

# It's time to get going

## LendingSpace®: Correspondent Lending portal user quick-start guide

Visit: [LendingSpace Portal](#)

Log in using your provided credentials > **Locate** the loan in the pipeline > **Select** the blue circle > **Follow** the steps:

Price/lock loan	Upload documents	Extend lock
Select "Get Price" button.	Truist is partnered with <i>Investor Connect</i> for correspondents using that service. Contact your Account Manager for details. For correspondents uploading via LendingSpace, please follow the below instructions:  Select "Doc Center." Note: Clients can upload documents using both methods, but the instructions direct them to hover over the blue circle, then follow the steps listed below. "Edit Details" is not an option when hovering over the blue circle.	From the "Lock Request" screen, select "Create Lock Extension."
Product list appears with pricing, limits and messages.	Select "Upload New Doc."	Enter the desired number of extension days in the "Lock Extension Days" field.
Select desired pricing.	Select the appropriate package type under "Portal Uploads." Browse for the file and select "Upload All."	Select "Get Price" and select the rate.
Select "Request Lock."	Select "Back" to return to Doc Center.	Select "Lock Extension."
Submit for underwriting	Submit closed loan package	Submit conditions
Follow steps for "Upload documents" above.	Follow steps for "Upload documents" above.	Follow steps for "Upload documents" above.
Select "Submit to Underwriting."	Select "Deliver Closed File."	Select "Submit Conditions."

Have questions? Call: 800-382-2111

**Password and login issues:** Option 5

**System issues:** Option 1

**Lock and pricing issues:** Option 2, or send an email to: [correspondentlockdesk@truist.com](mailto:correspondentlockdesk@truist.com)

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