



## Registering and Locking Loan (All Delivery Channels)

### Step 1. Create a New Loan

- Click "Create New Loan"
- This will prompt a drop down menu with three choices:
  - Import Loan File
  - Create Purchase Loan
  - Create Refinance Loan
- It is most efficient to utilize the "Import Loan File" option.

A screenshot of the WHEDA portal interface. At the top, a green banner says "Welcome, Nicole Kane!". Below this is a navigation sidebar with a "Portal:" dropdown set to "Correspondent". The sidebar has a "Create New Loan" button highlighted in yellow, and a sub-menu with "Import Loan File" selected. The main content area is titled "Import Loan File" and contains several radio button options: "Import Fannie Mae file", "Import Calyx Point file", and "Import MISMO 3.4" (which is selected). Below these is a "CHOOSE FILE" button with the text "No file chosen" and an asterisk. There is also a checkbox for "I understand that applicants' Social Security Numbers may be stored and potentially visible to other users." and an "IMPORT" button. At the bottom, there are two more radio button options: "Retrieve existing loan from DO/DU" and "Retrieve existing loan from LPA".

### Step 2: Import Loan File

You will have the option to import the file in the following ways:

- Fannie Mae File
- Calyx Point File
- MISMO 3.4 File
- Retrieve loan from DO/DU (will need login information)
- Retrieve loan from LPA (FHA only and login information needed)

## HELPFUL TIPS:

- Broker and Mini Correspondent lenders are required to utilize WHEDA Sponsored DO to run their AUS findings.
- MISMO file upload is the most compatible with the newer URLA.
- Every loan will show the following message. You can DISREGARD this message.

### Alert Messages

- Credit has not been ordered for Application #1. Please order credit for more accurate results.

## STEP 3: Assign Contacts

- Your assigned role will auto fill in this section.
- It is very important to choose at least 2 other contacts for the other roles. This is who WHEDA will contact pertaining the loan throughout the process.

Status

Current Status: Registered      Status Date: 9/9/2021      Action: view status certificate      [CHANGE LOAN STATUS](#)

Loan Open (9/9/2021) → Registered (9/9/2021) → Doc Check → Loan Purchased

Agents

Assigned Agents in TEST WHEDA

Loan Officer re-assign	Processor re-assign	Secondary re-assign	Post-Closer re-assign
Name: Nicole Kane	Name: Nicole Kane	Name: Nicole Kane	Name: Nicole Kane
Email: nicole.kane@wheda.com	Email: nicole.kane@wheda.com	Email: nicole.kane@wheda.com	Email: nicole.kane@wheda.com
Phone: (608) 266-0191	Phone: (608) 266-0191	Phone: (608) 266-0191	Phone: (608) 266-0191

Assigned Agents in Wisconsin Housing and Economic Development Authority

Underwriter	Lender Account Executive
Name:	Name:
Email:	Email:
Phone:	Phone:

## HELPFUL TIP:

- Once the loan is locked, you must email lockdesk@wheda.com to make any changes.

## STEP 4: Proceed to Pricing

- Start by verifying all of the information uploaded correctly.
- Credit scores typically carry over with the upload, but if they do not, it will not impact your pricing. WHEDA doesn't price with LLPA's.
- Income MUST be entered or you will not get pricing.
- See below images for all fields that require manual entry for accurate pricing.



Pricing

Run Scenario in DO Run Scenario in DU

Horizon of borrower interest: 60 months (explain)

Applications (1) Property & Loan Info PML Options

Remove this application Add New 1003 Application

Applications (1) Connect.WHEDA

**Applicant Info**

First Name: WHEDA  
 Middle Name:   
 Last Name: Connect  
 Suffix:   
 SSN: 987-45-6321  
 E-mail:   
 Citizenship: US Citizen  
 Monthly Income: \$3,000.00 (explain) Self Employed?   
 First Time Home Buyer?  (explain) Has Housing History?   
 Is Eligible for VA Loan?  (determine)  
 Has Co-Applicant:

Pricing

Run Scenario in DO Run Scenario in DU

Horizon of borrower interest: 60 months (explain)

