



3100 Bristol Street, Suite 100  
Costa Mesa, CA 92626  
(866)226-2205  
NMLS#243082

## WHOLESALE LOAN SUBMISSION PROCEDURE

Thank you for allowing Brokers First Funding, a dba of BFF, Inc ("BFF") the opportunity to partner you with. We greatly appreciate you and the opportunity you have given us. To submit a loan to us for review and approval, you will be asked to access and upload the necessary information and documentation to our Broker Portal. This guide will walk you step-by-step through the Broker Portal, which connects directly to our loan origination system ("LOS"), MeridianLink Mortgage f/k/a LendingQB. The Broker Portal provides a central online location where you can originate, process, and monitor loans.

After logging into the Broker Portal, you can originate new loan files or import loan files from a Fannie Mae/MISMO 3.4 formatted file. Once the loan is added to our portal, you can submit the loan or take actions such as ordering a credit report or searching for product and pricing options. You can also use the portal to monitor the loan's status. At the same time, we can monitor the loan activity in our LOS and ensure we are receiving all the necessary information we need. Changes made to the loan file on the website are reflected in the loan when opened in our LOS and vice versa.

This guide provides all the instructions necessary to log into the Broker Portal and start originating and processing loans. Please reach out to your Account Executive, Account Manager, or our Broker Approval Team (brokerapproval@bffws.com) with any additional questions.

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**Policy**

**“Day 1 Rule”:** BFF requires that applications, and the minimum required documents for early disclosures (see [Loan Submission Form](#) on our website for list of documents) be submitted to BFF on “Day 1” of the application. Upon receipt of the application, it is moved into our Setup Department for review. BFF’s Setup Department will inspect the submission, specifically the application date.

If...	Then...
The application <b>and</b> the minimum required documents for early disclosures were submitted on “Day 1”	BFF will proceed with processing the application. See <a href="#">Loan Process Summary</a> .
The application <b>and</b> the minimum required documents for early disclosures were not submitted on “Day 1”	BFF, upon its discretion, may reject and return the application to the Broker’s Loan Originator with instructions for the Loan Originator to submit a new application with the current day’s date.

**COC / CIC Requests:** BFF requires that all Change of Circumstance (COC) / Change in Circumstance (CIC) requests be submitted through our Broker portal. Upon receipt of the request, it is moved into our Disclosure Department for review. BFF’s Disclosure Department will inspect the request and, in its sole an absolute discretion, may process or reject the request.

**Initial CD Requests:** BFF requires that all Initial Closing Disclosure (Initial CD) requests be submitted through our Broker portal. Upon receipt of the request, it is moved into our Disclosure Department for review. BFF’s Disclosure Department will inspect the request and, in its sole an absolute discretion, may process or reject the request.

**Condition Processing:** BFF requires that all Conditions be submitted through our Broker portal. Upon receipt of the conditions, the file is reviewed by the Account Manager and moved into underwriting if items are deemed acceptable.

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**NOTE:** To avoid delays, PLEASE DO NOT PIECE MAIL. All conditions should be provided at one time

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**Lender IDs**

Agency	Lender ID
Fannie Mae (“FNMA”)	652225
Freddie Mac (“FHLMC”)	195122
Federal Housing Administration (“FHA”)	79613-00002
Department of Veterans Affairs (“VA”)	900136-00-00
Mercury Account #	5946801



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### **Mortgagee Clause**

<b>State</b>	<b>Clause</b>
California	FLEXPOINT INC.,dba Brokers First Funding ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626
Florida	FLEXPOINT INC.,dba Flexpoint Home Loans Inc. ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626
All Others	FLEXPOINT INC. ISAOA/ATIMA 3100 Bristol Street, Suite 100 COSTA MESA, CA. 92626

### **Loan Process Summary**

The following describes the procedural steps and operating standards that BFF utilizes on behalf of its Brokers to review and process a loan for approval. These procedures are created in adherence to the TILA/RESPA Integrated Disclosure ("TRID") Rules set forth by the Consumer Financial Protection Bureau ("CFPB").

1. [Create a Loan](#): Once a completed application is received from the borrower, upload and create your loan file through the TPO Site/Broker Portal (the default loan status is Loan Open).
2. [Submit Your Loan](#): When you have created the loan, proceed to:
  - A. Order or reissued credit,
  - B. Price and register the desired loan program (the loan status will change from Loan Open to Registered), and locked if desired,
  - C. Enter applicable close costs and fees,
  - D. Order or reissued the applicable Automated Underwriting System (AUS),
  - E. Uploaded the Minimum Required Documents for Disclosure, and
  - F. Update the loan status to Document Check.
  - G. Finally, proceed to generate or order initial disclosures by accessing the Disclosures menu and clicking the Order Initial Loan Estimate button. If eligible, the system will allow you to generate the initial disclosures yourself or request that they be completed by BFF. If BFF must complete the disclosure process, the Minimum Required Documents for Disclosures (see BFF's Submission Form for list of documents) must be uploaded under the E-Docs section.

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**Note:** Documents can be uploaded individually or in bulk using the Stored Documents link.

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**NOTE:** Initial disclosure packages include the Loan Estimate, TRID Disclosures, program specific disclosures, and applicable state specific disclosures.

To ensure compliance with the disclosure delivery requirements set forth in the TILA-RESPA Integrated Disclosures Act (TRID), you must upload the minimum required documentation for disclosure within 24 hours of registering your file with BFF.

LOANS SUBMITTED AFTER 2 PM PT ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

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3. [Disclosures Issued](#): If eligible, the initial disclosure package (including the Loan Estimate) will be prepared and delivered to the borrower by you (the Broker) through our Broker Portal. Otherwise, the initial disclosure package will be prepared and delivered to the borrower by BFF.

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**Note:** Note: You will be notified by email when disclosures have been issued.

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4. [Upload a Complete Package](#): The [Minimum Requirements for Submission to Underwriting](#) (see BFF's Loan Submission Form for list of documents) must be uploaded under the E-docs section with all documents being properly indexed / name. Failure to do so may result in delays.

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**NOTE:** Part of the Minimum Requirements for Submission to Underwriting is to: (1) assign/release the FNMA case file (DO/DU) to BFF, and (2) provide PDF copy of the DU findings. Failure to do so at the time of submission will result in BFF running our own.

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5. [Submitted to Underwriting](#): Once the Minimum Requirements for Submission to Underwriting have been provided, BFF's Setup Department will submit the loan to Underwriting for review.
6. [Decision Received](#): When the underwriter issues a decision on your loan, you will receive notification via email. The Underwriter assigned to your file will contact you using the contact information provided on the Submission Form to review any questions on the loan decision. If the loan is approved, a copy of the conditional approval, titled "Loan Approval," will be made available to you for review in the E-docs section of the loan file.

**FOLLOW UP INQUIRIES SHOULD BE DIRECTED TO YOUR ACCOUNT MANAGER  
DIRECTLY**



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7. Clearing Conditions: All requirements ("Conditions") for approval will be listed on the conditional Loan Approval. Upload the items necessary to satisfy the Conditions to the Conditions or E-Docs screens located on the left navigation screen links of the file landing page. Select UW Conditions for the Document Type when uploading through the E-docs screen, or the corresponding condition when uploading through the Conditions screen.
  - A. The stacking order of the documents should correspond with the numbers on the conditional Loan Approval.
  - B. If possible, number the documents to the corresponding condition and upload individually.
  - C. Outstanding conditions should be uploaded in their entirety and should not be "piece-mailed."
8. Condition Review: Your Account Manager will review your conditions and contact you directly to update you on the status of your loan. The loan, however, will not be re-submitted for underwriting review until at least 80% of the required conditions have been provided, unless the loan meets the criteria below:
  - A. Appraisal has been received, or
  - B. Loan was suspended, and the suspense condition(s) are ready for review.

