

# Submitting Loans

## Contents:

Introduction .....	1
1. Generate a New Loan .....	1
2. (DSCR Only) Enter Estimated Market Rent .....	2
3. Register/Lock a Loan Product .....	3
2a. Specify Loan Scenario.....	3
2b. Enter Credit History .....	5
2c. Select Pricing Engine Filters and Price Scenario .....	5
2d. Register or Request Rate Lock .....	6
3. Submit Loan to Underwriting.....	6
3a. Upload Submission Package.....	6
3b. Update Loan Status.....	8
Questions? .....	8

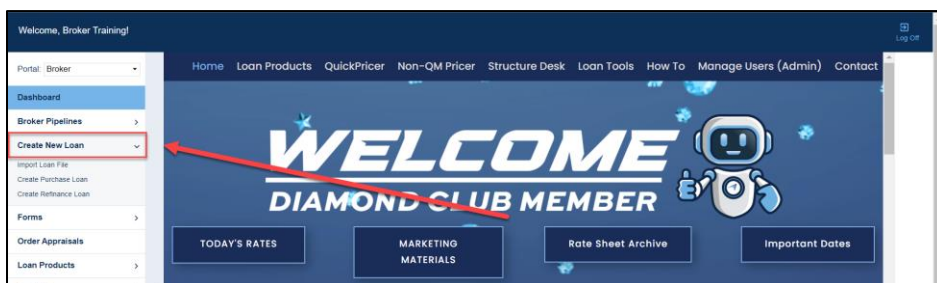
## Introduction

This guide provides step-by-step instructions on how to submit a loan scenario to BluePoint Mortgage.

### 1. Generate a New Loan

Go to our broker portal login page: <https://secure.pricemyloan.com/custom/Bluepoint/>

Go to **Broker Pipelines**  
> **Create New Loan**:



There are two ways to create a new loan submission:

1. File import (recommended)
  - a. Select **Import Loan File** and choose the appropriate file type

- b. Upload the file from your computer
  - c. The system will generate a new loan # and auto-populate the file's loan application
2. Create from scratch
  - a. Select either **Create Purchase Loan** or **Create Refinance Loan** depending on the loan purpose.
  - b. The system will again generate a new loan #, but the loan application's data must be entered manually into the loan.

## 2. (DSCR Only) Enter Estimated Market Rent

In the loan file, go to **Application Information** > **Loan & Property** and under Section 4c, save an Estimated Monthly Market Rent for the subject property:

### 3. Register/Lock a Loan Product

Go to the **Pricing** tab in the loan editor to begin the program registration process:

The screenshot shows the loan editor interface. The top navigation bar includes tabs for Pipelines, Loan Number, Borrower Name, Loan Amount, DTI, LTV, CLTV, HCLTV, and Property Address. The left sidebar contains a list of tabs: Status and Agents, Application Information, Closing Costs, Pricing (highlighted with a red box), Loan Information, Rate Lock, Disclosures, E-docs, Tasks (0), Conditions (0), and Order Services. The main content area displays the 'Status and Agents' section. The 'Status' section shows 'Current Status: Loan Open' and 'Status Date: 6/2/2022'. A red arrow points from the 'Pricing' tab in the sidebar to the 'Loan Open' status in the main content area.

#### 2a. Specify Loan Scenario

Fill out the **Property & Info** tab with the loan scenario (fields labeled with a red "x" are required):

The screenshot shows the 'Property & Loan Info' tab in the loan editor. The 'Property Information' section is displayed. The 'Street Address' field is highlighted with a red box and has a red 'x' icon next to it, indicating it is a required field. Other fields include 'Zip Code' (92617), 'State' (CA), 'County' (Orange), and 'City' (Irvine). There is also a checkbox for 'In Rural Area?' with a link to 'explain'.

**For DSCR scenarios**, please enter an estimated gross rent so that we can determine the DSCR:

The screenshot shows the 'Property & Loan Info' tab in the loan editor. The 'Property Information' section is displayed. The 'Gross Rent' field is highlighted with a red box, indicating it is a required field for DSCR scenarios. Other fields include 'Street Address' (TBD), 'Zip Code' (92617), 'State' (CA), 'County' (Orange), 'City' (Irvine), 'In Rural Area?' (checkbox), 'Property Use' (Investment), 'Occupancy Rate (%)' (100.000%), 'Property Type' (SFR), and 'Structure Type' (Detached).

