Correspondent Approval Process

Revised 06/20/2025





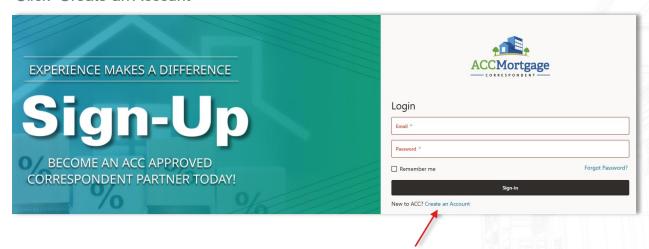


Approval Registration

- 1. Correspondent Approval Registration
 - Prospective clients begin the registration process by navigating to: www.acccorrespondent.com and selecting the "Become an Approved Seller" tab.

BECOME AN APPROVED SELLER»

Click "Create an Account"

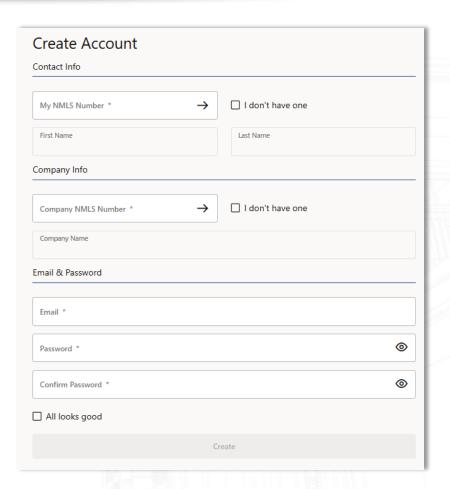




Application Completion

2. Application Completion:

- Complete the online application form.
- Business Purpose Only: No NMLS Required.
 If your NMLS number is associated with a
 different company, select "I don't have one" for
 Contact Info and Company.
- Click "All looks good" and then "Create."
- For any error messages, contact your National Account Executive or send an email to: <u>correspondentsupport@accmortgage.com</u>

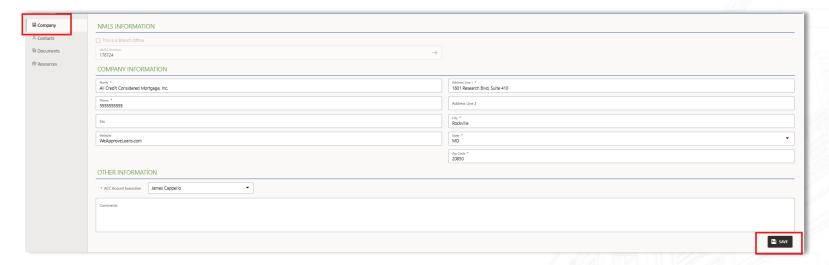




Application Submission

3. Application Submission:

- Complete the information under "Company" tab
- · Click Save

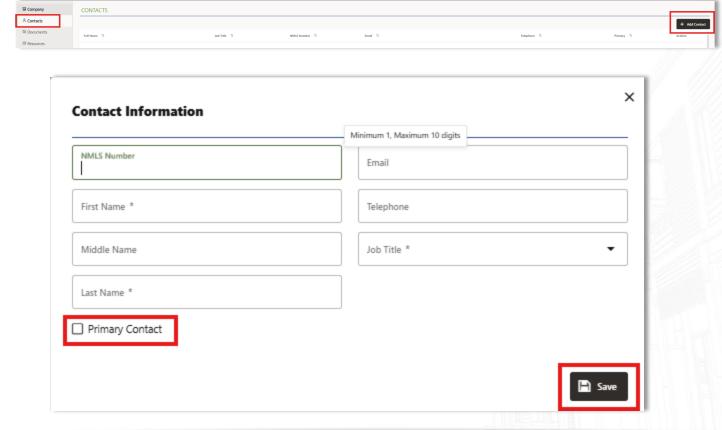




Adding Contacts

4. Add Contacts:

· Fully complete the contact information screen and indicate primary contact if applicable

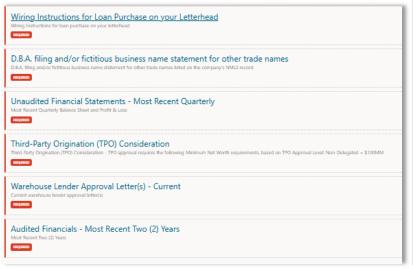


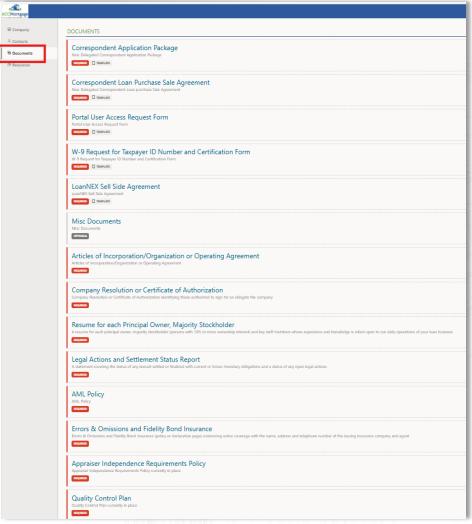


Document Uploads

5. Document Upload:

- Upload all required supporting documents to the portal, as indicated.
- Correspondent Agreement and W-9 templates are available.







Decisions & Onboarding

- 6. Approval/Denial Decision:
 - Submitted documents are reviewed by upper management for approval within 24-48 hours.
 - Notifications for missing documents will be sent on Day 3, Day 7 and then weekly.
- 7. Correspondent Onboarding:
 - Your dedicated National Account Executive is responsible for providing onboarding details, system access credentials, training resources and support contact information.