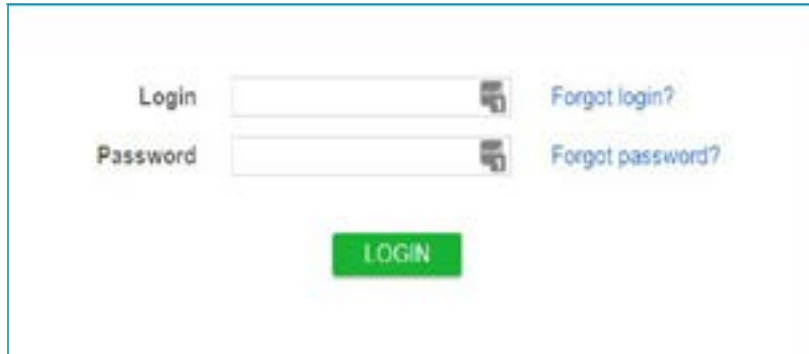




# How To Register a New Loan

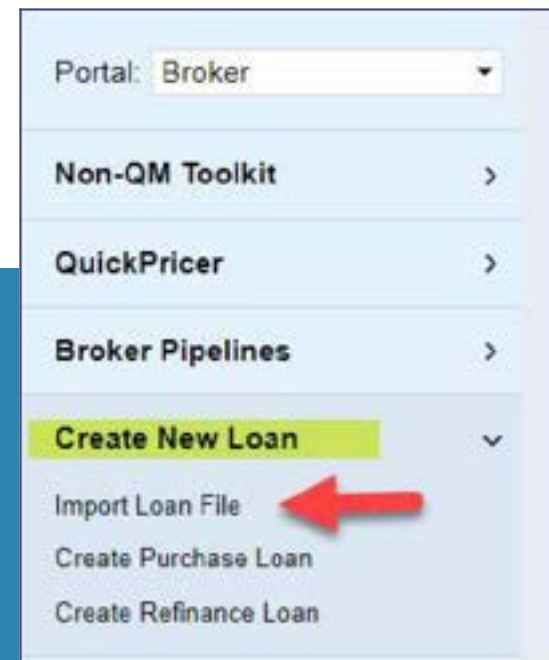
Last Update : 9/27/22

1. Go to broker portal [by clicking HERE](#) and log in with your credentials.



The image shows a login form with two input fields: "Login" and "Password". Each field has a small icon to its right. To the right of the "Login" field is a link that says "Forgot login?". To the right of the "Password" field is a link that says "Forgot password?". Below the input fields is a green button with the text "LOGIN" in white capital letters.

2. Select "Create New Loan" on the left side of screen, then select "Import Loan File" from drop list



The image shows a navigation menu with a dropdown menu open. The dropdown menu is titled "Portal: Broker" and contains several items: "Non-QM Toolkit", "QuickPricer", "Broker Pipelines", "Create New Loan", "Import Loan File", "Create Purchase Loan", and "Create Refinance Loan". The "Create New Loan" item is highlighted in yellow. A red arrow points to the "Import Loan File" item, which is currently selected.



3. Select “Import MISMO 3.4” and choose the file from where it was saved from LOS system

Import Loan File

\* Indicates required fields

Import Fannie Mae file

Import Calyx Point file

Import MISMO 3.4

no file chosen \*

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. \*

Retrieve existing loan from DODU

Retrieve existing loan from LRA

Status and Agents

Application Information

Closing Costs

Pricing

Borrowers > Assets > Liabilities > REOs > Loan & Property > Declarations > Demographic > Originator > Lender Loan Info

Susan Testcase | Income Editor | APPLICATION MANAGEMENT

Personal Information - Susan Testcase

Name

Consumer has foreign addresses



4. The loan information will generate into the system, look through the “Application Information” tab to ensure all loan information looks correct.

5. To select the Loan Officer and Processor who will be the point of contact on the file click on Status and Agents, then if you need to change the Loan Officer or Processor click “re-assign” and select the desired person.

