

How To Register a New Loan



Important Information Regarding Fees:

Page 9 of this guide will show you how to enter your mortgage broker fee.

You will enter all other fees (additional broker fees and title fees) after you finish registering the file.

We use LodeStar for title fees.

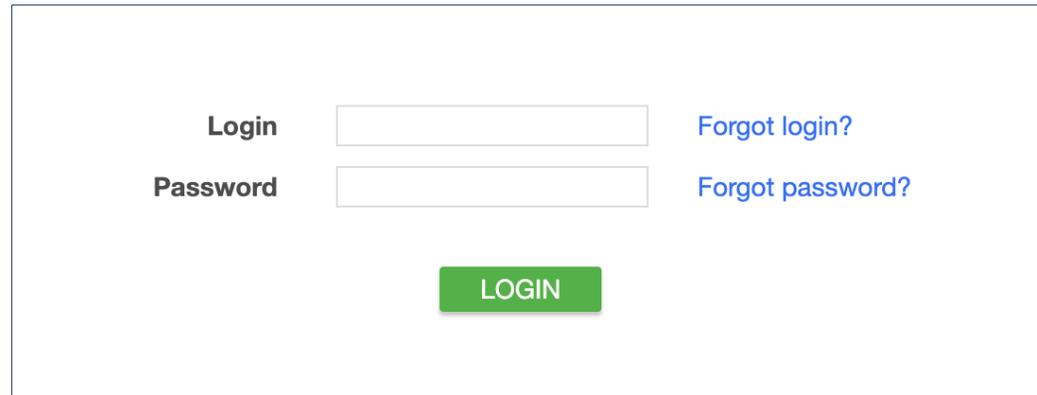
Please refer to the 'How to Load Title Fees and Send Initial Disclosures' Guide for these items after you have finished registering the file.



How to Register a New Loan

Create New Loan

1. Go to broker portal [here](#) and log in with your credentials.
2. Select “Create New Loan” on the left side of screen, then select “Import Loan File” from drop list.



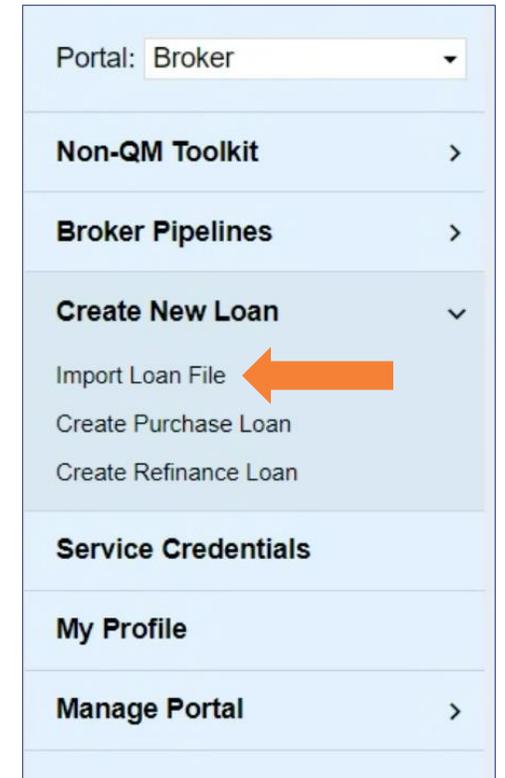
Login

Forgot login?

Password

Forgot password?

LOGIN



Portal:

Non-QM Toolkit >

Broker Pipelines >

Create New Loan ▾

- Import Loan File ←
- Create Purchase Loan
- Create Refinance Loan

Service Credentials

My Profile

Manage Portal >



How to Register a New Loan

Import Loan Information

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 DO/DU

Retrieve existing loan from LPA

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

Status and Agents | Borrowers | Assets | Liabilities | REOs | Loan & Property | Declarations | Demographic | Originator | Lender Loan Info | Continuation

Application Information | Muhammad Ishtiaq | Income Editor | APPLICATION MANAGEMENT

Closing Costs

Pricing

Loan Information

Rate Lock

Personal Information - Muhammad Ishtiaq

Name

First Name: Muhammad | Middle Name: | Last Name: Ishtiaq | Suffix: |

Consumer has positive rental payment history

Consumer has foreign addresses

Current Address: |



How to Register a New Loan

Point of Contact

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

Application Information: First American - PROD | Credit Plus - Settlement Services Worksheet (SSW) | LodeStar

Status: Current Status: Loan Open | Status Date: 8/26/2024 | Action: view status certificate

Agents

Assigned Agents in Broker/Co.

