

## Correspondent Lending

# 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 purple circle > **Follow** the steps:

Price/lock loan	Upload documents	Extend lock
Select "Get Price" button	Truist is partnered with Investor Connect 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 purple circle, then follow the steps listed below. "Edit Details" is not an option when hovering over the purple 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:** Send an email to: [correspondentlockdesk@truist.com](mailto:correspondentlockdesk@truist.com)

The information contained herein is intended as informational material for the sole and exclusive use of the business entities to which it was distributed and is subject to change without written notice.

Truist Bank is an Equal Housing Lender. © 2025 Truist Financial Corporation. Truist, Truist Purple, and the Truist logo are service marks of Truist Financial Corporation. 1039\_M\_RB\_REV\_3-3-25