**Status and Agents**

Credit Plus - Settlement Services Worksheet (SSW) - Appraisal Final

**Status**

Current Status: Registered      Status Date: 3/23/2022

Loan Open: 3/23/2022      Registered: 3/23/2022

**Agents**

Assigned Agents in BrokerestCo

Loan Officer <b>re-assign</b>	Processor <b>re-assign</b>
Name: Jeff Broker	Name: Jeff Broker
Email: [redacted]	Email: [redacted]
Phone: [redacted]	Phone: [redacted]

**Re-Assign Processor**

Search for:  (s for John Smith or Sam Cash, b s for Bob Smith)

Processor status:  Active  Inactive  Any Status

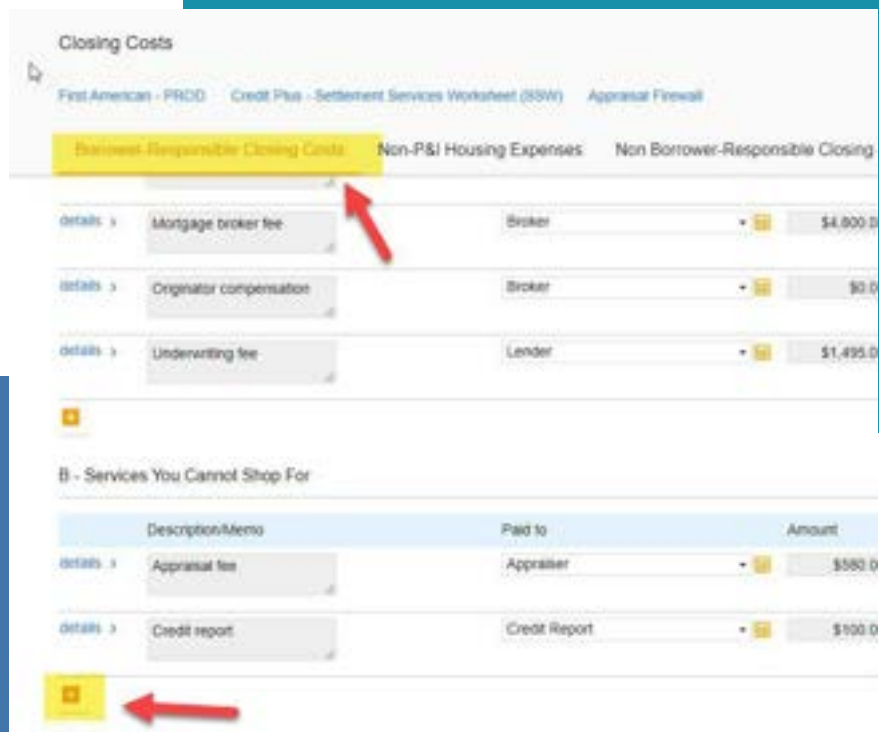
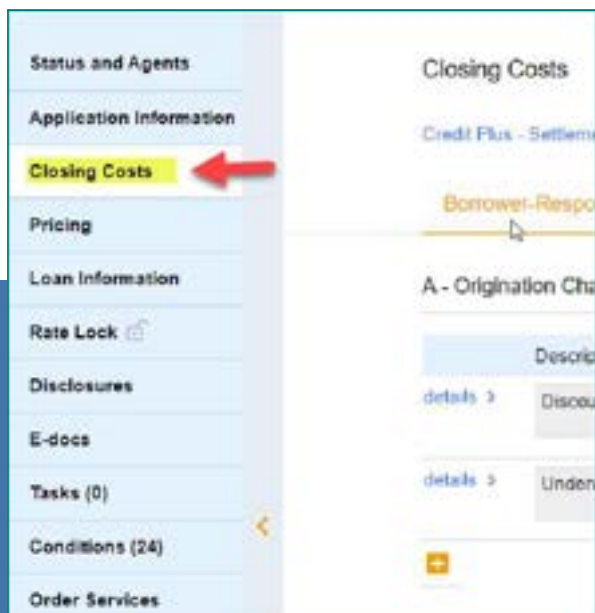
**SEARCH**

