



Creating and Registering a Loan

Before you can register a loan, it will be necessary to create a loan by importing a data file.

Importing a Data File

Select Broker as the portal mode and choose one of the following options to import the data file:

1. Fannie Mae 3.2 file
 - Choose the file by browsing to where the file is saved
 - Click that you understand that the applicants Social Security Number may be stored
 - Click Import

Import Fannie Mae file

No file chosen *

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

2. Calyx Point file
 - Choose the file by browsing to where the file is saved
 - Browse to the file if there is a separate file for a Co-Borrower
 - Click that you understand that the applicants Social Security Number may be stored
 - Click Import

Import Calyx Point file

No file chosen *

Import Co-Borrower files (.CB1, .CB2, .CB3, etc...)

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

3. DO/DU case ID

- Enter the Casefile ID
- Enter your DO/DU User ID
- Enter your DO/DU Password
- Click Get the credit report from casefile (if any)
- Click that you understand that the applicants Social Security Number may be stored
- Click Import

Retrieve existing loan from DO/DU

Casefile ID *

DO/DU User ID * Remember my User ID

DO/DU Password *

Get credit report from casefile (if any)

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

Assigning Agents

Once the loan has been created, it is required to assign the following agents:

- Loan Officer
- Processor

Click on Status and Agents in the left hand menu and assign/re-assign as needed.

Status and Agents

Status

Current Status: Registered Status Date: 12/6/2017 Action: [view status certificate](#) [CHANGE LOAN STATUS](#)

Loan Open (12/6/2017) → Registered (12/6/2017) → Doc Check → Funded

Agents

Assigned Agents in TEST WHEDA

Loan Officer re-assign Name: Test User Email: test@wheda.com Phone: (800) 999-9999	Processor re-assign Name: Test User Email: test@wheda.com Phone: (800) 999-9999
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Pricing the Loan

Click on the Pricing option in the left hand menu. You will see an Application tab and a Property & Loan Info tab.

Applicant Info

First Name

Middle Name

Last Name

Suffix

SSN

E-mail

Citizenship

Monthly Income [Explain](#) Self Employed?

First Time Home Buyer? [Explain](#) Has Housing History?

Is Eligible for VA Loan? [Determine](#)

Has Co-Applicant

Co-Applicant Info

First Name

Middle Name

Last Name

Suffix

SSN

E-mail

Citizenship

Monthly Income [Explain](#) Self Employed?

First Time Home Buyer? [Explain](#) Has Housing History?

Is Eligible for VA Loan? [Determine](#)

Property Information

Street Address

Zip Code State

County

City

In Rural Area? Yes [explain](#)

Property Use

Has Non-Occupant Co-Borrower? Yes

Property Type

Structure Type

New Construction? Yes

Additional Monthly Housing Expenses [calculate](#)

Owner's Title Insurance Use estimated title cost.
 Use cost quoted by borrower/realtor.

Loan Information

Impound? Yes Interest Only? Yes

Doc Type

Appraised Value

Sales Price

Down Payment

1st Lien

2nd Financing? No Yes

Rate Lock Period days

Rate Lock Expiration Date:
2/2/2018 (Assumes a 45-day lock.)

Other Information

Expected AUS Response

Number of Financed Properties [explain](#)

Prior Sales Date [explain](#)

Conv Loan PMI Type

Is UFMIP/FF Financed? Yes

Override Auto-Calculated UFMIP/FF? Yes

FHA UFMIP

VA Funding Fee

USDA Rural Guarantee Fee

Qualified Veteran

High Housing Needs Area

Most of the information will have populated from the importing of data. All required data is identified with a red “X”, but isn’t necessarily all the data needed to get the loan program you are interested in creating to show up as eligible. Verify the information before proceeding. Please note the two yes/no questions at the bottom of the Other Information screen:

- Qualified Veteran – Select Yes to take advantage of the fixed-rate mortgage with a preferred interest rate offered to qualified veterans
- High Housing Needs Area – Select Yes to take advantage of the Capital Access second mortgage offered to home buyers in specific Wisconsin markets with high housing needs

After clicking the Price Button, all eligible loan programs should appear. If the desired loan program isn’t listed, click the “+” symbol next to “Display Ineligible Loan Programs” for details as to why. Change the applicable data and re-run the Pricing/Eligibility Check.

Results

Rates shown in red are expired.
* - The costs displayed are the borrower’s non-financed settlement charges.
** - exceeds Max DTI

Eligible Loan Programs	RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING pin go to 2nd lien	4.250	0.000	477.18	11.808	5.226	\$599.35	\$155,500.00	-225.6	HFA Preferred with MI Broker 30 year...
30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG) pin go to 2nd lien	4.000	0.000	463.09	11.399	4.989	\$597.33	\$155,500.00	-230.5	FTHB HFA Preferred with MI Broker 3...

