

AFR Wholesale Loan Submission Process

Steps to Submitting a Loan to AFR Wholesale

By leveraging the WebTrac system, AFR has automated the loan submission and tracking process. Through WebTrac, AFR approved brokers can submit their loans for processing through this online portal.

Mortgage Broker registers loan and uploads docs through WebTrac

1. **Prequalify your loan** with an AFR Account Executive
 - a. Click [here](#) to see a directory for Account Executives
2. **Register your loan** through our WebTrac Loan Tracking System
 - a. Login to system at : <http://webtrac.afrmortgage.com/webtrac/WebTrac.aspx>
 - b. Click on Pipeline tab in blue bar
 - c. Click on Loan Registration (right below the Pipeline heading)
 - d. Fill in the information requested in the Registration screen
 - e. Click on submit at the bottom. It should register almost instantly
3. **Upload Supporting Documents**
 - a. Once your loan is registered, a new screen will appear with borrower information
 - b. Click on the loan name or number - this will bring you to loan details screen
 - c. Click on Upload a Document (upper right hand corner)
 - d. Upload the supporting documents under "File to Upload"
 - For stacking instructions if you are an approved AFR Correspondent [\(link\)](#)
 - For Submission form and checklist of documents needed [\(link\)](#)
 - e. Under Document Type – choose **New Loan Submission**.
 - Then click on Submit.
 - NOTE: Please only upload one (1) pdf that includes all the documents
 - f. If you wish to submit the Appraisal, click on the upload in color box (submit as new loan submission also)
4. **File will be received by AFR through DO**
 - DO findings should be sponsored by AFR - Broker and finalized.
 - If DO is not finalized, you must contact your AE to submit.

All registered loans will be deleted from the system if no docs or notes have been received IN WEBTRAC within 15 days of registration.

