

Submitting Loans

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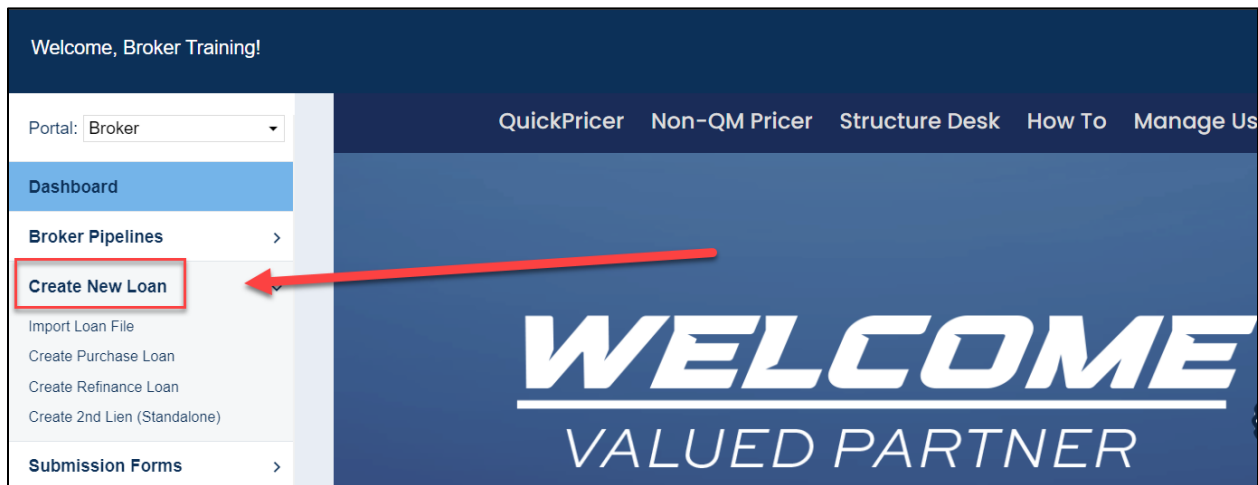
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Introduction

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

Welcome, Broker Training!

Portal: Broker

Dashboard

Broker Pipelines >

Create New Loan >

Import Loan File

Create Purchase Loan

Create Refinance Loan

Forms >

Order Appraisals <

Loan Products >

Import Loan File

* Indicates required fields

Import Fannie Mae file

Import Calyx Point file

Import MISMO 3.4

Retrieve existing loan from LPA

CHOOSE FILE No file chosen *

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. *

IMPORT

- 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:

Pipeline

Loan Number: Broker Training

Borrower Name: Test1 Test2

Loan Amount: \$420,000.00

DTI: 2.534%

Gross / Base LTV: 71.225% / 70.000%

Gross / Base CLTV: 71.225% / 70.000%

Gross / E

Status and Agents

Application Information

Closing Costs

Pricing

Loan Information

Rate Lock

Disclosures

E-docs

Tasks (0)

Conditions (1)

Order Services

Borrowers

Assets

Liabilities

REOs

Loan & Property

Declaration

Complete if the property is a 2-4 unit primary residence or an investment property.

Expected Monthly Rental Income: \$0.00

Expected Rental Occupancy Rate: 100.000%

Primary Residence Subj Prop Can Have Rental Income:

At least one borrower or coborrower residence:

Debt Service Coverage Ratio

Estimated Monthly Market Rent: \$3,000.00

Qualifying Monthly Gross Rent: \$3,000.00

Qualifying Monthly Payment: / \$2,533.72

Debt Service Coverage Ratio (DSCR) = 1.18

3. Re-Issue Credit

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

Pipeline | Loan Number: Conventional Training | Borrower Name: Test1 Test2 | Loan Amount: \$600,000.00 | DTI: 50.735%

Status and Agents | Application Information | Closing Costs | **Pricing** | Loan Information | Rate Lock

Status and Agents

Status

Current Status: Loan Open | Status Date:

Loan Open

8/10/2022

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

Applications (1) | Property & Loan Info **x** | PML Options

Property Information

Street Address **x**

Zip Code 92617 | State CA

County Orange

City Irvine

In Rural Area? Yes [explain](#)

Go to the **Applications** tab:

