Sage Home Loans Your Blueprint FOR LOAN SUBMISSION



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PROCEED TO THE HOMEPAGE

- 1. Proceed to our website at https://www.sagetpo.com/. 2
- Click "BROKER LOGIN" button.



PROCEED TO THE BROKER PORTAL

- 1. Please enter your username and password to log in.
- 2. If you need help with logging in, please contact your AE

HOME

ABOUT

PRODUCTS



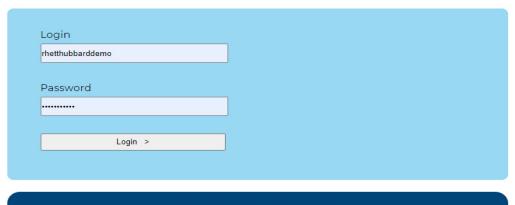
RESOURCES

GET APPROVED

BROKER LOGIN

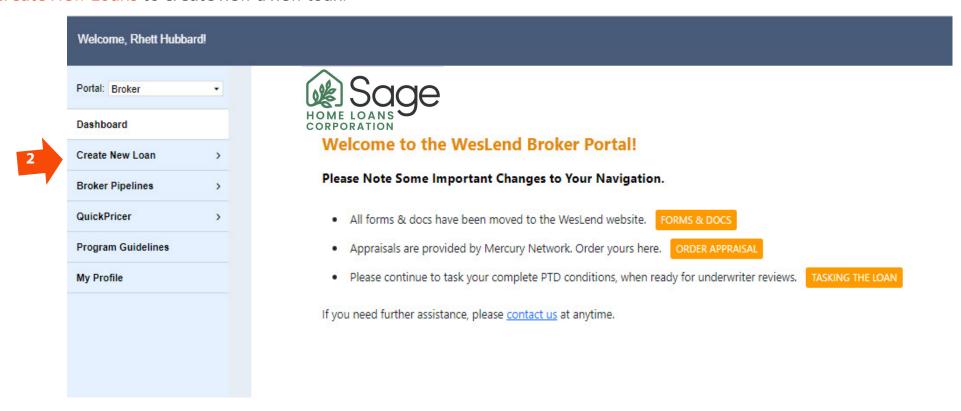
Welcome to the WesLend Wholesale Portal.

Please login with your **Broker Connection** credentials.



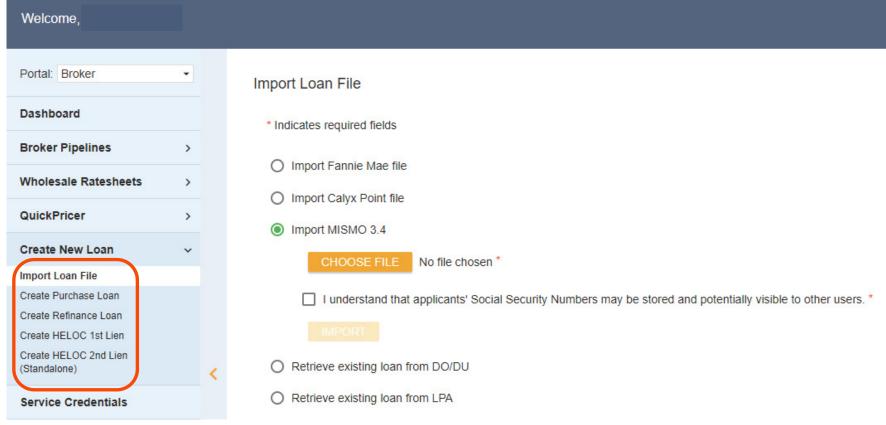
PROCEED TO THE BROKER PORTAL

- 1. The Dashboard is the central location once in the portal. 5
- Click Create New Loans to create new a new loan.



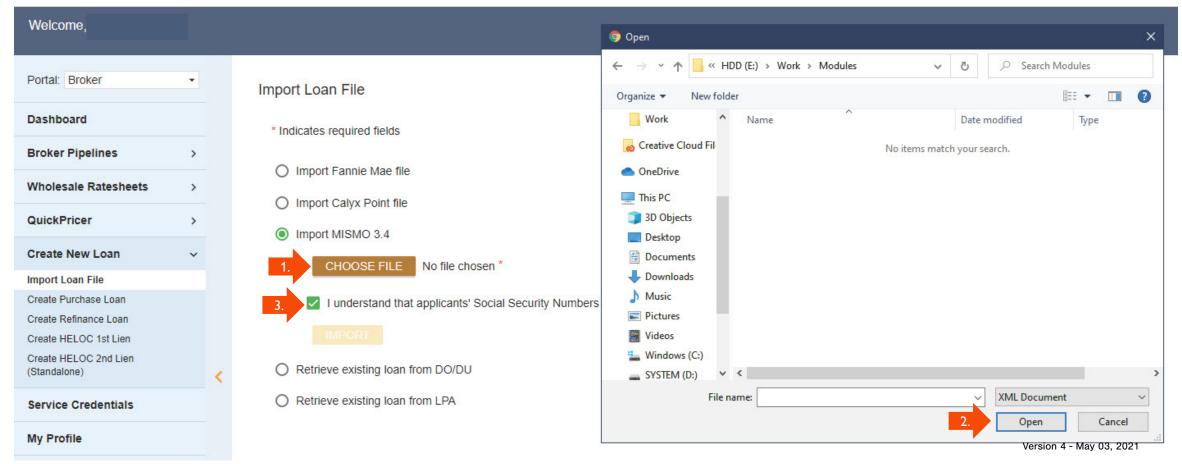
PROCEED TO THE BROKER PORTAL

- 1. To start a new loan, click on the "CREATE NEW LOAN" link.
- 2. A new drop-down menu will open. You will want to click on the "IMPORT LOAN FILE" as you will be using an existing MISMO 3.4 file to create your new loan.
- 3. If you choose the "Create" link, you will manually be inputting the loan application. Best to avoid this.



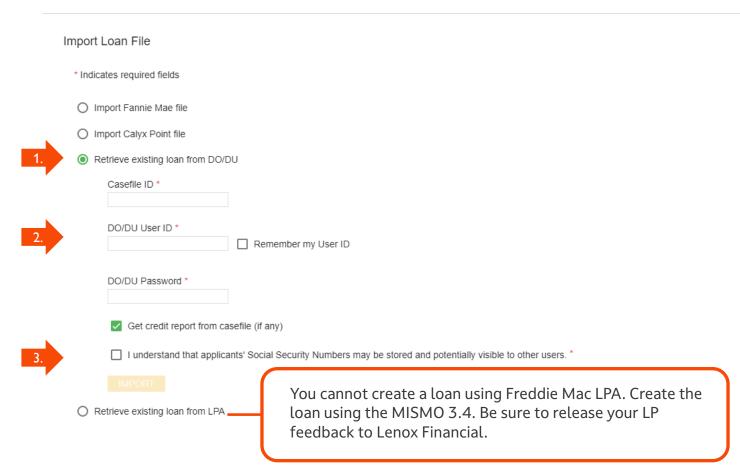
PROCEED TO THE BROKER PORTAL - Is your MISMO 3.4 in your LOS correct? Please check before uploading

- 1. Click "CHOOSE FILE" to search for the MISMO 3.4 file on your computer.
- 2. This will open a new window. Please navigate to the folder where the MISMO 3.4 file is located, click on the file, and then click "OPEN".
- 3. Click the "I understand..." checkbox and then click "IMPORT".



PROCEED TO THE BROKER PORTAL

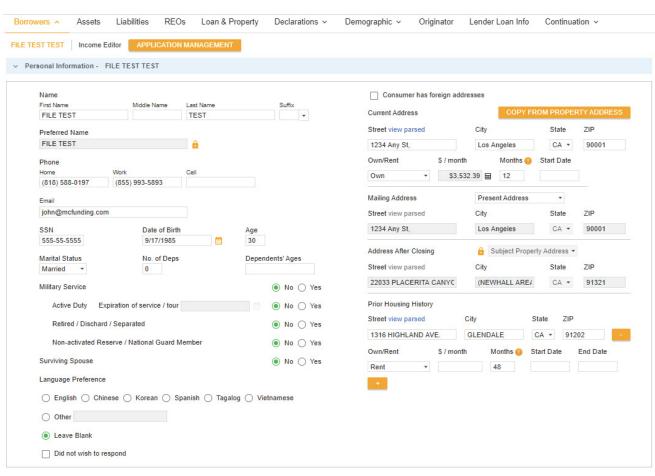
- 1. You can also retrieve an existing loan from DO/DU.
- 2. Please enter the required information in the boxes provided.
- 3. Click the "I understand that..." checkbox and click the "SUBMIT" button



APPLICATION INFORMATION - BORROWERS

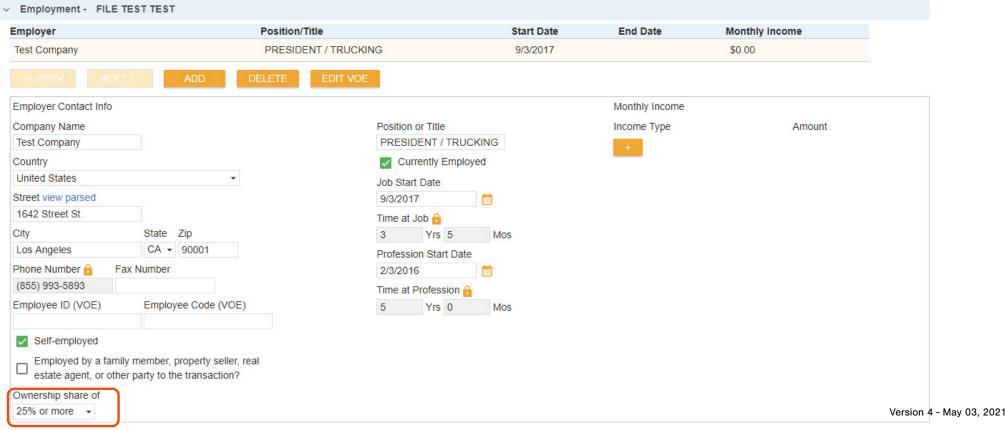
- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - Personal Information
 - Employment
 - Income Editor

NOTE: It is very important that all information is accurate and correct as the input will impact DU findings



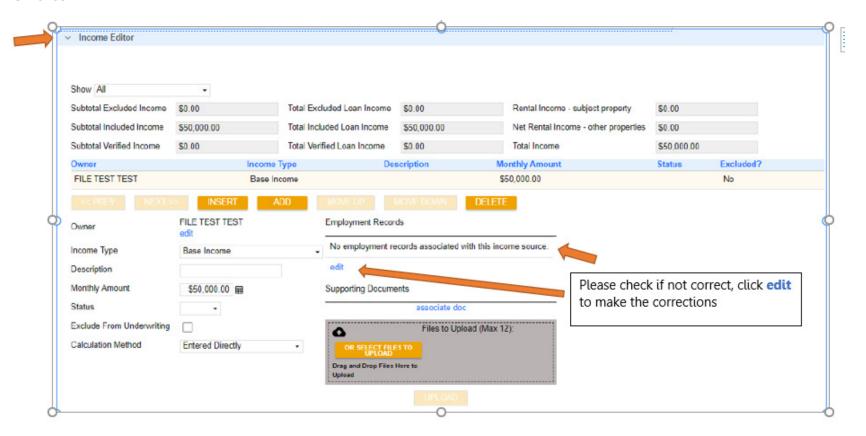
APPLICATION INFORMATION - BORROWERS

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - Personal Information
 - Employment
 - Please make sure "Ownership share of" is filled in.
 - Income Editor



