



WHEDA-Connect Quick Reference Guide

Step #1 – Login to www.wheda-connect.com and create your loan.

Make sure the correct portal mode or submission channel is selected.

There are 4 loan creation options:

1. Fannie Mae 3.2 file
2. Calyx Point file
3. DO/DU case ID
4. Manual data entry (Create purchase loan or Create refinance loan)

Portal Mode: Correspondent ▼

Create New Loan

- Import loan file
- Create purchase loan
- Create refinance loan
- Correspondent Pipelines

Loans | Conditions | Tasks

Search

Loan Number	Conditions	Tasks	Last Name	First Name
802187	36 Conditions	1 Task	PersonCorr	Test

Step #2 – Click the “Price” button to run the Pricing/Eligibility Check

Required data is identified with a red “x”, but isn’t necessarily all of the data needed to get the loan program you are interested in creating to show up as eligible.

If the loan program you want to create 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.

- Hide Ineligible Loan Programs

Rates shown in red are expired.

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

	RATE	PRICE	PAYMENT	DTI	APR	COSTS	RESERVE MONTHS
FTHB HFA Preferred Risk Sharing No MI Correspondent 30 year *** BPMI NOT ALLOWED preview register request lock							
	4.125	102.000	460.42	** 10000.000	N/A	\$678.28	-10.9
HFA Preferred Risk Sharing No MI Correspondent 30 year *** BPMI NOT ALLOWED preview View More <input type="checkbox"/> register request lock							
	4.500	101.236	481.35	** 10000.000	N/A	\$693.13	-10.4

Step #3 – Register or Rate Lock your loan

If you are interested in a WHEDA underwrite (pre-approval or real deal without a lock) click “register.” Otherwise select “request lock.” Make sure the correct Loan Program name is listed on the right. **Note:** If you have identified 2nd Financing, the system will first make you “go to 2nd lien” and identify which type of 2nd Financing you need (WHEDA Easy Close or other 2nd Financing program).

Eligible Loan Programs

		RATE	PRICE	PAYMENT	DTI	APR	CLOSING COSTS	RESERVE MONTHS	
30 YR FIXED CONFORMING									
pin	go to 2nd lien	3.875	102.599	446.73	10000.000	3.918	\$718.39	-1.7	HFA Preferred with MI Mini-Corr 30 ...
pin	go to 2nd lien	3.750	102.319	439.96	10000.000	3.793	\$713.44	-1.7	HFA Preferred with MI Mini-Corr 30 ...
pin	go to 2nd lien	3.625	101.750	433.25	10000.000	3.668	\$708.49	-1.7	HFA Preferred with MI Mini-Corr 30 ...
pin	go to 2nd lien	3.500	101.019	426.59	10000.000	3.543	\$703.54	-1.7	HFA Preferred with MI Mini-Corr 30 ...
30 YR FIXED CONFORMING FTHB/VET (BOND PRG)									
pin	go to 2nd lien	3.375	101.750	419.99	10000.000	3.417	\$698.59	-1.7	FTHB HFA Preferred with MI Mini-Corr...

Step #4 – Upload Documents

From the Pipeline Screen, click the loan number to open the loan options drop down. Then click the “open Edocs” link. To upload docs, the following steps must be performed in order:

1. Click the “select Doc Type” link.
2. Click the “Browse” button and identify where the saved PDF is located.
3. Click the “Upload Docs” button. You can also click the “Add Doc” button and upload a total of 6 PDFs.

Loan Number	Conditions	Tasks	Last Name	First Name	Loan Amount	Loan Status	Status Date	Lock Status
802187								
run pricing/request lock view 1003 status view pre-qual certificate open EDocs	36 Conditions	1 Task	PersonCorr	Test	\$95,000	Registered	3/24/2015	

Step #5 – Resolve the Task

Upon Registration you will be assigned a number of Conditions and one Task. The Conditions line up with WHEDA’s Application Package Checklist (Form 6). The Task tells you what’s needed to get your newly created loan file to WHEDA’s underwriters for review. Click the Task link and then click the Task number. Click “Resolve” which is located in the upper right hand corner of the Task Menu to resolve the task. **Note:** This is one of the most critical steps in the submission process. If the Task is not resolved, WHEDA will not know the file is ready for WHEDA’s underwriters to review.

Task M9HNCX Edit Assign E-mail Resolve Back to Task List

Subject Upload all Origination and Closing documents. Then Resolve this Task.

Assigned to Marty Maloney **Borrower** Test PersonCorr **Loan Number** 802187
Status Active **Task Owner** WHEDA CORRESPONDENT UNDERWRITING
Due Date 4/7/2015 **Task Permission** General ?

For more detailed information, please either reference the WHEDA-Connect User Guide or view the pre-recorded webinars. Both are located at <https://www.wheda.com/Lender-Toolkit/>

