

# Order IRRRL

## Log into WebLGY to order an IRRRL case



Lenders, agents, SARS will be ordering streamline refinance (IRRRL) cases in WebLGY.

The first step in ordering an IRRRL case is logging into WebLGY.

After logging into WebLGY, a new WebLGY landing page will appear.

The WebLGY landing page will provide multiple paths to the Order IRRRL function.

- The first path is located from the top menu by scrolling the mouse over the LOAN link which will have a drop down menu that will include Order IRRRL.
- The second path is located on the landing page of WebLGY. All available functions will be linked on the landing page.

Click on Order IRRRL.

### **Order IRRRL Case**

Order IRRRL Case			
	Order IRRRL Case		
	To locat	te a previously ordered LIM	I, please login to TAS and use the "Locate Loan Record" f
	SSN		Either enter SSN or Original LIN
	Service Number		
	Original LIN		
	Veteran Birth Month/Year *		Required Field: Proper Format mm/yyyy
		Click Submit —	Submit Reset

#### Steps to order an IRRRL case

- Enter the veteran's social security number or the original VA loan number. Either the veteran's social security number or the original VA loan number is required. Both fields are not required concurrently.
- The veteran's date of birth is the only required field on this page. Enter the veteran's date of birth in a two digit month, four digit year format <u>mm/yyyy</u>.
- Click Submit.

If the veteran has an active VA loan then WebLGY will return the final processing step page.

If the veteran does not have an active VA loan then it will return an error message.

If you receive an error message then check Prior Loan Validation for an active VA loan. If you are unable to locate an active VA loan in WebLGY then contact the Regional Loan Center of jurisdiction for assistance in obtaining the correct active record for the veteran.

# **Order IRRRL Case**

Order IRRRL Case						
	Requester Information					
	Original LIN	17-17-6-				
	Requester Identification Indicator	Lender				
	Lender ID	Will be pre-populated with your lender id number				
	Other Requester ID					
	Sponsor Lender ID	Enter Sponsor id number if applicable				
	Requester Phone,					
	Extension and Name *	These fields will be pre -populated with requestor info				
	Property Address					
	Number / Street					
	City	WINTER GARDEN				
	State	Florida				
	ZIP	-				
	County	ORANGE				
	Veteran Name					
		Click Submit Submit Cancel				

If an active VA loan is located then WebLGY will prompt the user to review the loan information.

A sponsor lender ID number maybe entered on this page if applicable. Sponsor lender ID is not a required field.

Review these items for accuracy.

- The Requester Lender ID number
- Requester contact information
- Property Address
- Veteran Name

If these items are correct then Click **Submit**.

## **Multiple Active Loans**

Order IRRRL Case				
To loc	ate a previously orde	red LIN, please login to TAS and use	the "Locate Loan Record" function unde	er the "All Usei
SSN				
Service Number		]		
Original LIN			,	
Veteran Birth Month/Year *	09/1957	Multiple active	e loans may exist.Select one.	
		Submit	Reset	
Select Original loar	n (2 Ioans fou	ınd)		
	LIN			Address
Select 47-47-6-01	36813		2464 NE TRINITY	
Select 47-47-6-01	40982		3310 NE PRINCESS	
	To loc SSN Service Number Original LIN Veteran Birth Month/Year * Select Original loa	To locate a previously orde SSN Service Number Original LIN Veteran Birth Month/Year * Select Original Ioan (2 loans for LIN Select 47-47-6-0136813	To locate a previously ordered LIN, please login to TAS and use SSN Service Number Original LIN Veteran Birth 09/1957 Multiple active Month/Year * Submit Select Original loan (2 loans found) LIN Select 47-47-6-0136813	To locate a previously ordered LIN, please login to TAS and use the "Locate Loan Record" function under SSN Service Number Original LIN Veteran Birth D9/1957 Multiple active loans may exist . Select one. Submit Reset Select Original loan (2 loans found) LIN Select 47-47-6-0136813 2464 NE TRINITY 2310 NE DDINCECC

It is possible that a veteran might have more than one active loan. If the WebLGY identifies more than one active loan then it will list all active loans.

