



**Broker Reference  
Guide**

June 2021



## Loan Process Pre-Registration

### Start a Loan

1. Navigate to: <https://portal.changelendingllc.com/>
2. Enter your **Change Wholesale Login ID** and **Password** (supplied via email).
3. Click **Login**.

The screenshot shows the Change Wholesale login interface. At the top is the 'Change WHOLESALE' logo. Below it is a text prompt: 'Enter your username and password, then click the Login button.' The login form contains two input fields: 'Username:' and 'Password:'. Below these is a checkbox labeled 'Remember my username on this computer.' which is checked. A 'Login' button is positioned below the checkbox. At the bottom of the form is a link that says 'Forgot your password?'.



4. Click **Start Loan** from the Quick Action buttons.

❖ Notice the **Guidelines** box.

**Change WHOLESALE**

WELCOME LO June 2, 2021

HOME START MY LOAN QUICK PRICER PIPELINE PMI QUOTE CONTACT

SOFR: 0.01% | MORTGAGE RATES: 30 YR FIXED 2.94% +0.02 | 15 YR FIXED 2.94% -0.0 | 5/1 ARM: 2.94% +0.03

Search Loan by Name or Number

### ACTION CENTER

- Start My Loan
- Quick Pricer
- Order Appraisal
- Submit Conditions
- Change of Circumstance
- Order CD
- Access Existing Loan

### PERFORMANCE SCOREBOARD

- \$68,764,347 145 Units
- \$0 0 Units
- 0M 0 Units
- 0M 0 Units
- 0M 63 Units
- \$33.8M 78 Units

### TURN TIMES

DEPARTMENT	PURCHASE	REFI
Broker Approval	4 Days	4 Days
Disclosures / Set Up	2 Days	2 Days
New Files for UW-Agency	1 Day	1 Day
New Files for UW-FHA	2 Days	2 Days
New Files for UW-VA	2 Days	2 Days
New Files for Non-QM	2 Days	2 Days
Initial CD Request	2 Days	2 Days

### PRODUCT CORNER

- Community Mortgage
- Alt Doc
- Investor/No Ratio
- Prime Plus
- FHMA Seller Guides
- Freddie Mac Guides
- FHA 4000.1 Handbook

### LEARNING CENTER

- Training
- FAQs
- Did you know?
- Job Aids
- Resources and Forms
- Our Story

### CONTACT

TPO AE

**CLOSE MORE. CLOSE FASTER.**

5. Click **File Upload** to start the process of importing a **MISMO 3.4** file. **Browse or Drag & Drop**.

❖ If you do not have a **MISMO 3.4** file, **Click 1003 Form** to use create an application in the system

**Change WHOLESALE**

Welcome LO - Logout

Home Start Loan Quick Pricer Pipeline PMI Quote Turn Times Ratesheets Product Guidelines Locks Fees Broker Resources My Account

## Start A New Loan

There are two ways to start a new loan:

Upload an existing MISMO 3.4 file

Click Browse or Drag & Drop to identify the MISMO 3.4 file you wish to register.

Once the file is uploaded, you will have the option to Register the loan file.

1003 Form

Use our online 1003 form to create a new file

Browse Drag & Drop Files



6. Once your file has uploaded successfully your screen will refresh, showing the **Initial Pricing** screen.

- ❖ *Be sure to check your **application (interview) date**. You cannot upload a file with an application date older than 2 days.*

**Change WHOLESALE** Welcome LO - Logout

Home Start Loan Quick Pricer Pipeline PMI Quote Turn Times Ratesheets Product Guidelines Locks Fees Broker Resources My Account

### Loan Summary - Alice Firstimer

Borrower: Alice Firstimer	Loan Amount: \$1,070,000	
Property: 3190 NE 165TH STREET North Miami Beach FL	Loan Type: Conventional	
Estimated Closing Date: 05/28/2021	Channel: Wholesale	
	Loan Purpose: Refinance	
	Refi Purpose: Rate/Term	
Appraised Value: \$2,600,000	Estimated FICO:	Base Price: 0.000
Loan Amount: \$1,070,000	Product:	Lender fee buyout: 0.000
Total Loan Amount: \$1,070,000	Lock Term: Days	Credit applied to 3rd party: 0.000
	Lock Status:	Target Price: 0.000
	Lock Date:	Target Rate: 0.000
	3rd Party Fees: \$0.00	
	Seller Contribution: \$0.00	
	Borrower Paid \$0.00	
	Broker Comp:	

Edit 1003 Pricing Credit / AUS Final Pricing Register Loan

**Note:** You can only upload one document at a time OR combine all documents into one, then upload.

- ❖ If the file is **older** than **2 days**, you will receive an error message. Correct the file date, then upload.

### Start A New Loan

There are two ways to start a new loan:

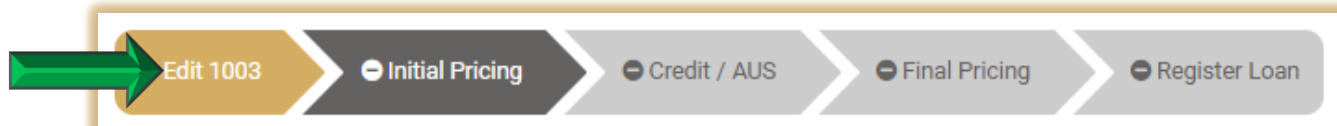
**Not a valid FNM or MISMO file.**  
**Interview date is more than 2 days old: 2021-03-07**

**File Upload**

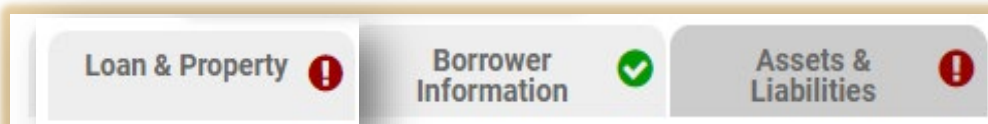
The file should now be successfully imported.

## Reviewing the Application

7. To review your application **click Edit 1003**.



When uploading the 3.4 file, the information will carry over to the 1003. If there is missing information, you will see red exclamation point(s) **!** in the tabs. This indicates missing information needed to validate the 1003.



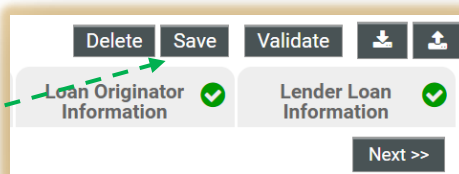
8. Edit the Loan Information in each of the tabs **prior to Validation**:

- Fields with red asterisk (\*) are **required**
- **Green check** mark means there are No Errors
- **Red exclamation** point means there are Errors

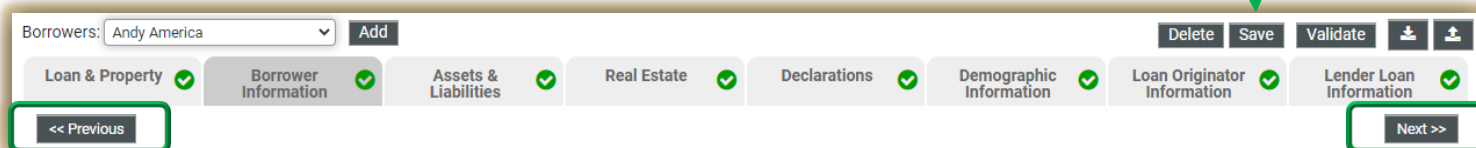
**\*\*All Errors must be corrected prior to validation (reflected in red)\*\***



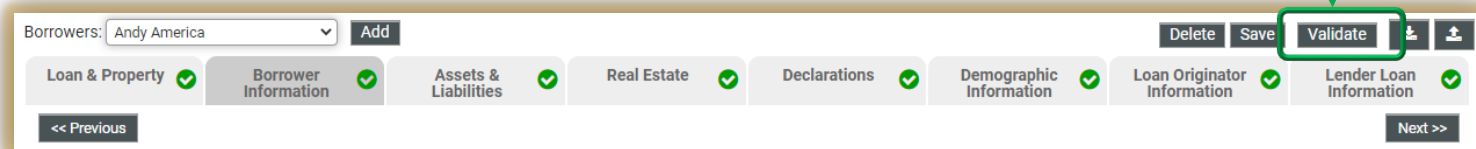
- ✓ Review the information within each of the Tabs
  - ❖ Fields with red asterisk (\*) are **required**
- ✓ Make changes as necessary
- ✓ Click **Save** if changes are made
- ✓ Ensure the tab has a green check mark ✓



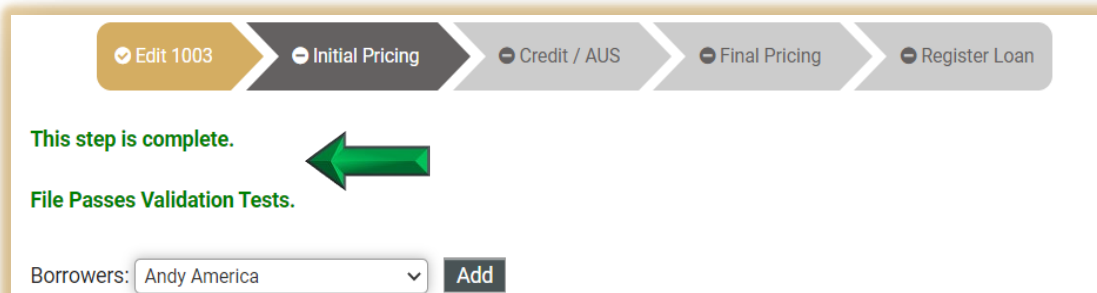
9. To click through the pages of the application use the **Next** and **Previous** buttons. Be sure to click **Save** after any changes.



