

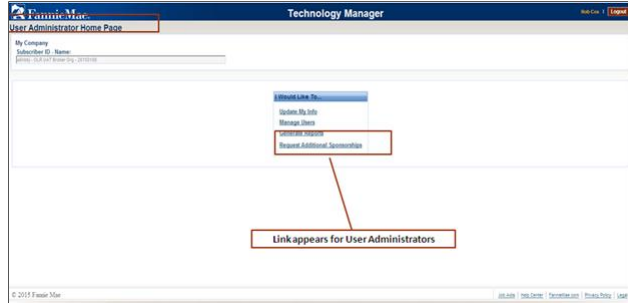
My web page

Requesting Additional Sponsoring Lenders

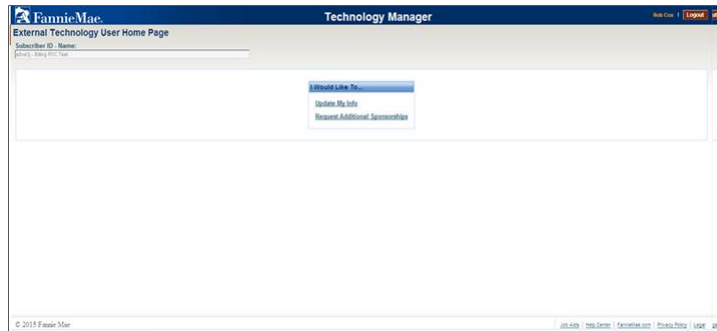
This document explains how to use the Desktop Originator® Online Registration application to request additional lender sponsorships. The length of the sponsorship acceptance process varies by lender, because some may ask for additional information before approving your request. The acceptance of sponsorship requests is at the sole discretion of the lender.

Note: Before you can begin this process, you must already be a registered user of Desktop Originator (DO®). If you are not yet registered for DO, refer instead to the [Registering online for desktop originator](#) job aid.

1. Go to the [Technology Manager Application Log In](#) page.
2. Enter your user ID and password, then click **Log In**.
3. If you are a User Administrator, your view will look like the following. Click **Request Additional Sponsorships**.

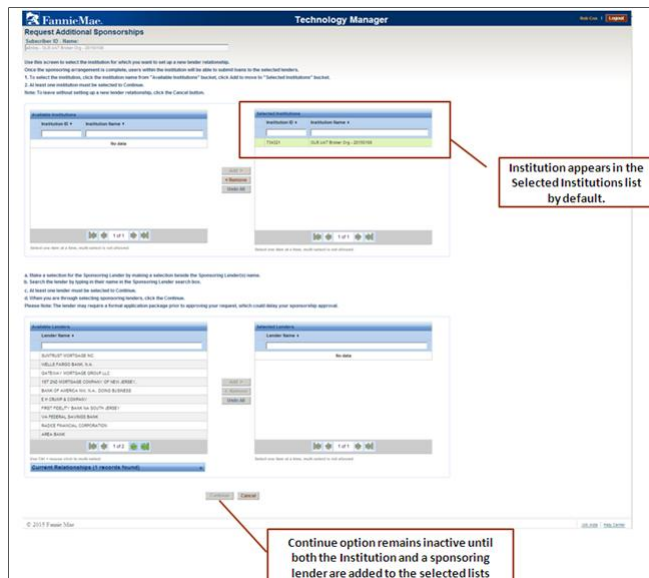


4. If you are not a User Administrator, your view will look like the following. Click **Request Additional Sponsorships**.

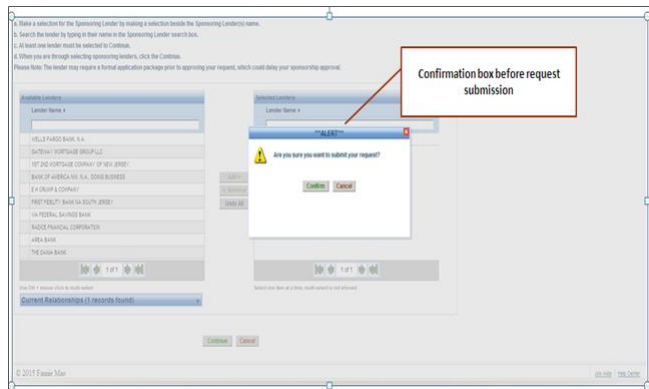


5. Select the applicable Institution and the Lender Name for the sponsorship request and click **Add**. Once selections are completed, click **Continue**.

Note: If your organization has only one institution ID, it will be defaulted as the selected institution on the right. If your organization has more than two institution IDs, the applicable institution must be selected the **Add** option.



6. Click **Confirm** to submit your request.



7. The Thank You screen appears, indicating that your request has been submitted to the lender. You can print a copy for your records. Click the link to return to your homepage to close the window.

Note: A confirmation email is sent to the email address you specified, indicating that a sponsorship request was submitted to the lender. The email also includes a tracking number that you can use if you need to call the lender to determine the status of your request.

