

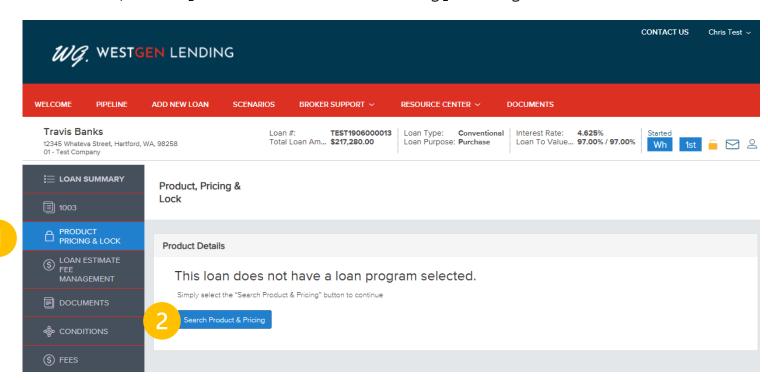
Product & Pricing, Locking & Lock Extensions



#### Product & Pricing

This section allows for existing loan scenario pricing, locking the loan, or requesting changes made to a locked loan.

- 1. From the navigation tool on the left side of the screen, select Product Pricing & Lock.
- 2. Then, click [Search Product & Pricing] to begin.



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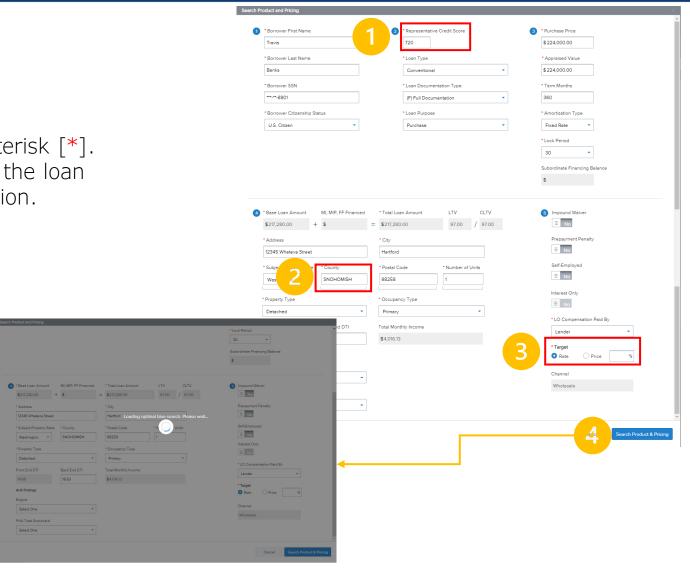
#### Product & Pricing

Required fields are indicated with a red asterisk [\*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Commonly missed fields are:

- County
- FICO
- Target Rate / Price

Click [Search Product & Pricing] button

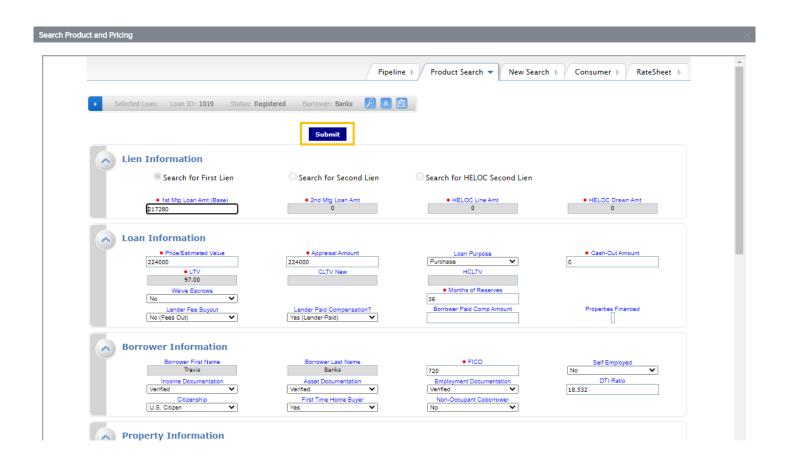




#### Product & Pricing

Required fields are indicated with a red asterisk [\*]. Many of which will be filled with data from the loan file. Enter the remaining required information.