10. Before moving on to pricing you must **VALIDATE** your 1003.



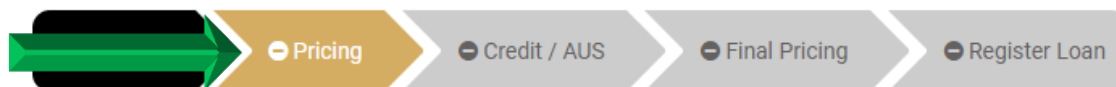
- ❖ Once the 1003 is complete the system will confirm the file has been validated.





## Pricing

11. Once you have reviewed, edited, and saved your 1003 for accuracy, **click Pricing**



Initial Pricing

Loan Scenario

Mortgage Information

Non-QM ☒ No ☐ Yes

Loan type \*

Loan purpose \*

Lien position \*

Doc type \*

Loan term

Amortization ☒ Fixed ☐ ARM

Low-Mid FICO \*

Is there a Co-Borrower? ☐ No ☒ Yes

DTI \*

Underwriting Result

Waive escrows ☒ No ☐ Yes

Mtg insurance ☒ No ☐ Yes

Lender paid MI ☒ No ☐ Yes

First Time Homebuyer? ☒ No ☐ Yes

Agency Program

Property Information

Property zip \*

Property state \*

Property city \*

Property type \*

Units \*

Occupancy type \*

Comp source

My comp plan: BP: 2.750  
Min: 1,200  
Max: 10,000

Lender fee buyout \* ☐ No ☒ Yes (Fee bought-out)

Purchase price \*

Est. value \*

Loan amount \*

Subordinate financing

LTV \*

CLTV

Pricing Details

100% of your compensation will be paid by Commerce Wholesale:

3rd party closing costs:

Total 3rd party costs:

Seller or other credits for 3rd party fees:

Amount available for lender credit:

Applied lender credit:

Discount to buy the rate down:

Lender paid broker comp:

Base pricing:

Lender fee buyout:

Credit applied to 3rd party:

Target price:

Net Target price:

Summary cash to close

Down payment:

Remaining cash for fees after credits:

Discount to buy the rate down:

Total cash to close:

Minimum required investment:

Lock Term:



**Remember:** Pricing is run before Registration

1. Enter/verify all **Loan Scenario** information.

❖ Fields with red asterisk (\*) are **required** and will be based on loan type.


2. You must enter the qualifying **FICO score** and **DTI**.

3. Confirm **compensation** (LPC/BPC).

4. Click the  to see a breakdown of the smart fees.

5. Finally select the Lock Term at the bottom of the page then click **Get Pricing**.

## Initial Pricing

Loan Scenario	Pricing Details
<b>Mortgage Information</b> Non-QM <input checked="" type="radio"/> No <input type="radio"/> Yes Loan type * <input type="text" value="Conventional"/> Loan purpose * <input type="text" value="Purchase"/> Lien position * <input type="text" value="First"/> Doc type * <input type="text" value="Full"/> Loan term <input type="text" value="30 Year"/> Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM Low-Mid FICO * <input type="text"/> Is there a Co-Borrower? <input type="radio"/> No <input checked="" type="radio"/> Yes DTI * <input type="text"/> Underwriting Result <input type="text" value="-- Select --"/> Waive escrows <input checked="" type="radio"/> No <input type="radio"/> Yes Mtg insurance <input checked="" type="radio"/> No <input type="radio"/> Yes Lender paid MI <input checked="" type="radio"/> No <input type="radio"/> Yes First Time Homebuyer? <input checked="" type="radio"/> No <input type="radio"/> Yes Agency Program <input type="text" value="N/A"/> <b>Property Information</b> Property zip * <input type="text" value="92108"/> Property state * <input type="text" value="CA"/> Property city * <input type="text" value="San Diego"/> Property type * <input type="text" value="PUD"/> Units * <input type="text" value="1"/> Occupancy type * <input type="text" value="Primary"/>	<b>Compensation</b> Comp source <input type="text" value="Lender Paid"/> My comp plan: BP: 2.750 Min: 1,200 Max: 10,000 Lender fee buyout * <input type="radio"/> No <input checked="" type="radio"/> Yes (Fee bought-out) Purchase price * <input type="text" value="550000"/> Est. value * <input type="text" value="575000"/> Loan amount * <input type="text" value="355400"/> Subordinate financing <input type="text" value="0"/> LTV * <input type="text" value="64.62"/> CLTV <input type="text" value="64.62"/> <b>100% of your compensation will be paid by Commerce Wholesale:</b> <input type="text" value="9774"/> 3rd party closing costs: <input type="text" value="10771"/>  Total 3rd party costs: <input type="text" value="10771"/> Seller or other credits for 3rd party fees: <input type="text" value="0"/> Amount available for lender credit: <input type="text" value="10771"/> Applied lender credit: <input type="text" value="0"/> Discount to buy the rate down: <input type="text" value="0"/> <b>Lender paid broker comp:</b> <input type="text" value="9774"/> Base pricing: <input type="text" value="102.750"/> Lender fee buyout: <input type="text" value="0.197"/> Credit applied to 3rd party: <input type="text" value="0.000"/> Target price: <input type="text" value="102.947"/> Net Target price: <input type="text" value="100.197"/> <b>Summary cash to close</b> Down payment: <input type="text" value="194600"/> Remaining cash for fees after credits: <input type="text" value="10771"/> Discount to buy the rate down: <input type="text" value="0"/> Total cash to close: <input type="text" value="205371"/> Minimum required investment: <input type="text" value="194600"/> <b>Lock Term:</b> <input type="text" value="45 Day"/> <b>Get Pricing</b>



Pricing will appear at the bottom of the page.

1. Review **Eligible Products** at the top of the section.

Lock Term: 45 Day <span>Get Pricing</span>				
Rate	APR	45 Day Price	Rebate/ Discount	P&I
FannieMae 30 Yr Fixed DU Direct ⓘ				
2.250	2.870	92.192	\$27,750	1358
2.375	2.937	92.935	\$25,109	1381
2.500	2.995	93.780	\$22,106	1404
2.625	3.048	94.681	\$18,904	1427
2.750	3.093	95.692	\$15,311	1451
2.875	3.164	96.376	\$12,880	1475
2.990	3.236	96.920	\$10,946	1496
3.000	3.242	96.970	\$10,769	1498
3.125	3.320	97.564	\$8,658	1522
3.250	3.394	98.208	\$6,369	1547
3.375	3.471	98.814	\$4,215	1571
3.500	3.553	99.350	\$2,310	1596
3.625	3.639	99.826	\$618	1621
3.750	3.750	100.396	(\$1,407)	1646
3.875	3.875	100.942	(\$3,348)	1671
3.990	3.990	101.338	(\$4,755)	1695
4.000	4.000	101.388	(\$4,933)	1697

**Disclosures:**

- Pricing is subject to change without notice. This is not an eligibility engine, please refer to the program guidelines for eligibility.
- 3rd Party Closing Costs on this screen are provided for illustrative purposes only and are not intended to be disclosed to the consumer.
- MI Pricing is Risk Based. Income, debts and other factors have not been validated. MI will be re-disclosed at CTC.
- For FHA, Monthly MIP is .85 renewal premium.

2. Click the **checkmark** ☒ next to the desired product to see the details of the **Pricing Snapshot**.

Lock Term: 45 Day <span>Get Pricing</span>				
Rate	APR	45 Day Price	Rebate/ Discount	P&I
3.750	3.750	100.396	(\$1,407)	1646
3.875	3.875	100.942	(\$3,348)	1671
3.990	3.990	101.338	(\$4,755)	1695
4.000	4.000	101.388	(\$4,933)	1697
4.125	4.125	101.741	(\$6,195)	1722
4.250	4.250	101.861	(\$6,632)	1748
4.375	4.375	102.271	(\$8,100)	1774
4.500	4.500	102.611	(\$9,294)	1801
4.625	4.625	102.831	(\$10,076)	1827
FreddieMac 30 Yr Fixed LP Direct ⓘ				
2.250	2.870	92.192	\$27,750	1358
2.375	2.937	92.935	\$25,109	1381
2.500	2.995	93.780	\$22,106	1404
2.625	3.048	94.681	\$18,904	1427
2.750	3.093	95.692	\$15,311	1451
2.875	3.164	96.376	\$12,880	1475
2.990	3.236	96.920	\$10,946	1496
3.000	3.242	96.970	\$10,769	1498

**Pricing Snapshot**

**Program Name:** FreddieMac 30 Yr Fixed LP Direct  
**Comp Source:** LenderPaid  
**Lock Term:** 45 Day  
**P&I Payment:** \$1697  
**MI Payment:** \$0  
**Lender Fee Buyout:** Yes  
**Applied lender credit:** \$4933

	Rate	Price
Base	4	101.838
Adjustments		
LTV is 60.01 - 70%, And FICO is >= 740		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
Final	4	101.388

Continue



14. Scroll down to the bottom of the pricing page to view **Ineligible Products**. Click the **Information icon** for additional information.