Processor

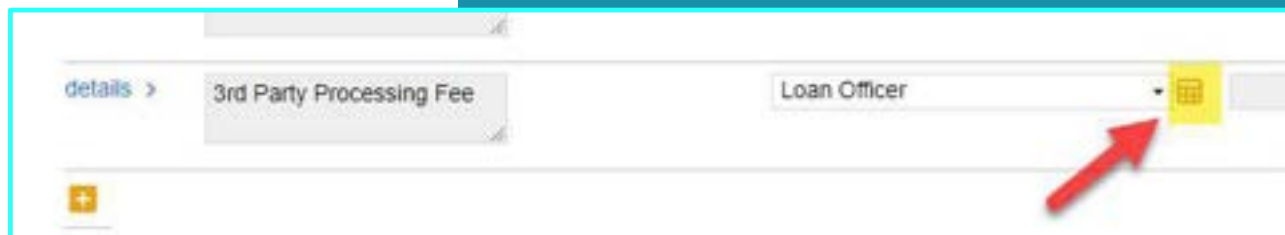
- Alexis Rose
- Jeff Broker

**CLOSE**

**\*\*If you have any fees that YOU charge the borrower directly (i.e. Third Party Processing Fee, condo questionnaire fee etc.) you will need to add them at this stage. Once the initial disclosures go out, we cannot add certain fees. Go into your closing costs tab, select borrower-responsible closing costs, click the orange + to add a fee.**



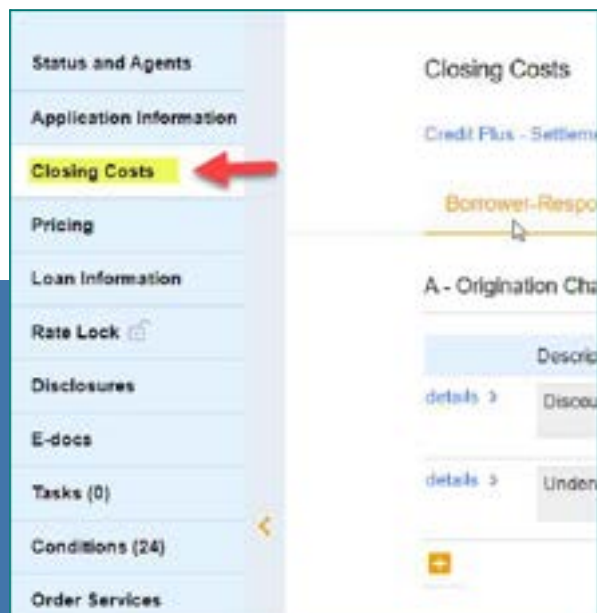
Select 3rd Party Processing Fee from the options and then you can select who the fee is paid to and if you click on the orange calculator it will allow you to add the amount of the fee and then select "ok"



**\*\*Please note\*\*** All the title fees will auto populate with our Title Provider's fees for the service provider list once you run pricing later in the training. You **DO NOT** have to add your own title fees.

**\*\*Non-P&I Housing Expense tab is where you adjust for escrows and prepaids. Select Closing Costs on the left side of your screen.**

Click “Non- P&I Housing Expenses” and you will see all the Tax, HOI, HOA, etc payment options listed. You will see the expense item, the monthly amount and if it is escrowed or not from here.



A screenshot of the 'Closing Costs' table. The table is titled 'Closing Costs' and has a sub-header 'Credit Plus - Settlement Services Worksheet (SDW) - Appraisal Final'. It is divided into 'Borrower-Responsible Closing Costs' and 'Non Borrower-Responsible Closing Costs'. The 'Non-P&I Housing Expenses' tab is highlighted in yellow. The table has columns for 'Estimated Closing Date', '1st Payment Date', and 'Aggregate Adjustment'. The 'Mortgage Insurance' row is highlighted in blue. Red arrows point to the 'Estimated Closing Date' (3Q4/2022), '1st Payment Date' (5/1/2022), and 'Aggregate Adjustment' (\$0.00) fields. A red arrow also points to the 'Mortgage Insurance' row.