Click [Submit] to continue



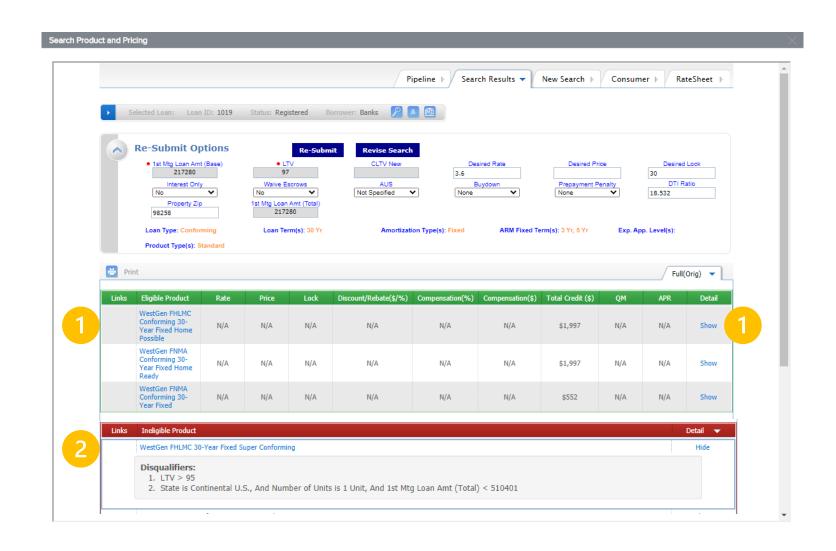


#### Product & Pricing

The Search Results page will list both eligible and ineligible products.

If the desired program is listed as an eligible product, select the program name or click [Show] (to the right of the screen) to advance to the pricing grid and view the product details.

If the desired programs is listed as an ineligible product, double-click the program name to determine the reasons for in eligibility.





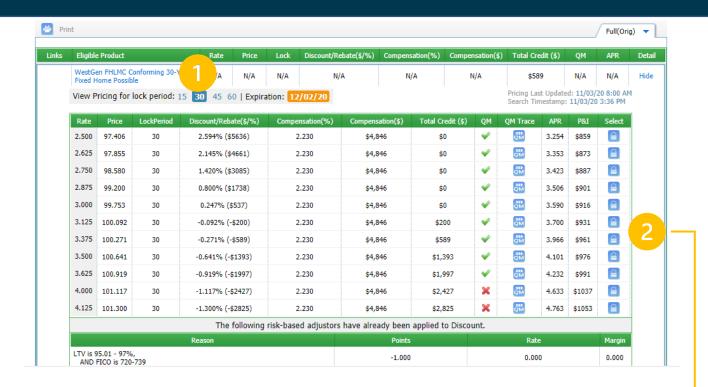
#### Product & Pricing

The rate associated with the loan will be highlighted, but is not required to select that rate

- 1. Select the desired lock period to reflect the corresponding rates
- 2. Click [Blue Lock] icon (to the far right of the screen) for the interest rate rendering the desiring premium price or discount point
- Ensure, after selecting the desired interest rate, to either select [Update Encompass] or [Request Lock]
  - Update Encompass will update the system with selections made
  - Request Lock will place a lock request with Secondary

Note: The lock is used to both price and/or lock a loan

Selecting the lock icon does NOT automatically lock the loan, it simply allows for a selection of the desired rate/pricing.







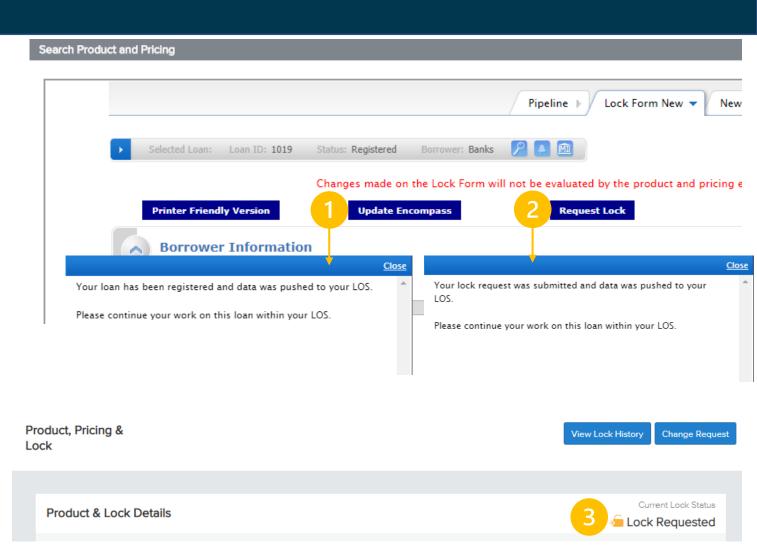
#### **Product & Pricing**

To further elaborate on the two (2) selections...