Lock Term: 45 Day					
Rate	APR	45 Day Price		Rebate/Discount	P&I
3.625	3.639	99.826	✓	\$618	1621
3.750	3.750	100.396	✓	(\$1,407)	1646
3.875	3.875	100.942	✓	(\$3,348)	1671
3.990	3.990	101.338	✓	(\$4,755)	1695
4.000	4.000	101.388	✓	(\$4,933)	1697
4.125	4.125	101.743	✓	(\$6,195)	1722
4.250	4.250	101.866	✓	(\$6,632)	1748
4.375	4.375	102.279	✓	(\$8,100)	1774
4.500	4.500	102.615	✓	(\$9,294)	1801
4.625	4.625	102.835	✓	(\$10,076)	1827
4.750	4.750	103.152	✓	(\$11,202)	1854
Fannie Mae Conforming 30 Yr Fixed <b>Ineligible</b> ⓘ					
Fannie Mae Conforming High Balance Mortgage 30 Yr Fixed <b>Ineligible</b> ⓘ					
Freddie Mac Conforming 30 Yr Fixed Plus <b>Ineligible</b> ⓘ					
Freddie Mac Super Conforming 30 Yr Fixed <b>Ineligible</b> ⓘ					
FannieMae 30 Yr Fixed HB DU Direct <b>Ineligible</b> ⓘ					
FreddieMac 30 Yr Fixed HB LP Direct <b>Ineligible</b> ⓘ					

15. Once you have selected the desired program and pricing, click **Continue**.

Pricing Snapshot		
Program Name:	FreddieMac 30 Yr Fixed LP Direct	
Comp Source:	LenderPaid	
Lock Term:	45 Day	
P&I Payment:	\$1697	
MI Payment:	\$0	
Lender Fee Buyout:	Yes	
Applied lender credit:	\$4933	
	Rate	Price
Base	4	101.838
Adjustments	Rate	Price
LTV is 60.01 - 70%, And FICO is > = 740		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
	Rate	Price
Final	4	101.388
Continue		



## Lender Paid vs Borrower Paid Comp

**Lender Paid** – Reflects Broker's Comp Plan


Comp source Lender Paid ▼

My comp plan: BP: 2.750  
Min: 1,200  
Max: 10,000

Lender fee buyout \* ☐ No ☒ Yes (Fee bought-out)


**Pricing Details**

100% of your compensation will be paid by 9774  
Change Wholesale:





**Borrower Paid** – Can be lowered (but not raised) the percentage OR enter a Flat Dollar Amount (but not both)

Comp source Borrower Paid ▼

My comp plan: BP: 2.750   
Min: 1,200  
Max: 10,000

Lender fee buyout \* ☐ No ☒ Yes (Fee bought-out)

100% of your compensation will be paid by the borrower: 9774 

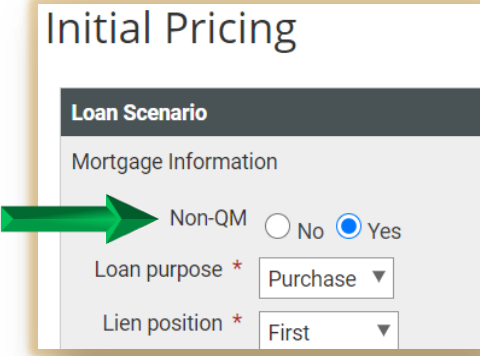




## Non-Agency Pricing

When working with Non-Agency loans:

1. Select **Yes** from the **Non-QM** field.
2. Enter **Non-Agency fields** as applicable



**Initial Pricing**

**Loan Scenario**

Mortgage Information

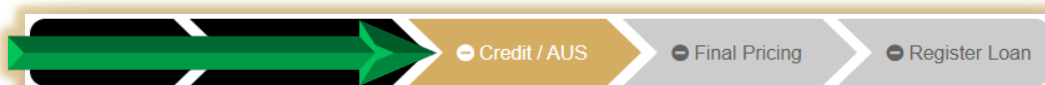
Non-QM ☐ No ☒ Yes

Loan purpose \*

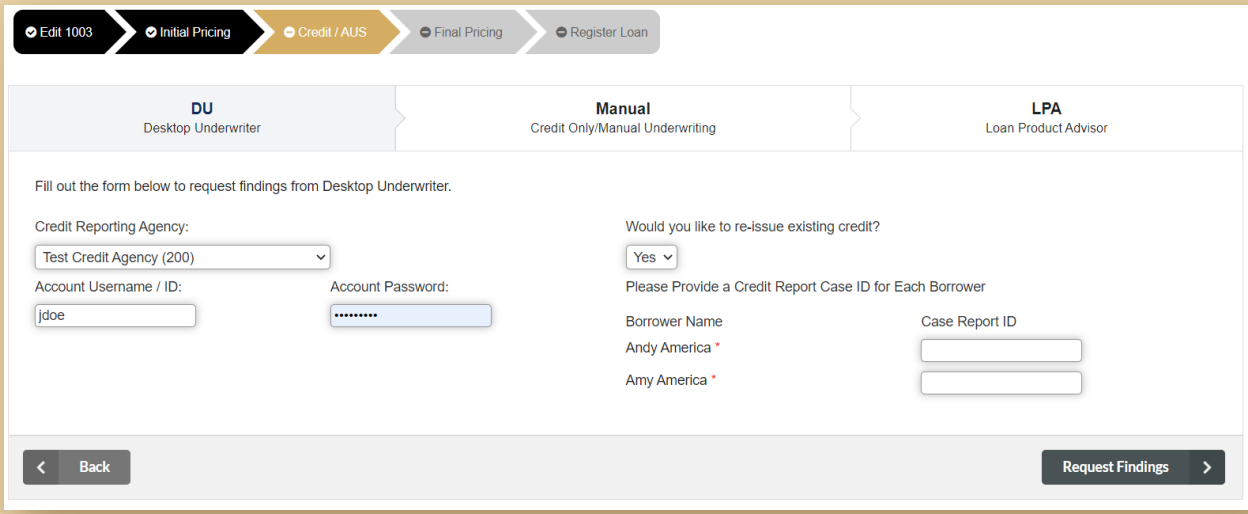
Lien position \*

## Running AUS

16. Once you have hit **Continue** the system will move you to the **Credit/AUS** screen.



17. When running **DU**, choose the **Credit Reporting Agency** from the dropdown list.



**DU**  
Desktop Underwriter

Fill out the form below to request findings from Desktop Underwriter.

Credit Reporting Agency:

Account Username / ID:

Account Password:

Would you like to re-issue existing credit?

Please Provide a Credit Report Case ID for Each Borrower

Borrower Name	Case Report ID
Andy America *	<input type="text"/>
Amy America *	<input type="text"/>

[< Back](#) [Request Findings >](#)



**DU**  
Desktop Underwriter

Fill out the form below to request findings from Desktop Underwriter.

Credit Reporting Agency:

- Test Credit Agency (200)
- Information Searching Company (58)
- Informative Research (2)
- KCB Credit LLC (305)
- MCB (78)
- MeridianLink, Inc. (281)
- MFI Credit Solutions (277)
- NCO / EGS / Alorica Credit Services (6)
- Online Information Services (204)
- Partners Credit and Verification Solutions (251)
- Premium Credit Bureau (299)
- Premium Credit Bureau Data (295)
- SARMA (43)
- SARMA (302)
- Sarma / Network Credit Services (37)
- Settlement One (290)
- SharperLending (282)
- SharperLending, LLC (5)
- Strategic Information Resources Inc. (304)
- Strategic Information Resources, Inc. (75)

❖ Next enter your **username** and **password** for the selected agency.

**DU**  
Desktop Underwriter

Fill out the form below to request findings from Desktop Underwriter.

Credit Reporting Agency:  
Test Credit Agency (200)

Account Username / ID: jdoe

Account Password: \*\*\*\*\*

Would you like to re-issue existing credit?  
Yes

Please Provide a Credit Report Case ID for Each Borrower

Borrower Name: Andy America, Amy America

Case Report ID: [Empty field]

**Request Findings**

❖ Now select **Yes** or **No** for **re-issuing credit**. Finally enter the **credit report reference number(s)**. Lastly, click **Request Findings**.

**Note:** If you left the file and circled back, and now the date is **2 days out**, you will receive an error message when running AUS. Update the application date then re-import.



- 1) The **AUS findings** will appear. You can download findings as a PDF.
- 2) **Credit Report Tab** will contain a copy of the Credit Report in Text Format
- 3) Click the drop-down to view **historical AUS approvals**

**Note:** The AUS Findings and Credit Report PDFs will automatically get added to the Package Upload.

Progress bar: Edit 1003 → Initial Pricing → **Credit / AUS** → Final Pricing → Register Loan

This step is complete.

DU Desktop Underwriter | Manual Credit Only/Manual Underwriting | LPA Loan Product Advisor

Fill out the form below to request findings from Desktop Underwriter.

☒ Do not request a report from a credit agency. Use the credit report obtained during the previous aus submissions.