**For non-QM scenarios, please:**

- 1) Select the appropriate Doc Type option
- 2) Select Borrower-Paid compensation, as we only permit BPC on our non-QMs

**Loan Information**

Impound? ☒ Yes

Doc Type Full Document

Appraised Value 12 Mo. Personal Bank Statements

Sales Price 24 Mo. Personal Bank Statements

Down Payment 12 Mo. Business Bank Statements

1st Lien 24 Mo. Business Bank Statements

2nd Financing? Other Bank Statements

Rate Lock Period 1 Yr. Tax Returns

VOE

Asset Utilization

Debt Service Coverage (DSCR)

No Ratio

9/26/2022 (Assumes a 30-day lock.)

**Other Information**

Loan Originator is Paid By ☐ Lender ☒ Borrower

0.000% of Loan Amount + \$12,800.00

**For all scenarios, please select a rate lock period for your desired product (refer to our rate sheet for available lock periods)**

**Loan Information**

Impound? ☒ Yes

Doc Type Full Document

Appraised Value \$0.00

Sales Price \$780,000.00

Down Payment 20.000% \$156,000.00

1st Lien 80.000% \$624,000.00

2nd Financing? ☒ No ☐ Yes

Rate Lock Period 30 days

Rate Lock Expiration Date:  
9/26/2022 (Assumes a 30-day lock.)

## 2b. Enter Credit History

Go to the **Applications** tab and scroll to the bottom for options to enter credit histories.

We recommend one of three options:

1. Re-Issue Credit Report (recommended)
2. Order New Credit Report
3. Manually Enter Credit Report

If re-issuing or ordering a new credit report, please make sure you select the correct Credit Provider as many have similar names.

The screenshot shows the 'Applications (1)' tab in the Bluepoint Mortgage system. The 'Applications (1)' tab is selected, and the 'Re-Issue Credit Report' option is highlighted with a red box. A red arrow points from the 'Applications (1)' tab to the 'Re-Issue Credit Report' option.

## 2c. Select Pricing Engine Filters and Price Scenario

Go to the **PML Options** tab and select the appropriate program filters (note that non-QM pricing is classified under the “Conventional” Product group), then click on the **Run Price My Loan** button to price the scenario:

The screenshot shows the 'PML Options' tab in the Bluepoint Mortgage system. The 'Run Price My Loan' button is highlighted with a red box.

## 2d. Register or Request Rate Lock

Select either the “register” or “request lock” link next to an eligible program’s rate (note that lock requests for some products are subject to additional restrictions):

The screenshot shows the 'Pricing' tab of a loan editor. At the top, there are fields for Loan Number, Borrower Name, Loan Amount, DTI, LTV, and CLTV. Below this, there are buttons for 'Submit to DO (Seamless)', 'DO (Seamless) Credit-only', 'Submit to DU (Seamless)', and 'Submit to LPA (Seamless)'. An 'Alert Messages' section indicates that credit has not been ordered for Application: Test2, Test1. The 'Horizon of borrower interest' is set to 60 months. The 'Applications (1)' tab is active, showing 'Property Information' and 'Loan Information'. The 'Property Information' section includes fields for Street Address, Zip Code, State, County, City, In Rural Area?, Property Use, Property Type, Structure Type, New Construction?, Additional Monthly Housing Expenses, Owner's Title Insurance, and Area Median Income. The 'Loan Information' section includes fields for Impound?, Doc Type, Appraised Value, and Sales Price. A table of loan programs is displayed, with columns for RATE, POINTS, and PAYMENT. The table lists various programs, including '30 YR FIXED CONFORMING'. Each row has a '+' icon and links for 'pin register request lock'. One row is highlighted with a red box. Below the table, there is a section for 'Ineligible Loan Programs'.

