

# VALERI Servicer Newsflash

Friday, November 4, 2011

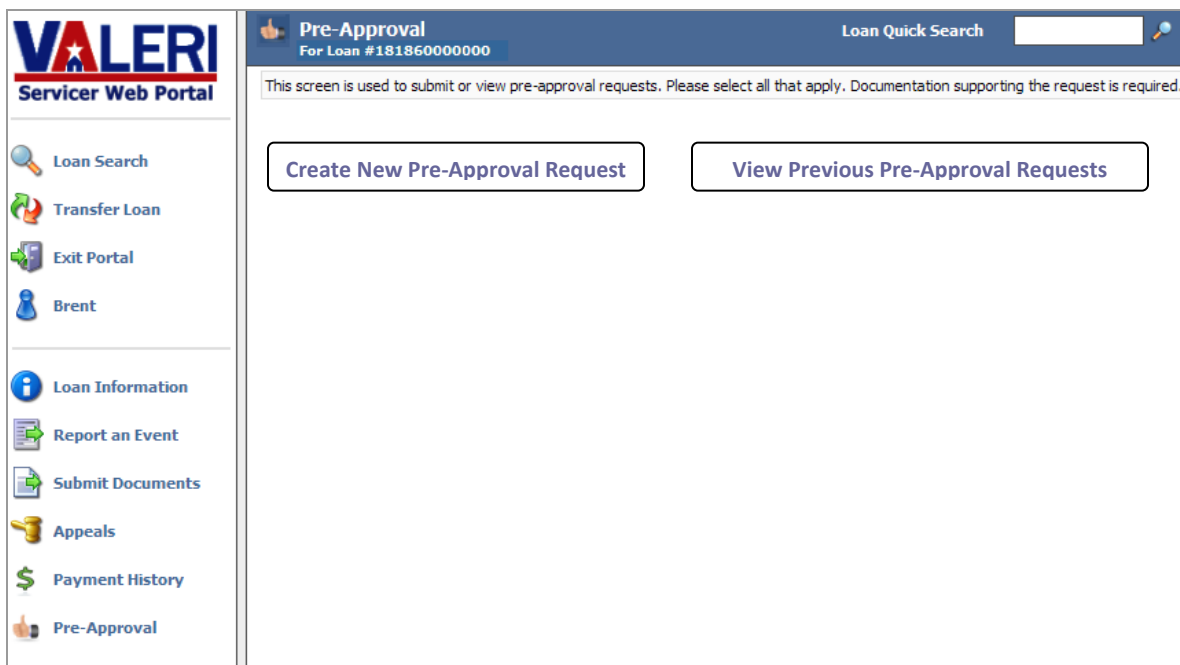
## IMPORTANT – PLEASE READ

### New Pre-Approval Process

Beginning next week, you will be able to submit and monitor pre-approval requests through the VALERI Servicer Web Portal (SWP). After you have entered a request, a new process will appear in the assigned Loan Technician's workbasket for completion. Once VA has made a determination on your pre-approval request, the results will be immediately populated in SWP.

### To submit a request for pre-approval:

1) Start by accessing the loan record in SWP. Please note that there must be an active Electronic Default Notification (EDN) prior to submission. Thus, if a loan is less than 61 days delinquent, you must manually report the EDN event and select "imminent default" as the reason for default.



The screenshot shows the VALERI Servicer Web Portal interface. On the left is a navigation menu with various options. A red arrow points to the 'Pre-Approval' option at the bottom of the menu. The main content area is titled 'Pre-Approval For Loan #181860000000' and includes a 'Loan Quick Search' field. Below the title, there is a message: 'This screen is used to submit or view pre-approval requests. Please select all that apply. Documentation supporting the request is required.' Two buttons are visible: 'Create New Pre-Approval Request' and 'View Previous Pre-Approval Requests'.

2) Select the type of pre-approval request and enter a justification.



The screenshot shows a 'Pre-Approval Type' selection screen. The 'Modify a current loan (36.4315(a)(1))' option is selected with a checkmark. Below the selection, there is a text area for justification with the text: 'Default is imminent due to recent unemployment and depletion of savings account.'

3) After you have entered a justification for your request, you will be taken to the Submit Documents screen. You must upload documentation to support your request.

**Upload a Document**

Process Name: Pre-Approval

Document Type(s): Financial information (point in time financials) and/or documentation

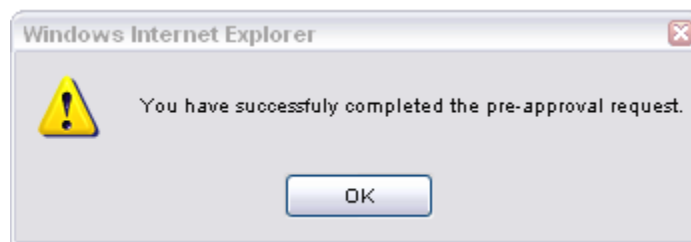
Document Name: Financial Statement

File: C:\Documents and Settings\gychodg\Desktop\

**\*To select multiple Document Types, press the ctrl key and select**

**\*VALERI does not currently support Office 2007 Documents**

4) When your document is uploaded, your pre-approval request is complete and VALERI initiates a process for the assigned Loan Technician to review. You must provide a justification and upload supporting documentation with your pre-approval request. Failure to do so will prevent submission of your request.



### To monitor your pre-approval request:

After VA has made a determination, the assigned Loan Technician will communicate the decision to you via email or telephone. You can also review the status of your request in SWP by accessing the Pre-Approval screen.





**VALERI**  
Servicer Web Portal

Pre-Approval  
For Loan #181860000000







Loan Quick Search

This screen is used to submit or view pre-approval requests. Please select all that apply. Documentation supporting the request is required.


Loan Search  
Transfer Loan  
Exit Portal  
Brent  
Loan Information  
Report an Event  
Submit Documents  
Appeals  
Payment History  
Pre-Approval

-  Loan Search
-  Transfer Loan
-  Exit Portal
-  Brent

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-  Loan Information
-  Report an Event
-  Submit Documents
-  Appeals
-  Payment History
-  Pre-Approval

Date Submitted	ApprovalType	Status
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11/4/2011	Modify a current loan (36.4315(a)(1))	
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Pre-Approval Status Window

Modify a current loan (36.4315(a)(1))

<b>Status Date:</b>	<b>Status:</b>
11/4/2011	Approved
<b>Submitted Date:</b>	<b>Submitted By:</b>
11/4/2011	Ryan
<b>Servicer Justification:</b>	
Imminent default due to recent unemployment and depletion of savings account.	