

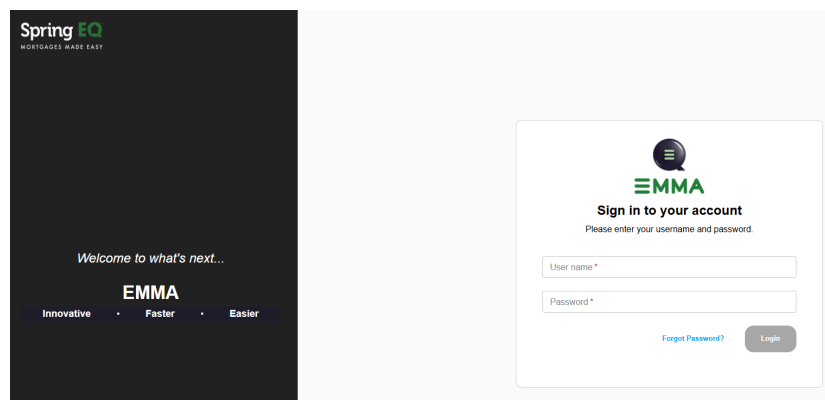


Registering Loans with EMMA

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!

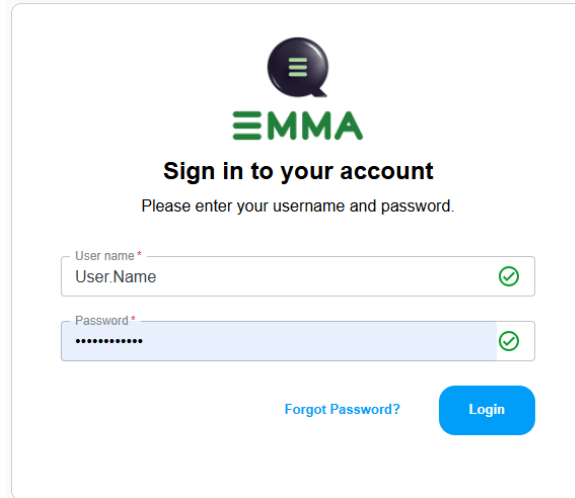
➤ Logging in to EMMA

1.1 Go to Spring EQ - EMMA Hold down “CTRL” and click the link to enter the website.

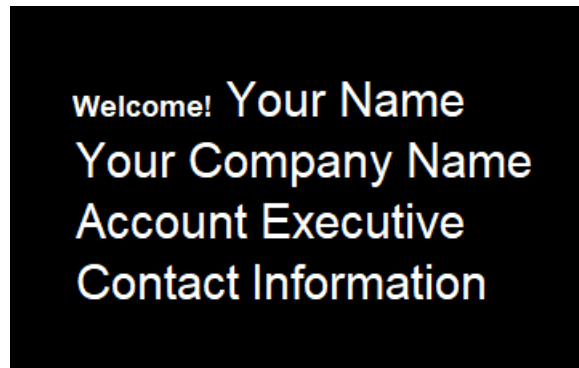


1.2 Sign in to your account.

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

The image shows a sign-in form for EMMA. At the top is the EMMA logo, which consists of a dark blue speech bubble with three white horizontal lines inside, followed by the word "EMMA" in green. Below the logo is the heading "Sign in to your account" in bold black text, followed by the instruction "Please enter your username and password." in a smaller font. There are two input fields: "User name *" with the text "User.Name" and a green checkmark icon to its right, and "Password *" with a masked password "*****" and a green checkmark icon to its right. Below the password field is a blue button labeled "Login". To the left of the button is a link that says "Forgot Password?".