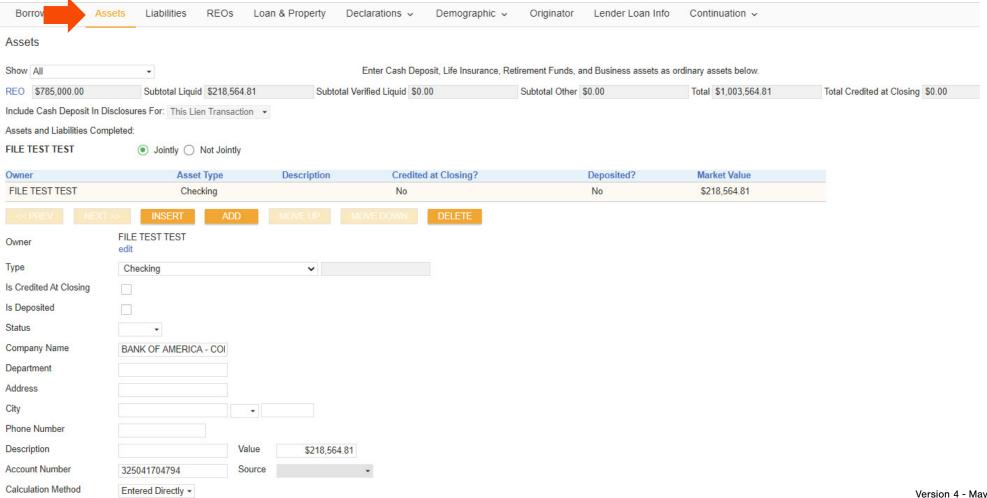
APPLICATION INFORMATION - BORROWERS

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - Personal Information
 - Employment
 - Income Editor



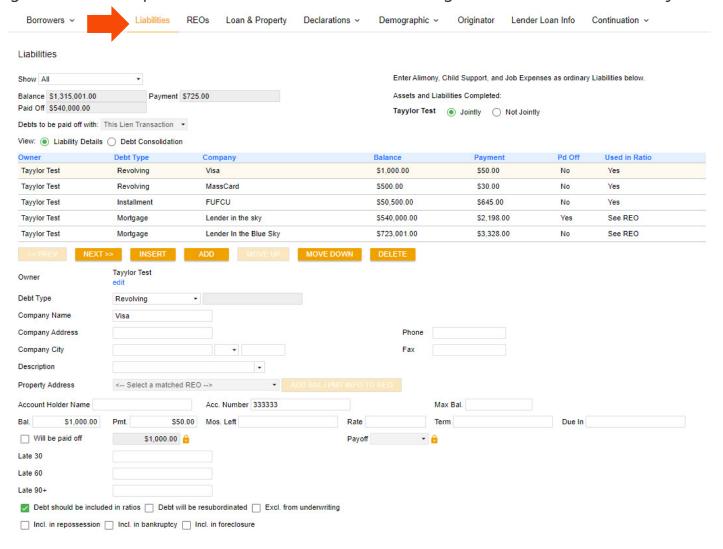
APPLICATION INFORMATION – ASSETS

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.



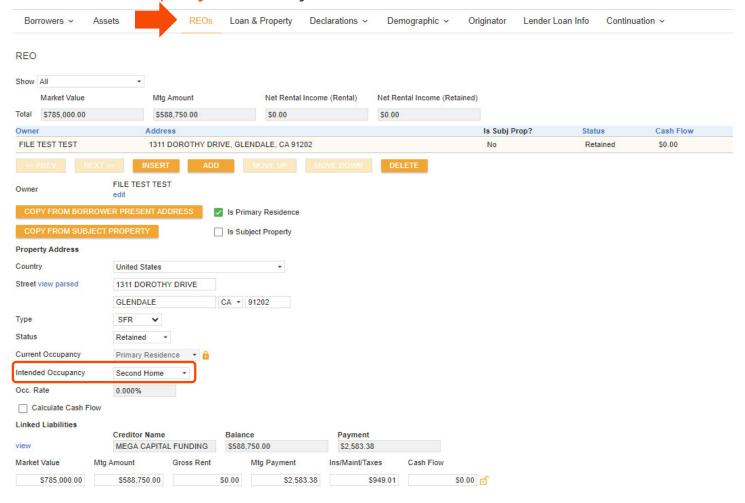
APPLICATION INFORMATION – LIABILITIES

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.



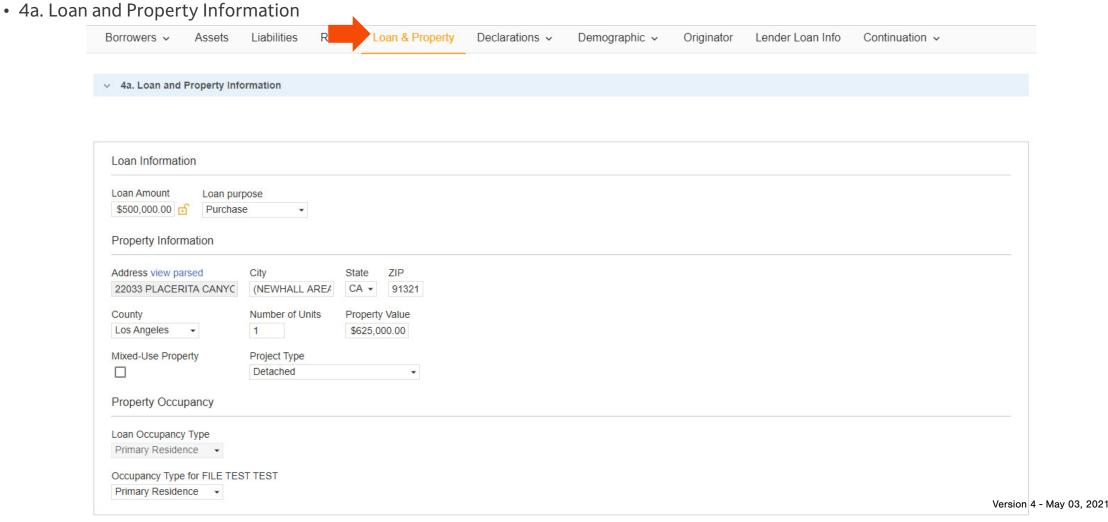
APPLICATION INFORMATION - REOS

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.
- 2. Please make sure that "Intended Occupancy" is correctly filled out.



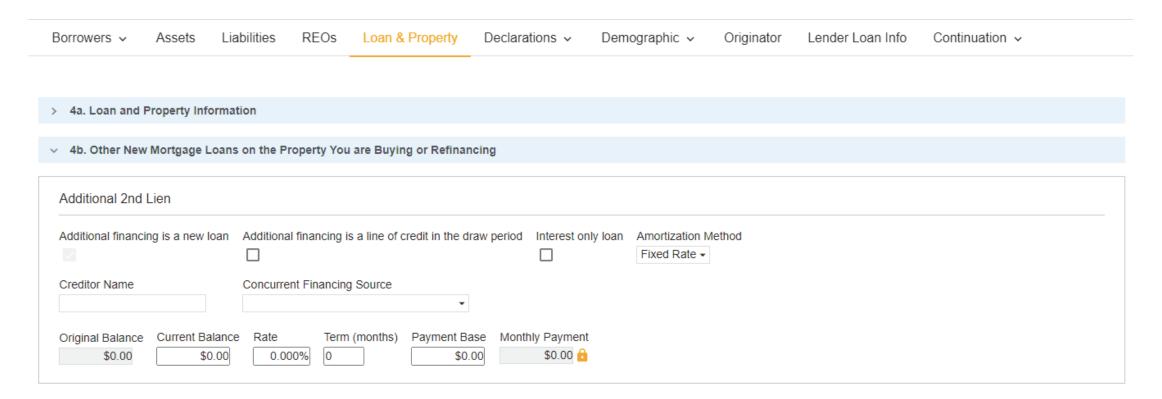
APPLICATION INFORMATION - LOAN & PROPERTY

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:



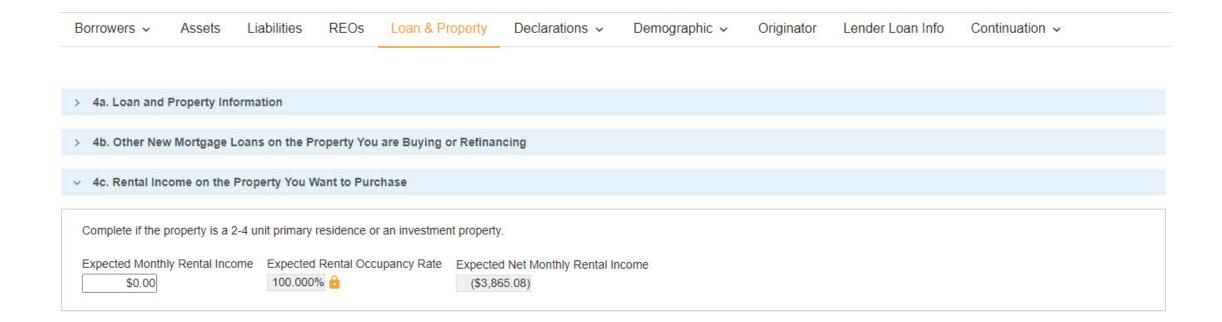
APPLICATION INFORMATION - LOAN & PROPERTY

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing



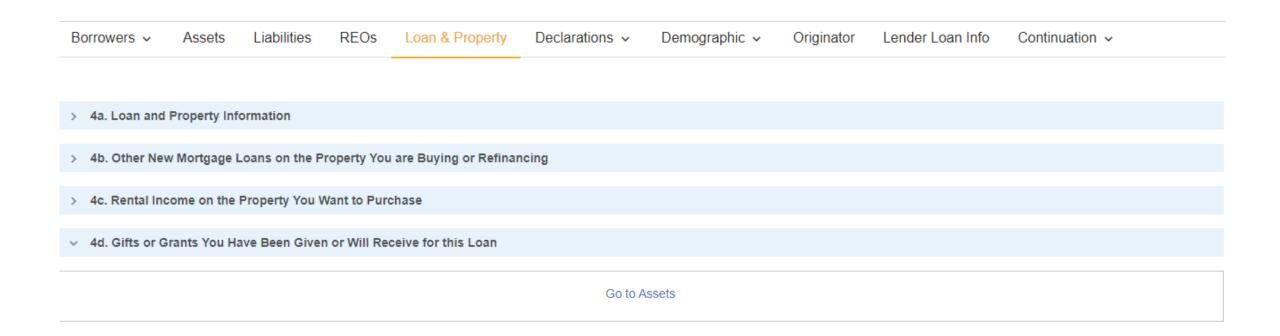
APPLICATION INFORMATION – LOAN & PROPERTY

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - 4c. Rental Income on the Property You Want to Purchase