**CONDITIONS SUBMITTED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING  
BUSINESS DAY**

9. Change of/in Circumstance ("COC" or "CIC"): You can request a COC/CIC Loan Estimate if/when needed through the Disclosure section of the loan in the Broker Portal. In all cases, the BFF's Wholesale Change Request Form will be required along with any required supporting documentation.
10. Clear to Close ("CTC"): Once all prior to doc conditions have been uploaded, reviewed, and cleared, your loan will be Clear to Close. You will receive notification of the status change and your Account Manager will contact you directly to update you on the status of your loan.
11. Preliminary Closing Disclosure ("CD") Issued: Once you have received a CTC on your loan, the Preliminary Closing Disclosure ("Preliminary CD") can be sent. You can request your Preliminary CD through the Disclosure section of the loan in the Broker Portal by clicking the Request Initial Closing Disclosure button. In all cases, the loan MUST be locked, and the CD request form, all invoices, and an updated title settlement sheet will be required.

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**NOTE:** Generally, a CTC is required before the Preliminary CD can be requested and sent. However, BFF will consider sending the Preliminary CD when the file is not CTC, on a case-by-case basis. All exception requests must be routed through your Account Manager for approval.

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**CD REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST  
REQUESTS RECEIVED AFTER 3:00 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING  
BUSINESS DAY**

12. [Request Loan Closing Documents \(Docs\)](#): Once you have received a CTC for your loan, you will be eligible to request the loan closing documents. The Closing Information form will be emailed to you by your Account Manager and must be completed and returned before the loan closing documents can be requested. Documents will be prepared and delivered to the settlement agent to coordinate the signing/closing with the Consumer. You will be notified when Docs are sent.

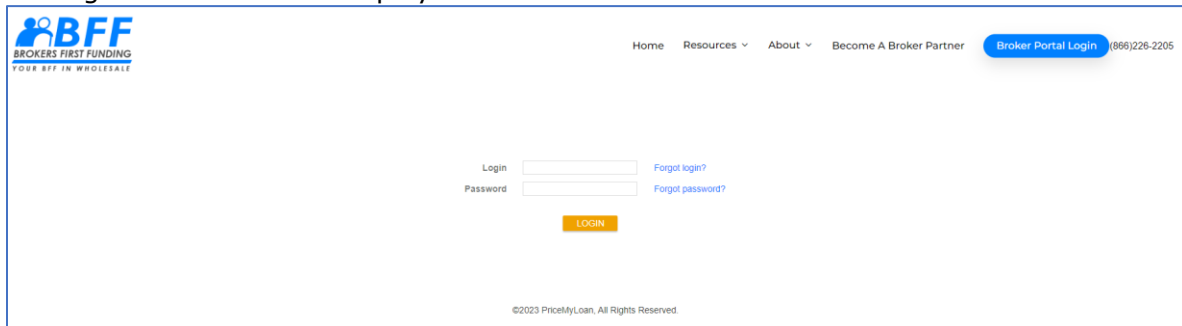
**DOCS REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST**  
REQUESTS RECEIVED AFTER 3 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

13. [Closing/Funding](#): Upon receipt of the fully executed loan closing package, expiration of any federally required wait periods (i.e. Right to Cancel / Right of Rescission), and all prior to funding conditions being cleared, BFF will fund and close your loan.

### Access BFF’s Broker Portal

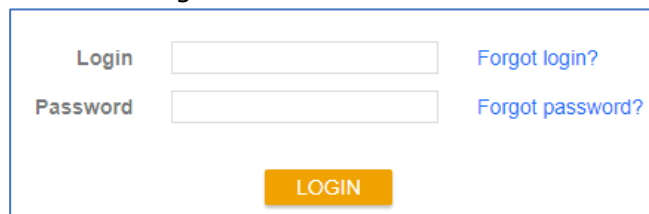
To access BFF’s Broker Portal, take the following steps:

1. Click [here](#) OR enter the following URL into your browser:  
<https://bffws.com/broker-portal-login/>
2. The Log In screen will be displayed.



The screenshot shows the BFF Broker Portal login page. At the top left is the BFF logo with the tagline 'BROKERS FIRST FUNDING' and 'YOUR BFF IN WHOLESALE'. The top right navigation bar includes links for Home, Resources, About, Become A Broker Partner, and a 'Broker Portal Login' button with the phone number (866)226-2205. The main content area features a login form with two input fields: 'Login' and 'Password'. To the right of each field is a link: 'Forgot login?' and 'Forgot password?'. Below the fields is a yellow 'LOGIN' button. At the bottom center, there is a copyright notice: '©2023 PriceMyLoan, All Rights Reserved'.

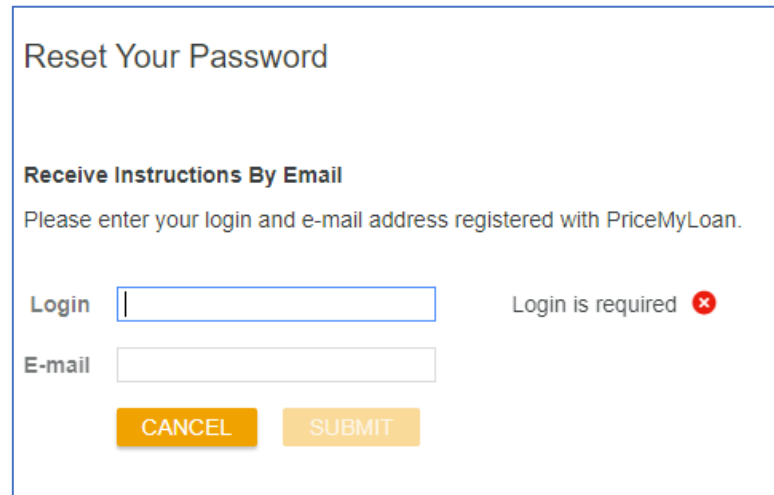
- A. If you already have an account set up, log in to your account:
  - Enter the Login (username) Name
  - Enter the Password
  - Click the “Log in” button.



This is a close-up of the login form from the previous screenshot. It shows the 'Login' and 'Password' input fields, the 'Forgot login?' and 'Forgot password?' links, and the yellow 'LOGIN' button.

- After you log in the landing page of BFF’s Broker Portal will appear. The landing page is also your pipeline view from which you can start new loan files or update active loan files, track status, order credit, and upload documents to satisfy conditions.


- B. If you already have an account set up but forgot you Username:
- Try entering your email address.
  - Click the "Forgot Login?" link and follow directions
  - If this does not, send an email to: [brokerapproval@bffws.com](mailto:brokerapproval@bffws.com)
- C. If you already have an account set up but forgot you Password:
- Click the "Forgot password" link and the Reset Your Password landing page will appear.
  - Enter your Login (username) Name.
  - Enter your E-mail address.
  - Click Submit
  - Follow the rest of the directions.



Reset Your Password

**Receive Instructions By Email**

Please enter your login and e-mail address registered with PriceMyLoan.

Login  Login is required 

E-mail

**CANCEL** **SUBMIT**

- D. Create a New Account:
- All accounts are created by invitation only. Request your Login credentials for the TPO Site/Broker Portal directly through your Account Executive who will request your login credentials from our Broker Approval Team. Once issued, you will be sent a Welcome Email containing your username and a temporary password.
  - To become a Broker Partner, access the 'Become A Broker Partner' section on our website (<https://bffws.com/>), complete and submit the form. Upon completion and review of the information, our Broker Approval team or an Account Executive assigned to you will contact you. Once a complete application package is received, and your firm is approved, access to BFF's Broker Portal will be issued.



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### Start New File

To start a new file, take the following steps:

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**TIP:** Do not forget to click the Save button, located in the top right of your screen, as you proceed from section to section to save the information you enter

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1. Click **Create New Loan**.
2. Click **Import Loan File** which will display right below the **Create New Loan** button. The Import Loan File screen will appear.



3. Select the URLA Version you are using.



4. Select to import an existing MISMO 3.4 format file.
5. Click **Choose File** and upload the 3.4 file.
6. Check the "I understand..." Checkbox.
7. Click Import

**NOTE:** Upon clicking Import, the system will run a duplicate loan check and display any finds immediately below the Import button.

