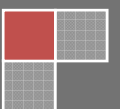




# How To...

## Using our Loan Product Pricing & Eligibility Engine

A quick guide to finding, pricing and locking your loans.



# Typical Workflow

---

Capture Basic Information  
from Borrower

The first step in finding the right loan program for your borrower is to understand their needs.

Sign-In to Our Eligibility  
and Pricing Engine

You will need a unique user name and password to gain access.

Page 3

Enter and Submit  
Scenario Data

You can either key in the information or upload a Point or DU file.

Pages 4 - 8

Evaluate Results

Our platform will return both eligible and disqualified products. You can compare products and drill down into the details with a single click.

Pages 9 – 12  
Pages 18 – 20

Select Desired Product,  
Rate and Lock Period

Once you find the product that is the best fit, pick the lock period and rate that will meet your borrower's needs.

Pages 13 - 17

Request a Lock

Your request hits our lock desk instantly. You will know your exact price, and we will have all the information we need.

Page 14 - 17

Managing Your Pipeline

Manage Lock Requests and Scenarios

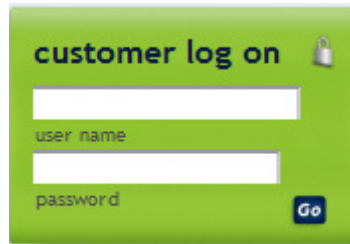
Page 21-27

# Logging In

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## Logging In

Enter your User Name (UN) and Password (PW) where indicated, and click the **Go** button.

A green rectangular login form with a white border. At the top left, it says "customer log on" in black text, followed by a small lock icon. Below this is a white input field. Underneath the first field, the text "user name" is written in a smaller font. Below that is another white input field. Underneath the second field, the text "password" is written in a smaller font. In the bottom right corner of the form, there is a small blue button with the word "Go" in white text.

## Forgotten User Name or Password

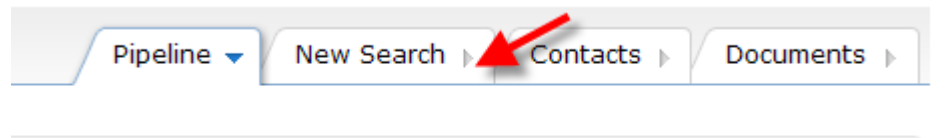
If you have forgotten your User Name and/or Password, please contact us.

# Creating a Loan

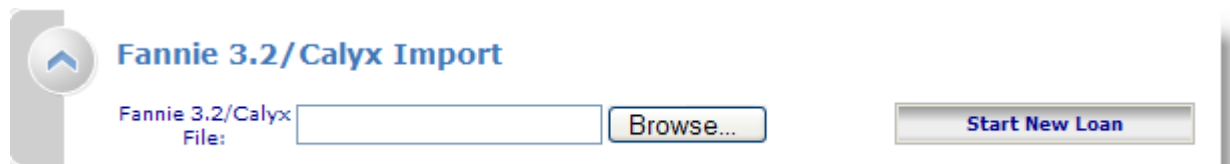
---

## Entering Loan Data

1. Click the **New Search** option in the menu on the top right hand side of the screen.



2. Upload a Point (.brw or .prs) or a Fannie Mae DU 3.2 (.fnm) file using the **Browse** button located at the bottom of the screen...



...and click the **Start New Loan** button.

or

Key in the loan scenario information manually





If you select more than one check box, the system will return products in each lien designation separately.

For example, if you select both **Search for First** and **Search for Second** the system will first evaluate first liens, and after you select a product and price the system will then evaluate second liens

## About Borrower Information

Included in the **Borrower Information** section of the **Search Form** are fields that describe the documentation requirements for the loan. Because investors do not consistently use the same terminology to describe their documentation requirements, you will indicate the specific needs of your borrower for **Income**, **Assets**, and **Employment** separately.

## About Property Information

Included in the **Property Information** section of the **Search Form** are fields that describe the type of property for the loan. Because investors do not consistently use the same terminology to identify various property types, you will indicate the specific needs of your borrower for **Property Type**, **Number of Units**, and **Number of Stories**.

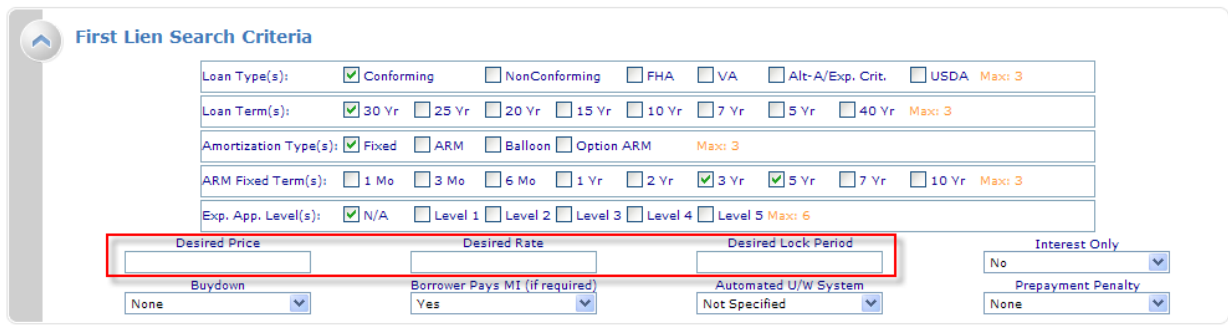
To search for programs that support multi-family properties, select **Single Family** as the **Property Type** and enter the value for the **Number of Units**.

