

## I. Overview

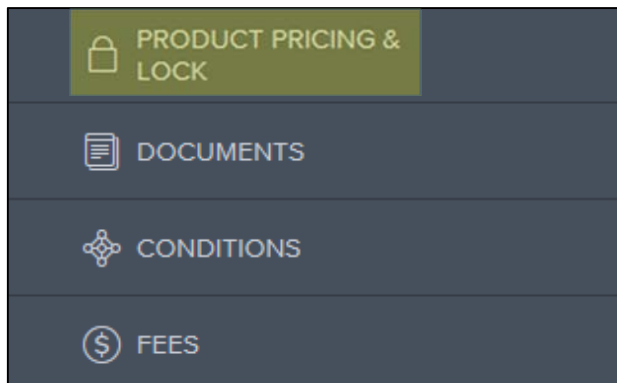
When changes are made to loan files that would affect the pricing, the file needs to be repriced and reviewed by the Secondary Department. These changes would include items such as:

- Loan Amount Change
- Appraised Value Change
- Purchase Price Change
- Loan Type Change
- Loan Purpose Change
- Loan Term Change
- Amortization Change
- Rate Lock
- Rate Extension
- Changing Underwriting Fee to Fee-in
- Other Change to the LTV
- Change in Occupancy
- Change to Credit Score
- Change to DTI

This is accomplished by completing a pricing profile change.

## II. Requesting the Pricing Profile Change

1. From the loan file in TPO Connect, click on the “Product Pricing & Lock” option from the gray menu bar on the left of the screen to open the Product, Pricing & Lock screen. Click the “Change Request” button from this screen.



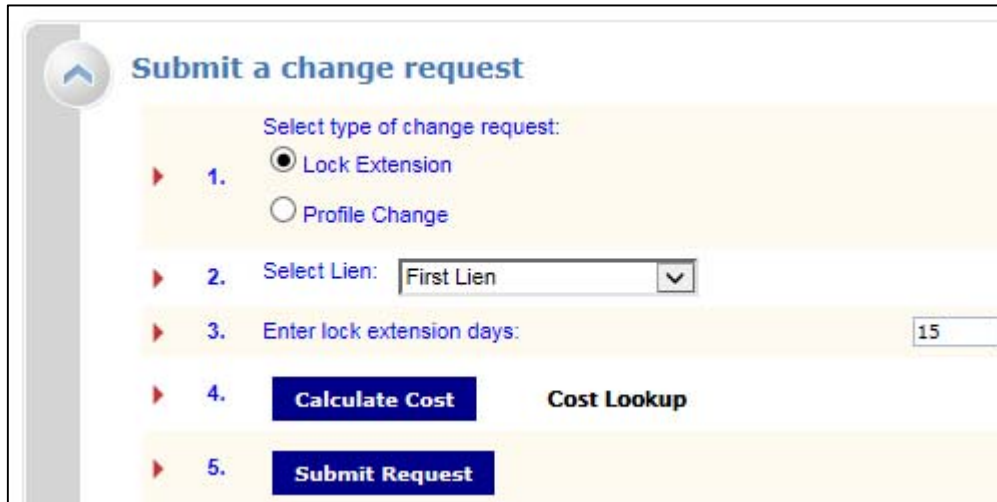
2. The Optimal Blue interface will open. Click on the Change Request button.



### A. Rate Lock Extensions

Under the “Submit a change request” section of the Change Request screen:

1. Click the “Lock Extension” radio button;
2. Enter the number of days being requested in the lock extension in line 3;
3. Click the “Calculate Cost” button; and
4. Choose the “Submit Request” button.

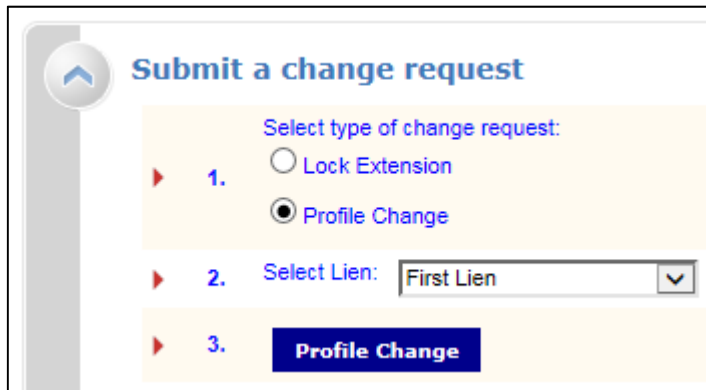


The screenshot shows the "Submit a change request" section of the Change Request screen. It features a list of steps:

