Lender Information
Lenders, agents, SARS will be ordering streamline refinance (IRRRL) cases in WebLGY.

The first step in ordering an IRRRL case is logging into WebLGY.

After logging into WebLGY, a new WebLGY landing page will appear.

The WebLGY landing page will provide multiple paths to the **Order IRRRL** function.

- The first path is located from the top menu by scrolling the mouse over the **LOAN** link which will have a drop down menu that will include **Order IRRRL**.

- The second path is located on the landing page of WebLGY. All available functions will be linked on the landing page.

Click on **Order IRRRL**.
Steps to order an IRRRL case

- Enter the veteran’s social security number or the original VA loan number. Either the veteran’s social security number or the original VA loan number is required. Both fields are not required concurrently.
- The veteran’s date of birth is the only required field on this page. Enter the veteran’s date of birth in a two digit month, four digit year format \textit{mm/yyyy}.
- Click Submit.

If the veteran has an active VA loan then WebLGY will return the final processing step page.

If the veteran does not have an active VA loan then it will return an error message.
If an active VA loan is located then WebLGY will prompt the user to review the loan information.

A sponsor lender ID number maybe entered on this page if applicable. Sponsor lender ID is not a required field.

Review these items for accuracy.

- The Requester Lender ID number
- Requester contact information
- Property Address
- Veteran Name

If these items are correct then Click **Submit**.
Multiple Active Loans

It is possible that a veteran might have more than one active loan. If the WebLGY identifies more than one active loan then it will list all active loans.

The address for all active loans will be provided in order to assist in locating the correct record.

Select one of the active loans and then you will be redirected to the final processing page.
Once an IRRRL is ordered successfully, a summary page will be displayed.

A successfully ordered message will appear at the top of the page.

It is recommended to either print the page or save the new case number.
Locate IRRRL record

Once the case number is generated then the record may be viewed in WebLGY.

The new IRRRL case number maybe located using the Enter LIN function.

The case will be in an initiated status until the funding fee is paid or processed.
Guaranty IRRRL

An IRRRL may be guaranteed from the case initiated page. Once the Funding Fee is paid, the status will change to pending guaranty.

The pending guaranty status will display a link in the left blue menu: **Issue Guaranty**.

Also, an IRRRL may be guaranteed through the traditional **Enter New Loan** link.
Navigate to Prior Loan Validation

Prior Loan Validation

Enter LIN, SSN, or Service Number. Last name required.
Only active loans will be returned.
You may use * for last names shorter than 5 letters. (Example: LEE*)

Search Criteria

<table>
<thead>
<tr>
<th>LIN</th>
<th>SSN</th>
<th>Service Number</th>
<th>Last Name (First 5)*</th>
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<tbody>
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Search

Helpful Hints

If you are having trouble ordering an IRRRL case then Prior Loan Validation might be useful in locating the active loan.

If Prior Loan Validation does not return an active record then contact the Regional Loan Center of jurisdiction for assistance.