

Correspondent Approval Process

Revised 06/20/2025



ACCMortgage
— CORRESPONDENT —



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"

EXPERIENCE MAKES A DIFFERENCE

Sign-Up

BECOME AN ACC APPROVED
CORRESPONDENT PARTNER TODAY!

ACC Mortgage
CORRESPONDENT

Login

Email *

Password *

☐ Remember me [Forgot Password?](#)

Sign-in

[New to ACC? Create an Account](#)



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: correspondentsupport@accmortgage.com

Create Account

Contact Info

My NMLS Number * → ☐ I don't have one

First Name

Last Name


Company Info


Company NMLS Number * → ☐ I don't have one

Company Name

Email & Password

Email *

Password * 

Confirm Password * 

☐ All looks good

Create



3. Application Submission:

- Complete the information under “Company” tab
- Click **Save**

The screenshot shows the ACCMortgage application submission interface. On the left, a sidebar contains a menu with 'Company' (highlighted with a red box), 'Contacts', 'Documents', and 'Resources'. The main content area is divided into three sections: 'NMLS INFORMATION', 'COMPANY INFORMATION', and 'OTHER INFORMATION'.
NMLS INFORMATION: Includes a checkbox for 'This is a Branch Office' and an 'NMLS Number' field containing '176724'.
COMPANY INFORMATION: Contains two columns of fields. The left column includes 'Name *' (All Credit Considered Mortgage, Inc.), 'Phone *' (5555555555), 'Fax', and 'Website' (WeApproveLoans.com). The right column includes 'Address Line 1 *' (1801 Research Blvd, Suite 410), 'Address Line 2', 'City *' (Rockville), 'State *' (MD), and 'Zip Code *' (20850).
OTHER INFORMATION: Includes an 'ACC Account Executive' dropdown menu (selected: James Cappello) and a 'Comments' text area.
A red box in the bottom right corner highlights a 'SAVE' button with a document icon.



4. Add Contacts:

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

Company CONTACTS

Contacts Documents Resources

Full Name	Job Title	NMLS Number	Email	Telephone	Primary	Actions
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+ Add Contact

Contact Information X

Minimum 1, Maximum 10 digits

NMLS Number

Email

First Name *

Telephone

Middle Name

Job Title *

Last Name *

☐ Primary Contact

Save



5. Document Upload:

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

Wiring Instructions for Loan Purchase on your Letterhead

Wiring Instructions for loan purchase on your letterhead

REQUIRED

D.B.A. filing and/or fictitious business name statement for other trade names

D.B.A. filing and/or fictitious business name statement for other trade names listed on the company's NMLS record

REQUIRED

Unaudited Financial Statements - Most Recent Quarterly

Most Recent Quarterly Balance Sheet and Profit & Loss

REQUIRED

Third-Party Origination (TPO) Consideration

Third-Party Origination (TPO) Consideration - TPO approval requires the following Minimum Net Worth requirements, based on TPO Approval Level: Non-Delegated = \$100MM

REQUIRED

Warehouse Lender Approval Letter(s) - Current

Current warehouse lender approval letter(s)

REQUIRED

Audited Financials - Most Recent Two (2) Years

Most Recent Two (2) Years

REQUIRED

The screenshot shows the ACCMortgage portal interface. On the left is a sidebar with navigation links: Company, Contacts, Documents (highlighted with a red box), and Resources. The main area is titled 'DOCUMENTS' and contains a list of required documents, each with a 'REQUIRED' button and a 'TEMPLATE' link. The documents listed are:

- Correspondent Application Package (Non-Delegated Correspondent Application Package)
- Correspondent Loan Purchase Sale Agreement (Non-Delegated Correspondent Loan purchase Sale Agreement)
- Portal User Access Request Form (Portal User Access Request Form)
- W-9 Request for Taxpayer ID Number and Certification Form (W-9 Request for Taxpayer ID Number and Certification Form)
- LoanNEX Sell Side Agreement (LoanNEX Sell Side Agreement)
- Misc Documents (Misc Documents)
- Articles of Incorporation/Organization or Operating Agreement (Articles of Incorporation/Organization or Operating Agreement)
- Company Resolution or Certificate of Authorization (Company Resolution or Certificate of Authorization identifying those authorized to sign for an obligate the company)
- Resume for each Principal Owner, Majority Stockholder (A resume for each principal owner, majority stockholder (persons with 10% or more ownership interest) and key staff members whose experience and knowledge is relied upon to run daily operations of your loan business)
- Legal Actions and Settlement Status Report (A statement covering the status of any lawsuit settled or finalized with current or future monetary obligations and a status of any open legal actions)
- AML Policy (AML Policy)
- Errors & Omissions and Fidelity Bond Insurance (Errors & Omissions and Fidelity Bond Insurance (policy or declaration page) evidencing active coverage with the name, address and telephone number of the issuing insurance company and agent)
- Appraiser Independence Requirements Policy (Appraiser Independence Requirements Policy currently in place)
- Quality Control Plan (Quality Control Plan currently in place)



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.