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(866)226-2205
NMLS#243082

WHOLESALE LOAN SUBMISSION PROCEDURE

Thank you for allowing Brokers First Funding, a dba of BFF, Inc ("BFF") the opportunity to partner you with. We greatly appreciate you and the opportunity you have given us. To submit a loan to us for review and approval, you will be asked to access and upload the necessary information and documentation to our Broker Portal. This guide will walk you step-by-step through the Broker Portal, which connects directly to our loan origination system ("LOS"), MeridianLink Mortgage f/k/a LendingQB. The Broker Portal provides a central online location where you can originate, process, and monitor loans.

After logging into the Broker Portal, you can originate new loan files or import loan files from a Fannie Mae/MISMO 3.4 formatted file. Once the loan is added to our portal, you can submit the loan or take actions such as ordering a credit report or searching for product and pricing options. You can also use the portal to monitor the loan's status. At the same time, we can monitor the loan activity in our LOS and ensure we are receiving all the necessary information we need. Changes made to the loan file on the website are reflected in the loan when opened in our LOS and vice versa.

This guide provides all the instructions necessary to log into the Broker Portal and start originating and processing loans. Please reach out to your Account Executive, Account Manager, or our Broker Approval Team (brokerapproval@bffws.com) with any additional questions.

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Policy

"Day 1 Rule": BFF requires that applications, and the minimum required documents for early disclosures (see [Loan Submission Form](#) on our website for list of documents) be submitted to BFF on "Day 1" of the application. Upon receipt of the application, it is moved into our Setup Department for review. BFF's Setup Department will inspect the submission, specifically the application date.

If...	Then...
The application and the minimum required documents for early disclosures were submitted on "Day 1"	BFF will proceed with processing the application. See Loan Process Summary .
The application and the minimum required documents for early disclosures were not submitted on "Day 1"	BFF, upon its discretion, may reject and return the application to the Broker's Loan Originator with instructions for the Loan Originator to submit a new application with the current day's date.

COC / CIC Requests: BFF requires that all Change of Circumstance (COC) / Change in Circumstance (CIC) requests be submitted through our Broker portal. Upon receipt of the request, it is moved into our Disclosure Department for review. BFF's Disclosure Department will inspect the request and, in its sole an absolute discretion, may process or reject the request.

Initial CD Requests: BFF requires that all Initial Closing Disclosure (Initial CD) requests be submitted through our Broker portal. Upon receipt of the request, it is moved into our Disclosure Department for review. BFF's Disclosure Department will inspect the request and, in its sole an absolute discretion, may process or reject the request.

Condition Processing: BFF requires that all Conditions be submitted through our Broker portal. Upon receipt of the conditions, the file is reviewed by the Account Manager and moved into underwriting if items are deemed acceptable.

NOTE: To avoid delays, PLEASE DO NOT PIECE MAIL. All conditions should be provided at one time

Lender IDs

Agency	Lender ID
Fannie Mae ("FNMA")	652225
Freddie Mac ("FHLMC")	195122
Federal Housing Administration ("FHA")	79613-00002
Department of Veterans Affairs ("VA")	900136-00-00
Mercury Account #	5946801

Mortgagee Clause

State	Clause
California	FLEXPOINT INC.,dba Brokers First Funding ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626
Florida	FLEXPOINT INC.,dba Flexpoint Home Loans Inc. ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626
All Others	FLEXPOINT INC. ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626

Loan Process Summary

The following describes the procedural steps and operating standards that BFF utilizes on behalf of its Brokers to review and process a loan for approval. These procedures are created in adherence to the TILA/RESPA Integrated Disclosure ("TRID") Rules set forth by the Consumer Financial Protection Bureau ("CFPB").

1. [Create a Loan](#): Once a completed application is received from the borrower, upload and create your loan file through the TPO Site/Broker Portal (the default loan status is Loan Open).
2. [Submit Your Loan](#): When you have created the loan, proceed to:
 - A. Order or reissued credit,
 - B. Price and register the desired loan program (the loan status will change from Loan Open to Registered), and locked if desired,
 - C. Enter applicable close costs and fees,
 - D. Order or reissued the applicable Automated Underwriting System (AUS),
 - E. Uploaded the Minimum Required Documents for Disclosure, and
 - F. Update the loan status to Document Check.
 - G. Finally, proceed to generate or order initial disclosures by accessing the Disclosures menu and clicking the Order Initial Loan Estimate button. If eligible, the system will allow you to generate the initial disclosures yourself or request that they be completed by BFF. If BFF must complete the disclosure process, the Minimum Required Documents for Disclosures (see BFF's Submission Form for list of documents) must be uploaded under the E-Docs section.

Note: Documents can be uploaded individually or in bulk using the Stored Documents link.

NOTE: Initial disclosure packages include the Loan Estimate, TRID Disclosures, program specific disclosures, and applicable state specific disclosures.

To ensure compliance with the disclosure delivery requirements set forth in the TILA-RESPA Integrated Disclosures Act (TRID), you must upload the minimum required documentation for disclosure within 24 hours of registering your file with BFF.

LOANS SUBMITTED AFTER 2 PM PT ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

3. [Disclosures Issued](#): If eligible, the initial disclosure package (including the Loan Estimate) will be prepared and delivered to the borrower by you (the Broker) through our Broker Portal. Otherwise, the initial disclosure package will be prepared and delivered to the borrower by BFF.

Note: Note: You will be notified by email when disclosures have been issued.

4. [Upload a Complete Package](#): The [Minimum Requirements for Submission to Underwriting](#) (see BFF's Loan Submission Form for list of documents) must be uploaded under the E-docs section with all documents being properly indexed / name. Failure to do so may result in delays.

NOTE: Part of the Minimum Requirements for Submission to Underwriting is to: (1) assign/release the FNMA case file (DO/DU) to BFF, and (2) provide PDF copy of the DU findings. Failure to do so at the time of submission will result in BFF running our own.

5. [Submitted to Underwriting](#): Once the Minimum Requirements for Submission to Underwriting have been provided, BFF's Setup Department will submit the loan to Underwriting for review.
6. [Decision Received](#): When the underwriter issues a decision on your loan, you will receive notification via email. The Underwriter assigned to your file will contact you using the contact information provided on the Submission Form to review any questions on the loan decision. If the loan is approved, a copy of the conditional approval, titled "Loan Approval," will be made available to you for review in the E-docs section of the loan file.

FOLLOW UP INQUIRIES SHOULD BE DIRECTED TO YOUR ACCOUNT MANAGER
DIRECTLY

7. Clearing Conditions: All requirements ("Conditions") for approval will be listed on the conditional Loan Approval. Upload the items necessary to satisfy the Conditions to the Conditions or E-Docs screens located on the left navigation screen links of the file landing page. Select UW Conditions for the Document Type when uploading through the E-docs screen, or the corresponding condition when uploading through the Conditions screen.
 - A. The stacking order of the documents should correspond with the numbers on the conditional Loan Approval.
 - B. If possible, number the documents to the corresponding condition and upload individually.
 - C. Outstanding conditions should be uploaded in their entirety and should not be "piece-mailed."
8. Condition Review: Your Account Manager will review your conditions and contact you directly to update you on the status of your loan. The loan, however, will not be re-submitted for underwriting review until at least 80% of the required conditions have been provided, unless the loan meets the criteria below:
 - A. Appraisal has been received, or
 - B. Loan was suspended, and the suspense condition(s) are ready for review.

CONDITIONS SUBMITTED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING
BUSINESS DAY

9. Change of/in Circumstance ("COC" or "CIC"): You can request a COC/CIC Loan Estimate if/when needed through the Disclosure section of the loan in the Broker Portal. In all cases, the BFF's Wholesale Change Request Form will be required along with any required supporting documentation.
10. Clear to Close ("CTC"): Once all prior to doc conditions have been uploaded, reviewed, and cleared, your loan will be Clear to Close. You will receive notification of the status change and your Account Manager will contact you directly to update you on the status of your loan.
11. Preliminary Closing Disclosure ("CD") Issued: Once you have received a CTC on your loan, the Preliminary Closing Disclosure ("Preliminary CD") can be sent. You can request your Preliminary CD through the Disclosure section of the loan in the Broker Portal by clicking the Request Initial Closing Disclosure button. In all cases, the loan MUST be locked, and the CD request form, all invoices, and an updated title settlement sheet will be required.