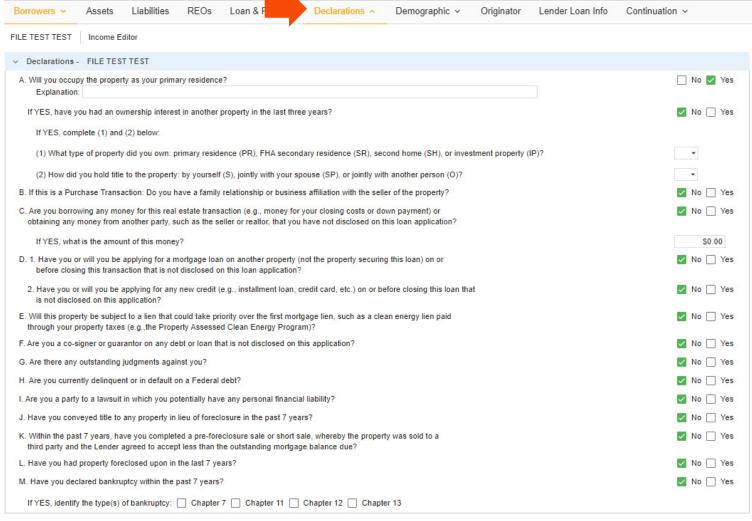
APPLICATION INFORMATION - LOAN & PROPERTY

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - 4d. Gifts or Grants You Have Been Given or Will Receive for this Loan



APPLICATION INFORMATION – DECLARATIONS

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:



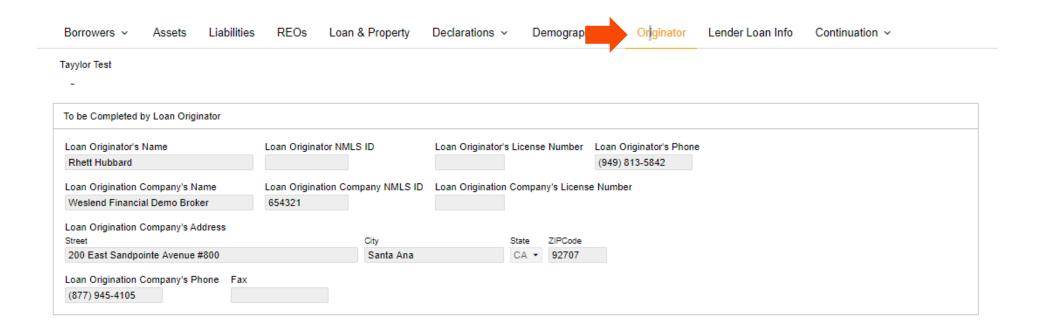
APPLICATION INFORMATION – DEMOGRAPHIC

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.

E TEST TEST	
purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage ing, federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage osure laws. You are not required to provide this information, but are encouraged to do so. The law provides that we may not discriminate on the basis of this information, or on whether you choose to de it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation uname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application.	
Demographic Info - FILE TEST TEST	
Ethnicity	Race
Hispanic or Latino	American Indian or Alaska Native - Enter name of enrolled or principal tribe:
Mexican Puerto Rican Cuban	
Other Hispanic or Latino - Enter origin:	Asian
	Asian Indian Chinese Filipino
Examples: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.	Japanese Korean Vietnamese
Not Hispanic or Latino	Other Asian - Enter race:
I do not wish to provide this information	
Sex	Examples: Hmong, Laotian, Thai, Pakistani, Cambodian, etc.
Female	Black or African American
Male	Native Hawaiian or Other Pacific Islander
I do not wish to provide this information	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan
	Other Pacific Islander - Enter race:
	Examples: Fijian, Tongan, etc.
	White
	I do not wish to provide this information
This demographic info was provided through: O Face-to-Face O Telephone Interview O Fax or Mail O Email or Internet (a) Leave Blank	
To Be Completed by Financial Institution (for application taken in person)	
Was the ethnicity of the Borrower collected on the basis of visual observation or surname?	No Yes a Leave Blank
Was the sex of the Borrower collected on the basis of visual observation or surname?	No Yes a Leave Blank
Was the race of the Borrower collected on the basis of visual observation or surname?	No Yes a Leave Blank

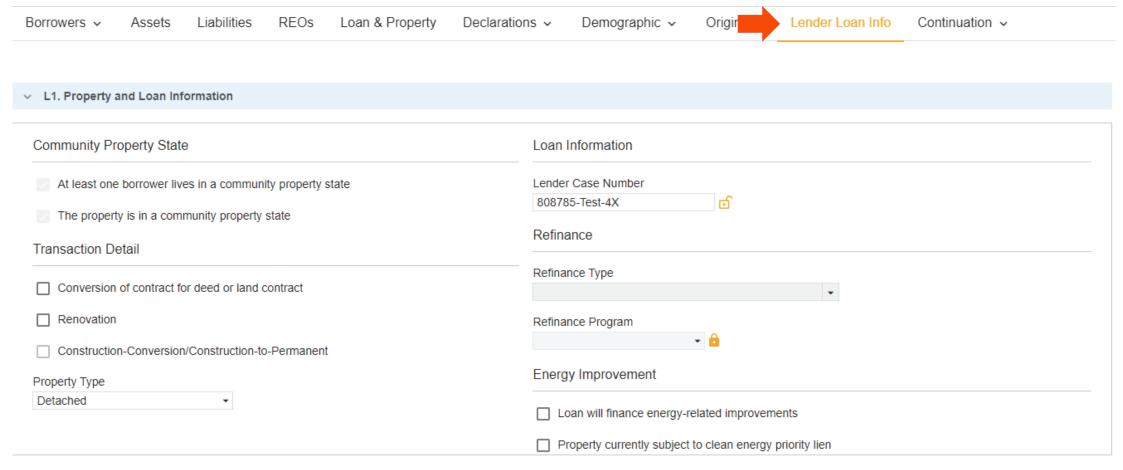
APPLICATION INFORMATION – ORIGINATOR

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly.



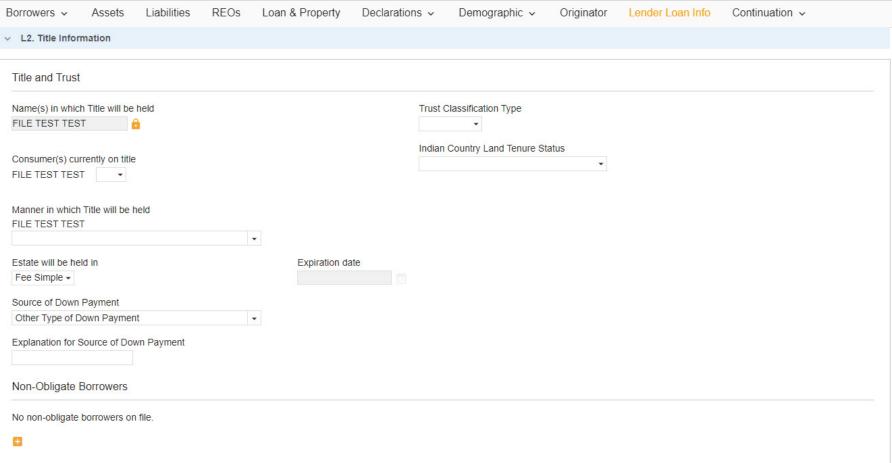
APPLICATION INFORMATION – LENDER LOAN INFO

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - L1. Property and Loan Information



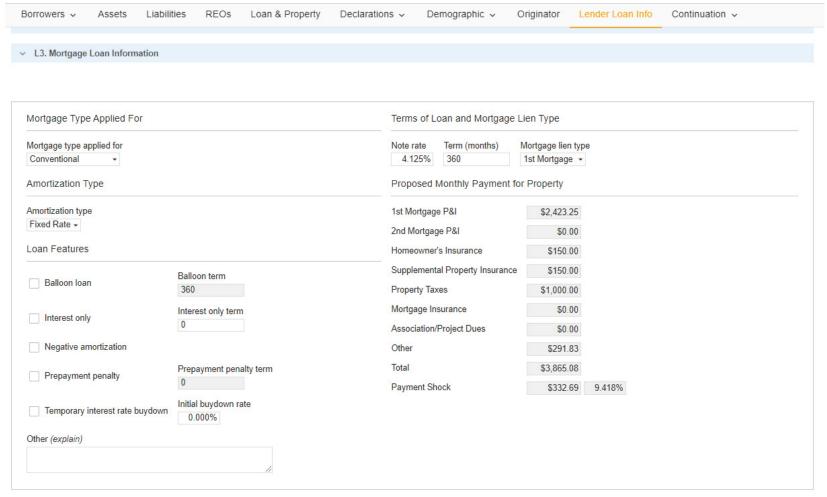
APPLICATION INFORMATION – LENDER LOAN INFO

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - L2. Title Information



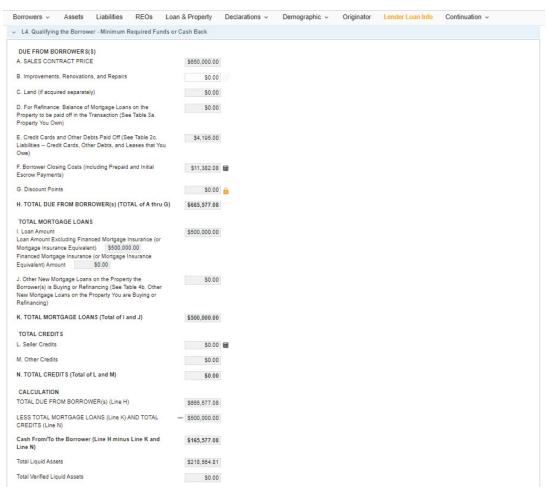
APPLICATION INFORMATION – LENDER LOAN INFO

- 1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly:
 - L3. Mortgage Loan Information



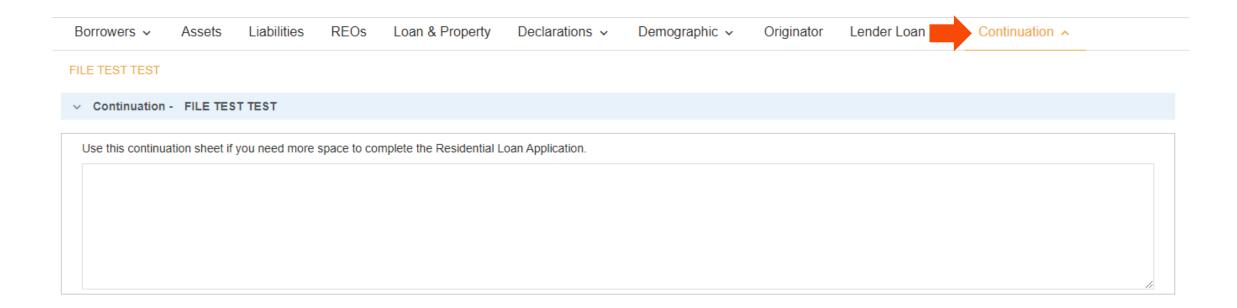
APPLICATION INFORMATION – LENDER LOAN INFO

1. Before proceeding to the next step. Please make sure that the following areas are filled in correctly: • L4. Qualifying the Borrower - Minimum Required Funds or Cash Back