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

**IMPORT**

The following duplicate files were detected

Loan Number	Conditions	Last Name, First Name	Loan Amt	Loan Status / Status Date
 2111300044	0 Condition	Firstimer, Alice	\$240,000	Loan Withdrawn 4/13/2023
 CTD2111240022	0 Condition	Firstimer, Alice	\$240,000	Loan Withdrawn 4/13/2023

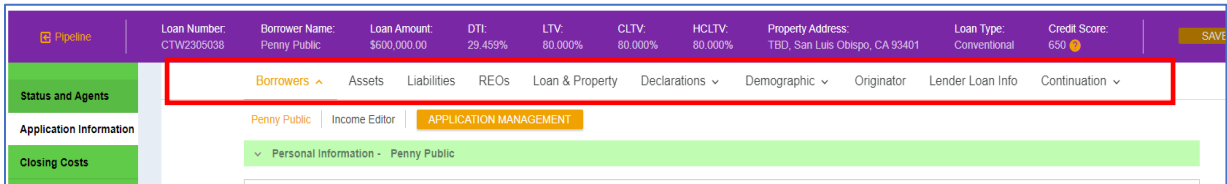
**BACK** **CREATE NEW**

8. Determine if a duplicate file was detected and how to proceed:

If...	Then...
<b>No</b> duplicate records are found	<ul style="list-style-type: none"> <li>• Proceed to Step 9</li> </ul>
Duplicate records are found	<ul style="list-style-type: none"> <li>• Review the findings and determine if the newly uploaded file is truly a new loan.               <ul style="list-style-type: none"> <li>○ If <b>no</b>, click back and access the already existing loan through your pipeline view.</li> <li>○ If <b>yes</b>, click Create New                   <ul style="list-style-type: none"> <li>▪ Proceed to Step 9</li> </ul> </li> </ul> </li> </ul>

9. Once the loan file has been created, you will land on the Application Information screen. A list of available screens is displayed on the left navigation menu.

10. Proceed to review the Application Information screen in its entirety, navigating through all subsections (pages) to ensure completeness and accuracy of the loan application.



The screenshot shows the top navigation bar with fields for Loan Number, Borrower Name, Loan Amount, DTI, LTV, CLTV, HCLTV, Property Address, Loan Type, and Credit Score. Below this is a horizontal menu with tabs: Borrowers, Assets, Liabilities, REOs, Loan & Property, Declarations, Demographic, Originator, Lender Loan Info, and Continuation. A sidebar on the left contains 'Status and Agents', 'Application Information', and 'Closing Costs'. The 'Status and Agents' tab is highlighted in green.

1. Click the Status and Agents screen on the left navigation menu.

**Status and Agents**

The Status and Agents Costs screen will appear.



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- 2. Review the Agents section ensuring that the appropriate Loan Officer and Processor have been assigned. Click the assign/Re-assign button to make any correction

Agents

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Assigned Agents in Testing Branch

Loan Officer re-assign Name: Aaron Tester	Processor assign Name:
--	---------------------------

**TIPS:**

**DSCR** - If the newly created loan is a Debt Service Coverage Ratio ("DSCR") loan, be sure to click on the Loan & Property subsection and enter the Estimated Monthly Market Rent for the subject property under Section 4c:

Borrowers ▾ Assets Liabilities REOs **Loan & Property** Declarations ▾ Demographic ▾ Originator Lender Loan Info Continuation ▾

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4c. Rental Income on the Property You Want to Purchase

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

Expected Monthly Rental Income	Expected Rental Occupancy Rate
<input type="text" value="\$0.00"/>	<input style="background-color: #ccc; color: #999; cursor: not-allowed;" type="text" value="100.000%"/>

Primary Residence Subj Prop Can Have Rental Income  At least one borrower or coborrower w

Debt Service Coverage Ratio

Estimated Monthly Market Rent	<input type="text" value="\$0.00"/>
Qualifying Monthly Gross Rent	<input style="background-color: #ccc; color: #999; cursor: not-allowed;" type="text" value="\$0.00"/>
Qualifying Monthly Payment	/ \$4,534.80
Debt Service Coverage Ratio (DSCR) =	<input style="background-color: #ccc; color: #999; cursor: not-allowed;" type="text" value="0.00"/>

**Close End 2<sup>nd</sup>** - If the newly created loan is a Close End 2<sup>nd</sup>, be sure to click on the Lender Loan Info subsection and set the Mortgage lien type to 2<sup>nd</sup> Mortgage under Section L3:

Borrowers ▾ Assets Liabilities REOs Loan & Property Declarations ▾ Demographic ▾ Originator **Lender Loan Info** Continuation ▾

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L3. Mortgage Loan Information

Mortgage Type Applied For	Terms of Loan and Mortgage Lien Type		
Mortgage type applied for <input type="text" value="Conventional"/>	Note rate 6.000%	Term (months) 360	Mortgage lien type 2nd Mortgage ▾

- 11. Once the application is completed in its entirety, proceed to Product Registration/Order or Reissue Credit.

To register order or reissue credit and register the loan product (loan program), take the following steps:

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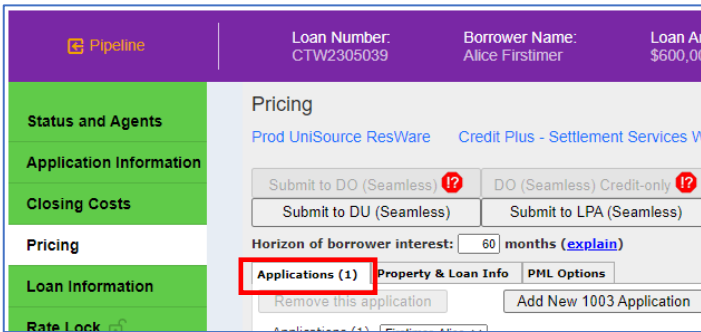
**TIP:** When working through the next few screens, fields labeled with a red "x" are required

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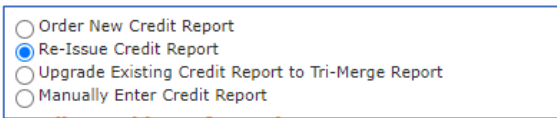
1. Click the Pricing screen on the left navigation menu



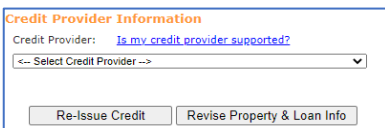
2. Click the Applications tab.



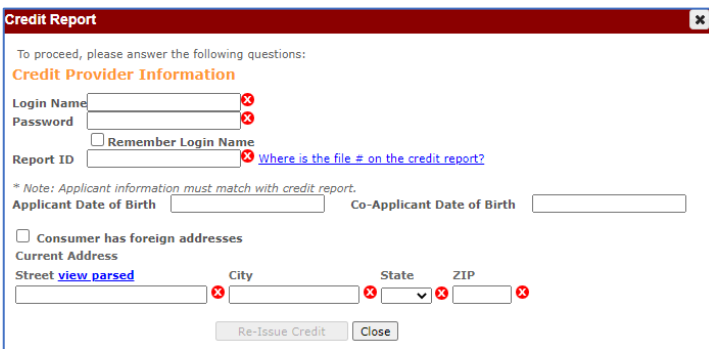
3. Scroll down to the bottom of the page and select Re-issuing Credit Report



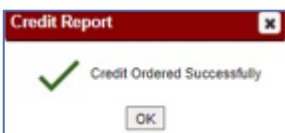
4. Select the appropriate Credit Provider from the dropdown list and click Re-Issue Credit.



5. Complete the credit reissue screen and click Re-Issue Credit



6. Click OK





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- 7. Click the Application Information screen on the left navigation menu

**Application Information**

- 8. Navigating to the Liabilities subsections

Borrowers v Assets **Liabilities** REOs Loan & Property

A list of all liabilities will appear.