Borrower-Responsible Closing Costs		Non Borrower-Responsible Closing Costs			
Estimated Closing Date	3Q4/2022	1st Payment Date	5/1/2022	Aggregate Adjustment	\$0.00
Mortgage Insurance	\$0.00/month		Escrowed		
Hazard Insurance	\$0.00/month		Escrowed		
Flood Insurance	\$0.00/month		Escrowed		
Windstorm Insurance	\$0.00/month		Escrowed		
Condo HO-6 Insurance	\$0.00/month		Escrowed		
Property Taxes	\$0.00/month		Escrowed		
School Taxes	\$0.00/month		Escrowed		
Other Tax Expense 1	\$0.00/month		Escrowed		
Other Tax Expense 2	\$0.00/month		Escrowed		
Other Tax Expense 3	\$0.00/month		Escrowed		
Other Tax Expense 4	\$0.00/month		Escrowed		
Homeowner's Association Dues	\$0.00/month		Escrowed		
Ground Rent	\$0.00/month		Escrowed		



Select the expense you want to add an amount for, and it will expand to give you more options. Here you can add the monthly payment amount either by a percentage of the loan amount or an exact dollar figure. You can also choose if you want the expense to be escrowed or not by using the checkbox. **\*\*YOU ONLY NEED TO WORRY ABOUT THE MONTHLY AMOUNT, PREPAID AND ESCROWED BOXES\*\***

**Closing Costs**

Credit File - Settlement Services for Referral (2014) - Approval Thread

Borrower-Responsible Closing Costs **Non-Paid Housing Expenses** Non-Borrower-Responsible Closing Costs

**Escrowed?**  Escrowed

**Escrowed?**  Escrowed

Description: Hazard Insurance

Prepaid Amount for: 3 months \$0.00

Calculation Source: Calculator

Monthly Amount (PTE): \$0.00

Monthly Amount (PTE): 3.000% of Loan Amount \* 12 12 = \$0.000 \$0.00

Prepaid:  No

Prepaid Amount: \$0.00

Prepaid Amount: \$0.00

Escrowed?  Yes

Payment period: Annual

Disbursement Schedule Month: [C] [E] [Q] [S] [X] [Y] [Z] [1] [2] [3] [4] [5] [6] [7] [8] [9] [0]

Reserve Month Custom: 3 months

Reserve Amount: \$0.00

By adding a fee to this section and marking Yes to Escrowed? This will add the escrows section to the Loan Estimate correctly to reflect in the closing costs. \*The prepaid section is defaulted for the initial disclosures; this will be updated once we get the HOI invoice and tax cert back.



## When you click “Pricing” you may get this error.



This field pulls from your Mismo 3.4 as the field “TotalMortgagedPropertiesCount”. If this field is zero, the error will pop up. You will need to manually add the number of financed properties. This seems to only happen on purchases where the borrower owns no other properties so you would update to 1.

A screenshot of a mortgage pricing form titled "Other Information". The form contains several fields and checkboxes. A red arrow points to the "Number of Financed Properties" field, which has the value "1" and a blue "explain" link next to it. Other fields include "Loan Originator is Paid By" (radio buttons for Lender and Borrower), "Lender Fee Buyout Requested?" (No), "Expected AUS Response" (DU Approve/Eligible), "Is DU Refi Plus?" (checkbox for Yes), "MG Need LTV" (68.75%), "Conv Loan FHE Type" (No MI), "Is URMIP/FF Financed?" (checkbox for Yes), "Override Auto-Calculated URMIP/FF?" (checkbox for Yes), "FHA URMIP" (1.75%), "VA Funding Fee" (0.00%), "USDA Rural Guarantee Fee" (1.00%), "Credit Seasoning" (N/A), "Housing Event" (N/A), and "STIN Loan" (radio buttons for Yes and No). A blue "Run Price My Loan" button is at the bottom, with "Number of Programs: 1" below it.

