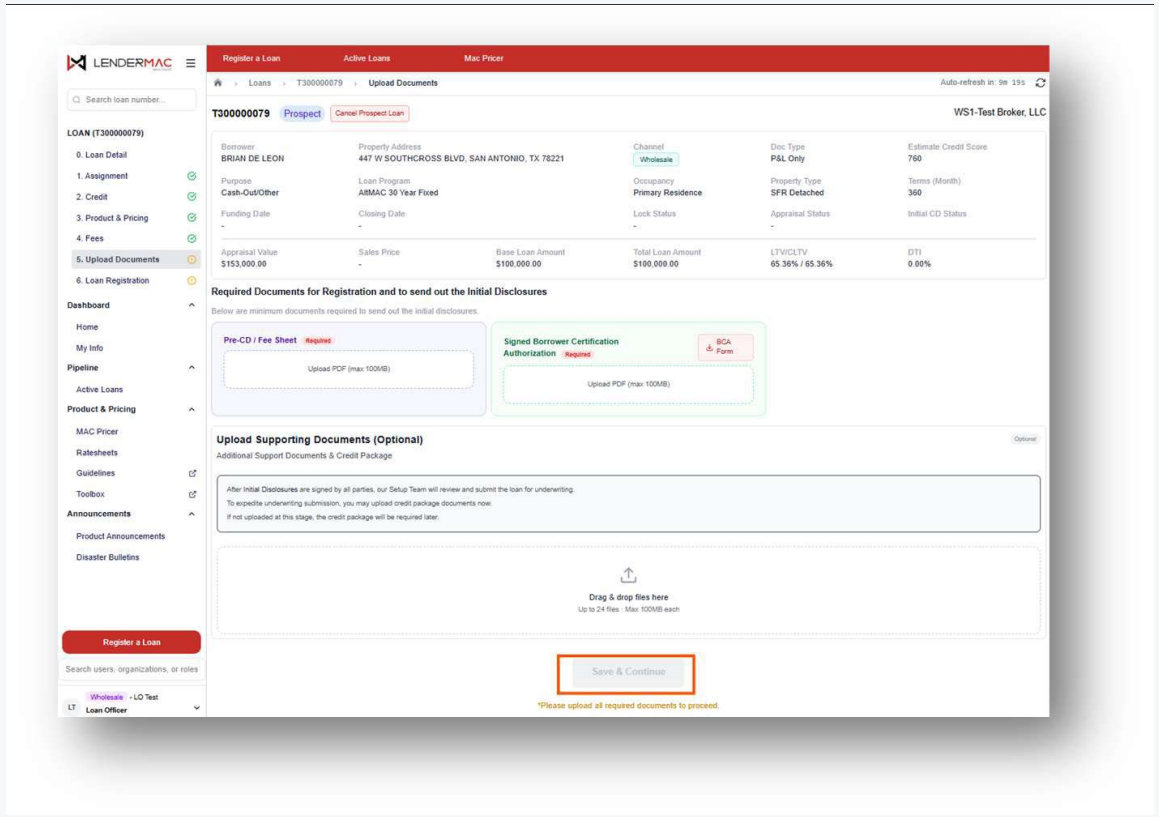
Step 4: Fees

- For borrower-paid compensation (BPC), complete the Loan Origination Fee.
- Complete the applicable fees and choose the basis for title and recording fee disclosure.
- Click Save & Continue.