The address for all active loans will be provided in order to assist in locating the correct record.

Select one of the active loans and then you will be redirected to the final processing page.

# IRRRL Successfully Ordered

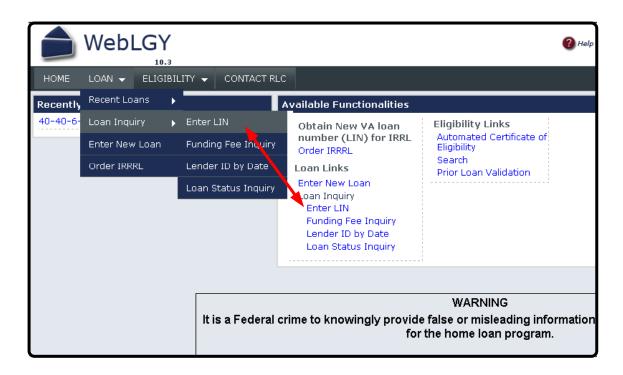
Order IRRRL Case			
TRRPL In:	an Informati		Ordered Successfully
New IRR	RLLIN	17-17-6-143	
Original L	LIN	17-17-6-142	
Requeste Identifica Indicator	ation	Lender	
Lender II	D		
Other Rea ID	quester		
Sponsor	Lender ID		
Requeste Extensio Name	er Phone, n and	(202)273-7404 ,	
Property	Address	WINTERGARDEN , Florida	
County		ORANGE	
Veteran f	Name		
		Orde	er New IRRRL

Once an IRRRL is ordered successfully, a summary page will be displayed.

A successfully ordered message will appear at the top of the page.

It is recommended to either print the page or save the new case number.

#### Locate IRRRL record



#### Locate IRRRL Record

	Webl	LGY 10.3					? Help
HOME	LOAN 👻	ELIGIBILITY 👻	CONTACT RLC				
LIN Inquiry							
				Enter VA LII	-	LIN Inquiry	
			LIN *				
			Click	Submit		Submit	

Once the case number is generated then the record may be viewed in WebLGY.

The new IRRRL case number maybe located using the Enter LIN function.

The case will be in an initiated status until the funding fee is paid or processed.

# **IRRRL Case Initiated**

Veteran / Obligor Information	Property Information
Obligor Name N/A	Upload Property Doc(s)
Date of Birth	
SSN	Property Address WINTER GARDEN FL 34787
Sponsor & Requestor Information	
Originating Requestor Name	
Originating Requestor ID	
Requestor Type Lender	
Originating Sponsor Name	
Originating Sponsor ID	

#### **Guaranty IRRRL**

An IRRRL may be guaranteed from the case initiated page. Once the Funding Fee is paid, the status will change to pending guaranty.

The pending guaranty status will display a link in the left blue menu: Issue Guaranty.

Also, an IRRRL may be guaranteed through the traditional **Enter New Loan** link.

#### Navigate to Prior Loan Validation WebLGY 10.3 HOME LOAN 👻 ELIGIBILITY - CONTACT RLC Automated Certificate of Eligibility Recently Accessed able Functionalities 40-40-6-Search **Eligibility Links** tain New VA loan Automated Certificate of mber (LIN) for IRRL Prior Loan Validation der IRRRL Eliaibility Search Prior Loan Validation Loan Link Prior Loan Validation Enter New Loan Loan Inquiry Enter LIN **Funding Fee Inquiry Prior Loan Validation** Lender ID by Date Loan Status Inquiry WARNING It is a Federal crime to knowingly provide false or misleading information for the home loan program.

# **Prior Loan Validation**

Prior Loan Validation					
	Prior Loan Validation				
	Enter LIN, SSN, or Service Number. Last name required.				
	Only active loans will be returned				
	You may use * for last names shorter than 5 letters. (Example: LEE**)				
	Search Criteria				
LIN					
SSN					
Service Number					
Last Name(First 5)*					
<u>.</u>	Search				

#### **Helpful Hints**

If you are having trouble ordering an IRRRL case then Prior Loan Validation might be useful in locating the active loan.

If Prior Loan Validation does not return an active record then contact the Regional Loan Center of jurisdiction for assistance.