## \*\*\*How To Reissue Credit

6. Select “Pricing” on the left side of screen and select the “Applications” tab to pull/reissue credit. You will need to authorize credit prior to re-issuing/pulling. Select Determine and either upload the written authorization or select verbal authorization for each borrower and enter the appropriate date

The screenshot shows the 'Pricing' tab selected in the left-hand navigation menu. The main content area displays the 'Applications (1)' section, which includes a dropdown menu for 'Applications (1)' currently set to 'Testcase, Tara'. Below this is the 'Applicant Info' section with fields for First Name (Tara), Middle Name, Last Name (Testcase), Suffix, SSN, E-mail, and Citizenship (US Citizen). There are also fields for Monthly Income (\$18,000.00) and a checkbox for 'Self Employed?'. A red arrow points to the 'Pricing' tab in the navigation menu.

The screenshot shows the 'Phase select an option' section. It includes a checkbox for 'All Borrowers Have Authorized Credit Check' with the label 'Determine' highlighted in yellow. Below this are input fields for 'Total Payment' (\$0.00 / month) and 'Liquid Assets' (\$800,000.00). There are also fields for 'Negative Cash Flow from Other Properties' (\$0.00). The 'Order New Credit Report' section has three radio button options: 'Order New Credit Report', 'Re-Issue Credit Report' (which is selected and highlighted in yellow), and 'Upgrade Existing Credit Report to Tri-Merge Report'. Below this is the 'Credit Provider Information' section with a dropdown menu for 'Credit Provider' currently set to 'CREDIT PLUS'. A red arrow points to the 'Re-Issue Credit' button at the bottom.

Select order new credit report if you wish to pull credit through our system using Credit Plus. If you would like to re-issue a previously pulled credit report, select Re-Issue Credit report and select the credit provider through the drop-down list.. \*\*Once credit is imported don't forget to double check the liabilities section.

7. Once credit is imported move to the “Property and Loan Info Tab” and confirm subject property information is correct, change Doc Type to income calculation method. Next enter your borrower paid compensation amount.

Applications (1) **Property & Loan Info** PML Options

### Property Information

Street Address: 555 TBD Lane  
Zip Code: 15105 State: PA  
County: Adams  
City: Carnegie

In Rural Area?  Yes [explain](#)

Property Use: Primary Residence  
Property Type: Condo  
Structure Type: Attached

New Construction?  Yes

Non-Warrantable Project?  Yes    Condo?  Yes

FHA Condo Approval Status:  Yes    Condo Stories: 1

Additional Monthly Housing Expenses: \$833.33 [calculate](#)

Owner's Title Insurance:  Use estimated title cost.  Use cost quoted by borrower/realtor.

### Loan Information

Impound?  Yes

Doc Type: VOE

Appraised Value: \$0.00

Sales Price: \$600,000.00

Down Payment: 25.000% (\$150,000.00)

1st Lien: 75.000% (\$450,000.00)

2nd Financing?  No  Yes

Rate Lock Period: 15 days  
Rate Lock Expiration Date: 5/2/2022 (Assumes a 15-day lock.)

### Other Information

Loan Originator is Paid By:  Lender  Borrower

0.000% of Loan Amount + \$50.00

Expected AUS Response: DU Approve/Eligible

Number of Financed Properties: 1 [explain](#)

Prior Sales Date: mm/dd/yyyy [explain](#)

Conv Loan PMI Type: No MI

Is UFMIP/FF Financed?  Yes

Override Auto-Calculated UFMIP/FF?  Yes

FHA UFMIP: 1.750%    VA Funding Fee: 0.000%

USDA Rural Guarantee Fee: 1.000%

Credit Seasoning: N/A  
Housing Event: N/A

ITIN Loan:  Yes  No

Is P&L?  Yes  No

Non-Warrantable Condo:  Yes  No

**Run Price My Loan**  
Number of Programs: 10

**\*\*If you are registering an ITIN loan, Non -Warrantable Condo or registering the file as a P&L only loan please be sure to select “Yes” for the corresponding option.\*\***

8. Eligible Loan Programs and rates will show at the top of the screen and you can choose your program and rate from the options.