- 9. If applicable, click on and review all Mortgages to ensure you are associated with the correct real estate:

Owner	Altered in PML	Debt Type	Company	Balance
Alice Firstimer	No	Installment	MOUNTAIN BANK	\$2,600.00
Alice Firstimer	No	Revolving	HEMLOCKS	\$437.00
Alice Firstimer	No	Mortgage	TBD Company	

<< PREV NEXT >> INSERT ADD MOVE UP MOVE DOWN DELETE

Owner: Alice Firstimer [edit](#)

Debt Type: Mortgage

Company Name: TBD Company

Company Address: Phone: Fax:

Company City: Description: Mortgage Type:

Property Address: <-- Select a matched REO --> ADD BAL / PMT INFO TO REO

- 10. If applicable, click on and review all liabilities to be paid off to ensure they are appropriately marked:

Owner	Altered in PML	Debt Type	Company	Balance	Payment	Paid Off	Used in Ratio
Alice Firstimer	No	Installment	MOUNTAIN BANK	\$2,600.00	\$123.00	No	Yes
Alice Firstimer	No	Revolving	HEMLOCKS	\$437.00	\$44.00	No	Yes

<< PREV NEXT >> INSERT ADD MOVE UP MOVE DOWN DELETE

Owner: Alice Firstimer [edit](#)

Debt Type: Installment

Company Name: MOUNTAIN BANK

Company Address: Phone: Fax:

Company City: Description: Installment Loan

Property Address: <-- Select a matched REO --> ADD BAL / PMT INFO TO REO

Linked Asset: <-- Select a matched auto asset -->

Account Holder Name: Alice Firstimer Acc. Number: 3563A019732 Max Bal:

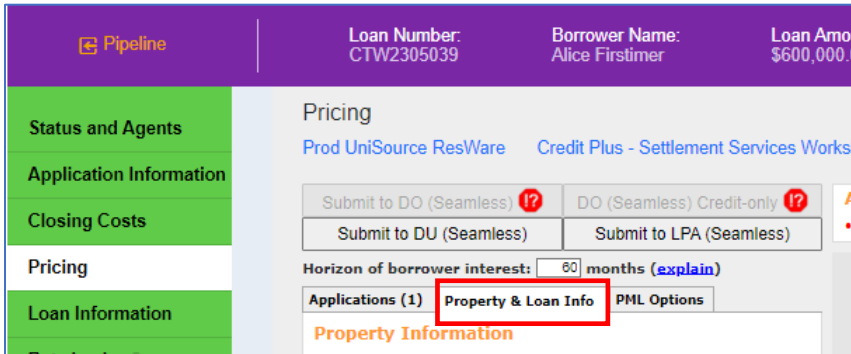
Bal. \$2,600.00 Pmt. \$123.00 Mos. Left Rate Term 36 Due In

Will be paid off \$2,600.00 Payoff

11. Click the Pricing screen on the left navigation menu



12. Click the Property & Loan Info tab



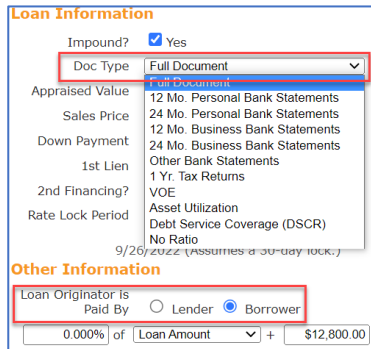
13. Review the Property & Loan Info tab to ensure completeness and accuracy, being sure to select:

- A. The appropriate Doc Type, and
- B. Compensation Type

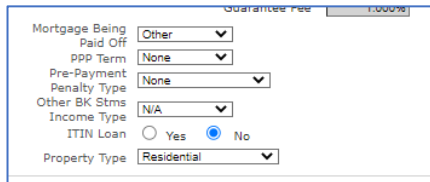
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**NOTE:** Borrower paid compensation must always be selected on NonQM and Down Payment Assistance (DPA) loan programs.

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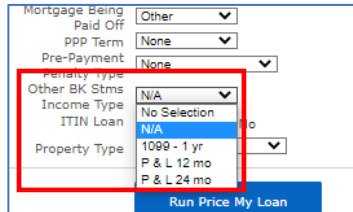
- C. Mortgage being paid off.
- D. Prepayment (PPP) Term.
- E. Prepayment Penalty Type, and any other applicable fields



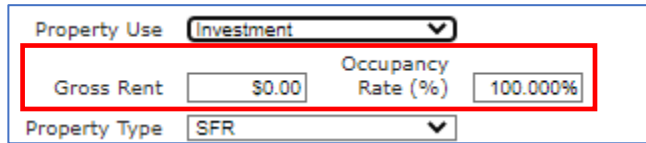
[Intentionally left blank]

**TIPS:**

- **1099 and P&L programs** - select Other Bank Statements as the Doc Type and set the 1099 or P&L option at the bottom of the form:



- **DSCR** – Be sure to enter estimated gross rents so the system can determine the DSCR ratio: “If you did not use the DSCR TIP for rental income”



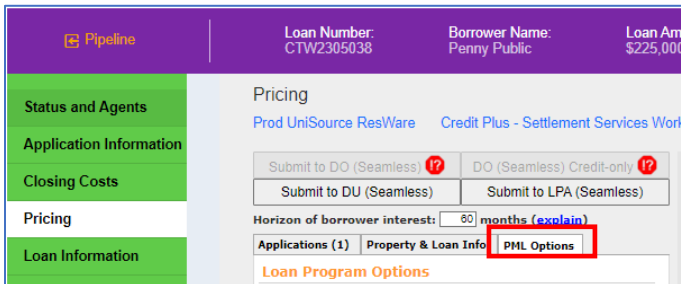
- **Close End Seconds** – Be sure 2<sup>nd</sup> Financing is check Yes, and 2<sup>nd</sup> Financing Type is Closed-end.

2nd Financing?  No  Yes  
 2nd Financing Type  Closed-end  HELOC

If a standalone 2<sup>nd</sup> make sure Impound Type is set to No escrow

Impound Type

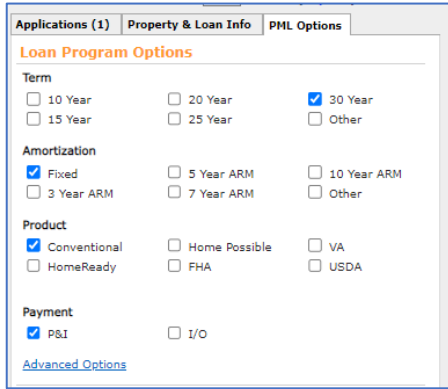
14. Scroll back up and click on the PML Options tab



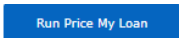
[Intentionally left blank]

15. Review the PML Options tab for accuracy and completeness, checking all applicable items

**TIPS:** For best results, ensure only one box per selection is checked



16. Click Run Price My Loan and a list products will appear to the right



17. Review the list of eligible products and rates

18. Click the register link to float the loan Or click the request lock link to lock your loan.

**NOTE:** Lock requests for some products (NonQM and DPAs) are subject to additional restrictions.

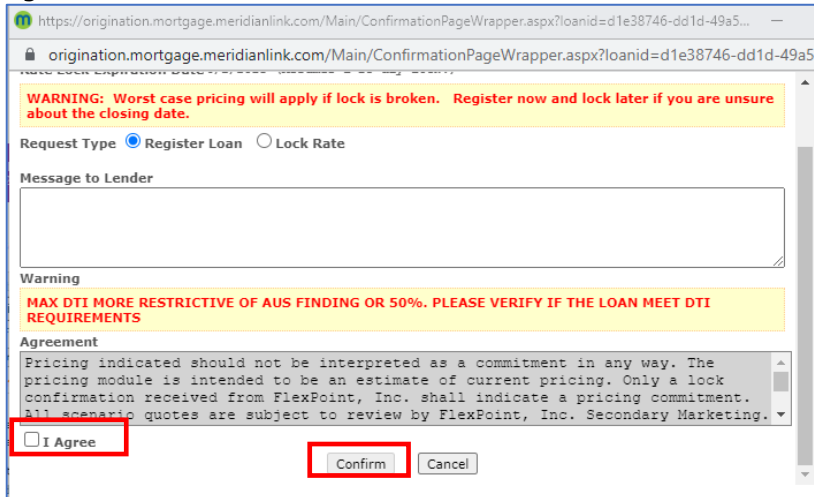
Eligible Loan Programs

Rates shown  
 \* - The costs displayed are the borrower's non-financed  
 \*\* - exceeds the MA