Pipeline | Loan Number: Broker Training | Borrower Name: Test1 Test2 | Loan Amount: \$420,000.00 | DTI: 2.534% | Gross /

Status and Agents | Application Information | Closing Costs | **Pricing** | Loan Information | Rate Lock

Pricing

Submit to DO (Seamless) | DO (Seamless) Credit-only

Submit to DU (Seamless) | Submit to LPA (Seamless)

Horizon of borrower interest: 60 months ([explain](#))

Applications (1) | Property & Loan Info | PML Options

Remove this application | Add New 1003 Application

Applications (1) Test2, Test1

Applicant Info

First Name Test1

Scroll down to the bottom and:

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

The screenshot shows a mortgage application interface. On the left is a navigation menu with items: Pricing, Loan Information, Rate Lock, Disclosures, E-docs, Tasks (0), Conditions (1), and Order Services. The main content area includes: 'Is Eligible for VA Loan?' with a 'Determine' link; 'Credit Scores' for XP, TU, and EF, all set to 720; 'Has Co-Applicant' checkbox; 'Please select an option' section with 'All Borrowers Have Authorized Credit Check' checkbox and 'Determine' link; 'Total Payment' of \$0.00/month with an 'Edit Liabilities' link; 'Liquid Assets' of \$10,000,000.00 with an 'Explain' link; 'Negative Cash Flow from Other Properties' of \$0.00 with an 'Explain' link; radio button options for 'Order New Credit Report', 'Re-Issue Credit Report' (selected), 'Upgrade Existing Credit Report to Tri-Merge Report', and 'Manually Enter Credit Report'; 'Credit Provider Information' section with a dropdown menu labeled '<-- Select Credit Provider -->'; and two buttons at the bottom: 'Re-Issue Credit' and 'Revise Property & Loan Info'. Red circles with numbers 1, 2, and 3 point to the 'Re-Issue Credit Report' radio button, the dropdown menu, and the 'Re-Issue Credit' button respectively.

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

The screenshot shows a dropdown menu with the following list of credit providers: ACRANET HEARTLAND CREDIT SERVICES, ACRANET SPOKANE BRANCH, ADVANTAGE CREDIT BUREAU, ADVANTAGE CREDIT BUREAU POWERED BY MERIDIANLINK (310), ADVANTAGE CREDIT, INC. BY CREDIT INTERLINK (308), ADVANTAGE CREDIT, INC. OF COLORADO (highlighted in blue and circled in red), ADVANTAGE CREDIT, INC. OF COLORADO (226), ADVANTAGE PLUS, and ADVANTAGE PLUS CREDIT REPORTING, INC. (138).

- 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 not required) and click “Re-Issue Credit” to complete the credit upload:

Credit Report

To proceed, please answer the following questions:

Credit Provider Information

Login Name ✖
Password ✖
 Remember Login Name

File ID ✖ [Where is the file # on the credit report?](#)
Instant View Password [What is an Instant View Password?](#)

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

[Pipeline](#) | Loan Number: Broker Training | Borrower Name: Test1 Test2 | Loan Amount: \$420,000.00 | DTI: 2.534% | Gross / E: 71.225%

Pricing

Submit to DO (Seamless)	DO (Seamless) Credit-only
Submit to DU (Seamless)	Submit to LPA (Seamless)

Horizon of borrower interest: months ([explain](#))

Applications (1) | **Property & Loan Info** | **PML Options**

Applications (1) ▼

Applicant Info

First Name
Middle Name

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:

Submit to DO (Seamless)	DO (Seamless) Credit-only
Submit to DU (Seamless)	Submit to LPA (Seamless)

Horizon of borrower interest: months ([explain](#))

Applications (1) | Property & Loan Info | PML Options

Property Information

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:

DO Submission Data Audit

The following data is preventing this loan from being submitted to DO for underwriting. Please correct this data and re-run "Submit to DO".
Select a field name to view that field in the loan file.

Loan Summary

✔ No errors detected

Test1 Test2

A. Will you occupy the property as your primary residence?

"A. Will you occupy the property as your primary residence?" is a required field for submission.

CLOSE NEXT

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** ▼

Appraised Value

Sales Price

Down Payment

1st Lien

2nd Financing?

