



Batch Import Functionality – MISMO Correspondent Lending

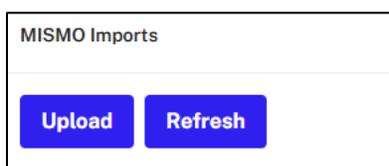
Onity Mortgage Corporation, f/k/a PHH Mortgage Corporation, offers functionality that allows clients to batch import multiple MISMO 3.4 files for mandatory locks within our Correspondent Portal (TPO Connect).

Once the client enters TPO Connect, navigate to the menu item titled “Initial Batch Upload”, then hover over the menu and choose “MISMO Import – MND Only.”

The XML file must be named using only the Onity Mortgage Corporation, f/k/a PHH Mortgage Corporation, Loan Number. The loan number should be formatted like: 4012345689.xml, additional details such as names or addresses must not be included.



After selecting “MISMO Import – MND Only”, choose the appropriate selection – either “Upload” for new file uploads or “Refresh” to show the status of uploaded files.



To upload new MISMO 3.4 files, either drag and drop the files to the Upload box or click on the Browse link to attach the files from your desktop.

- If uploading more than one MISMO file, the files must be combined into a Zip file and the full Zip folder should be uploaded.
- Single loans may be dropped directly into the designated spot on the screen.
- Once all files are added, click the “Upload” button.

Requirements

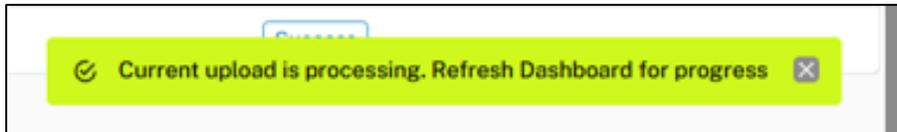
- Maximum file size for XML / ZIP is 500MB.
- Individual file name should be PHH loan number.
- For more than 1 file, upload requires a zip folder.
- For zip folder name, description is not limited to PHH loan number.



Drag & Drop or Select file
Drop files here or click [browse](#) thorough your machine

Upload **Cancel**

The user will be able to see the status during the upload process.



Once the upload is complete, click the “Refresh” button to confirm the successful submission.

MISMO Imports

Upload **Refresh**

Filter Upload History Show All Show Success Show Failed Search 16 records...

FILE NAME	SOURCE	UPLOADED BY	UPLOADED ON	STATUS
1810267169.xml	TPOC	DelAndNonDel@none.com	06/02/2025 02:00:31 PM (EDT)	Success

If the file upload failed, hover over the “icon” to see the reason for the failed process. Correct the error and resubmit the file.

4011739887.xml	TPOC	DelAndNonDel@none.com	05/20/2025 11:48:38 AM (EDT)	Fail ⓘ
> multiPHH text2.zip	TPOC	DelAndNonDel@none.com	05/20/2025 11:28:12 AM (EDT)	Loan not found

The user is able to filter on the upload history to validate all uploads.

Filter Upload History Show All Show Success Show Failed

If you have any questions, please contact your Correspondent Specialist, Sales Executive, or Correspondent Sales Representative, or contact us via the support line at 1-800-929-4744.

Thank you for your continued business.