	RATE	POINTS	PAYMENT	DTI	APR	QM	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>- 30 YR FIXED CONFORMING 2-1 BUYDOWN</b>										
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	7.500	-1.039	4,195.29	<a href="#">32.449</a>	7.526	✔	(\$2,100.00)	\$127,200.00	14.1	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	7.375	-0.705	4,144.05	<a href="#">32.193</a>	7.401	✔	(\$100.16)	\$129,199.84	13.9	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	7.250	-0.315	4,093.06	<a href="#">31.938</a>	7.276	✔	\$2,235.66	\$131,535.66	13.6	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	7.125	-0.553	4,042.31	<a href="#">31.684</a>	7.151	✔	\$803.50	\$130,103.50	14.0	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	7.000	-0.268	3,991.81	<a href="#">31.432</a>	7.025	✔	\$2,509.34	\$131,809.34	13.8	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	6.990	-0.247	3,987.79	<a href="#">31.412</a>	7.015	✔	\$2,635.00	\$131,935.00	13.8	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	6.875	0.128	3,941.57	<a href="#">31.181</a>	6.913	✔	\$4,881.16	\$134,181.16	13.4	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	6.750	0.564	3,891.59	<a href="#">30.931</a>	6.830	✔	\$7,493.00	\$136,793.00	13.0	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	6.625	0.248	3,841.87	<a href="#">30.682</a>	6.674	✔	\$5,592.84	\$134,892.84	13.6	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>
<a href="#">pin</a> <a href="#">register</a> <a href="#">request lock</a>	6.500	0.544	3,792.41	<a href="#">30.435</a>	6.577	✔	\$7,364.66	\$136,664.66	13.3	<a href="#">30 FIXED CONF 2-1 FLEX-BUYDOWN</a>

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- A new window will appear for you to confirm your selection. Scroll to the bottom and click "I Agree" checkbox and then the "Confirm" button.



- Upon registration completion, you will receive a popup that includes your registration certificate. You can print this for your records or close it.

## Entering Closing Fees / Cost

After order or reissue credit and register the loan product (loan program), take the following steps:

---

**NOTE: DO NOT** enter in closing cost / fees until the loan program has been registered. Any fees entered prior to will be overwritten.

---

- Click the Closing Costs screen on the left navigation menu.

### Closing Costs

The Borrower-Responsible Closing Costs screen will appear.

---

**NOTE:** A series of "smart fees" are imported in to the Closing Cost screen when the loan program is registered. You may use the imported fees or not. If you choose not to use the imported fees, you will need to use your fee sheet and/or the Title Fee Sheet to complete the next steps.

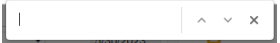
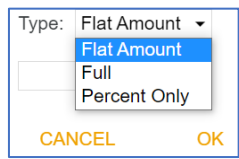
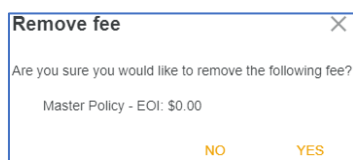
---

- Starting at the top of the Borrower-Responsible Closing Costs screen, scroll down to the applicable fee/cost category and edit/add/remove fees as necessary:

---

**NOTE: DO NOT** edit or remove any fees marked paid to Lender.

A - Origination Charges						
Description/Memo	Paid to	Amount	Paid by	Payable	Date paid	
<a href="#">details &gt;</a> Discount points	Lender	\$3,384.00	borr pd	at closing	5/30/2023	

To...	Then...
Add a fee	<ul style="list-style-type: none"> <li>In the applicable section, click the add button (+).</li> <li>A list of Available Fees will appear.</li> <li>Scroll through the list of available fees and click on the desired fee.</li> </ul> <p><b>TIP:</b> To quickly find a fee, press CTRL-F or F3 and enter the fee name in the search box that appears in the top right corner of the browser window:</p>  <p>The fee will appear on the Borrower-Responsible Closing Costs screen in the applicable section.</p>
Edit a fee	<ul style="list-style-type: none"> <li>Click the edit calculator button (🧮). The calculator window will appear.</li> <li>Select the calculation type (it is recommended to use 'Flat Amount'):</li> <li>Enter the Amount in the fee box that appears</li> <li>Click OK</li> </ul> 
Remove a fee	<ul style="list-style-type: none"> <li>Click the Remove Fee button (-).</li> <li>Click Yes or No when prompted to confirm the removal of the fee:</li> </ul> 

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- If the loan has escrows, scroll to the top of the screen and click on the Non-P&I Housing Expense tab to edit/add/remove a fee from the section G - Initial Escrow Payment At Closing

Borrower-Responsible Closing Costs    **Non-P&I Housing Expenses**    Non Borrower-Responsible Closing Costs

- Click on the appropriate fee category (typically Hazard Insurance and/or Property Taxes)
- Adjust the amount and prepaid months as necessary

Calculator

Monthly Amount (PITI)    (( 0.000% of Appraisal Value ) / 12 ) +    \$156.2500 =    \$156.25

Prepaid?     Yes

Prepaid Months    0    Prepaid Amount    \$0.00

**Order or reissued Automated Underwriting System (AUS)**

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, take the following steps:

- Determine if Automated Underwriting System (AUS) is required:

If...	Then...
The loan is an Agency loan: <ul style="list-style-type: none"> <li>FHA,</li> <li>VA or</li> <li>Conventional (Fannie Mae ("FNMA" or Freddie Mac ("FHLMC")))</li> <li>Chenoa, CalHfa, or TSAHC DPAs</li> </ul>	Proceed to the Step 2
The loan <b>IS NOT</b> an Agency loan: <ul style="list-style-type: none"> <li>NonQM (Full Doc, Expanded Doc, and DSCR),</li> <li>Home Equity Loan,</li> <li>Foreign National and,</li> <li>ITIN</li> </ul>	Proceed to the <a href="#">Submit loan to Document Check</a> section

- Click the Pricing screen on the left navigation menu

**Loan Information**

- Click on the FNMA Addendum tab

Loan Terms    Additional Information    **FNMA Addendum**    FHLMC Addendum

- Click the Submit to DU (Seamless) button

**SUBMIT TO DU (SEAMLESS)**

- Review and fix any errors, and then click Next

DU Submission Data Audit

Data audit for DU Submission is successful. Proceed to run DU.

**Loan Summary**

✔ No errors detected

**Alice Firsttimer**

✔ No errors detected

**CLOSE** **NEXT**

- Check the Reissue an existing credit report from a credit provider radio button

Credit Report Options

Please select one of the following options.

Order a new credit report from a credit provider

Reissue an existing credit report from a credit provider

Use credit report from previous submission

- Select your credit provider, enter your credit User ID and Password

CRA Information

Credit Provider: Test Credit Agency (200)

CRA User ID:

CRA Password:

---

**NOTE:** Certain credit providers have different credentials (usernames and passwords) to reissue credit through DU. Please check with your credit provider if your regular username and passwords do not work.

---

- Click Next

**Next**

- Review DU findings and click the Update button to save the findings

Case ID	1647587932
Results Date	5/15/2023 8:51:36 PM PDT
Underwriting Recommendation	Approve/Eligible
Credit Report ID	5004469

Update this loan with the following information from DU:

DU Findings

Credit Report

Autopopulate liabilities from the credit report to the 1003?

