



## How to submit an Indirect loan e-file

Thank you for your interest in using share file, so we can better serve you. We've outlined a few steps that you can take to get started. Please follow the instructions for a smooth process.

### Getting Started with Share File

Use this link [Lake Trust Indirect Sharefile for Dealers](#) to securely upload your Indirect loan packets electronically; for review and processing. **Once you have uploaded the Indirect loan packet, you do not need to mail it to us.**

### Uploading Documents

Please scan and upload the Indirect loan packet as a **PDF** and **as one file**. **Only PDF files will be accepted.** All documents should be legible. Please also include the approval sheet. **Name the file with the application #, first initial, last name, and dealership name.**

Please provide the required information and documents along with additional requested stipulations from Underwriting to ensure all information is received to fund the loan. All documents must be signed and accurate.

Complete and accurate Indirect loan packets are processed and funded typically within 48 hours. Incomplete or inaccurate packages may be rejected and require resubmission.

### We're Here For You

If you have questions about this process, feel free to reach out to an Indirect Processor or at **888.267.7175** or **contact your Dealer Representative directly**. Western division-Todd Cross cell 269.998.4162 or Eastern division- Bill Thomas cell 517.899.8155.

We sincerely appreciate your business and look forward to helping you be successful.

Indirect Department