

## **HOW TO LOCK A LOAN**

1. Visit our website at <a href="www.bluepointmtg.com">www.bluepointmtg.com</a> and login to the broker portal.

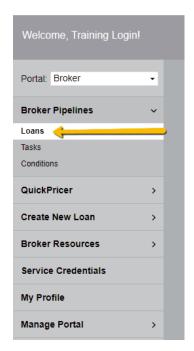


2. Enter your credentials

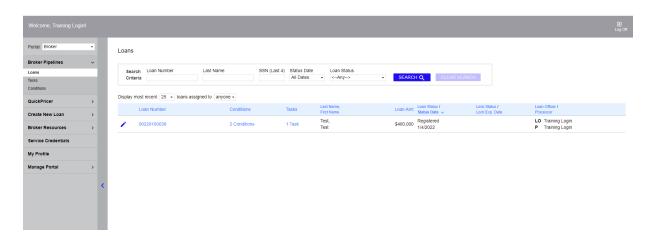




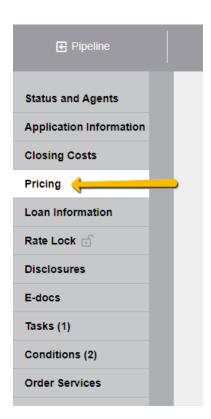
3. Under broker pipelines -> loans, select the loan you would like to lock.



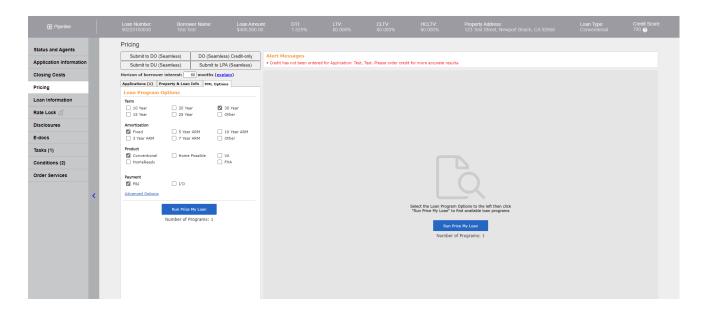




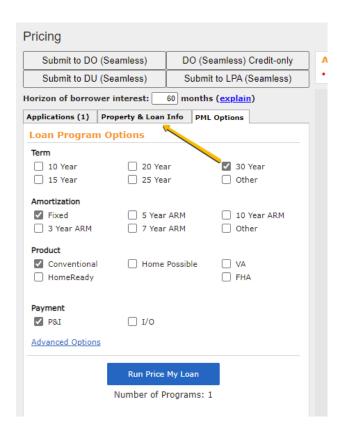
4. Navigate to the PRICING tab on the left, and you will see some filters you can choose for our various loan products.

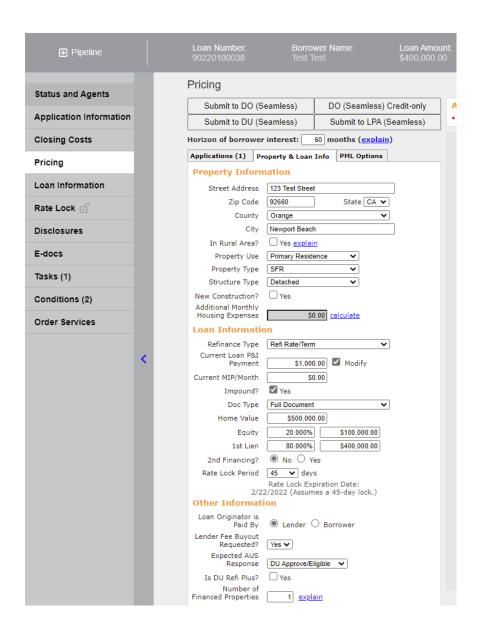




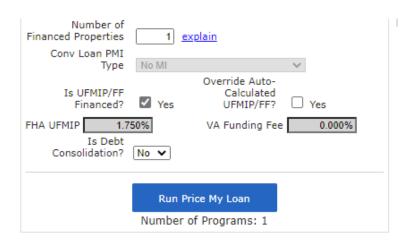


5. Under "property & loan info," you can see the various parameters that the loan will be priced at. Please note you may not be able to change any information on this screen once a loan has been submitted. If you need any changes, we recommend requesting the lock first and then contacting your account manager or account executive afterwards.

