Non-Delegated

Correspondent Lender Reference Guide
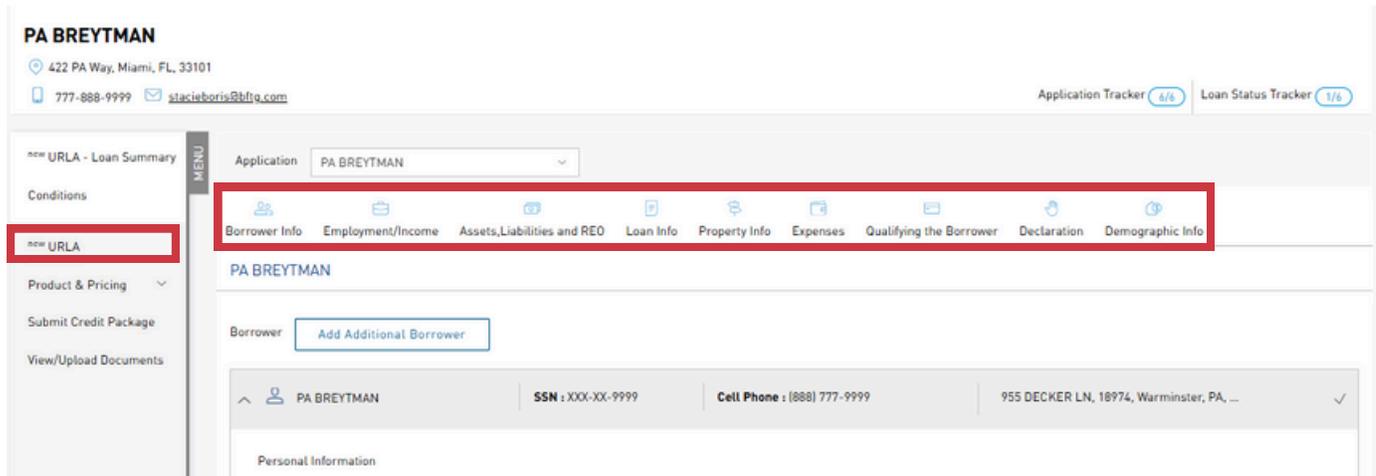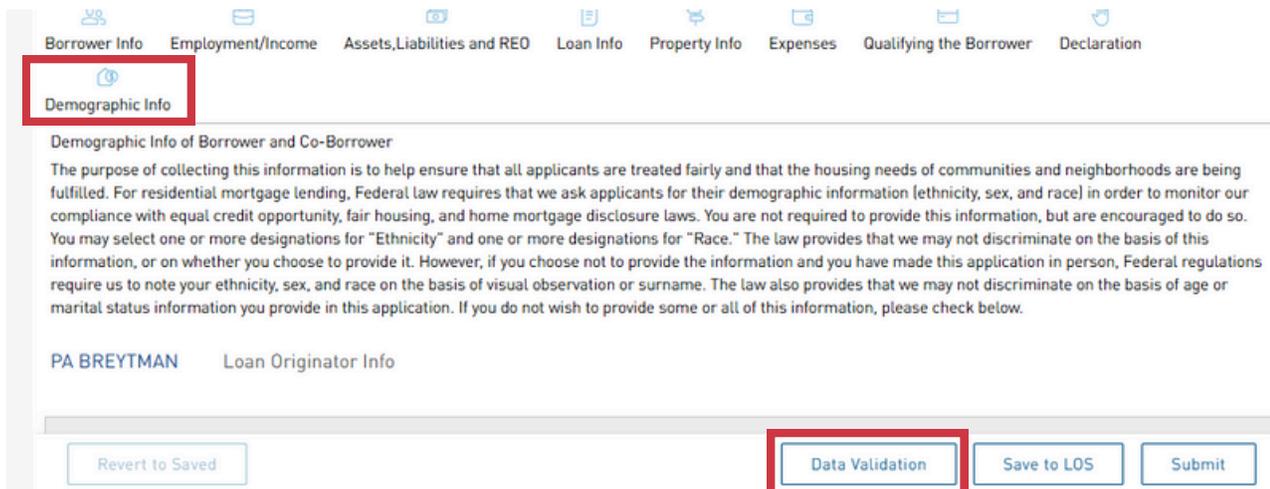
Price and Lock a Loan

03.6.25

Price & Lock a Loan

1. In the loan file, click the **new URLA** tab in the navigation pane to view the imported loan information in detail.

   Note: Use the tabs at the top of the window above the borrower(s) names to navigate the URLA form.

