

brokerIQ
Closing Your Loan Just Got Easier

Quick Start Guide



CARRINGTON
MORTGAGE SERVICES, LLC
CarringtonWholesale.com

Start a Loan

1. Go to: <https://brokeriq.carringtonwholesale.com/>
2. Click Start Loan
3. Click File Upload
4. Click Browse
5. Double-click FNM file

The screenshot shows a 'Start Loan' button on the left. The main area is titled 'FILE UPLOAD' and contains the text: 'Upload an existing Fannie Mae 3.2 file', 'Click Browse or Drag & Drop to identify the FNMA 3.2 file you want to upload', and 'Once the file is uploaded, you will have the option to Register the loan'. Below this text is a 'BROWSE' button and a 'Drag & Drop Files' area.

Validate 1003

1. Review the information within each of the 8 Tabs
2. Make changes as necessary
3. Click Save if changes are made
4. Verify that all eight Tabs contain green checkmarks
5. Click Validate

The screenshot shows the 'Validate 1003' screen. At the top, there are three tabs: 'Validate 1003', 'Register Loan', and 'Products & Pricing'. Below the tabs, there is an 'Applicant' dropdown menu with 'John Havlichek' selected and an 'ADD' button. Below that are three tabs: 'Loan Information', 'Borrower Information', and 'Employment History', each with a green checkmark. At the bottom, there are three buttons: 'SAVE', 'VALIDATE', and 'DELETE'.

Register Loan

1. Click Register Loan (yellow link)
2. Enter Decision Making FICO Score
3. Select the Underwriting Type
4. Select the Compensation Source
5. Select the LO and Processor
6. Enter Notes as appropriate
7. Click Register (green button)
8. Click Ok

The screenshot shows the 'Register Loan' screen. At the top, there are two tabs: 'Validate 1003' and 'Register Loan', with the 'Register Loan' tab highlighted in yellow. Below the tabs, there is a form with the following fields: 'Loan Purpose: Purchase', 'Loan Type: FHA', 'Estimated Closing Date: 01/30/2017', 'Borrower FICO * 680', 'Underwriting Type: DU', 'Compensation Source: Lender Paid', 'Channel: Wholesale', 'Loan Officer: Jim Nudelman', 'Processor: Jim Nudelman', and 'Client Loan #:'. There is also a checkbox for 'Has a loan estimate been issued?' with 'No' selected. At the bottom, there are three buttons: 'SAVE', 'DELETE', and 'REGISTER'.

Products & Pricing

1. Click Products & Pricing
2. Click Get Pricing
3. Enter Decision Making FICO (lowest Borrower)
4. Select Compensation (Borrower or Lender Paid)
5. Verify the Loan Type
6. Set Lock Period at 45 days
7. Designate Manual UW (if applicable)
8. Click Re-Submit

* Revise Search to change loan parameters

9. Select the Product (click Product Name in blue)

The screenshot shows the 'Products & Pricing' screen. At the top, there are two buttons: 'EDIT SHORT FORM' and 'GET PRICING'. Below these buttons, there is a form with the following fields: 'Borrower FICO * 680' and 'Underwriting Type: DU'. Below the form, there is a section titled 'First Lien Search Criteria' with checkboxes for 'Conforming', 'NonConforming', 'FHA', 'VA', and 'Alt-A/Exp. Crit.'. Below this section, there is a 'Re-Submit Options' section with a 'Re-Submit' button. At the bottom, there is a table with the following columns: 'Links', 'Eligible Product', 'Rate', 'Margin', 'APR', and 'P&I'. The table contains one row with the following data: 'Links', '[Expired] CMS', '3.750', '0.000', '4.855', '\$1,798'. The product name '[Expired] CMS' is highlighted in blue.

Products & Pricing (Continued)

- Click the Select Basket next to desired pricing
- Review the Add-ons and Reductions
- Click Request Lock

* Click Update Encompass (float selected rate)

Rate	APR	P&I	Discount/ Rebate(%)	Closing Cost(\$)	Price	Origination Charges(\$)	3 rd Party Fees(\$)	Discount/ Rebate(\$)	Compensation (\$)	Select
3.250	4.582	\$1690	3.285	\$12,756	96,715	\$12,756	\$0	\$12,756	\$6,520	

Update Encompass

Request Lock

Package Upload

- Click Package Upload
- Select whether Loan Estimate has been issued
- Select Lock & Early Disclosure Package (if locking)
- Click Browse
- Select the PDF with all borrower documents
- Check all Required boxes
- Click Upload

Has a loan estimate been issued? No Yes

Select a submission package: -- Select --
Lock and Early Disclosure Package
Full Submission Package

Edit: 1003
Register Loan
Products & Pricing
Package Upload

Has a loan estimate been issued? No Yes

Select a submission package: Full Submission Package

Required Documents	Status
1003 - Signed and dated by Loan Officer	Nancy_Testfisher_Sub_Package_Large.pdf
Fee Worksheet	Nancy_Testfisher_Sub_Package_Large.pdf
Broker Credit Report	Nancy_Testfisher_Sub_Package_Large.pdf

BROWSE

UPLOAD

File types supported: pdf, doc, docx, txt, jpg

Review & Submit

- Click Review & Submit
- Click Submit
- Select Yes to the "Submit this Loan File" pop-up

←
Review & Submit

SAVE

SUBMIT

Upload Conditions

- Click the Upload Documents tab
- Select a Document Type
- Click Upload

Loan Details
Upload Documents
Open Conditions
Price & Lock

To Upload Documents:

- Select a document type
- Drag a file into the area to the right or click "Select File"
- Click the "Upload" button

Credit Supplement

BROWSE

Drag & Drop Files

1). Testfishers Letter of Explanation.pdf

Cancel

UPLOAD

Note: only files of type pdf, doc, docx, txt, tif, jpg
Maximum file size is 100MB.

Uploaded Documents	Received	Size	Description
Nancy_Testfisher_Sub_Package_Large.pdf	12/21/2016	12007Kb	1003 - Signed and dated by Loan Officer Fee Worksheet Broker Credit Form Broker Borrower Authorization

Quick Pricer

- Click Pricing icon
- Enter short Loan Parameter fields
- Click Get Pricing

* Optimal Blue pricing screens will appear

\$
Pricing

Channel: Wholesale

Comp Source: Lender Paid

Loan Purpose: Purchase

Loan Amount: 400000

Property State: CA

Property Zip: 92124

Property Type: SFD

Owner Occupied: Yes No

GET PRICING



CARRINGTON

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