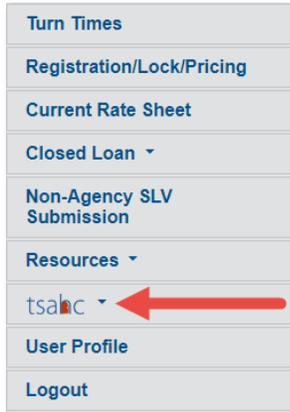
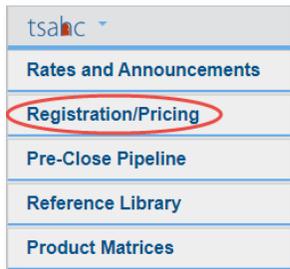


1. After logging into the system, click the **TSAHC logo** in the left navigation pane.



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.

**Correct**

**Incorrect**

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.

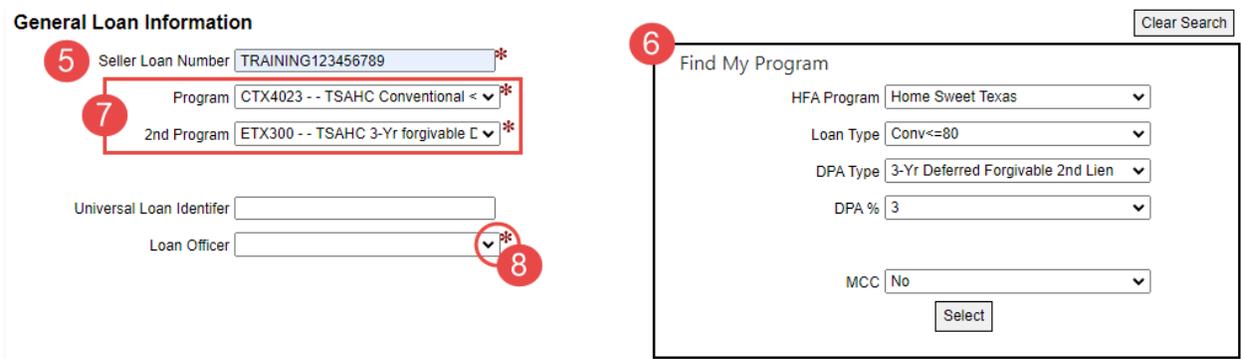
Choose File

No file chosen

Upload

**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 2<sup>nd</sup> 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, which are currently set to 'CTX4023 -- TSAHC Conventional' and 'ETX300 -- TSAHC 3-Yr forgivable' respectively. Callout 8 points to the 'Loan Officer' dropdown menu. Callout 6 points to the 'Find My Program' section, 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. A 'Clear Search' button is also visible at the top right of the 'Find My Program' section.

**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.

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.

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

Target/NonTarget Area \*

Census Tract \*

**Note:** If the loan includes a temporary buydown, select **Yes** on the **Buydown** field and use the **Buydown Type** drop-down menu to select the terms.

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

# of Financed Properties

Escrows/Impounds Yes \*

Buydown Yes \*

Price file 2/7/2025 LLSCR02072025A \*

Buydown Type \*

2-1

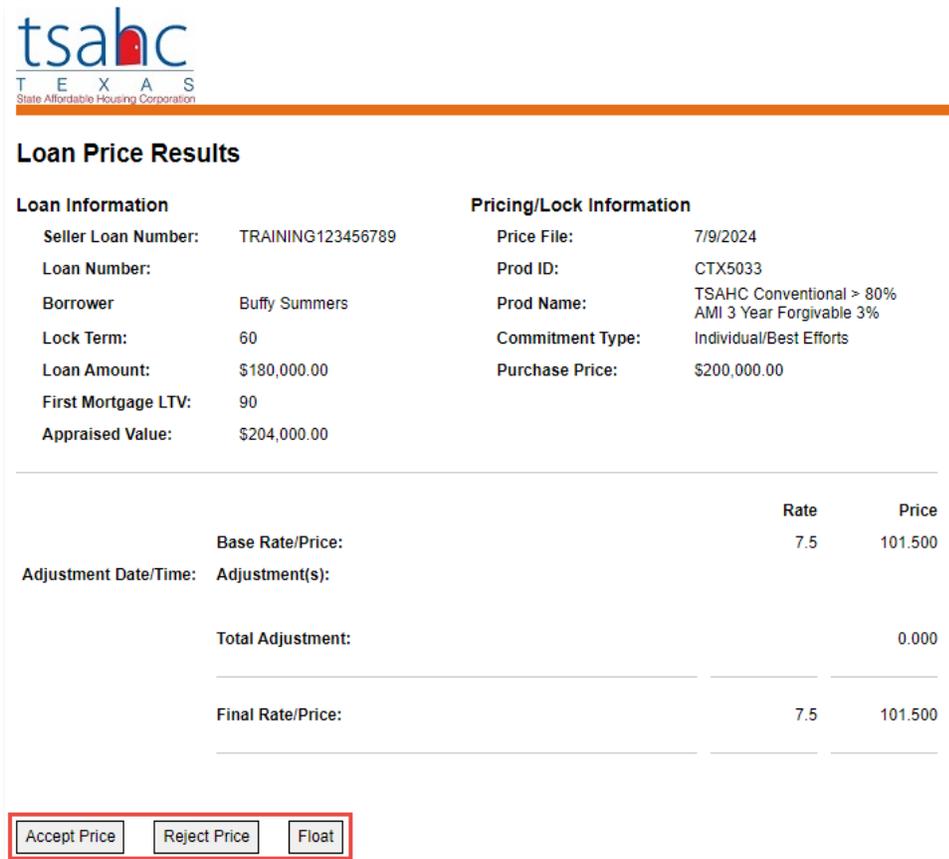
1-0

1-1

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.



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### Loan Price Results

Loan Information		Pricing/Lock Information	
Seller Loan Number:	TRAINING123456789	Price File:	7/9/2024
Loan Number:		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		
Appraised Value:	\$204,000.00		

	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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### 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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### 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](#) 

