

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

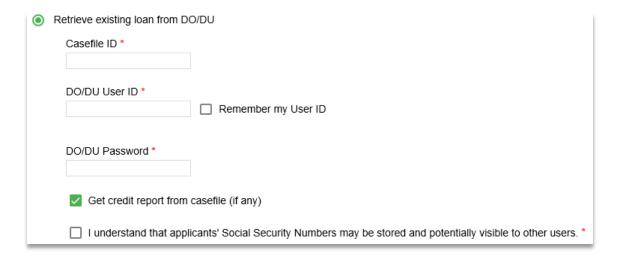


- 2. Calyx Point file
 - Choose the file by browsing to where the file is saved
 - Browse to the file if there is a separate file for a Co-Borrower
 - Click that you understand that the applicants Social Security Number may be stored
 - Click Import

•	mport Calyx Point file
	CHOOSE 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

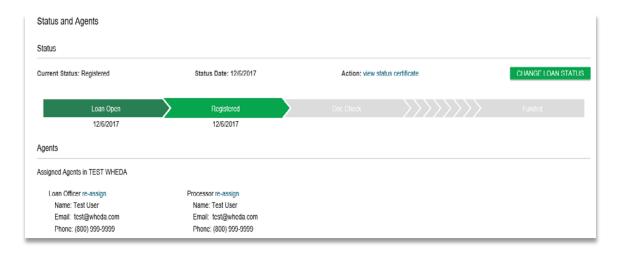


Assigning Agents

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

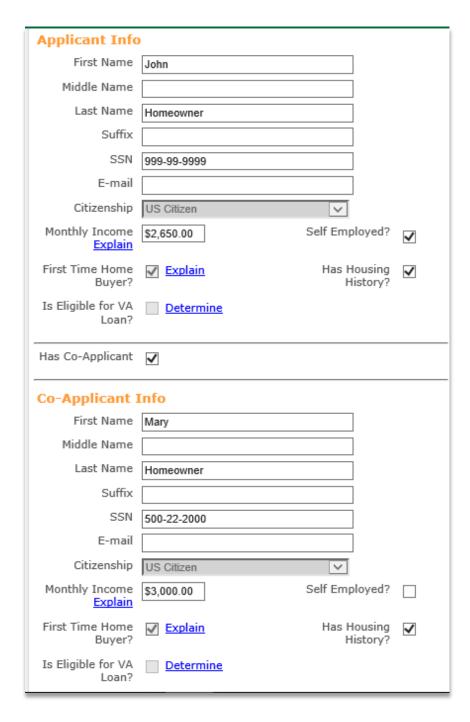
- Loan Officer
- Processor

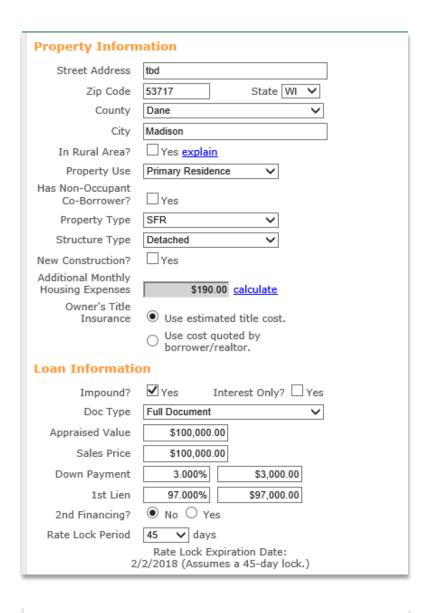
Click on Status and Agents in the left hand menu and assign/re-assign as needed.

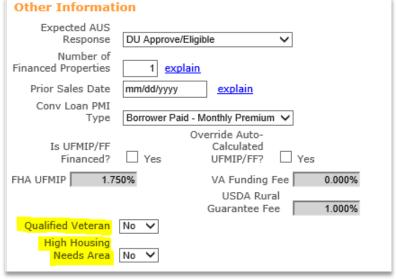


Pricing the Loan

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



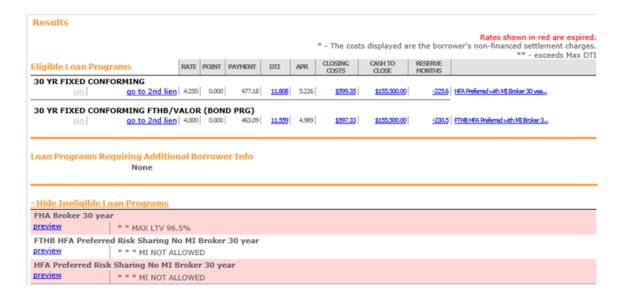




Most of the information will have populated from the importing of data. All required data is identified with a red "X", but isn't necessarily all the data needed to get the loan program you are interested in creating to show up as eligible. Verify the information before proceeding. Please note the two 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.

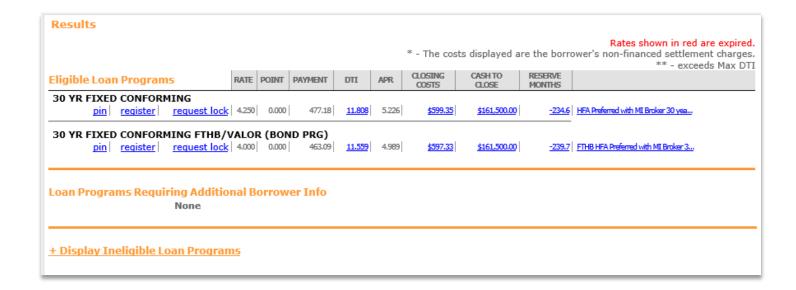


Registering the Loan

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 <u>without</u> 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.



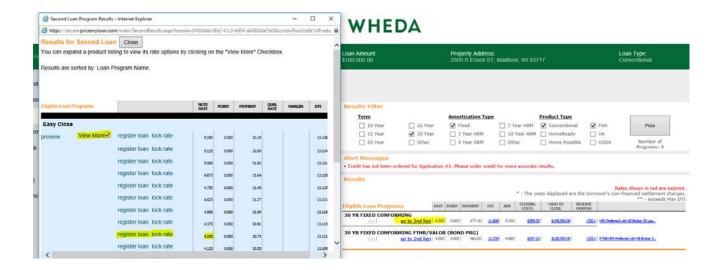
If 2nd Financing is identified, the system will first require you "go to 2nd lien" and identify which type of 2nd Financing you need. (If there is no 2nd Financing identified, skip to the Confirmation step).

- WHEDA Easy Close
- Other 2nd Financing program.



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



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