


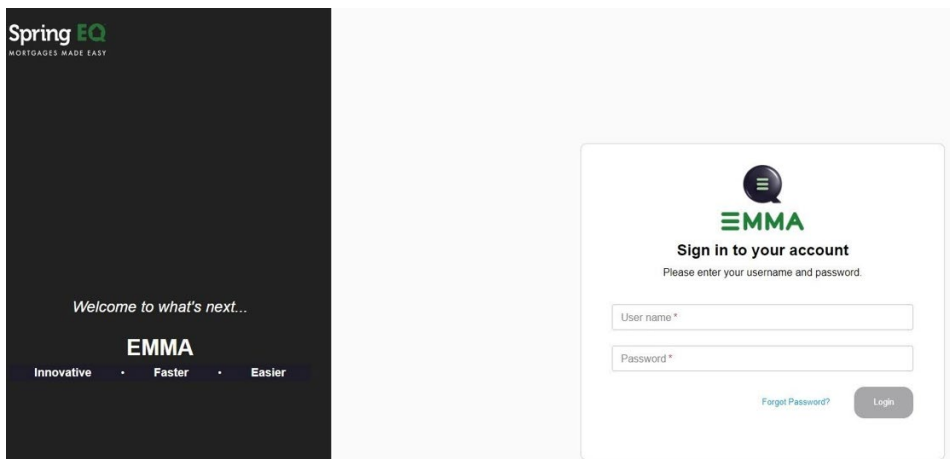
## Table of Contents

- Logging in to EMMA** ..... 1
- Uploading the 3.4 file** ..... 3
- Compensation** ..... 4
- Product Pricing Prior to Registration** ..... 6
- E-Consent, Processing, Contact Information, and Use of Proceeds**..... 8
- Pulling Credit**..... 10
- Updating the Liabilities**..... 11
- HMDA Screen** ..... 14
- AVM Pull and Review of Changes in the Loan**..... 15
- Locking the Loan and Completing Registration for Review for Disclosures**..... 17
- Uploading the “Prior to Underwriting” Conditions**..... 22

 **Tip!** Login to the Broker Portal before starting your registration. This way, if you need to make changes to your loan or view something in the portal, once you **click** the "View In Portal" button, you will be taken straight to the loan!

## Logging in to EMMA

1. Go to [Spring EQ - EMMA](#) Hold down “CTRL” and **click** the link to enter the website.



## 2. Sign in to your account.

1. To access the Broker Portal, **input** your Broker Portal username or work email address registered with Spring EQ.
2. **Input** your Broker Portal password. This is the same password you used for the QPT.
3. **Click** on Login. **Note: The login button will turn dark gray once you enter your username and password.**



### Sign in to your account

Please enter your username and password.

User name \*  
user name 1 ✓

Password \*  
..... 2 ✓

[Forgot Password?](#) 3

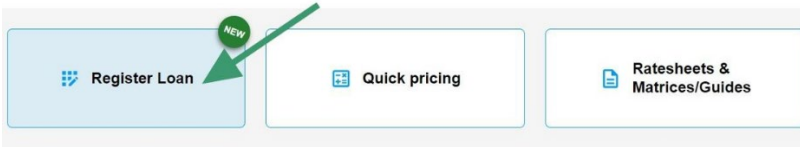
3. Your name, company name, and the contact information for your dedicated Account Executive will appear on the screen's left.



# REGISTERING LOANS WITH EMMA



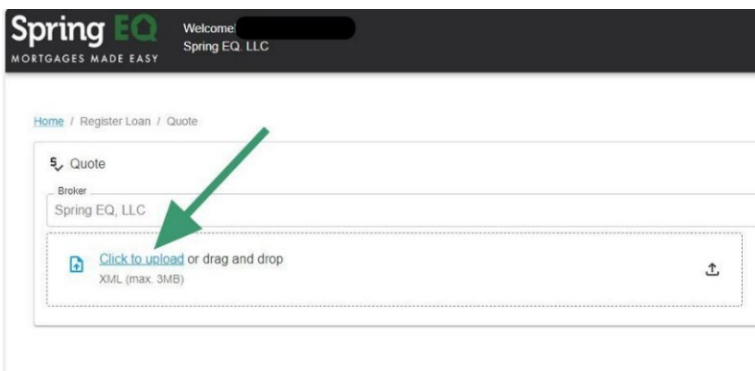
4. Click on "Register Loan."



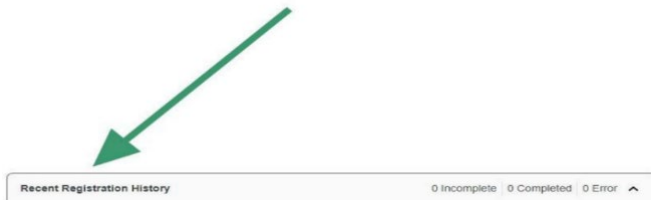
**TIP!** This page also gives you access to the Quick Pricing Tool and our Ratesheets & Matrices/Guidelines.

## Uploading the 3.4 file

5. Now, you want to upload your 3.4 file. The great thing is you can now **drag and drop** your 3.4 file! You can still **"click to upload"** and upload it from browsing your computer.



6. You can view your "Recent Registration History" at any time by **clicking** on the bar at the bottom right-hand side of the page.



# REGISTERING LOANS WITH EMMA



7. This will open up your recent loans and let you select a loan to continue working on. All available loans to work on through EMMA will have a "Continue" button. **Click** this button to return to the loan where you left off. You can go straight into the Broker Portal on any recent loan on this list by **clicking** "Open in Portal" as well.

Recent Registration History				0 Incomplete   8 Completed   0 Error ^
Registration Stage	Loan Number	Borrower	Actions	
✓ Loan Submission	3000170952	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170951	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170949	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170948	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170947	Andy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170946	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170944	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Loan Submission	3000170942	Andy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Liabilities	3000170941	Amy America	<a href="#">Open in Portal</a> <span>Continue</span>	
✓ Liabilities	3000170938	Andy America	<a href="#">Open in Portal</a> <span>Continue</span>	

8. On this screen, you can **adjust** the loan amount by **moving** the dot left and right or **clicking** on the "Loan Amount" box and typing in a number up to the "Maximum Loan Amount" shown.

