

PMC BanCorp

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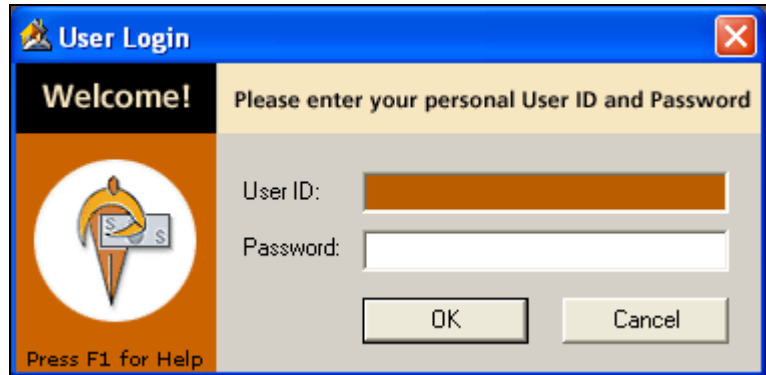
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# Submission using Calyx Point Export

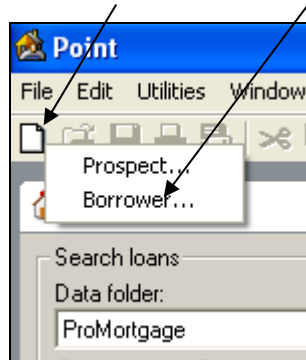
## SUBMISSION USING CALYX POINT EXPORT

### Create the Loan using Calyx Point

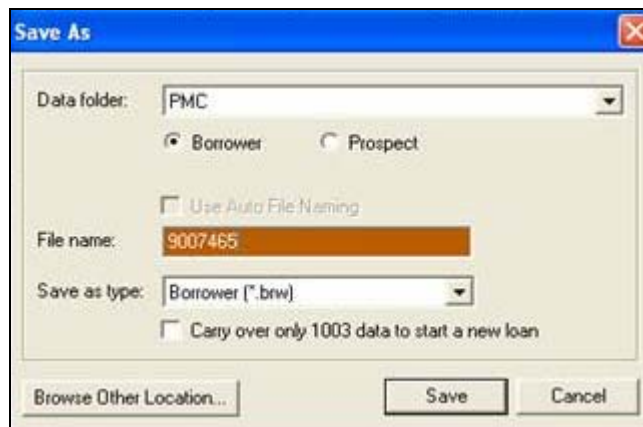
1. Logon on to **POINT**.



