1. **To access the Login screen of LION,** first click on the blue “Client Login” button, located at the top right-hand side of [www.newrezwholesale.com](http://www.newrezwholesale.com).

2. **To Log In,** enter your email address and password, then click Log In.

3. **Open your loan:**
   a. Enter your loan information (ex: loan #, borrower name, property address, etc.) in the search bar
   b. Click Search
   c. Double click your loan information
4. Once you are in your loan, click Full Submission.

5. Update the loan information, then click Continue.
6. Verify/update your Loan Originator and Processor, then click OK.

7. Enter the borrower’s employer’s contact information for the VVOE. This will save time at the end of the process and allow the closing docs to go out sooner.
8. Verify your product and click Continue.

9. Before you are able to run AUS, you will need to clear up any and all Validation stops.
   a. Open each one by clicking on the bar
   b. Once all have been corrected, click Validate
   c. When all of the issues have been resolved, click Continue
10. **Complete the information in the AUS Screen.** If you are reissuing your own findings, please ensure that they are put into Final status before proceeding.

11. **If this is a FHA Streamline, VA IRRRL, or USDA loan that does not require AUS to be run,** it will just ask you to complete the credit information and continue.
12. Save your findings and your credit because you will need to upload them in the next step. To do this, click on the DU Findings & Analysis and View Credit buttons.

13. Upload your file by clicking select file or by dragging them from another folder or your desktop into the box. Once all documents are there, click Import.
14. Once everything has been uploaded successfully, click Submit to NewRez.

15. Once it has been submitted, click Finish and it will take you to your Loan Summary screen.