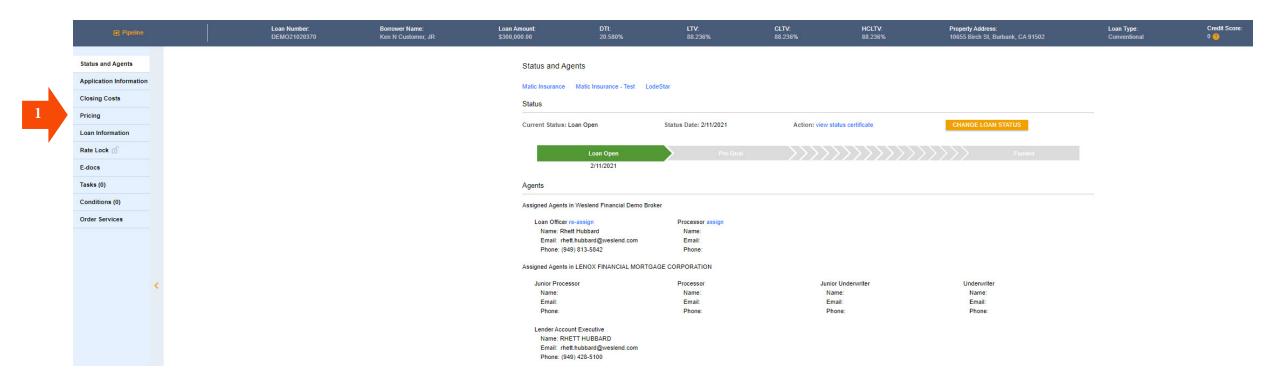
APPLICATION INFORMATION – CONTINUATION

1. The Continuation section can be used if you need to add more information for the Residential Loan Application.



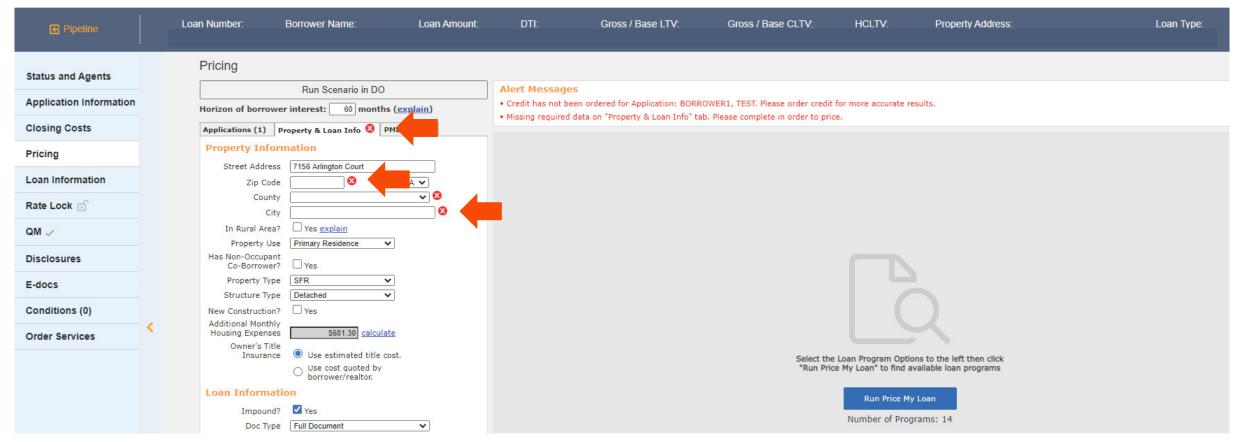
PRICING AND REGISTERING THE LOAN

1. Click on the "PRICING" button.



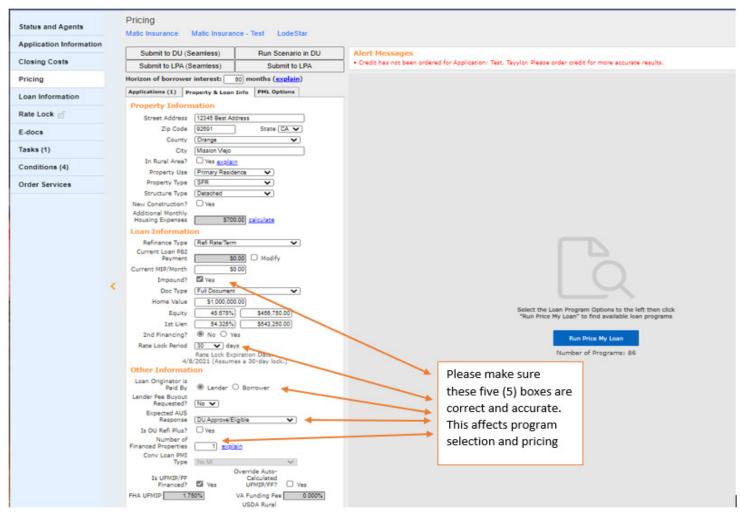
PRICING AND REGISTERING THE LOAN

- Review all red X in the "PROPERTY & LOAN INFO" tab, indicates there is missing information.
 - a. Conventional/Government Loans: Review all red X in the "Property & Loan Info Tab". Complete any missing info. If red X under DSCR enter "0"
 - b. DSCR Loans: put in the correct DSCR coverage level such as "1.09"
- Please do not click "DU seamless or LP seamless".



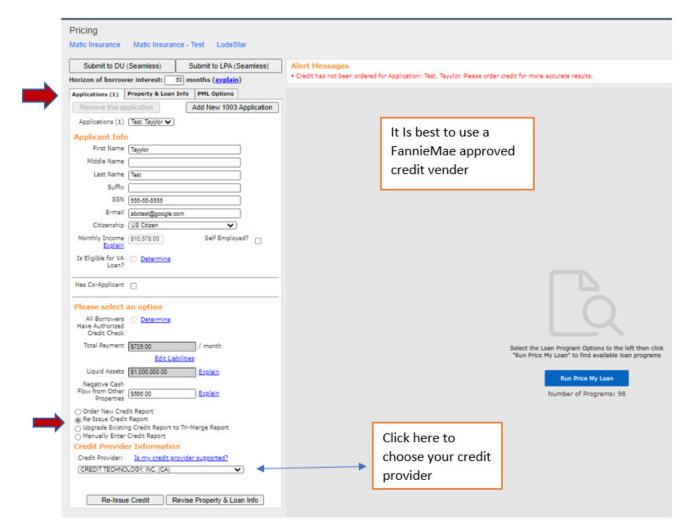
PRICING AND REGISTERING THE LOAN

1. Majority of the information will flood from the import. Take special care to correctly input the arrowed parameters.



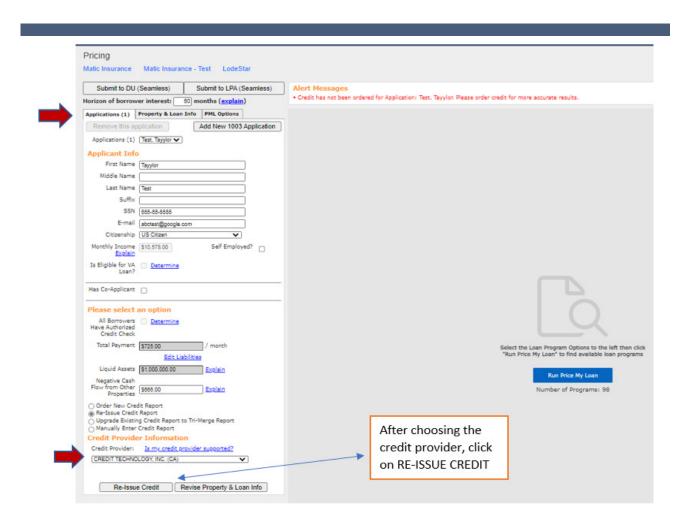
PRICING AND REGISTERING THE LOAN

- 1. To attach a credit report to the file, click on the "APPLICATION #1" tab and scroll to the bottom of the screen.
- 2. Choose the "RE-ISSUE CREDIT REPORT" button to attach the credit report to the file.



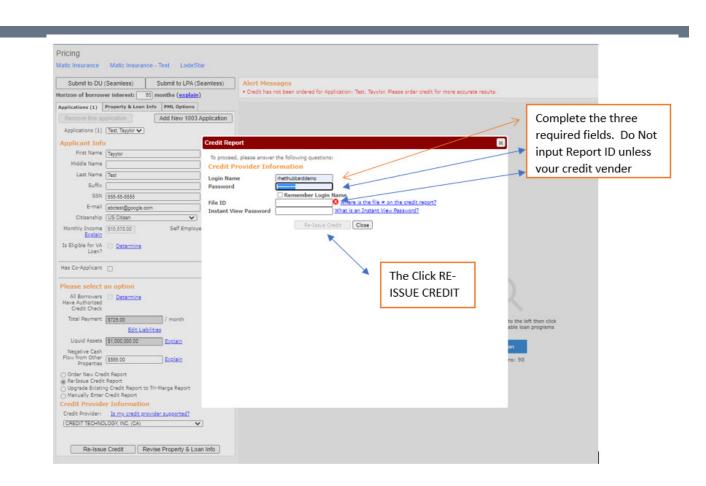
PRICING AND REGISTERING THE LOAN

Please note that there are two potential processes for this depending on your specific provider. In this first example, we have chosen ACRANET as the provider



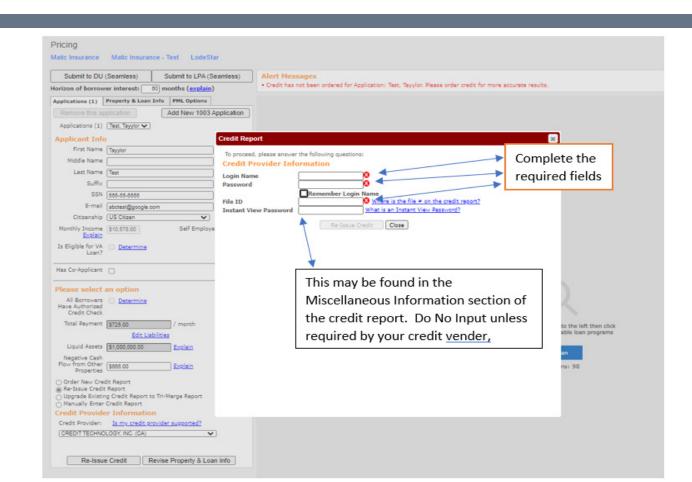
PRICING AND REGISTERING THE LOAN

- 1. Once you have chosen your provider and clicked on "RE-ISSUE CREDIT" you will see one of two screens. Both are similar but ask for credentials in screens that are slightly different. Below is the first example.
- 2. These required fields are from your credit vendor.
- 3. If you are having issues with your login and password, you will need to call your credit vendor.



PRICING AND REGISTERING THE LOAN

- 1. The other potential screen you may see is the following. This screen comes up if the provider is part of the Mortgage Credit Link Network which provides an Instant View Password for each credit report.
- 2. These required fields are from your credit vendor.
- 3. If you are having issues with your login and password, you will need to call your credit vendor.