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

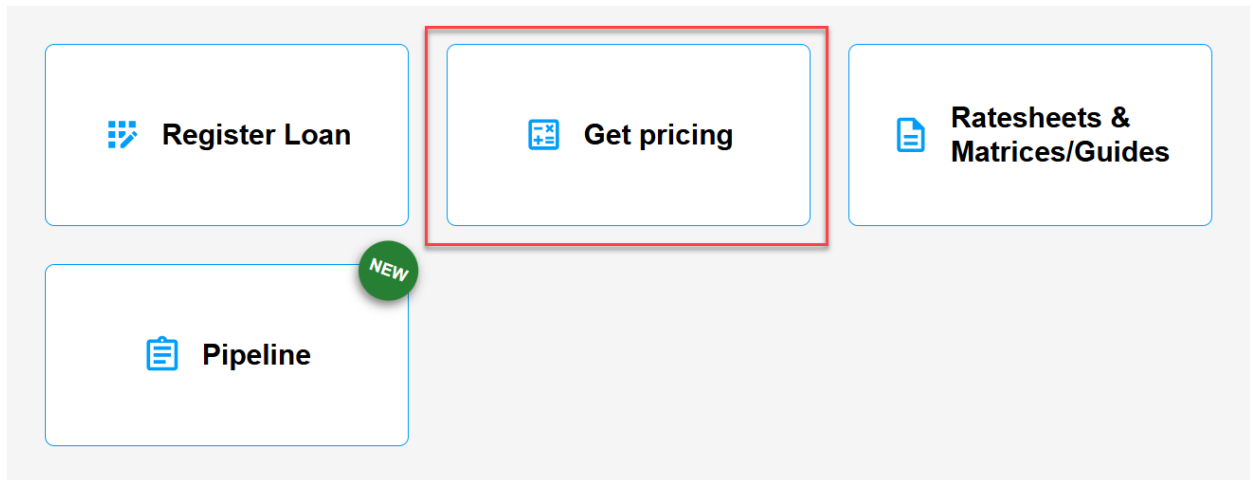
The image shows a black rectangular box with white text. The text is arranged in four lines: "Welcome! Your Name", "Your Company Name", "Account Executive", and "Contact Information".

From the EMMA landing page, you can access key resources including rate sheets, matrices, underwriting guides, and your loan pipeline.

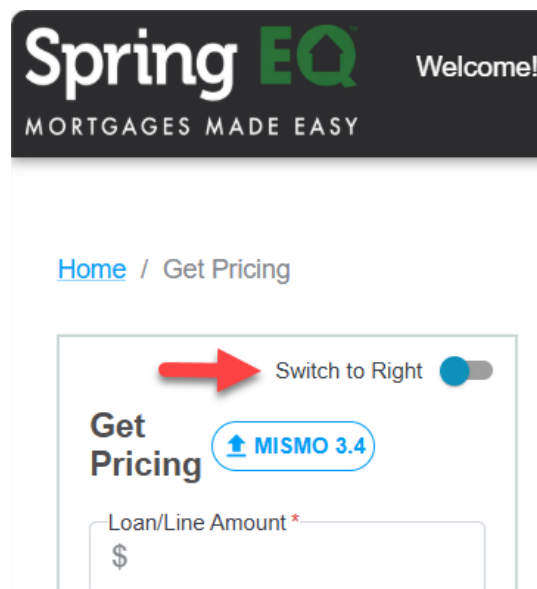
Note: At any time, you can return to the EMMA landing page by clicking on the Spring EQ logo in the upper left.

➤ Get Pricing

2.1 To run a pricing scenario, click the **Get Pricing** button from the EMMA landing page.



2.2 If you have a 3.4 MISMO file, click the blue *Import 3.4* button in the upper-left corner to populate the loan details automatically.



Note: There is a toggle switch that moves the fillable form to the right side of the screen, so the import and input options may appear on the right depending on your view settings.

2.3 If you do not have a 3.4 MISMO file, you can manually enter the loan information into the fields provided:

- **Loan Amount**
- **Property Value** (a rough estimate is sufficient; no official valuation is needed at this stage)
- **First Mortgage Balance**
- **Property State**
- **Draw Amount** (for HELOCs where the full loan amount will not be drawn initially)
- **Credit Score** (estimated; official credit will be pulled during loan registration. Spring EQ uses Experian Version 2)
- **Debt to Income (DTI) ratio** (estimated)
- **Brokerage and Branch** (displayed beneath DTI; adjust if applicable)
- **Broker Compensation** — choose either Lender Paid Compensation (LPC) or Borrower Paid Compensation (BPC). If LPC is selected, the compensation amount will be preset and not editable.