A new window will appear for you to confirm your selection. Scroll to the bottom and click “Confirm”:

The screenshot shows a confirmation window with a yellow background. At the top, there is a warning message: 'WARNING: Worst case pricing will apply if lock is broken. Register now and lock later if you are unsure about the closing date.' Below this, there are radio buttons for 'Request Type' with 'Register Loan' selected and 'Lock Rate (MIN 45 DAYS ON REGISTERED LOANS)' unselected. There is a 'Message to Lender' field. Below that, there is a 'Warning' section with a red message: 'MAX DTI 50%, PLEASE VERIFY LOAN MEETS APPLICABLE DTI GUIDELINES.' At the bottom, there are 'Confirm' and 'Cancel' buttons. The 'Confirm' button is highlighted with a red box.

## 3. Submit Loan to Underwriting

### 3a. Upload Submission Package

Go to the **E-docs** tab of the loan editor:

The screenshot shows the loan editor interface with the 'E-docs' tab selected in the left sidebar. The sidebar contains tabs for Status and Agents, Application Information, Closing Costs, Pricing, Loan Information, Rate Lock, Disclosures, E-docs, Tasks (0), Conditions (0), and Order Services. The 'Loan Information' tab is active in the main content area, showing fields for Loan Program, Lien Position, and Amortization Type. The 'Loan Program' field is set to 'BluePoint Conforming 30 Year Fixed'. The 'Lien Position' field is set to 'First'. The 'Amortization Type' field is set to 'Fixed'.

Upload your submission package to the document dropbox (it's acceptable to upload a single PDF containing the entire submission package and supporting documents):

Next to each document, click “select Doctype” and choose **New File Upload > Initial Loan Package Upload**:

Once all documents are ready, click on the **Upload Docs** button to complete the upload process:

### 3b. Update Loan Status

Go to the **Status and Agents** tab and click on the **Change Loan Status** button:

The screenshot shows the 'Status and Agents' tab in a loan management system. The top header contains loan details: Pipeline, Loan Number: Broker Training, Borrower Name: Test1 Test2, Loan Amount: \$640,000.00, DTI: 3.735%, LTV: 80.000%, CLTV: 80.000%, HCLTV: 80.000%, Property Address: TBD, Irvine, CA 92617, Loan Type: Conventional, Credit Score: 760, and a SAVE button. The left sidebar lists tabs: Status and Agents (selected), Application Information, Closing Costs, Pricing, Loan Information, and Rate Lock. The main content area shows the 'Status' section with 'Current Status: Registered', 'Status Date: 6/2/2022', and 'Action: view status certificate'. A 'CHANGE LOAN STATUS' button is highlighted with a red box. Below this is a progress bar with stages: Loan Open (6/2/2022), Pre-Qual, Registered (6/2/2022), Pre-Processing, and Funded.

Select **Loan Submitted** in the status popup and click "Change Status":

The screenshot shows a 'Change Loan Status' popup. It has a close button (X) in the top right. The 'Current Loan Status' is 'Registered'. The 'New Loan Status' dropdown is set to 'Loan Submitted', which is highlighted with a red box. A red arrow points from the dropdown to the 'CHANGE STATUS' button, which is also highlighted with a red box. There is also a 'CANCEL' button.

The **Status and Agents** tab will now show that your loan is in Submitted. Congratulations on a successful submission!

The screenshot shows the 'Status and Agents' tab in a loan management system. The top header contains loan details: Pipeline, Loan Number: Broker Training, Borrower Name: Test1 Test2, Loan Amount: \$640,000.00, DTI: 3.735%, LTV: 80.000%, CLTV: 80.000%, HCLTV: 80.000%, Property Address: TBD, Irvine, CA 92617, Loan Type: Conventional, Credit Score: 760, and a SAVE button. The left sidebar lists tabs: Status and Agents (selected), Application Information, Closing Costs, Pricing, Loan Information, and Rate Lock. The main content area shows the 'Status' section with 'Current Status: Loan Submitted', 'Status Date: 7/5/2022', and 'Action: view status certificate'. A 'CHANGE LOAN STATUS' button is highlighted with a red box. Below this is a progress bar with stages: Loan Open (6/2/2022), Doc Check, Submitted (7/5/2022), Pre-UW, and Funded. The 'Agents' section is also visible.

### Questions?

Please contact your AE or email our Broker Desk at [brokerdesk@bluepointmtg.com](mailto:brokerdesk@bluepointmtg.com) if you have questions about the submission process.

***Thank you for choosing BluePoint Mortgage!***