Rate Lock Period

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

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

Sales Price

Down Payment

1st Lien

2nd Financing? No Yes

Rate Lock Period ▼ 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:

Loan Number: Broker Training | Borrower Name: Test1 Test2 | Loan Amount: \$420,000.00 | DTI: 2.534% | Gross: 71.225

Submit to DO (Seamless) | DO (Seamless) Credit-only
 Submit to DU (Seamless) | Submit to LPA (Seamless)

Horizon of borrower interest: 60 months (explain)

Applications (1) | Property & Loan Info | **PML Options**

Loan Program Options

Term
 10 Year | 20 Year | 30 Year
 15 Year | 25 Year | Other

Amortization
 Fixed | 5 Year ARM | 10 Year ARM
 3 Year ARM | 7 Year ARM | Other

Product
 Conventional | Home Possible | VA
 HomeReady | VA | FHA

Payment
 P&I | I/O

[Advanced Options](#)

Run Price My Loan
 Number of Programs: 230

Select either the “register” or “request lock” link next to an eligible program’s rate:

Submit to DO (Seamless) | DO (Seamless) Credit-only
 Submit to DU (Seamless) | Submit to LPA (Seamless)

Horizon of borrower interest: 60 months (explain)

Applications (1) | Property & Loan Info | **PML Options**

Loan Program Options

Term
 10 Year | 20 Year | 30 Year
 15 Year | 25 Year | Other

Amortization
 Fixed | 5 Year ARM | 10 Year ARM
 3 Year ARM | 7 Year ARM | Other

Product
 Conventional | Home Possible | VA
 HomeReady | VA | FHA

Payment
 P&I | I/O

[Advanced Options](#)

Run Price My Loan
 Number of Programs: 230

Alert Messages
 • Credit has not been ordered for Application: Test2, Test1. P

Loan Program Results (230 Programs)

Eligible Loan Programs

	RATE	POINTS	PAYMENT
- 30 YR FIXED NONCONFORMING			
pin register request lock	9.625	-2.000	3,632.43
pin register request lock	9.490	-1.843	3,590.27
pin register request lock	9.375	-1.593	3,554.48
pin register request lock	9.250	-1.343	3,515.70
pin register request lock	9.125	-1.093	3,477.06
pin register request lock	8.990	-0.938	3,435.48
pin register request lock	8.875	-0.688	3,400.19
pin register request lock	8.750	-1.000	3,361.96
pin register request lock	8.625	-0.850	3,323.88

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

WARNING: Worst case pricing will apply if lock is broken. Register now and lock later if you are unsure about the closing date.

Request Type Register Loan Lock Rate (MIN 45 DAYS ON REGISTERED LOANS)

Message to Lender

Warning

MAX DTI 50%, PLEASE VERIFY LOAN MEETS APPLICABLE DTI GUIDELINES.

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.

pin register request lock	7.990	1.376	2,840.30	3.015	9.124	✘	\$24,009.44	\$204,009.44	3249.3	BluePoint
pin register request lock	7.875	1.689	2,807.39	2.982	9.040	✘	\$25,306.65	\$205,306.65	3284.7	BluePoint
unavailable	7.750	2.001	2,771.78	2.946	8.946	✘	\$26,596.07	\$206,596.07	3324.0	BluePoint
unavailable	7.625	2.314	2,736.37	2.911	8.851	✘	\$27,889.78	\$207,889.78	3363.9	BluePoint
unavailable	7.490	2.626	2,698.33	2.873	8.746	✘	\$29,175.69	\$209,175.69	3408.0	BluePoint
unavailable	7.375	3.001	2,666.11	2.841	8.669	✘	\$30,737.85	\$210,737.85	3446.1	BluePoint
unavailable	7.250	3.376	2,631.27	2.806	8.581	✘	\$32,296.52	\$212,296.52	3488.4	BluePoint
unavailable	7.125	3.751	2,596.62	2.771	8.493	✘	\$33,855.17	\$213,855.17	3531.4	BluePoint
unavailable	6.990	4.126	2,559.43	2.734	8.393	✘	\$35,410.31	\$215,410.31	3578.9	BluePoint
Ineligible Loan Programs 1										
	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
- 30 YR FIXED CONFORMING 2										
BluePoint BLAZE FHLMC 30 Yr Fixed ** LPA ACCEPT/ELIGIBLE REQUIRED * FULL DOCS REQUIRED View More <input type="button" value="v"/>										
register request lock	7.250	-0.417	2,865.14	2.865	N/A		\$15,373.98	\$195,373.98	3422.0	BluePoint
BluePoint BLAZE FHLMC 30 Yr Fixed High Balance ** LPA ACCEPT/ELIGIBLE REQUIRED * HIGH BALANCE LOAN AMOUNT ONLY * FULL DOCS REQUIRED View More <input type="button" value="v"/>										
register request lock	7.250	-0.042	2,865.14	2.865	N/A		\$16,948.98	\$196,948.98	3421.4	BluePoint
BluePoint Blaze FNMA 30 Year Fixed 3 ** FULL DOCS REQUIRED View More <input type="button" value="v"/>										
register request lock	7.125	-0.258	2,829.62	2.830	N/A		\$15,998.63	\$195,998.63	3464.7	BluePoint

