

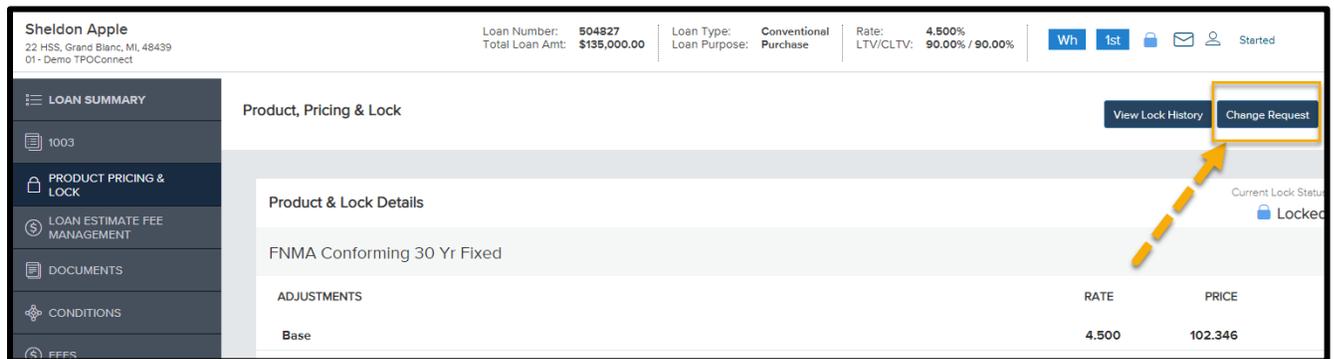


## HOW TO: Request a Profile Change/Updating Loan Terms

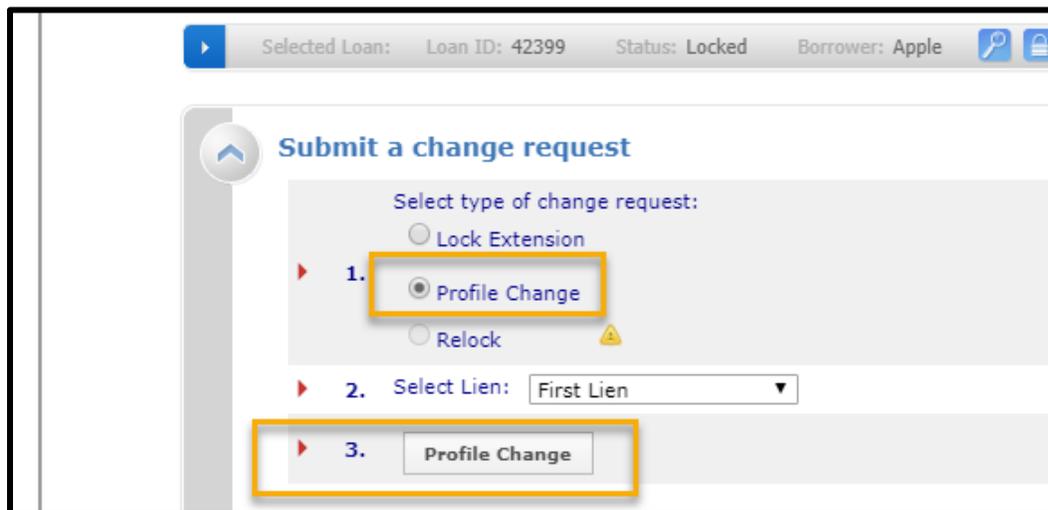
After your loan is locked and changes need to be made to the loan terms (i.e. Loan Amount, Program or Property Type...) the rate needs to be updated with the revised information. Please follow the steps below to process a profile change to update your rate.

