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**Objective:** This cheat sheet was designed to assist Brokers in how to run DU in the SPARC 2.0 portal. Doing this will automatically release your findings to Arc Home and upload a copy to your loan file via the Upload/View Document Screen.

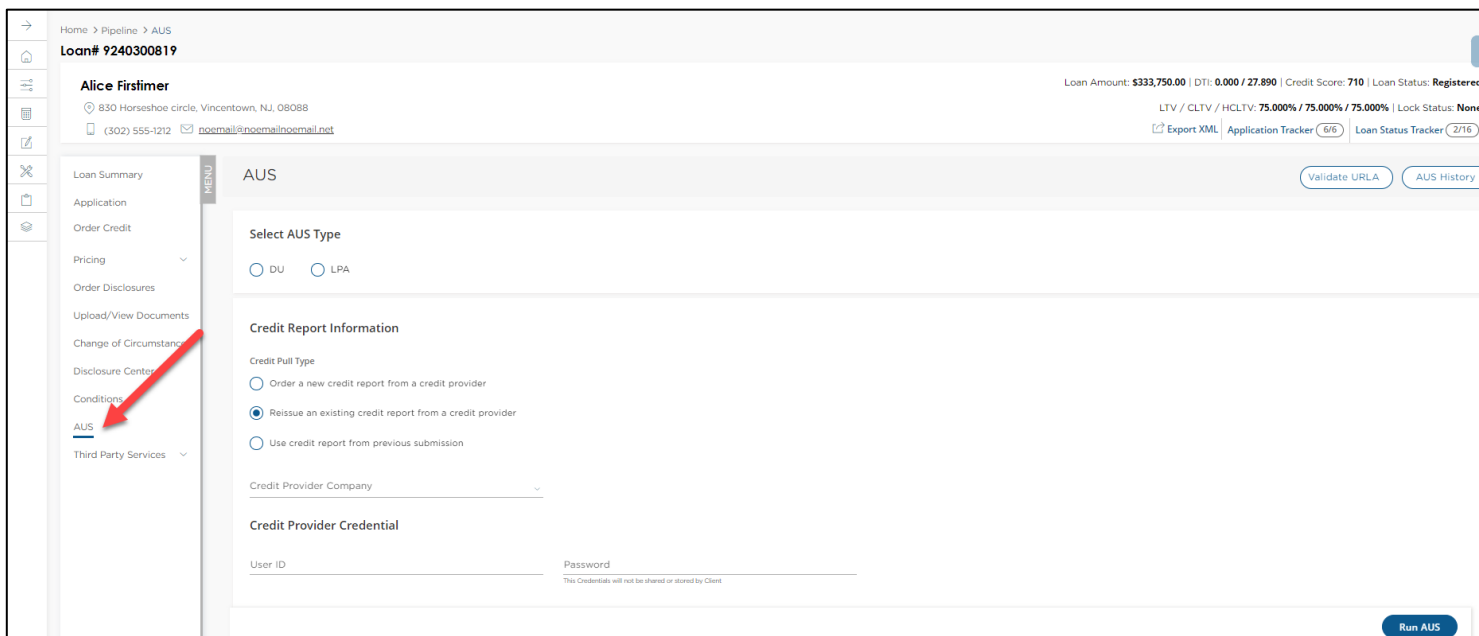
**Note:** If you do not run the DU in SPARC 2.0, you will need to finalize and release the findings to Arc Home.

**Process:** This process applies to all transactions where DU findings are required

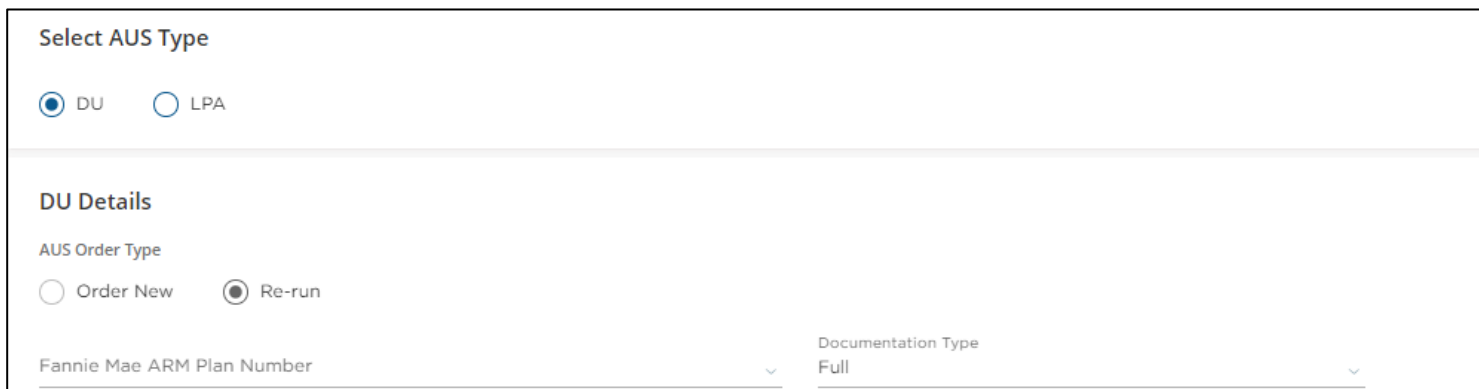
**Step 1:** Login to SPARC: <https://sparc.archohome.com/>

**Step 2:** Open your loan

**Step 3:** Click “AUS” from the left-hand navigation

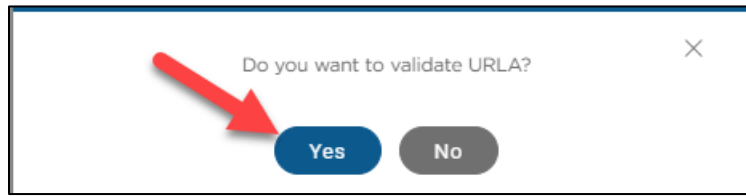


**Step 4:** Select the radio button for AUS Type





**Step 9:** The system will require you to validate the information on your URLA, click “Yes” to the question, do you want to validate URLA?



- A) The validation process will review your URLA for any missing data. If there are any errors, there will be an indicator on the top right side of the screen. You will see a check mark with the number of errors, and the area of the error will be illuminated with a red outline. Once cleared, the number of errors will drop to “0,” and you can return to the AUS screen to run the AUS.
- B) If there are no errors, you can proceed to running the AUS

**Step 10:** Once Findings are run, they can be viewed on screen via the AUS Results Summary

AUS Results & History						AUS
AUS Result Summary						
AUS Attributes			DU			
Eligibility			Approve/Eligible			
<a href="#">View DU Findings</a>						
AUS History						
Submission #	AUS Type	Reference #	Request Date & Time	User	Recommendation	
1	<a href="#">DU</a>	1649654150	06/12/2023 12:11:43	judyloanofficer_00	Approve/Eligible	

If you require assistance with your upload, registration, or disclosing, you can contact [SPARCassist@archome.com](mailto:SPARCassist@archome.com) or 215-383-9220.