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):

The screenshot shows the 'E-docs' tab selected in the left sidebar. The main content area has three tabs: 'Upload Docs', 'Fax Docs', and 'Document List'. Below the tabs, there is a message: 'You may upload up to 12 documents at a time with a total upload size of 100MB.' A large dashed box contains a cloud upload icon and the text: 'Drag and Drop Files Here to Upload OR SELECT FILES TO UPLOAD 0 of 12 files selected for upload'. Below this is a table with the following columns: 'File Name', 'Doc Type *', 'Description', and 'Internal Comments'. The 'Internal Comments' column contains the text 'Waiting for files...'. At the bottom of the table area is an 'UPLOAD DOCS' button. A red arrow points from the 'E-docs' tab in the sidebar to the document dropbox area.

For each document:

1. Click "select Doctype".

This screenshot shows the 'E-docs' tab with the 'Upload Docs' tab selected. The document dropbox now shows '1 of 12 files selected for upload'. Below the dropbox, the table has one row with the following data: 'File Name' is 'BP NonQM Full-Alt Doc Submission Form.pdf', 'Doc Type *' is '[select Doctype]', 'Description' is 'scan barcodes', and 'Internal Comments' is empty. A red circle with the number '1' is around the 'Doc Type *' column header, and a red arrow points to the '[select Doctype]' dropdown menu. An 'UPLOAD DOCS' button is at the bottom.

2. Choose **New File Upload**:

Select a Doc Folder [Close]

Search for: [SEARCH Q]

Choose a Doc Folder:

Folder

****NEW FILE UPLOAD**** 2

OUTSTANDING CONDITIONS

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

Select a Doc Type [Close]

Folders > **NEW FILE UPLOAD**

Search for: [SEARCH Q]

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

File Name	Doc Type *	Description 4
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:

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

File Name	Doc Type *	Description	Internal Comments	Selected Application
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	Test1 Test2

UPLOAD DOCS

7. Submit Loan to Underwriting

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

Status and Agents

Status

Current Status: Registered Status Date: 8/25/2022 Action: view status certificate

CHANGE LOAN STATUS

Loan Open (6/2/2022) → Pre-Qual → Registered (8/25/2022) → Pre-Processing → Funded

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

Change Loan Status

Current Loan Status: Registered

New Loan Status: Loan Submitted

CANCEL CHANGE STATUS

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

The screenshot displays a loan management dashboard. At the top, a dark blue header contains various loan details: Pipeline (Broker Training), Loan Number (Test1 Test2), Borrower Name (Test1 Test2), Loan Amount (\$420,000.00), DTI (3.385%), Gross / Base LTV (71.225% / 70.000%), Gross / Base CLTV (71.225% / 70.000%), Gross / Base HCLTV (71.225% / 70.000%), Property Address (TBD, Irvine, CA 92617), Loan Type (Other), and Credit Score (720). A 'SAVE' button is located on the right. Below the header, a sidebar on the left lists navigation tabs: Status and Agents (selected), Application Information, Closing Costs, Pricing, Loan Information, and Rate Lock. The main content area is titled 'Status and Agents' and shows the current status as 'Loan Submitted' with a status date of 11/2/2023. An action link 'view status certificate' and a 'CHANGE LOAN STATUS' button are also present. A progress bar at the bottom shows the loan stages: Loan Open (6/2/2022), Doc Check, Submitted (11/2/2023), Pre-UW, and Funded. A red arrow points to the 'Submitted' stage, which is highlighted with a red box.

Questions?

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

Thank you for choosing BluePoint Mortgage!