When you set the **Property Type** to **Condo**, you must fill in the **Number of Stories**.



## About Lien Search Criteria

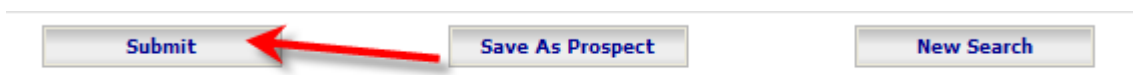
Included in the First Lien Search Criteria section of the Search Form are fields that let you specify a desired Price, Rate, and/or Lock Period.



If any of these fields are left blank, the system will assume you want the lowest rate, closest to par, on a 30 day lock.

If an exact match is not available, the system will return eligible products, but the rate, price, and lock period will be displayed as “N/A” and you will simply select an acceptable value from the price grid.

- Click the **Submit** button (located at both the top and bottom of the screen)



- Upon submission, the product and pricing engine (PPE) will evaluate your loan scenario against our library of products.



Though products may return eligible, this system does NOT return an underwriting approval.



Click the **Save As Prospect** button if you would like to save the scenario so that you can quickly check eligibility and pricing information for the borrower again in the future.

The scenario will appear on your **Pipeline** with the status set as “Prospect”. To learn more about your **Pipeline**, see “Managing Your Pipeline” below.

# Evaluating Eligible Products

The first section displayed on the **Search Results** screen will contain the eligible products based on your search criteria.

Links	Eligible Product	Rate	Price	Days	P&I	Detail	Compare
 	<a href="#">FHLMC Conforming 30 Yr Fixed (214/215)</a>	4.625	100.343	30	\$514	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Conforming 30 Yr Fixed FHLMC (348)</a>	4.625	100.206	30	\$514	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Conforming 30 Yr Fixed FNMA (346)</a>	4.625	100.206	30	\$514	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Agency 30 Yr Fixed</a>	4.750	100.060	30	\$522	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Agency Community 97 30 Yr. Fixed</a>	5.500	100.053	30	\$568	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Agency Freddie Mac Home Possible 97 30 Yr Fixed</a>	5.750	100.053	30	\$584	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">My Community 30 Yr Fixed (559)</a>	7.000	100.093	30	\$665	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Conforming 30 Yr My Community Fixed (U26)</a>	7.625	102.662	30	\$708	<a href="#">Show</a>	<input type="checkbox"/>

## Sorting the Results

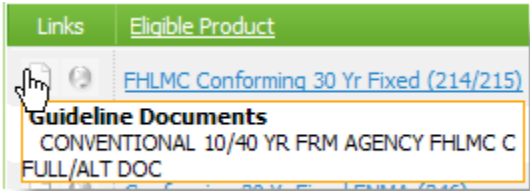
By default, eligible products will be ranked by best rate, closest to par on a 30 day lock period.

You can reorder the list by clicking on any of the underlined column headings: Eligible Product, Rate, Price, Days, or P&I.

## Underwriting Guidelines

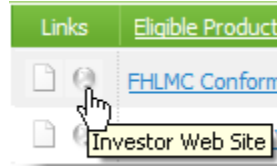
If available, you can access the complete underwriting guidelines for a specific product:

1. Hover your mouse over the page icon **in the** first column
2. Select the appropriate document from the list



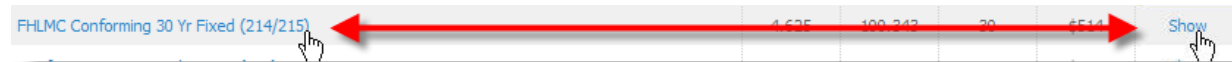
## Investor's Website

If available, you can launch the Investor's website by clicking the internet icon in the second column



## Accessing a Product's Pricing Grid

Display the entire pricing grid (including adjustments) for a selected product by clicking either the **Product Name** or the **Show** link.



All pricing is fully adjusted to include the adjustments detailed below the grid.