Broker: Spring EQ, LLC | Comp. Paid By: Borrower | Value: 3,000 %

AVM FSD .05.xml (35kb) - Complete

Loan Data

Min: \$25,000 | **Max: \$149,973** | Amount: \$100,000

## Compensation

9. **Select** the type of compensation you would like on this loan. Please refer to our matrices to determine which loans offer what kind of compensation.

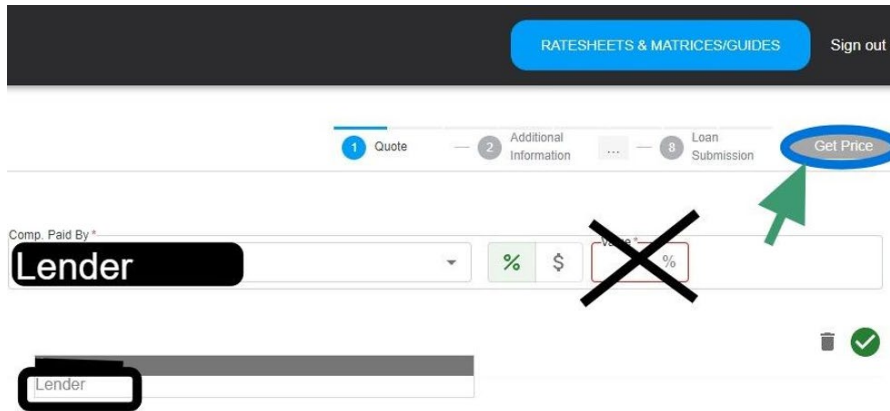
ime / Register Loan / Quote | 1 Quote | 2 Additional Information | 3 | 4 | 5 | 6 | 7 | 8 Loan Submission | Get Price

Quote

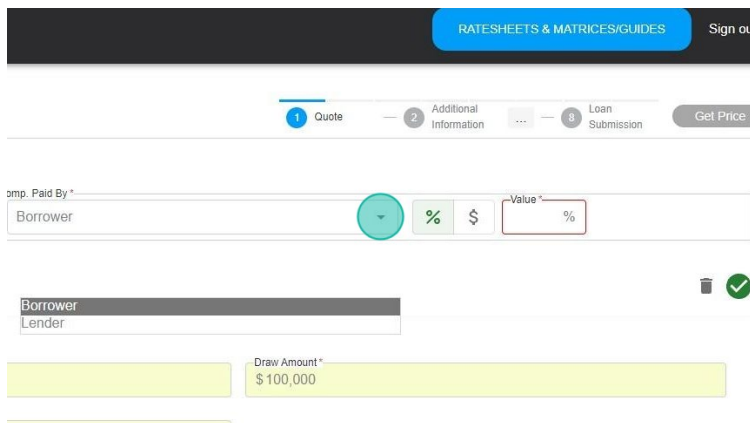
Broker: Spring EQ, LLC | Comp. Paid By: Borrower | Value: %

AVM FSD .05.xml (35kb) - Complete

**10. Select** your compensation type in the top right-hand corner of the screen. **Click** on the "Comp. Paid By\*" dropdown. If you choose Lender-paid compensation, the system will default to your signed compensation agreement on file. Once Lender Paid is selected in the dropdown, the "Get Price" button will become blue, and you will **click** "Get Price." Contact your dedicated Account Executive if you have questions about the compensation.



**11. If choosing Borrower Paid Compensation**, you will **click** on the "Value" box and enter the percentage of BPC you'd like on the loan, based on state guidelines and High Cost and HMPL rules. Once the amount is input into the "Value" box, the "Get Price" button will become blue, and you will then **click** on "Get Price." Contact your dedicated Account Executive if you have questions about the compensation.



**Tip!**: Once you select the compensation type and price the loan, you must make any changes to compensation in the wholesale portal.

# REGISTERING LOANS WITH EMMA



## Product Pricing Prior to Registration

12. From here, you can **review** and change any incorrect information on the loan. However, revisions should not be required if the 1003 has been appropriately completed.

Loan Data

Loan/Line Amount\* \$100,000 Property Value\* \$400,000 Draw Amount\* \$100,000

First Mortgage Balance\* \$210,027 HGLTV\* 77.507% Property State\* Arizona

DTI\* <= 43 Credit Score\* 780 or Above

Advanced Options

Property Details: Property Use\* Primary Residence, Property Type\* Single Family, Flood Zone\* No

Housing Payment History: Mortgage Late Payments in last 6 Mos\* No, No more than 1-100/12 Mortgage Lates\* No

Other: Apply for/ simultaneous closing? No, Pricing Set Options\* Lowest Rate - No Points

13. Click "All Options" on any product shown to see the available pricing options.

3 Yr Draw HELOC Fixed	HELOAN	HELOC 3 yr Draw Variable
Loan/Line Amount \$100,000 Draw Amount \$100,000 Term 30 y Rate 8.950% Points \$0.00 Payment \$801.00 APR 9.444% All Options Fees & More Register Loan	Loan/Line Amount \$100,000 Draw Amount N/A Term 30 y Rate 8.950% Points \$0.00 Payment \$801.00 APR 9.445% All Options Fees & More Register Loan	Loan/Line Amount \$100,000 Draw Amount \$100,000 Term 30 yr. Rate 9.500% Points \$0.00 Payment \$792.00 APR 9.950% All Options Fees & More Recent Registration History

14. Once you review the options, click on the "X" in the right-hand corner of the box.

30 Year Fixed Rate HELOC with 3 Year Draw Period

Columns Filters Density Compare Export

	Product	Loan Amt.	Draw Amt.	Term	Rate	Points	Payment	Fees	Prepaid I...	APR	Actions
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.950%	\$0.00	\$801.00	\$0.00	\$0.00	9.444%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.900%	\$125.00	\$797.00	\$0.00	\$0.00	9.408%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.850%	\$250.00	\$794.00	\$0.00	\$0.00	9.371%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.800%	\$375.00	\$790.00	\$0.00	\$0.00	9.334%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.750%	\$500.00	\$787.00	\$0.00	\$0.00	9.298%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.700%	\$625.00	\$783.00	\$0.00	\$0.00	9.261%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.650%	\$750.00	\$780.00	\$0.00	\$0.00	9.224%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.600%	\$875.00	\$776.00	\$0.00	\$0.00	9.187%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.550%	\$1,000.00	\$772.00	\$0.00	\$0.00	9.150%	⋮
<input type="checkbox"/>	3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 yr.	8.500%	\$1,125.00	\$769.00	\$0.00	\$0.00	9.113%	⋮
<input type="checkbox"/>	3 Yr Draw	\$100,000	\$100,000	30 yr.	8.450%	\$1,250.00	\$765.00	\$0.00	\$0.00	9.076%	⋮