2. Press **New** (button) → **Borrower**



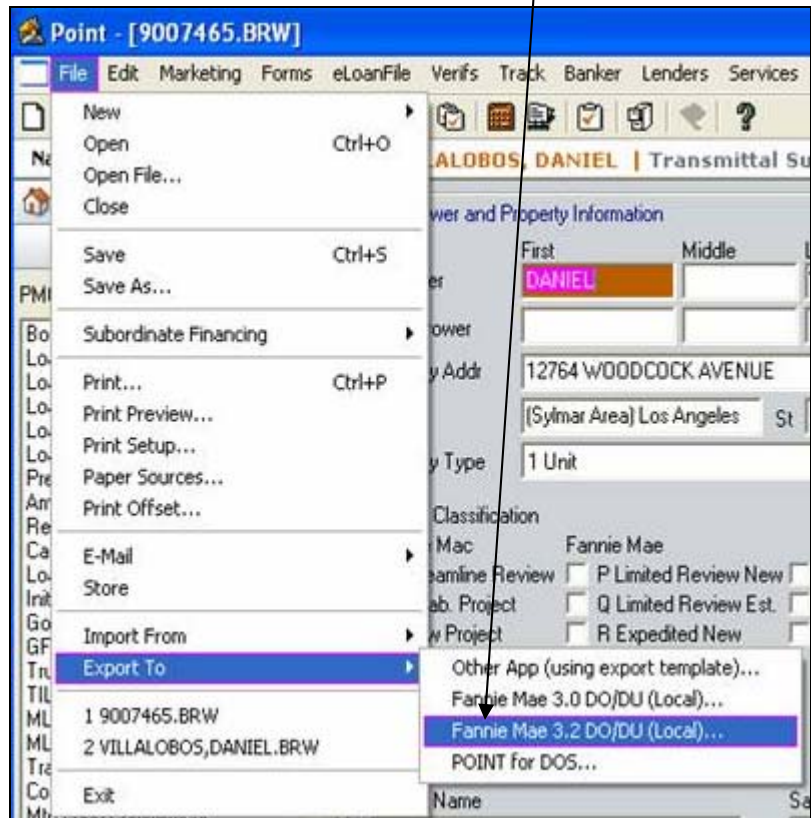
3. Enter your reference loan number



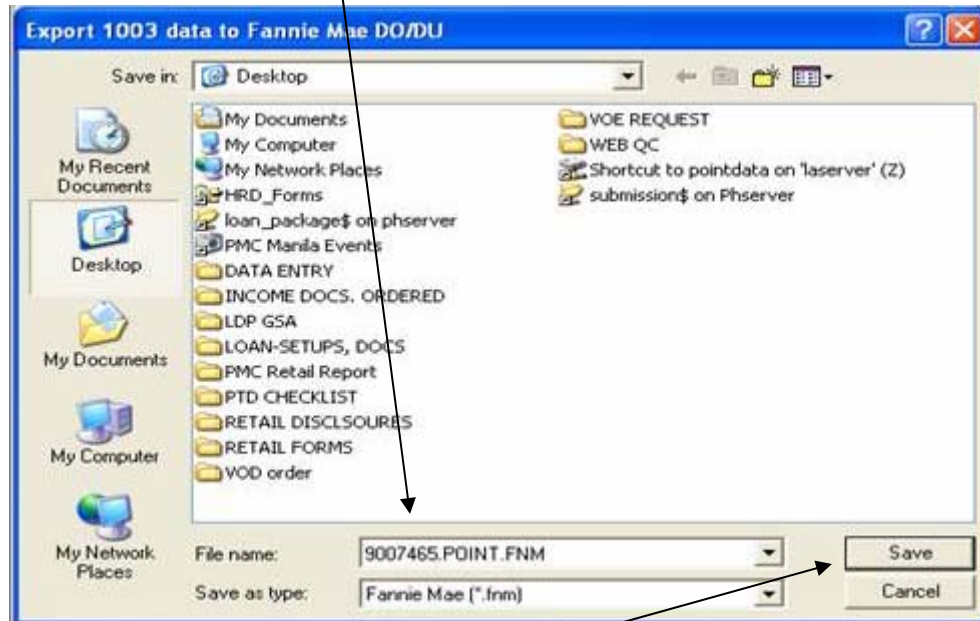
4. Enter all necessary data using Calyx Point
5. Save your changes

**Export to a Fannie Mae File**

1. From **POINT** go to **File** → **export** → **Fannie Mae 3.2 DO/DU (Local)**



- From the *Export 1003 data to Fannie Mae DO/DU* window enter a file name that you wish for this file



... press **Save** – Save the file to a folder in your computer that you can easily access to.

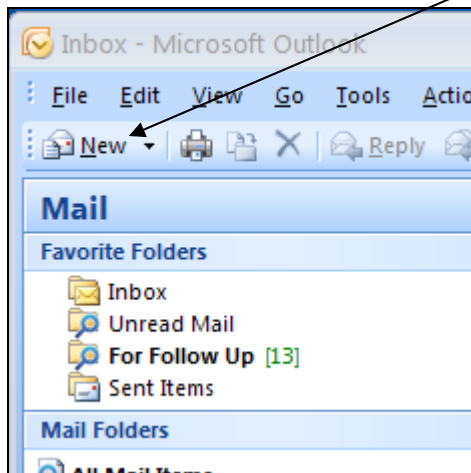
**E-mail the Fannie Mae  
File to PMC Bancorp  
for Submission**

**NOTE:**

*Please note that email software's varies From Company and/or User. Even though the look or feel are different the procedure are similar in nature*

*The method outlined below shows how to attach the Fannie Mae file using Microsoft Outlook 2007*