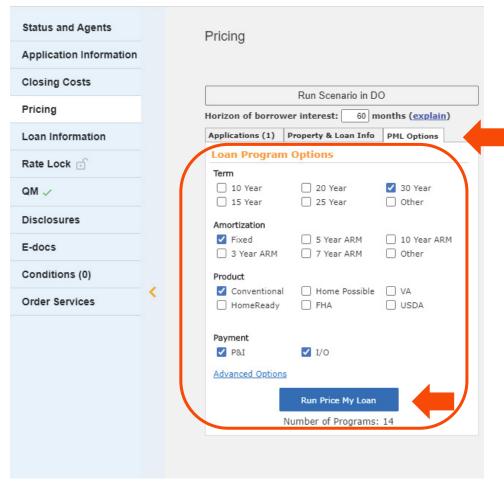
PRICING AND REGISTERING THE LOAN

After re-issuing the credit or after manually entering credit scores, see that the credit scores have now been populated. This will allow you to proceed with the pricing and registration of your loan.



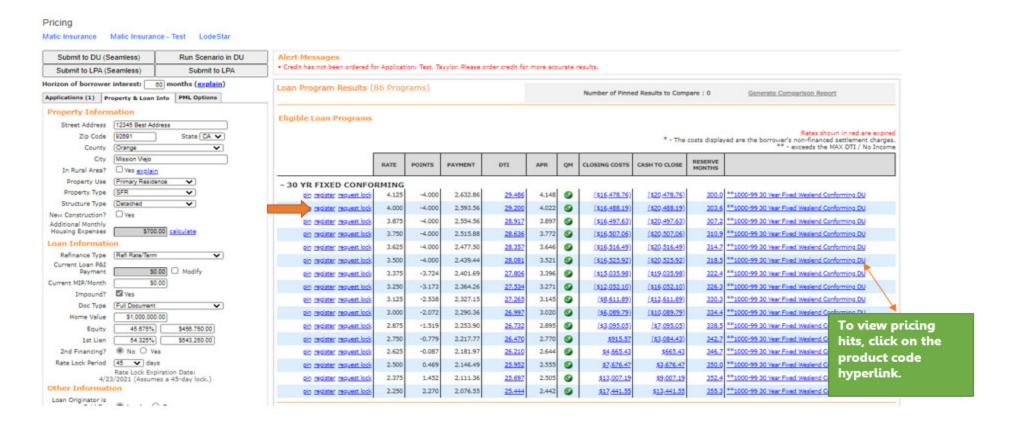
PRICING AND REGISTERING THE LOAN

Now that you have imported your credit, you can proceed to the "PML OPTIONS" tab to price and register your loan. Please make the appropriate selections for the loan and click "RUN PRICE MY LOAN".



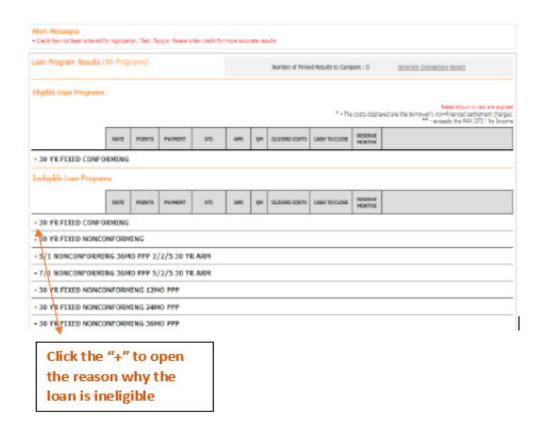
PRICING AND REGISTERING THE LOAN

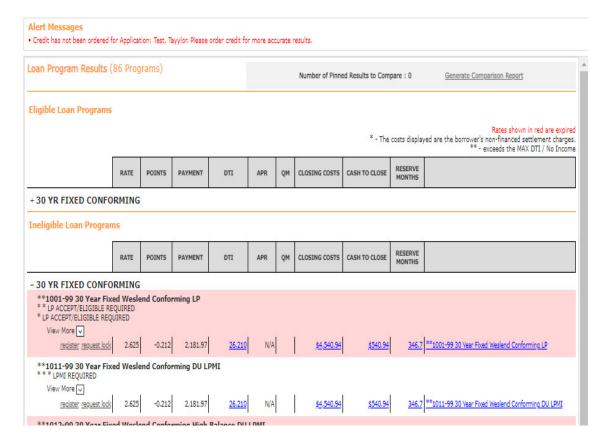
All available pricing will be displayed for the terms and product types you have selected. Please find the rate and pricing that you would like to use and click "REGISTER" next to the rate. The best price program appears. Click on the "+" to see other programs.



PRICING AND REGISTERING THE LOAN

If your preferred program is not displayed, you can review the reasons for ineligibility under "Ineligible Loan Programs".





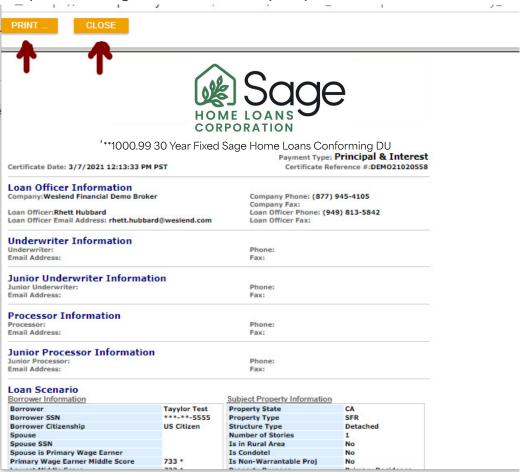
PRICING AND REGISTERING THE LOAN

A new window will open. Please read the Agreement terms, click the "I AGREE" check box, and then the "CONFIRM" button.

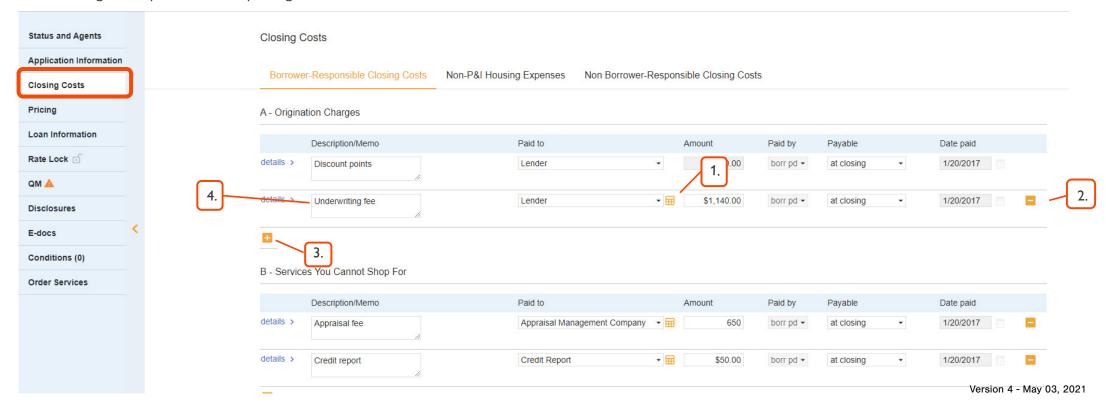


PRICING AND REGISTERING THE LOAN

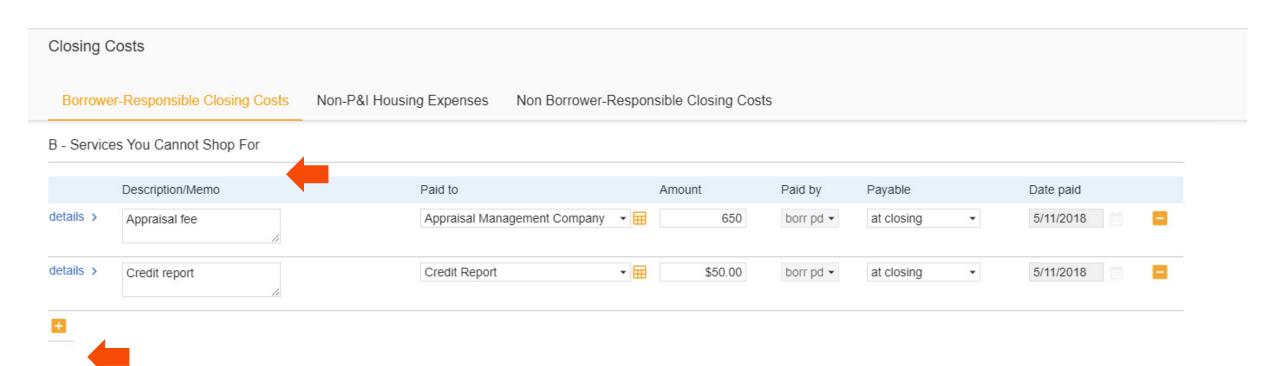
- 1. A registration confirmation page will open where you can view the details of the newly registered loan. You have the option to print the registration details or just review the data and then click close.
- 2. The green status bar will change from loan opened to registered. The setup department will now see it in their pipeline.



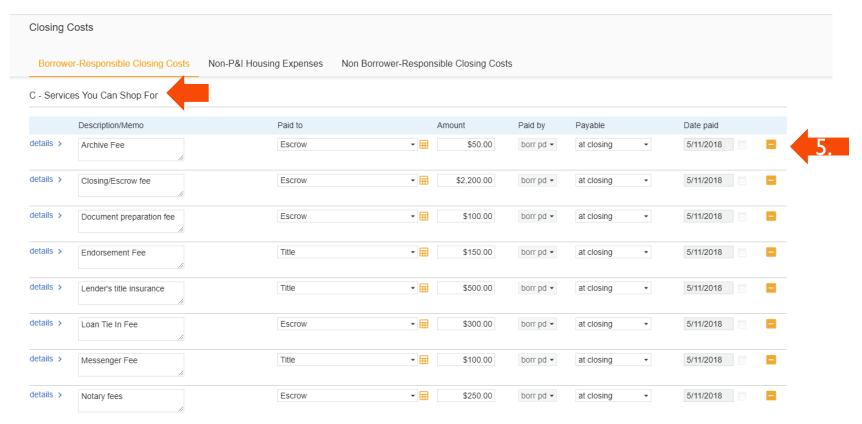
- 1. Fees are pre-populated with an Estimate of common charges as per a Purchase transaction. The fees need to be edited by the Broker for accuracy.
- 2. ORIGINATION CHARGES: These fees cannot increase after initial disclosure.
- Fees can be adjusted, added or deleted as needed by the following:
 - a) Clicking the "CALCULATOR" icon to input fees.
 - b) Delete by clicking the "-" icon.
 - c) Add by clicking the "+" icon.
- 4. If you are buying out the Lender Fee, please use the "-" button to delete the fee. If a borrower paid the transaction, the origination fee will automatically generate based on the figures inputted on the pricing screen.