NOTE: Generally, a CTC is required before the Preliminary CD can be requested and sent. However, BFF will consider sending the Preliminary CD when the file is not CTC, on a case-by-case basis. All exception requests must be routed through your Account Manager for approval.

CD REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST
REQUESTS RECEIVED AFTER 3:00 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING
BUSINESS DAY

12. [Request Loan Closing Documents \(Docs\)](#): Once you have received a CTC for your loan, you will be eligible to request the loan closing documents. The Closing Information form will be emailed to you by your Account Manager and must be completed and returned before the loan closing documents can be requested. Documents will be prepared and delivered to the settlement agent to coordinate the signing/closing with the Consumer. You will be notified when Docs are sent.

DOCS REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST

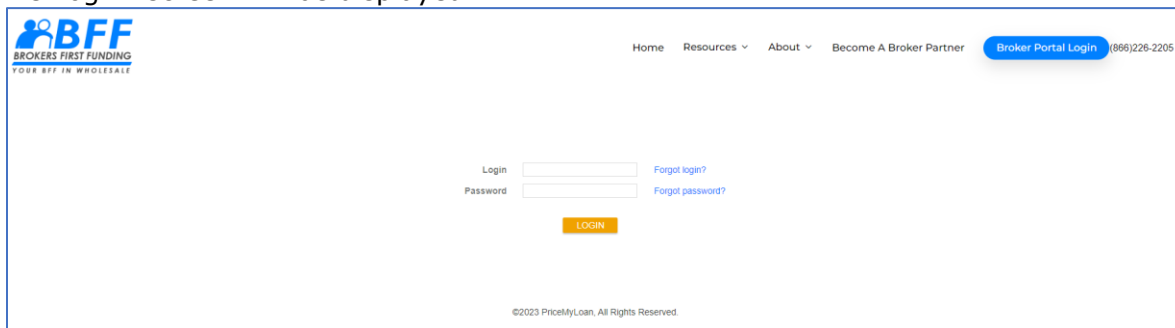
REQUESTS RECEIVED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

13. [Closing/Funding](#): Upon receipt of the fully executed loan closing package, expiration of any federally required wait periods (i.e. Right to Cancel / Right of Rescission), and all prior to funding conditions being cleared, BFF will fund and close your loan.

Access BFF's Broker Portal

To access BFF's Broker Portal, take the following steps:

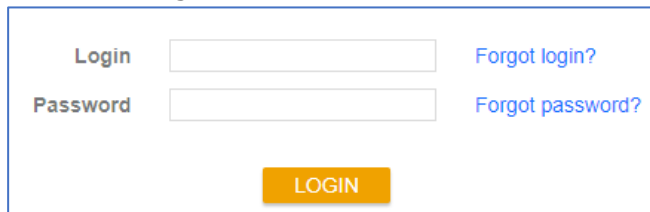
1. Click [here](https://bffws.com/broker-portal-login/) OR enter the following URL into your browser:
<https://bffws.com/broker-portal-login/>
2. The Log In screen will be displayed.



The screenshot shows the BFF Broker Portal Login page. At the top left is the BFF logo. The top right navigation bar includes links for Home, Resources, About, Become A Broker Partner, and a blue 'Broker Portal Login' button with the phone number (866)226-2205. The main content area contains a login form with two input fields: 'Login' and 'Password'. To the right of each field is a link: 'Forgot login?' and 'Forgot password?'. Below the fields is an orange 'LOGIN' button. At the bottom center, there is a small copyright notice: '©2023 PriceMyLoan, All Rights Reserved.'

- A. If you already have an account set up, log in to your account:

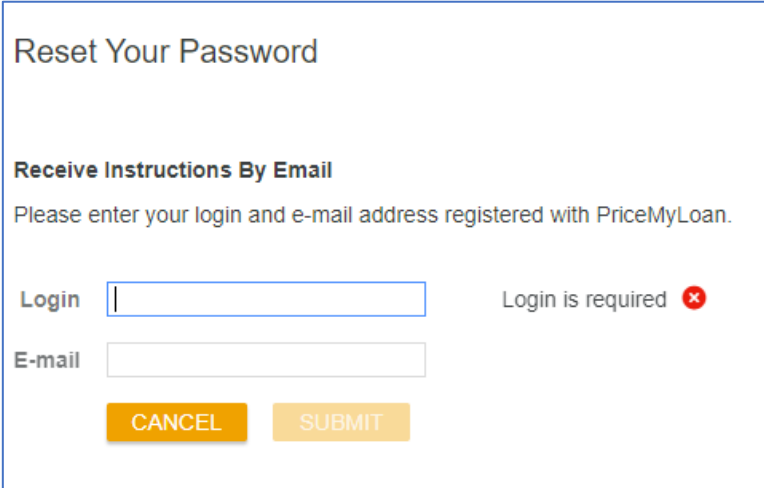
- Enter the Login (username) Name
- Enter the Password
- Click the "Log in" button.



This is a close-up of the login form. It features two input fields. The first field is labeled 'Login' and has a 'Forgot login?' link to its right. The second field is labeled 'Password' and has a 'Forgot password?' link to its right. Below these fields is an orange button labeled 'LOGIN'.

- After you log in the landing page of BFF's Broker Portal will appear. The landing page is also your pipeline view from which you can start new loan files or update active loan files, track status, order credit, and upload documents to satisfy conditions.


- B. If you already have an account set up but forgot your Username:
- Try entering your email address.
 - Click the "Forgot Login?" link and follow directions
 - If this does not, send an email to: brokerapproval@bffws.com
- C. If you already have an account set up but forgot your Password:
- Click the "Forgot password" link and the Reset Your Password landing page will appear.
 - Enter your Login (username) Name.
 - Enter your E-mail address.
 - Click Submit
 - Follow the rest of the directions.



Reset Your Password

Receive Instructions By Email

Please enter your login and e-mail address registered with PriceMyLoan.

Login Login is required 

E-mail

CANCEL **SUBMIT**

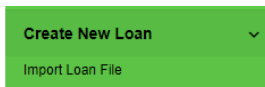
- D. Create a New Account:
- All accounts are created by invitation only. Request your Login credentials for the TPO Site/Broker Portal directly through your Account Executive who will request your login credentials from our Broker Approval Team. Once issued, you will be sent a Welcome Email containing your username and a temporary password.
 - To become a Broker Partner, access the 'Become A Broker Partner' section on our website (<https://bffws.com/>), complete and submit the form. Upon completion and review of the information, our Broker Approval team or an Account Executive assigned to you will contact you. Once a complete application package is received, and your firm is approved, access to BFF's Broker Portal will be issued.

Start New File

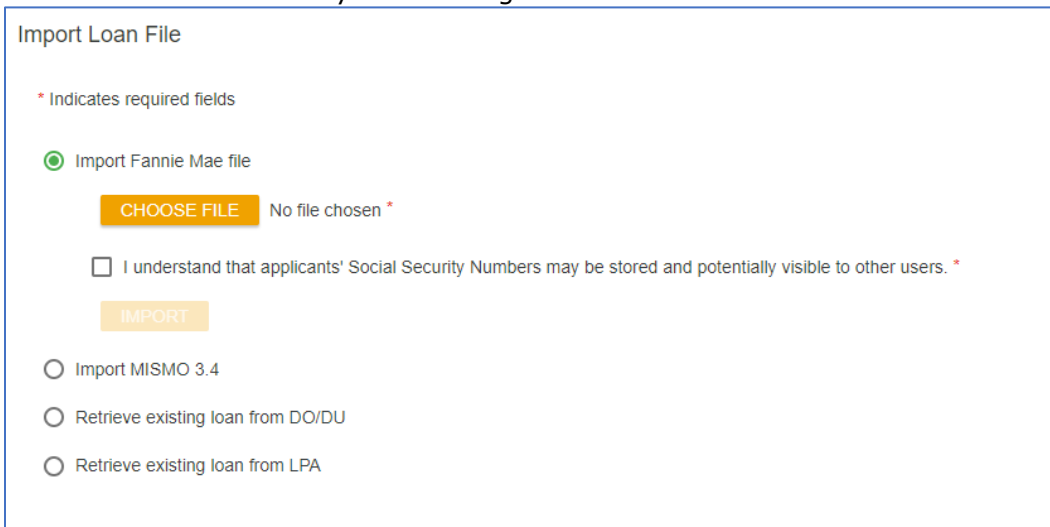
To start a new file, take the following steps:

TIP: Do not forget to click the Save button, located in the top right of your screen, as you proceed from section to section to save the information you enter

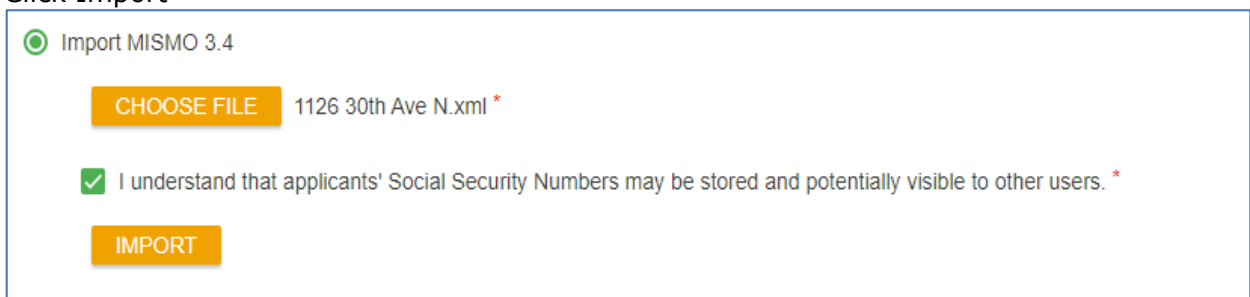
1. Click **Create New Loan**.
2. Click **Import Loan File** which will display right below the **Create New Loan** button. The Import Loan File screen will appear.



3. Select the URLA Version you are using.

The "Import Loan File" screen shows a form with the following elements: a note "* Indicates required fields", a radio button selected for "Import Fannie Mae file", an orange "CHOOSE FILE" button next to the text "No file chosen *", an unchecked checkbox for "I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *", an orange "IMPORT" button, and three unselected radio buttons for "Import MISMO 3.4", "Retrieve existing loan from DO/DU", and "Retrieve existing loan from LPA".

4. Select to import an existing MISMO 3.4 format file.
5. Click **Choose File** and upload the 3.4 file.
6. Check the "I understand...." Checkbox.
7. Click Import



The "Import MISMO 3.4" screen shows a form with the following elements: a radio button selected for "Import MISMO 3.4", an orange "CHOOSE FILE" button next to the text "1126 30th Ave N.xml *", a checked checkbox for "I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *", and an orange "IMPORT" button.

NOTE: Upon clicking Import, the system will run a duplicate loan check and display any finds immediately below the Import button.

☒ I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

IMPORT

The following duplicate files were detected

Loan Number	Conditions	Last Name, First Name	Loan Amt	Loan Status / Status Date
 2111300044	0 Condition	Firstimer, Alice	\$240,000	Loan Withdrawn 4/13/2023
 CTD2111240022	0 Condition	Firstimer, Alice	\$240,000	Loan Withdrawn 4/13/2023

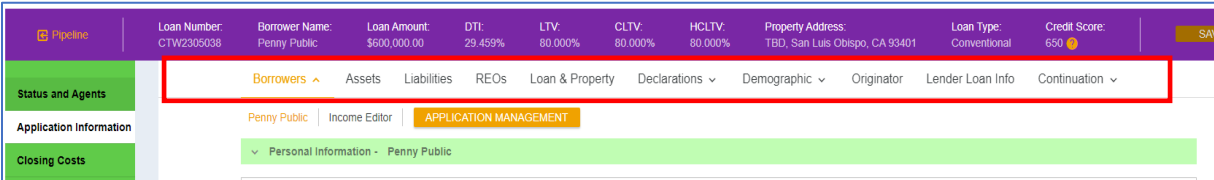
BACK

CREATE NEW

8. Determine if a duplicate file was detected and how to proceed:

If...	Then...
No duplicate records are found	<ul style="list-style-type: none"> Proceed to Step 9
Duplicate records are found	<ul style="list-style-type: none"> Review the findings and determine if the newly uploaded file is truly a new loan. <ul style="list-style-type: none"> If no, click back and access the already existing loan through your pipeline view. If yes, click Create New <ul style="list-style-type: none"> Proceed to Step 9

9. Once the loan file has been created, you will land on the Application Information screen. A list of available screens is displayed on the left navigation menu.
10. Proceed to review the Application Information screen in its entirety, navigating through all subsections (pages) to ensure completeness and accuracy of the loan application.



1. Click the Status and Agents screen on the left navigation menu.

Status and Agents

The Status and Agents Costs screen will appear.

- Review the Agents section ensuring that the appropriate Loan Officer and Processor have been assigned. Click the assign/Re-assign button to make any correction

Agents

Assigned Agents in Testing Branch

Loan Officer re-assign
Name: Aaron Tester

Processor assign
Name:

TIPS:

DSCR - If the newly created loan is a Debt Service Coverage Ratio ("DSCR") loan, be sure to click on the Loan & Property subsection and enter the Estimated Monthly Market Rent for the subject property under Section 4c:

Borrowers	Assets	Liabilities	REOs	Loan & Property	Declarations	Demographic	Originator	Lender Loan Info	Continuation
-----------	--------	-------------	------	----------------------------	--------------	-------------	------------	------------------	--------------

4c. Rental Income on the Property You Want to Purchase

Complete if the property is a 2-4 unit primary residence or an investment property.

Expected Monthly Rental Income	Expected Rental Occupancy Rate
\$0.00	100.000%

Primary Residence Subj Prop Can Have Rental Income ☐ At least one borrower or coborrower w ☒

Debt Service Coverage Ratio

Estimated Monthly Market Rent	\$0.00
Qualifying Monthly Gross Rent	\$0.00
Qualifying Monthly Payment /	\$4,534.80
Debt Service Coverage Ratio (DSCR) =	0.00

Close End 2nd - If the newly created loan is a Close End 2nd, be sure to click on the Lender Loan Info subsection and set the Mortgage lien type to 2nd Mortgage under Section L3:

Borrowers	Assets	Liabilities	REOs	Loan & Property	Declarations	Demographic	Originator	Lender Loan Info	Continuation
-----------	--------	-------------	------	-----------------	--------------	-------------	------------	-------------------------	--------------

L3. Mortgage Loan Information

Mortgage Type Applied For	Terms of Loan and Mortgage Lien Type						
Mortgage type applied for Conventional	<table> <tr> <td>Note rate</td> <td>Term (months)</td> <td>Mortgage lien type</td> </tr> <tr> <td>6.000%</td> <td>360</td> <td>2nd Mortgage</td> </tr> </table>	Note rate	Term (months)	Mortgage lien type	6.000%	360	2nd Mortgage
Note rate	Term (months)	Mortgage lien type					
6.000%	360	2nd Mortgage					

- Once the application is completed in its entirety, proceed to Product Registration/Order or Reissue Credit.

Reissue Credit and Product Registration

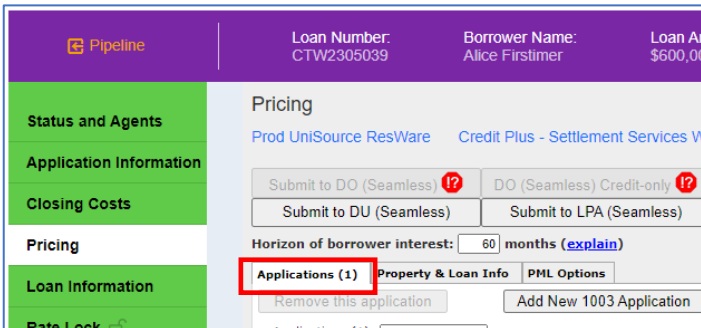
To register order or reissue credit and register the loan product (loan program), take the following steps:

TIP: When working through the next few screens, fields labeled with a red "x" are required

1. Click the Pricing screen on the left navigation menu

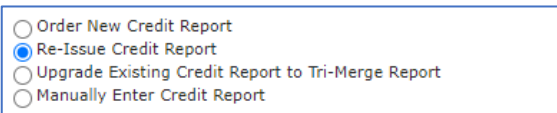


2. Click the Applications tab.



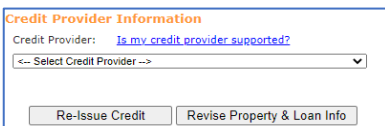
The screenshot shows the Pricing screen with the left navigation menu. The 'Applications' tab is highlighted with a red box. The top of the screen displays 'Loan Number: CTW2305039', 'Borrower Name: Alice Firstimer', and 'Loan Amount: \$600,000'. The 'Applications' tab is selected, showing a list of applications with columns for 'Applications (1)', 'Property & Loan Info', and 'PML Options'. A red box highlights the 'Applications (1)' column.