2.4 Once all fields are completed, click the blue **Submit** button to view pricing options.

Switch to Right ☒

Get Pricing [↑ MISMO 3.4](#)

Loan/Line Amount *
\$

Property Value *
\$

First Mortgage Balance * HCLTV ⓘ
\$ %

Property State *
Select

Draw Amount *
\$

Credit Score *
780 or Above

DTI *
<= 45

Broker
1464945, Spring E...

Company Branches

Comp. Paid By
Lender

% \$ Value
2.000 %

↻ SUBMIT

2.5 Available products will display based on the loan criteria entered. The lowest rate option is highlighted in green on the left by default.

Use this screen to compare available rates, payments, and loan terms.

★ Lowest Rate – No Points Option	HELOAN	3 Yr Draw HELOC Fixed
Loan/Line Amount	\$100,000	\$100,000
Draw Amount	N/A	\$100,000
Term	20 y	30 y
Rate	9.175%	9.975%
Points	\$0.00	\$0.00
Payment	\$911.00	\$966.00
APR	9.360%	10.131%
	11.175%	11.343%

Note: Click **All Options** to view available rate buydown options.

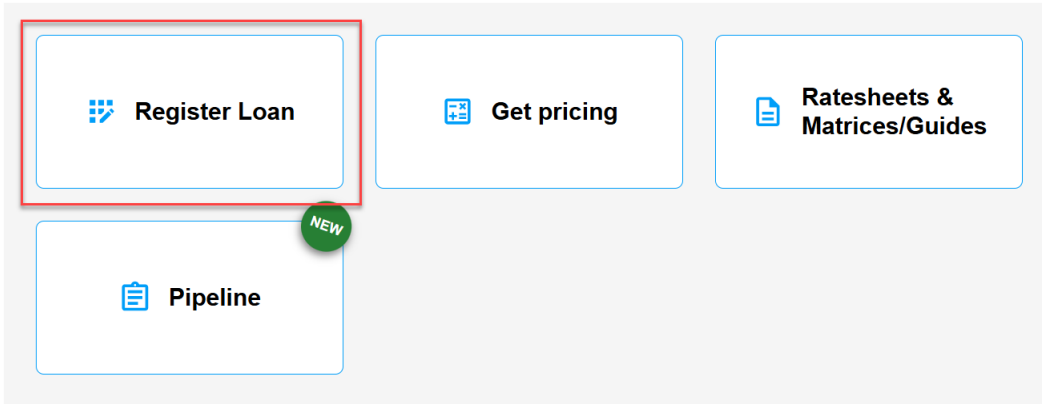
Select **Fees & More** to view an estimate of closing costs, separated by those included in APR and those excluded from APR.

2.6 When ready to proceed, click the blue **Register Loan** button at the bottom of the selected product. This will navigate you to the loan registration section of EMMA.

Next Step: Once you have selected and clicked **Register Loan**, proceed to **Register Loan** section **3.6** of this job aid for detailed instructions on completing the registration process.

➤ Register Loan

3.1 To register a loan, click the **Register Loan** button from the EMMA landing page.



3.2 At the top of the registration page, confirm your **brokerage** and **branch**. Update these fields if necessary.

In the upper right corner, select your **broker compensation** preference. If choosing **Borrower Paid Compensation (BPC)**, enter the compensation amount.

On the left side, select **Click to Upload** and locate your **3.4 MISMO file**.

Note: A fully completed 3.4 file is required. Errors will occur if key information is missing, such as:

- Subject property listed as TBD
- Missing borrower Social Security Number or Date of Birth

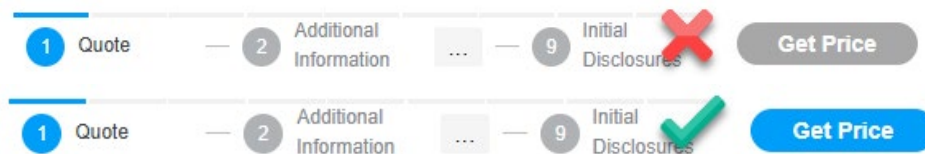
3.3 After uploading your complete 3.4 MISMO file, the **Loan Data** section will prepopulate. Review the information for accuracy.

