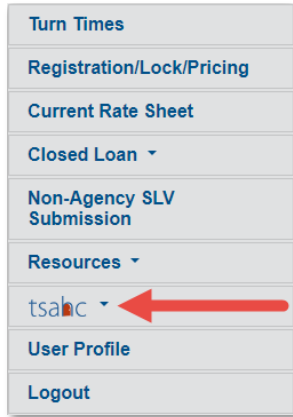
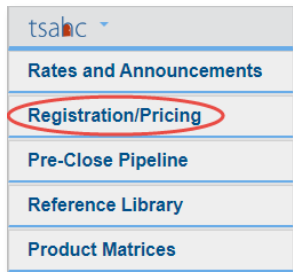


1. After logging into the system, click the **TSAHC logo** in the left navigation pane.





2. Under the **TSAHC logo**, click **Registration/Pricing**.



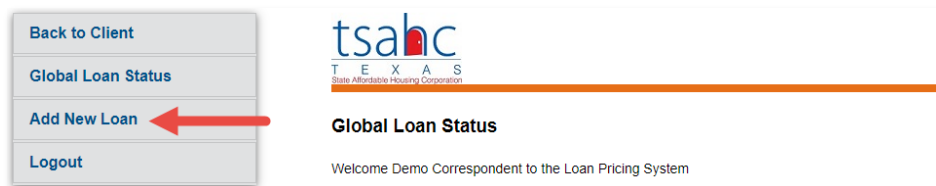
Important!

Make sure to click **Registration/Pricing** under **TSAHC**, not the **Registration/Lock/Pricing** link under Turn Times.

 <p style="color: green; font-weight: bold;">Correct</p>	 <p style="color: red; font-weight: bold;">Incorrect</p>
---	--

The **Global Pipeline** screen displays all the loans in your pipeline in varying statuses. Each status is a hyperlink that shows all the loans in the associated status.

3. Click **Add New Loan**.



- If you have a properly formatted file, click **Choose File** to locate the file to upload, then click **Upload** to upload an existing loan file.

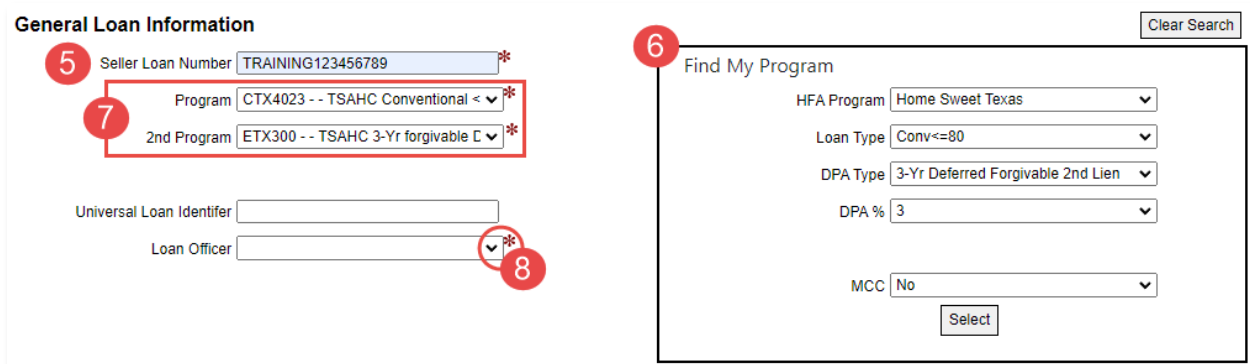
Upload a File?

If you have a properly-formatted file, you can upload it below to auto-fill the loan data. Please ensure that all required fields are completed before pricing the loan.

No file chosen

Note: Alternatively, you can manually enter the information on the loan information screen.

- Input your company's loan identification number in the **Seller Loan Number** field.
- Use the **Find My Program** tool to locate your program or narrow your choice of TSAHC programs.
 - HFA Program:** select **Home Sweet Texas**, **Texas Heroes**, or **Bond**.
 - Loan Type:** select **FHA**, **VA**, **USDA**, **Conv<=80%**, or **Conv<80%**.
 - DPA Type:** if applicable, select **3-Yr Deferred Forgivable 2nd Lien** or **Grant**.
 - DPA %:** select **2**, **3**, **4**, or **5**.
 - MCC:** select **No** or **Yes**.
 - Click **Select** to see the results returned in the **Program** field.
- Use the **Program** and **2nd Program** fields to choose your programs, if applicable.
- Use the **Loan Officer** drop-down menu to select the loan officer's name.



The screenshot shows the 'General Loan Information' form. Callout 5 points to the 'Seller Loan Number' field containing 'TRAINING123456789'. Callout 7 points to the 'Program' and '2nd Program' dropdown menus, with 'Program' set to 'CTX4023 -- TSAHC Conventional <' and '2nd Program' set to 'ETX300 -- TSAHC 3-Yr forgivable E'. Callout 8 points to the 'Loan Officer' dropdown menu. Callout 6 points to the 'Find My Program' panel, which includes dropdowns for 'HFA Program' (Home Sweet Texas), 'Loan Type' (Conv<=80), 'DPA Type' (3-Yr Deferred Forgivable 2nd Lien), 'DPA %' (3), and 'MCC' (No), along with a 'Select' button and a 'Clear Search' button.