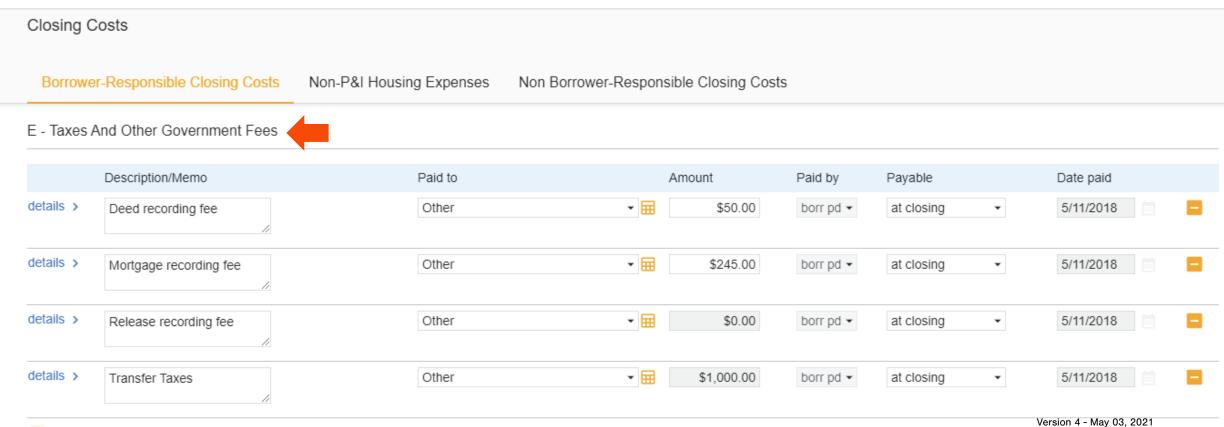
- 1. SERVICES YOU CANNOT SHOP FOR: These fees can never increase after initial disclosure.
- 2. You can find the fees for all AMC's available to you on the "APPRAISAL SCREEN".
- 3. Click on the " + " to find acceptable fees to add in this section, i.e. subordination fee, third party processing fee, 1004D.



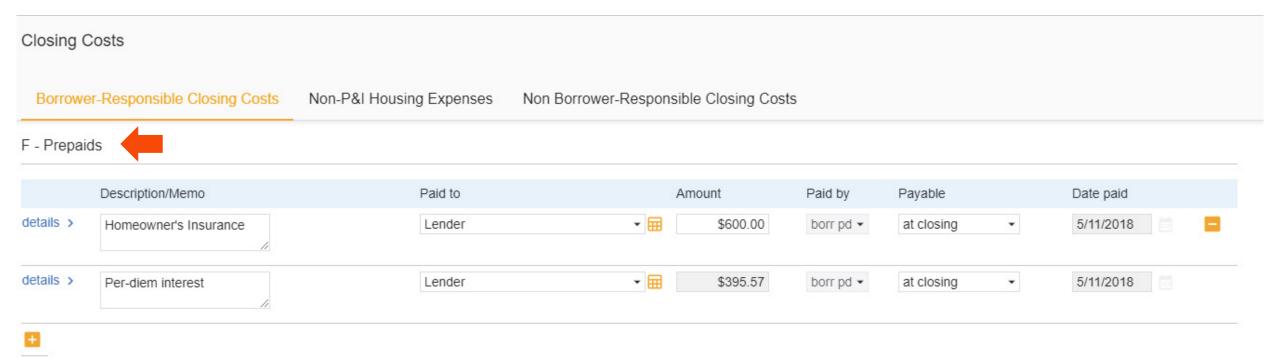
- SERVICES YOU CAN SHOP FOR:
- 2. Fees can increase aggregately by 10% max IF the borrower uses the Service Providers disclosed on the Service Provider List (SPL).
- 3. If the Borrower chooses <u>DIFFERENT</u> Service Providers than what is disclosed on SPL, there is <u>NO</u> limit to an increase in fees.
- 4. The costs shown are defaults for a purchase Please edit the fees in the section accordingly.
- 5. Use the "-" button to remove unwanted fees.



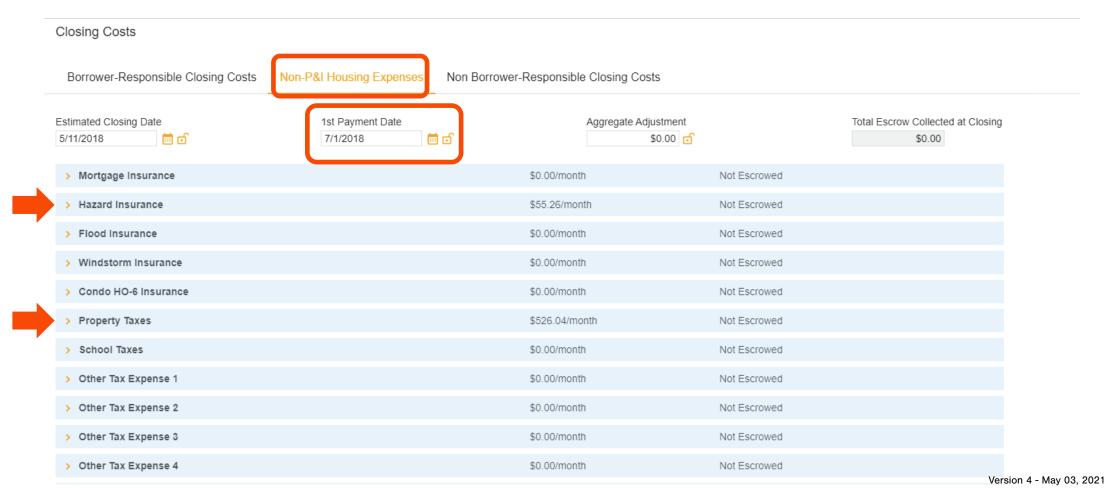
- TAXES AND OTHER GOVERNMENT FEES:
 - Recording fees have a 10% tolerance.
 - Transfer Taxes haze ZERO tolerance.
 - Remove the transfer taxes as necessary when submitting a refinance.
- The costs shown are defaults for a purchase Please edit the fees in the section accordingly.



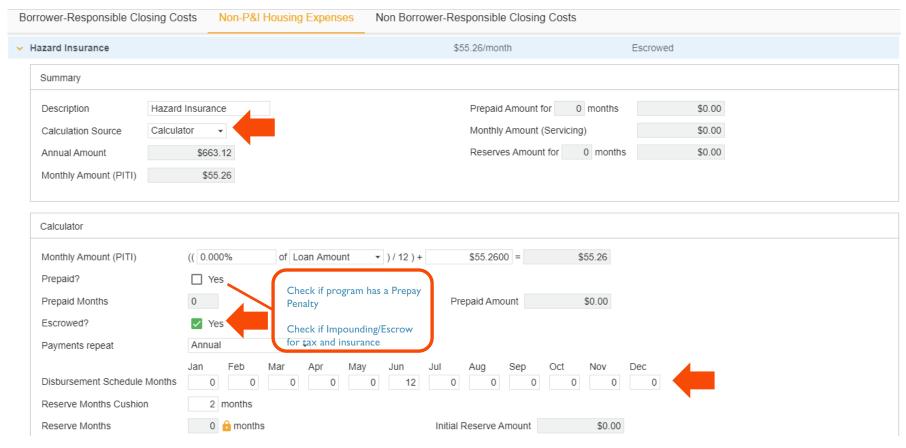
- PREPAIDS NO TOLERANCE LIMIT
 - 1. Hazard Insurance is shown from the broker system and can be edited on the non-P&I Housing Expense tab.
 - 2. The per diem interest is automatically calculated based on the close date from your system.
- 2. The costs shown are defaults for a purchase Please edit the fees in the section accordingly. Version 4 May 03, 2021



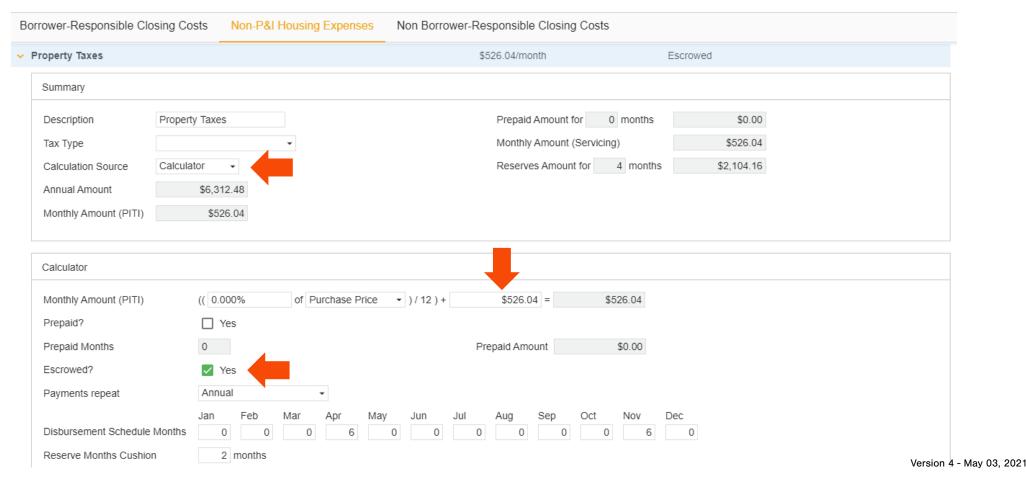
- 1. INITIAL ESCROW PAYMENT AT CLOSING NO TOLERANCE LIMIT
 - If the loan is impounded, you will need to click on the NON-P&I HOUSING EXPENSES tab



- 1. HAZARD INSURANCE
 - Please be sure the calculation source is calculator.
 - Click the check box for "ESCROWED?"
 - The renewal date is defaulted to June. Broker should input "12" in the correct renewal month.

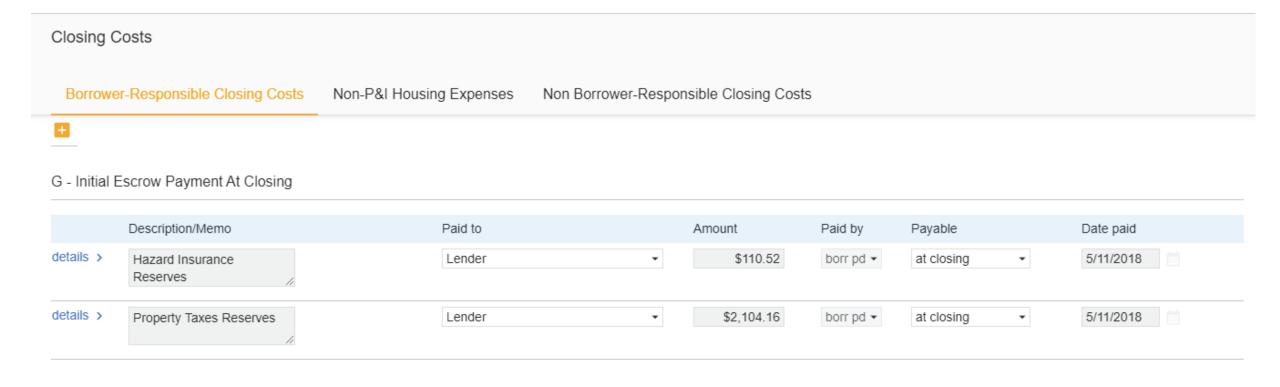


- 1. PROPERTY TAXES
 - Please follow the same process for Property Taxes.
 - There is no need to edit the Disbursement Schedule for the state of California.