If applicable, expand the **Advanced Options** section to indicate non-standard scenarios, such as:

- Investment or second home
- Condominium
- Multi-unit property

3.4 Once all required fields are complete, select **Get Price** in the upper right corner.

© Spring EQ, LLC 2025, All Rights Reserved (KA) 5.16.25



Note: If the button appears greyed out, review the page to ensure no required information is missing.

3.5 Available products will be displayed based on the loan data provided.

Review the options, then select your desired product and click **Register Loan** to continue.

★ **Lowest Rate – No Points Option**

HELOAN ☐ ⋮

Loan/Line Amount	\$100,000
Draw Amount	N/A
Term	20 y ▼
Rate	9.175%
Points	\$0.00
Payment	\$911.00
APR	9.360%

All Options
Fees & More

Register Loan

HELOAN ☐ ⋮

Loan/Line Amount	\$100,000
Draw Amount	N/A
Term	30 y ▼
Rate	9.975%
Points	\$0.00
Payment	\$876.00
APR	10.131%

All Options
Fees & More

Register Loan

3 Yr Draw HELOC ☐ ⋮

Fixed

Loan/Line Amount	\$100,000
Draw Amount	\$100,000
Term	30 y ▼
Rate	11.175%
Points	\$0.00
Payment	\$966.00
APR	11.343%

All Options
Fees & More

Register Loan

3.6 On the next screen, you will be prompted to review and complete the following:

- **E-Consent Email Address**
 - Verify the borrower’s email address under the Borrower Email field on the right.
 - If the email is incorrect, update it directly in this field.
- **Processing Information**
 - Answer all processing-related questions using the appropriate selections.
 - You may also add a processor or alternative contact for the loan.

Note: Spring EQ does not facilitate third-party processing fees.

- **Preferred Contact Information**
 - Review your contact information. After your first registration, this section will prefill, but you must check the **Verified** box to the right of the email field each time to confirm accuracy.

© Spring EQ, LLC 2025, All Rights Reserved (KA) 5.16.25

E-Consent

An email of the e-consent form will be sent to the following borrowers:

Borrower Name
Amy America

Processing Information

Using prior appraisal? * ☐ Yes ☒ No

Property owned free and clear? * ☐ Yes ☒ No

Using borrower chosen title company? * ☐ Yes ☒ No

Broker or Processor Company Contact Name
Kyle Coolguy

Broker or Processor Company Contact E-Mail
Kyle.Coolguy@theloanman.com

☒ Verified

Broker or Processor Company Contact Phone
(555) 978-9978

On the lower right, review and respond to the *Use of Proceeds* questions.
At least one selection must be marked **Yes** in order to proceed.

Use of Proceeds

Is any portion of the proceeds of this loan being used to purchase another property that will be under contract within 60 days of closing? * ☐ Yes ☒ No

Will any of the proceeds from this loan be used for home improvement purposes? * ☐ 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

Once all required information is completed and reviewed for accuracy, the **Next** button in the upper right will turn blue. Click the **Next** button to proceed. It will remain gray until all fields on the screen are complete.

<input checked="" type="radio"/> Quote	<input checked="" type="radio"/> 2 Additional Information	<input type="radio"/> 3 Credit Report	...	<input type="radio"/> 9 Initial Disclosures	Back	Next
Loan Application Date: 05/12/2025 Loan Credit Order Consent Date: 05/12/2025						
Term 20 yr.	9.175% Rate	\$0.00 Points	\$911.00 Payment	\$2,456.92 Fees	9.360% APR	

3.7 A popup will appear asking you to verify the borrower's consent to pull credit. Click **Yes** to proceed. Please remember,

Note: all credit must be pulled through our website.

Ordering Credit Report Consent

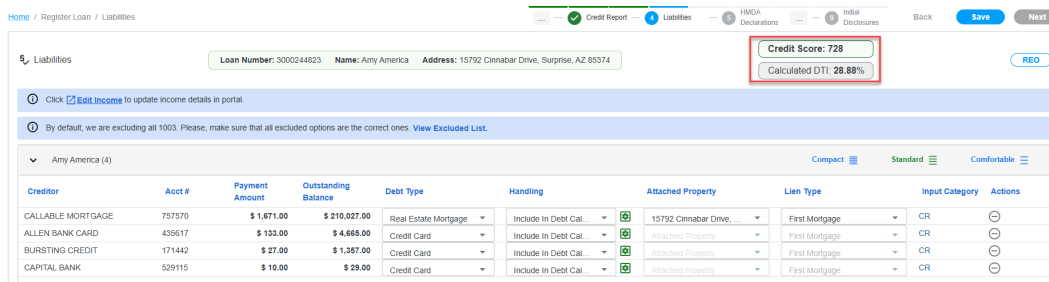


By proceeding, you understand that credit will be pulled for all applicants, and you certify to Spring EQ that today is the date you received the information comprising the application being submitted. Do you wish to continue?

