

This document will help guide you in completing the Price/Lock Screen in our LOS when registering a loan.

Lock Times: Available Monday thru Friday. Opens typically around 10a EST/9a CST/7a PST (email sent notifying when Pricing is LIVE). Closes at 11:59p EST/10:59p CST/ 8:59p PST. **NOTE: Jumbo loans** can only be registered/locked up until 7:00 pm EST / 6:00 pm CST / 4 pm PST each night Monday thru Friday.

Navigating to Price/Lock Screen

After the loan has been uploaded or input into the LOS, access the loan. Then to run the pricing engine and submit a request to the Lock Desk or float the loan, from the **Loan Actions Menu**, click on **Price / Lock** to navigate to the Price / Lock Screen.

Loan Actions (60018840)
LNID: 60018840

Loan Status: Origination Rate: 2.750 %
Lock Status: Float Approved APR: 2.873 %

Subject Property	
123 Happy Home Rd Clarksville, IN 47129	
Application:	9/21/2021 (TRID2)(URLA 2020)
Lender Loan#:	60023595
Published Docs History	
Term:	360
Current APR:	2.873
CONVENTIONAL FIXED 30 YEAR	
Rate:	2.750%
Origination	10/22/2021
Float Approved	
Exp:	

Lender MERS Number: 100364900600188402

Completing Loan Info Tab

On the **Loan Info** tab all the **red * fields** must be completed. Ensure **all fields** are accurate.

- Starting with the left column, make sure the relevant **Underwriting Type** is selected from the dropdown list. **Note: Underwriting Type** auto defaults to **“None”**. If the loan is a Jumbo loan or a HELOC, select **Manual Underwrite** from the dropdown.
- Recommendations** are selected on the left. Make sure to select the appropriate recommendation from the dropdown, that was returned on the AUS Findings.

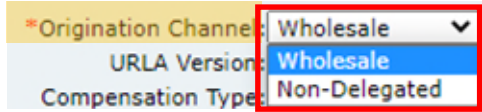
Loan Info Lookup Results

First Name: Happy
Middle Name: [empty]
Last Name: Camper
SSN: 512-34-6789
Residence Status: US Citizen
Qualifying Credit Score: 745 (Middle Score Required)
Doc Type: Full/Alt
Property Type: Detached
Occupancy: Primary
Purpose: Purchase
Units: 1 Unit
Zip: 47129
State: IN
County: Clark
Lien Position: Primary Loan
Interest Only: Yes/No
Underwriting Type: None
Recommendation: None
Loan Type: Fannie Mae AUS
Program Type: Freddie Mac LPA
Origination Channel: Other AUS
URLA Version: USDA GUS

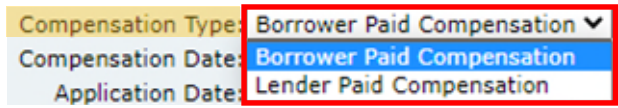
Underwriting Type: Fannie Mae AUS
Recommendation: FNMA Approve/Eligible
Loan Type: FNMA Approve/Eligible
Program Type: FNMA Approve/Eligible
Origination Channel: FNMA Refer/Eligible
URLA Version: FNMA Refer/Eligible

Completing Loan Info Tab - Continued

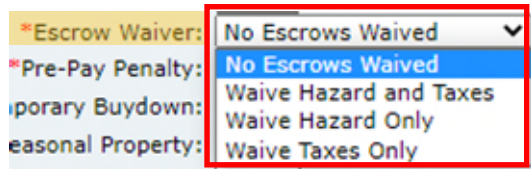
- Next, select the correct Chanel from the **Origination Channel** dropdown. If you're unsure which channel to select, please contact your Account Executive or manager.



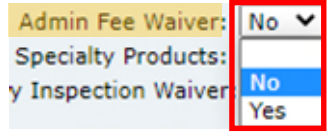
- Make sure the **Compensation Type** matches your desired scenario.



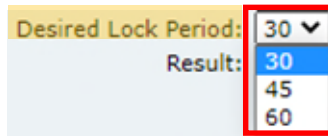
- On the right column, **Escrow Waiver**, auto defaults to **No Escrows Waived**, meaning taxes and insurance will be collected. There are additional options in the dropdown to select if waiving escrows.



- Admin Fee Waiver** needs to be reviewed and answered, even though it doesn't have a red * and auto defaults to **No**. **Admin Fee Waiver "No"** means that the Admin Fee will not be included in the pricing, and you'll need to add the Admin Fee to the **Edit Fee Worksheet**, if applicable. **Admin Fee Waiver "Yes"** means that the fee will be included in the pricing.

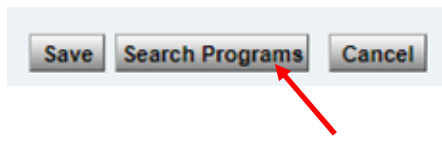


- Also check the **Desired Lock Period** and select the appropriate **# of days** from the dropdown. Auto defaults to **30**.



NOTE: If the loan is a Jumbo loan or a HELOC, **45 days** must be selected.

- Once all fields have been reviewed/completed, click **Search Programs** button at the bottom of the screen.