**CANCEL** **UPDATE**

**NOTE:** A complete copy of the DU findings will be available in the E-Docs folder: Click E-docs ( **E-docs** ) → Document List and locate the document title AUS FINDINGS: DO/DU.

Upload Docs	Fax Docs	<b>Document List</b>
Status	Folder	Doc Type
<a href="#">view PDF</a>	AUS	AUS FINDINGS: DO/DU

### Submit loan to Document Check

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, and running AUS (if applicable), take the following steps:

**NOTE:** At this point the Loan is in a Registered status. If it is not, revert back to the Reissue Credit and Product Registration section.

- Click the Status and Agents screen on the left navigation menu.

#### **Status and Agents**

The Status and Agents Costs screen will appear.

- Review the Agents section ensuring that the appropriate Loan Officer and Processor have been assigned. Click the assign/Re-assign button to make any correction

Agents

Assigned Agents in Testing Branch

**Loan Officer re-assign**  
Name: Aaron Tester

**Processor assign**  
Name:

- Click the Change Loan Status button located in the top right of the screen.

#### **CHANGE LOAN STATUS**

The Change Loan Status window will appear.

- Check the Document Check radio button in the Change Loan Status window.
- Click Change Status

**Change Loan Status** ×

Current Loan Status: Registered

New Loan Status:  Document Check

CANCEL
**CHANGE STATUS**

### Determining Method for Document Upload

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, running AUS (if applicable), and change the loan status to Document Check, the user will need to upload the initial conditions (minimum requirements) for Initial Disclosure and/or Underwriting. To upload documents, take the following steps:

**NOTE:** The minimum requirements for disclosure and submission to underwriting can be found on BFF's [Loan Submission Form](#).

Documents can be uploaded to a loan file either through the **E-docs** folder or to a **Condition**. Uploading documents to the E-docs folder will require the user to index/name all documents individually. Alternative, if documents are uploaded to a condition, the system will index/name the document for the user. To upload documents, take the following steps:

- Determine how you would like to upload documents:

If...	Then...
<b>E-docs</b> folder	Proceed to the Uploading Documents to E-Docs section
<b>Conditions</b> folder	Proceed to the Uploading Documents to a Condition section

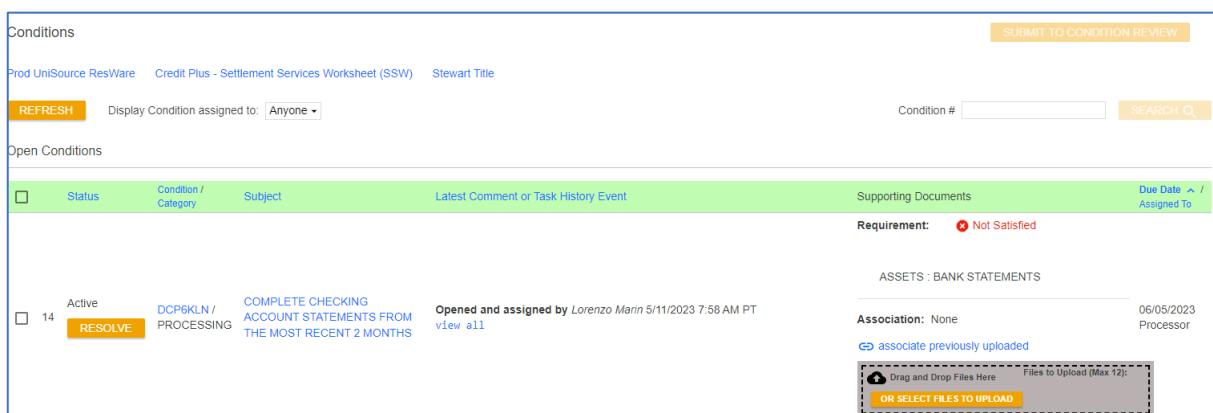
### Uploading Documents to a Condition

To upload documents to a condition, take the following steps:

- Click the Conditions button on the left navigation menu.

**Conditions**

A new window will open up that shows a list of all Conditions on this loan file.



The screenshot shows a web interface for managing conditions. At the top, there are navigation links for 'Prod UniSource ResWare', 'Credit Plus - Settlement Services Worksheet (SSW)', and 'Stewart Title'. A 'SUBMIT TO CONDITION REVIEW' button is in the top right. Below the navigation, there is a 'REFRESH' button and a dropdown menu for 'Display Condition assigned to: Anyone'. A search bar for 'Condition #' is also present. The main content area is titled 'Open Conditions' and features a table with columns: Status, Condition / Category, Subject, Latest Comment or Task History Event, Supporting Documents, and Due Date / Assigned To. A table row is visible with the following details: Status 'Active', Condition/Category 'DCP6KLN / PROCESSING', Subject 'COMPLETE CHECKING ACCOUNT STATEMENTS FROM THE MOST RECENT 2 MONTHS', and a comment 'Opened and assigned by Lorenzo Marin 5/11/2023 7:58 AM PT'. To the right of the table, there is a 'Requirement: Not Satisfied' indicator, 'ASSETS: BANK STATEMENTS', and 'Association: None'. At the bottom right, there is a file upload area with a 'Drag and Drop Files Here' box and a 'OR SELECT FILES TO UPLOAD' button.

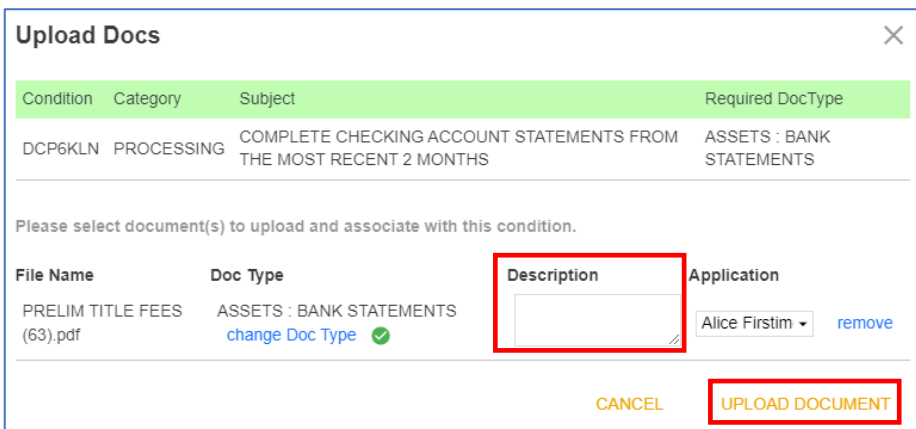
- Select the condition that you will be uploading supporting documents for.

**NOTE:** The minimum requirements for disclosure and/or submission to underwriting, which can be found on BFF's [Loan Submission Form](#), must be satisfied.

- In the "Supporting Documents" column, drag and drop the loan document into the gray box, or click the 'Or Select Files to Upload' button to browse for the file on your machine and click "Upload Document".



- Enter any applicable comments in the description box
- Click "Upload Document".



Once a document has been associated with a condition, the condition will show as being satisfied in the top right corner.