3. Scroll down to the bottom of the page and select Re-issuing Credit Report



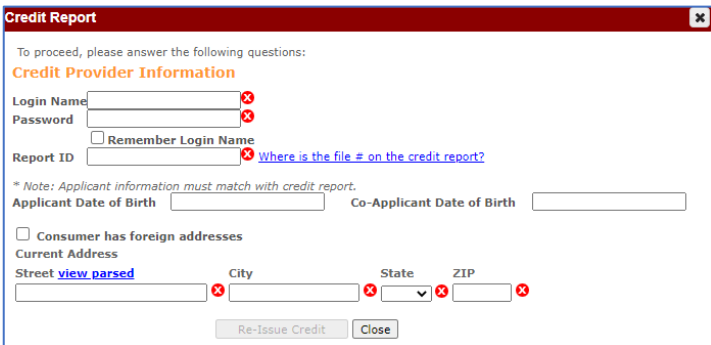
The screenshot shows the 'Re-issuing Credit Report' options. There are four radio buttons: 'Order New Credit Report', 'Re-Issue Credit Report' (selected), 'Upgrade Existing Credit Report to Tri-Merge Report', and 'Manually Enter Credit Report'.

4. Select the appropriate Credit Provider from the dropdown list and click Re-Issue Credit.



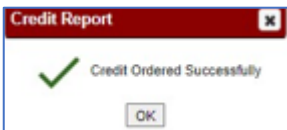
The screenshot shows the 'Credit Provider Information' form. It includes a 'Credit Provider' dropdown menu with the text 'Is my credit provider supported?'. Below the dropdown is a 'Re-Issue Credit' button and a 'Revise Property & Loan Info' button.

5. Complete the credit reissue screen and click Re-Issue Credit



The screenshot shows the 'Credit Report' form. It includes fields for 'Login Name', 'Password', 'Report ID', 'Applicant Date of Birth', and 'Co-Applicant Date of Birth'. There are also checkboxes for 'Remember Login Name' and 'Consumer has foreign addresses'. The 'Re-Issue Credit' button is at the bottom.

6. Click OK



The screenshot shows a green checkmark and the text 'Credit Ordered Successfully'. Below the message is an 'OK' button.

- Click the Application Information screen on the left navigation menu

Application Information

- Navigating to the Liabilities subsections

Borrowers ▾ Assets **Liabilities** REOs Loan & Property

A list of all liabilities will appear.

- If applicable, click on and review all Mortgages to ensure you are associated with the correct real estate:

Owner	Altered in PML	Debt Type	Company	Balance
Alice Firstimer	No	Installment	MOUNTAIN BANK	\$2,600.00
Alice Firstimer	No	Revolving	HEMLOCKS	\$437.00
Alice Firstimer	No	Mortgage	TBD Company	

<< PREV NEXT >> INSERT ADD MOVE UP MOVE DOWN DELETE

Owner: Alice Firstimer [edit](#)

Debt Type: Mortgage ▾

Company Name: TBD Company

Company Address:

Company City:

Description:

Mortgage Type:

Property Address: <-- Select a matched REO --> [ADD BAL / PMT INFO TO REO](#)

- If applicable, click on and review all liabilities to be paid off to ensure they are appropriately marked:

Owner	Altered in PML	Debt Type	Company	Balance	Payment	Paid Off	Used in Ratio
Alice Firstimer	No	Installment	MOUNTAIN BANK	\$2,600.00	\$123.00	No	Yes
Alice Firstimer	No	Revolving	HEMLOCKS	\$437.00	\$44.00	No	Yes

<< PREV NEXT >> INSERT ADD MOVE UP MOVE DOWN DELETE

Owner: Alice Firstimer [edit](#)

Debt Type: Installment ▾

Company Name: MOUNTAIN BANK

Company Address:

Company City:

Description: Installment Loan ▾

Property Address: <-- Select a matched REO --> [ADD BAL / PMT INFO TO REO](#)

Linked Asset: <-- Select a matched auto asset -->

Account Holder Name: Alice Firstimer Acc. Number: 3563A019732 Max Bal.

Bal. \$2,600.00 Pmt. \$123.00 Mos. Left Rate Term 36 Due In

☐ Will be paid off \$2,600.00 [Payoff](#)

11. Click the Pricing screen on the left navigation menu



12. Click the Property & Loan Info tab

The screenshot shows the Pricing screen with the following details:

- Pipeline:** Pipeline
- Loan Number:** CTW2305039
- Borrower Name:** Alice Firstimer
- Loan Amount:** \$600,000.00
- Navigation Menu:** Status and Agents, Application Information, Closing Costs, Pricing (selected), Loan Information
- Buttons:** Submit to DO (Seamless) (with red ? icon), DO (Seamless) Credit-only (with red ? icon), Submit to DU (Seamless), Submit to LPA (Seamless)
- Horizon of borrower interest:** 60 months (explain)
- Applications (1):** Property & Loan Info (highlighted with a red box), PML Options
- Property Information:** (Section header)

13. Review the Property & Loan Info tab to ensure completeness and accuracy, being sure to select:
 - A. The appropriate Doc Type, and
 - B. Compensation Type

NOTE: Borrower paid compensation must always be selected on NonQM and Down Payment Assistance (DPA) loan programs.

The screenshot shows the Loan Information form with the following details:

- Impound?** ☒ Yes
- Doc Type:** Full Document (dropdown menu is open showing options: Full Document, 12 Mo. Personal Bank Statements, 24 Mo. Personal Bank Statements, 12 Mo. Business Bank Statements, 24 Mo. Business Bank Statements, Other Bank Statements, 1 Yr. Tax Returns)
- Appraised Value:** (field)
- Sales Price:** (field)
- Down Payment:** (field)
- 1st Lien:** (field)
- 2nd Financing?** ☐ VOE
- Rate Lock Period:** Asset Utilization, Debt Service Coverage (DSCR), No Ratio
- Other Information:**
 - Loan Originator Is Paid By:** ☐ Lender, ☒ Borrower
 - 0.000%** of **Loan Amount** + **\$12,800.00**

- C. Mortgage being paid off.
- D. Prepayment (PPP) Term.
- E. Prepayment Penalty Type, and any other applicable fields

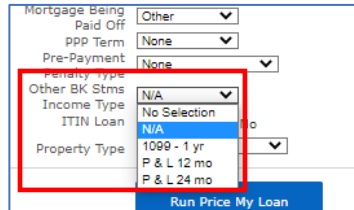
The screenshot shows the Prepayment section of the form with the following details:

- Mortgage Being Paid Off:** Other (dropdown menu)
- PPP Term:** None (dropdown menu)
- Pre-Payment Penalty Type:** None (dropdown menu)
- Other BK Stms:** N/A (dropdown menu)
- Income Type:** (field)
- ITIN Loan:** ☐ Yes, ☒ No
- Property Type:** Residential (dropdown menu)

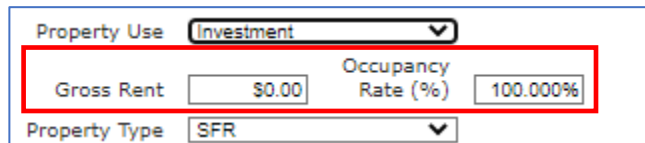
[Intentionally left blank]

TIPS:

- **1099 and P&L programs** - select Other Bank Statements as the Doc Type and set the 1099 or P&L option at the bottom of the form:



- **DSCR** – Be sure to enter estimated gross rents so the system can determine the DSCR ratio: “If you did not use the DSCR TIP for rental income”



- **Close End Seconds** – Be sure 2nd Financing is check Yes, and 2nd Financing Type is Closed-end.

