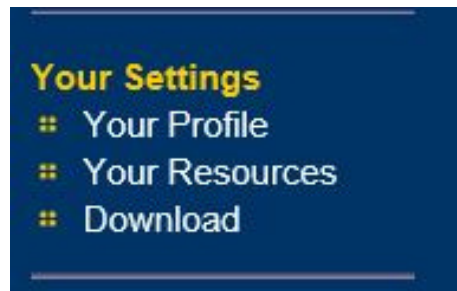simply | mortgage

UPDATING CREDENTIALS
A quick guide on updating your Funding Suite & Credit Plus credentials.

Attempt logging on to the website first, to ensure that your credentials are working.

ON LQB

On the left hand side, scroll down to "Your Settings" and select "Your Profile"

Your Settings
- Your Profile
- Your Resources
- Download

YOUR PROFILE

A separate screen will open, here you will select the "Services" tab.

Your Profile

Your Profile	Services	Access L

	Service Provider	Services	A
edit	CREDIT PLUS	Credit Reports	
edit	FUNDING SUITE	Credit Reports	

EDIT

Select "Edit" next to the credentials you are updating and enter your new password. **DO NOT** update your Login User Name.

Credit Reporting Agency	CREDIT PLUS
Login	
Password	
Confirm Password	

FundingSuite
Software matters.

CREDIT PLUS

Credit Plus: https://credit.creditplus.com/custom/login.aspx
Funding Suite: https://secure.fundingsuite.com/Account

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ADDING ORIGINATION

If you would like an origination fee added to your file, a note must be left on the *Conversation Log* prior to your initial disclosures.

-Please Note-

Processors do not have access to see notes in the "Message to Lender" box, that section is for lock desk personnel only. Processors refer to notes left in the Conversation Log.

IMPORTING AN EXISTING CREDIT REPORT

A quick guide on importing an existing credit report into LQB.

1. Upload a Credit Authorization form for <u>ALL</u> borrowers on the loan and enter the date.
2. You will see a check mark when all authorizations have successfully been submitted.
3. Enter the file # and Instant View Password. The IV password can be found on the credit report pdf. by holding down Ctrl F on the keyboard and typing in Instant View password. This will take you to the page it is located on.
4. Enter the Borrowers Information EXACTLY how it shows on the credit report. Common mistakes are spelling errors and entering a middle initial when there is not one listed on the credit report.
5. Now you are ready to submit.

-Please Note-

If you recently updated your password on the Credit Plus/Funding Suite site, you must update your credentials on LQB. Both passwords must match.
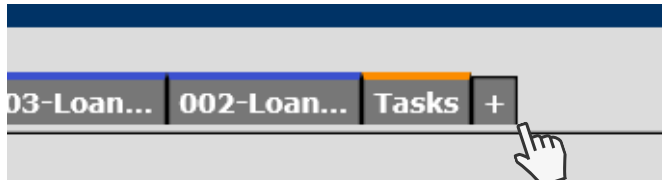*See the "Updating Credentials" guide for reference*
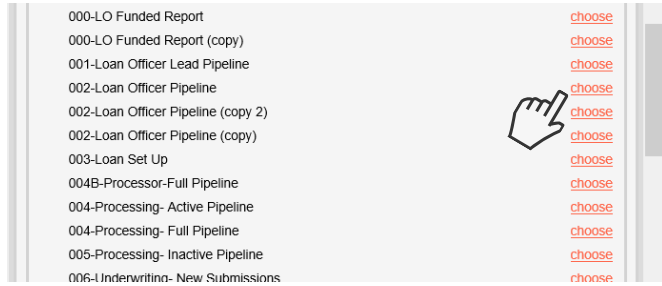
s i m p l y | m o r t g a g e

ADDING A PIPLINE

A quick guide on adding and deleting a pipeline.

To add a new tab, click on the "+" tab, the furthest from the right, on the pipeline screen.

03-Loan... | 002-Loan... | Tasks | +

Scroll down and select an existing custom report by clicking the "choose" link next to the report name.

