



# User Guide for LMSXpress

The Vault – Document Upload Instructions

# Log-In Screen

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**LMS Xpress Log In**

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NMLS# 272396 NMLS Consumer Access

- Log in at [www.westernbancorp.com](http://www.westernbancorp.com)

# Log-In Screen



**Please enter your username and password in the fields provided.**

**Please Sign In**

Username

Password

**If you do not have a username, and are a mortgage broker interested in using our services, please click here.**

If you have forgotten your username and password, [click here to have them emailed to you.](#)



An Equal Housing Lender.

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Questions? Comments? Concerns? Please contact the [Webmaster](#).

•Log in at [www.westernbancorp.com](http://www.westernbancorp.com)



- My Pipeline
- LoanSearch
- Register Loan
- User & Security Admin
- Broker Report Card
- Sign Out

1ST CALIFORNIA  
MORTGAGE & REAL  
ESTATE  
CORPORATION  
Broker Report Card



### Unassigned

Pull through ratio  
Loans funded  
(last month)  
Loans funded  
(month to date)  
E-Submission  
ratio

[Full Report](#)

## My Pipeline

View your loan file details, status, and conditions in one convenient location.

[Advanced Pipeline Search](#)

**ALERTS** - The loans shown here need your immediate attention. Please note file delivery dates, expiring locks, and suspended files.

Loan # / Program	Borrower Name	Property Address	E File Status	Lock Status	Loan Status	Delivery Date	Lock Exp. Date	Loan Officer
<a href="#">3001715815</a> 18810LP 1st Lien	KEN CUSTOMER	10655 BIRCH ST BURBANK	<a href="#">Edit File</a> <a href="#">Re-Upload Data</a>	Lock Accepted	LOCKED	09/19/2013	10/15/2013	KATHERINE KRONEBUSCH
Total Records: 1								1

**Active Loan Summary** - This area displays all loans in process. Click on any column heading to re-sort the list. Click on any loan number to view details.

Loan # / Program	Borrower Name	Property Address	E File Status	Lock Status	Loan Status	Delivery Date	Lock Exp. Date	Loan Officer
<a href="#">3001715815</a> 18810LP 1st Lien	KEN CUSTOMER	10655 BIRCH ST BURBANK	<a href="#">Edit File</a> <a href="#">Re-Upload Data</a>	Lock Accepted	LOCKED	09/19/2013	10/15/2013	KATHERINE KRONEBUSCH
<a href="#">3001715809</a> 18030M 1st Lien	KEN CUSTOMER	10655 BIRCH ST BURBANK	<a href="#">File Incomplete</a> <a href="#">Re-Upload Data</a>	Lock Cancelled	REGISTERED	09/16/2013	09/10/2013	KATHERINE KRONEBUSCH
<a href="#">3001715808</a> 18030 1st Lien	KEN CUSTOMER	10655 BIRCH ST BURBANK	<a href="#">File Incomplete</a> <a href="#">Re-Upload Data</a>	Lock Accepted	LOCKED	09/16/2013	10/09/2013	KATHERINE KRONEBUSCH

- From your home page, select the loan number for the file you need to upload. This will open the Loan Status page in a new window

# Loan Status info



 [Print Status](#)  
[Close](#)

## Loan Status Report

As Of: 9/16/2013

### Broker Information

**Broker Name** 1ST CALIFORNIA MORTGAGE & REAL ESTATE CORPORATION  
**Broker ID** 218133

**Loan Officer** KATHERINE KRONEBUSCH

### Borrower (s) Information

**Loan #:** 3001715809  
**Borrower (s):** KEN CUSTOMER

**Property Addr:** 10655 BIRCH ST  
BURBANK, CA 91502

### Loan Status

**Current Status:** REGISTERED

### Contact Information

[Show Details](#)

### Status Dates

[Show Details](#)

### Loan Information

[Show Details](#)

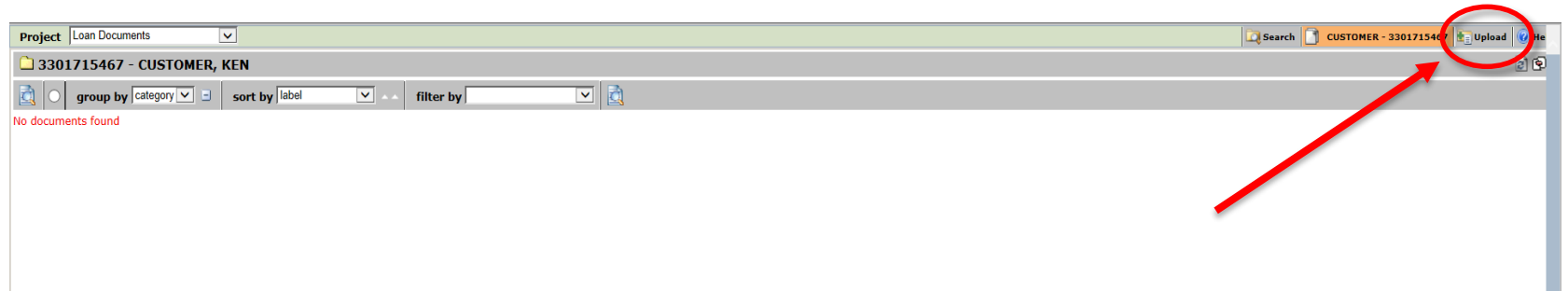
### Lock Information

[Show Details](#)



