

5.15 Creating an Extension Request

The Request 30-Day Extension link will appear in the External Inbox 45 days before the lender's submission due date. The Request 30-Day Extension link will be removed 15 days prior to the lender's submission due date. The link will not appear at any other time.

The submission due date is 90 days after the lender's fiscal year end.

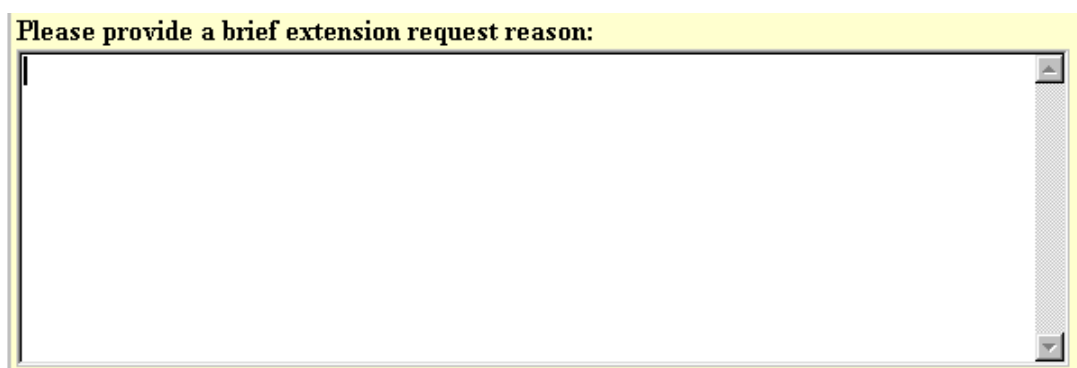
Step 1: From the lender's inbox, click on the 'Request 30-Day Extension link at the top of the page.

[Request 30-Day Extension](#)

Step 2: The Extension Request Screen will appear.

Step 3: Read the Extension Request Regulation

Step 4: Type your extension request reason in the large textbox. See below:



The screenshot shows a web form with a yellow header bar containing the text "Please provide a brief extension request reason:". Below the header is a large, empty text input field with a vertical scrollbar on the right side, indicating it can accommodate multiple lines of text.

Step 5: After the extension reason has been entered, click 'Submit' at the bottom of the page.

Step 6: After the page processes, the following confirmation screen appears:



[Back to Inbox](#)

Your extension request has been received. You will be notified with a decision within the next 7 days. Please check your Inbox for an update on your extension request.

Note 1: The lender will be notified if their extension request is approved or denied within 7 days. Be sure to periodically check the Lender Inbox over the next 7 days for a decision.

Note 2: You may access the extension request in read-only format while it is in review by clicking the 30-Day Extension in Review link from the Lender Inbox.

Step 7: If the Extension Request is approved, the 'Approved 30-Day Extension link will appear in the lender's inbox. See below:



Approved Extension Request

[Inbox](#) | [Create New Submission](#) | [Delete Draft Submission](#) | [Approved 30-Day Extension](#)

Instructions:

You may click on the link underneath the Status column to open your submission. To delete a draft submission, click the 'Delete Draft Submission' link. To create an extension request, click the 'Request 30-Day Extension' link if it is available.

Lender Name

ANY LOAN INC. ▾

Status

ALL ▾

STATUS	LENDER NUMBER	LENDER NAME	PROGRAM TYPE	FISCAL YEAR END	LASS ANALYST
Draft	1724300008	ANY LOAN INC.	Title II Loan Correspondent	01/31/2002	Not Assigned

Step 8: Click the 'Approved 30-Day Extension' link to verify the new submission due date. See below:



[Back to Inbox](#)

Your 30-Day Extension Request has been **approved**. Your submission is now due by May 30, 2002.

Step 9: Click the 'Back to Inbox' link to return to the inbox.

Step 10: If the Extension Request is denied, the Denied 30-Day Extension link will appear in the Lender Inbox. See below:



[Inbox](#) | [Create New Submission](#) | [Delete Draft Submission](#) | [Denied 30-Day Extension](#)

Instructions:
 You may click on the link underneath the Status column to open your submission. To delete a draft submission, click the 'Delete Draft Submission' link. To create an extension request, click the 'Request 30-Day Extension' link if it is available.

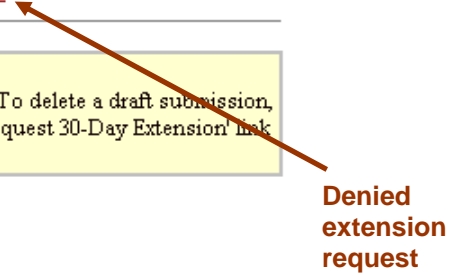
Lender Name

ANY LOAN INC. ▾

Status

ALL ▾

STATUS	LENDER NUMBER	LENDER NAME	PROGRAM TYPE	FISCAL YEAR END	LASS ANALYST
Draft	1377400004	ANY LOAN INC.	Title II Loan Correspondent	01/31/2002	Not Assigned



Denied extension request

Step 11: Click the 'Denied 30-Day Extension' link to access the denied message. See below:



[Back to Inbox](#)

We have received your request for an extension of the deadline for electronically submitting required financial and compliance data. The reason(s) stated in your request do not fall within the guidelines of Paragraph 1 of Mortgage Letter 95-6. Accordingly, we are unable to grant your request for an extension. Your submission is still due by April 30, 2002.

Step 12: Click the 'Back to Inbox' link to return to the inbox.

Note: If the extension request is denied, the original submission due date remains the same.