000-LO Funded Report	choose
000-LO Funded Report (copy)	choose
001-Loan Officer Lead Pipeline	choose
002-Loan Officer Pipeline	choose
002-Loan Officer Pipeline (copy 2)	choose
002-Loan Officer Pipeline (copy)	choose
003-Loan Set Up	choose
004B-Processor-Full Pipeline	choose
004-Processing- Active Pipeline	choose
004-Processing- Full Pipeline	choose
005-Processing- Inactive Pipeline	choose
006-Underwriting- New Submissions	choose

To delete a Pipeline tab click the "close tab" or "[X]" link towards the top right of your screen and then press ok.

003-Loan... | 002-Loan... | Tasks | +

Insuring Pipeline [All loans] (change)   close tab [X]
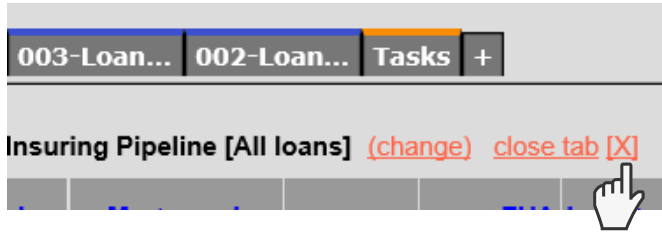
-Loan Officer Pipelines to Add-

000-LO Funded Report
001-Loan Officer Lead Pipeline
002-Loan Officer Pipeline

Updated: 07/22/2020

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PML-ERROR MESSAGE

A guide on what to do when you receive the following error:
"No Eligible Programs"

Eligible Loan Programs

Rates shown in red are expired
* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds the MAX DTI / No Income

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
No Eligible Programs									

Ineligible Loan Programs

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
+ **30 YR FIXED FHA**									

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

2. Select the "+"

3. Scroll down to the loan program you wish to lock.

4. Each program will list out the reasons the file is not meeting the criteria.

5. Once you've made the corrections reprice the loan.

30 YR FIXED FHA HB MAX SCORE 619 SMFG
* * DU APPROVE/REFER/ELIGIBLE, LP ACCEPT, LP REFER ONLY
* STANDARD CONFORMING LOAN AMTS NOT ALLOWED
* * <620 FICO ONLY
* * MANUAL UW, 1-2 UNITS: 1 MO PITI RESERVE REQUIRED
View More
unavailable | 3.625 | 4.753 | 1,315.53

30 YR FIXED FHA HB SMAH
* * CONFORMING LOAN AMOUNT NOT ALLOWED
* * MANUAL UW, 1-2 UNITS: 1 MO PITI RESERVE REQUIRED
View More
unavailable | 3.125 | 0.082 | 1,235.70

30 YR FIXED FHA HB SMFG
* * DU APPROVE/REFER/ELIGIBLE, LP ACCEPT, LP REFER ONLY
* STANDARD CONFORMING LOAN AMTS NOT ALLOWED
* * MANUAL UW, 1-2 UNITS: 1 MO PITI RESERVE REQUIRED
View More
unavailable | 3.625 | 1.878 | 1,315.53

30 YR FIXED FHA HIGH BALANCE SMF
* * MANUAL UW/REFER RESPONSES NOT ALLOWED
* INELIGIBLE AUS RESPONSE
* HIGH BALANCE LOAN AMTS ONLY
* * MANUAL UW, 1-2 UNITS: 1 MO PITI RESERVE REQUIRED
View More
unavailable | 3.625 | 4.847 | 1,315.53

Common reasons you might get the ""No Eligible Programs" error include:

- FICO requirements no met
- DTI exceeds max
- Ineligible AUS response
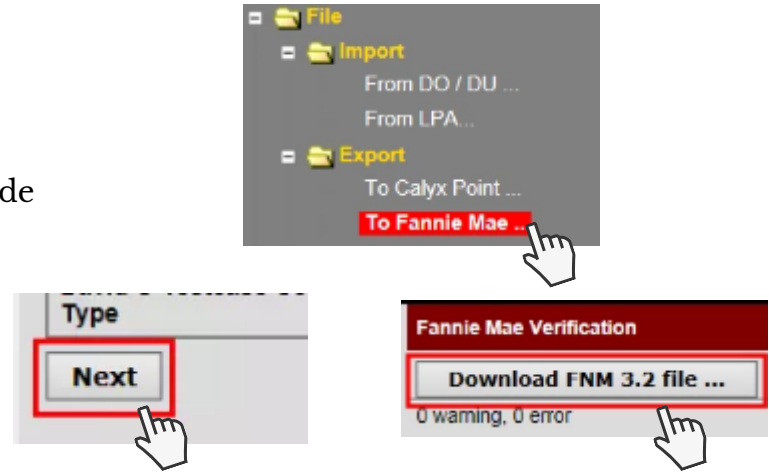- PMI required
- Max LTV
- Max cash to borrower is exceeded