NO

YES

3.8 After a few moments, the **Liabilities** page will appear. In the upper right corner, you'll see the borrower's credit score and current DTI. On this page, it's important to ensure all mortgages are correctly associated with their respective properties.

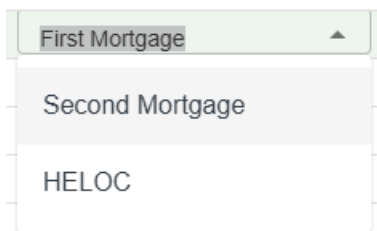


Creditor	Acct #	Payment Amount	Outstanding Balance	Debt Type	Handling	Attached Property	Lien Type	Input Category	Actions
CALLABLE MORTGAGE	757570	\$ 1,871.00	\$ 210,027.00	Real Estate Mortgage	Include In Debt Cal...	15792 Cinnabar Drive, ...	First Mortgage	CR	
ALLEN BANK CARD	435617	\$ 133.00	\$ 4,865.00	Credit Card	Include In Debt Cal...	Attached Property	First Mortgage	CR	
BURSTING CREDIT	171442	\$ 27.00	\$ 1,357.00	Credit Card	Include In Debt Cal...	Attached Property	First Mortgage	CR	
CAPITAL BANK	529115	\$ 10.00	\$ 29.00	Credit Card	Include In Debt Cal...	Attached Property	First Mortgage	CR	

Liabilities are listed by value, so mortgages typically appear at the top. To the right of each mortgage, use the **Attached Property** dropdown to select the correct property.

3.9 Just to the right, select the correct **Lien Position** for the given mortgage.

Lien Type



First Mortgage

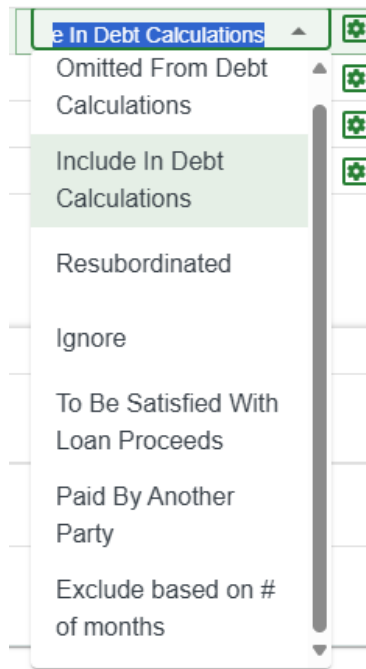
Second Mortgage

HELOC

On this page, you can also manage how each liability is handled. In our example, the borrower has an existing HELOC that will be paid off with the new HELOAN. Navigate to the Handling dropdown and select To be satisfied with loan proceeds.

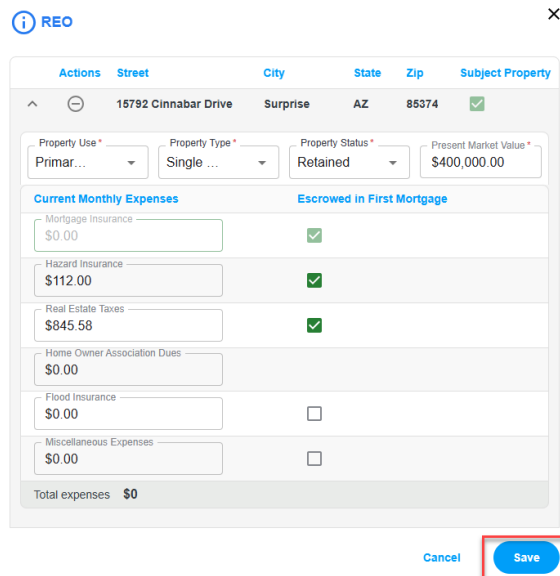
Other commonly used options include Ignore or Paid by another party.