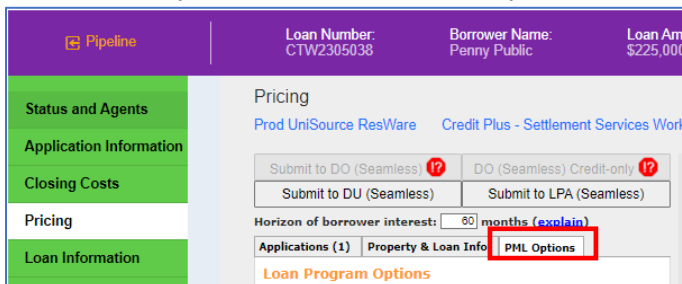
2nd Financing? ☐ No ☒ Yes

2nd Financing Type ☒ Closed-end ☐ HELOC

If a standalone 2nd make sure Impound Type is set to No escrow

Impound Type

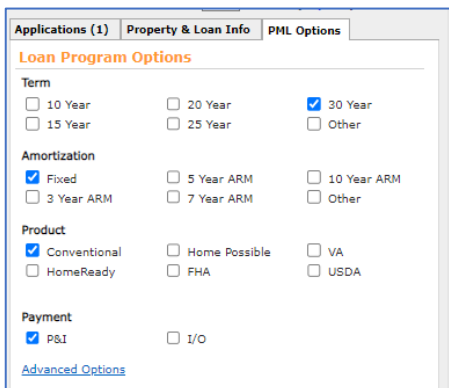
14. Scroll back up and click on the PML Options tab



[Intentionally left blank]

- Review the PML Options tab for accuracy and completeness, checking all applicable items

TIPS: For best results, ensure only one box per selection is checked



Applications (1) | Property & Loan Info | PML Options

Loan Program Options

Term

☐ 10 Year ☐ 20 Year ☒ 30 Year
☐ 15 Year ☐ 25 Year ☐ Other

Amortization

☒ Fixed ☐ 5 Year ARM ☐ 10 Year ARM
☐ 3 Year ARM ☐ 7 Year ARM ☐ Other

Product

☒ Conventional ☐ Home Possible ☐ VA
☐ HomeReady ☐ FHA ☐ USDA

Payment

☒ P&I ☐ I/O

[Advanced Options](#)

- Click Run Price My Loan and a list products will appear to the right
- Review the list of eligible products and rates
- Click the register link to float the loan Or click the request lock link to lock your loan.

NOTE: Lock requests for some products (NonQM and DPAs) are subject to additional restrictions.

Eligible Loan Programs

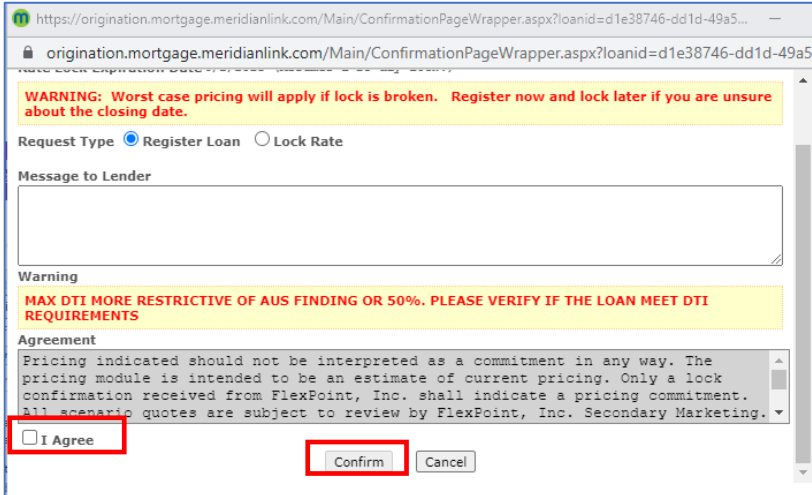
Rates shown

* - The costs displayed are the borrower's non-financed s
** - exceeds the MA

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
- 30 YR FIXED CONFORMING 2-1 BUYDOWN										
pin register request lock	7.500	-1.039	4,195.29	32.449	7.526	✓	(\$2,100.00)	\$127,200.00	14.1	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	7.375	-0.705	4,144.05	32.193	7.401	✓	(\$100.16)	\$129,199.84	13.9	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	7.250	-0.315	4,093.06	31.938	7.276	✓	\$2,235.66	\$131,535.66	13.6	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	7.125	-0.553	4,042.31	31.684	7.151	✓	\$803.50	\$130,103.50	14.0	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	7.000	-0.268	3,991.81	31.432	7.025	✓	\$2,509.34	\$131,809.34	13.8	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	6.990	-0.247	3,987.79	31.412	7.015	✓	\$2,635.00	\$131,935.00	13.8	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	6.875	0.128	3,941.57	31.181	6.913	✓	\$4,881.16	\$134,181.16	13.4	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	6.750	0.564	3,891.59	30.931	6.830	✓	\$7,493.00	\$136,793.00	13.0	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	6.625	0.248	3,841.87	30.682	6.674	✓	\$5,592.84	\$134,892.84	13.6	30 FIXED CONF 2-1 FLEX-BUYDOWN
pin register request lock	6.500	0.544	3,792.41	30.435	6.577	✓	\$7,364.66	\$136,664.66	13.3	30 FIXED CONF 2-1 FLEX-BUYDOWN

[Intentionally left blank]

19. A new window will appear for you to confirm your selection. Scroll to the bottom and click "I Agree" checkbox and then the "Confirm" button.



20. Upon registration completion, you will receive a popup that includes your registration certificate. You can print this for your records or close it.

Entering Closing Fees / Cost

After order or reissue credit and register the loan product (loan program), take the following steps:

NOTE: DO NOT enter in closing cost / fees until the loan program has been registered. Any fees entered prior to will be overwritten.

1. Click the Closing Costs screen on the left navigation menu.

Closing Costs


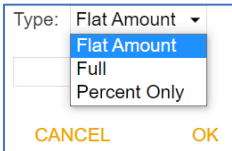
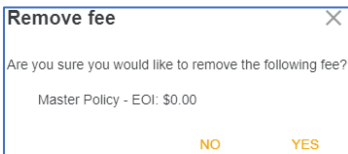
The Borrower-Responsible Closing Costs screen will appear.

NOTE: A series of "smart fees" are imported in to the Closing Cost screen when the loan program is registered. You may use the imported fees or not. If you choose not to use the imported fees, you will need to use your fee sheet and/or the Title Fee Sheet to complete the next steps.

2. Starting at the top of the Borrower-Responsible Closing Costs screen, scroll down to the applicable fee/cost category and edit/add/remove fees as necessary:

NOTE: DO NOT edit or remove any fees marked paid to Lender.

A - Origination Charges						
Description/Memo	Paid to	Amount	Paid by	Payable	Date paid	
details > Discount points	Lender	\$3,384.00	borr pd	at closing	5/30/2023	

To...	Then...
Add a fee	<ul style="list-style-type: none"> In the applicable section, click the add button (+). A list of Available Fees will appear. Scroll through the list of available fees and click on the desired fee. <p>TIP: To quickly find a fee, press CTRL-F or F3 and enter the fee name in the search box that appears in the top right corner of the browser window:</p>  <p>The fee will appear on the Borrower-Responsible Closing Costs screen in the applicable section.</p>
Edit a fee	<ul style="list-style-type: none"> Click the edit calculator button (🧮). The calculator window will appear. Select the calculation type (it is recommended to use 'Flat Amount'): Enter the Amount in the fee box that appears Click OK 
Remove a fee	<ul style="list-style-type: none"> Click the Remove Fee button (-). Click Yes or No when prompted to confirm the removal of the fee: 

[Intentionally left blank]

- If the loan has escrows, scroll to the top of the screen and click on the Non-P&I Housing Expense tab to edit/add/remove a fee from the section G - Initial Escrow Payment At Closing

Borrower-Responsible Closing Costs	Non-P&I Housing Expenses	Non Borrower-Responsible Closing Costs
------------------------------------	-------------------------------------	--

- Click on the appropriate fee category (typically Hazard Insurance and/or Property Taxes)
- Adjust the amount and prepaid months as necessary

Calculator		
Monthly Amount (PITI)	((0.000% of Appraisal Value) / 12) +	\$156.2500 = \$156.25
Prepaid?	<input checked="" type="checkbox"/> Yes	
Prepaid Months	0	Prepaid Amount \$0.00

Order or reissued Automated Underwriting System (AUS)

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, take the following steps:

- Determine if Automated Underwriting System (AUS) is required:

If...	Then...
The loan is an Agency loan: <ul style="list-style-type: none"> FHA, VA or Conventional (Fannie Mae ("FNMA" or Freddie Mac ("FHLMC"))) Chenoa, CalHfa, or TSAHC DPAs 	Proceed to the Step 2
The loan IS NOT an Agency loan: <ul style="list-style-type: none"> NonQM (Full Doc, Expanded Doc, and DSCR), Home Equity Loan, Foreign National and, ITIN 	Proceed to the Submit loan to Document Check section

- Click the Pricing screen on the left navigation menu

Loan Information

- Click on the FNMA Addendum tab

Loan Terms	Additional Information	FNMA Addendum	FHLMC Addendum
------------	------------------------	----------------------	----------------

4. Click the Submit to DU (Seamless) button

SUBMIT TO DU (SEAMLESS)

5. Review and fix any errors, and then click Next

DU Submission Data Audit

Data audit for DU Submission is successful. Proceed to run DU.