Spring EQ (QPT) - 8/5/24, 10:33:44 PM (EDT) Total Rows: 17

# REGISTERING LOANS WITH EMMA



15. Click "Fees & More" to review the fees on this loan product.

Product	Loan/Line Amount	Draw Amount	Term	Rate	Points	Payment	APR
3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 y	8.950%	\$0.00	\$801.00	9.444%
HELOAN	\$100,000	N/A	30 y	8.950%	\$0.00	\$801.00	9.445%
HELOC 3 yr Draw Variable	\$100,000	\$100,000	30 yr.	9.500%	\$0.00	\$792.00	9.950%

1. You can view all the fees by **clicking** on the caret in the fees section next to the fees you want to review.
2. Once you review the fees, **click** the "X" in the main box to close it.

Type	Description	Amount
Borrower	Included in APR	\$5,020.97
Borrower	Excluded from APR	\$396.10


17. By **clicking** the "Term" box, you can change the loan product term.

Product	Loan/Line Amount	Draw Amount	Term	Rate	Points	Payment	APR
3 Yr Draw HELOC Fixed	\$100,000	\$100,000	30 y	8.950%	\$0.00	\$801.00	9.444%
HELOAN	\$100,000	N/A	30 y	8.950%	\$0.00	\$801.00	9.445%
HELOC 3 yr Draw Variable	\$100,000	\$100,000	30 yr.	9.500%	\$0.00	\$792.00	9.950%

# REGISTERING LOANS WITH EMMA



18. Once you've decided on the loan you'd like to register, **click** "Register Loan" on your selected program. It is not necessary to **click** on the check box.

 **Tip!**: You can view the loan in the Broker Portal at any time after it has been registered by clicking on the "View in Portal" button at the bottom left-hand side of the screen.

## E-Consent, Processing, Contact Information, and Use of Proceeds

19. The next screen shows you the following.

1. E-Consent email address. If this is incorrect, you can update it on the right-hand side of the screen under the "Borrower Email" box.
2. Processing information: Please review and **click** the appropriate radial button for each question.
3. Preferred contact information. This will remember your information after your first registration, but you must always **click** the "Verified" box to the right of the email address to confirm it is correct.



# REGISTERING LOANS WITH EMMA



4. The "Use of Proceeds" questions are also on this screen. At least one must be answered "Yes." **Click** on the radial button to answer all questions. They all require a response.

Borrower Email  
jhalteman@springeq.com

**Use of Proceeds 4**

Is any portion of this loan being used to purchase another property?  Yes  No

Will any of the proceeds from this loan be used for home improvement proposes?  Yes  No

Is any portion of this loan being used to pay off an existing mortgage on the subject property?  Yes  No

Will you be using any amount of the loan proceeds for something other than the 3 purposes listed above?  Yes  No

Recent Registration History 0 Incomplete | 1 Completed | 1 Error

20. the "Next" button will turn blue when all the information is completed. Once you have reviewed all of the information on this screen and confirmed its accuracy, **click** on the "Next" button on the top right-hand side of the screen. **The "Next" button will be gray until you complete the screen.**

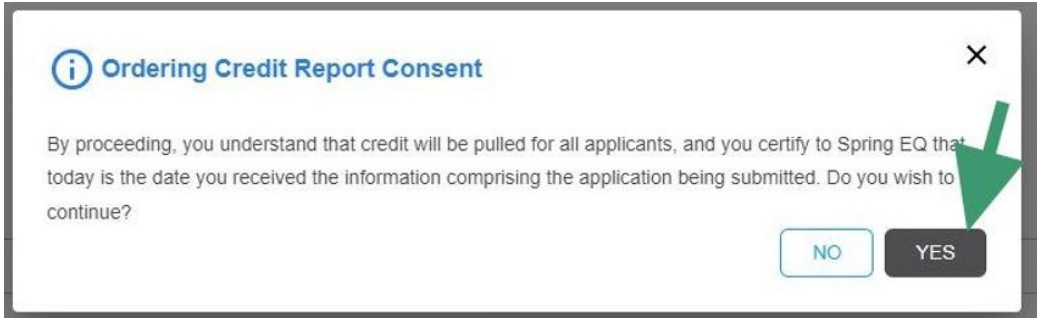
Quote — 2 Additional Information — 3 Credit Report — ... — 8 Loan Submission — **Next**

Loan Application Date: 08/05/2024 | Loan Credit Order Consent Date: 08/05/2024

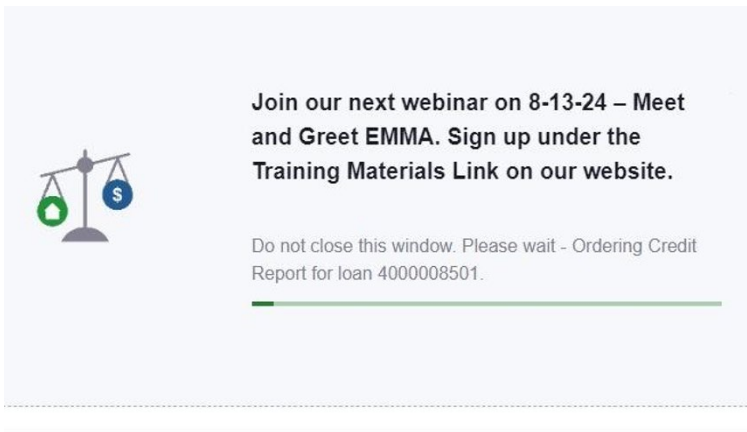
<b>\$100,000</b>	<b>30 yr.</b>	<b>9.500%</b>	<b>\$0.00</b>	<b>\$792.00</b>	<b>\$1,381.47</b>	<b>9.608%</b>
Draw Amount	Term	Rate	Points	Payment	Fees	APR