- 1. If the *Update Encompass* button is selected, you will be prompted with a "Your loan has been registered and data was pushed to your LOS" popup window
- 2. If the *Request Lock* is selected, you will be prompted with a "Your lock request was submitted and data was pushed to your LOS" popup window

By clicking [Close], the system will complete the update/lock process

3. Back in the portal, the lock indicator will change to Lock Requested



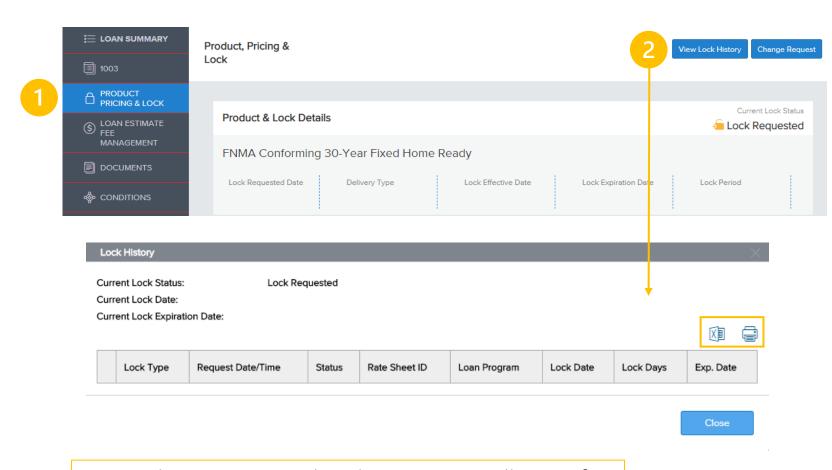


#### **Lock History**

From the navigation tool on the left side of the screen, select Product Pricing & Lock.

Click [View Lock History] to view the lock history of the loan

Select [Close] to close the lock history window



Note: There is an Excel and Printer icon allowing for additional options for maintain the lock history.

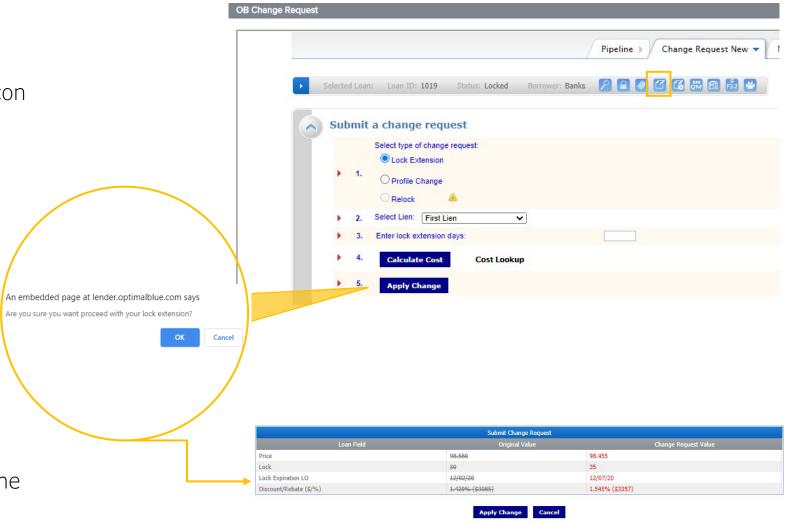


#### **Lock Extensions**

Select the [Lock Change] request icon

Under the Submit a change request section

- 1. Select type of change request
- 2. Select Lien Position
- 3. Enter lock extension days
- 4. Calculate Cost
- 5. Click [Apply Change]
  - A popup window appears to confirm proceeding with lock extension request
  - Click [OK] to proceed though the popup window





### **Questions?**

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