Note: The loan officer must be linked to the loan to qualify as a participating lender or achieve Top Lender status with TSAHC. This process enables TSAHC to generate production reports for Lender Rewards/Recognition.

- Continue through the loan data fields and complete all required fields.

Note: Required fields are marked with an asterisk. Additional fields may appear based on your selections.

- Some fields will auto-populate based on the information entered in other fields.

Target Areas Lookup Tool: <https://www.tsahc.org/homebuyers-renters/targeted-areas-resources>

Target/NonTarget Area *

Census Tract *

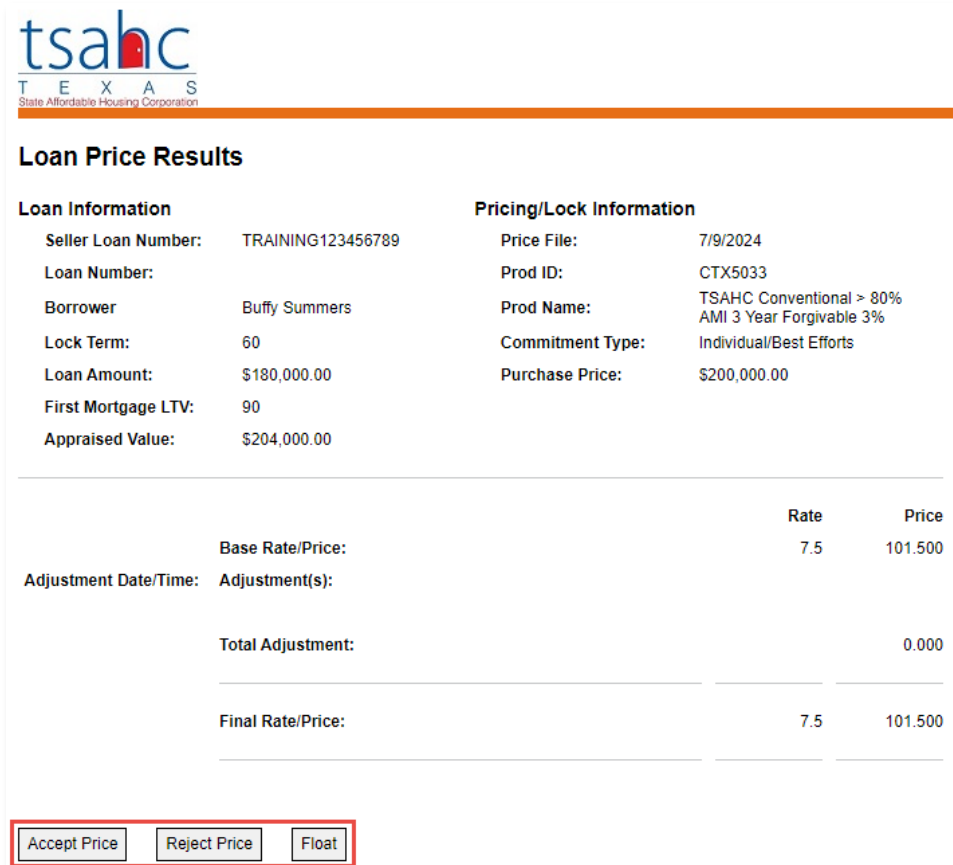
10. In the **Property Information** section, use the **Target Areas Lookup Tool** link to find the information to complete the required **Target/NonTarget Area** and **Census Tract** fields.

11. Once all required fields are complete, click **Price**.

Commitment Type	<input type="text" value="Individual/Best Efforts"/>	*	Lock Period	<input type="text" value="60"/>	*
DTI (backend ratio)/DSCR	<input type="text" value="33"/>	*	Amortization Term	<input type="text" value="30 years (360 Months)"/>	*
AUS Engine	<input type="text" value="LP"/>	*	AUS Recommendation	<input type="text" value="Accept"/>	
Escrows/impounds	<input type="text" value="Yes"/>	*	# of Financed Properties	<input type="text"/>	
Price file	<input type="text" value="7/9/2024 LLSCR07092024A"/>	*			
	<input type="button" value="Price"/>				

Note: This does not lock your loan. Locking is a separate step; continue to the next page for detailed instructions.

