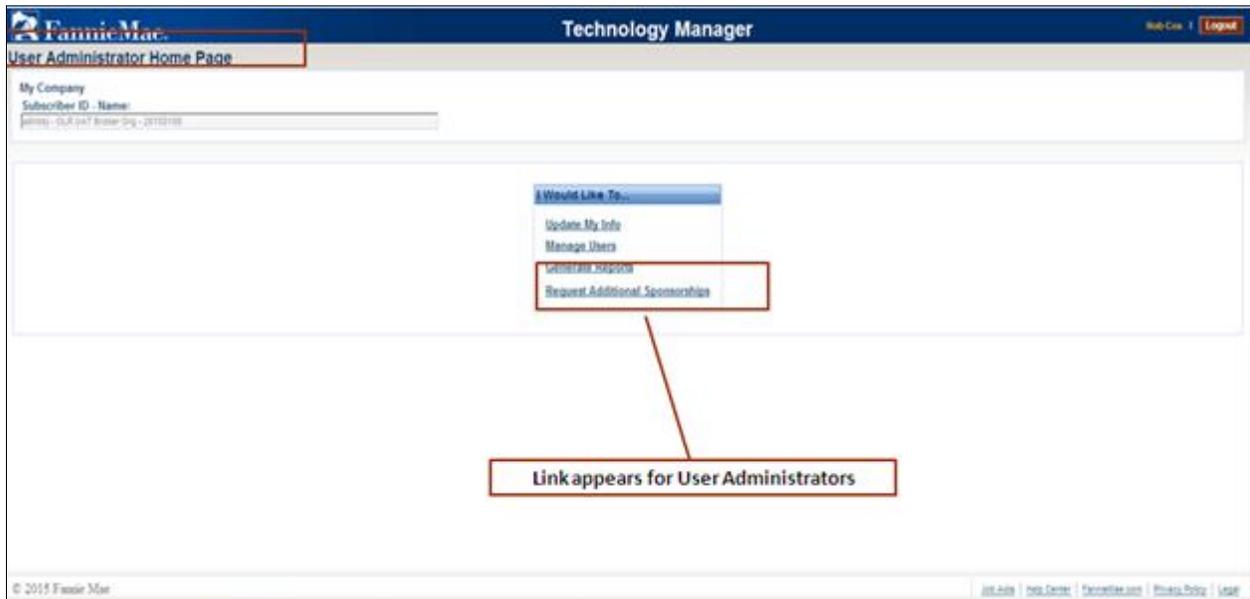


## How to Request Mega Capital Funding as an Additional Sponsoring Lender

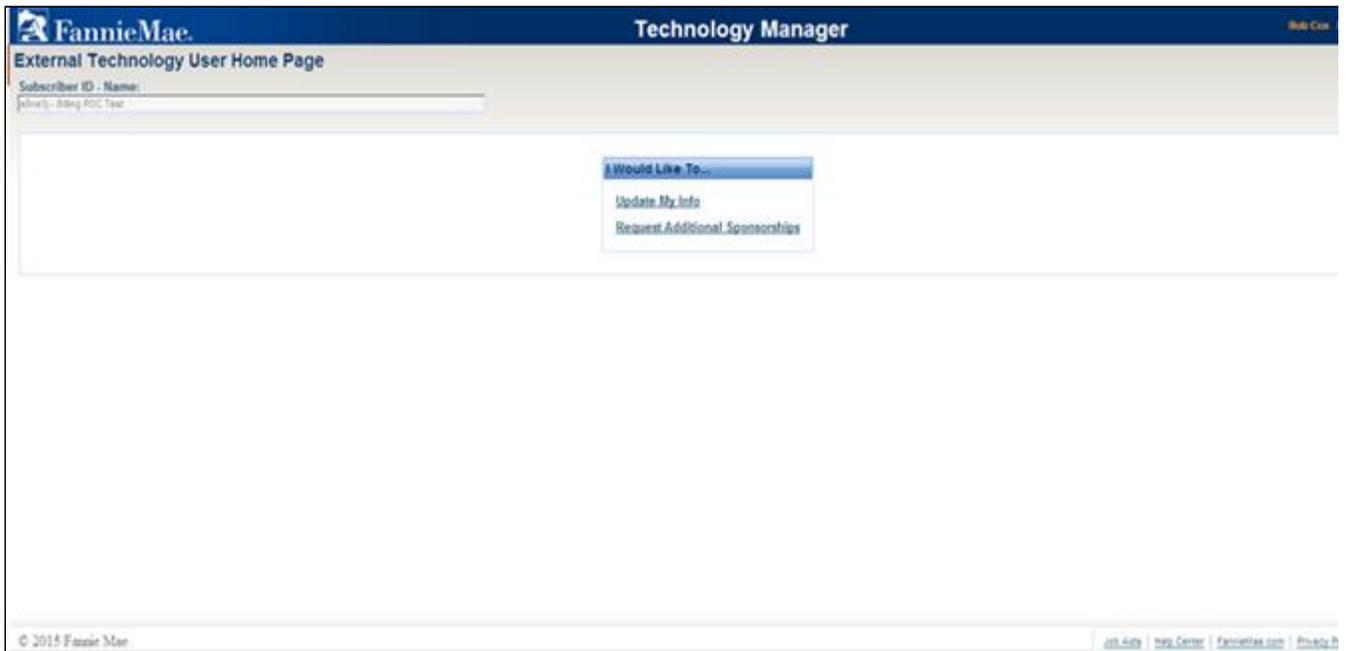
This document explains how to use the Desktop Originator<sup>®</sup> Online Registration application to request additional lender sponsorships. The length of the sponsorship acceptance process varies by lender, because some lender may ask for additional information before approving your request. The acceptance of sponsorship requests is at sole discretion of the lender.