- 1. Select type of change request:  Lock Extension,  Profile Change
- 2. Select Lien: First Lien (dropdown menu)
- 3. Enter lock extension days: 15 (input field)
- 4. Calculate Cost (button) Cost Lookup (text)
- 5. Submit Request (button)

### B. Other File Changes Effecting Pricing

Under the “Submit a change request” section of the Change Request screen, click the “Profile Change” radio button and choose the “Profile Change” button.



The screenshot shows the "Submit a change request" section of the Change Request screen. It features a list of steps:

- 1. Select type of change request:  Lock Extension,  Profile Change
- 2. Select Lien: First Lien (dropdown menu)
- 3. Profile Change (button)

3. Validate the new loan file information. Once confirmed, click the “Submit” button.

Submit

**Lien Information**

• First Lien Amt.

Search for First

• Second Lien Amt.

Search for Second

• HELOC Line Amt.

Search for HELOC

• HELOC Drawn Amt.

**Loan Information**

• Price/Estimated Value

• LTV

Waive Escrows

• Appraisal Amount

CLTV

Loan Purpose

HCLTV (Line Amt)

• Cash-Out Amount

HCLTV (Drawn Amt)

- The current loan file product will be highlighted in the list of Eligible Products. Click the “Show” link to proceed with that product.

Eligible Product	Rate	Price	P&I	Discount/Rebate(\$)	Detail	Compare
<a href="#">Conf. 30 Yr Fixed Home Ready</a>	5.375	100.857	\$1,711	-\$2,618	<a href="#">Show</a>	<input type="checkbox"/>
<a href="#">Conf. 30 Yr Fixed</a>	5.375	100.107	\$1,711	-\$327	<a href="#">Show</a>	<input type="checkbox"/>
<a href="#">HomeStyle Renovation - 30Yr Fixed</a>	5.375	99.901	\$1,711	\$302	<a href="#">Show</a>	<input type="checkbox"/>

- The current rate is highlighted in orange. Click the padlock icon to select.

Rate	Price	P&I	Discount/Rebate(\$)	Select
4.125	94.311	\$1481	\$17,380	
4.250	94.965	\$1503	\$15,382	
4.375	95.552	\$1525	\$13,589	
4.500	96.274	\$1548	\$11,383	
4.625	96.888	\$1571	\$9,507	
4.750	97.508	\$1594	\$7,613	
4.875	98.124	\$1617	\$5,731	
5.000	98.537	\$1640	\$4,469	
5.125	99.132	\$1663	\$2,652	
5.250	99.666	\$1687	\$1,020	
5.375	100.107	\$1711	-\$327	
5.500	100.498	\$1735	-\$1,521	
5.625	100.945	\$1759	-\$2,887	
5.750	101.475	\$1783	-\$4,506	
5.875	101.871	\$1807	-\$5,716	
6.000	101.367	\$1832	-\$4,176	
6.125	102.031	\$1856	-\$6,205	

The values in the grid include all applicable adjustments based on the requested changed. Adjustments will be visible after selecting a new rate and price.

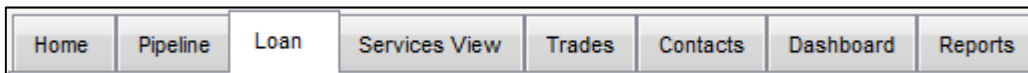
6. A summary of the change will appear. The left column displays the Original Value. The right column displays the Change Request Value of what will be the new value.

Submit Change Request		
Loan Field	Original Value	Change Request Value
Search Timestamp	11/01/18 6:07 PM	11/01/18 6:08 PM
Com/Aff 2nd		110

7. Click the Submit button at the bottom.



8. Once the request has been submitted a status queue will display. Click the Loan tab in Encompass to switch back to the loan display.



9. Save and exit the loan to allow Secondary to process the change.

**Note: If the lock expires the TPO will need to contact Secondary directly. Secondary will have to handle those cases independently of Encompass.**