Loan Summary

✓ No errors detected

Alice Firsttimer

✓ No errors detected

CLOSE
NEXT

6. Check the Reissue an existing credit report from a credit provider radio button

Credit Report Options

Please select one of the following options.

☐ Order a new credit report from a credit provider

☒ Reissue an existing credit report from a credit provider

☐ Use credit report from previous submission

7. Select your credit provider, enter your credit User ID and Password

CRA Information

Credit Provider	Test Credit Agency (200)	
CRA User ID		✖
CRA Password		✖

NOTE: Certain credit providers have different credentials (usernames and passwords) to reissue credit through DU. Please check with your credit provide if your regular username and passwords do not work.

8. Click Next

Next

9. Review DU findings and click the Update button to save the findings

Case ID	1647587932
Results Date	5/15/2023 6:51:36 PM PDT
Underwriting Recommendation	Approve/Eligible
Credit Report ID	5004469

Update this loan with the following information from DU:

☒ DU Findings

☐ Credit Report

☐ Autopopulate liabilities from the credit report to the 1003?

CANCEL
UPDATE

NOTE: A complete copy of the DU findings will be available in the E-Docs folder:
Click E-docs (**E-docs**) → Document List and locate the document title AUS FINDINGS: DO/DU.

Upload Docs	Fax Docs	Document List
Status	Folder	Doc Type
view PDF	AUS	AUS FINDINGS: DO/DU

Submit loan to Document Check

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, and running AUS (if applicable), take the following steps:

NOTE: At this point the Loan is in a Registered status. If it is not, revert back to the Reissue Credit and Product Registration section.

- Click the Status and Agents screen on the left navigation menu.

Status and Agents

The Status and Agents Costs screen will appear.

- Review the Agents section ensuring that the appropriate Loan Officer and Processor have been assigned. Click the assign/Re-assign button to make any correction

Agents

Assigned Agents in Testing Branch

Loan Officer re-assign
Name: Aaron Tester

Processor assign
Name:

- Click the Change Loan Status button located in the top right of the screen.

CHANGE LOAN STATUS

The Change Loan Status window will appear.

- Check the Document Check radio button in the Change Loan Status window.
- Click Change Status

Change Loan Status

×

Current Loan Status: Registered

New Loan Status:

☒ Document Check

CANCEL

CHANGE STATUS

Determining Method for Document Upload

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, running AUS (if applicable), and change the loan status to Document Check, the user will need to upload the initial conditions (minimum requirements) for Initial Disclosure and/or Underwriting. To upload documents, take the following steps:

NOTE: The minimum requirements for disclosure and submission to underwriting can be found on BFF's [Loan Submission Form](#).

Documents can be uploaded to a loan file either through the **E-docs** folder or to a **Condition**. Uploading documents to the E-docs folder will require the user to index/name all documents individually. Alternative, if documents are uploaded to a condition, the system will index/name the document for the user. To upload documents, take the following steps:

1. Determine how you would like to upload documents:

If...	Then...
E-docs folder	Proceed to the Uploading Documents to E-Docs section
Conditions folder	Proceed to the Uploading Documents to a Condition section

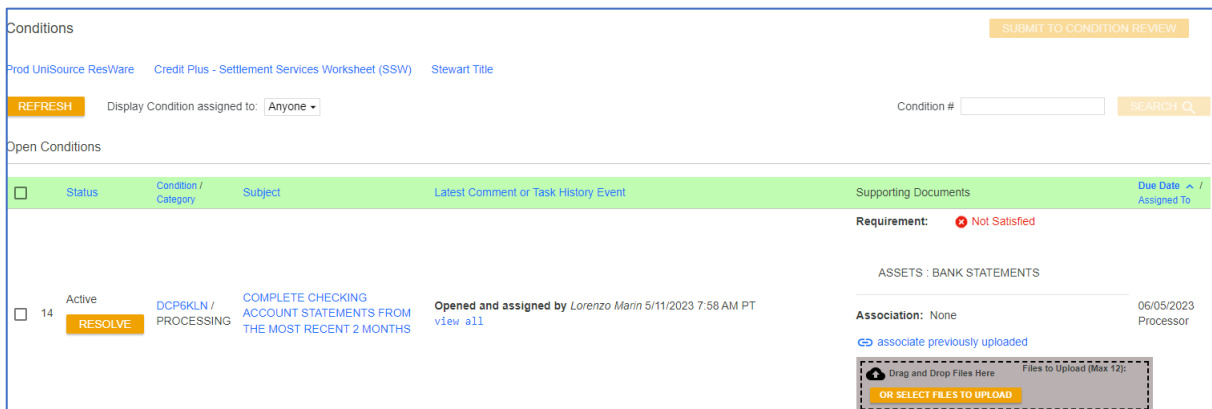
Uploading Documents to a Condition

To upload documents to a condition, take the following steps:

1. Click the Conditions button on the left navigation menu.

Conditions

A new window will open up that shows a list of all Conditions on this loan file.



Conditions

Prod UniSource ResWare Credit Plus - Settlement Services Worksheet (SSW) Stewart Title

REFRESH Display Condition assigned to: Anyone Condition # SEARCH

Open Conditions

Status	Condition / Category	Subject	Latest Comment or Task History Event	Supporting Documents	Due Date / Assigned To
Active	DCP6KLN / PROCESSING	COMPLETE CHECKING ACCOUNT STATEMENTS FROM THE MOST RECENT 2 MONTHS	Opened and assigned by Lorenzo Marin 5/11/2023 7:58 AM PT view all	Requirement: Not Satisfied ASSETS: BANK STATEMENTS Association: None associate previously uploaded	06/05/2023 Processor

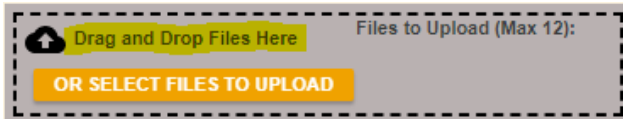
14 RESOLVE

Drag and Drop Files Here Files to Upload (Max 12)
OR SELECT FILES TO UPLOAD

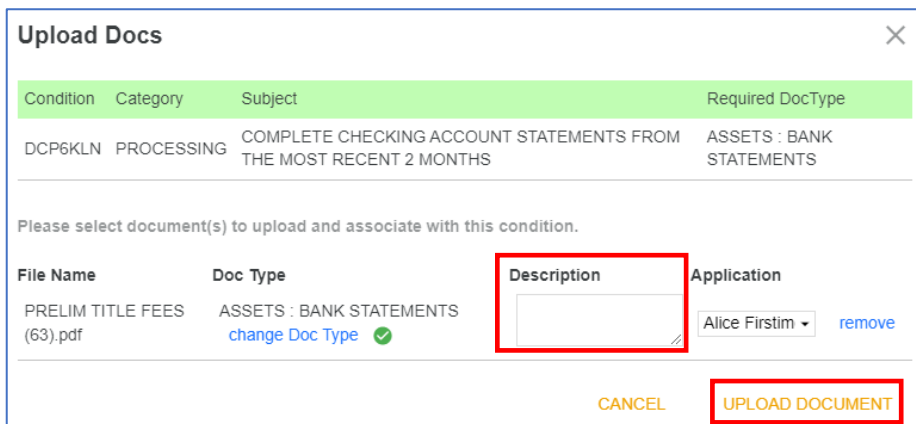
2. Select the condition that you will be uploading supporting documents for.