Back Request Findings

Findings History: 2021-04-01 09:48:32  
Successful Completion, Recommendation Available

Desktop Underwriter Findings Credit Findings

DU run on 2021-04-01 09:48:32 Run Status: OK DU Case ID: 2000215799

view\_aus\_pdf.php 1 / 14 75%

### Summary of Findings

<b>Casefile ID</b> 2000215799		<b>Recommendation</b> Approve/Eligible	
<b>Borrower 1</b>	Andy America	<b>Submission Number</b>	1
<b>Borrower 2</b>	Amy America	<b>Submission Date</b>	04/01/2021 12:48PM
<b>Lender Loan Number</b>	Unassigned	<b>First Submission Date</b>	04/01/2021 12:48PM
<b>DU Version</b>	11.0	<b>Casefile Create Date</b>	04/01/2021



## Final Pricing

18. Once you have successfully run AUS click **Final Pricing**.



19. Click **Get Pricing**.

**Lock Term:** 45 Day

20. Select the desired **Interest Rate**, click **Continue**.

**Lock Term:** 45 Day

Rate	APR	45 Day Price	Rebate/Discount	P&I
3.000	3.233	97.080	\$10,378	1498
3.125	3.318	97.588	\$8,572	1522
3.250	3.392	98.230	\$6,287	1547
3.375	3.469	98.830	\$4,137	1571
3.500	3.551	99.370	\$2,228	1596
3.625	3.637	99.840	\$547	1621
3.750	3.750	100.395	(\$1,404)	1646
3.875	3.875	100.957	(\$3,401)	1671
3.990	3.990	101.384	(\$4,812)	1695
4.000	4.000	101.404	(\$4,990)	1697
4.125	4.125	101.763	(\$6,266)	1722
4.250	4.250	101.832	(\$6,511)	1748
4.375	4.375	102.250	(\$8,000)	1774
4.500	4.500	102.593	(\$9,216)	1801
4.625	4.625	102.817	(\$10,012)	1827

Fannie Mae Conforming 30 Yr Fixed **Ineligible** ⓘ  
Fannie Mae Conforming High Balance Mortgage 30 Yr Fixed **Ineligible** ⓘ  
Freddie Mac Conforming 30 Yr Fixed Plus **Ineligible** ⓘ

**Pricing Snapshot**

**Program Name:** FannieMae 30 Yr Fixed DU Direct  
**Comp Source:** LenderPaid  
**Lock Term:** 45 Day  
**P&I Payment:** \$1621  
**MI Payment:** \$0  
**Lender Fee Buyout:** Yes  
**Borrower discount:** \$547

	Rate	Price
Base	3.625	100.296

**Adjustments**

	Rate	Price
LTV is 60.01 - 70%, And FICO is 720 - 739		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200

	Rate	Price
Final	3.625	99.846



**NOTE:** If you receive an **error** due to the **application/interview date**, toggle back to **Edit 1003** then click the **Loan Originator Information** tab. Towards the bottom you'll see the **Application Interview Date**. The file date must be within 2 days to register.

The screenshot shows the top navigation bar with a progress indicator. The steps are: Edit 1003 (highlighted with a green box and a right arrow), Pricing, Credit / AUS, Final Pricing, and Register Loan. Below the progress bar, a message states "This step is complete." Below that is a "Current Borrower Validation" section with a dropdown menu showing "JessTest Conventional" and an "Add" button. To the right are buttons for "Delete", "Save", "Validate", and two user icons. Below this is a row of tabs: "Loan & Property", "Borrower Information", "Assets & Liabilities", "Real Estate", "Declarations", "Demographic Information", "Loan Originator Information" (highlighted with a green box and a checkmark), and "Lender Loan Information". At the bottom left is a "<< Previous" button and at the bottom right is a "Next >>" button.

The screenshot shows the "Loan Originator Information" form. The fields are: "Loan Originator Organization Name" (01 - Big Mike's Company Test), "Street" (109 Pelican Court), "Unit#" (empty), "City" (League City), "State" (Texas), "Zip" (77573), "Loan Originator company license Type" (Private selected), "State License Identifier" (empty), "Loan Originator First Name" (LO), "Loan Originator Middle Name" (empty), "Loan Originator Last Name" (Test), "Loan Originator Name Suffix" (empty), "Loan Originator license Type" (Private selected), "State License Identifier" (empty), "Email" (empty), "Phone" ((555) 888-9999), "Application Interview Date" (04/13/2021, highlighted with a green box), and "EIN" (empty).

Once the application date has been updated, click the **Register** tab. A confirmation that you may proceed will show in green.

The screenshot shows the top navigation bar with a progress indicator. The steps are: Edit 1003, Pricing, Credit / AUS, Final Pricing, and Register Loan (highlighted with a green box and a right arrow). Below the progress bar, a message states "This loan file is ready to be Registered. Click the 'Register' button below to complete the process."



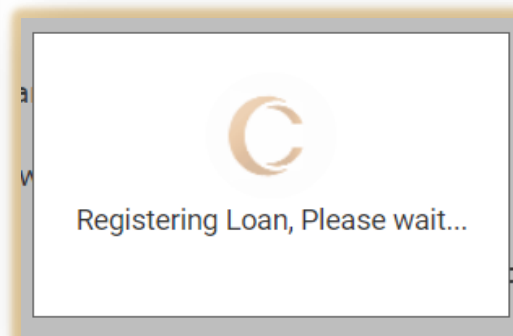
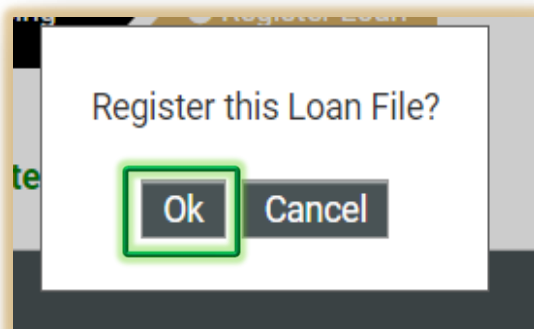
## Register Loan

21. You should now be on the **Register Loan** tab.



22. Double check the **Estimated Closing Date**, **LO** and **Processor**. Click **Register**.

❖ Click **Ok** to confirm.





**NOTE:** If an **error** occurs toggle back to **Edit 1003** tab and edit the needed information.

❖ In this example the Settlement Date needs to be corrected.

The screenshot shows the top navigation bar with tabs: Edit 1003, Credit / AUS, Fees, Title Fees, Request Disclosures, Price/Lock Loan, Credit Package Upload, and Submit to UW. Below the navigation bar, there are two main sections: 1 SmartFees (Create a SmartFees record) and 2 Fee Validation & Disclosure (Review & update closing costs). A red error message box is displayed, stating: "An Error Has Occurred. We're sorry, we seem to have experienced an error while attempting to submit your loan scenario to SmartFees. Details of the error(s) are below." The error details are: "Error code 2 - Invalid Request : The specified 'Settlement Date' is less than the current date".

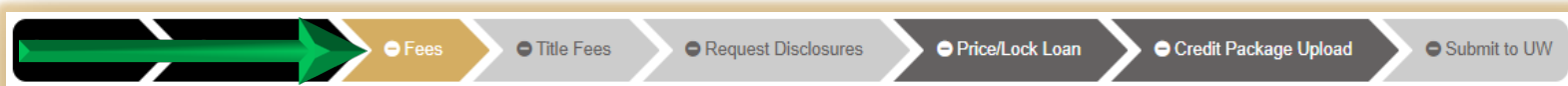
Once you have made the correction be sure to click **Save**.

The screenshot shows the SmartFees interface with the "Edit 1003" tab selected. A green arrow points to the "Edit 1003" tab with the text "This step is complete." Below the navigation bar, there is a "Current Borrower Validation" section with a dropdown menu showing "JessTest Conventional" and an "Add" button. To the right of the dropdown are buttons for "Save", "Validate", and two icons. Below this is a row of tabs: Loan & Property, Borrower Information, Assets & Liabilities, Real Estate, Declarations, Demographic Information, Loan Originator Information, and Lender Loan Information. The "Lender Loan Information" tab is selected and highlighted with a green arrow. Below the tabs is the "Mortgage Loan Information" form. The form contains the following fields: Mortgage Type Applied For (Conventional), Note Rate (4.625), Loan Term (360), Mortgage Lien Type (First Lien), Amortization Type (Fixed), Balloon (NO), Interest Only (NO), Negative Amortization (NO), Prepayment Penalty (NO), Temporary Interest Rate Buydown (NO), HMDA Rate Spread (0.552), HMDA HOEPA Status (-- Select --), Community Lending Product (-- Select --), Community Seconds Repayment Structure (-- Select --), and Estimated Closing Date (05/19/2021). A green arrow points to the "Estimated Closing Date" field.



## Fees

### 23. Smart Fees



- ❖ Answer the 2 mandatory questions with the red asterisk \* then click **Save & Continue**.  
*The questions may vary by scenario.*

The screenshot shows the 'Smart Fees' form with a progress bar at the top. The form is divided into two main sections: '1 SmartFees' and '2 Fee Validation & Disclosure'. The 'SmartFees' section contains a heading 'Additional Questions' with a question mark icon and a subtext: 'More details are required to ensure accurate pricing of fees for this loan. Please provide your answers below.' Below this, there are two mandatory questions, each marked with a red asterisk (\*):

- 'Are individuals being added to or removed from property title?\*' with a dropdown menu showing 'Please select'.
- 'What is the taxable value transferred, if any?\*' with a text input field.

Both questions and their respective input fields are highlighted with a green border. At the bottom of the form, there is a 'Back' button on the left and a 'Save & Continue' button on the right, both also highlighted with a green border.



The **Smart Fees** are now available to view and edit.

Edit 1003

Credit / AUS

Fees

Title Fees

Request Disclosures

Price/Lock Loan

Credit Package Upload

Submit to UW

1 SmartFees  
Create a SmartFees record

2 Fee Validation & Disclosure  
Review & update closing costs

Once you have finished updating fee information in the window below, click "Done Updating Information" to import the latest data.

Click To Save Changes

This is Azure - siftees01.