## Pulling Credit

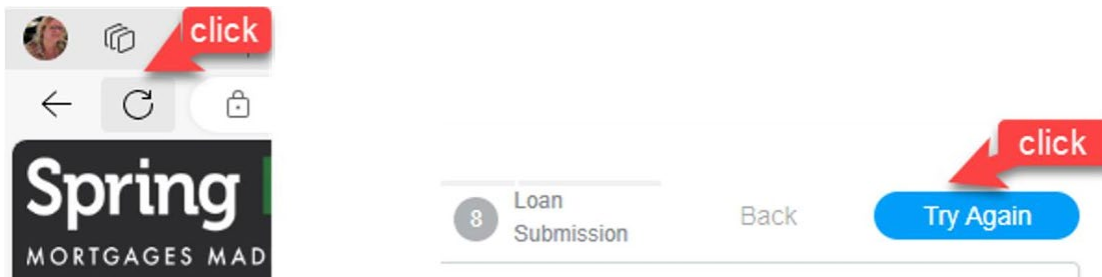
21. The screen asks you to verify the borrower's consent to pull credit. **Click "Yes"** if you are ready to proceed with the credit pull. Please remember that all credit being used must be pulled through our website.



22. You will see a progress bar for the credit pull. Please read the notes with the status bar, as it will provide great information and updates.



 **Tip!:** If you see a lag in the credit report, **click** the "refresh" button at the top left-hand side of the screen to retry, next to the website in the address bar. You may also see the "Try Again" button light up.



# REGISTERING LOANS WITH EMMA

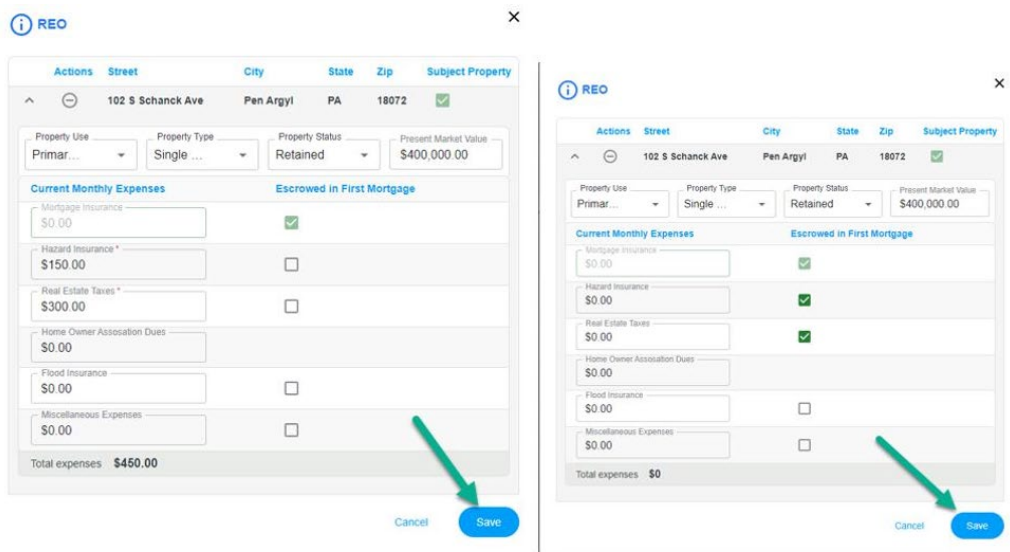


## Updating the Liabilities

**Tip!**: If you do not correctly set up the escrows on the 1003, you will see the message below.

**! Complete the property tax and insurance fields before proceeding. [Click here to continue.](#)**

To correct this, **click** the "[Click here](#)" link, and the REO section will pop up. You can then **input** the correct amount from the HOI statement and the tax bill or mark the boxes showing that taxes and insurance are escrowed. Then **click** the "Save" button.



**23.** All liabilities will be pulled in from the credit report. If a single property is listed on the 1003, all the mortgages will automatically attach to them. You'll need to verify that they are correctly marked "First Mortgage" or "Second Mortgage" under "Lien Type" if there are multiple. If there are multiple properties, you must **click** on the "Attached Property" dropdown to ensure mortgages are correctly matched.

Liabilities Credit Score: 728  
Calculated DTI: 30.03% REO

Loan Number: 400008501 Name: Amy America Address: 15792 Cinnabar Drive, Surprise, AZ 85374

Actions	Creditor	Debt Type	Input Category	Payment Amount	Outstanding Balance	Acct #	Handling	Attached Property	Lien Type
	CALLABLE MORTGAGE	Real Estate Mortgage	Credit Report	\$ 1,671.00	\$ 210,027.00	757570	Handling * Include In Debt Cal...	Attached Property * Surprise, AZ 85374	Lien Type * First Mortgage
	ALLEN BANK CARD	Credit Card	Credit Report	\$ 133.00	\$ 4,665.00	435617	Handling * Include In Debt Cal...	15792 Cinnabar Drive, Surprise, AZ 85374	Lien Type First Mortgage
	BURSTING CREDIT	Credit Card	Credit Report	\$ 27.00	\$ 1,387.00	171442	Handling * Include In Debt Cal...	Attached Property	Lien Type First Mortgage
	CAPITAL BANK	Credit Card	Credit Report	\$ 10.00	\$ 29.00	529115	Handling * Include In Debt Cal...	Attached Property	Lien Type First Mortgage
<b>total</b>				\$ 1,841.00	\$ 216,078.00				

# REGISTERING LOANS WITH EMMA



**24.** All debts will be marked as "Include In Debt Calculation." You can **click** the "Handling" dropdown and update how it should be handled.

Calculated DTI: 30.03%

Amount	Acct #	Handling	Attached Property	Lien Type
\$ 210,027.00	757570	Include In Debt Cal...	Surprise, AZ 85374	First Mortgage
\$ 4,665.00	435617	Include In Debt Cal...	Attached Property	First Mortgage
\$ 1,367.00	171442	Include In Debt Cal...	Attached Property	First Mortgage
\$ 29.00	529115	Include In Debt Cal...	Attached Property	First Mortgage

**25.** Initially, all debts will be marked as "Include In Debt Calculations." You can **click** the "Handling" dropdown and update how it should be handled. Your options are:

1. Omitted From Debt Calculations—This will add a condition for you to upload documentation or a letter explaining why this debt is being omitted.
2. **Include in Debt Calculations (Default Status)** - will be left alone and included in the DTI.
3. Resubordinated - This should not be used as we do not allow liens to be subordinated behind us.
4. Ignore - this should not be used.
5. To Be Satisfied With Loan Proceeds—This should be selected if we are paying the debt with the loan.  
*\*Note: An easier way to select this is to **click** on the **green sprocket** to the right of the "Handling" field. See the next step.*
6. Paid By Another Party—This would be used for co-signer accounts. Please see the guidelines for more information.
7. Exclude based on the # of months—this **MAY** be used on Non-Auto Lease installment debt. Please see the guidelines for more information.