Loan Officer Name: [REDACTED] Email: mlmscenarios@gmail.com Phone: (215) 206-2100	Processor Name: [REDACTED] Email: mlmscenarios@gmail.com Phone: (215) 206-2100
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Assigned Agents in Community Savings

Processor Name: Email:	Junior Underwriter Name: Email:	Lender Account Executive Name: Jeff Sherwood Email: jsherwood@myc
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Re-Assign Processor

Search for: [input] ("s" for John Smith or Sam Cash, "b s" for Bob Smith)

Processor status: Active Inactive Any Status

SEARCH [magnifying glass icon]

Processor

- Alexis Rose
- Jeff Broker
- Nik Broker

CLOSE



How to Register a New Loan

Financed Properties

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.

Rate Lock Expiration Date: 9/25/2024 (Assumes a 30-day lock.)

Other Information

Loan Originator is Paid By Lender Borrower

0.000% of +

Expected AUS Response

Number of Financed Properties [explain](#)

Prior Sales Date [explain](#)

MI Need LTV [?](#)

Conv Loan PMI Type

Is UFMIP/FF Financed? Yes No

Override Auto-Calculated UFMIP/FF? Yes No

FHA UFMIP VA Funding Fee

USDA Rural Guarantee Fee

Credit Seasoning

Housing Event

ITIN Loan Yes No

Is P&L? Yes No

Non-Warrantable Condo Yes No

Income doc type is 1099? Yes No

Number of Programs: 47



How to Register a New Loan

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.

The screenshot displays a web application interface for loan management. On the left is a vertical navigation menu with the following items: Status and Agents, Application Information, Closing Costs, Pricing (highlighted with an orange box), Loan Information, Rate Lock, QM, Disclosures, E-docs, Conditions (0), and Order Services. An orange arrow points from the 'Pricing' menu item to the main content area. The main content area is titled 'Pricing' and includes the text 'First American - PROD' and 'Credit Plus - Settlement Services Worksheet'. Below this, there is a field for 'Horizon of borrower interest' set to '60 months' with an '(explain)' link. There are two tabs: 'Applications (1)' (selected) and 'Property & Loan Info'. Under the 'Applications (1)' tab, there are buttons for 'Remove this application' and 'Add New 1003 Application', and a dropdown menu for 'Applications (1)' showing 'Smith, Jane'. Below this is the 'Applicant Info' section with the following fields: First Name (Jane), Middle Name, Last Name (Smith), Suffix, SSN (999-99-9999), E-mail (janesmith@gmail.com), and Citizenship (Permanent Resident). At the bottom, there are three rows of fields: 'Monthly Income' (\$10,550.00) with an 'Explain' link and a 'Self Employed?' checkbox (checked); 'First Time Home Buyer?' (checked) with an 'Explain' link and 'Has Housing History?' (unchecked); and 'Is Eligible for VA Loan?' (unchecked) with a 'Determine' link.



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How to Reissue Credit Continued

Select “Determine” and either upload the written authorization or select verbal authorization for each borrower and enter the appropriate date.

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.

Please select an option

All Borrowers Have Authorized Credit Check [Determine](#)

Total Payment / month
[Edit Liabilities](#)

Liquid Assets [Explain](#)

Negative Cash Flow from Other Properties [Explain](#)

Order New Credit Report
 Re-Issue Credit Report
 Upgrade Existing Credit Report to Tri-Merge Report
 Manually Enter Credit Report

Credit Provider Information

Credit Provider: [Is my credit provider supported?](#)

The screenshot shows a web form with several sections. At the top, it says "Please select an option". Below this, there are several input fields and buttons. An orange arrow points to the "Determine" button. Below that, there are input fields for "Total Payment" (\$738.00 / month), "Liquid Assets" (\$103,244.00), and "Negative Cash Flow from Other Properties" (\$0.00). There are also links for "Edit Liabilities", "Explain", and "Explain". Below these are radio button options: "Order New Credit Report", "Re-Issue Credit Report" (which is selected), "Upgrade Existing Credit Report to Tri-Merge Report", and "Manually Enter Credit Report". Another orange arrow points to the "Re-Issue Credit Report" option. Below the radio buttons is a section titled "Credit Provider Information" with a link "Is my credit provider supported?". Below that is a dropdown menu showing "AVANTUS". At the bottom, there are two buttons: "Re-Issue Credit" and "Revise Property & Loan Info". An orange arrow points to the "Re-Issue Credit" button.