SmartFees™

Welcome, Change Lend!!

My Files

File Summary

SmartFees ID:  
41050581

Loan Purpose:  
Refinance

Loan Number:  
8000000845

Property Address:  
6656 Melvin Avenue  
Reseda, CA 91335

Map 1030-V5

File Data

Questions

Fees

SmartFees Reports

Audit Log

Select a provider for each of the services below. The Smartfees Transaction Detail Report will be created once the data is exported to your system

ADD ADDITIONAL SERVICES

Title and Closing Services

Title Insurance	WFG Encino Office <a href="#">Details</a>   <a href="#">Remove</a>   <a href="#">Select Provider</a>	\$875.00
Settlement Services	WFG Encino Office <a href="#">Details</a>   <a href="#">Remove</a>   <a href="#">Select Provider</a>	\$1,083.00

Recording Fees/Transfer Taxes

[Edit Recording Fees / Transfer Taxes](#)

Recording Fees Total		\$395.00
Release of Real Estate Lien	\$108.00	
Mortgage / Deed of Trust	\$287.00	
Transfer Taxes Total		\$0.00
County Tax Stamps		\$0.00
City Tax Stamps		\$0.00
State Tax Stamps		\$0.00

< Back

Save & Continue >



- ❖ Be sure to review fees by **clicking through the tabs**.

The screenshot shows the SmartFees application interface. At the top, the 'SmartFees' logo is on the left and 'Welcome, Change Lend!' is on the right. Below the logo is a 'My Files' tab. The main content area has a 'File Summary' sidebar on the left and a central panel with tabs: 'File Data', 'Questions', 'Fees' (highlighted with a green box), 'SmartFees Reports', and 'Audit Log'. The 'Fees' tab is active, displaying a message: 'Select a provider for each of the services below. The Smartfees Transaction Detail Report will be created once the data is exported to your system'. Below this is an 'ADD ADDITIONAL SERVICES' button. The 'Title and Closing Services' section lists 'Title Insurance' and 'Settlement Services', both with 'WFG Encino Office' as the provider and 'Select Provider' links. The 'Recording Fees/Transfer Taxes' section shows a table of fees and taxes.

Recording Fees/Transfer Taxes		
<a href="#">Edit Recording Fees / Transfer Taxes</a>		
Recording Fees Total		\$395.00
Release of Real Estate Lien	\$108.00	
Mortgage / Deed of Trust	\$287.00	
Transfer Taxes Total		\$0.00
County Tax Stamps		\$0.00
City Tax Stamps		\$0.00
State Tax Stamps		\$0.00

- ❖ You can use the **Back** and **Save & Continue** buttons to move forward and backwards through the tabs, or **click on the actual tab**.

The navigation bar at the bottom of the page features a 'Back' button with a left-pointing arrow and a 'Save & Continue' button with a right-pointing arrow. Both buttons are highlighted with green arrows pointing towards them.



- ❖ You can also **Save Changes** by clicking the grey button at the top of the page.

1 **SmartFees**  
Create a SmartFees record

2 **Fee Validation & Disclosure**  
Review & update closing costs

Once you have finished updating fee information in the window below, click "Done Updating Information" to import the latest data.

**Click To Save Changes**

SmartFees<sup>SM</sup>

Welcome, Change Lend!

24. Click the **Fee Validation & Disclosure** tab. From here you can review and edit.

1 **SmartFees**  
Create a SmartFees record

2 **Fee Validation & Disclosure**  
Review & update closing costs

Loan Costs		
Fee Name	Provider	Cost
A. ORIGATION CHARGES		
Borrower Discount		\$547.00
Originator Compensation (Lender Paid)		\$9774.00
Administration Fee	Bought Out	
B. SERVICES YOU CAN'T SHOP FOR		
<a href="#">Add Section B Fee</a> +		
Credit Report		\$101.00
Flood Certification		\$8.50
Attorney/Document Preparation Fee		\$150.00
eClose Services		\$95.00
Appraisal Fee		\$700.00
C. SERVICES YOU CAN SHOP FOR		

Other Costs		
Fee Name	Details/Term	Cost (\$)
E. TAXES AND OTHER GOVERNMENT FEES		
Recording Fees		\$160.00
City/County/Stamps		\$605.00
F. PREPAIDS		
1 Year Hazard Insurance	\$278.44 for 12 mos. ▼	\$3341.28
G. INITIAL ESCROW PAYMENTS AT CLOSING		
Hazard Insurance Reserves	\$278.44 for 2 mos. ▼	\$556.88
Property Tax Reserves	\$481.56 for 2 mos. ▼	\$963.12

- ❖ Once you have reviewed and/or edited all the fees, **check the box** at the bottom of the page, confirming your disclosures will be based off the approved fees. The click **Save & Continue**.

☒ I agree and understand that initial disclosures will be based on the above terms and fees, and that any restitution or under-disclosure is my responsibility.

[< Back](#)

**Save & Continue** [>](#)



26. Now check the box to open **Title & Settlement Fees and Providers**.

☐ I would like to enter my own Title & Settlement Fees and Providers.

Save Selections

- ❖ Select a provider for **Title** and **Settlement**. The provider you chose will default for all lines. From there you can edit your choices individually. Once done, click **Save Selections**.

Save Selections

☒ I would like to enter my own Title & Settlement Fees and Providers.

**Title Insurance Services**

Line	Fee Name	Select Provider	Borrower Paid	Seller Paid
1101a	Select Fee	Select Provider		
1101b	Select Fee	Select Provider		
1101c	Select Fee	Another		
1101d	Select Fee	Another Title Co		
1101e	Select Fee	Close Test		
1101f	Select Fee	One More Invest Co		
		Test Closing Agent		

**Settlement or Closing Fees**

Select Provider

Line	Fee Name	Service Provider	Add new Provider	Borrower Paid	Seller Paid
1102a	Settlement Fee	Select Provider			
1102b	Closing Fee	Select Provider			
1102c	Escrow Fee	Select Provider			



## Initial Disclosures



27. Click the **Request Disclosures** tab.

1. Check the **box on the left** with the items you are uploading
2. Click **Browse** or **Drag & Drop** your file  
*File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB*
3. Click Upload
4. Once the file is uploaded click **Request Disclosures**

**Package Documents** **Status**

☒ Credit Report ☒

☐ Other Description

1. Check the documents from the list that are included in your file  
2. Click "Browse" or Drag & Drop your file in the box below  
3. Click the "Upload" button

Browse Drag & Drop Files Upload

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

**Request Disclosures**

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

**Borrower Spouse Information**

Non-Borrowing Spouse First Name

Non-Borrowing Spouse Last Name

Non-Borrowing Spouse E-mail



- ❖ For a **VA loans** you will need to upload the **Certificate of Eligibility**.

❖ Edit 1003 > Credit / AUS > Fees > Title Fees > Request Disclosures > Price/Lock Loan > Credit Package Upload > Submit to UW

Package Documents	Status
<input type="checkbox"/> We require the certificate of eligibility document your eligibility for a VA loan. If you did not receive a DD-214 at discharge or do not have a copy of it, you may request a certificate of eligibility from the VA or give us permission to request it on your behalf by completing a Determination of Eligibility form (VA 26-1880).	Required
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file  
2. Click "Browse" or Drag & Drop your file in the box below  
3. Click the "Upload" button

Browse Drag & Drop Files Upload

file types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

This loan is not ready to order disclosures. Please upload all required documents.

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

**Borrower Spouse Information**

Non-Borrowing Spouse First Name

Non-Borrowing Spouse Last Name

Non-Borrowing Spouse E-mail

**VA IRRRL Data**

Please validate all values with credit report.

Existing Loan Start Date

Existing Loan First Payment Date

Existing VA Loan Number

- ❖ Once the document has successfully uploaded a confirmation will appear at the bottom of the screen.

A Disclosure Request is currently being processed.

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

A Disclosure Request is currently being processed.



## Price/Lock Loan



28. Once the initial docs have been **sent** you will have the ability to Lock the loan.

### Price / Lock

**Lock functionality is not available until Initial Disclosures have been sent.**

- ❖ You'll notice you can no longer change the loan scenario. You can however edit the **purchase price, value, loan amount, LTV and number of units.**

### Price / Lock

Last Priced: 2021-04-01 11:51:13 Program: FannieMae 30 Yr Fixed DU Direct Rate: 3.625 Price: 99,846