# REGISTERING LOANS WITH EMMA



26. You can see what it does if you click the green sprocket. It automatically changes to "To Be Satisfied with Loan Proceeds."

Handling	Attached Property	Lien Type
Handling* Include In Debt Cal...	Attached Property* 15792 Cinnaba...	Lien Type* First Mortgage
Handling* Omitted From Debt...	Attached Property*	Lien Type First Mortgage
Handling* To Be Satisfied Wit...	Attached Property	Lien Type First Mortgage
Handling* Include In Debt Cal...	Attached Property	Lien Type First Mortgage

**TIP!** If you need to update the REO section, **click** the "View in Portal" button on the bottom left-hand side of the screen. This will take you to this section in the broker portal to update the REO. Once finished, **click** save and exit the file. Then, refresh the EMMA screen by **clicking** the refresh icon next to the website URL.

27. **Note\*** Once you update any information on this screen with how debt is being handled, it will prompt you to **click** the "Save" button so the system can update. The DTI will not update correctly if you miss hitting this button.

RATESHEE

You need to save changes to see new Calculated DTI

5 HMDA Declarations | 8 Loan Submission

Back Save Next

Credit Score: 728


Calculated DTI: 30.03%

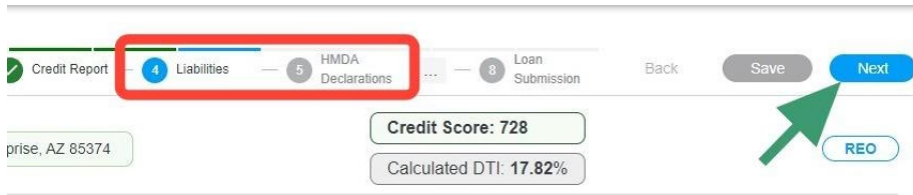
REO

# REGISTERING LOANS WITH EMMA



28. Click on the "Next" button to move to the next screen.

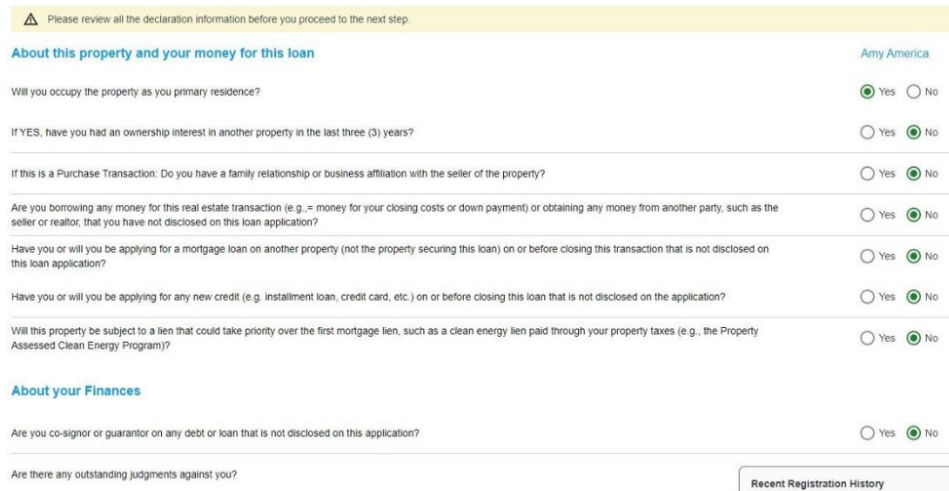
 **Tip!** The registration statuses update to blue as you progress, showing you what you've completed and what's next.



The screenshot shows a progress bar with steps: Credit Report, Liabilities (highlighted with a red box), HMDA Declarations, Loan Submission, and Back. Below the progress bar, there are buttons for "Save" and "Next" (highlighted with a green arrow). Below the buttons, there are input fields for "Credit Score: 728" and "Calculated DTI: 17.82%".

## HMDA Screen

29. The HMDA information pulls in directly from the 1003. You should not need to update anything here.



The screenshot shows a warning message: "Please review all the declaration information before you proceed to the next step." Below the warning, there are two sections: "About this property and your money for this loan" and "About your Finances". Each section contains several questions with radio button options for "Yes" and "No".

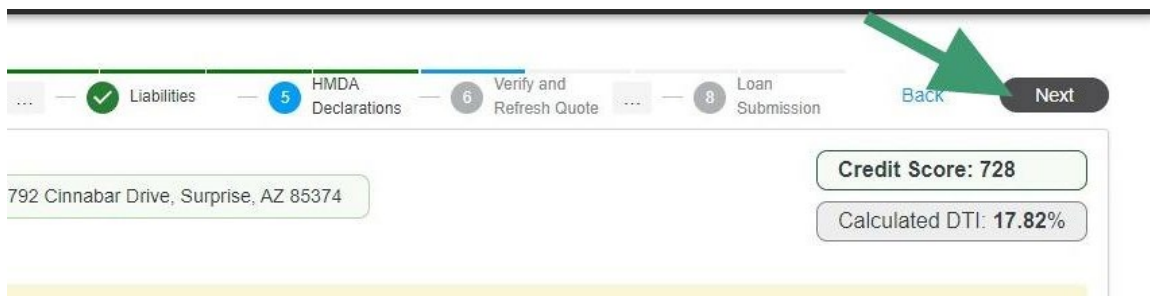
**About this property and your money for this loan**

- Will you occupy the property as your primary residence?  Yes  No
- If YES, have you had an ownership interest in another property in the last three (3) years?  Yes  No
- If this is a Purchase Transaction, Do you have a family relationship or business affiliation with the seller of the property?  Yes  No
- Are you borrowing any money for this real estate transaction (e.g., = money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor, that you have not disclosed on this loan application?  Yes  No
- Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing this transaction that is not disclosed on this loan application?  Yes  No
- Have you or will you be applying for any new credit (e.g. installment loan, credit card, etc.) on or before closing this loan that is not disclosed on the application?  Yes  No
- Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy Program)?  Yes  No

**About your Finances**

- Are you co-signor or guarantor on any debt or loan that is not disclosed on this application?  Yes  No
- Are there any outstanding judgments against you?  Yes  No

30. Click "Next" to move to the "Verify and Refresh Quote" screen.



The screenshot shows a progress bar with steps: Liabilities, HMDA Declarations (highlighted with a blue circle), Verify and Refresh Quote (highlighted with a blue circle), Loan Submission, and Back. Below the progress bar, there are buttons for "Back" and "Next" (highlighted with a green arrow). Below the buttons, there are input fields for "Credit Score: 728" and "Calculated DTI: 17.82%".