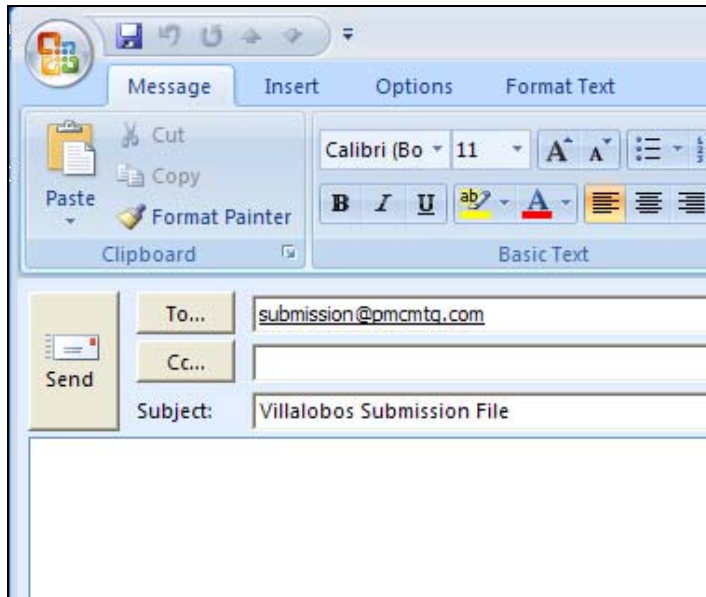
1. From the main page of your e-mail press **New**



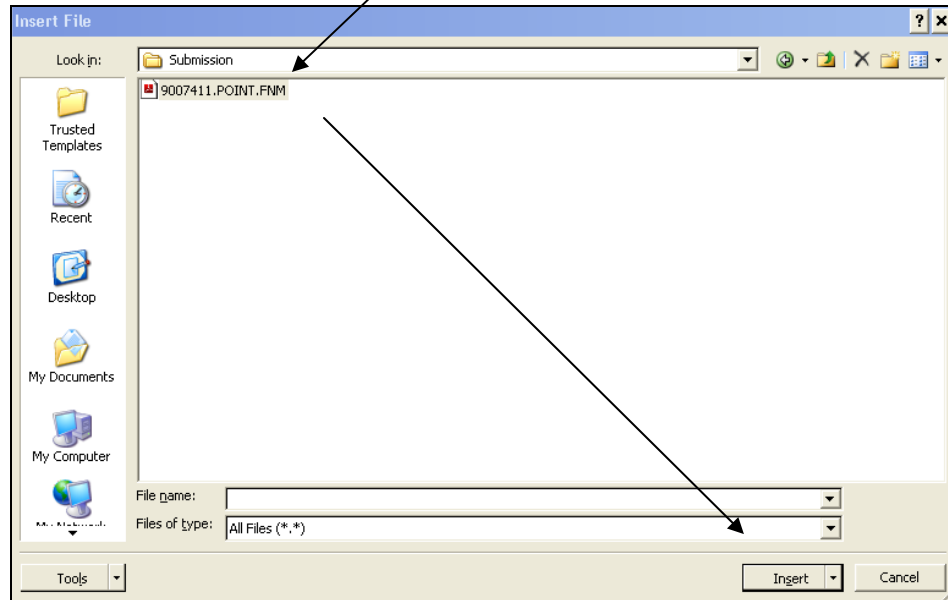
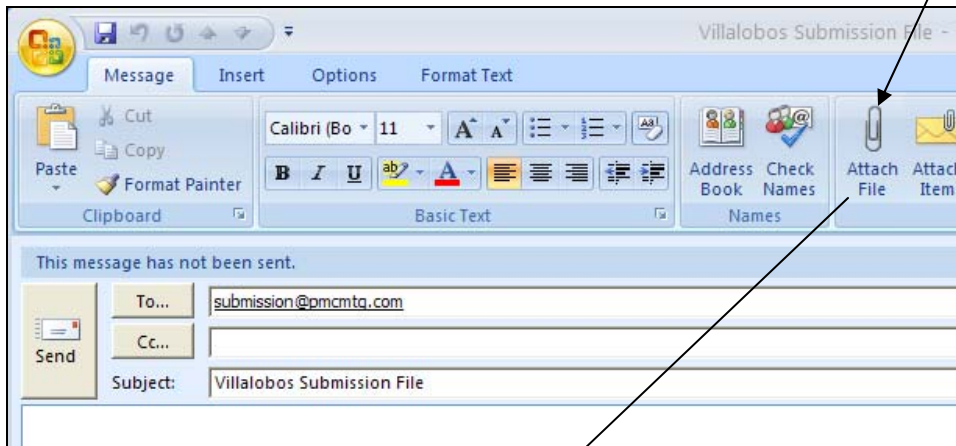
2. Enter the following:

**To:** [Submission@pmcmtg.com](mailto:Submission@pmcmtg.com)

**Subject:** (optional)



3. Attach the Fannie Mae file by press **Attach File**



4. Select the file to be attached → then press **Insert**

5. Once the file has been attached press **Send**