Applications (1) Property & Loan Info PML Options

**Property Information**

Street Address: 201 W Washington Ave  
 Zip Code: 53701 State: WI  
 County: Dane  
 City: Madison  
 In Rural Area?  Yes (explain)  
 Property Use: Primary Residence  
 Has Non-Occupant Co-Borrower?  Yes  
 Property Type: SFR  
 Structure Type: Detached  
 New Construction?  Yes  
 Additional Monthly Housing Expenses: \$0.00 (calculate)  
 Owner's Title Insurance:  Use estimated title cost.  Use cost quoted by borrower/realtor.

**Loan Information**

Is Renovation Loan?  Yes  
 Impound?  Yes  
 Doc Type: Full Document  
 Appraised Value: \$0.00  
 Sales Price: \$150,000.00  
 Down Payment: 3.000% \$4,500.00  
 1st Lien: 97.000% \$145,500.00  
 2nd Financing?  No  Yes  
 Rate Lock Period: 45 days  
 Rate Lock Expiration Date: 11/23/2020 (Assumes a 45-day lock.)

2nd Financing Type:  Closed-end  HELOC

2nd Financing is New?  (explain)

2nd Financing: 2.500% \$3,750.00

CLTV: 97.500%

Community / Affordable Seconds?

Rate Lock Period: 45 days

Rate Lock Expiration Date: 6/30/2022 (Assumes a 45-day lock.)

Pricing

Run Scenario in DO Run Scenario in DU

Horizon of borrower interest: 60 months (explain)

Applications (1) Property & Loan Info PML Options

**Loan Program Options**

Term:  10 Year  20 Year  30 Year  15 Year  25 Year  Other

Amortization:  Fixed  5 Year ARM  10 Year ARM  3 Year ARM  7 Year ARM  Other

Product:  Conventional  Home Possible  VA  HomeReady  FHA  USDA

Payment:  P&I  I/O

Run Price My Loan

Number of Programs: 1

PML OPTIONS:

- Must be 30 year
- Must be fixed
- Choose either Conventional or FHA
- Both P&I and I/O must be checked

11/23/2020 (Assumes a 45-day lock.)

**Other Information**

Underwriting Type:  Delegated  Prior Approved

Is TPO Loan?  Yes

Expected AUS Response: DU Approve/Eligible

Number of Financed Properties: 1 (explain)

Prior Sales Date: mm/dd/yyyy (explain)

Conv Loan PMI Type: Borrower Paid - Monthly Premium

Additional MI Options:

Is UFMIP/FF Financed?  Yes  No

Override Auto-Calculated UFMIP/FF?  Yes  No

FHA UFMIP: 1.750%

VA Funding Fee: 0.000%

USDA Rural Guarantee Fee: 1.000%

Qualified Veteran: No

Capital Access DPA: No

Run Price My Loan

Number of Programs: 1

OTHER INFORMATION: (Application 1 page)

- DU Approve/Eligible must be chosen.
- Conventional Loan- Choose "Borrower Paid-Monthly Premium" or "Single Premium" based on file.
- FHA Loan- Indicate if the UFMIP will be financed
- If this is a VALOR loan- check YES for Qualified Veteran.
- If using CAPITAL ACCESS- choose YES for Capital Access DPA. You MUST also add a loan amount or the system will not identify this option.



## STEP 5- Run Pricing and Request Lock

- All eligible loan programs will be listed as options.
- If the desired loan doesn't show up in the "eligible" section, go to the "ineligible" section. It will indicate what is missing in your information.
- If Pricing will not run at all, you are either missing key information, or there is a system issue. Please contact lockdesk@wheda.com in that event.
- If the correct program and pricing option are available, you can now choose to "Register" or "Request Lock" your WHEDA loan.
- If you have secondary financing, please see instructions below:

### Eligible Loan Programs

Rates shown in red are expired  
 \* - The costs displayed are the borrower's non-financed settlement charges.  
 \*\* - exceeds the MAX DTI / No Income

	RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>- 30 YR FIXED FHA</b>									
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	3.500	102.500	544.47	16.759	3.989	\$2,878.74	\$5,871.88	-7.1	FHA Correspondent 30 year
<b>- 30 YR FIXED HFA PREFERRED</b>									
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	3.375	102.656	536.04	14.888	3.375	\$744.65	\$3,750.00	-5.1	HFA Preferred with MI Correspondent 30 year
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	3.250	102.406	527.69	14.721	3.250	\$732.44	\$3,750.00	-5.1	HFA Preferred with MI Correspondent 30 year
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	3.125	102.000	519.41	14.555	3.125	\$720.23	\$3,750.00	-5.2	HFA Preferred with MI Correspondent 30 year
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	3.000	101.643	511.19	14.391	3.000	\$708.02	\$3,750.00	-5.3	HFA Preferred with MI Correspondent 30 year
<b>- 30 YR FIXED FTHB/VALOR HFA PREFERRED</b>									
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	2.875	102.000	503.06	14.228	2.875	\$695.81	\$3,750.00	-5.3	FTHB HFA Preferred with MI Correspondent 30 year

### Ineligible Loan Programs

	RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
No Ineligible Programs									

## STEP 6-Loans with Secondary Financing

- If your loan has secondary financing through WHEDA or another approved source, you will need to indicate the type of secondary financing and include the amount in the "Property and Loan Information" tab. See below for each scenario based on secondary financing type.

### EASY CLOSE:

- Identify the correct program and rate you wish to utilize.
- Click on "Price 2nd Lien".

First Lien Results

Rates shown in red are expired  
 \* - The costs displayed are the borrower's non-financed settlement charges.  
 \*\* - exceeds the MAX DTI / No Income

	RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>- 30 YR FIXED FHA</b>									
<a href="#">price 2nd lien</a>	3.500	102.500	544.47	16.759	3.989	\$2,878.74	\$2,121.88	-2.6	FHA Correspondent 30 year
<b>- 30 YR FIXED HFA PREFERRED</b>									
<a href="#">price 2nd lien</a>	3.375	102.656	536.04	14.888	3.375	\$744.65	\$0.00	0.0	HFA Preferred with MI Correspondent 30 year
<a href="#">price 2nd lien</a>	3.250	102.406	527.69	14.721	3.250	\$732.44	\$0.00	0.0	HFA Preferred with MI Correspondent 30 year
<a href="#">price 2nd lien</a>	3.125	102.000	519.41	14.555	3.125	\$720.23	\$0.00	0.0	HFA Preferred with MI Correspondent 30 year
<a href="#">price 2nd lien</a>	3.000	101.643	511.19	14.391	3.000	\$708.02	\$0.00	0.0	HFA Preferred with MI Correspondent 30 year
<b>- 30 YR FIXED FTHB/VALOR HFA PREFERRED</b>									
<a href="#">price 2nd lien</a>	2.875	102.000	503.06	14.228	2.875	\$695.81	\$0.00	0.0	FTHB HFA Preferred with MI Correspondent 30 year

Ineligible Loan Programs

	RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
No Ineligible Programs									

- Identify the interest rate you wish to lock both the First Mortgage and Easy Close (remember they lock at the same rate).
- Click on either "Register" or "Request Lock".
- If you choose to "Request Lock" it will request the lock for both the First Mortgage and Easy Close.

**First Lien Results**

	RATE	POINTS	PAYMENT
<a href="#">back to 1st lien</a>	5.375	0.000	1,283.45

**Second Lien Results**

If seller or other lender provides 2nd financing, click here to subr

	RATE	POINTS	PAYMENT
<b>- 10 YR FIXED 2ND</b>			
<a href="#">pin register request lock</a>	6.250	0.000	193.01
<a href="#">pin register request lock</a>	6.125	0.000	191.93
<a href="#">pin register request lock</a>	6.000	0.000	190.84
<a href="#">pin register request lock</a>	5.875	0.000	189.77
<a href="#">pin register request lock</a>	5.750	0.000	188.69
<a href="#">pin register request lock</a>	5.625	0.000	187.62
<a href="#">pin register request lock</a>	5.500	0.000	186.56
<a href="#">pin register request lock</a>	5.375	0.000	185.49