**Note:** Before you can begin this process, you must already be a registered user of Desktop Originator (DO<sup>®</sup>). If you are not yet registered for DO, refer instead to the [Registering online for desktop originator](#) job aid.

1. Go to the [Technology Manager Application Log In](#) page.
2. Enter your user ID and password, then click **Log In**.
3. If you are a User Administrator, your view will look like the following. Click **Request Additional Sponsorships**.



4. If you are not a User Administrator, your view will look like the following. Click **Request Additional Sponsorships**.



5. Select the applicable Institution and the Lender Name for the sponsorship request and click **Add**. Once selections are completed, click **Continue**.

**Note:** If your organization has only one institution ID, it will be defaulted as the selected institution on the right. If your organization has more than two institution IDs, the applicable institution must be selected using the **Add** option.

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### Request Additional Sponsorships

Subscriber ID:  Name:

[Home](#) [Dashboard](#) [Request Sponsorship](#) [Request Additional Sponsorships](#)

Use this screen to select the institution for which you want to set up a new lender relationship. Once the sponsoring arrangement is complete, users within the institution will be able to submit loans to the selected lenders.

- To select the institution, click the institution name from "Available Institutions" bucket, click Add to move to "Selected Institutions" bucket.
- At least one institution must be selected to Continue.

Note: To leave without setting up a new lender relationship, click the Cancel button.

**Available Institutions**

| Institution ID | Institution Name |
|----------------|------------------|
| No data        |                  |

[Add](#) [Remove](#) [Cancel](#)

**Selected Institutions**

| Institution ID | Institution Name             |
|----------------|------------------------------|
| 710021         | GLA Lmt Broker Org - 0010100 |

[Add](#) [Remove](#) [Cancel](#)

[Continue](#) [Cancel](#)

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Institution appears in the Selected Institutions list by default.

Continue option remains inactive until both the Institution and a sponsoring lender are added to the selected lists

- Make a selection for the Sponsoring Lender by making a selection beside the Sponsoring Lender(s) name.
  - Search the lender by typing in their name in the Sponsoring Lender search box.
  - At least one lender must be selected to Continue.
  - When you are through selecting sponsoring lenders, click the Continue.
- Please Note: The lender may require a formal application package prior to approving your request, which could delay your sponsorship approval.

**Available Lenders**

| Lender Name                                 |
|---|
| SUNTRUST MORTGAGE INC.                      |
| WELLS FARGO BANK, N.A.                      |
| QUANTUM MORTGAGE GROUP LLC                  |
| TEF INC MORTGAGE COMPANY OF NEW JERSEY      |
| BANK OF AMERICA INC. N.A. DOMESTIC BUSINESS |
| EM GROUP & COMPANY                          |
| FIRST FEDERAL BANK (A SOUTH JERSEY)         |
| WELLS FARGO BANK                            |
| RAJCE FINANCIAL CORPORATION                 |
| AREA BANK                                   |

[Add](#) [Remove](#) [Cancel](#)

