

## Quick Reference Guide | Best Effort Commitments (Conforming)

CREATING LOANS/PIPELINE MGMT		Step	Upload and Delivery of File/Documents (Cont)	Step	Determine Type of Exception (Cont.)	Step	Clear Pends (Cont.)
Step	1003 Upload	Cont.2.1	Select document(s) needing to be uploaded. To upload an entire file at once, select "Complete Credit Package"	Cont.3	A PNNAC analyst will review the exception request and contact the person who made the request	Cont.6.2	Click the "Upload New Doc" button
1.1	From Home Screen, select "Create Loan" Click "1003 Upload"		Click the "Browse" button at bottom of page to locate document(s). <i>Note: Please be sure 'File Type' is accurate by using drop down list located next to the 'Browse' button.</i>		<i>Note: PNNAC may require the Exception Request Form along with the 1003, HUD 1/Closing Disclosure and AUS Cert. The PNNAC analyst will provide instructions if this is required</i>		Select "DOC_CLR_PNDCOND" under "Pend Conditions"
	Click Browse to locate the file on your desktop or server ( <i>Note: Standard FNMA 3.20 File type required</i> )		Select "Upload All" at the bottom of the page		<i>Note: Loan is not locked until PNNAC has approved the Exception Request. At that time, a lock confirmation will be available at the top of the Lock Request Screen under "Lock History"</i>		Click "Browse" and locate the specific document to upload
	Click "Import Loan"		System will confirm that all documents have been uploaded.				Click "Upload All"
	Click "OK" when successfully uploaded						Click "Back"
Step	Manual Input	2.2	<b>Delivery of File/Documents</b>	<b>EDIT/EXTEND/CANCEL/RELOCK</b>		<b>COLLATERAL</b>	
Step	1.2		<i>Note: There are 2 steps to successful delivery. The first is uploading the complete credit package; the second is submitting the complete file via the Delivery option.</i>	Step	Edit - File Started/Locks	Step	Collateral Transmittal
1.2	From the Home Screen, select "Create Loan" Click "Manual Input"		Using Back button, return to Doc Center.	4	Locate the loan from the main pipeline screen (File Started, Locked, Expired, or Cancelled queue).	7	From the Main Pipeline screen expand the "Credit File Received" queue and Locate the loan that needs to be reviewed
	Add Borrower information by clicking on plus sign (+) on the bottom left side of page. Click "Save" to save Borrower information <i>Note: To add Co-Borrower, after saving Primary Borrower information, click on "Add Borrower" again. System will prompt you to identify borrower type from drop down list.</i>		Click "File Delivery" link located on right side of page to send the package to PennyMac. <i>(Note: You are only allowed to submit "File Delivery" once for each lock)</i>		Hover over blue circle with the white arrow to the left of the loan number and select 'LOCK REQUEST'		Hover over blue circle with the white arrow to the left of the loan number and select 'DOC CENTER'
	Click "Continue" Input loan data Click "Save" to save the loan information		If a specific or individual document needs to be submitted after "File Delivery" has been submitted, return to the Doc Center and click on the "Send to PennyMac" button located on bottom of page		Select action (found top left of the Lock Request screen), and make necessary updates		Click on "Collateral Sheet" located on right side of screen
Step	Lock Loan after Upload/Input	3	<b>EXCEPTION REQUEST</b>		Re-price the loan by clicking "Get Price"		Print out collateral transmission document, execute and attach to note for delivery to your warehouse bank, as applicable
Step	1.3		<i>Note: Once the documents are received, they are placed in the indexing cue. The PennyMac Loan Processor will review the package to determine if required documents are received and valid. If any documents are missing or invalid, the file will be marked as "unacceptable" and notification will be sent.</i>	<b>Determine Type of Exception</b>	Review price, and hit "Save" to make changes		
1.3	Confirm loan data imported and click "Continue"				<i>Note: Edits to Locked loans can be made up until Complete Credit Package has been delivered.</i>	<b>TIPS</b>	
	Input additional missing fields as required <i>Note: System will notify of any missing required fields. Click the items highlighted in RED to view fields requiring attention</i>					When pricing a loan, you may leave blank either the note rate or date range, but NOT both, to view all available options	
	Click "Get Price" to view price  Pop-up window will display with breakdown of pricing Click "OK"					5	Fields/data that is missing will be underscored and highlighted in RED. By clicking on these items, the system will automatically take you to the fields requiring attention.
Step	DELIVERY	3	<b>Upload of File/Documents</b>	<b>LOAN STATUS</b>		<b>LOAN STATUS SUMMARY</b>	
Step	2.1		<b>Determine Type of Exception</b>		Click on the blue circle with the white arrow located to the left of the loan number. From drop down menu, select "Loan Status"	<b>View Pends</b>	
2.1	From the Home Screen, select the loan from the "Locked" pipeline Hover over blue circle with the white arrow to the left of the loan number Click on "Doc Center"		From the Lock Request Screen click on "Get Price"				Access Rates, Seller Guide and Product Profiles by clicking on applicable link on left side of main menu
	Click on "Upload New Doc" located at bottom of screen (may choose multiple documents)		A pop-up window will display with breakdown of pricing. The Limits and Messages tabs will display the guideline(s) the loan is failing to pass and the type of exception needed.				Use "Back" button on bottom of each page to return to the previous screen
			Click on the button of the base rate and lock period to select your price				Date and time display for pricing items is shown as EST. All other pricing times are reflective of your specific time zone
Step	Upload of File/Documents	3	<b>EXCEPTION REQUEST</b>	<b>PENDS</b>		<b>View Pends</b>	
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