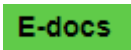
- Repeat steps 1-5 until you have uploaded documents sufficient to meet the minimum requirements for disclosure and/or submission to underwriting have been uploaded.
- Proceed to the Ordering Initial Loan Estimates section

### Uploading Documents to E-Docs

To upload documents to E-Docs, take the following steps:

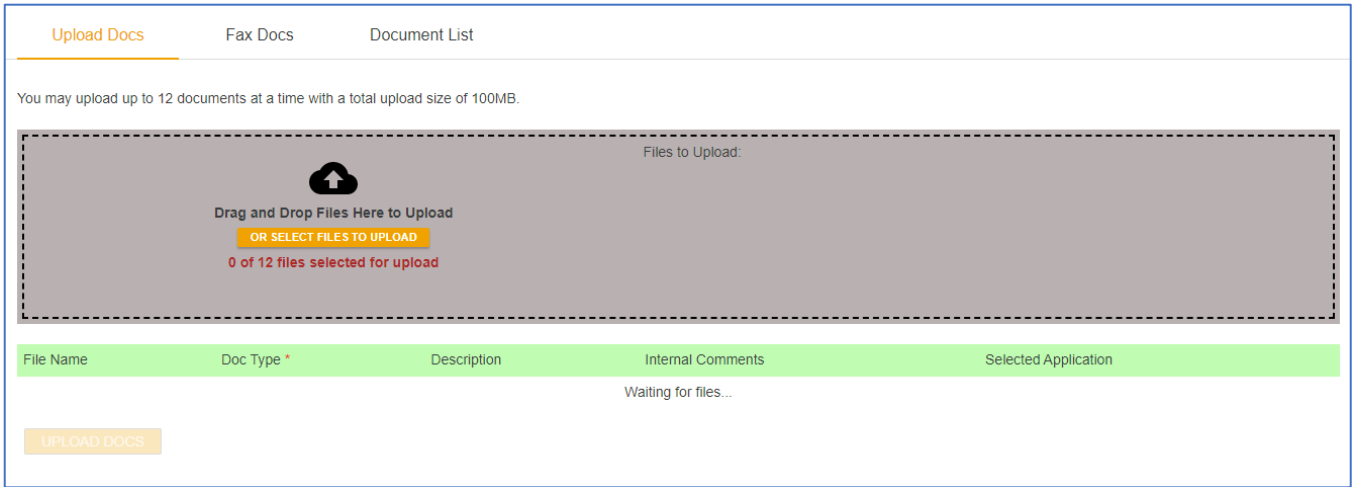
**NOTE:** It is vital that time is taken to properly name every document that is uploaded. Failure to properly name a document **WILL** result in a longer processing time. If a document is put into a generic document name/group, please add comments in the description field so we know what the document is and why it is being provided (i.e. evidence to show that someone else is making a payment (be sure to include details as to what payment it is)).

- Click the E-docs button on the left navigation menu.

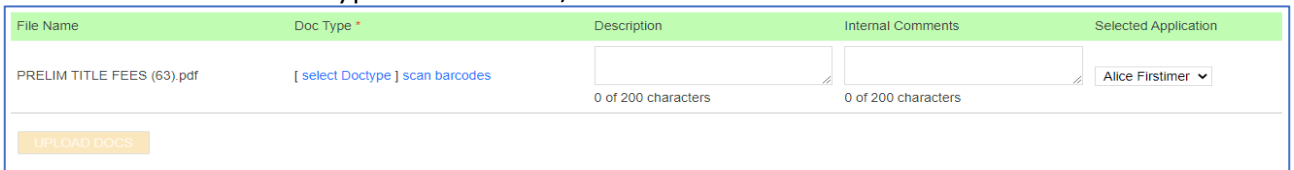


The E-docs Upload Docs screen will appear.

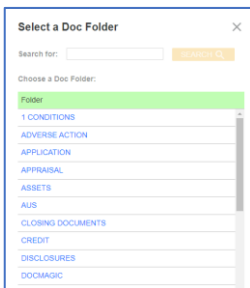
2. Drag and drop the loan document(s) into the gray box, or click the 'Or Select Files to Upload' button to browse for the file on your machine and click "Upload Document".



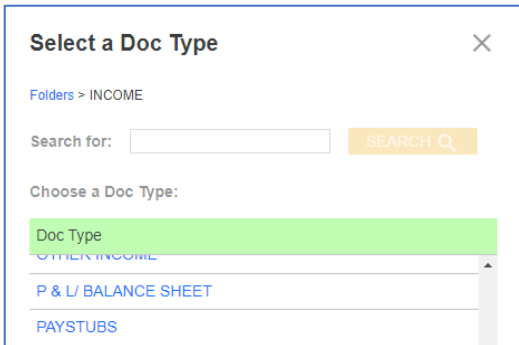
3. Click on the Select Doc Type link to name/index the document



4. Scroll through or search for the applicable Doc Folder (document category) in the list provided and select it.



5. Scroll through or search for the applicable Doc Type in the list provided and select it.



6. Enter any applicable comments in the description box



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7. Click "Upload Docs".

File Name	Doc Type *	Description
PRELIM TITLE FEES (63).pdf	[ select Doctype ] scan barcodes INCOME : PAYSTUBS	<input type="text"/>
		0 of 200 characters
<input type="button" value="UPLOAD DOCS"/>		

---

**NOTE:** Documents will **NOT** be added to the file until the Upload Docs button is clicked, and the Upload Docs button will not be enabled until all documents that have been uploaded have been assigned a document type and name.

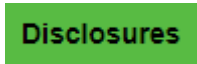
---

- 8. Repeat steps 1-7 until you have uploaded documents sufficient to meet the minimum requirements for disclosure and/or submission to underwriting have been uploaded.
- 9. Proceed to the Ordering Initial Loan Estimates section

**Ordering Initial Loan Estimates**

After order or reissue credit, register the loan product (loan program), and entering the closing fees / cost, running AUS (if applicable), changing the loan status to Document Check, and uploading the initial conditions (minimum requirements) for Initial Disclosure and/or Underwriting, you are ready to order the Initial Loan Estimate/Disclosures. To order the Initial Loan Estimate/Disclosures take the following steps:

1. Click the Disclosures button on the left navigation menu.



The Disclosures screen will appear.

2. Click on the Order Initial Loan Estimate button




---

**NOTE:** If the loan is marked Lender-Paid Compensation a Loan Comparison (Anti-Steering) disclosure will be required. The system will automatically display this screen if/when applicable.

---

Loan Comparison				
Risky Features include Negative amortization, Prepayment penalty, Interest-only payments, Balloon payment within 7 years, Demand feature, Shared equity, and Shared appreciation.				
	Loan with the lowest rate with risky features	Loan with the lowest rate without risky features	Loan with the lowest total discount points, origination points, or origination fees	Current Loan
Interest Rate	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	6.875%
Total Discount points, Loan Origination Fees or Points	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$13,083.00
	<input type="button" value="COPY FROM CURRENT LOAN"/>	<input type="button" value="COPY FROM CURRENT LOAN"/>	<input type="button" value="COPY FROM CURRENT LOAN"/>	



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3. Determine if the Loan Comparison screen pops up.

If...	Then...
<b>Yes</b>	<ul style="list-style-type: none"><li>• Complete the screen based on the information you have available.</li><li>• Proceed to Step 4</li></ul>
<b>No</b>	Proceed to step 4

4. Click Next – Request Review button located to the upper right:

**NEXT - REQUEST REVIEW**

An initial audit will be complete to ensure that the loan meets the minimum requirement to have disclosures sent. Any issues will be indicated with a red "x" (  ).

*[Intentionally left blank]*



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5. Determine if the loan passes the initial audit.