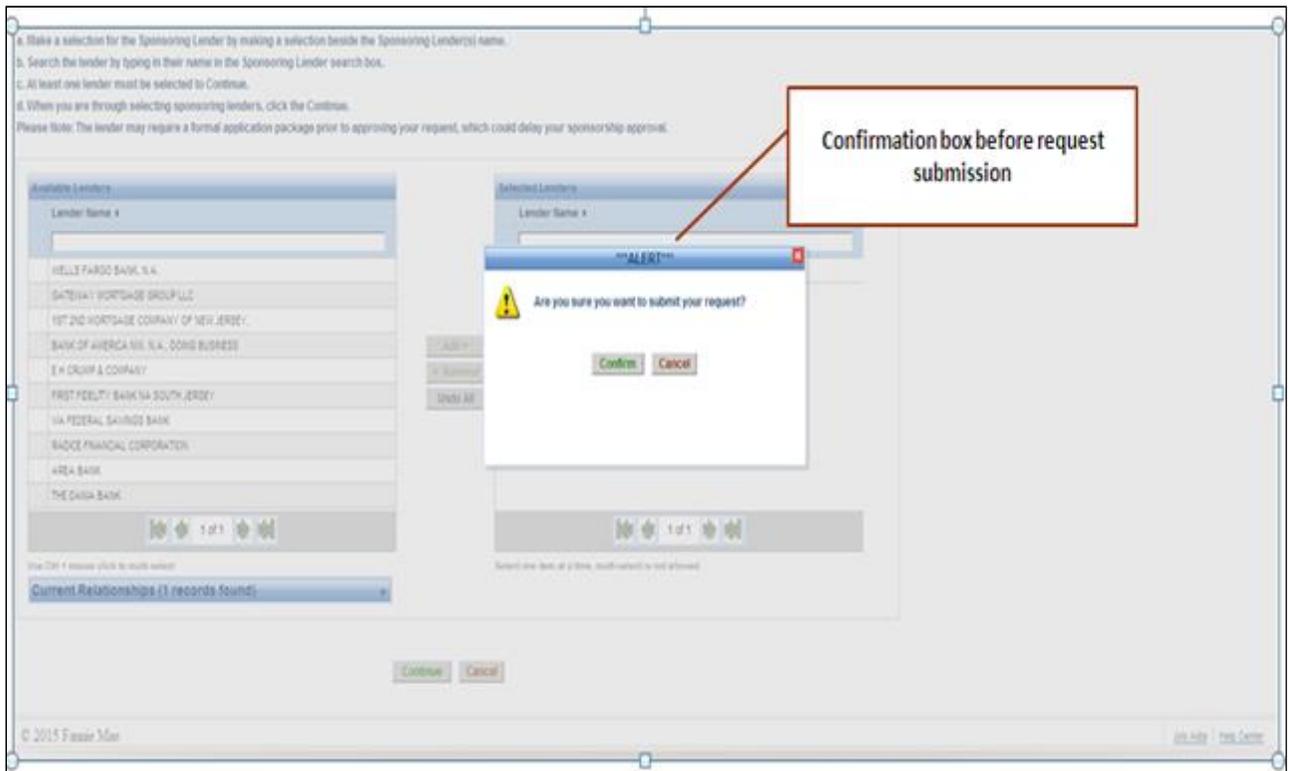
**Selected Lenders**

| Lender Name |  |
|-------------|--|
| No data     |  |

[Add](#) [Remove](#) [Cancel](#)

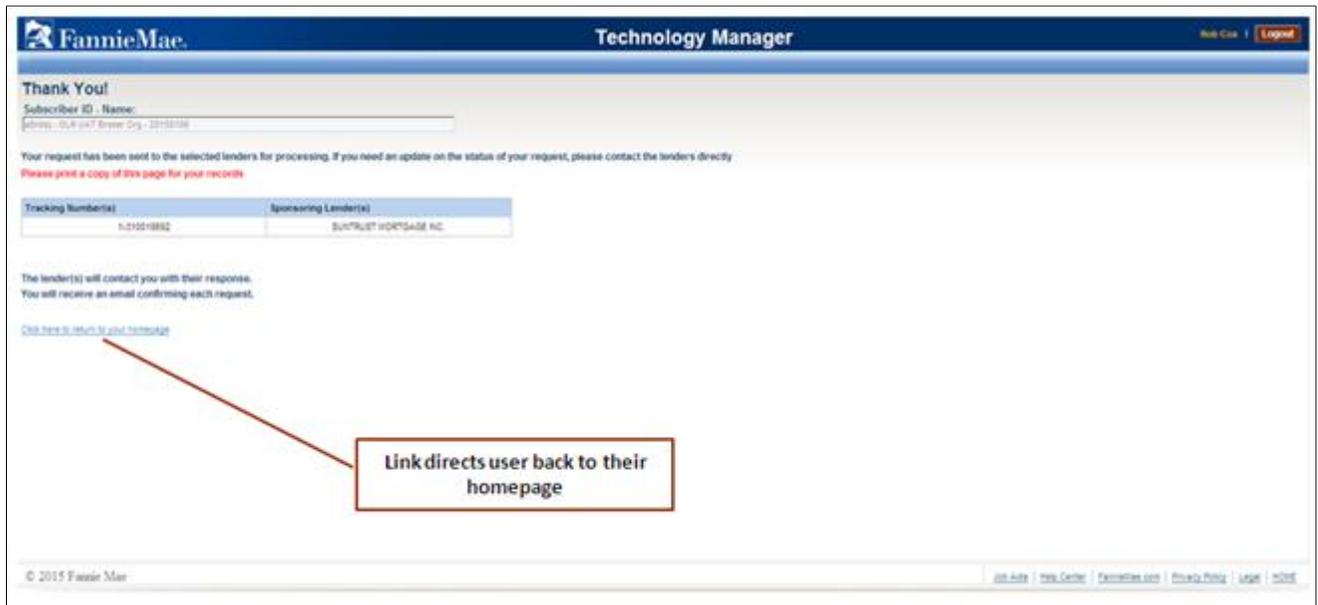
[Continue](#) [Cancel](#)

6. Click **Confirm** to submit your request.



7. The Thank You screen appears, indicating that your request has been submitted to the lender. You can print copy for your records. Click the link to return to your homepage to close the window.

**Note:** A confirmation email is sent to the email address you specified, indicating that a sponsorship request was submitted to the lender. The email also includes a tracking number that you can use if you need to contact the lender to determine the status of your request.



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