Submitting Loans

Contents:
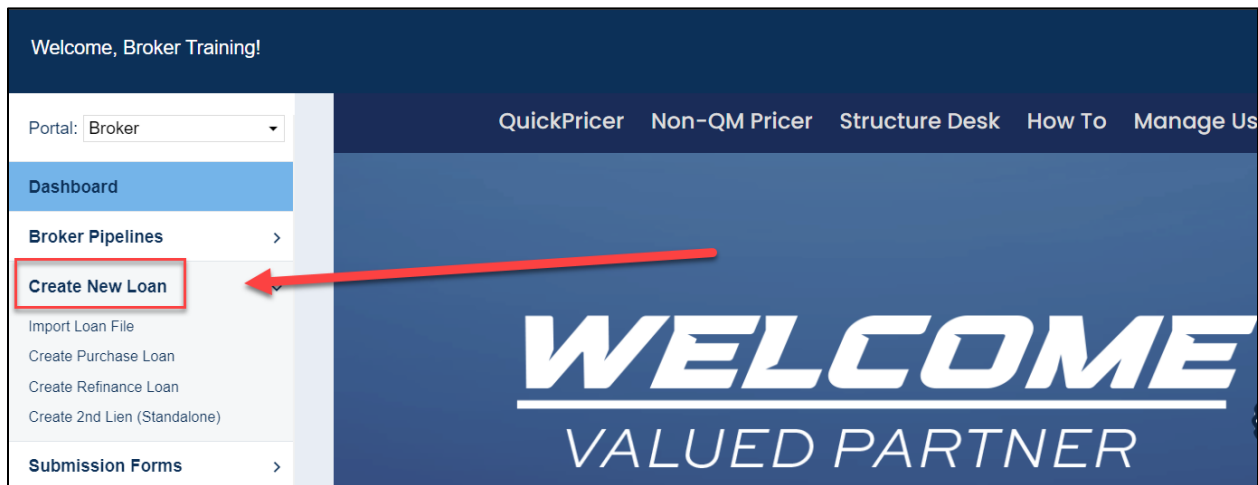
Introduction

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:

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

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

3. Re-Issue Credit

Go to the **Pricing** tab in the loan editor:

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

Go to the **Applications** tab:

Scroll down to the bottom and:

1. Scroll down and select **Re-Issue Credit Report**

2. Select the Credit Provider. Some tips:
    a. Many credit providers have multiple options. For example, Advantage Credit Inc has two:

    b. **Always select the option without numbers**, unless the report was issued through an AUS.
    c. Some providers go by different names (Xactus vs. Avantus, etc.).

3. Select **Re-Issue Credit**.

Enter your credit credentials ("Instant View Password" is <u>not</u> required) and click "Re-Issue Credit" to complete the credit upload:

If your loan has multiple applications: Select a different application, then re-issue credit for each additional application:

4. (Optional) Run AUS

If you have DO, DU, and/or LPA credentials, you can run AUS using the appropriate Submit button at the top of the **Pricing** tab:

*For steps on obtaining a (free) Desktop Originator (DO) sponsorship, please see the **DO Sponsorship Step-by-Step** guide on our website at* https://bluepointmtg.com/broker-resources/#FORMSANDGUIDES

Go through the data audit, correct any errors, and click "Next". You can click on the audit links on the left-hand side to quickly go to the area in the loan that needs corrections:

Follow the rest of the on-screen prompts to complete the AUS submissions.

5. Register/Lock a Loan Product

Select the appropriate income Doc Type option and compensation source:

Loan Information

Impound?	☑ Yes
Doc Type	Full Document ▾

Full Document
12 Mo. Personal Bank Statements
24 Mo. Personal Bank Statements
12 Mo. Business Bank Statements
24 Mo. Business Bank Statements
Other Bank Statements
1 Yr. Tax Returns
VOE
Asset Utilization
Debt Service Coverage (DSCR)
No Ratio

Appraised Value	
Sales Price	
Down Payment	
1st Lien	
2nd Financing?	
Rate Lock Period	

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

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.)

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:

Select either the "register" or "request lock" link next to an eligible program's rate:

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

If you can't find the program you're looking for:

1. Scroll down to the "Ineligible Loan Programs" section.

2. Expand the section header that applies to your program.

3. Note the ineligibility reason(s) for your program. You may need to adjust your loan so that the target program becomes eligible.

6. Upload Loan Documents

Go to the **E-docs** tab and upload your submission package to the document dropbox (it's acceptable to upload a single PDF containing the entire submission package and supporting documents):

For each document:

1. Click "select Doctype".

2. Choose **New File Upload**:

Select a Doc Folder   ✕

Search for: [   ]   SEARCH 🔍

Choose a Doc Folder:

Folder
NEW FILE UPLOAD ②
OUTSTANDING CONDITIONS

3. Choose **Initial Loan Package Upload**:

Select a Doc Type   ✕

Folders > **NEW FILE UPLOAD**

Search for: [   ]   SEARCH 🔍

Choose a Doc Type:

Doc Type
INITIAL LOAN PACKAGE UPLOAD ③

4. Leave a brief description of what the document is:

Upload Docs	Fax Docs	Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.

BP NonQM Full-Alt Doc Submission Form.pdf

☁

Drag and Drop Files Here to Upload

OR SELECT FILES TO UPLOAD

1 of 12 files selected for upload

④

File Name	Doc Type *	Description
BP NonQM Full-Alt Doc Submission Form.pdf	[select Doctype] scan barcodes **NEW FILE UPLOAD** : INITIAL LOAN PACKAGE UPLOAD	Submission form 15 of 200 characters

UPLOAD DOCS

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

7. Submit Loan to Underwriting

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

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

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

Questions?

Please contact your AE if you have questions about the submission process.

Thank you for choosing BluePoint Mortgage!