



Creating and Locking 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 Correspondent 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
- Secondary
- Post-Closer

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

Status and Agents

Status

Current Status: Loan Open Status Date: 12/15/2017 Action: [view status certificate](#) [CHANGE](#)

Loan Open 12/15/2017 Registered Loan Purchased

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	Secondary re-assign Name: Test User Email: test@wheda.com Phone: (800) 999-9999	Post-Closer 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	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING											
pin	register	request lock	4.500	102.842	491.48	10000.000	4.500	\$601.38	\$3,000.00	-6.2	HFA Preferred with MI Correspondent...
pin	register	request lock	4.375	102.488	484.31	10000.000	4.375	\$600.36	\$3,000.00	-6.2	HFA Preferred with MI Correspondent...
pin	register	request lock	4.250	102.000	477.18	10000.000	4.250	\$599.35	\$3,000.00	-6.3	HFA Preferred with MI Correspondent...
pin	register	request lock	4.125	100.988	470.11	10000.000	4.125	\$598.34	\$3,000.00	-6.4	HFA Preferred with MI Correspondent...
30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)											
pin	register	request lock	4.000	102.000	463.09	10000.000	4.000	\$597.33	\$3,000.00	-6.5	FTHB HFA Preferred with MI Correspo...
Loan Programs Requiring Additional Borrower Info											
None											
- Hide Ineligible Loan Programs											
FHA Correspondent 30 year											
preview	** MAX LTV 96.5%										
FTHB HFA Preferred Risk Sharing No MI Correspondent 30 year											
preview	** * MI NOT ALLOWED										
HFA Preferred Risk Sharing No MI Correspondent 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 and floating 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

Rates shown in red are expired.

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

** - exceeds Max DTI

Eligible Loan Programs			RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING											
pin	register	request lock	4.500	102.842	491.48	<u>10000.000</u>	4.500	<u>\$601.38</u>	<u>\$3,000.00</u>	-6.2	HFA Preferred with MI Correspondent...
pin	register	request lock	4.375	102.488	484.31	<u>10000.000</u>	4.375	<u>\$600.36</u>	<u>\$3,000.00</u>	-6.2	HFA Preferred with MI Correspondent...
pin	register	request lock	4.250	102.000	477.18	<u>10000.000</u>	4.250	<u>\$599.35</u>	<u>\$3,000.00</u>	-6.3	HFA Preferred with MI Correspondent...
pin	register	request lock	4.125	100.988	470.11	<u>10000.000</u>	4.125	<u>\$598.34</u>	<u>\$3,000.00</u>	-6.4	HFA Preferred with MI Correspondent...
30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)											
pin	register	request lock	4.000	102.000	463.09	<u>10000.000</u>	4.000	<u>\$597.33</u>	<u>\$3,000.00</u>	-6.5	FTHB HFA Preferred with MI Correspo...

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	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
30 YR FIXED CONFORMING											
pin	go to 2nd lien		4.500	102.842	491.48	<u>10000.000</u>	4.500	<u>\$601.38</u>	<u>\$0.00</u>	0.0	HFA Preferred with MI Correspondent...
pin	go to 2nd lien		4.375	102.488	484.31	<u>10000.000</u>	4.375	<u>\$600.36</u>	<u>\$0.00</u>	0.0	HFA Preferred with MI Correspondent...
pin	go to 2nd lien		4.250	102.000	477.18	<u>10000.000</u>	4.250	<u>\$599.35</u>	<u>\$0.00</u>	0.0	HFA Preferred with MI Correspondent...
pin	go to 2nd lien		4.125	100.988	470.11	<u>10000.000</u>	4.125	<u>\$598.34</u>	<u>\$0.00</u>	0.0	HFA Preferred with MI Correspondent...
30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)											
pin	go to 2nd lien		4.000	102.000	463.09	<u>10000.000</u>	4.000	<u>\$597.33</u>	<u>\$0.00</u>	0.0	FTHB HFA Preferred with MI Correspo...

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

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	PRICE	PAYMENT	QUAL RATE	MARGIN	DTI
Easy Close									
preview	View More ✓	register loan	lock rate	5.250	100.000	32.19			10000.000
		register loan	lock rate	5.125	100.000	32.00			10000.000
		register loan	lock rate	5.000	100.000	31.82			10000.000
		register loan	lock rate	4.875	100.000	31.64			10000.000
		register loan	lock rate	4.750	100.000	31.45			10000.000
		register loan	lock rate	4.625	100.000	31.27			10000.000
		register loan	lock rate	4.500	100.000	31.09			10000.000
		register loan	lock rate	4.375	100.000	30.91			10000.000
		register loan	lock rate	4.250	100.000	30.73			10000.000

Amortization Type		Product Type	
<input type="checkbox"/> 25 Year	<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> 7 Year ARM	<input checked="" type="checkbox"/> Conventional
<input checked="" type="checkbox"/> 30 Year	<input type="checkbox"/> 3 Year ARM	<input type="checkbox"/> 10 Year ARM	<input type="checkbox"/> HomeReady
<input type="checkbox"/> Other	<input type="checkbox"/> 5 Year ARM	<input type="checkbox"/> Other	<input type="checkbox"/> Home Possible

ordered for Application #1. Please order credit for more accurate results.
file is currently \$0.00.

* - The costs displayed are the b

ams	RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESER MONTH
ARMING								
go to 2nd lien	4.500	102.842	491.48	10000.000	4.500	\$501.38	\$0.00	
go to 2nd lien	4.375	102.488	484.31	10000.000	4.375	\$500.36	\$0.00	
go to 2nd lien	4.250	102.000	477.18	10000.000	4.250	\$599.35	\$0.00	
go to 2nd lien	4.125	100.988	470.11	10000.000	4.125	\$598.24	\$0.00	

ARMING FTHB/VALOR (BOND PRG)								
go to 2nd lien	4.000	102.000	463.09	10000.000	4.000	\$597.33	\$0.00	

Requiring Additional Borrower Info

None

Loan Programs

A Confirmation page will then appear

- 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 Correspondent 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
Price	102.000
Payment	477.18
DTI	10000.000

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