**Ineligible Loan Programs**

**CAPITAL ACCESS DPA:**

- **STOP! Did you make sure they meet the more restrictive Capital Access income and purchase price limits?**
- If the loan has a Capital Access DPA you will first choose the First Mortgage Program and Rate.
- **DON'T FORGET-** You must indicate Capital Access is being utilized in the "Other Information" tab.
- You will then move down to the "30 YR FIXED ZERO INTEREST PROGRAM and choose whether to "Register" or "Request Lock"
- This will then lock your first mortgage and allow you to move forward with Capital Access reservation. (Follow the reservation checklist on the Lender Toolkit).

**First Lien Results**

	RATE	POINTS	PAYMENT
<b>- 30 YR FIXED HFA PREFERRED</b>			
<a href="#">price 2nd lien</a>	5.625	0.000	1,319.40
<b>- 30 YR FIXED FHA</b>			
<a href="#">price 2nd lien</a>	6.125	0.000	1,417.01
<b>- 30 YR FIXED FTHB/VALOR HFA PREFERRED</b>			
<a href="#">price 2nd lien</a>	5.375	0.000	1,283.45

**Ineligible Loan Programs**

RATE	POINTS	PAYMENT

No Ineligible Programs

**First Lien Results**

	RATE	POINTS	PAYMENT
<a href="#">back to 1st lien</a>	5.375	0.000	1,283.45

**Second Lien Results**

If seller or other lender provides 2nd financing, click here to subr

	RATE	POINTS	PAYMENT
<b>- 30 YR FIXED ZERO INTEREST PROGRAM</b>			
<a href="#">pin register request lock</a>	0.000	0.000	0.00

**Ineligible Loan Programs**

RATE	POINTS	PAYMENT

**Loan Amount**

- Minimum loan amount \$3,050
- Conventional: Greater of 3% or \$3,050
- FHA: Greater of 3.5% or \$3,050



# Entering Non-WHEDA Secondary Financing:

## First Loan Rate Information

Product Name HFA Preferred with MI Mini-Corr 30 Year  
 Note Rate 5.500  
 Qualifying Rate 5.500  
 Price -1.750  
 Payment 963.82  
 DTI 135.761

## Second Loan Rate Information

Product Name Capital Access  
 Rate Lock Period 45 Days  
 Rate Lock Expiration 6/30/2022 (Assumes a 45-day lock.)  
 Date Qualify Rate 0.000  
 Note Rate 0.000  
 Price 0.000  
 Payment 0.00  
 DTI 135.761

**WARNING: Worst case pricing will apply if lock is broken. Register now and lock later if you are unsure about the closing date.**

Request Type  Register Loan  Lock Rate

### Message to Lender

There is a community 2nd through DPP for \$2000.00

## Agreement

Rate lock requests must be received between 8:30 a.m. and 5:30 p.m. CST on Business Days. Requests received after 5:30 pm will be subject to next-Business Day pricing. Please contact the Lock Desk with questions at 800-334-6873. A Lock is not valid until confirmed by WHEDA and the Lender receives a Confirmation of

I Agree

Confirm

Cancel

## FINAL CONFIRMATION-

- Once you have either Registered or Registered and Locked, a confirmation notification will pop up. You have the option to either print or save and close.
- These documents will also be stored within the "E-docs" section of the file in WHEDA Connect.