NOTE: The minimum requirements for disclosure and/or submission to underwriting, which can be found on BFF's [Loan Submission Form](#), must be satisfied.


- In the "Supporting Documents" column, drag and drop the loan document into the gray box, or click the 'Or Select Files to Upload' button to browse for the file on your machine and click "Upload Document".



- Enter any applicable comments in the description box
- Click "Upload Document".



Once a document has been associated with a condition, the condition will show as being satisfied in the top right corner.



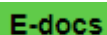
- Repeat steps 1-5 until you have uploaded documents sufficient to meet the minimum requirements for disclosure and/or submission to underwriting have been uploaded.
- Proceed to the Ordering Initial Loan Estimates section

Uploading Documents to E-Docs

To upload documents to E-Docs, take the following steps:

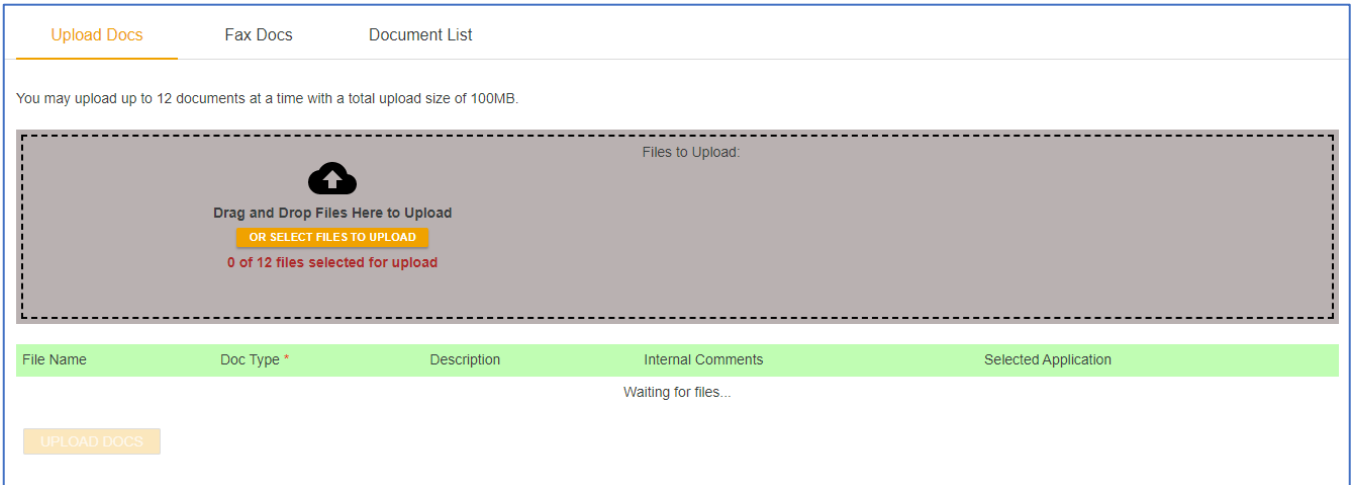
NOTE: It is vital that time is taken to properly name every document that is uploaded. Failure to properly name a document **WILL** result in a longer processing time. If a document is put into a generic document name/group, please add comments in the description field so we know what the document is and why it is being provided (i.e. evidence to show that someone else is making a payment (be sure to include details as to what payment it is)).

- Click the E-docs button on the left navigation menu.

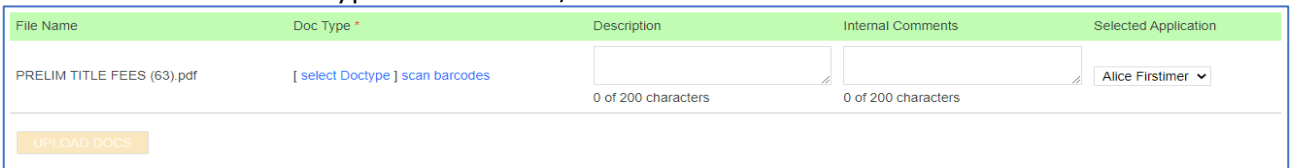


The E-docs Upload Docs screen will appear.

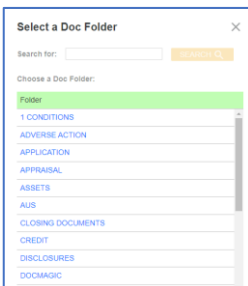
- Drag and drop the loan document(s) into the gray box, or click the 'Or Select Files to Upload' button to browse for the file on your machine and click "Upload Document".



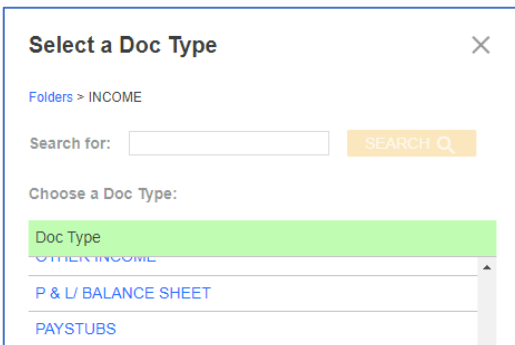
- Click on the Select Doc Type link to name/index the document



- Scroll though or search for the applicable Doc Folder (document category) in the list provided and select it.



- Scroll though or search for the applicable Doc Type in the list provided and select it.



- Enter any applicable comments in the description box

- Click "Upload Docs".

File Name	Doc Type *	Description
PRELIM TITLE FEES (63).pdf	[select Doctype] scan barcodes INCOME : PAYSTUBS	<input type="text"/>
		0 of 200 characters
<input type="button" value="UPLOAD DOCS"/>		

NOTE: Documents will **NOT** be added to the file until the Upload Docs button is clicked, and the Upload Docs button will not be enabled until all documents that have been uploaded have been assigned a document type and name.

- Repeat steps 1-7 until you have uploaded documents sufficient to meet the minimum requirements for disclosure and/or submission to underwriting have been uploaded.
- Proceed to the Ordering Initial Loan Estimates section

Ordering Initial Loan Estimates

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, running AUS (if applicable), changing the loan status to Document Check, and uploading the initial conditions (minimum requirements) for Initial Disclosure and/or Underwriting, you are ready to order the Initial Loan Estimate/Disclosures. To order the Initial Loan Estimate/Disclosures take the following steps:

- Click the Disclosures button on the left navigation menu.

Disclosures

The Disclosures screen will appear.

- Click on the Order Initial Loan Estimate button

ORDER INITIAL LOAN ESTIMATE

NOTE: If the loan is marked Lender-Paid Compensation a Loan Comparison (Anti-Steering) disclosure will be required. The system will automatically display this screen if/when applicable.


Loan Comparison				
Risky Features include Negative amortization, Prepayment penalty, Interest-only payments, Balloon payment within 7 years, Demand feature, Shared equity, and Shared appreciation.				
	Loan with the lowest rate with risky features	Loan with the lowest rate without risky features	Loan with the lowest total discount points, origination points, or origination fees	Current Loan
Interest Rate	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	6.875%
Total Discount points, Loan Origination Fees or Points	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$13,083.00
	<input type="button" value="COPY FROM CURRENT LOAN"/>	<input type="button" value="COPY FROM CURRENT LOAN"/>	<input type="button" value="COPY FROM CURRENT LOAN"/>	

3. Determine if the Loan Comparison screen pops up.

If...	Then...
Yes	<ul style="list-style-type: none"> • Complete the screen based on the information you have available. • Proceed to Step 4
No	Proceed to step 4

4. Click Next – Request Review button located to the upper right:

NEXT - REQUEST REVIEW

An initial audit will be complete to ensure that the loan meets the minimum requirement to have disclosures sent. Any issues will be indicated with a red "x" ().