## AVM Pull and Review of Changes in the Loan

31. On this screen, you will see what value the AVM pulled in, as it's now ordered **PRIOR** to disclosures. If there is no hit, the system will tell you.

1. Shows the quote's score and the credit report's verified value.
2. Shows the first mortgage balance from the 3.4 and the verified balance from the credit report.
3. Shows the property value from the 3.4 versus the value pulled through on the AVM.
4. Shows the HCLTV you started at based on the 3.4 and what it is now with the updated information.
5. Shows the DTI you started at based on the 3.4 and what it is now with the updated information.
6. This shows the maximum loan amount using the AVM.
7. This shows the maximum loan amount if you order a drive-by or full appraisal and the value hits the stated property value from the 3.4 file.

ⓘ Your property value has been verified using an Automated Valuation Model (AVM), your loan could close 3 - 5 days earlier.

Rate Lock\* 45    Loan Amount \$100,000    Draw Amount \$100,000

	Stated		Verified
Credit Score	780	1	728 ↓
First Mortgage Balance	\$ 210,027.00	2	\$ 210,027.00
Property Value	\$ 400,000.00	3	\$ 372,693.00 ↓ (AVM)
HCLTV	77.51%	4	83.19% ↑
DTI	43.00%	5	17.82% ↓
Max Loan Amount - AVM using Verified Amount	N/A	6	\$ 125,396.00
Max Loan Amount - Drive-by/Full Appraisal Required using Stated Property Value	N/A	7	\$ 149,973.00

View Loan In Portal    Make sure to login to Portal prior to clicking the "View Loan In Portal" button.

32. Since values have changed, the next step is to **click "Refresh Quote"** so the system can review the new information before it processes the final rate lock.

✓ HMDA  
Declarations

6

Verify and  
Refresh Quote

7

Rate Lock

8

Loan  
Submission

Back    Refresh Quote

ame: Amy America    Address: 15792 Cinnabar Drive, Surprise, AZ 85374

# REGISTERING LOANS WITH EMMA



33. You will see a progress box. This lets you know it's loading your new pricing options.

... HMDA Declarations 6 Verify and Refresh Quote 7 Rate Lock

Loan Number: 4000008501 Name: Amy America Address: 15792 Cinnabar Drive, Surprise, AZ 85374

Your lock only needs to be good to the close date, not the fund date, and 45-day locks are priced the same as 30-day locks, so always select 45 day locks.

Do not close this window. Please wait - Loading new pricing options.

34. Click the "Refresh Quote" button.

bney RATESHEETS & MATRICES/GUIDES Sign out

... HMDA Declarations 6 Verify and Refresh Quote 7 Rate Lock 8 Loan Submission Back Refresh Quote

Address: 123 Market Street, Beverly Hills, CA 90210

Verified
728 ↓
\$ 210,027.00 ↓



# REGISTERING LOANS WITH EMMA



## Locking the Loan and Completing Registration for Review for Disclosures

**35.** This screen shows the loans available using the AVM Property Value pulled in through the system. This value **WILL NOT CHANGE** upon registration. You can also switch to using the value from the 1003 if you want to order an appraisal. If you click on the three dots in the loan you want more information on, you can get details or see all the pricing for that loan.

Verify and Refresh Quote    Loan Number: 3000182801    Name: Amy America    Address: 15792 Cinnabar Drive, Surprise, AZ 85374    Credit Score: 728    Calculated DTI: 16.59%

Quick Pricing estimates may shift slightly with full loan details.

Original Rate ▾

Table View    SHOW ALL PRICES    Compare    Amortization ▾    Comp. Paid By\*    Borrower    Value\*    1.750%    Refresh Quote

Fixed Rate - Click here for rate sheet

AVM - Property Value    1003 - Property Value

HELOAN    3 Yr Draw HELOC Fixed    HELOC 3 yr Draw

USING AVM VALUE THAT PULLED IN.    SHOW ALL OPTIONS OR DETAILS ON THAT SPECIFIC LOAN PARAMETER

HELOAN	3 Yr Draw HELOC Fixed	HELOC 3 yr Draw
Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000
Draw Amount: N/A	Draw Amount: \$100,000	Draw Amount: \$100,000
Term: 20 y	Term: 20 y	Term: 30 yr
Rate: 8.875%	Rate: 8.850%	Rate: 11.375%
Points: \$0.00	Points: \$0.00	Points: \$0.00
Payment: \$892.00	Payment: \$890.00	Payment: \$948.00
APR: 9.056%	APR: 9.031%	APR: 11.498%
AVM Conditionally Eligible	AVM Eligible	AVM Eligible
RATE LOCK AND REGISTER	RATE LOCK AND REGISTER	RATE LOCK AND REGISTER

**36.** On the "AVM—Property Value" tab, you will see all loan options available when using the verified AVM value that has been pulled. If you are on this tab when you lock the loan, the AVM value will be used to process the loan, and an appraisal will not be ordered unless something changes in the loan, in which case an

Quick Pricing estimates may shift slightly with full loan details.

Original Rate ▾

Table View    SHOW ALL PRICES    Compare    Amortization ▾    Comp. Paid By\*    Borrower

AVM - Property Value    1003 - Property Value

HELOAN	3 Yr Draw HELOC Fixed
Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000
Draw Amount: N/A	Draw Amount: \$100,000
Term: 30 y	Term: 30 y
Rate: 9.500%	Rate: 9.850%
Points: \$0.00	Points: \$0.00
Payment: \$841.00	Payment: \$867.00

appraisal is required.