**WHEDA Easy Close**

HFA Preferred with MI Correspondent 30 | Certificate Date: 6/23/2020 12:40:35 PM PDT | Payment

Company Phone: (888) 246-2724 | Company Fax: (888) 267-7746 | Loan Officer Phone: (888) 267-7746 | Loan Officer Fax: (888) 267-7746

**Loan Officer Information**  
 Company: TEST WHEDA  
 Loan Officer: Jeannie Smith  
 Loan Officer Email Address: jeannie.smith@wheda.com

**Processor (External) Information**  
 Processor: (External) Jeannie Smith  
 Email Address: jeannie.smith@wheda.com

**Secondary (External) Information**  
 Company: TEST WHEDA  
 Processor: (External) Jeannie Smith  
 Email Address: jeannie.smith@wheda.com

**Post-Closer (External) Information**  
 Post-Closer: (External) Jeannie Smith  
 Email Address: jeannie.smith@wheda.com

**Underwriter Information**  
 Underwriter: [Redacted]  
 Email Address: [Redacted]

**Loan Scenario**

Borrower Information		Subject Property Information	
Borrower	Jane Doe	Property State	WI
Borrower SSN	***-**-5555	Property Type	SFA
Borrower Citizenship	US Citizen	Structure Type	Detached
Spouse	Spouse SSN	Number of Stories	1
Spouse SSN		Is in Rural Area	No
Spouse Is Primary Wage Earner	0	Is Condo	No
Primary Wage Earner Middle Score	0	Is Non-Warrantable Proj	No
Lowest Middle Score	0	Proposed Purpose	Primary Residence
First Time Home Buyer	Yes	Occupancy Rate	100.000%
Has Housing History	No	Gross Rent	\$0.00
Self Employed	No	Proposed Property Tax	\$164.17
Total Income	\$5,000.00	Other Proposed Housing Expense	\$164.17
Present Housing Expense	\$0.00	Property Address	230 Saint Joe St
Total Non-mortgage Debt Payment	\$0.00	Loc: WI 53555	Loc: WI 53555
		County: Columbia	County: Columbia

**Loan Information**  
 Loan Purpose: Purchase  
 Asset Type: Fixed  
 Lien Position: First Lien  
 Sales Price: \$12,250.00  
 Loan Amount: \$12,250.00  
 Upfront NEP Financed: \$0.00  
 Total Loan Amount: \$12,250.00  
 Cashout Amount: \$0.00  
 LTV / CLTV: 97.000% / 100.000%  
 NEP / PF: N/A  
 Impound: No  
 Rate Lock (Days): 45  
 Doc Type: Full Document  
 Term / Due: 360 / 360  
 Prepayment Penalty: No Prepay  
 Reserve Available (months): N/A  
 Estimated Closing Date: 8/7/2020  
 All Required:  Approved/Eligible \*

**Supplemental Information**  
 Qualified Veteran: No  
 Capital Access SPA: No

**Loan Scenario**  
 Borrower: Jane Doe  
 Borrower SSN: \*\*\*-\*\*-5555  
 Borrower Citizenship: US Citizen  
 Spouse: Spouse SSN  
 Spouse Is Primary Wage Earner: 0  
 Primary Wage Earner Middle Score: 0  
 First Time Home Buyer: Yes  
 Has Housing History: No  
 Self Employed: No  
 Total Income: \$5,000.00  
 Present Housing Expense: \$0.00  
 Total Non-mortgage Debt Payment: \$0.00

**Loan Information**  
 Loan Purpose: Purchase  
 Asset Type: Second Lien  
 Sales Price: \$12,000.00  
 Loan Amount: \$3,750.00  
 Upfront NEP Financed: \$0.00  
 Total Loan Amount: \$3,750.00  
 Cashout Amount: \$0.00  
 LTV / CLTV: 3.000% / 100.000%  
 NEP / PF: N/A  
 Impound: No  
 Rate Lock (Days): 45  
 Doc Type: Full Document  
 Term / Due: 120 / 120  
 Prepayment Penalty: No Prepay  
 Reserve Available (months): N/A  
 Estimated Closing Date: 8/7/2020  
 All Required:  Approved/Eligible \*

\* Has been modified by user.

## Final Notes:

- After a loan is locked in WHEDA Connect, any changes to the following must be requested by emailing lockdesk@wheda.com. Please ensure all pertinent information is included in the email request.
  - Loan Amount
  - Purchase Price
  - Appraised Value
  - Adding or Changing any of the assigned contacts
  - Loan Program Change- subject to worst case pricing
  - Remove or added the "above 80% AMI" adjustment to the interest rate (must update monthly income and include in email).