If...	Then...
Yes	Proceed to Step 6
No	<ul style="list-style-type: none"> <li>Review the findings of the audit and take action to correct any items that can be corrected.           <div data-bbox="820 506 935 527" style="background-color: #f4a460; padding: 2px; margin: 5px 0;">CANCEL ORDER</div> <div data-bbox="820 543 1354 785" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Requirements Checklist</p> <ul style="list-style-type: none"> <li>✓ W229 - You are ready to request disclosures</li> <li>✓ W254: Please register a loan program and move loan status to Doc Check before requesting disclosures.</li> <li>✓ W256: BuyDown fee is required before sending out the initial disclosures.</li> <li>✓ User is a loan officer or processor.</li> <li>✓ Loan is not in the Correspondent channel.</li> <li>✗ W264 - Loan Status must be registered and in Document Check status to send out initial Disclosures</li> </ul> </div> <hr/> <p><b>NOTE:</b> In the example above, the user failed to move the loan to a Document Check status. In this case, the user would have to revert back to the Submit loan to Document Check section, complete the required steps and then come back to the Disclosures screen.</p> <hr/> <ul style="list-style-type: none"> <li><b>IF</b> you are able to clear all findings, Proceed to Step 6</li> <li><b>IF</b> you are unable to clear all findings,           <ul style="list-style-type: none"> <li>Click the Request Lender to Complete Order button               <div data-bbox="946 1308 1382 1339" style="background-color: #f4a460; padding: 2px; margin: 5px 0;">REQUEST LENDER TO COMPLETE ORDER</div> </li> <li>Type message to lender</li> <li>Click Submit               <div data-bbox="941 1434 1411 1623" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Request for Lender to Complete Initial Disclosure</p> <p>Please add a message to the lender: *</p> <div style="border: 1px solid #ccc; padding: 2px;">Please send Initial Disclosures</div> <p style="text-align: right;"> <span style="background-color: #f4a460; padding: 2px 10px;">CANCEL</span> <span style="background-color: #f4a460; padding: 2px 10px;">SUBMIT</span> </p> </div> </li> </ul> </li> </ul> <hr/> <p><b>NOTE:</b> Our Setup team will review and process your request within our posted turn times.</p> </li> </ul>



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6. Click Next – Document Vendor Audit button located to the upper right.

**NEXT - DOCUMENT VENDOR AUDIT**

A secondary audit will be complete to ensure that the loan meets the minimum requirement to have disclosures sent. Any issues will be indicated with a red "x" (✖).

7. Determine if the Loan passes the secondary audit.

If...	Then...
<b>Yes</b>	Proceed to Step 8
<b>No</b>	<ul style="list-style-type: none"> <li>Click the Request Lender to Complete Order button <b>REQUEST LENDER TO COMPLETE ORDER</b></li> <li>Type message to lender</li> <li>Click Submit</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Request for Lender to Complete Initial Disclosure</p> <p>Please add a message to the lender: *</p> <div style="border: 1px solid red; padding: 2px;">Please send Initial Disclosures</div> <p style="text-align: right;"> <span>CANCEL</span> <span style="border: 1px solid red; padding: 2px 5px;">SUBMIT</span> </p> </div> <p><b>NOTE:</b> Our Setup team will review and process your request within our posted turn times.</p>

8. Click Next – Order Document Preview button located to the upper right.

**NEXT - ORDER DOCUMENT PREVIEW**

9. Review the preview / draft version of the initial disclosures.

10. Determine if you wish to proceed.

If...	Then...
<b>Yes</b>	Proceed to Step 11
<b>No</b>	<ul style="list-style-type: none"> <li>Click the Cancel Order button located in the top left <b>CANCEL ORDER</b></li> <li>Repeat all previous steps until you have resolved all issues and are ready to send disclosures.</li> </ul>



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11. Check the "I have reviewed and accept the previewed Initial Disclosure PDF" Checkbox located in the upper left corner (under the Cancel Order button).

I have reviewed and accept the previewed Initial Disclosure PDF. \*

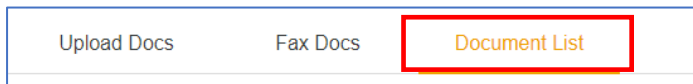
12. Click Next – Complete Request button located to the upper right and the system will deliver the disclosures to the borrower for e-signature. You will receive the following prompt once they are sent:

✔ Congratulations, your order has been completed!

---

### NOTE:

- 1) You will be able to download or print a copy of the disclosure if you like. However, a copy will also be available in the e-docs folder under the Document List tab once the request has been completed.



- 2) DocMagic is our document vendor and so the email to the borrower will come from [docs@docmagic.com](mailto:docs@docmagic.com).
  - 3) Should any of your borrowers have problems e-signing, please direct them to this tutorial: <https://www.docmagic.com/support/tutorials/docmagic-esign>
- 

### Requesting a Change of Circumstance (COC) / Change in Circumstance (CIC)

A Change of Circumstance (COC) / Change in Circumstance (CIC) must be requested through the broker portal by clicking the "Request CoC / Redisdisclosure" button. When clicked, it will create a request for our Disclosure team to review and process accordingly. To request a COC/CIC, take the following steps:

1. Click the Disclosures button on the left navigation menu.

Disclosures

The Disclosures screen will appear.

2. Click on the Request COC/Redisdisclosure button

REQUEST COC / REDISCLOSURE

The Request for CoC/Redisdisclosure window will appear.

3. Click the Download Request Form button

DOWNLOAD REQUEST FORM



3100 Bristol Street, Suite 100  
 Costa Mesa, CA 92626  
 (866)226-2205  
 NMLS#243082

**BROKERS FIRST FUNDING**

- Complete the Change of Circumstance – COC form in its entirety and save locally.
- Click the Choose File button and browse for the complete Change of Circumstance – COC form.

**CHOOSE FILE**

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**NOTE:** Please be sure to upload any additional documentation needed to support your request. The request screen only allows for one (1) file to be attached so all items will have to be consolidated.

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- Click Open to upload the file

**Open**

- Type details / comments regarding the request in the Message to Lender text box
- Click Submit

Message to Lender:  
 Change Loan Amount from |100K to 150K

**CANCEL** **SUBMIT**

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**NOTE:** At this time, the request will fall in to a queue for BFF’s Disclosure Department to process. The request will be reviewed and process if all required information is provided. If the request cannot be completed, the request will be cancelled and an email sent notifying the parties as to why. If it is competed the request will be updated. Status of the request can be found on the Disclosures screen, under the Disclosure Request section.

Disclosure Requests				
Type	Status	Action	Timestamp	Comments
Redis closure Request	Cancelled	<b>CANCEL REQUEST</b>	5/15/2023 8:09:18 AM	Cannot Process - Missing Items (Test)
Redis closure Request	Active	<b>CANCEL REQUEST</b>	5/15/2023 8:34:46 AM	Test
Initial Closing Disclosure Request	Cancelled	<b>CANCEL REQUEST</b>	5/15/2023 8:12:27 AM	Request Denied - Loan is Not Locked. (Test)

### Requesting Initial Closing Disclosure (CD)

The Initial Closing Disclosure (CD) must be requested through the broker portal by clicking the "Request Initial Closing Disclosure" button. When clicked, it will create a request for our Disclosure team to review and process accordingly. To request The Initial Closing Disclosure (CD), take the following steps:

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**NOTE:** Generally, a CTC is required before the Initial CD can be requested and sent. However, BFF will consider sending the Preliminary CD when the file is not CTC, on a case-by-case basis. All exception requests must be routed through your Account Manager for approval.

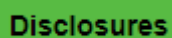
In all cases, the loan MUST be locked, and the CD request form, all invoices, and an updated title settlement sheet will be required. The updated title settlement sheet must include ALL fees and costs, including but not limited to Lender Fees, Broker Fees, Title/Escrow Fees, and any Third Party Fees.

**CD REQUESTS WILL BE COMPLETED WITHIN 24 BUSINESS HOURS OF PLACING THE REQUEST**

REQUESTS RECEIVED AFTER 3:00 PM ET ARE CONSIDERED RECEIVED THE FOLLOWING BUSINESS DAY

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1. Click the Disclosures button on the left navigation menu.



The Disclosures screen will appear.

2. Click on the Request COC/Redis closure button



The Request for Request for Initial Closing Disclosure window will appear.

3. Click the Download Request Form button



4. Complete the CD Request form in its entirety and save locally.

5. Click the Choose File button and browse for the complete CD Request form. Please be sure to include the minimum requirements for CD when uploading the request form.



6. Click Open to upload the file



7. Type details / comments regarding the request in the Message to Lender text box
8. Click Submit

Message to Lender:

Change Loan Amount from 100K to 150K

SUBMIT
CANCEL

**NOTE:** At this time, the request will fall in to a queue for BFF’s Disclosure Department to process. The request will be reviewed and process if all required information is provided. If the request cannot be completed, the request will be cancelled and an email sent notifying the parties as to why. If it is completed the request will be updated. Status of the request can be found on the Disclosures screen, under the Disclosure Request section.

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