Handling



A dropdown menu titled "Handling" with the following options: "Include In Debt Calculations" (highlighted), "Omitted From Debt Calculations", "Resubordinated", "Ignore", "To Be Satisfied With Loan Proceeds", "Paid By Another Party", and "Exclude based on # of months". Each option has a green gear icon to its right.

Next, in the upper right, click the **REO** button. In the REO window, indicate whether insurance and taxes are escrowed. If they are, check the box for **Escrowed in First Mortgage**, and ensure the amounts on the left side of the window are zeroed out. Click **Save** in the lower right corner.



The REO window displays property information and a table of expenses. The "Escrowed in First Mortgage" column has checkboxes for Mortgage Insurance, Hazard Insurance, Real Estate Taxes, Flood Insurance, and Miscellaneous Expenses. The "Total expenses" row shows \$0.

Property Use *	Property Type *	Property Status *	Present Market Value *
Primar...	Single ...	Retained	\$400,000.00

Current Monthly Expenses	Escrowed in First Mortgage
Mortgage Insurance \$0.00	<input checked="" type="checkbox"/>
Hazard Insurance \$112.00	<input checked="" type="checkbox"/>
Real Estate Taxes \$845.58	<input checked="" type="checkbox"/>
Home Owner Association Dues \$0.00	
Flood Insurance \$0.00	<input type="checkbox"/>
Miscellaneous Expenses \$0.00	<input type="checkbox"/>
Total expenses	\$0

Cancel Save

Back on the main screen, click the blue **Save** button on the upper right. The DTI will now recalculate based on the changes made. When ready, click **Next** in the upper right to proceed.

Initial Disclosures

Back Save Next

Credit Score: 728

Calculated DTI: 24.11%

REO

3.10 This will bring you to the **HMDA Declarations** section. The information typically pulls in directly from the 1003, so you usually won't need to make any changes. Simply review the entries and click **Next** in the upper right to continue.

Home / Register Loan / HMDA Declarations

Loan Number: 3000244823 Name: Amy America Address: 15792 Cimmaron Drive, Surprise, AZ 85374

Credit Score: 728
Calculated DTI: 24.11%

Please review all the declaration information before you proceed to the next step.

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

3.11 Now, EMMA will attempt to order an **AVM** (Automated Valuation Model). If a valid AVM is returned that works with the loan, you'll see the value and can simply click the blue **Continue** button to proceed.

✓ Automated Valuation Model (AVM)

AVM Success,

Congrats – We are able to retrieve appraised value using Automated Valuation Model and your loan as structured works using AVM value.

Your AVM value came in at: **\$ 372,851.00**

* If HELOAN, still subject to passing QM requirements to use AVM.
* Subject to rate lock and loan qualification.

Please select a valuation method to continue with:

AVM Property Value: \$ 372,851 Estimated fee \$45	Drive By using stated/1003 value of: \$ 400,000 Estimated fee \$145 - \$149	Full Appraisal using stated/1003 value of: \$ 400,000 Estimated fee \$550
---	--	--

Continue

3.12 If the AVM is not successful or doesn't meet loan requirements (QM, rate, or other qualifications), the system will notify you. In that case, you can select either **Drive-By** or **Full Appraisal** at the bottom of the screen. These options will use the property value entered in the 1003, and the appraisal will be completed as the loan moves forward.

You'll also see:

- Whether the AVM was successful.
- The AVM value pulled in.
- The estimated appraisal fee and property value used for either AVM or traditional appraisal.
- The maximum loan amount based on appraisal type and property value.

Click **Continue** in the lower right to move forward.

ⓘ Automated Valuation Model (AVM)

AVM Failed!

The AVM did not return a value or the confidence score (FSD) did not qualify for AVM usage.

No worries, you can proceed with a Drive By or Full Appraisal.