# REGISTERING LOANS WITH EMMA



37. On the "1003—Property Value" tab, you will see all loan options available when using the estimated value put on the 1003 and pulled in on the 3.4 file. If you are on this tab when you lock the loan, the estimated value for the home's value will be used to disclose the loan, an appraisal will be ordered after disclosures, and an invoice will be sent to the borrower for payment.



When selecting the loan you want to lock, ensure your term is correct in the drop-down, and make sure you are on the correct tab. (1) The AVM-Property Value tab lets the application analyst know that you are choosing the AVM value and NOT to order an appraisal. (2) 1003-Property Value lets the Application Analyst know you want an appraisal ordered.

# REGISTERING LOANS WITH EMMA



**38.** If you decide to change either how compensation is paid or the amount, you can do so on this screen PRIOR to completing the registration process. You would then click on "Refresh Quote" to get the new pricing based on the newly selected compensation.

**(1) Change** who compensation is paid by OR **choose** a different percentage.

**(2) Click** on "Refresh Quote" so that the system quotes the newly chosen compensation.

Loan Number: 3000182601 Name: Amy America Address: 15792 Cinnabar Drive, Surprise, AZ 85374 Credit Score: 728  
Calculated DTI: 16.5

Amortization: [Dropdown] Comp. Paid By\*: [Borrower] Value\*: 2.00% Refresh Quote

HELOAN	3 Yr Draw HELOC Fixed	HELOC 3 yr Draw
Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000
Draw Amount: N/A	Draw Amount: \$100,000	Draw Amount: \$100,000
Term: 30 yr	Term: 30 yr	Term: 30 yr
Rate: 9.000%	Rate: 9.350%	Rate: 10.500%
Points: \$0.00	Points: \$0.00	Points: \$0.00

**39.** Once you have verified all loan terms, **Click** the "RATE LOCK AND REGISTER" button. You do not need to click the check box.

HELOAN 3 Yr Draw HELOC Fixed HELOC 3 yr Draw

Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000	Loan/Line Amount: \$100,000
Draw Amount: N/A	Draw Amount: \$100,000	Draw Amount: \$100,000
Term: 20 yr	Term: 20 yr	Term: 30 yr
Rate: 8.875%	Rate: 8.850%	Rate: 11.375%
Points: \$0.00	Points: \$0.00	Points: \$0.00
Payment: \$892.00	Payment: \$890.00	Payment: \$948.00
APR: 9.056%	APR: 9.031%	APR: 11.498%

AVM Conditionally Eligible AVM Eligible AVM Eligible

RATE LOCK AND REGISTER RATE LOCK AND REGISTER RATE LOCK AND REGISTER

Loan in Portal Make sure to login to Portal prior to clicking the "View Loan in Portal" button.

Recent Registration History

# REGISTERING LOANS WITH EMMA



40. View the loan terms you wish to register and lock.

	Before	Now
Loan/Line Amount:	\$100,000.00	\$100,000.00
Draw Amount:	\$100,000.00	\$100,000.00
Term:	20 yr.	20 yr.
Interest Rate:	8.850 %	8.550 %
Points:	0.000 %	0.000 %
Monthly Payment:	\$890.00	\$871.00
Borrower Paid Compensation:	1.750%	1.750%
		Total Rows: 7

41. Click "Accept And Continue" to confirm the pricing you want to lock at.

## ⚠ Rate Lock

Information applied does not match with the Rate Lock. Please, review following changes

	Before	Now
Loan/Line Amount:	\$100,000.00	\$100,000.00
Draw Amount:	\$100,000.00	\$100,000.00
Term:	20 yr.	20 yr.
Interest Rate:	8.850 %	8.550 %
Points:	0.000 %	0.000 %
Monthly Payment:	\$890.00	\$871.00
Borrower Paid Compensation:	1.750%	1.750%
		Total Rows: 7

# REGISTERING LOANS WITH EMMA



42. To finalize the lock process, Click "[Accept Rate And Register](#)." The registration process has now been completed.

## Lock Confirmation

Loan Attributes	Requested Lock
Lender Loan Number	3000182801
Product	20 Year Fixed Rate HELOC with 3 Year Draw P...
Total Loan Amount	\$100,000.00
Interest Rate	8.550%
Appraised / Adjusted Value	\$373,264.00
Qualifying Credit Score	728

[Cancel](#) [Accept Rate And Register](#)

43. Click "[View Rate Lock Confirmation](#)" to view the rate lock. You can download and save it to your desktop or print it from here.

Congratulations, your loan has been rate locked and registered.

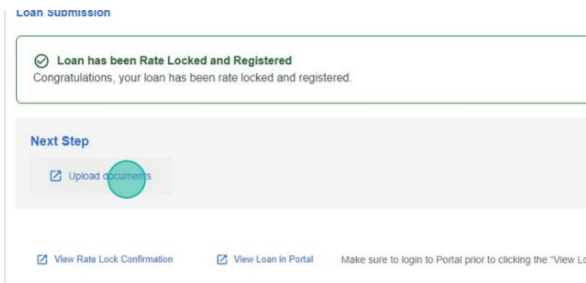
**Next Step**

- Upload documents
- [View Rate Lock Confirmation](#)
- [View Loan in Portal](#) Make sure to login to Portal prior to clicking the "View Lo

**44.** Your file will now be reviewed for disclosures. **Note\*** *Best Practice is to upload your conditions immediately so that once disclosures are back, your file will be reviewed for submission to underwriting without delay. If you cannot do it now, you can upload them later through EMMA or the Broker Portal.*

## Uploading the “Prior to Underwriting” Conditions

**45.** To continue and upload the documents, **click "Upload documents"**. If you are not already logged in to the Broker Portal, this will prompt you to do so.



