Quick Reference Guide | Best Effort Commitments (Conforming)

CREATING LOANS/PIPELINE MGMT

Step	1003 Upload
1.1	From Home Screen, select "Create Loan"
	Click "1003 Upload"
	Click Browse to locate the file on your desktop or server ***(Note: Standard FNMA 3.20 File type required)***
	Click "Import Loan"
	Click "OK" when successfully uploaded

Step	Manual Input
1.2	From the Home Screen, select "Create Loan"
	Click "Manual Input"
	Add Borrower information by clicking on plus sign (+) on the bottom left side of page.
	Click "Save" to save Borrower information ***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.***
	Click "Continue"
	Input loan data
	Click "Save" to save the loan information

Step	Lock Loan after Upload/Input
1.3	Confirm loan data imported and click "Continue"
	Input additional missing fields as required **Note: System will notify of any missing required fields. Click the items highlighted in RED to view fields requiring attention**
	Click "Get Price" to view price
	Pop-up window will display with breakdown of pricing
	Click "OK"
	Click "Request Lock" to Lock. ***Note: Duplicate Loan message will populate if duplicate is found***
	Message will display "Loan is Locked. Would you like to view the Lock Confirmation Report?"
	Click "Yes" to view Confirmation
	Click "Print" to print Confirmation

DELIVERY

Step	Upload of File/Documents
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"
	Click on "Upload New Doc" located at bottom of screen (may choose multiple documents)

Step	Upload and Delivery of File/Documents (Cont)
Cont.2.1	Select document(s) needing to be uploaded. To upload an entire file at once, select "Complete Credit Package"
	Click the "Browse" button at bottom of page to locate document(s). ***Note: Please be sure 'File Type' is accurate by using drop down list located next to the 'Browse' button.***
	Select "Upload All" at the bottom of the page
	System will confirm that all documents have been uploaded.

Step	Delivery of File/Documents
2.2	***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.***
	Using Back button, return to Doc Center.
	Click "File Delivery" link located on right side of page to send the package to PennyMac. ***(Note: You are only allowed to submit "File Delivery" once for each lock)***
	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
	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.

EXCEPTION REQUEST

Step	Determine Type of Exception
3	From the Lock Request Screen click on "Get Price"
	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.
	Click on the button of the base rate and lock period to select your price
	Select the "Messages" tab to identify the credit parameter(s) that require an exception
	Select the "Limits" tab to view a comparison of the loan attributes vs. PNMAC allowed parameters
	Click on the "Request Exception" button at the bottom of the screen
	Note: The System will not indicate that the request has been submitted.

Step	Determine Type of Exception (Cont.)
Cont.3	A PNMAC analyst will review the exception request and contact the person who made the request
	Note: PNMAC may require the Exception Request Form along with the 1003, HUD 1 and AUS Cert. The PNMAC analyst will provide instructions if this is required
	Note: Loan is not locked until PNMAC 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"

EDIT/EXTEND/CANCEL/RELOCK

Step	Edit - File Started/Locks
4	Locate the loan from the main pipeline screen (File Started, Locked, Expired, or Cancelled queue).
	Hover over blue circle with the white arrow to the left of the loan number and select 'LOCK REQUEST'
	Select action (found top left of the Lock Request screen), and make necessary updates
	Re-price the loan by clicking "Get Price"
	Review price, and hit 'Save" to make changes
	Note: Edits to Locked loans can be made up until Complete Credit Package has been delivered.

LOAN STATUS

Step	Loan Status Summary
5	From the Home Screen, locate loan under applicable Pipeline label (e.g. File Started, Locked, etc).
	Click on the blue circle with the white arrow located to the left of the loan number. From drop down menu, select "Loan Status"

PENDS

Step	View Pends
6.1	From the Main Pipeline screen expand the "Pended Loans" queue and locate the loan that needs to be reviewed
	Hover over blue circle with the white arrow to the left of the loan number and select **'Stip Summary'**

Step	Clear Pends
6.2	From the Main Pipeline screen expand the "Pended Loans" queue and locate the loan that needs to be reviewed
	Hover over blue circle with the white arrow to the left of the loan number and select 'DOC CENTER'

Step	Clear Pends (Cont.)
Cont.6.2	Click the "Upload New Doc" button
	Select 'DOC_CLR_PNDCOND' under "Pend Conditions"
	Click "Browse" and locate the specific document to upload
	Click "Upload All"
	Click "Back"
	Documents should now be in the "Uploaded but not Sent" queue in the Doc Center
	Click "Send to PennyMac" to submit documents to satisfy Pends

COLLATERAL

Step	Collateral Transmittal
7	From the Main Pipeline screen expand the "Credit File Received" queue and Locate the loan that needs to be reviewed
	Hover over blue circle with the white arrow to the left of the loan number and select 'DOC CENTER'
	Click on "Collateral Sheet" located on right side of screen
	Print out collateral transmission document, execute and attach to note for delivery to your warehouse bank, as applicable

TIPS

- When pricing a loan, you may leave blank either the note rate or date range, but NOT both, to view all available options
- 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.
- Access Rates, Seller Guide and Product Profiles by clicking on applicable link on left side of main menu
- Use "Back" button on bottom of each page to return to the previous screen
- Date and time display for pricing items is shown as EST. All other pricing times are reflective of your specific time zone
- If you get an error message regarding pop ups, choose "always allow"
- If the system does not allow you to check the button for a price, look at the type above to see if "Invalid". Also check messages for specific reason.

TECHNICAL SUPPORT

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