

## VA Lenders Handbook (VA Pamphlet 26-7), Chapter 5, Topic 2 — How to Submit Loan Documents to VA

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2. How to Submit Loan Documents to VA Change Date April 1, 2019 • This chapter has been revised in its entirety. a. Where and When to Submit Documents Generally, lenders only need to submit documents to VA when the loan requires prior approval or VA requests copies of the origination package for a Full File Loan Review (FFLR). Lenders must use WebLGY, accessed via the Veterans Information Portal, to submit all requested documents. b. VA Loan Number A 12-digit VA Loan Identification Number (LIN) is assigned to each loan by VA at the time the appraisal or Interest Rate Reduction Refinancing Loan (IRRRL) is requested. Use this number electronically in VA systems or where requested on VA forms and other documents. Submitting an incorrect VA loan number can delay processing of the guaranty. c. Who Can Sign Documents for the Lender? Under certain circumstances, VA requires specific parties to execute documents. For example: • a VA-approved underwriter must approve or disapprove a loan for a non-supervised automatic lender, • an officer of the company must sign the Lender's Loan Quality Certification. Where VA does not have a specific requirement, branch managers, employees, and agents of the lender or holder may execute VA forms in the name of, and on behalf of, the principals. d. Use of Electronic Documents When submitting loan documents to VA, lenders may use electronic documents. Lenders must be able to provide VA's audit team members with printed, digital, or on-line access to records. Lenders are expected to continually monitor the integrity of their electronic system to ensure consistent quality and to prevent unauthorized alternation or destruction of records. VA Pamphlet 26-7, Revised Chapter 5: How to Process VA Loans and Submit them to VA 5-6

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