Loan Scenario	Pricing Details
<b>Mortgage Information</b> Non-QM <input type="radio"/> No <input type="radio"/> Yes Loan type * <input type="text" value="Conventional"/> Loan purpose * <input type="text" value="Purchase"/> Doc type * <input type="text" value="Full"/> Loan term <input type="text" value="30 Year"/> Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM Low-Mid FICO * <input type="text" value="739"/> Is there a Co-Borrower? <input type="radio"/> No <input type="radio"/> Yes DTI * <input type="text" value="8.97"/> Underwriting Result <input type="text" value="DU Approve/Eligible"/> Waive escrows <input type="radio"/> No <input type="radio"/> Yes Mtg insurance <input type="radio"/> No <input type="radio"/> Yes Lender paid MI <input type="radio"/> No <input type="radio"/> Yes First Time Homebuyer? <input type="radio"/> No <input type="radio"/> Yes Agency Program <input type="text" value="N/A"/> <b>Property Information</b> Property zip * <input type="text" value="92108"/> Property state * <input type="text" value="CA"/> Property city * <input type="text" value="San Diego"/> Property type * <input type="text" value="SFD"/> Units * <input type="text" value="1"/> Occupancy type * <input type="text" value="Primary"/> Comp source <input type="text" value="Lender Paid"/> My comp plan: BP: 2.750 Min: 1,200 Max: 10,000 Lender fee buyout * <input type="radio"/> No <input checked="" type="radio"/> Yes (Fee bought-out) <div><b>Purchase price *</b> <input type="text" value="550000"/> <b>Est. value *</b> <input type="text" value="575000"/> <b>Loan amount *</b> <input type="text" value="355400"/> <b>Subordinate financing</b> <input type="text" value="0"/> <b>LTV *</b> <input type="text" value="64.62"/> <b>CLTV</b> <input type="text" value="64.62"/></div>	<b>Pricing Details</b> 100% of your compensation will be paid by Change Wholesale: <input type="text" value="9774"/> 3rd party closing costs: <input type="text" value="10771"/> Total 3rd party costs: <input type="text" value="10771"/> Seller or other credits for 3rd party fees: <input type="text" value="0"/> Amount available for lender credit: <input type="text" value="10771"/> Applied lender credit: <input type="text" value="0"/> Discount to buy the rate down: <input type="text" value="547"/> Lender paid broker comp: <input type="text" value="9774"/> Base pricing: <input type="text" value="102.750"/> Lender fee buyout: <input type="text" value="0.197"/> Charge to buy down rate: <input type="text" value="-0.154"/> Target price: <input type="text" value="102.793"/> Net Target price: <input type="text" value="100.043"/> Summary cash to close Down payment: <input type="text" value="194600"/> Remaining cash for fees after credits: <input type="text" value="10771"/> Discount to buy the rate down: <input type="text" value="547"/> Total cash to close: <input type="text" value="205918"/> Minimum required investment: <input type="text" value="194600"/>

Lock Term:



❖ Click **Get Pricing**. The rate is already selected. Then **Disclose as Lock** or **Disclose as Float**.

**Lock Term:** 45 Day ▼

**Get Pricing**

Rate	APR	45 Day Price	Rebate/ Discount	P&I
<b>FannieMae 30 Yr Fixed DU Direct ⓘ</b>				
2.250	2.857	92.342	\$27,217	1358
2.375	2.923	93.098	\$24,530	1381
2.500	2.985	93.894	\$21,701	1404
2.625	3.039	94.793	\$18,506	1427
2.750	3.084	95.802	\$14,920	1451
2.875	3.155	96.485	\$12,492	1475
2.990	3.227	97.030	\$10,555	1496
3.000	3.233	97.080	\$10,378	1498
3.125	3.318	97.588	\$8,572	1522
3.250	3.392	98.231 ✓	\$6,287	1547
3.375	3.469	98.836 ✓	\$4,137	1571
3.500	3.551	99.373 ✓	\$2,228	1596
3.625	3.637	99.846 ✓	\$547	1621
3.750	3.750	100.395 ✓	(\$1,404)	1646
3.875	3.875	100.957 ✓	(\$3,401)	1671
3.990	3.990	101.354 ✓	(\$4,812)	1695
4.000	4.000	101.404 ✓	(\$4,990)	1697
4.125	4.125	101.763 ✓	(\$6,266)	1722

**Pricing Snapshot**

**Program Name:** FannieMae 30 Yr Fixed DU Direct  
**Comp Source:** LenderPaid  
**Lock Term:** 45 Day  
**P&I Payment:** \$1621  
**MI Payment:** \$0  
**Lender Fee Buyout:** Yes  
**Borrower discount:** \$547

	Rate	Price
Base	3.625	100.296

Adjustments	Rate	Price
LTV is 60.01 - 70%, And FICO is 720 - 739		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200

	Rate	Price
Final	3.625	99.846

Disclose as Lock

Disclose as Float

**Disclosures:**

- Pricing is subject to change without notice. This is not an eligibility engine, please refer to the program guidelines for eligibility.
- 3rd Party Closing Costs on this screen are provided for illustrative purposes only and are not intended to be disclosed to the consumer.
- MI Pricing is Risk Based. Income, debts and other factors have not been validated. MI will be re-disclosed at CTC.
- For FHA, Monthly MIP is .85 renewal premium.

**Note:** If something changed you will see an error message and will need to **re-run AUS**. Then return to the tab you were on.

**✓ Edit 1003**

**✓ Credit / AUS**

**✓ Fees**

**✓ Title Fees**

**✓ Request Disclosures**

**Price/Lock Loan**

**Credit Package Upload**

**Submit to UW**

## Price / Lock

**Last Priced:** 2021-05-27 10:23:21   
 **Program:** Conforming Fixed   
 **Rate:** 4.625   
 **Price:** 98.283



## Package Upload

← Credit Package Upload

29. **Check** the boxes next to the documents from the list that are included in your file.

*Purchases require for the Property-Sales Contract box to checked.*

- ❖ To add documents click **Browse** or **Drag & Drop** the file.
- ❖ Once you have attached the file click **Upload**.
- ❖ Once documents have been uploaded, they will show in the **Uploaded Documents** box.  
*File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB.*

✔ Edit 1003

✔ Credit / AUS

✔ Fees

✔ Title Fees

✔ Request Disclosures

Price/Lock Loan

Credit Package Upload

Submit to UW

✔	Package Documents	Status
<input type="checkbox"/>	Please provide most recent 2yrs W2's unless AUS indicates otherwise.	Required
<input type="checkbox"/>	Please provide most recent 30 days paystubs unless AUS indicates otherwise.	Required
	Credit Report	✔
<input type="checkbox"/>	Mortgage Statement	Required
<input type="checkbox"/>	Payoff Demand	Required
<input type="checkbox"/>	Please provide mortgage statements, Insurance Declarations Pages, Tax Bills, HOA Statements for all additional owned properties	Optional
<input type="checkbox"/>	Please provide a written explanation for the various addresses shown on your credit report.	Optional
<input type="checkbox"/>	Please provide a copy of all pages of the most recent two (2) months of bank statements covering a minimum of 60 days unless AUS indicates otherwise. Any large deposits must be explained and documented.	Optional
<input type="checkbox"/>	Please provide a written explanation and documentation for large deposits.	Optional
<input type="checkbox"/>	Please provide a written explanation for derogatory credit on credit report.	Optional
<input type="checkbox"/>	Fee Sheet	Optional
<input type="checkbox"/>	Mortgage Note	Optional
<input type="checkbox"/>	Other Description	

1. Check the documents from the list that are included in your file

2. Click "Browse" or Drag & Drop your file in the box below

3. Click the "Upload" button

Browse

Drag & Drop Files

Upload

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Uploaded Documents

\_1622144932.pdf SmartFees Guarantee Certificate (ID: Date: 05-27-2021 12:48:52)

aus\_findings.pdf AUS Findings

credit\_report.pdf Credit Report



## Submit Package



30. Click the Submit to UW tab. Leave any pertinent information about the loan and/or anything you want the Underwriter to know in the **Notes** section. Lastly click **Submit**.

SaveSubmit

Loan #: 6000000715

Borrower: Andy America

Address: 1234 Rodman St San Diego CA

Loan Amount: 355,400

Loan Purpose: Purchase

Loan Type: Conventional

Estimated Closing Date:

Compensation Source: Lender Paid

Date Registered: 04/01/2021

Channel: Wholesale

Loan Officer: LO Test

Processor: LP Test

Notes to File:

Loan Product Information

Loan Product FannieMae 30 Yr Fixed DU Direct

Loan Term 360

Borrower Spouse Information

Non-Borrowing Spouse Name

Non-Borrowing Spouse E-mail



Your file has now been uploaded successfully.

05/27

05/27

05/30

Application Submitted

Disclosures Sent

Submitted to UW

Disclosures Received

Approval with Conditions

Clear to Close

Docs Out

Docs Back

Funding Requested

Funded

View 1003

Loan Details

UW Package

Loan Documents

Open Conditions

Price & Lock

Appraisal

Requests

The following information was last updated on **05/27/2021**.  
If you have any questions about the status of your loan, please contact your account executive.

Loan Information		
Borrower: JessTest Conventional	Loan #: 6000000845	Loan Amount: \$548,250
Property Address: 6656 MELVIN AVE RESEDA, CA 91335	MERS/MIN #: 100264090000006270	Appraised Value: \$750,000
Loan Officer: LO Test	FHA/VA Case #:	LTV: 73.1
Company: 01 - Big Mike's Company Test	Loan Purpose: Cash-Out Refinance	CLTV: 73.1
Phone: 555-888-9999	Property Type: Detached	DTI: 10.595/22.574
Broker Processor: LP Test	Occupancy Type: PrimaryResidence	Lock Status: NotLocked
Broker Coordinator: TPO Unassigned Account Manager	Loan Status: Submitted to UW	Lock Date:
Phone: 888-684-4292	Loan Program: Fannie Mae Conforming 30 Yr Fixed	Lock Expiration:
Underwriter: Automation Under	Monthly P&I Payment: \$2,818.77	Lock Rate: 4.625%
	Total Monthly Payment (PITI): \$3,810.09	Compensation: Borrower Paid
		Lock Price:

Gross Monthly Income			Details of Transaction	
	Borrower	Co-Borrower	Total	
Base	35961.71		35,961.71	a. Purchase Price
Overtime				b. Alterations
Bonuses				c. Land
				d. Refinance
				j. Subordinate financing
				k. CC paid by seller
				CC paid by Broker, Lender, Oth

## Documents

31. After reviewing the Loan Details and adding notes, click the **Loan Documents** tab to review what is in the file.

View 1003

Loan Details

UW Package

Loan Documents

Open Conditions

Price & Lock

Appraisal

Requests

To Upload Documents:

1. Enter document description

2. Drag a file into the area to the right or click "Select File"

3. Click the "Upload" button

Description

Browse

Drag & Drop Files

Upload

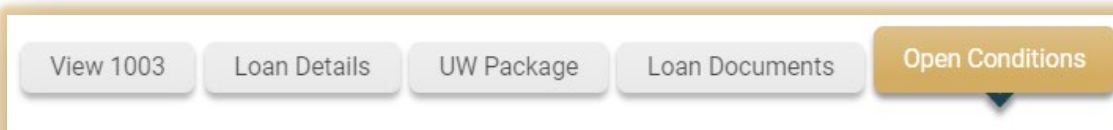
Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.  
Maximum file size is 100MB.