Loan Programs Requiring Additional Borrower Info
None

- Hide Ineligible Loan Programs

FHA Broker 30 year preview	** MAX LTV 96.5%
FTHB HFA Preferred Risk Sharing No MI Broker 30 year preview	** * MI NOT ALLOWED
HFA Preferred Risk Sharing No MI Broker 30 year preview	** * MI NOT ALLOWED

Registering the Loan

Once you have found the desired program, click one of the following:

- Register – If you are only registering in preparation for submitting the file to underwriting without locking the rate
- Request Lock – If you are choosing to register and lock the loan

Verify that the correct Loan Program name is listed on the right.

Results

* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds Max DTI

Eligible Loan Programs

	RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING									
pin register request lock	4.250	0.000	477.18	11.808	5.226	\$599.35	\$161,500.00	-234.6	HFA Preferred with MI Broker 30 yea...

30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)

pin register request lock	4.000	0.000	463.09	11.559	4.989	\$597.33	\$161,500.00	-239.7	FTHB HFA Preferred with MI Broker 3...
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Loan Programs Requiring Additional Borrower Info

None

[+ Display Ineligible Loan Programs](#)

If 2nd Financing is identified, the system will first require you “go to 2nd lien” and identify which type of 2nd Financing you need. (If there is no 2nd Financing identified, skip to the Confirmation step).

- WHEDA Easy Close
- Other 2nd Financing program.



Eligible Loan Programs

	RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING									
pin go to 2nd lien	4.250	0.000	477.18	11.808	5.226	\$599.35	\$155,500.00	-225.6	HFA Preferred with MI Broker 30 yea...

30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)

pin go to 2nd lien	4.000	0.000	463.09	11.559	4.989	\$597.33	\$155,500.00	-230.5	FTHB HFA Preferred with MI Broker 3...
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After you click go to 2nd Lien, a new window will appear

- Click the “View More” box to get all the available 2nd Lien rates to appear
- Find the note rate that matches the note rate of the 1st lien you are selecting
- Click register loan or lock rate

Second Loan Program Results - Internet Explorer
 https://secure.pricemyloan.com/main/SecondResults.aspx?loanid=cf4304dd-0fe2-41c5-b654-ab4800de7e0f&cmid=Run2nd&1stProdu

Results for Second Loan [Close]
 You can expand a product listing to view its rate options by clicking on the "View More" Checkbox.
 Results are sorted by: Loan Program Name.

Eligible Loan Programs

NOTE RATE	POINT	PAYMENT	QUAL RATE	MAXLEN	DTI
Easy Close					
5.28	0.00	32.18			13.138
5.125	0.00	32.00			13.134
5.00	0.00	31.82			13.131
4.875	0.00	31.64			13.128
4.70	0.00	31.45			13.125
4.625	0.00	31.27			13.121
4.50	0.00	31.09			13.118
4.375	0.00	30.91			13.115
4.25	0.00	30.73			13.112
4.125	0.00	30.55			13.109

Loan Amount: \$100,000.00
Property Address: 2505 S Essex ST, Madison, WI 53717
Loan Type: Conventional

Results Filter

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

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

Product Type: Conventional HomeReady Home Possible VA USDA FHA

Alert Messages:
 • Credit has not been ordered for Application #1. Please order credit for more accurate results.

Results
 * - The costs displayed are the borrower's non-financed settlement charges. ** - exceeds Max DTI

Eligible Loan Programs	RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	REVERSE PURCHASE
30 YR FIXED CONFORMING								
go to 2nd lien	4.25	0.00	477.18	11.88	5.204	\$995.31	\$138,300.00	200
30 YR FIXED CONFORMING FTIB/VALOR (BOND PRG)								
go to 2nd lien	4.00	0.00	463.09	11.29	4.999	\$297.31	\$138,300.00	225

A Confirmation page will then appear whether you are registering or rate locking

- Verify the information
- Click "I Agree" to proceed
- Click Confirm

Click Confirm to register this loan. Note that by doing so you may lose edit access.

Product Name	HFA Preferred with MI Broker 30 year
Rate Lock Period	45 Days
Rate Lock Expiration Date	1/29/2018 (Assumes a 45-day lock.)
Qualify Rate	4.250
Note Rate	4.250
Point	0.000
Payment	477.18
DTI	11.808

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

Warning

THE ATTACHED DOCUMENT CONTAINS CONFIDENTIAL INFORMATION REGARDING THE LOAN APPLICANT(S). IT IS INTENDED SOLELY FOR COMMUNICATION BETWEEN WHEDA AND THE ORIGINATING LENDER AND SHOULD NOT BE SHARED EXTERNALLY.

******* AT LEAST ONE OF THE BORROWER ON THE LOAN FILE HAS LESS THAN 2 CREDIT SCORES. A RE-EVALUATION MAY BE NECESSARY.*******

*******THIS DECISION/PRICING WAS RENDERED WITHOUT A CREDIT REPORT. ANOTHER EVALUATION WITH A TRI MERGE CREDIT REPORT IS REQUIRED TO SUBMIT FILE*******

THE LOAN OFFICER MAY NOT HAVE A VALID LICENSE FOR THE SUBJECT PROPERTY STATE. PLEASE VERIFY.

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 Rate Lock. All Lock and

I Agree

Confirm

Cancel



WHEDA