



## 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 Mini-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 <a href="#">re-assign</a><br>Name: Test User<br>Email: test@wheda.com<br>Phone: (800) 999-9999 | Processor <a href="#">re-assign</a><br>Name: Test User<br>Email: test@wheda.com<br>Phone: (800) 999-9999 | Secondary <a href="#">re-assign</a><br>Name: Test User<br>Email: test@wheda.com<br>Phone: (800) 999-9999 | Post-Closer <a href="#">re-assign</a><br>Name: Test User<br>Email: test@wheda.com<br>Phone: (800) 999-9999 |
|---|--|--|--|

## 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](#)

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Has Co-Applicant

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### 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 |   |
|---|--------------------------|------------------------------|-------|---------|---------|-----------|-------|---------------|---------------|----------------|---|
| <b>30 YR FIXED CONFORMING</b>                           |                          |                              |       |         |         |           |       |               |               |                |   |
| <a href="#">pin</a>                                     | <a href="#">register</a> | <a href="#">request lock</a> | 4.500 | 102.592 | 491.48  | 10000.000 | 4.500 | \$601.38      | \$3,000.00    | -6.2           | HFA Preferred with MI Mini-Corr 30 ...  |
| <a href="#">pin</a>                                     | <a href="#">register</a> | <a href="#">request lock</a> | 4.375 | 102.238 | 484.31  | 10000.000 | 4.375 | \$600.36      | \$3,000.00    | -6.2           | HFA Preferred with MI Mini-Corr 30 ...  |
| <a href="#">pin</a>                                     | <a href="#">register</a> | <a href="#">request lock</a> | 4.250 | 101.750 | 477.18  | 10000.000 | 4.250 | \$599.35      | \$3,000.00    | -6.3           | HFA Preferred with MI Mini-Corr 30 ...  |
| <a href="#">pin</a>                                     | <a href="#">register</a> | <a href="#">request lock</a> | 4.125 | 100.738 | 470.11  | 10000.000 | 4.125 | \$598.34      | \$3,000.00    | -6.4           | HFA Preferred with MI Mini-Corr 30 ...  |
| <b>30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)</b>     |                          |                              |       |         |         |           |       |               |               |                |   |
| <a href="#">pin</a>                                     | <a href="#">register</a> | <a href="#">request lock</a> | 4.000 | 101.750 | 463.09  | 10000.000 | 4.000 | \$597.33      | \$3,000.00    | -6.5           | FTHB HFA Preferred with MI Mini-Corr... |
| <b>Loan Programs Requiring Additional Borrower Info</b> |                          |                              |       |         |         |           |       |               |               |                |   |
| None  |                          |                              |       |         |         |           |       |               |               |                |   |
| <b>- Hide Ineligible Loan Programs</b>                  |                          |                              |       |         |         |           |       |               |               |                |   |
| FTHB HFA Preferred Risk Sharing No MI Mini-Corr 30 Year |                          |                              |       |         |         |           |       |               |               |                |   |
| <a href="#">preview</a>                                 | *** MI NOT ALLOWED       |                              |       |         |         |           |       |               |               |                |   |
| HFA Preferred Risk Sharing No MI Mini-Corr 30 Year      |                          |                              |       |         |         |           |       |               |               |                |   |
| <a href="#">preview</a>                                 | *** 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**

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 |  |
|---|--------------------------|------------------------------|-------|---------|---------|------------------|-------|-----------------|-------------------|----------------|--|
| <b>30 YR FIXED CONFORMING</b>                       |                          |                              |       |         |         |                  |       |                 |                   |                |  |
| <a href="#">pin</a>                                 | <a href="#">register</a> | <a href="#">request lock</a> | 4.500 | 102.592 | 491.48  | <u>10000.000</u> | 4.500 | <u>\$601.38</u> | <u>\$3,000.00</u> | -6.2           | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 | <a href="#">register</a> | <a href="#">request lock</a> | 4.375 | 102.238 | 484.31  | <u>10000.000</u> | 4.375 | <u>\$600.36</u> | <u>\$3,000.00</u> | -6.2           | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 | <a href="#">register</a> | <a href="#">request lock</a> | 4.250 | 101.750 | 477.18  | <u>10000.000</u> | 4.250 | <u>\$599.35</u> | <u>\$3,000.00</u> | -6.3           | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 | <a href="#">register</a> | <a href="#">request lock</a> | 4.125 | 100.738 | 470.11  | <u>10000.000</u> | 4.125 | <u>\$598.34</u> | <u>\$3,000.00</u> | -6.4           | HFA Preferred with MI Mini-Corr 30 ... |
| <b>30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)</b> |                          |                              |       |         |         |                  |       |                 |                   |                |  |
| <a href="#">pin</a>                                 | <a href="#">register</a> | <a href="#">request lock</a> | 4.000 | 101.750 | 463.09  | <u>10000.000</u> | 4.000 | <u>\$597.33</u> | <u>\$3,000.00</u> | -6.5           | FTHB HFA Preferred with MI Mini-Cor... |

**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 2<sup>nd</sup> Financing identified, skip to the Confirmation step).