Please select a valuation method to continue with:

Selected

Drive By using stated/1003 value of: \$ 780,000
Estimated fee \$145 - \$149

Full Appraisal using stated/1003 value of: \$ 780,000
Estimated fee \$540

Continue

3.13 You will now see the **recalculated loan products** based on the borrower's credit score and the AVM value.

	Stated	Verified
Credit Score	780	728 ↓
First Mortgage Balance	\$ 210,027.00	\$ 210,027.00
Property Value	\$ 400,000.00	\$ 372,851.00 ↓ (AVM)
HCLTV	77.51%	83.15% ↑
DTI	0 - 45%	24.11% ↓
Max Loan Amount - AVM using Verified Amount	N/A	\$ 125,538.00
Max Loan Amount - Drive-by/Full Appraisal Required using Stated Property Value	N/A	\$ 149,973.00

AVM | Property Value: \$372,851
Estimated fee \$45

Selected

Drive By using stated/1003 value of: \$400,000
Estimated fee \$145 - \$149

Full Appraisal using stated/1003 value of: \$400,000
Estimated fee \$550

Table View SHOW ALL PRICES Compare Amortization

★ Lowest Rate – No Points Option

HELOAN

Loan/Line Amount \$100,000

Draw Amount N/A

Term 20 y

Rate 10.300%

Points \$0.00

Payment \$985.00

APR 10.493%

AVM Conditionally Eligible

Rate Lock And Register

HELOAN

Loan/Line Amount \$100,000

Draw Amount N/A

Term 30 y

Rate 10.850%

Points \$0.00

Payment \$941.00

APR 11.015%

AVM Conditionally Eligible

Rate Lock And Register

3 Yr Draw HELOC Fixed

Loan/Line Amount \$100,000

Draw Amount \$100,000

Term 30 y

Rate 12.025%

Points \$0.00

Payment \$1,031.00

APR 12.202%

AVM Eligible

Rate Lock And Register

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

The **AVM** property value will not change upon registration. If you prefer to use the 1003 value and order an appraisal instead, you can make that selection here.

To select a product:

- Choose the one you wish to use.
- If you'd like to **buy down the rate**, click the three dots in the upper right of the product box and choose **Show All Options**.

Fixed Rate - Click here for rate sheet

HELOAN

Loan/Line Amount \$100,000

Draw Amount N/A

Term 20 y

Rate 10.300%

Points \$0.00

Payment \$985.00

APR 10.493%

AVM Conditionally Eligible

Rate Lock And Register

Show all options

Details

Options for 20 Year Standalone Fixed 2nd

Product	Loan Amt.	Draw Amt.	T.	Rate	Points	Payment	APR	Actions
HELOAN	\$100,000	N/A	20 yr.	10.30...	\$0.00	\$985.00	10.49...	
HELOAN	\$100,000	N/A	20 yr.	10.25...	\$125.00	\$982.00	10.46...	
HELOAN	\$100,000	N/A	20 yr.	10.20...	\$250.00	\$978.00	10.43...	
HELOAN	\$100,000	N/A	20 yr.	10.15...	\$375.00	\$975.00	10.39...	
HELOAN	\$100,000	N/A	20 yr.	10.10...	\$500.00	\$972.00	10.36...	
HELOAN	\$100,000	N/A	20 yr.	10.05...	\$625.00	\$968.00	10.33...	
HELOAN	\$100,000	N/A	20 yr.	10.00...	\$750.00	\$965.00	10.30...	
HELOAN	\$100,000	N/A	20 yr.	9.950%	\$875.00	\$962.00	10.27...	
HELOAN	\$100,000	N/A	20 yr.	9.900%	\$1,000.00	\$958.00	10.23...	
HELOAN	\$100,000	N/A	20 yr.	9.850%	\$1,125.00	\$955.00	10.20...	

Spring EQ (QPT) - 5/12/25, 10:40:00 AM (EDT) Total Rows: 33

- Find the buydown option that fits your needs, click the three dots to the right, and choose **Rate Lock and Register**.