[Intentionally left blank]

5. Determine if the loan passes the initial audit.

If...	Then...
Yes	Proceed to Step 6
No	<ul style="list-style-type: none"> Review the findings of the audit and take action to correct any items that can be corrected. <div data-bbox="818 506 935 527" data-label="Text"> <p>CANCEL ORDER</p> </div> <div data-bbox="818 548 1352 785" data-label="Form"> <p>Requirements Checklist</p> <ul style="list-style-type: none"> ✓ W229 - You are ready to request disclosures ✓ W254: Please register a loan program and move loan status to Doc Check before requesting disclosures. ✓ W256: BuyDown fee is required before sending out the initial disclosures. ✓ User is a loan officer or processor. ✓ Loan is not in the Correspondent channel. ✗ W264 - Loan Status must be registered and in Document Check status to send out initial Disclosures </div> <div data-bbox="803 833 1391 1089" data-label="Text"> <p>NOTE: In the example above, the user failed to move the loan to a Document Check status. In this case, the user would have to revert back to the Submit loan to Document Check section, complete the required steps and then come back to the Disclosures screen.</p> </div> <ul style="list-style-type: none"> IF you are able to clear all findings, Proceed to Step 6 IF you are unable to clear all findings, <ul style="list-style-type: none"> Click the Request Lender to Complete Order button <div data-bbox="958 1310 1362 1335" data-label="Text"> <p>REQUEST LENDER TO COMPLETE ORDER</p> </div> <ul style="list-style-type: none"> Type message to lender Click Submit <div data-bbox="932 1430 1406 1619" data-label="Form"> <p>Request for Lender to Complete Initial Disclosure</p> <p>Please add a message to the lender: *</p> <p>Please send Initial Disclosures</p> <p>CANCEL SUBMIT</p> </div> <div data-bbox="803 1665 1391 1770" data-label="Text"> <p>NOTE: Our Setup team will review and process your request within our posted turn times.</p> </div>

6. Click Next – Document Vendor Audit button located to the upper right.

NEXT - DOCUMENT VENDOR AUDIT

A secondary audit will be complete to ensure that the loan meets the minimum requirement to have disclosures sent. Any issues will be indicated with a red "x" (✖).

7. Determine if the Loan passes the secondary audit.

If...	Then...
Yes	Proceed to Step 8
No	<ul style="list-style-type: none"> Click the Request Lender to Complete Order button REQUEST LENDER TO COMPLETE ORDER Type message to lender Click Submit <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>Request for Lender to Complete Initial Disclosure</p> <p>Please add a message to the lender: *</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;">Please send Initial Disclosures</div> <div style="text-align: right; margin-top: 10px;"> CANCEL SUBMIT </div> </div> <p>NOTE: Our Setup team will review and process your request within our posted turn times.</p>

8. Click Next – Order Document Preview button located to the upper right.

NEXT - ORDER DOCUMENT PREVIEW

9. Review the preview / draft version of the initial disclosures.

10. Determine if you wish to proceed.

If...	Then...
Yes	Proceed to Step 11
No	<ul style="list-style-type: none"> Click the Cancel Order button located in the top left CANCEL ORDER Repeat all previous steps until you have resolved all issues and are ready to send disclosures.

11. Check the "I have reviewed and accept the previewed Initial Disclosure PDF" Checkbox located in the upper left corner (under the Cancel Order button).

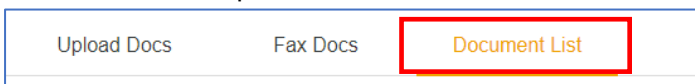
☐ I have reviewed and accept the previewed Initial Disclosure PDF. *

12. Click Next – Complete Request button located to the upper right and the system will deliver the disclosures to the borrower for e-signature. You will receive the following prompt once they are sent:

✔ Congratulations, your order has been completed!

NOTE:

- 1) You will be able to download or print a copy of the disclosure if you like. However, a copy will also be available in the e-docs folder under the Document List tab once the request has been completed.

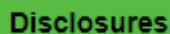


- 2) DocMagic is our document vendor and so the email to the borrower will come from docs@docmagic.com.
 - 3) Should any of your borrowers have problems e-signing, please direct them to this tutorial: <https://www.docmagic.com/support/tutorials/docmagic-esign>
-

Requesting a Change of Circumstance (COC) / Change in Circumstance (CIC)

A Change of Circumstance (COC) / Change in Circumstance (CIC) must be requested through the broker portal by clicking the "Request CoC / Redisdisclosure" button. When clicked, it will create a request for our Disclosure team to review and process accordingly. To request a COC/CIC, take the following steps:

1. Click the Disclosures button on the left navigation menu.

A green rectangular button with the word "Disclosures" in white text.

The Disclosures screen will appear.

2. Click on the Request COC/Redisdisclosure button

An orange rectangular button with the text "REQUEST COC / REDISCLOSURE" in white text.

The Request for CoC/Redisdisclosure window will appear.

3. Click the Download Request Form button

An orange rectangular button with the text "DOWNLOAD REQUEST FORM" in white text.

4. Complete the Change of Circumstance – COC form in its entirety and save locally.
5. Click the Choose File button and browse for the complete Change of Circumstance – COC form.

CHOOSE FILE

NOTE: Please be sure to upload any additional documentation needed to support your request. The request screen only allows for one (1) file to be attached so all items will have to be consolidated.

6. Click Open to upload the file

Open

7. Type details / comments regarding the request in the Message to Lender text box
8. Click Submit

Message to Lender:

Change Loan Amount from 100K to 150K

CANCEL
SUBMIT

NOTE: At this time, the request will fall in to a queue for BFF's Disclosure Department to process. The request will be reviewed and process if all required information is provided. If the request cannot be completed, the request will be cancelled and an email sent notifying the parties as to why. If it is completed the request will be updated. Status of the request can be found on the Disclosures screen, under the Disclosure Request section.

Disclosure Requests				
Type	Status	Action	Timestamp	Comments
Redisclosure Request	Cancelled	CANCEL REQUEST	5/15/2023 8:09:18 AM	Cannot Process - Missing Items (Test)
Redisclosure Request	Active	CANCEL REQUEST	5/15/2023 8:34:46 AM	Test
Initial Closing Disclosure Request	Cancelled	CANCEL REQUEST	5/15/2023 8:12:27 AM	Request Denied - Loan is Not Locked. (Test)

Requesting Initial Closing Disclosure (CD)

The Initial Closing Disclosure (CD) must be requested through the broker portal by clicking the "Request Initial Closing Disclosure" button. When clicked, it will create a request for our Disclosure team to review and process accordingly. To request The Initial Closing Disclosure (CD), take the following steps:

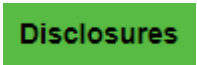
NOTE: Generally, a CTC is required before the Initial CD can be requested and sent. However, BFF will consider sending the Preliminary CD when the file is not CTC, on a case-by-case basis. All exception requests must be routed through your Account Manager for approval.

In all cases, the loan MUST be locked, and the CD request form, all invoices, and an updated title settlement sheet will be required. The updated title settlement sheet must include ALL fees and costs, including but not limited to Lender Fees, Broker Fees, Title/Escrow Fees, and any Third Party Fees.

CD REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST

REQUESTS RECEIVED AFTER 3:00 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

1. Click the Disclosures button on the left navigation menu.

A green rectangular button with the word "Disclosures" in white text.

The Disclosures screen will appear.

2. Click on the Request COC/Redisclosure button

An orange rectangular button with the text "REQUEST INITIAL CLOSING DISCLOSURE" in white text.

The Request for Request for Initial Closing Disclosure window will appear.

3. Click the Download Request Form button

An orange rectangular button with the text "DOWNLOAD REQUEST FORM" in white text.

4. Complete the CD Request form in its entirety and save locally.
5. Click the Choose File button and browse for the complete CD Request form. Please be sure to include the minimum requirements for CD when uploading the request form.

An orange rectangular button with the text "CHOOSE FILE" in white text.

6. Click Open to upload the file

A light blue rectangular button with a thin blue border and the text "Open" in blue text.

7. Type details / comments regarding the request in the Message to Lender text box
8. Click Submit

Message to Lender:

Change Loan Amount from 100K to 150K

CANCEL
SUBMIT

NOTE: At this time, the request will fall in to a queue for BFF's Disclosure Department to process. The request will be reviewed and process if all required information is provided. If the request cannot be completed, the request will be cancelled and an email sent notifying the parties as to why. If it is completed the request will be updated. Status of the request can be found on the Disclosures screen, under the Disclosure Request section.

Disclosure Requests				
Type	Status	Action	Timestamp	Comments
Redisclosure Request	Cancelled	CANCEL REQUEST	5/15/2023 8:09:18 AM	Cannot Process - Missing Items (Test)
Redisclosure Request	Active	CANCEL REQUEST	5/15/2023 8:34:46 AM	Test
Initial Closing Disclosure Request	Cancelled	CANCEL REQUEST	5/15/2023 8:12:27 AM	Request Denied - Loan is Not Locked. (Test)