**\*Note: After completing the profile change, you MUST exit the loan and go back into the pipeline to allow the product and pricing engine to update the loan. (See Step 6)**

**Step 1:** Click on Change Request (from the Product Pricing and Lock tab)



**Step 2:** Select profile change next to number one and then click the profile change button next to number three.



# TPO Connect – Requesting a Profile Change/Updating Loan Terms

**Step 3:** The Lock Form will now become editable for you to make the necessary changes. Once all changes are made, click Submit.

Selected Loan: Loan ID: 42399 Status: Locked Borrower: Apple

**Submit**

**Lien Information**

- Base Loan Amount: 135000  Search for First
- Second Lien Amt.: 0  Search for Second
- HELOC Line Amt.: 0  Search for HELOC
- HELOC Drawn Amt.: 0

**Loan Information**

- Price/Estimated Value: 150000
- Appraisal Amount: 150000
- Loan Purpose: Purchase
- Cash-Out Amount: 0.00

**Step 4:** The Locked Program and Rate will be highlighted for you – click on the Lock Icon to confirm your selection.

Eligible Product	Rate	Price	Margin	Lock	P&I	Detail	Compare
<b>FNMA 5/1 LIBOR ARM (2/2/5)</b>	3.375	99.270	2.250	30	\$588	Hide	<input type="checkbox"/>

View Pricing for lock period: 30 Search Timestamp: 09/06/11 11:30 AM

Rate	Price	Margin	LockPeriod	P&I	Select
3.375	99.270	2.250	30	\$588	<input checked="" type="checkbox"/>
3.500	99.402	2.250	30	\$597	<input type="checkbox"/>
3.625	99.532	2.250	30	\$607	<input type="checkbox"/>

**Step 5:** Review the proposed changes are correct and click Apply Change.

Loan Field	Original Value	Change Request Value
Loan Amt (Base)	\$134,000	\$133,000
Loan Amt (Total)	\$134,000	\$133,000
LTV	83.75	83.13
Closing Cost (\$)	\$978	\$971
Compensation (\$)	\$2,345	\$2,328
Discount/Rebate (\$/%)	0.730% (\$978)	0.730% (\$971)
Net Total Fees (\$)	\$978	\$971
P & I Pmt	\$592	\$588
QM Loan Amount	\$134,000	\$133,000

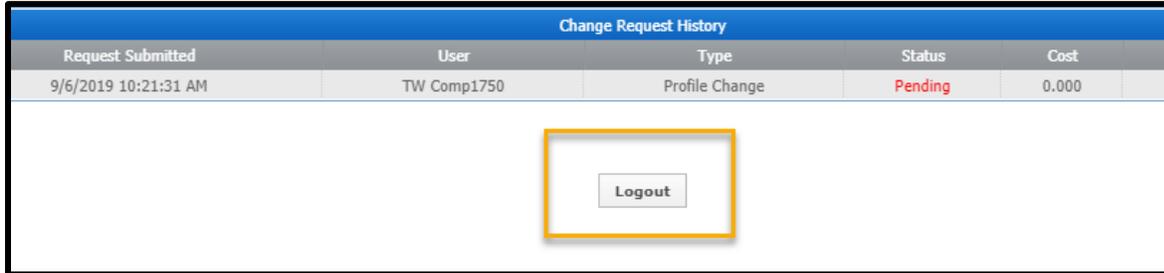
First Lien			
Reason	Points	Rate	
LTV is 80.01-85, And FICO is >=740	-0.250	0.000	
State is Tier 2	-0.050	0.000	
<b>Total Adjustments:</b>	<b>-0.300</b>	<b>0.000</b>	

**Notes/Advisories:**

- All mortgage insurance premium types may NOT be available through the selected lender. Additionally, mortgage insurance providers may have additional restrictions. Please visit the mortgage insurance company's website and the Lender for complete eligibility details.
- The borrower's credit history related to bankruptcy and derogatory housing events, including mortgage late payments, has not been evaluated to determine eligibility for this Lender for related requirements.