Pricing Last Updated: 01/13/09 7:30 AM		Search Timestamp: 01/13/09 1:42 PM			
Rate	P&I	15 Day	30 Day	45 Day	60 Day
	Pmt	01/28/09	02/12/09	02/27/09	03/13/09
4.250	\$492	99.042	98.982	98.810	98.637
4.375	\$499	99.662	99.602	99.430	99.257
4.500	\$507	99.998	99.938	99.766	99.594
4.625	\$514	100.266	100.206	100.035	99.863
4.750	\$522	100.596	100.536	100.365	100.193
4.875	\$529	101.177	101.117	100.946	100.774
5.000	\$537	101.463	101.403	101.232	101.061
5.125	\$544	101.691	101.631	101.461	101.290
5.250	\$552	101.903	101.843	101.673	101.503
5.375	\$560	101.935	101.875	101.690	101.504
5.500	\$568	102.173	102.113	101.928	101.743
5.625	\$576	102.364	102.304	102.120	101.935
5.750	\$584	102.546	102.486	102.302	102.117
5.875	\$592	102.709	102.649	102.465	102.281
6.000	\$600	102.543	102.483	102.315	102.147
6.125	\$608	102.706	102.646	102.479	102.311

The values in the grid include all the adjustments below.

Reason	Points	SRP	Rate	Margin
State is Zone 2, AND Waive Escrows is With Escrows	-0.070	0.000	0.000	0.000
Loan Amt is > = \$100,000 - < \$150,000	-0.050	0.000	0.000	0.000
<b>Total Adjustments</b>	<b>-0.120</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

Notes/Advisories:  
 1. Please be aware, all declining market policies are subject to MI availability. Please contact Lender for additional information.  
 2. For this scenario, AUS Not Specified was run through eligibility and pricing as LP.

## Comparing Eligible Products

You can also compare pricing on up to six (6) products side-by-side.

1. Click on each check box  in the column labeled **Compare**, corresponding to the products you wish to review.
2. Click on the **Side-by-Side Comparison** tab at the top of the column

Links	Eligible Product	Rate	Price	Days	P&I	Detail	Compare
 	<a href="#">FHLMC Conforming 30 Yr Fixed (214/215)</a>	4.625	100.343	30	\$514	<a href="#">Show</a>	<input checked="" type="checkbox"/>
 	<a href="#">Conforming 30 Yr Fixed FHLMC (348)</a>	4.625	100.206	30	\$514	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Conforming 30 Yr Fixed FNMA (346)</a>	4.625	100.206	30	\$514	<a href="#">Show</a>	<input checked="" type="checkbox"/>
 	<a href="#">Agency 30 Yr Fixed</a>	4.750	100.060	30	\$522	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Agency Community 97 30 Yr, Fixed</a>	5.500	100.053	30	\$568	<a href="#">Show</a>	<input checked="" type="checkbox"/>
 	<a href="#">Agency Freddie Mac Home Possible 97 30 Yr Fixed</a>	5.750	100.053	30	\$584	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">My Community 30 Yr Fixed (559)</a>	7.000	100.093	30	\$665	<a href="#">Show</a>	<input type="checkbox"/>
 	<a href="#">Conforming 30 Yr My Community Fixed (U26)</a>	7.625	102.662	30	\$708	<a href="#">Show</a>	<input type="checkbox"/>

Printable Results    Select View:    Full Product Listing    Top Products by Type    Top Products    **Side-by-Side Comparison**    Blended Comparison    Best Pricing

Comparison Results:

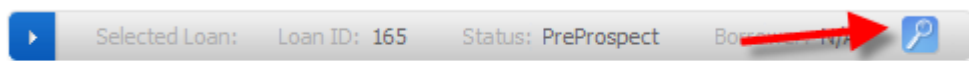
	FHLMC Conforming 30 Yr Fixed (214/215)	Conforming 30 Yr Fixed FNMA (346)	Agency Community 97 30 Yr. Fixed
Links:			
Rate	30 Day	30 Day	30 Day
4.250	98.757	98.982	
4.375	99.457	99.602	
4.500	99.926	99.938	
4.625	100.343	100.206	
4.750	100.706	100.536	
4.875	101.015	101.117	98.784
5.000	101.084	101.403	99.065
5.125	101.394	101.631	99.310
5.250	101.653	101.843	99.713
5.375	101.863	101.875	99.939
5.500	101.677	102.113	100.053
5.625	101.892	102.304	100.106
5.750	102.066	102.486	100.393
5.875	102.201	102.649	100.631
6.000	101.917	102.483	100.715
6.125	102.067	102.646	100.803
6.250	102.189		100.850
6.375	102.287		101.007
6.500	102.066		101.092
6.625	102.180		101.179
6.750			101.242
6.875			101.452
Adjustment Summary:			
Total Rate Adj.	0.000	0.000	0.000
Total Margin Adj.	0.000	0.000	0.000
Total Price Adj.	-0.063	-0.120	-0.750
Total SRP	1.358	0.000	1.450

- To return to the original list of products, click on the **Full Product Listing** tab located to the left of the **Side-by-Side Comparison Results** screen.



You can make quick modifications to a file by entering or changing values in the fields at the top of the result list and clicking the **Re-Submit** button.