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"DUPLICATING" A LOAN

To copy the loan itself:

1. When you are in the file:

    a. Go to the "File" folder on the left hand side

    b. Go to the Export sub-folder

    c. Select "To Fannie Mae"

    d. Scroll down select "Next"

    e. Select "Download FNM 3.2 File…"

    f. Save the file on your desktop

2. Go to the Simply Mortgage Website

    a. Log In

        i. Select "Create New Lead"

        ii. Select "Import Lead File"

        iii. "Import Fannie Mae File" should already be selected.

        iv. Check the box "I understand that…"
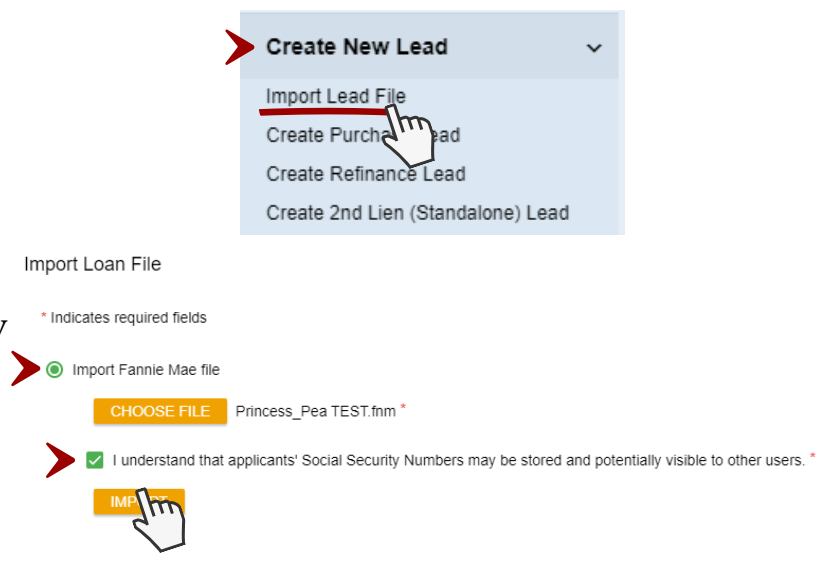
This is a time efficient way to create a new file using information from an existing loan without having to re-enter the data.
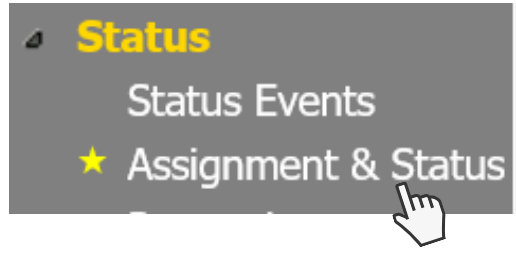
simply | mortgage

"DUPLICATING" A LOAN

To copy the Documents from the file:

1. Got to the "Edocs" folder

   a. Select "Ship Documents"

      i. Select the docs to be copied

      ii. Click Next 2 times

      iii. Select Download

      iv. Select "as a zip file..."