Broker Uploaded Documents	Received	Size	Description
loan_submission.pdf	05/27/2021	1953Kb	Loan Submission Document
Change_Wholesale_Logo_Color.pdf	05/27/2021	50Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
Change_Wholesale_Logo_Color_whiteSub.pdf	05/27/2021	50Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
Change_Wholesale_Logo_Black.pdf	05/27/2021	48Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
A_America_Bank_Statement.pdf	05/27/2021	32Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
credit_report.pdf	05/27/2021	3Kb	Credit Report
aus_findings.pdf	05/27/2021	30Kb	AUS Findings
__1622144932.pdf	05/27/2021	38Kb	SmartFees Guarantee Certificate (ID: Date: 05-27-2021 12:48:52)



## Conditions

32. Once Approved to see conditions click the **Open Conditions** tab.



❖ To upload documents:

1. Click the **Browse** button or **Drag & Drop** the document into the upload box.
2. **Check the box** next to the correct condition.
3. Once you are done with all your documents click the **Start Upload** button.

**Tip:** Scroll down the page to see all outstanding conditions. Be sure to pay attention to the legend in the top left corner.

### Open Underwriting Conditions

**To upload documents:**

1. Click the "Upload Files" button for any condition.
2. Enter a comment for the uploaded file.
3. Click "Browse" or Drag & Drop a copy of the documents

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.  
Max file size = 60MB.

**Status Legend**

- **Added** - Condition has been added for review.
- **Reviewed** - Account Manager has accepted your condition.
- **AM Re-Requested** - Account Manager has rejected your condition.
- **UW Re-Requested** - Underwriter has rejected your condition.
- **Cleared** - Account Manager/Underwriter has accepted and cleared the condition.
- **Waived** - Underwriter has waived the condition.

Browse

Drag & Drop Files

Start Upload

Miscellaneous Conditions	Prior to	Uploaded	Status	Status Date
<input type="checkbox"/> P08: Property-Certificate of Occupancy and Code Compliance CO for new construction			Added	05/19/21
<input type="checkbox"/> A03: Assets-Access to Funds Provide Copy Of 1099 For The Following Year _____ From _____	Documents		Added	05/19/21
<input type="checkbox"/> A05: Assets-Checking / Savings Stmt's 1mo__ 2mo__ 3mo__ Check for large deposits or overdrafts	Documents		Added	05/19/21
<input type="checkbox"/> P36: Appraisal-Copy Delivered to borrower Evidence that borrower has been given a copy of the appraisal/AVM or other review a minimum of 3 days prior to signing.	Documents		Added	05/19/21
<input type="checkbox"/> P46: Appraisal-Recertification by the original appraiser Recertification by the original appraiser	Documents		Added	05/19/21
<input type="checkbox"/> M64: Misc-LOE (letter of explanation) Provide The Original Signed Letter Of Explanation Regarding:	Documents		Added	05/19/21
<input type="checkbox"/> M66: Misc-Permanent Resident Alien Card	Documents		Added	05/19/21
<input type="checkbox"/> M67: Misc-Picture ID w/ Social Security Number	Documents		Added	05/19/21



- ❖ When **uploading conditions** attach them into the appropriate box. It will automatically label the condition for underwriting. **Click the box** below to the name of the condition to leave comments.

<div><div>Browse</div><div>Drag &amp; Drop Files</div></div> <div>Start Upload</div>					
<b>Address Verification - USPS</b>		<b>Prior to</b>	<b>Uploaded</b>	<b>Status</b>	<b>Status Date</b>
<input type="checkbox"/>	M71: Misc-Zip Code Look Up US look-up on address and Zip code	Documents		Added	05/19/21
<div><div>Browse</div><div>Drag &amp; Drop Files</div></div> <div>Start Upload</div>					
<b>Application-Final 1003 Signed</b>		<b>Prior to</b>	<b>Uploaded</b>	<b>Status</b>	<b>Status Date</b>
<input type="checkbox"/>	M03: Application-Final 1003 Signed Borrower To Sign And Date Final 1003	Funding		Added	05/19/21
<div><div>Browse</div><div>Drag &amp; Drop Files</div></div> <div>Start Upload</div>					
<b>Application-Initial</b>		<b>Prior to</b>	<b>Uploaded</b>	<b>Status</b>	<b>Status Date</b>
<input type="checkbox"/>	L01: Application-Initial 1003 Borrower and LO To Sign And Date Initial 1003	Documents		Added	05/19/21
<div><div>Browse</div><div>Drag &amp; Drop Files</div></div> <div>Start Upload</div>					
<b>Appraisal</b>		<b>Prior to</b>	<b>Uploaded</b>	<b>Status</b>	<b>Status Date</b>
<input type="checkbox"/>	P44: Appraisal-Field Review Review To Be Ordered. Reviewer Must Not Be Related To Appraiser. Value to be approved. Additional conditions may apply.	Documents		Added	05/19/21
<input type="checkbox"/>	P40: Appraisal-1004 Provide fully complete FNMA 1004 - Appraisal Must Be Reviewed And Approved By Underwriter	Documents		Added	05/19/21



## Price & Lock

33. To view details of pricing click the **Price & Lock** tab.

The screenshot shows the 'Price & Lock' tab selected in the mortgage application process. The top navigation bar includes a timeline with steps: Application Submitted, Disclosures Sent (05/19), Submitted to UW (05/21), Disclosures Received, Approval with Conditions (05/21), Clear to Close, Docs Out, Docs Back, Funding Requested, and Funded. Below the timeline, a row of tabs includes 'View 1003', 'Loan Details', 'UW Package', 'Loan Documents', 'Open Conditions', 'Price & Lock' (highlighted with a green box), 'Appraisal', and 'Requests'. The main content area is titled 'Price / Lock' and shows a 'Lock Status: Lock Requested'. Below this, a summary line reads: 'Last Priced: 2021-05-19 14:50:25 Program: Fannie Mae Conforming 30 Yr Fixed Rate: 4.000 Price: 100.522'. The interface is divided into two columns: 'Loan Scenario' and 'Pricing Details'. The 'Loan Scenario' column contains 'Mortgage Information' with fields for Non-Agency (No/Yes), Loan type (Conventional), Doc type (Full), Loan purpose (Purchase), Loan term (30 Year), Amortization (Fixed/ARM), Comp source (Lender Paid), My comp plan (BP: 2.750, Min: 1,200, Max: 10,000), Lender fee buyout (No/Yes), and Purchase price (430000). The 'Pricing Details' column lists various costs and credits: 100% of your compensation will be paid by Change Wholesale (10000), 3rd party closing costs (10995), Add lender fee (699), Total 3rd party costs (11694), Seller or other credits for 3rd party fees (0), Amount available for lender credit (11694), and Applied lender credit (2132).

Loan Scenario	Pricing Details
<b>Mortgage Information</b>	
Non-Agency <input checked="" type="radio"/> No <input type="radio"/> Yes	100% of your compensation will be paid by Change Wholesale: 10000
Loan type * Conventional	3rd party closing costs: 10995
Doc type * Full	Add lender fee: 699
Loan purpose * Purchase	Total 3rd party costs: 11694
Loan term 30 Year	Seller or other credits for 3rd party fees: 0
Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM	Amount available for lender credit: 11694
Comp source Lender Paid	Applied lender credit: 2132
My comp plan: BP: 2.750 Min: 1,200 Max: 10,000	
Lender fee buyout * <input checked="" type="radio"/> No <input type="radio"/> Yes (Fee bought-out)	
Purchase price * 430000	
Est. value *	



## Appraisal

34. To order the **Appraisal** click the tab and fill out the Agent information if applicable. We leverage the **Mercury Network** ordering system to order and manage the appraisal ordering process. **Click the link** to sign-in or sign-up for an account.

### Request Appraisal


Please select an approved AMC from the list below to order an appraisal.


**We have partnered with the following local and national appraisal management companies for speed and quality. Our goal is to make your appraisal process as easy and effortless as possible.**


We leverage the Mercury Network ordering system to order and manage the appraisal ordering process. To sign up for an account please click on the following link:

[Mercury Network Login](#)  
[Mercury Training Guide](#)

[AMC Fee List By State](#)

**STREET SMART VALUATIONS**  
**Street Smart Valuations** | Services AZ, CA, CO, FL, GA, NV, NM, OR, TX, UT, WA  
[SSV Fee Schedule](#)

**Accelerated Appraisal Group (AAG)** | Services CA and AZ  
[AAG Fee Schedule](#)

**CLASS VALUATION**  
**Class Valuation** | Services: All States Change Wholesale is Licensed in.



- ❖ You will be taken to the **Mercury** sign-in page. If you do not have an account click **Sign Up**.