To modify a parameter not available on this list, click the **Revise Product Search** one click icon located beneath the top **Navigation** panel



# Working with Pricing

You can review detailed pricing from either a single product grid or from the comparison grid:

Confirming 30 Yr Fixed FHLMC (348) 4.625 100.206 30 \$514 Hide

Pricing Last Updated: 01/13/09 7:30 AM Search Timestamp: 01/13/09 1:42 PM

Rate	P&L	15 Day	30 Day	45 Day	60 Day
	Pmt	01/28/09	02/12/09	02/27/09	03/13/09
4.250	\$492	99.042	98.982	98.810	98.637
4.375	\$499	99.662	99.602	99.430	99.257
4.500	\$507	99.998	99.938	99.766	99.594
4.625	\$514	100.266	100.206	100.035	99.863
4.750	\$522	100.596	100.536	100.365	100.193
4.875	\$529	101.177	101.117	100.946	100.774
5.000	\$537	101.463	101.403	101.232	101.061
5.125	\$544	101.691	101.631	101.461	101.290
5.250	\$552	101.903	101.843	101.673	101.503
5.375	\$560	101.935	101.875	101.690	101.504
5.500	\$568	102.173	102.113	101.928	101.743
5.625	\$576	102.364	102.304	102.120	101.935
5.750	\$584	102.546	102.486	102.302	102.117
5.875	\$592	102.709	102.649	102.465	102.281
6.000	\$600	102.543	102.483	102.315	102.147
6.125	\$608	102.706	102.646	102.479	102.311

The values in the grid include all the adjustments below.

Reason	Points	SRP	Rate	Margin
State is Zone 2, AND Wave Escrows is With Escrows	-0.070	0.000	0.000	0.000
Loan Amt is > = \$100,000 < \$150,000	-0.050	0.000	0.000	0.000
<b>Total Adjustments</b>	<b>-0.120</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

Notes/Advisories:  
 1. Please be aware, all declining market policies are subject to MI availability. Please contact Lender for additional information.  
 2. For this scenario, AUS Not Specified was run through eligibility and pricing as LP.

Printable Results Select View: Full Product Listing Top Products by Type Top Products Side-by-Side Comparison Blended Comparison Best Pricing

Comparison Results:

Links:	FHLMC Confirming 30 Yr Fixed (214/215)	Confirming 30 Yr Fixed FHMA (346)	Agency Community 97 30 Yr. Fixed
Rate	30 Day	30 Day	30 Day
4.250	98.757	98.982	
4.375	99.457	99.602	
4.500	99.926	99.938	
4.625	100.343	100.206	
4.750	100.706	100.536	
4.875	101.015	101.117	98.784
5.000	101.084	101.403	99.065
5.125	101.394	101.631	99.310
5.250	101.653	101.843	99.713
5.375	101.863	101.875	99.939
5.500	101.677	102.113	100.053
5.625	101.892	102.304	100.106
5.750	102.066	102.486	100.393
5.875	102.201	102.649	100.631
6.000	101.917	102.483	100.715
6.125	102.067	102.646	100.803
6.250	102.189		100.850
6.375	102.287		101.007
6.500	102.066		101.092
6.625	102.180		101.179
6.750			101.242
6.875			101.452

Adjustment Summary:

	FHLMC Confirming 30 Yr Fixed (214/215)	Confirming 30 Yr Fixed FHMA (346)	Agency Community 97 30 Yr. Fixed
Total Rate Adj.	0.000	0.000	0.000
Total Margin Adj.	0.000	0.000	0.000
Total Price Adj.	-0.063	-0.120	-0.750
Total SRP	1.358	0.000	1.450

1. Click the **Price** for the rate/lock period combination you are interested in locking and you will be directed to the **Lock Form**

**Borrower Information**

Borrower First Name:

Borrower SSN:

Borrower Home Phone:

Borrower Middle Name:

FICD:

Borrower Work Phone:

Borrower Last Name:

Self Employed:

Borrower DOB:

Suffix:

Citizenship:

Borrower Email:

**Property Information**

Property Type:

Occupancy:

Number of Units:

Number of Stories:

Property Address:

Property Address (cont.):

Property City:

State:

Property Zip:

County:

**Loan Information**

First Lien Amt.:

Price / Estimated Value:

LTV:

Second Mtg. Type:

Waive Escrows:

Closed End Second:

Appraisal Amount:

CLTV:

Income Documentation:

Lock Expiration:

HELOC Line Amt.:

Loan Purpose:

HCLTV (line amt.):

Asset Documentation:

HELOC Drawn Amt.:

Cash-Out Amount:

HCLTV (drawn amt.):

Employment Documentation:

**First Lien Information**

Product Name:

Product Code:

Search Timestamp:

Rate:

Price:

Lock:

Margin:

Buydown:

Automated I/W System:

Prepayment Penalty:

Interest Only:

Borrower Pays MI (if required):

Reason	Points	SPP	Rate	Margin
State is Zone 2, AND Waive Escrows is With Escrows	-0.070	0.000	0.000	0.000
Loan Amt is > = \$100,000 - < \$150,000	-0.050	0.000	0.000	0.000
<b>Total Adjustments:</b>	<b>-0.120</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

Notes/Advisories:  
 1. Please be aware, all declining market policies are subject to MI availability. Please contact Lender for additional information.  
 2. For this scenario, AUS Not Specified was run through eligibility and pricing as DU.