      v. Save the file on your desktop

      vi. You will need to Copy & Paste all the docs from the saved Zip folder to a **NEW** folder on your desktop (you will not be able to upload documents into LQB from a Zip folder)

      vii. After it's in the new folder, you can now drag / upload up to 12 docs at a time into the new file
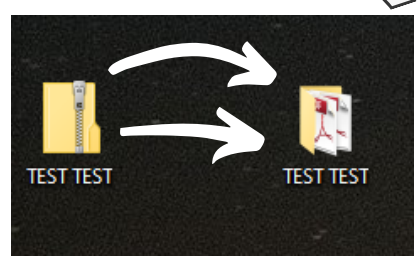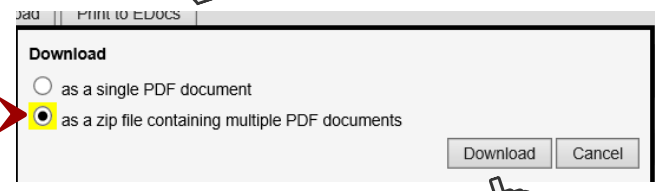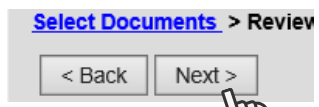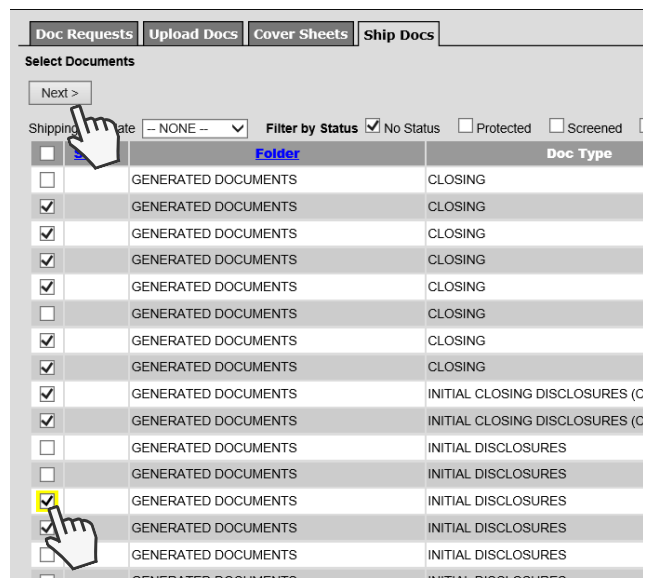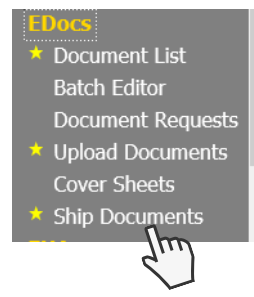
This is a time efficient way to create a new file using information from an existing loan without having to re-enter the data.
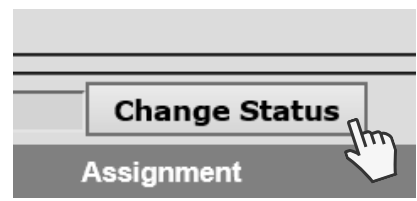
REMOVING OLD LEADS

Open the loan, go to:
- Status
- Assignment and Status

Status
Status Events
★ Assignment & Status

Select:
- Change Status

Change Status
Assignment

Select:
- Lead Canceled

Change Status
Change file status to
- Lead Statuses
  - ○ Lead New
  - ○ Lead Canceled
  - ○ Lead Declined
  - ○ Lead Other

Cancel
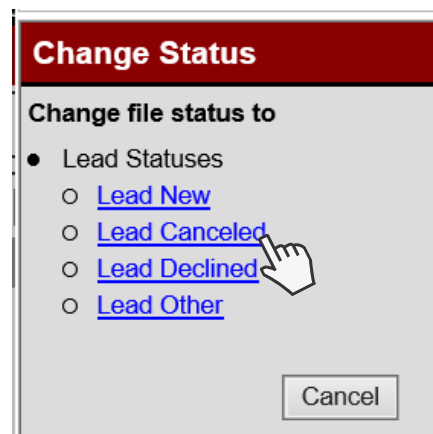
Keep your pipeline organized and up to date.

Updated: 02/2021

HOW TO LOCK
A LOAN WITH A 2ᴺᴰ LIEN

①

②

③

1. Price the loan as you normally would.
   a. Select "Price 2nd Lien button"
2. It will take you to the "First Lien Results"
   a. It will display the pricing you selected "1st lien"
   b. Select "If seller or other lender provides 2nd financing, click here to submit." This is just stating that if there was a 2nd Lien it would be priced by another party.
3. This will take you back to the normal process of locking the rate.
   a. Make sure "Lock Rate" is selected.