2. Click the last tab, **Demographic Info**, scroll to the bottom of the page, then click **Data Validation** on the last tab of the URLA to ensure required fields have data.
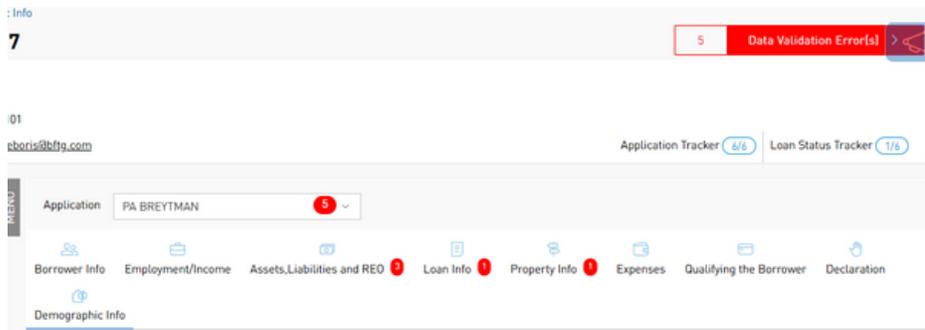

Note: *If no validation errors found, the portal will automatically open the **Price Loan** screen.*
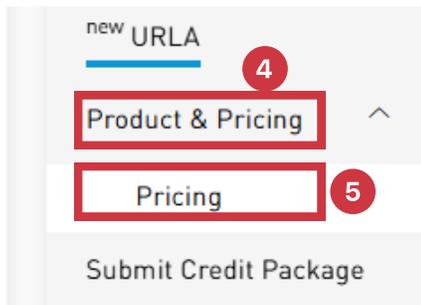
Price & Lock a Loan

3. If there are any errors, resolve them before continuing to **Product & Pricing**

*Example: Four **Data Validation Errors** found must be resolved before **Pricing.***

4. On the navigation pane, select **Product & Pricing.**

5. Click **Pricing.**

6. Input all required information.

Note: *Required fields have a red asterisk (*) next to the field name*

7. Complete **First Lien Search Criteria.**

   a. Select **Loan Type** from the drop-down list.
      i. If **Loan Type** is **Non-Agency Products**, select the **Non-Agency Product Type.**
   b. Select **Loan Term** years from the drop-down menu
   c. Select **Fixed** or **ARM** for **Amortization Type**
   d. Select **Yes** or **No** for **Interest Only.**
   e. Select **Prepayment Penalty**
      i. If no prepayment penalty, select **No Prepay** from the drop-down menu.
   f. Select **Automated U/W System** from the drop-down menu
   g. Select the days in the **Desired Lock Period (Days)** from the drop-down menu.

Price & Lock a Loan

8. Click **Save Loan Data.**

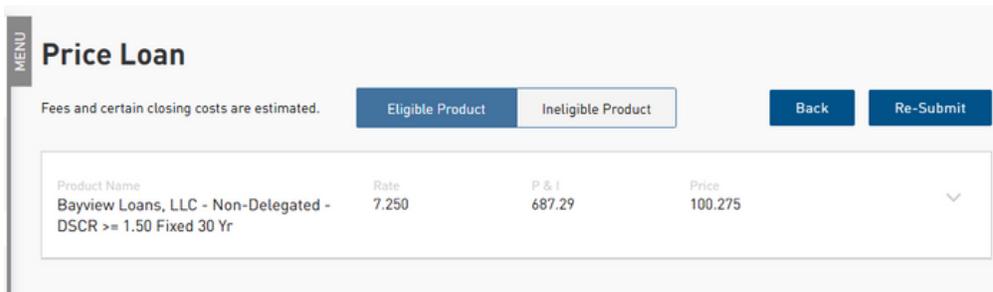*Note:* *Any missing data results in error.*

9. Input any missing data and click **Save Loan Data** again.

Note: *You cannot proceed until all required fields have information and loan data has been saved.*
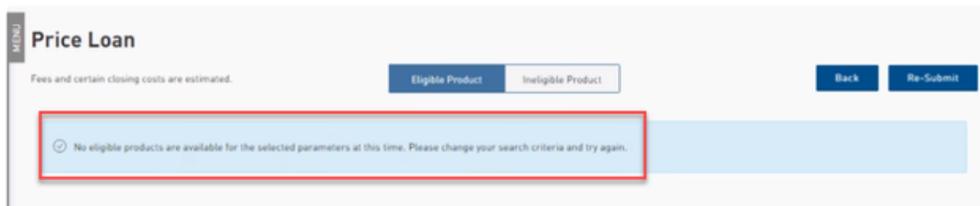
10. Click **Search.**