12. Click **Accept Price**, **Reject Price**, or **Float** on the **Loan Price Results** screen.



The screenshot shows the TSAHC Loan Price Results screen. At the top left is the TSAHC logo with the text 'TSAHC TEXAS State Affordable Housing Corporation'. Below the logo is the title 'Loan Price Results'. The screen is divided into two columns: 'Loan Information' and 'Pricing/Lock Information'. The 'Loan Information' column lists: Seller Loan Number: TRAINING123456789, Loan Number: (blank), Borrower: Buffy Summers, Lock Term: 60, Loan Amount: \$180,000.00, First Mortgage LTV: 90, and Appraised Value: \$204,000.00. The 'Pricing/Lock Information' column lists: Price File: 7/9/2024, Prod ID: CTX5033, Prod Name: TSAHC Conventional > 80% AMI 3 Year Forgivable 3%, Commitment Type: Individual/Best Efforts, and Purchase Price: \$200,000.00. Below these columns is a table with three rows: 'Base Rate/Price' (7.5, 101.500), 'Adjustment Date/Time: Adjustment(s):' (blank, blank), and 'Total Adjustment:' (blank, 0.000). Below the table is another row: 'Final Rate/Price:' (7.5, 101.500). At the bottom of the screen are three buttons: 'Accept Price', 'Reject Price', and 'Float', which are highlighted with a red border.

	Rate	Price
Base Rate/Price:	7.5	101.500
Adjustment Date/Time: Adjustment(s):		
Total Adjustment:		0.000
Final Rate/Price:	7.5	101.500

- Select **Accept Price** to generate a Lakeview loan number and lock the loan for 60 days.
 - This only locks the first lien. If you add a second lien, you must lock the first and second separately.
- If you choose **Reject Price**, the system saves the data so you can restructure the loan, but no Lakeview loan number is assigned.
- Click **Float** to generate a Lakeview loan number and float the rate on the file.
 - If you float a loan, the product and pricing selected may or may not be available at the time of lock.

Note: If you select **Accept Price** or **Float**, click **Print Confirmation** to print the lock or float confirmation.

- This is not the TSAHC commitment letter.

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State Affordable Housing Corporation

Loan Lock Results

Your loan has successfully been locked. Please proceed to the 'LOCK A SECOND LIEN' option located at the top right corner of your screen. [Lock a Second Lien](#)

Loan Information		Pricing/Lock Information	
Seller Loan Number:	TRAINING1234567890	Price File:	7/9/2024
Loan Number:	0051540961	Prod ID:	CTX5033
Borrower:	Buffy Summers	Prod Name:	TSAHC Conventional > 80% AMI 3 Year Forgivable 3%
Lock Term:	60	Commitment Type:	Individual/Best Efforts
Loan Amount:	\$180,000.00	Purchase Price:	\$200,000.00
First Mortgage LTV:	90	Lock Date:	7/9/2024
Appraised Value:	\$204,000.00	Expiration Date:	9/9/2024

	Rate	Price
Base Rate/Price:	7.5	101.500
Adjustment Date/Time: Adjustment(s):		
Total Adjustment:		0.000
Final Rate/Price:	7.5	101.500

[Print Confirmation](#)

13. If you are locking a second lien, click **Lock a Second Lien** on the **Loan Lock Results** screen.

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State Affordable Housing Corporation

Loan Lock Results

Your loan has successfully been locked. Please proceed to the 'LOCK A SECOND LIEN' option located at the top right corner of your screen. [Lock a Second Lien](#)

Loan Information		Pricing/Lock Information	
Seller Loan Number:	TRAINING1234567890	Price File:	7/9/2024
Loan Number:	0051540961	Prod ID:	CTX5033
Borrower:	Buffy Summers	Prod Name:	TSAHC Conventional > 80% AMI 3 Year Forgivable 3%
Lock Term:	60	Commitment Type:	Individual/Best Efforts



Note: Much of the first lien information is copied to the **Edit Loan** screen for the second lien.

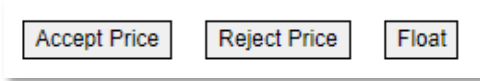
- Note the **View First Lien** link at the top of the window. This link provides the ability to toggle back to the first lien.

Note: Since the pricing request on this screen is for the second lien, the **Secondary loan amount** remains at zero under **Loan Information**.

14. Verify all required fields are populated and input the **Amortization term** for the second lien.

15. Click **Update and Price**.

16. Click **Accept Price**, **Reject Price**, or **Float** on the **Loan Price Results** screen.



Note: If you choose **Lock Price**, the loan is locked, and you can print the lock confirmation.

- Reminder: this is not the commitment letter.

Loan Lock Results

This loan has been Locked!

Loan Information		Pricing/Lock Information	
Seller Loan Number:	TRAINING12345678901S	Price File:	7/11/2024
Loan Number:	0051541877	Prod ID:	ETX300
Borrower	Buffy Summers	Prod Name:	TSAHC 3-Yr forgivable DPA Second
Lock Term:	60	Commitment Type:	Individual/Best Efforts
Loan Amount:	\$5,400.00	Purchase Price:	\$200,000.00
First Mortgage LTV:	90	Lock Date:	7/11/2024
Appraised Value:	\$204,000.00	Expiration Date:	9/9/2024

	Rate	Price
Base Rate/Price:	0	100.000
Adjustment Date/Time: Adjustment(s):		
Total Adjustment:		0.000
Final Rate/Price:	0	100.000

[Print Confirmation](#) 