- From the Loan Status Report page – Select “The Vault” link  
This will open the VAULT in a NEW WINDOW

# The Vault– Electronic Data Mgmt




- Select the “Upload” Icon

# The Vault – Document Upload

**Document Upload**

File Information

**File To Upload**   


Upload in Color

Assign To Loan

**Loan:**

**Borrower:** KEN CUSTOMER

Document Information

Document Type 

- Wholesale Loan Submission
- UW Conditions - PTD
- UW Conditions - PTF
- UW Conditions - Suspense

1. Browse to the document you will upload and select
2. Choose the correct document label from the Document Type dropdown

## The Vault – Document Upload cont.

**Document Upload**

File Information

**File To Upload** C:\Users\ \Desktop\Loan Documents.pdf

Upload in Color

Assign To Loan

**Loan:**

**Borrower:** KEN CUSTOMER

Document Information

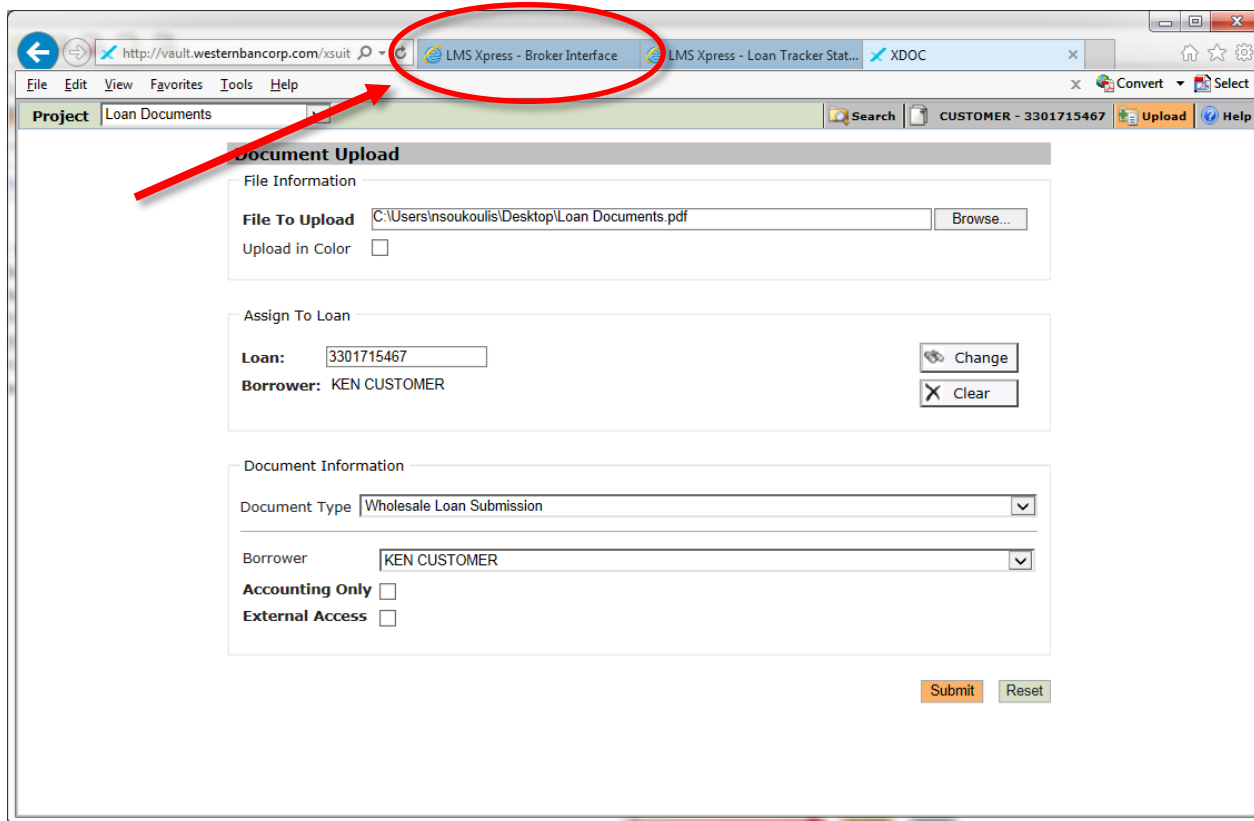
Document Type

- Wholesale Loan Submission
- UW Conditions - PTD
- UW Conditions - PTF
- UW Conditions - Suspense

- 3. Click Submit  
Your document is now successfully uploaded.



# The Vault



- Navigate back to your Pipeline by selecting the open window

**THANK YOU**



Simplifying the mortgage process