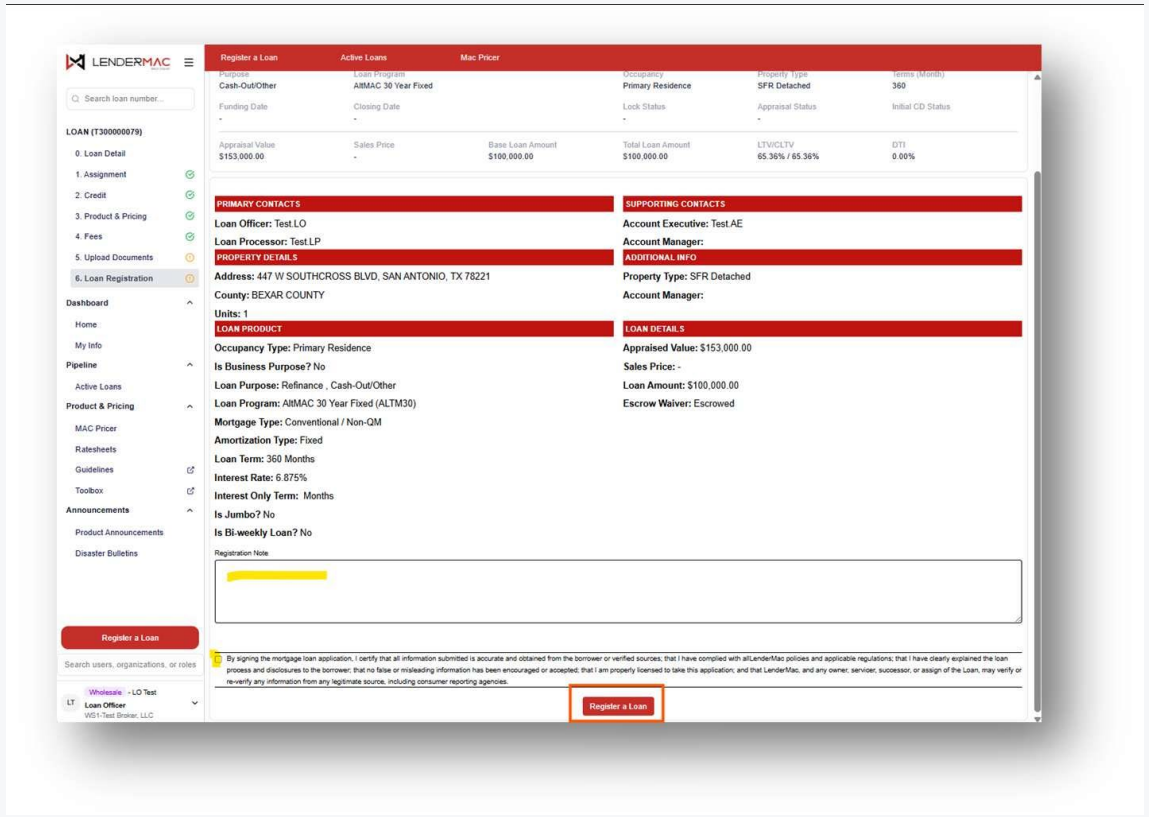
Step 5: Document upload

- Upload the required registration documents.
- Optional asset and income documents can help speed up the process.
- Click Save & Continue.



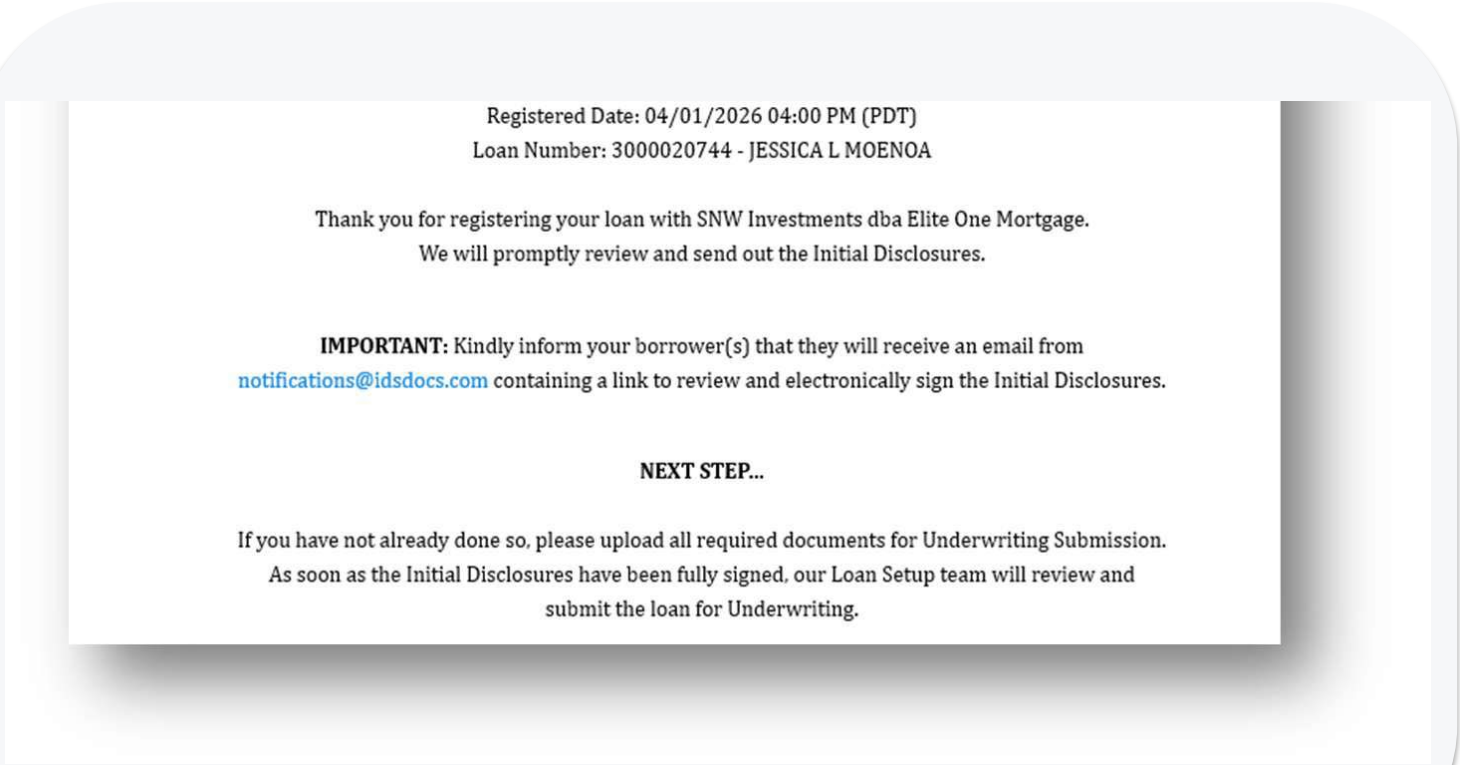
Step 6: Loan registration

- Add a registration note if needed.
- Check the acknowledgment box.
- Click Register Loan to finish.



Registration confirmation

- A confirmation email follows registration.
- Review the loan information and next steps in the message.



Registered Date: 04/01/2026 04:00 PM (PDT)
Loan Number: 3000020744 - JESSICA L MOENOA

Thank you for registering your loan with SNW Investments dba Elite One Mortgage.
We will promptly review and send out the Initial Disclosures.

IMPORTANT: Kindly inform your borrower(s) that they will receive an email from notifications@idsdocs.com containing a link to review and electronically sign the Initial Disclosures.

NEXT STEP...

If you have not already done so, please upload all required documents for Underwriting Submission.
As soon as the Initial Disclosures have been fully signed, our Loan Setup team will review and submit the loan for Underwriting.

After registration

INITIAL DISCLOSURES

- Loan Setup sends initial disclosures to the borrower(s).
- Ensure borrowers sign the Intent to Proceed (ITP).

Questions

- FAQs are pending in the original job aid.