The image shows a sign-in and sign-up form for the Mercury Network. At the top left is a "Sign In" tab, and at the top right is a "Sign Up" button with the text "Don't have a free account? Sign Up". Below this is a text box that says: "Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account." There are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember me" and a blue "SIGN IN" button. Below the button is a link that says "Forgot Username or Password?". At the bottom of the form is a logo that says "POWERED BY Mercury Network Vendor Management Platform" and a link that says "Terms of Use".

## Request

35. The Request tab will allow you to:

- ✓ Submit a **Change of Circumstance**
- ✓ Request a **Lock Extension** or **Re-Lock**
- ✓ Request the **Closing Disclosure**

The image shows the "Request" tab interface. At the top is a row of tabs: "View 1003", "Loan Details", "UW Package", "Loan Documents", "Open Conditions", "Price & Lock", "Appraisal", and "Requests". The "Requests" tab is highlighted with a green border. Below the tabs is a list of request types, each with a right-pointing arrow icon: "Request Change of Circumstance", "Request Lock Extension/Re-Lock", and "Request Closing Disclosure".



36. To submit a **Change of Circumstance**, expand the box and complete the form. You can also add supporting documents and enter comments. When finished click **Submit Request**.

Request Change of Circumstance

1. Click "Browse" or Drag & Drop your file in the box below

2. Click the "Upload" button

Upload Supporting Documentation Here:

Browse

Drag & Drop Files

Upload

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

☐ Loan Amount:

☐ Appraised Value:

☐ Occupancy Type: 

-- Select --

☐ Property Type: 

-- Select --

☐ Escrow/Impounds: 

-- Select --

☐ Compensation Source: 

-- Select --

☐ Loan Term: 

-- Select --

☐ Remove Borrower(s):

☐ Note Rate:

Add Fees:

☐ Fee Name:

☐ Fee Amount:

+

Other Changes / Borrower Requested Changes / Comments:

Comments

Submit Request

37. To **Request or Re-lock** drop down the menu, **click the box** next to the action you want to take and enter any relevant information into the comment box. Click **Submit Request**.

Request Lock Extension/Re-Lock

☐

☐

Extend Lock: 

-- Select --

Re-Lock for: 

30 Days (Includes .25% Re-Lock Fee and Worst-Case Pricing)

Comments:

Comments

Submit Request



38. To **Request the CD** drop down the menu. Fill in the information then click **Submit**.

Request Closing Disclosure

Loan Details

Borrower Name

Andy America

Co-Borrower Name

Amy America

Loan Number

6000000718

Estimated Closing Date

04/29/2021

First Payment Date

06/01/2021

Email Address to Send Docs

Vesting to Read

Non-Borrower or Title Only

Spouse Name

Email

Last 4 of SSN

Contact Information

Title

Title Company Name

Title Company License

Contact Name

Phone Number

Email

Escrow

Escrow Company Name

Escrow Company License

Contact Name

Phone Number

Email

Buyer's Agent

Company Name

Company License

Address

City

State

Zipcode

License

Name

Phone Number

Email Address

Seller's Agent

Company Name

Company License

Address

City

State

Zipcode

Agent License

Name

Phone Number

Email Address

Closing Information

POA

Please Select

Review Initial Closing Disclosure?

Please Select

SnapDocs/EClosings

Please Select

Impounds

Please Select

Trust

Please Select

Loan Program

FannieMae 30 Yr Fixed DL

Property Type

MI: (Lender or Borrower paid)

Please Select

Final Broker Fees

Broker Comp Type

Please Select

Compensation Amount

Contract Processor Name

Contract Processor Fee

Appraisal Fee

\$

POC:

Broker To Be Reimbursed:

1004D Fee

\$

POC:

Broker To Be Reimbursed:

Credit Report Fee

\$

POC:

Broker To Be Reimbursed:

HOA Cert Fee

\$

POC:

Broker To Be Reimbursed:

Lender Credit

\$

POC:

Broker To Be Reimbursed:

Discount Points

\$

POC:

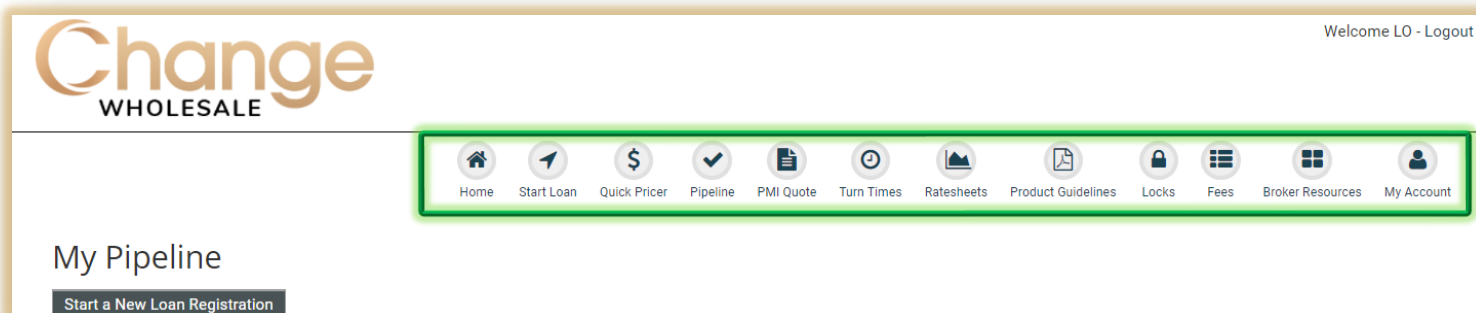
Broker To Be Reimbursed:

Submit

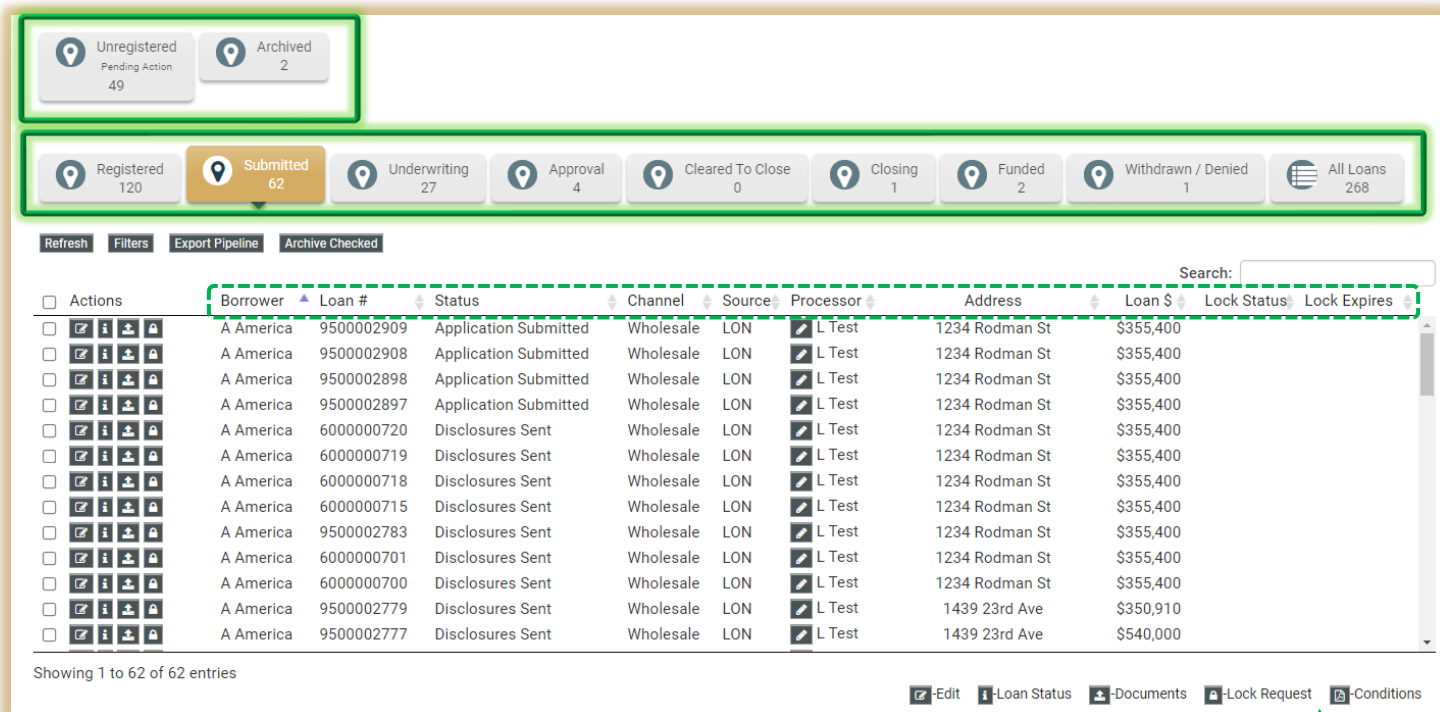


## Pipeline

39. The **Tool Bar** gives you access to several different actions such as Starting a Loan, PMI Quotes, Turn Times, Locks, Guidelines, and other Broker Resources.



40. The **Pipeline** sorts the files by status from Unregistered to Funded including Withdrawn/Denied. You can sort the files by borrower name, loan number, status, Processor and address, loan amount and lock



**Tip:** Be mindful of the legend. It shows what action can be taken when clicking on an icon.