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Property Information

7. Once credit is imported, move to the “Property and Loan Info” tab and confirm the subject property information is correct. Change “Doc Type” to the desired income calculation method and enter your borrower paid compensation amount in the percentage box notated below.

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

The screenshot shows the 'Property & Loan Info' tab with the 'Property Information' section highlighted. The form includes fields for Street Address (555 TBD Lane), Zip Code (12205), State (NY), County (Albany), and City (Albany). It also has checkboxes for 'In Rural Area?' and 'Is Seasonal Property?'. A dropdown menu for 'Property Use' is set to 'Primary Residence'. At the bottom, there is a field for 'Additional Monthly Housing Expenses' with a value of \$466.00 and a 'calculate' button.

The screenshot shows the 'Loan Information' section. It includes a dropdown for 'Impound Type' set to 'Tax and insurance escrow'. A checkbox for 'Has Property Inspection Waiver?' is unchecked. The 'Doc Type' dropdown is set to 'Full Document' and is highlighted with an orange arrow. Other fields include 'Appraised Value' (\$273,000.00), 'Sales Price' (\$273,000.00), 'Down Payment' (25.000% / \$68,250.00), and '1st Lien' (75.000% / \$204,750.00). The 'Rate Lock Period' is set to 30 days.

The screenshot shows the 'Other Information' section. It includes a dropdown for 'Loan Originator is Paid By' set to 'Borrower' and is highlighted with an orange arrow. A field for 'Borrower Paid Compensation' is set to 0.000% and is also highlighted with an orange arrow. Other fields include 'Expected AUS Response' (DU Approve/Eligible), 'Number of Financed Properties' (1), 'Prior Sales Date', 'MI Need LTV' (75.000%), and 'Conv Loan PMI Type' (No MI). There are also checkboxes for 'Is UFMIP/FF Financed?' and 'Override Auto-Calculated UFMIP/FF?'. At the bottom, there is a 'Run Price My Loan' button and 'Number of Programs: 47'.



How to Register a New Loan

Eligible/Ineligible Programs

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.

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

Eligible Loan Programs

* - The costs displayed are the borrower's non-financed settlement charge
** - exceeds the MAX DTI / No Incon

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
- 15 YR FIXED NONCONFORMING										
pin register request lock	8.000	0.000	1,956.70	29.959	8.995	+	\$30,883.58	\$99,495.46	206.6	CA 15 YR FIXED
pin register request lock	7.875	0.250	1,941.95	29.819	8.911	+	\$31,903.07	\$100,003.07	207.7	CA 15 YR FIXED
pin register request lock	7.750	0.500	1,927.26	29.680	8.827	+	\$32,410.68	\$100,510.68	208.7	CA 15 YR FIXED
pin register request lock	7.625	0.750	1,912.63	29.542	8.743	+	\$32,918.29	\$101,018.29	209.8	CA 15 YR FIXED
pin register request lock	7.500	1.000	1,898.06	29.403	8.659	+	\$33,425.90	\$101,525.90	210.9	CA 15 YR FIXED
pin register request lock	7.375	1.250	1,883.54	29.266	8.574	+	\$33,933.51	\$102,033.51	212.0	CA 15 YR FIXED
pin register request lock	7.250	1.500	1,869.09	29.129	8.490	+	\$34,441.12	\$102,541.12	213.1	CA 15 YR FIXED
pin register request lock	7.125	1.750	1,854.69	28.992	8.405	+	\$34,948.73	\$103,048.73	214.2	CA 15 YR FIXED
- 30 YR FIXED NONCONFORMING										
pin register request lock	8.000	0.000	1,502.38	25.653	8.636	+	\$30,883.58	\$99,495.46	254.3	CA 30 YR FIXED
pin register request lock	7.875	0.250	1,484.58	25.484	8.535	+	\$31,903.07	\$100,003.07	256.4	CA 30 YR FIXED
pin register request lock	7.750	0.500	1,466.85	25.316	8.433	+	\$32,410.68	\$100,510.68	258.4	CA 30 YR FIXED
pin register request lock	7.625	0.750	1,449.21	25.149	8.331	+	\$32,918.29	\$101,018.29	260.6	CA 30 YR FIXED
pin register request lock	7.500	1.000	1,431.64	24.982	8.229	+	\$33,425.90	\$101,525.90	262.7	CA 30 YR FIXED
pin register request lock	7.375	1.250	1,414.16	24.817	8.127	+	\$33,933.51	\$102,033.51	264.9	CA 30 YR FIXED
pin register request lock	7.250	1.500	1,396.76	24.652	8.024	+	\$34,441.12	\$102,541.12	267.1	CA 30 YR FIXED
pin register request lock	7.125	1.750	1,379.44	24.488	7.921	+	\$34,948.73	\$103,048.73	269.3	CA 30 YR FIXED