**Apply Change** **Cancel**

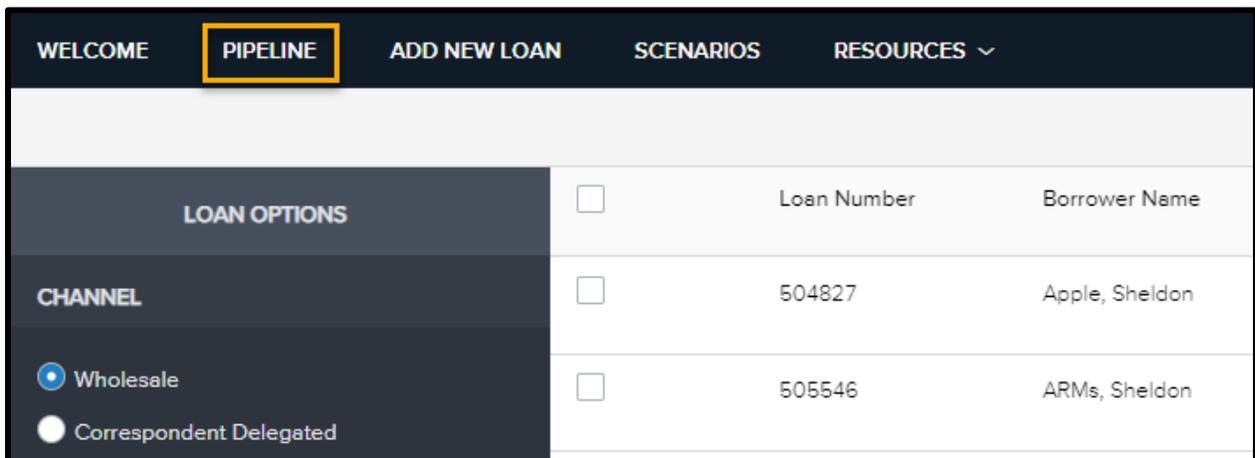
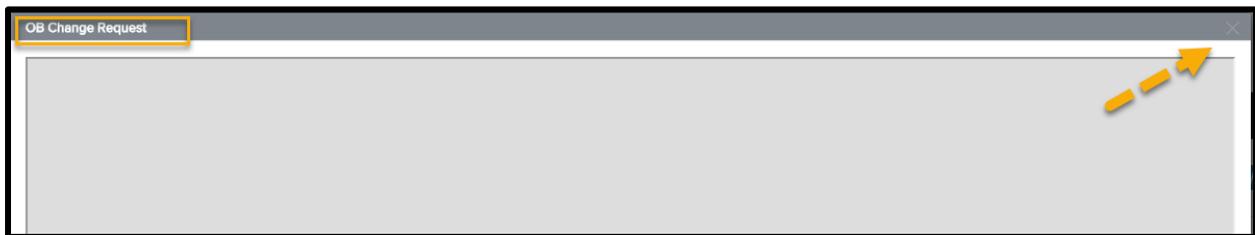
**Step 6:** To allow the information to be updated, you **MUST** click the Logout button, close the OB Change Request window by clicking the X in the top right corner, and exit the loan by going back into the pipeline. The change takes 2-3 minutes to process before you can re-enter the loan.



The screenshot shows a table titled "Change Request History" with the following data:

Request Submitted	User	Type	Status	Cost
9/6/2019 10:21:31 AM	TW Comp1750	Profile Change	Pending	0.000

Below the table, a "Logout" button is highlighted with a yellow box.



The screenshot shows the "PIPELINE" menu option highlighted with a yellow box. Below the menu, there is a table with the following data:

LOAN OPTIONS	<input type="checkbox"/>	Loan Number	Borrower Name
CHANNEL	<input type="checkbox"/>	504827	Apple, Sheldon
<input checked="" type="radio"/> Wholesale	<input type="checkbox"/>	505546	ARMs, Sheldon
<input type="radio"/> Correspondent Delegated			