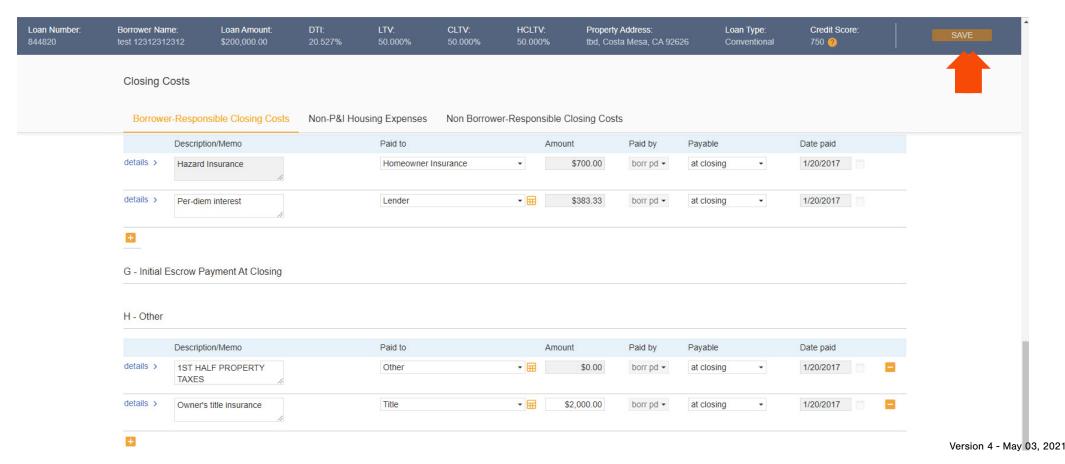


CLOSING COSTS

1. Once the impound figures have been inputted, the impound amounts will flood to Section G.

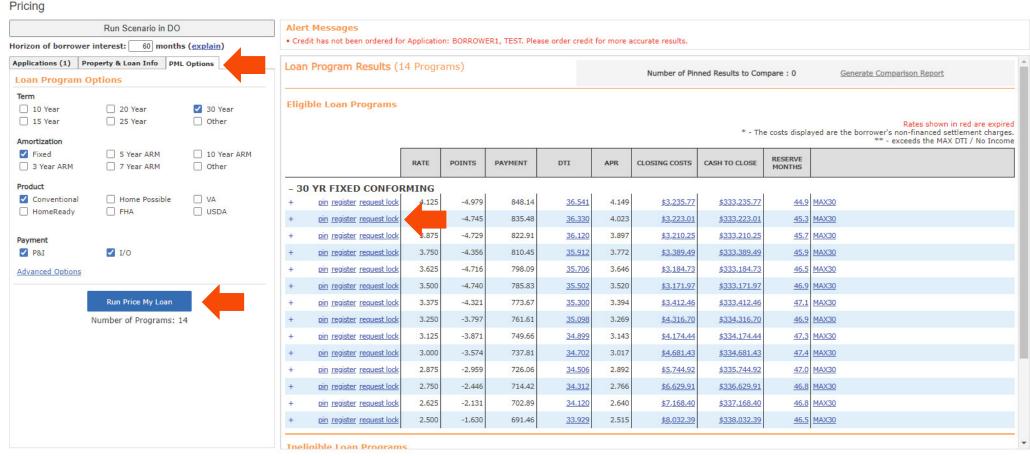


- OTHER-NO TOLERANCE LIMIT
 - The Broker can add other changes that pertain to the transaction.
 - The costs shown are defaults for a purchase Please edit the fees in the section accordingly.
 - Click "SAVE" in the upper right-hand corner of the screen



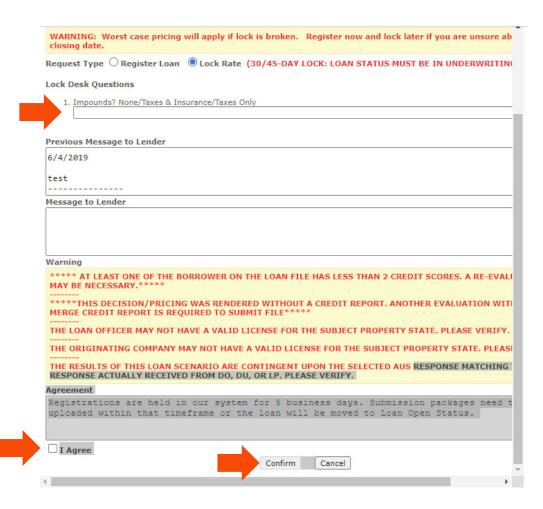
LOCKING THE LOAN

- 1. The loan must have the credit reissued. The loan must already be registered. (Refer to required status for prelocking depending on Broker Channel).
- 2. On the "Pricing" screen, click on the "PML Options" and then click "Run Price My Loan".
- Find the rate and pricing, then click "Request lock" next to the rate.



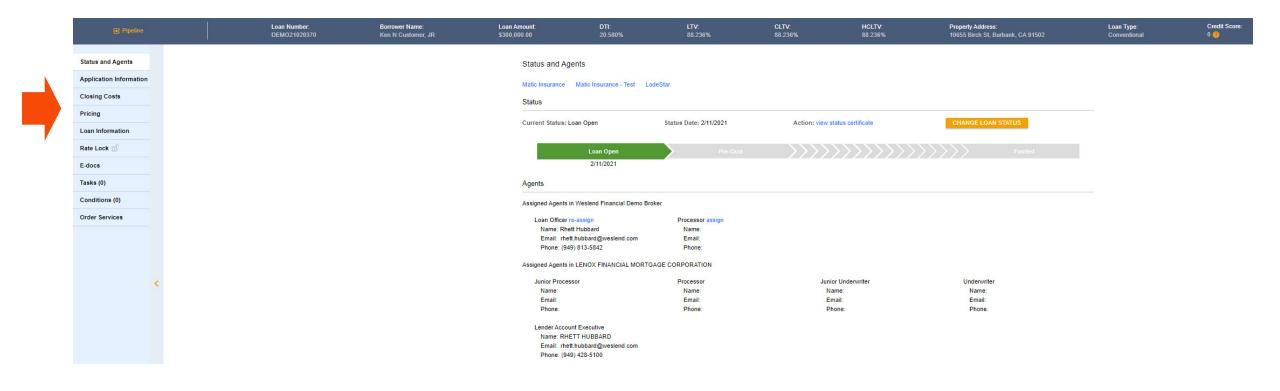
LOCKING THE LOAN

- 1. Confirm Impound question.
- 2. Click "I AGREE".
- 3. Click "Confirm".



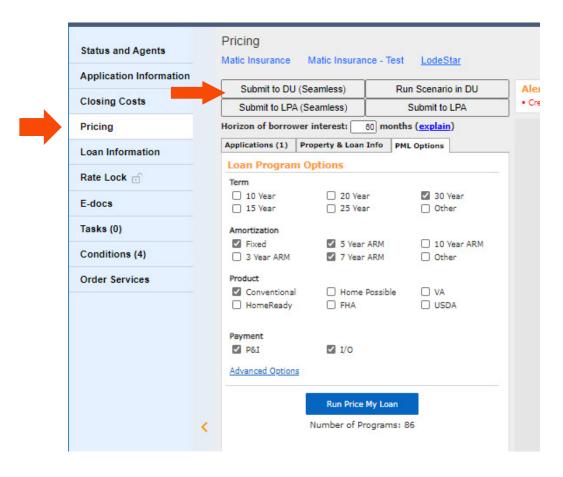
SUBMITTING TO DU

1. Click on the "PRICING" button.



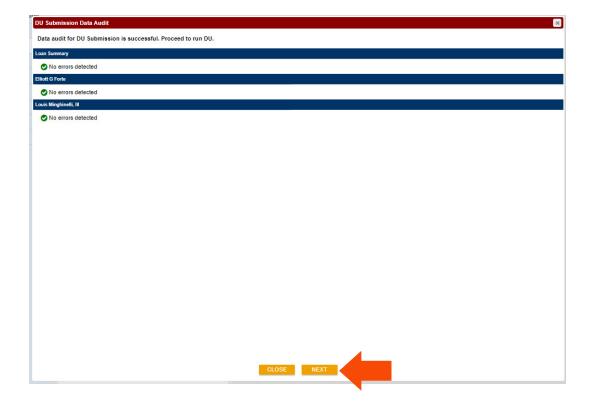
SUBMITING TO DU

- 1. Click PRICING 53
- 2. Click "Submit to DU (Seamless)".



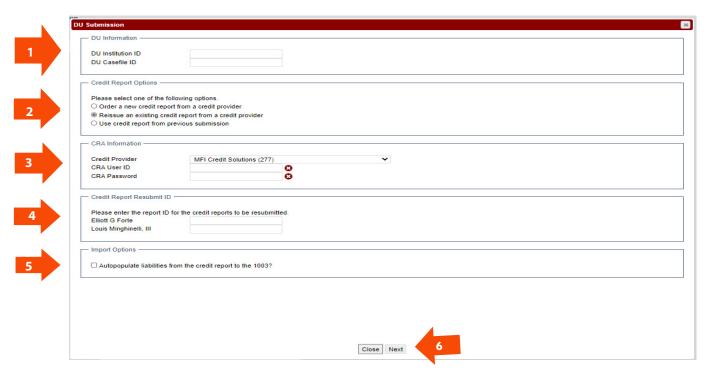
SUBMITING TO DU

1. You will get a POP UP and you will click NEXT



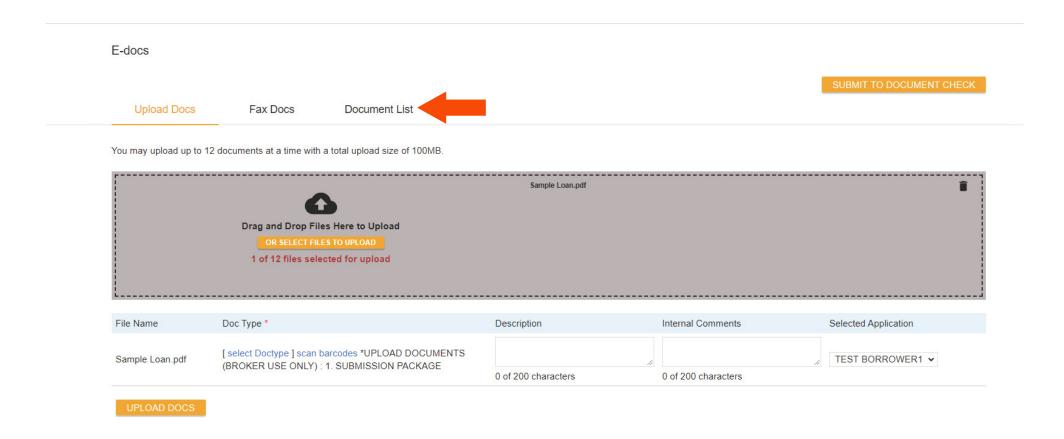
SUBMITING TO DU

- 1. DU Information:
 - a. DU Institution ID **MUST** be blank
 - b. DU Casefile ID MUST be blank
- 2. Credit Report Options: Select "REISSUE AN EXSITING CREIDT REPORT FROM CREDIT PROVIDER".
- 3. CRA Information:
 - a. Select your credit prover
 - b. Input your User-ID and Password
- 4. Credit Report Resubmit ID:
 - a. Input the credit report file number"*UPLOAD DOCUMENTS (BROKER USE ONLY)" folder.
- 5. Import Options: You may leave blank or check the box.
- 6. Then click **NEXT**