**Eligible Loan Programs**

\* - The costs displayed are the borrower's  
\*\* -

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>- 30 YR FIXED NONCONFORMING</b>										
elo register request lock	6.750	0.000	2,918.09	18.800	6.793	🟡	\$7,484.62	\$157,484.62	836.9	CA 30 YR FIXED
elo register request lock	6.625	0.250	2,881.40	19.732	6.662	🟡	\$8,511.19	\$158,511.19	844.5	CA 30 YR FIXED
<b>- 40 YR FIXED NONCONFORMING</b>										
elo register request lock	7.000	0.000	2,796.44	19.357	7.029	🔴	\$7,481.50	\$157,481.50	851.3	CA 40 YR FIXED
elo register request lock	6.875	0.250	2,755.08	19.153	6.925	🔴	\$8,508.06	\$158,508.06	872.2	CA 40 YR FIXED
<b>- 5/6 MO 30 DAY AVG SOFR NONCONFORMING 2/1/5 30 YR ARM</b>										



**Ineligible Loan Programs**

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>+ 10/6 MO NONCONFORMING 5/1/5 30 YR ARM</b>										
<b>- 30 YR FIXED NONCONFORMING</b>										
<b>CA 30 YR FIXED</b>										
** * 1 YR TAX RETURNS, ASSET UTILIZATION, 12M BK STHTS, OTHER BK STHTS, OR VOE REQUIRED										
View More <input type="button" value="+"/>										
register request lock	7.375	6.000	2,565.84	13.906	N/A		\$5,078.74	\$103,078.74	1628.5	CA 30 YR FIXED
<b>CA 30 YR FIXED IO</b>										
** * 1 YR TAX RETURNS, ASSET UTILIZATION, 12M BK STHTS, OTHER BK STHTS, OR VOE REQUIRED										
View More <input type="button" value="+"/>										
register request lock	7.625	6.000	1,818.96	12.760	N/A		\$5,082.93	\$103,082.93	1770.1	CA 30 YR FIXED IO



\*\*\*If your desired loan program is listed under the Ineligible Loan Programs click the (+) to expand the options and see ineligibility reasons

9. Once you have chosen a program and rate select "Register" or "Request Lock"

Loan Program Results (240 Programs)

Eligible Loan Programs

	RATE	POINTS	PAYMENT	DTI	APR	QM
<b>- 30 YR FIXED NONCONFORMING</b>						
<a href="#">register</a> <a href="#">request lock</a>	6.000	1.000	2,398.20	21.220	6.168	⊗
<a href="#">register</a> <a href="#">request lock</a>	5.875	1.250	2,366.15	21.042	6.065	⊗
<a href="#">register</a> <a href="#">request lock</a>	5.750	1.500	2,334.29	20.865	5.961	⊗
<a href="#">register</a> <a href="#">request lock</a>	5.625	1.750	2,302.63	20.689	5.857	⊗
<a href="#">register</a> <a href="#">request lock</a>	5.500	2.000	2,271.16	20.514	5.753	⊗

10. To finish registering/locking the loan, when the pop-up appears make sure your request type is correct and click the "I Agree" box at the bottom then "Confirm".

Rate Lock Expiration Date: 7/7/2022 (Business & 30-day lock)

**WARNING: Worst case pricing will apply if lock is broken. Register now and lock about the closing date.**

Request Type:  Register Loan  Lock Rate

Message to Lender

Warning

**\*\*\*\*\*THIS DECISION/PRICING WAS RENDERED WITHOUT A CREDIT REPORT. A WITH A TRI MERGE CREDIT REPORT IS REQUIRED TO SUBMIT FILE\*\*\*\*\***

Agreement

Pricing indicated in PriceMyLoan should not be interpreted as a commitment. The pricing module is intended to be an estimate of current lock confirmation received from [COMPANY NAME] shall indicate a commitment. All scenario quotes are subject to review by [COMPANY NAME]

I Agree

Confirm Cancel



11. Once you click confirm your loan will finish registering to the portal. At this time you will be emailed a Loan Registration Certificate. You can also see the status bar has updated to show Registered now under the “Status and Agents” on the left side of your screen.

Status

Current Status: Registered      Status Date: 3/8/2022      Action: [view status certificate](#)      [CHANGE LOAN STATUS](#)

Loan Open (3/8/2022) → Registered (3/8/2022) → Due Check → Fulfilled

Agents