Ineligible Loan Programs

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
+ 15 YR FIXED NONCONFORMING										
+ 15 YR FIXED NONCONFORMING 12MO PPP										
+ 15 YR FIXED NONCONFORMING 24MO PPP										
+ 15 YR FIXED NONCONFORMING 36MO PPP										
- 30 YR FIXED NONCONFORMING										
CA ITIN 30 YEAR FIXED										
<small>** * ITIN ONLY</small>										
<small>View More <input type="checkbox"/></small>										
register request lock	9.375	0.000	1,703.01	27.555	N/A		\$30,930.50	\$99,542.38	230.8	CA ITIN 30 YEAR FIXED
+ 30 YR FIXED NONCONFORMING 12MO PPP										
+ 30 YR FIXED NONCONFORMING 24MO PPP										
+ 30 YR FIXED NONCONFORMING 36MO PPP										
+ 5/6 MO NONCONFORMING 12MO PPP 2/1/5 30 YR ARM										



How to Register a New Loan

Registering/Locking the Loan

9. Once you have chosen a program and rate, select “Register” or “Request Lock”.

Loan Program Results (36 Programs) Number of Pinned Results

Eligible Loan Programs

* - The costs of

	RATE	POINTS	PAYMENT	DTI	APR	QM	
- 30 YR FIXED NONCONFORMING							
pin register request lock	8.000	0.000	1,502.38	25.653	8.636		✖
pin register request lock	7.875	0.250	1,484.58	25.484	8.535		✖
pin register request lock	7.750	0.500	1,466.85	25.316	8.433		✖
pin register request lock	7.625	0.750	1,449.21	25.149	8.331		✖
pin register request lock	7.500	1.000	1,431.64	24.982	8.229		✖
pin register request lock	7.375	1.250	1,414.16	24.817	8.127		✖
pin register request lock	7.250	1.500	1,396.76	24.652	8.024		✖
pin register request lock	7.125	1.750	1,379.44	24.488	7.921		✖

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 9/25/2024 (Assumes a 30-day lock.)

WARNING: Worst case pricing will apply if lock is broken. Register now and lock later if you are unsure about the closing date.

Request Type Register Loan Lock Rate

Message to Lender

Warning

*******ALL CONDITIONS MUST BE SUBMITTED 7 BUSINESS DAYS PRIOR TO CLOSING*******

CASH OUT PROCEEDS IN ASSET SECTION NEED TO BE ENTERED IN ORDER TO CALCULATE RESERVES. PLEASE VERIFY.

FTHB UP TO 50% DTI

Agreement

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

I Agree

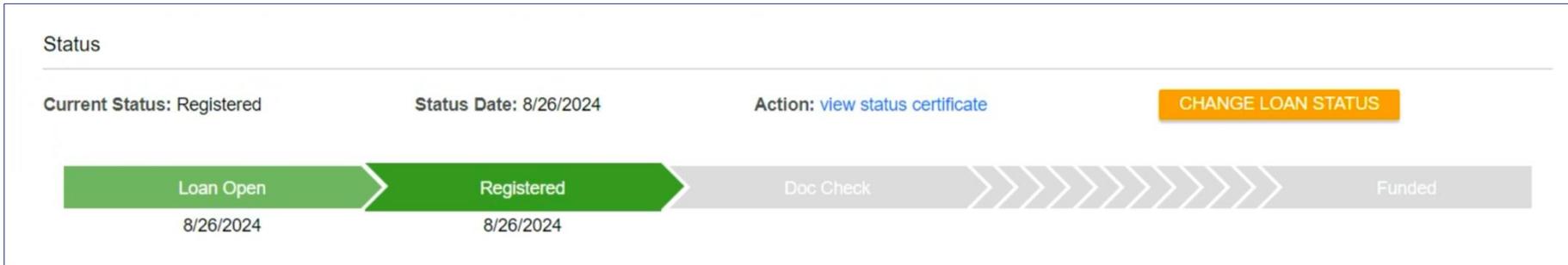
Confirm Cancel



How to Register a New Loan

Confirm Your Loan

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.



Contact us to learn more!

If you have any questions, please reach out to your Junior Underwriter or Account Executive for assistance.