- WHEDA Easy Close
- Other 2nd Financing program.

**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 |  |
|---|--|--------------------------------|-------|---------|---------|------------------|-------|-----------------|---------------|----------------|--|
| <b>30 YR FIXED CONFORMING</b>                       |  |                                |       |         |         |                  |       |                 |               |                |  |
| <a href="#">pin</a>                                 |  | <a href="#">go to 2nd lien</a> | 4.500 | 102.592 | 491.48  | <u>10000.000</u> | 4.500 | <u>\$601.38</u> | <u>\$0.00</u> | 0.0            | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 |  | <a href="#">go to 2nd lien</a> | 4.375 | 102.238 | 484.31  | <u>10000.000</u> | 4.375 | <u>\$600.36</u> | <u>\$0.00</u> | 0.0            | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 |  | <a href="#">go to 2nd lien</a> | 4.250 | 101.750 | 477.18  | <u>10000.000</u> | 4.250 | <u>\$599.35</u> | <u>\$0.00</u> | 0.0            | HFA Preferred with MI Mini-Corr 30 ... |
| <a href="#">pin</a>                                 |  | <a href="#">go to 2nd lien</a> | 4.125 | 100.738 | 470.11  | <u>10000.000</u> | 4.125 | <u>\$598.34</u> | <u>\$0.00</u> | 0.0            | HFA Preferred with MI Mini-Corr 30 ... |
| <b>30 YR FIXED CONFORMING FTHB/VALOR (BOND PRG)</b> |  |                                |       |         |         |                  |       |                 |               |                |  |
| <a href="#">pin</a>                                 |  | <a href="#">go to 2nd lien</a> | 4.000 | 101.750 | 463.09  | <u>10000.000</u> | 4.000 | <u>\$597.33</u> | <u>\$0.00</u> | 0.0            | FTHB HFA Preferred with MI Mini-Cor... |



After you click go to 2<sup>nd</sup> Lien, a new window will appear

- Click the “View More” box to get all the available 2<sup>nd</sup> Lien rates to appear
- Find the note rate that matches the note rate of the 1<sup>st</sup> 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       |
|-------------------------------------|--------------------------------|--------------|---------|-----------|--------|-----------|
| <b>Easy Close</b>                   |                                |              |         |           |        |           |
| preview <a href="#">View More</a> ✓ | 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 |
|                                     | <b>register loan lock rate</b> | <b>4.250</b> | 100.000 | 30.73     |        | 10000.000 |
|                                     | register loan lock rate        | 4.125        | 100.000 | 30.55     |        | 10000.000 |

**Amortization Type**

25 Year  Fixed  7 Year ARM  Conventional  FHA

30 Year  3 Year ARM  10 Year ARM  HomeReady  VA

Other  5 Year ARM  Other  Home Possible  USDA  Nurr Progi

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

**Rates shown in**

\* - The costs displayed are the borrower's non-financed set

| Programs                            | RATE         | PRICE   | PAYMENT | DTI       | APR   | CLOSING COSTS | CASH TO CLOSE | RESERVE MONTHS |                                      |
|-------------------------------------|--------------|---------|---------|-----------|-------|---------------|---------------|----------------|--------------------------------------|
| <b>DRMING</b>                       |              |         |         |           |       |               |               |                |                                      |
| <a href="#">go to 2nd lien</a>      | 4.500        | 102.292 | 491.48  | 10000.000 | 4.500 | \$601.38      | \$0.00        | 0.0            | HFA Preferred with MI Mins-Corr      |
| <a href="#">go to 2nd lien</a>      | 4.375        | 102.238 | 484.31  | 10000.000 | 4.375 | \$600.38      | \$0.00        | 0.0            | HFA Preferred with MI Mins-Corr      |
| <a href="#">go to 2nd lien</a>      | <b>4.250</b> | 101.790 | 477.18  | 10000.000 | 4.250 | \$599.37      | \$0.00        | 0.0            | HFA Preferred with MI Mins-Corr      |
| <a href="#">go to 2nd lien</a>      | 4.125        | 100.738 | 470.11  | 10000.000 | 4.125 | \$598.34      | \$0.00        | 0.0            | HFA Preferred with MI Mins-Corr      |
| <b>DRMING FTHB/VALOR (BOND PRG)</b> |              |         |         |           |       |               |               |                |                                      |
| <a href="#">go to 2nd lien</a>      | 4.000        | 101.750 | 463.09  | 10000.000 | 4.000 | \$597.33      | \$0.00        | 0.0            | FTHB HFA Preferred with MI Mins-Corr |

**Requiring Additional Borrower Info**

None

**Eligible Loan Programs**

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 Mini-Corr 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                     | 101.750                                 |
| 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