**Loan Submission**

**Loan has been Rate Locked and Registered**  
Congratulations, your loan has been rate locked and registered.

**Next Step**

**Upload documents**

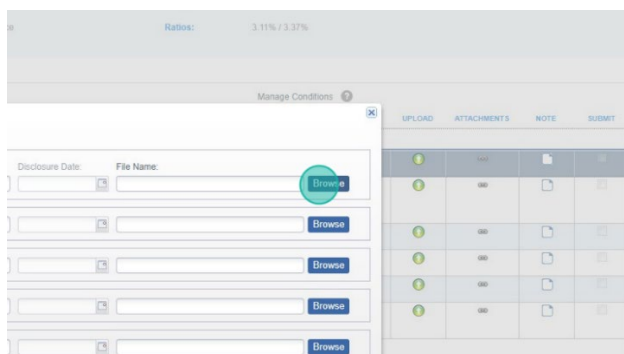
View Rate Lock Confirmation     View Loan in Portal    Make sure to login to Portal prior to clicking the "View Lo

**46.** You will now be on the screen to upload conditions to complete your registration. **Click the green up arrow** under the "Upload" column.



	STATUS	RESPONSIBLE PARTY	CONDITION ASSIGNED TO	DATE SATISFIED	UPLOAD	ATTACHMENTS
1st mortgage statement for all real estate owned showing the property address and a copy of the mortgage payment.	Open	Borrower			↑	...
Borrower's insurance policy. This is referred to as the declarations page and can be provided to the agent. This document should include the agent's contact info, coverage amount, and policy number. Please ensure you are providing a policy that has not expired and the insured value is equal to or greater than the loan amount.	Open	Borrower			↑	...
Report omitting the following liability/abilities from your credit report: (INSERT)	Open	Borrower			↑	...
IRRENT photo I.D. Acceptable forms of ID must include a photo such as a valid state ID, or US passport.	Open	Borrower	Andy America		↑	...
IRRENT photo I.D. Acceptable forms of ID must include a photo such as a valid state ID, or US passport.	Open	Borrower	Andy America		↑	...
Document to document the Child Support and/or Alimony income. (1) A copy of the written agreement describing the payment terms, amount, and period of time the income will be received for the most recent 6 months.	Open	Borrower	Andy America		↑	...

**47.** Once you've **clicked** the arrow, you will come to the screen to browse for the document needed to fulfill each condition required to complete the registration. Note\* Some conditions will be added based on the 1003, such as an LOX for omitting debit or a child support order if that type of income is selected on the 1003.



Rates: 3.11% / 3.37%

**Manage Conditions**

DISCLOSURE DATE	FILE NAME	UPLOAD	ATTACHMENTS	NOTE	SUBMIT
		↑	...		
		↑	...		
		↑	...		
		↑	...		
		↑	...		
		↑	...		

Disclosure Date:  File Name:  **Browse**

# REGISTERING LOANS WITH EMMA



48. Select the correct document from your PC to upload.

Name	Status	Date modified	Type	Size
appraisal	✓	2/21/2024 12:27 PM	Microsoft Word D...	13 KB
Drivers License	✓	2/27/2024 11:52 AM	Microsoft Word D...	13 KB
HOI	✓	2/21/2024 12:26 PM	Microsoft Word D...	13 KB
LOX	✓	8/5/2024 11:59 PM	Microsoft Word D...	14 KB
Mortgage Statement	✓	8/5/2024 3:04 PM	Microsoft Word D...	14 KB
Paytubs	✓	2/21/2024 12:26 PM	Microsoft Word D...	13 KB
pre-purchase condition	✓	2/21/2024 12:27 PM	Microsoft Word D...	13 KB
W-2	✓	2/21/2024 12:26 PM	Microsoft Word D...	13 KB

49. After selecting the document, click the "Upload" button.

The screenshot shows a table with columns for Doc Type, Description, Disclosure Date, and File Name. The first row contains '1st Mortgage Terms'. Below the table, there are 'Upload' and 'Cancel' buttons. The 'Upload' button is highlighted with a green circle.

50. Click "Okay" in the "Success" box that pops up. Repeat this step for all "Prior to Approval" conditions currently showing on the file.

The screenshot shows the same document upload interface as in step 49, but with a 'Success' dialog box overlaid. The dialog box contains the text 'Documents uploaded successfully.' and an 'OK' button. The 'Upload' button in the background is still highlighted with a green circle.

# REGISTERING LOANS WITH EMMA



51. Once all "Prior to Approval" conditions are uploaded, click the "Submit for Review" button.

Provide a copy of a CURRENT photo I.D. Acceptable forms of ID must include a photo such as a valid state issued drivers license, ID, or US passport.

Provide a copy of a CURRENT photo I.D. Acceptable forms of ID must include a photo such as a valid state issued drivers license, ID, or US passport.

Provide ALL of the following to document the Child Support and/or Alimony income: (1.) A copy of the written legal agreement or court decree describing the payment terms, amount, and period of time the income will be received AND (2.) Evidence of receipt for the most recent 6 months

**Prior To Closing**

Prior to closing, please contact your insurance provider as you will be required to update the 2nd lien holder on your Homeowner's Insurance Loss Payee Clause to reflect: Shellpoint Mortgage Servicing ISAO/ATMA P.O. Box 7050 Troy, MI 48067-7050 For assistance with completion, copy and paste the following URL into the address bar on your browser: <https://mortgage.springeq.com/hubfs/Loss%20Payee%20Update%20Form.pdf>

Provide a satisfactory property report showing the current grantee and grantor, last deed of record information, property address, recordable legal description, ownership interest, real estate tax amount and status, open mortgages and voluntary encumbrances, and any judgments, liens, and/or involuntary encumbrances.

Condition Text:  
Provide the most recent mortgage statement for all real estate owned showing the property address and a breakdown payment.

**Submit for Review**

52. A pop-up will confirm that you are requesting a review of your uploaded conditions. Click the "Okay" button to put the file in the queue for review for disclosures.

You are about to request further review for 6 conditions:

- Provide the most recent mortgage statement for all real estate owned showing the property address and ...
- Provide the current homeowner's insurance policy. This is referred to as the declarations page and can be...
- Provide evidence to support omitting the following liability/liabilities from your credit report: [INSERT liabi...
- Provide a copy of a CURRENT photo I.D. Acceptable forms of ID must include a photo such as a valid sta...
- Provide a copy of a CURRENT photo I.D. Acceptable forms of ID must include a photo such as a valid sta...

**OK** **Cancel**

53. You will get a confirmation that the request for review has been sent. Click the "Okay" button. You can now leave the file.

Request Sent

The information you have provided has been sent for further review per your instructions. You will be notified when this review has been completed.

**OK** **Cancel**