<input type="checkbox"/>	HELOAN	\$100,000	N/A	20 yr.	9.900%	\$3,200.00	\$890.00	9.500%	
<input checked="" type="checkbox"/>	HELOAN	\$100,000	N/A	20 yr.	8.950%	\$3,375.00	\$897.00	9.625%	
<input type="checkbox"/>	HELOAN	\$100,000	N/A	20 yr.	8.900%	\$3,500.00	\$890.00	9.560%	
<input type="checkbox"/>	HELOAN	\$100,000	N/A	20 yr.	8.850%	\$3,625.00	\$890.00	9.560%	

Rate Lock and Register

- If you're not buying down the rate, simply click the blue **Rate Lock and Register** button at the bottom of the product information.

3 Yr Draw HELOC
Fixed

Loan/Line Amount
\$100,000

Draw Amount
\$100,000

Term
30 y

Rate
12.025%

Points
\$0.00

Payment
\$1,031.00

APR
12.202%

☒
AVM Eligible

Rate Lock And Register

A **Lock Confirmation** window will appear. Click **Accept Rate and Register** to complete the process.

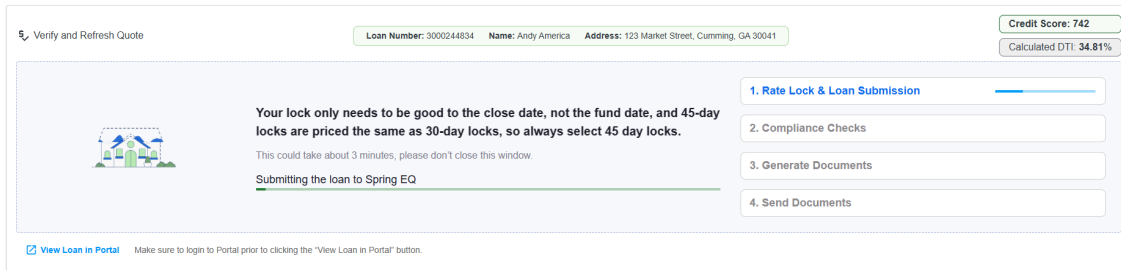
Lock Confirmation

Loan Attributes	Requested Lock
Lender Loan Number	3000244823
Product	30 Year Fixed Rate HELOC with 3 Year Draw P...
Total Loan Amount	\$100,000.00
Interest Rate	12.025%
Qualifying Credit Score	728
Lender Paid Compensation	2.000%

With your acceptance, this loan will be rate-locked, submitted, and initial disclosures will be sent out, assuming it meets our self-disclosure criteria.

Cancel
Accept Rate And Register

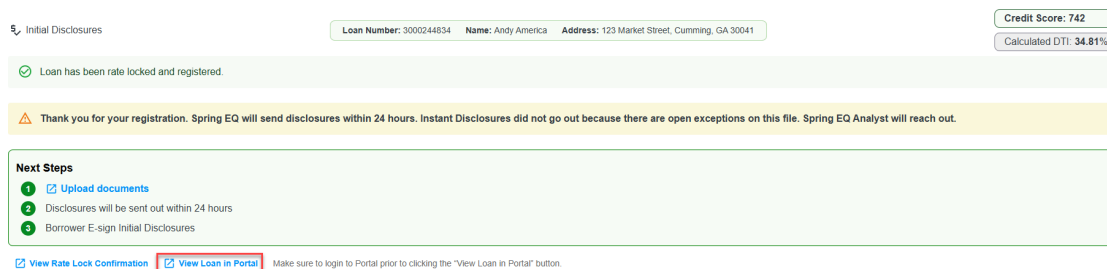
3.14 You will now see **EMMA** begin the process of locking and submitting the file. During this time, the system will also run compliance checks and, in many cases, automatically send initial disclosures.



Note: Do not close the window while this process is running.

If automatic disclosures are not sent immediately, initial disclosures will be sent within 24 hours.

3.15 Once the loan is successfully registered, you will be brought to the final confirmation screen. No further action is needed at this point. A Spring EQ team member will follow up to resolve any outstanding items.



3.16 At the bottom of every page in **EMMA**, there is a link to **View the Loan in Portal**. If at any point you need to make changes or fix something:

- Click the link to open the loan in the full portal.
- Complete your updates.
- Return to EMMA, refresh the page, and continue.
Any updates made in the portal will be reflected in EMMA.

From the **Completion** page, you can also:

- View, print, or download the **Rate Lock Confirmation**.
- Open the file in the portal to begin uploading documents.