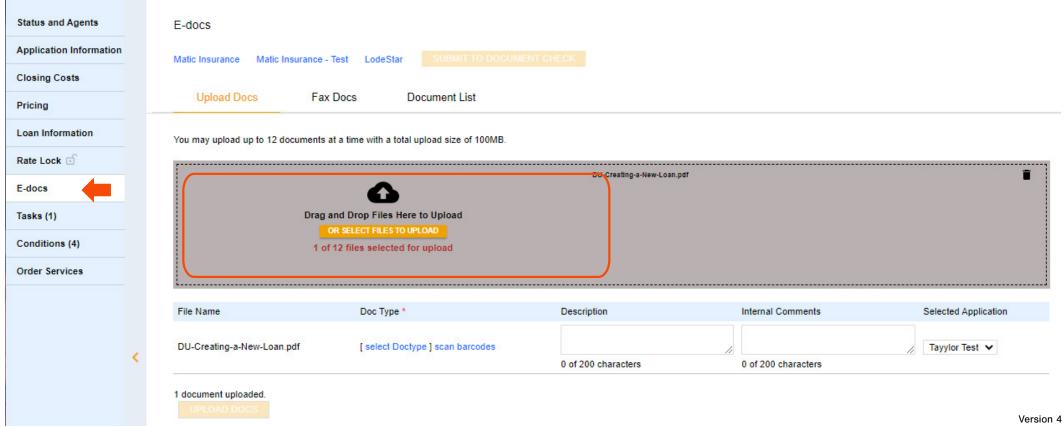
SUBMITING TO DU

DU Results will be downloaded in **EDocs** under "**DOCUMENT LIST**"



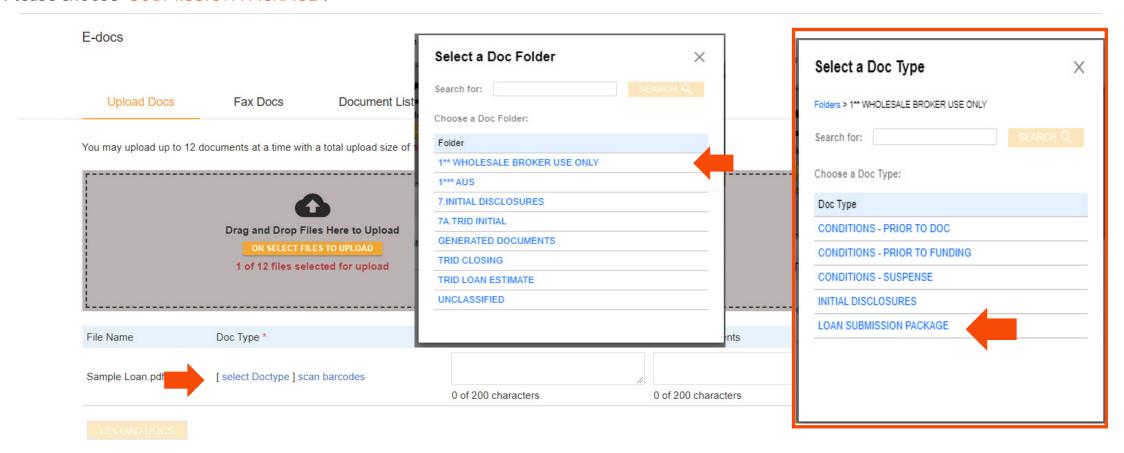
UPLOADING SUBMISSION PACKAGE - E-DOCS

- 1. In the "FILES TO UPLOAD" box, please click the "OR SELECT FILES TO UPLOAD BUTTON" to upload your file.
- 2. You can also Drag and Drop the files into the big box.
- 3. Please select .pdf; or .xml files to upload.



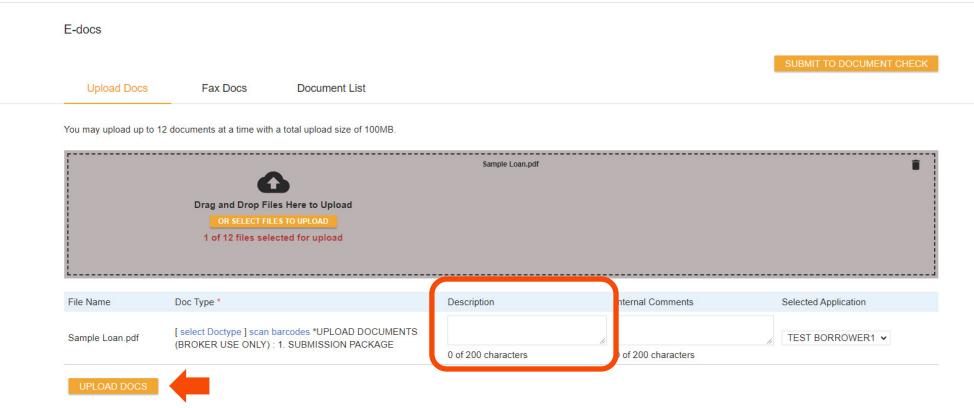
UPLOADING SUBMISSION PACKAGE

- 1. Click on "SELECT DOCTYPE" to select a Doc Folder.
- 2. Please choose "*UPLOAD DOCUMENTS (BROKER USE ONLY)" folder.
- Please choose "SUBMISSION PACKAGE".



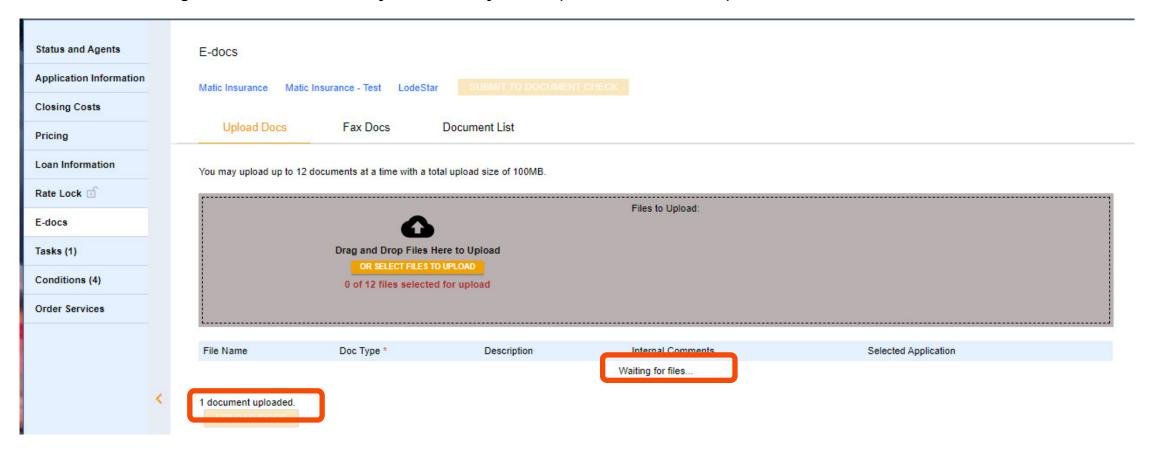
UPLOADING SUBMISSION PACKAGE

- 1. Comments can be added in the "DESCRIPTION" button if needed.
- 2. Click on "UPLOAD DOCS" ONCE to finish uploading your document.
- 3. Please be patient while documents are being uploaded into the system as it doesn't have a progress bar to show its progress, but here are two ways to tell if the documents are in the system.
- 4. Please note that CLOSING or MOVING to another page while the file is being uploaded will CANCEL the uploading process and THE FILE WILL BE LOST.



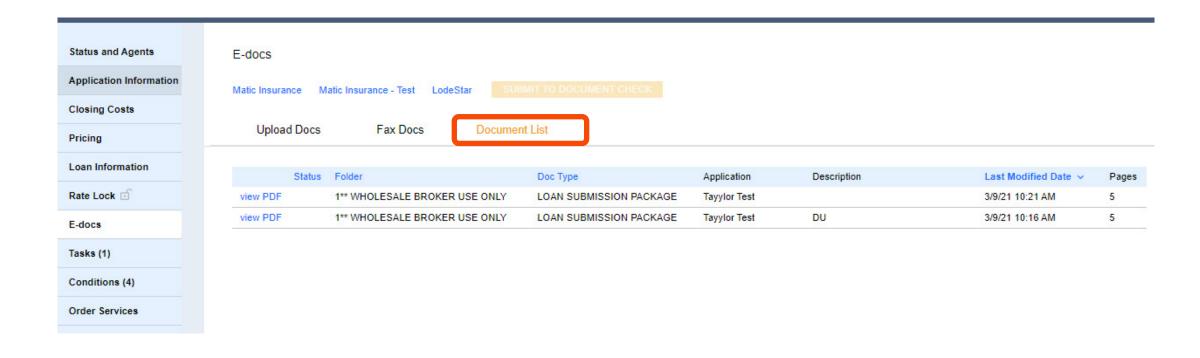
UPLOADING SUBMISSION PACKAGE

- 1. When the documents are uploaded, the PDF and "UPLOAD DOCS" will disappear from the box, but will show 1 document uploaded.
- 2. You will see "Waiting for Files" means the system is ready to accept more document uploads



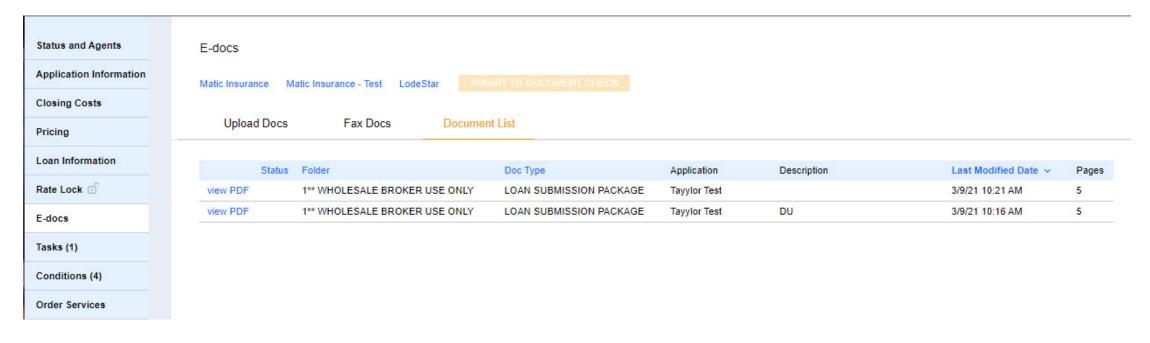
UPLOADING SUBMISSION PACKAGE - CHECKING FOR UPLOADS VALIDATION

- 1. Another way to check is by clicking on the "DOCUMENT LIST" tab.
- 2. Everything that you upload or Weslend Financial uploads into the system will be visible.



UPLOADING SUBMISSION PACKAGE

- 1. After uploading the files you are complete.
- 2. The Setup Department will be alerted to work on your file.



CONGRATULATIONS!

Your Loan is Registered and once all Submission Documents uploaded the loan will be submitted

Our Loan Set-Up Team will review and contact you if any items are needed



THANK YOU FOR YOUR BUSINESS

PLEASE CONTACT YOUR ACCOUNT EXECUTIVE IF YOU HAVE ANY QUESTIONS.