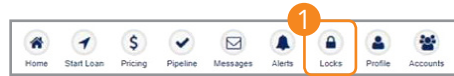
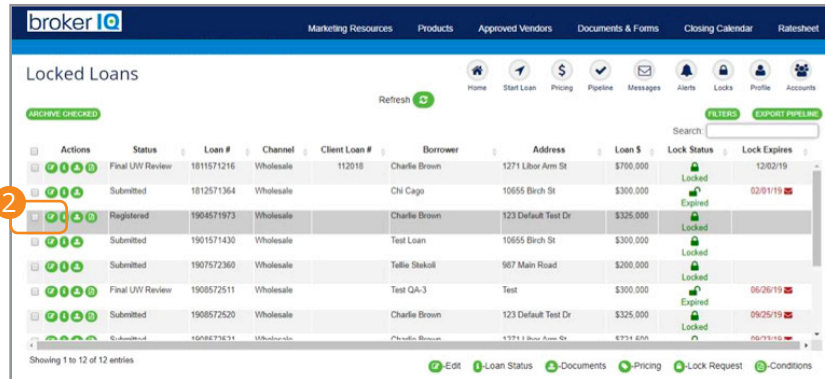


Processing an Auto Lock Extension

LOG INTO **brokerIQ**
AND NAVIGATE TO YOUR PIPELINE.

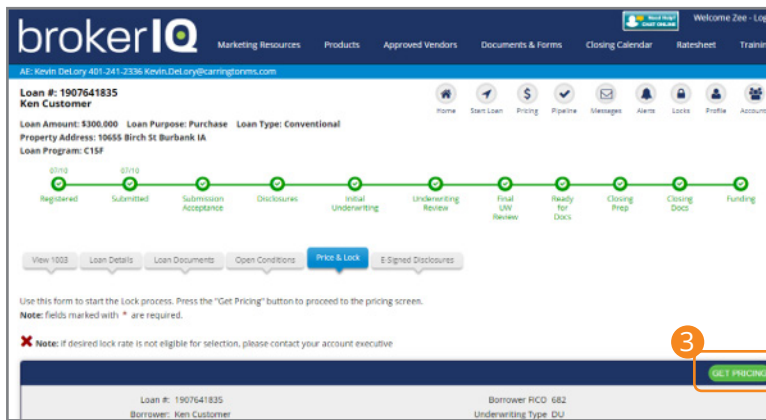


- 1 Click the **LOCKS** button.
- 2 Locate the desired locked loan. Click the green **EDIT** button.
- 3 Click the **GET PRICING** button.

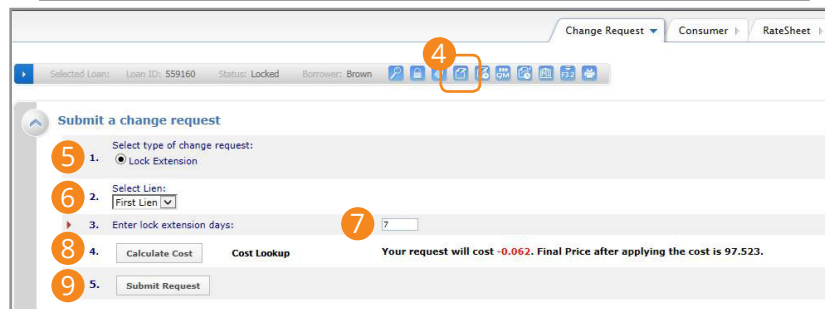


YOU WILL BE DIRECTED TO **OPTIMAL BLUE**.

- 4 Once in Optimal Blue, click on the **4TH BLUE BOX** at the top.
- 5 Select the **LOCK EXTENSION** radio button.



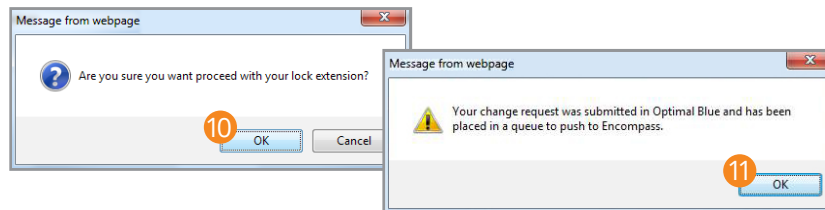
- 6 Select Lien: **FIRST LIEN**.
- 7 Enter **NUMBER OF DAYS** for extension request.
- 8 Click **CALCULATE COST** button and OB will return cost.



- 9 Click **SUBMIT REQUEST**.
- 10 Click **OK** in this window to proceed with your lock extension.
- 11 Click **OK** in this window acknowledging submission of your change request.

CONFIRMATION EMAIL

Lastly, you will receive an email confirming auto lock extension once the extension request has been accepted.



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