- From the **Lock Form**, click the appropriate button to select the action you would like to complete (see options below)

### Option A – Print a Copy

A printer friendly version of this **Lock Form** is available for you to generate locally for your files.

- Click the **Printer Friendly Version** button to launch a simple **Lock Form** screen

- Click the **Print** button at the top of the new **Lock Form**

Borrower Information			
<b>Borrower First Name :</b>	<b>Borrower Middle Name :</b>	<b>Borrower Last Name :</b>	<b>Suffix :</b>
<b>Borrower SSN :</b>	<b>FICO : 780</b>	<b>Self Employed : No</b>	<b>Citizenship : U.S. Citizen</b>
<b>Borrower Home Phone :</b>	<b>Borrower Work Phone :</b>	<b>Borrower DOB :</b>	<b>Borrower Email :</b>

Property Information			
<b>Property Type :</b> Single Family	<b>Occupancy :</b> Primary Residence	<b>Number of Units :</b> 1 Unit	<b>Number of Stories :</b> 1
<b>Property Address :</b>		<b>Property Address (cont.) :</b>	
<b>Property City :</b>	<b>State :</b> Colorado (CO)	<b>Property Zip :</b>	<b>County :</b> Adams

Loan Information			
<b>First Lien Amt. :</b> \$100,000.00	<b>Closed End Second :</b> \$0.00	<b>HELOC Line Amt. :</b> \$0.00	<b>HELOC Drawn Amt. :</b> \$0.00
<b>Price / Estimated Value :</b> \$120,000.00	<b>Appraisal Amount :</b> \$120,000.00	<b>Loan Purpose :</b> Purchase	<b>Cash-Out Amount :</b> \$0.00
<b>LTV :</b> 83.33	<b>CLTV :</b> 0	<b>HCLTV (line amt.) :</b> 0	<b>HCLTV (drawn amt.) :</b> 0
<b>Second Mtg. Type :</b> None	<b>Income Documentation :</b> Verified	<b>Asset Documentation :</b> Verified	<b>Employment Documentation :</b> Verified
<b>Waive Escrows :</b> No	<b>Lock Expiration :</b>		

First Lien Information			
<b>Product Name :</b> Conforming 30 Yr Fixed FNMA	<b>Product Code :</b> 346	<b>Search Timestamp :</b> 01/13/09 01:42PM	
<b>Rate :</b> 5.000	<b>Price :</b> 101.403	<b>Lock :</b> 30	<b>Margin :</b> 0
<b>Buydown :</b> None	<b>Automated U/W System :</b> Not Specified	<b>Prepayment Penalty :</b> None	<b>Interest Only :</b> No
<b>Borrower Pays MI (if required) :</b> Yes			

Reason	Points	SRP	Rate	Margin
State is Zone 2, AND Waive Escrows is With Escrows	-0.070	0.000	0.000	0.000
Loan Amt is > = \$100,000 - < \$150,000	-0.050	0.000	0.000	0.000
<b>Total Adjustments:</b>	<b>-0.120</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

**Notes/Advisories:**

1. Please be aware, all declining market policies are subject to MI availability. Please contact Lender for additional information.
2. For this scenario, AUS Not Specified was run through eligibility and pricing as DU.

- Use the **Back** button (next to the **Print** button) to return to the **Lock Form** screen.

## Option B – Save Loan

If after reviewing the results you are not ready to request a lock, you may want to save the scenario so that you can quickly check eligibility and pricing information for the borrower again in the future.

To save your loan scenario in your **Pipeline**, simply click the **Save Loan** button.

To learn more about your **Pipeline**, see “Managing Your Pipeline” below.

## Option C – Register the Loan

If you want to register this loan, but you are not ready to lock it at this time, click the **Register Loan** button.

Once registered, the status of the loan will be updated to “Registered” in your **Pipeline**. To learn more about your **Pipeline**, see “Managing Your Pipeline” below.

## Option D – Request Lock

Our platform is the primary method you should use to request a rate lock on a borrower file. Ensure that all required fields [ • ] have been completed.

