



How to register and run your loan in GMOS

1. Export from your LOS (Calyx, Byte etc.) and save file to your desktop for easy retrieval. Export in a fnm 3.2 format.
2. Log into GMOS
3. On the left slide menu in [GMOS](#), select **quick links**
4. Select **Import a Loan**
5. Select FNM 3.2 file format, browse your desktop and locate your file, open then **submit**

You file is now registered. It should show in your pipeline with a loan number.

6. Back in your pipeline, select your subject file by clicking the small magnifying glass to the left of your loan number/loan amount. This will select the file to be viewed/worked on.
7. On the left slide menu expand **Loan Tasks**. From there you will find **Services**.
8. Under **services** select **Automated Underwriting**. Submission type should be **Credit and Underwriting** unless you have already repulled/reissued in GMOS. Complete your credit information to repull/reissue your credit report and select **submit**.
9. If everything is complete and information exported into system is enough to yield a DU decision, Step 8 will take you back to viewing your pipeline. Your subject file should be at a *submitted to DU status*. After approximately 30 seconds you should click the refresh on your browser. At this time you should see the DU results in status. Click the **status result** (approved/eligible, refer/eligible etc.) to view your findings.
10. If your export, import or data entry is not sufficient to yield a DU decision, step 8 will bring you to the edit screen where you will open the file, correct/complete the needed information as directed and click **submit** to continue. Once all information is correct/complete and DU has yielded desired recommendation, see submission instructions!
11. Thank you for the business!



How to submit a loan to Gateway

If you are reading this you are likely getting ready to submit one of your first loans to us. Thank you. Answers to most of your questions, forms and contact information etc. can be found at www.JerryLair.com. To submit a loan to us, please follow the steps below. Note that setup will need to register the loan for you if you do not have an ID to our GMOS system yet. If this is the case, please be sure to email your fnm 3.2 along with your file. Without it, they can not submit it. It must be a fnm 3.2, any other format will not work. If you need, you can find export instructions @ www.JerryLair.com.

- i. Email (in pdf format) or Fax your file to setup@gmos.us or 918 392 8374.
Please be sure to follow our checklist to avoid hold ups in setup!
*If you upload your file you MUST notify setup via email!
- iii. When setup has received your file for submission, typically within a few hours you will receive an email from setup further instructions. Please do not send additional documentation for this file until underwritten or requested from Setup or Underwriting. Please send all documentation to setup@gmos.us, if sent directly to your coordinator or UW items could be missed and cost you time!
- iv. See [LifeofaLoan](#)

Thank you so much for trusting us with your business. Please refer me to 3 friends!

Jerry Lair
www.JerryLair.com



Customer Service Line 918 743 7084

Loan Package/Stips Submissions: Setup@gmos.us or Fax 918 392 8374

Conditions, fee sheets etc. should be sent to setup@gmos.us or fax 918 392 8374

Dallas Fulfillment Center – 972 908 3390

Tulsa Fulfillment Center 918 712 9000

If sent after initial submission package, appraisals should be sent to setup@gmos.us (do not fax)

For appraisal question please email appraisals@gmos.us

Indemnification/Closing Protection Letter:

Need 2 CPL's as indicated below

*CPL Requires Borrower's Name Listed

Gateway Mortgage Group LLC

ISAOA ATIMA Complete Wire Instructions on

6910 E 14th St Tulsa, OK 74112

Attn: Closing Dept.

&

American Southwest Mortgage Corp

3503 NW 63rd St, Ste 500

Oklahoma City, OK 73116

Wire Instructions:

(Closing Agent)

Complete Wire Instructions on
LETTERHEAD to include:

Name of Bank

City/State of Bank

ABA # Account Number

Title Commitment:

Proposed Insured to Read

Gateway Mortgage Group LLC, ISAOA

Insurance:

Mortgagee Clause to Read:

Gateway Mortgage Group LLC

ISAOA 6910 E 14th St

Tulsa, OK 74112