Outcome: *A list of eligible products displays.*
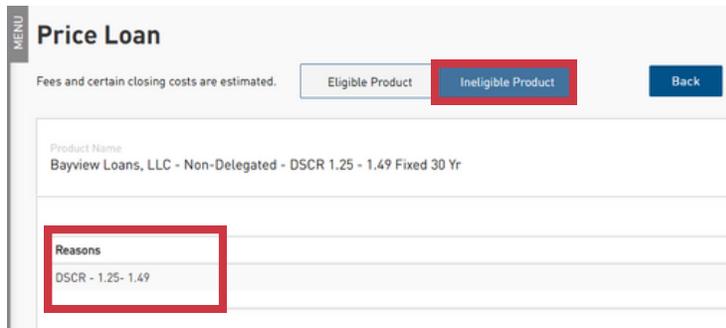

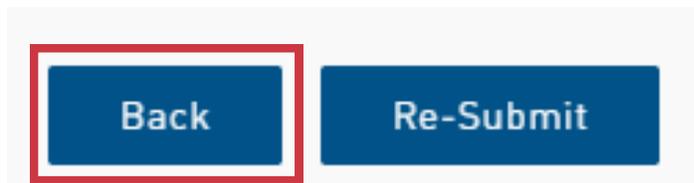*Outcome:* *The results return no eligible products.*

Price & Lock a Loan

11. Click on **Ineligible Products**

12. Select the dropdown option to review the ineligible reason

13. Click on **Back** to return to the previous screen

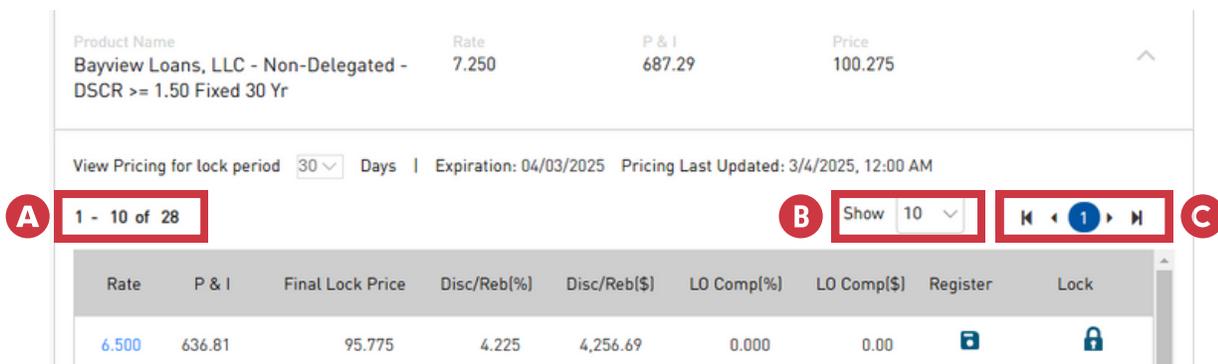14. Update the necessary information

15. Click **Search**

16. Select a product from the list to view the expanded rate stack.

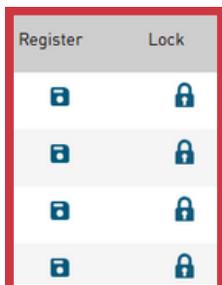   a. Indicates number of rates offered in a rate stack.

   b. Indicates number of rates to **Show** on a page

   c. Page buttons to advance or retreat viewing of rates based on number of rates listed per page.

Price & Lock a Loan

17. Select **Register** (float) or **Lock** to indicate the desired rate.

a. If **Register** is selected, click **Yes** in the pop-up window confirming the details

Outcome: A green bar with a checkmark confirms the saved pricing information.

b. If **Lock** is selected, review the details on the next screen

Price & Lock a Loan

c. Scroll to the bottom of the screen and click **Confirm Lock**

Outcome: *Lock confirmation generates the message shown below.*

Confirm Lock

ⓘ The lock request has been submitted for processing. Once your request has been accepted, you will be able to see the updated status on lock confirmation screen. If you need any assistance on this loan, contact your VP or Director of Business Development.

Example: *Below is a pipeline view of loans after the product and price selection.*

9000011517	Bayview Loans, LLC - Non-Delegated - Conf Agency Investor Plus 30 Year Fixed I/O with <=10 Properties Financed	Purchase	$ 400,000	Floating	
9000011518	Bayview Loans, LLC - Non-Delegated - Conf Agency Investor Plus 30 Year Fixed with <=10 Properties Financed	Purchase	$ 650,000	Locked	05/02/2022