1. From the **Lock Form**, click the **Request Lock** button
2. Our lock desk will be automatically notified of your request
3. The loan status will update to “Lock Pending” in your **Pipeline**

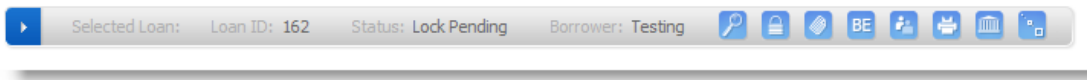
Borrower	Product	Loan Amt	Rate	Price	Lock	Status	Loan #	Edit
Testing	Chase Correspondent - FHLMC Conforming 30 Yr Fixed	\$200,000	5.375	102.312	30	Lock Pending	162	<a href="#">Select</a>
SMITH	Citi - Agency 30 Yr Fixed	\$150,000	6.250	101.584	30	Locked	153	<a href="#">Select</a>
	Conforming 30 Yr Fixed FNMA	\$100,000	5.000	101.403	30	Prospect	165	<a href="#">Select</a>

First Previous | 1 of 1 | Next Last

4. Once we accept or deny your lock request, you will receive a confirmation via email from our lock desk
5. The loan status will update to “Locked” or “Denied” in your **Pipeline**




Information about the file you are currently working on will always be presented below the navigation at the top of each screen.



# Evaluating Ineligible Products



Another section displayed on the **Search Results** screen will contain the ineligible products based on your search criteria.



Links	Ineligible Product	Detail
 	<a href="#">30 Yr Fixed Agency IO (192)</a>	<a href="#">Show</a>
 	<a href="#">Agency 30 Yr Fixed Interest Only</a>	<a href="#">Show</a>

To identify specifically why a product is disqualified, simply click the product name or the **Show** link.

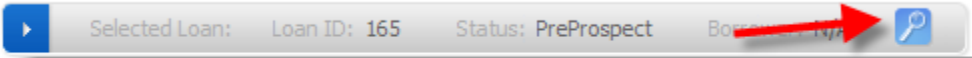


Links	Ineligible Product	Detail
 	<a href="#">30 Yr Fixed Agency IO (192)</a>	<a href="#">Hide</a>
Disqualifiers: 1. Interest Only is No		



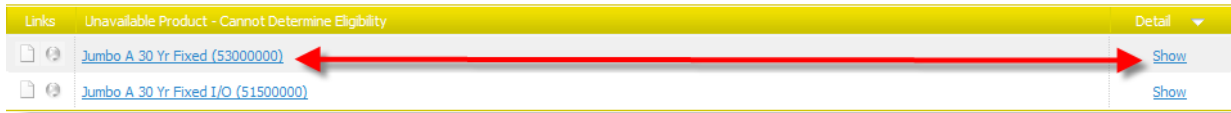
You can make quick modifications to a file by entering or changing values in the fields at the top of the result list and clicking the **Re-Submit** button.




To modify a parameter not available on this list, click the **Revise Product Search** one click icon located beneath the top **Navigation** panel



# Cannot Determine Eligibility

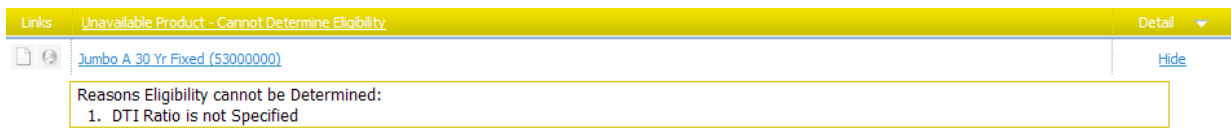
Another section that may be displayed on the **Search Results** screen will contain products where we cannot determine eligibility based on your search criteria.





Links	Unavailable Product - Cannot Determine Eligibility	Detail
 	<a href="#">Jumbo A 30 Yr Fixed (53000000)</a>	<a href="#">Show</a>
 	<a href="#">Jumbo A 30 Yr Fixed I/O (51500000)</a>	<a href="#">Show</a>

Products with this designation are missing key data elements from the **Search** screen.

To identify specifically why eligibility cannot be determined, simply click the **Product Name** or the **Show** link.



Links	Unavailable Product - Cannot Determine Eligibility	Detail
 	<a href="#">Jumbo A 30 Yr Fixed (53000000)</a>	<a href="#">Hide</a>
Reasons Eligibility cannot be Determined: 1. DTI Ratio is not Specified		

To update your scenario with the missing elements:

1. Click the **Revise Product Search** one click icon located beneath the top **Navigation** panel



2. Enter the additional parameters for your scenario (for example, the DTI Ratio)

**Borrower Information**

Borrower First Name	Borrower Last Name	Qualifying FICO Score	Months of Reserves
<input type="text"/>	<input type="text"/>	780	3
Borrower FICO	Co-Borrower FICO	DTI Ratio	Self Employed
780	<input type="text"/>	<input type="text"/>	No
Citizenship	First Time Home Buyer	Employment Documentation	Non-Occupant Coborrower
U.S. Citizen	No	Verified	No
Income Documentation	Asset Documentation		
Verified	Verified		

3. Click the **Submit** button



You can make quick modifications to a file by entering or changing values in the fields at the top of the result list and clicking the **Re-Submit** button.

# Managing Your Pipeline

When you log into our platform, you will see a list of all loans you have entered in the system.

This **Pipeline** is an easy-to-use tool to help you check the lock status of a loan, and to store scenarios that you may want to check on a frequent basis.