Lookup Results Tab

- On the **Lookup Results** tab is where the matching **Eligible Products** will be displayed. When you click on a **rate** or the **price**, which will open up the pricing table.

Loan Info **Lookup Results**

[View Ineligible Products]

LOAN PRODUCT	RATE	PRICE	LOCK PERIOD	MARGIN	EST LENDER PD
✓ FNMA 30 Year Fixed - 175k Rate Date: 7/20/2022 1:14:46 PM ET	4.375 \$873.75	96.484000 \$6,153.00	45	0.000	N/A
✓ FNMA 30 Year Fixed Rate Date: 7/20/2022 1:14:46 PM ET	4.500 \$886.70	97.537000 \$4,310.25	45	0.000	N/A
✓ FNMA 30 Year Fixed Rate Date: 7/20/2022 1:14:46 PM ET	4.625 \$899.74	97.921000 \$3,638.25	45	0.000	N/A
✓ FNMA 30 Year Fixed Rate Date: 7/20/2022 1:14:46 PM ET	4.750 \$912.88	98.442000 \$2,726.50	45	0.000	N/A
✓ FNMA 30 Year Fixed Rate Date: 7/20/2022 1:14:46 PM ET	4.875 \$926.11	98.932000 \$1,869.00	45	0.000	N/A
✓ FNMA 30 Year Fixed Rate Date: 7/20/2022 1:14:46 PM ET	5.000 \$939.44	99.363000 \$1,114.75	45	0.000	N/A
✓ FNMA 30 Year Fixed - 175k Rate Date: 7/20/2022 1:14:46 PM ET	5.125 \$952.85	99.739000 \$456.75	45	0.000	N/A
✓ FNMA 30 Year Fixed - 175k Rate Date: 7/20/2022 1:14:46 PM ET	5.250 \$966.36	100.264000 \$-462.00	45	0.000	N/A
✓ FNMA 30 Year Fixed - 175k Rate Date: 7/20/2022 1:14:46 PM ET	5.375 \$979.95	100.700000 \$-1,225.00	45	0.000	N/A

- On the pricing table, the **gray bar** shows the **lock periods** that are currently available, along with the **corresponding rate**. Click on the **price** in the **lock period** that you want.

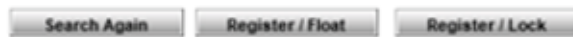
✓ FNMA 30 Year Fixed - 175k Rate Date: 7/20/2022 1:14:46 PM ET	5.250 \$966.36	100.264000 \$-462.00	45	0.000	N/A
<input type="checkbox"/> Product Guidelines No Guidelines apply to this product.					
<input type="checkbox"/> Fees No fees apply to this product.					
<input type="checkbox"/> Adjustments Adjustments already factored into rate / price / margin. SubFinancing: All Mortgages Where CLTV Exceeds LTV (74952481) Adjustment -0.3750000 to price FICO/LTV: FICO >=740, LTV <=60% (74952352) Adjustment 0.0000000 to price SubFinancing LTV <=65%, CLTV 80.01-95%, FICO 720+ (74952483) Adjustment -0.2500000 to price					

RATE	MARGIN	15 Lock Expiration: 8/4/2022	30 Lock Expiration: 8/19/2022	45 Lock Expiration: 9/6/2022	60 Lock Expiration: 9/19/2022
4.375	\$873.75	0.000	96.702000 \$5,771.50	96.599000 \$5,951.75	96.484000 \$6,153.00
4.500	\$886.70	0.000	97.340000 \$4,655.00	97.252000 \$4,809.00	97.163000 \$4,964.75
4.625	\$899.74	0.000	97.909000 \$3,659.25	97.821000 \$3,813.25	97.731000 \$3,970.75
4.750	\$912.88	0.000	98.450000 \$2,712.50	98.356000 \$2,877.00	98.265000 \$3,036.25
4.875	\$926.11	0.000	98.904000 \$1,918.00	98.816000 \$2,072.00	98.727000 \$2,227.75
5.000	\$939.44	0.000	99.397000 \$1,055.25	99.309000 \$1,209.25	99.220000 \$1,365.00
5.125	\$952.85	0.000	99.948000 \$91.00	99.845000 \$271.25	99.739000 \$456.75
5.250	\$966.36	0.000	100.473000 \$-827.75	100.370000 \$-647.50	100.264000 \$-462.00

Loan Details Tab

- You'll be directed here to the **Loan Details** tab. If the **Compensation Type** is **Borrower Paid Compensation**, make sure to complete the **LO Compensation** fields. Also complete the **Estimated Closing Date** at the bottom of the right column.

- Then you'll have **3 options at the bottom** of the screen to choose from – **Search Again** to run a new search, **Register / Float** simply applies the information to the loan file and floats it, but does not send anything to the lock desk, or **Register / Lock** sends the request to the Lock Desk for an actual lock.



If you have any issues with registering or locking a loan, please contact the lock desk at locks@fsbmortgage.com.

Note: Please provide the loan number and screenshots of the **Loan Detail** screen and any error messages that you are receiving, in order for the lock desk to research.