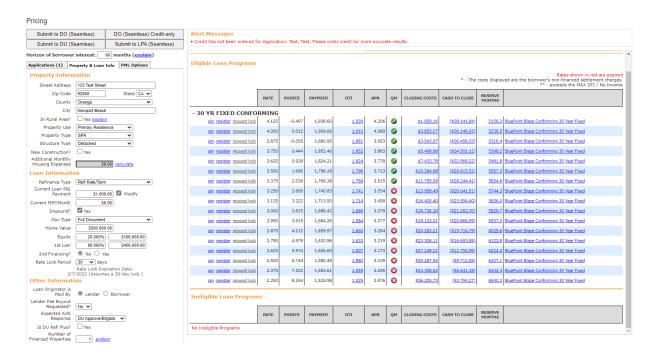


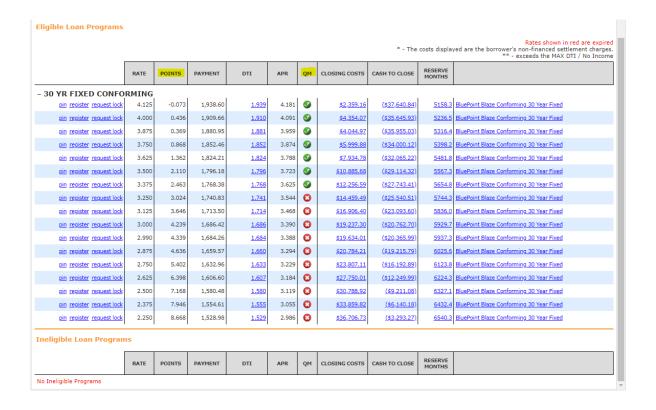


6. Once you have reviewed all the information, click "run price my loan".



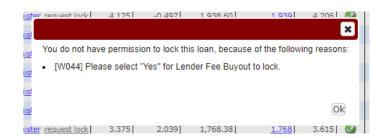
7. A list of eligible programs and rates will show up based on the information entered into the fields on the left. Please note that any prices under the "points" column with a negative sign is a credit (over 100.000) and prices without a negative sign are a cost (under 100.000). Having a pass in the QM column is also not a requirement to lock. If you do not see the appropriate program on this page, please contact your account manager or account executive.





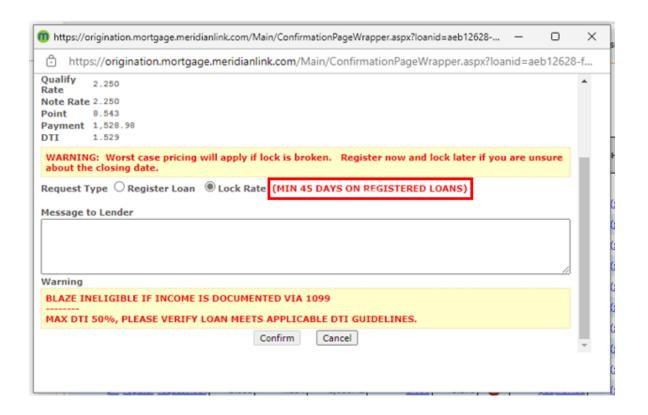
8. If you see the "request lock" link greyed out, click it and it will provide more information as to why the loan cannot be locked. In this case, the loan does not have an underwriting fee entered so a fee buyout is required to lock.

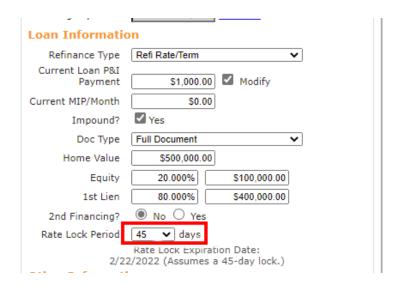




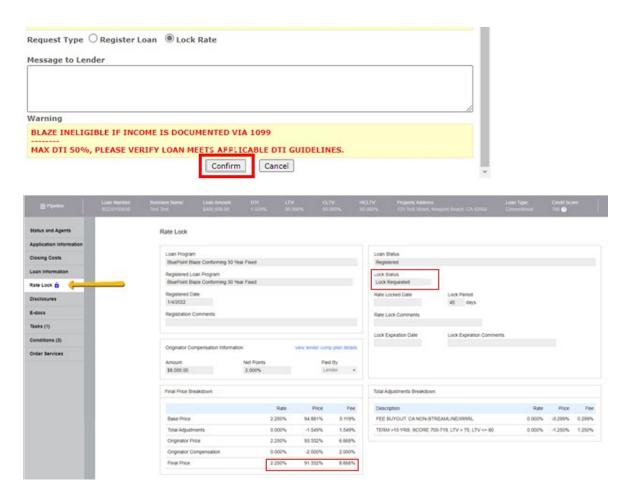


9. Please be aware that if a loan is only at "registered" status, the lock term MUST be 45 days minimum, and you will not be able to confirm the lock request until it is updated.





10. After clicking confirm, you may see the current status of your request under the rate lock tab on the left.



11. You can come back to this page at any time to see the current price and status of the lock.

If you have any questions, please contact our lock desk at <a href="locks@bluepointmtg.com">locks@bluepointmtg.com</a> or your account executive can run you through this process. Please note that we do not accept lock requests over email. Thank you.

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