## Understanding the Screen

The **Pipeline** screen contains several key components:

The screenshot shows the Pipeline Options interface. At the top, it displays 'Selected Loan: Loan ID: 325 Status: Locked Borrower: Lewis'. Below this are two calendar widgets for selecting date ranges, a 'Loans per page' dropdown set to 15, and an 'LO:' field containing 'Laurie Loanofficer'. A search button is also present. Below the options is a table of loans with columns for Loan #, Borrower, Product, Loan Amt, Rate, Price, Lock Expiration, Lock, APPRAISAL, Status, and Edit. The table lists various loans with their respective details and actions like 'Select' and 'Release'.

Reference Number	Component	Explanation
1	LO Name	<p>The LO: field should show your name and confirms that you are looking at your specific <b>Pipeline</b>.</p> <p>If you see someone else's name in this field, please contact us.</p>

Reference Number	Component	Explanation
2	Date Range Options	<p>The Date Range Options allow you to select the date range you would like displayed in your <b>Pipeline</b>. The calendar tool is used for you to select the starting and ending date range for your <b>Pipeline</b> lookup based on the last date the loan was modified (or entered).</p> <p>Select date range or Use Calendar from the Date Range Options.</p> <p>Use the arrows on either side of the name of the month to change the month, and click on the date to select that value (will highlight in red).</p>
3	Loans Per Page	<p>The Loans per Page allow you to select the number of loans you would like displayed per page of your <b>Pipeline</b></p>
4	Sort By	<p>Sort the loans by any of the columns displayed in your <b>Pipeline</b> by clicking on the header of the column. You can click again to change the order from ascending to descending.</p>
5	Search Field	<p>The search tool can be used to quickly jump to any scenario in your <b>Pipeline</b> (even if it is not visible on the screen).</p> <p>Simply enter any part of any field and click the <b>Search</b> button.</p> <p><b>Note that hitting the ENTER key on your keyboard does not execute a search.</b></p> <p>You can enter as much or little information as you want. For example, entering “fixed” will return all loans with the word “fixed” in the product name. Entering “smi” will return all borrowers with the letters “smi” in their last name (like Smith).</p> <p>The system will search all of the fields in the <b>Pipeline</b> for a match to the text that you enter.</p>

Reference Number	Component	Explanation
6	One Click Navigation	<p>When the loan is in a Prospect status you will see a Magnifier icon that when clicked will bring you to the Product Search form for that particular loan.</p> <p>When the loan is in a Lock Pending or further status, you will see a Lock icon that when clicked will bring you to the Lock Form for that particular loan.</p> <p>All loan statuses will see a Note icon that when clicked will bring you to the Loan Summary form for that particular loan.</p>
7	Select Loan	<p>Clicking on the <b>Select</b> link will make that scenario your active loan, and will lock others out from making changes to that file. Depending on the status for that loan, once selected the <b>One Click Navigation</b> menu will update with functions appropriate for that specific loan.</p> <p>Additional <b>One Click Navigation</b> that will be available once the loan is selected includes the Print Icon which will bring you to the <b>Printable Lock Form</b>. The People Icon will allow you to <b>Copy</b> the selected loan. The "X" Icon will delete the selected loan.</p>

## Status Definitions

Loan #	Borrower	Product	Loan Amt	Rate	Price	Lock Expiration	Lock	APPRAISAL	Status	Edit
682	Couples	Citi - Conforming 5/1 LIBOR ARM 5/2/5 Non-Convertible	\$320,000	6.125	100.895		30	\$400,000	Lock Pending	<a href="#">Select</a>
497	Louis (Copy of 496)	Conforming 30 Yr Fixed	\$100,000	6.500	101.033		15	\$200,000	Prospect	<a href="#">Select</a>
496	Louis	Conforming 30 Yr Fixed	\$100,000	6.500	101.033		15	\$200,000	Lock Pending	<a href="#">Select</a>
443	Harrison	A Minus 30 Yr Fixed LP Level 1	\$352,510	6.000	97.479	8/17/07 5:48 PM	45	\$400,000	Locked	<a href="#">Select</a>
442	Winnipeg	Conventional 7 Yr Balloon	\$150,000	6.875	98.425	11/09/07 10:43 AM	45	\$225,000	Locked	<a href="#">Select</a>
441	Couples	Expanded Approval 30 Yr Fixed Level 2	\$320,000	7.750	101.719		30	\$400,000	Registered	<a href="#">Select</a>
325	Lewis	Wells Fargo - Conforming 30 Yr Fixed	\$125,000	6.250	101.303	10/26/07 8:11 PM	45	\$200,000	Locked	<a href="#">Select</a>
644	Couples	Citi - Conforming 30 Yr Fixed	\$320,000	6.375	100.425		30	\$400,000	Lock Pending	<a href="#">Select</a>
636	Couples	Citi - Conforming 30 Yr Fixed	\$320,000	6.500	100.889		30	\$400,000	Lock Pending	<a href="#">Select</a>
621	Nickles	Wells Fargo - Conforming 15 Yr Fixed	\$417,000	6.125	100.639		30	\$525,000	Denied	<a href="#">Select</a>

The "Status" column of the **Pipeline** will reflect one of the following settings for each file:

### Prospect

Scenarios with the status equal to "Prospect" are files that you entered into the system but have yet to register or request a lock.

Once a file is in a “Prospect” status, you can edit the scenario, re-run the product search and request a lock.

## **Registered**

Scenarios with the status equal to “Registered” are files that you have saved and are not yet ready to lock.

Once a file is in a “Registered” status, you can edit the scenario, re-run the product search and request a lock.

## **Lock Pending**

Scenarios with the status equal to “Lock Pending” are files that you have entered into the system and requested a rate lock. Your request is currently being reviewed, and we will update the status to reflect a lock approval or denial.

Once a file is in a “Lock Pending” status, you can no longer edit the scenario or re-run the product search.

## **Denied**

Scenarios with the status equal to “Denied” are files that you have entered into the system and requested a rate lock. For any of a variety of reasons, we have rejected your lock request for this file. If you have any questions as to why a particular file has received the “Denied” status, please contact us right away.

Once a file is in a “Denied” status, you can edit the scenario, re-run the product search and request a new lock.

## **Locked**

Scenarios with the status equal to “Locked” are files that you have entered into the system and requested a rate lock. We have accepted your request, and this loan is now locked with us.

Once a file is in a “Locked” status, you can no longer edit the scenario or re-run the product search.

## Reviewing Loan Status

To review **Loan Summary** information.

1. Click the Notes One Click Navigation Icon next to the loan you want to review





Loan #	Borrower	Product	Loan Amt	Rate	Price	Lock Expiration	Lock	APPRAISAL	Status	Edit
325	Lewis	Wells Fargo - Conforming 30 Yr Fixed	\$125,000	6.250	101.303	10/26/07 8:11 PM	45	\$200,000	Locked	 Select
438	Smitts		\$185,400					\$250,000	Prospect	 Loan Summary

2. Review the summary information for this loan, including any **Notes** associated with the file.

## Adding a Note

Any time after you have requested a rate lock, you can request changes to your lock by adding a message to the loan file. The types of changes you may want to submit include lock extensions, loan amount changes, price changes, etc.

1. From the **Loan Summary** screen (see instructions above for gaining access to this screen), enter the message you want to add in the "Note" field

Selected Loan: Loan ID: 325 Status: Locked Borrower: Lewis    

### Loan Summary

Product	Wells Fargo - Conforming 30 Yr Fixed	Status	Locked	LTV	62.5
Loan Amt	125000	Price / Estimated Value	200000	Appraisal Amount	200000
Rate	6.25	Price	101.303	Lock	45

### Loan Notes

Note

Email Secondary

Loan Note Board

User	Note	Loan Status	Date/Time
Larry Lockdesk	Loan has been Locked (System generated)	Locked	9/11/2007 8:11:20 PM
Laurie Loanofficer	Lock request submitted (System generated)	Lock Pending	9/11/2007 8:10:39 PM
Laurie Loanofficer	Loan saved as prospect (System generated)	PreProspect	6/5/2007 5:59:27 PM

Prev Next

2. Click the **Add Note** button
3. Your message will be added to the **Loan Note Board** list



If you check the **Send Email** box, then our lock desk will receive a notification that you added a new request.

 Email Secondary

## Releasing a Loan

When you select a loan from your **Pipeline** (as described above), access to that file will be restricted to other users (including our staff) until you are done.

The selected loan will be highlighted in your **Pipeline**:

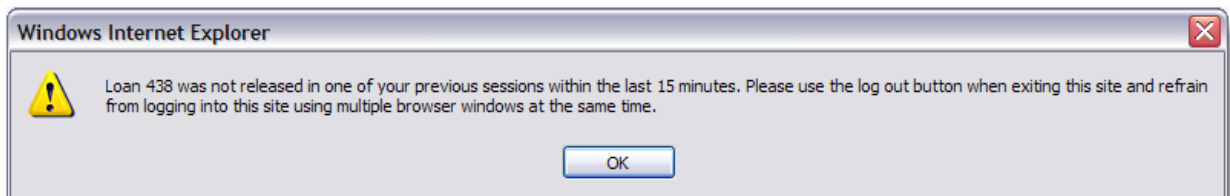
Loan #	Borrower	Product	Loan Amt	Rate	Price	Lock Expiration	Lock	APPRAISAL	Status	Edit
325	Lewis	Wells Fargo - Conforming 30 Yr Fixed	\$125,000	6.250	101.303	10/26/07 8:11 PM	45	\$200,000	Locked	 Release

After you have completed your work on a file, simply click the **Release** link.



You must either Release a loan or Log-Out of the system at the end of your session.

Failure to release a loan will restrict access to you and to any other user (including our lock desk) for 15 minutes.





Whenever a loan is selected, information about that file will be presented at the top of each screen you are working on.

