Registering a New Stand-alone Loan

9.3.25

Portal Address: https://broker.springeq.com/portal/#/login

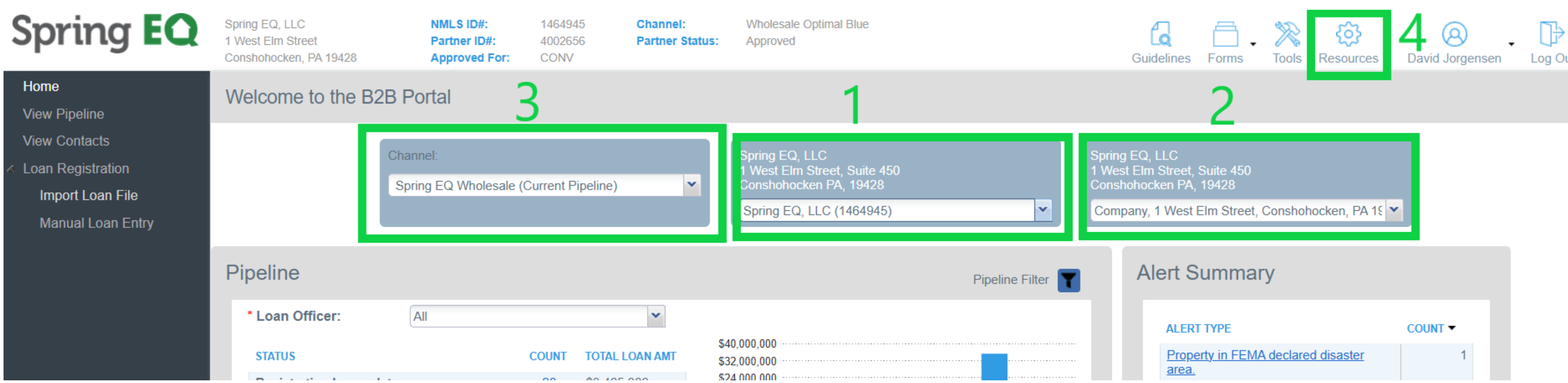
Quick jump to these sections:

Spring EQ™
WHOLESALE LENDING

Uploading URLA 3.4

1. Confirm the correct <u>Company</u> is selected
   (Relevant if you register for multiple LO's or companies)
2. Confirm the correct <u>Branch</u> is selected
   (If associated with multiple branches, select ALL)
3. Ensure Channel is set to "Spring EQ Wholesale (Current Pipeline)"
4. Registration Help link in Resource Tab. Direct link to our website for our live registration team to help with your registration.

Registration Help Number is 888-605-2588, option 1



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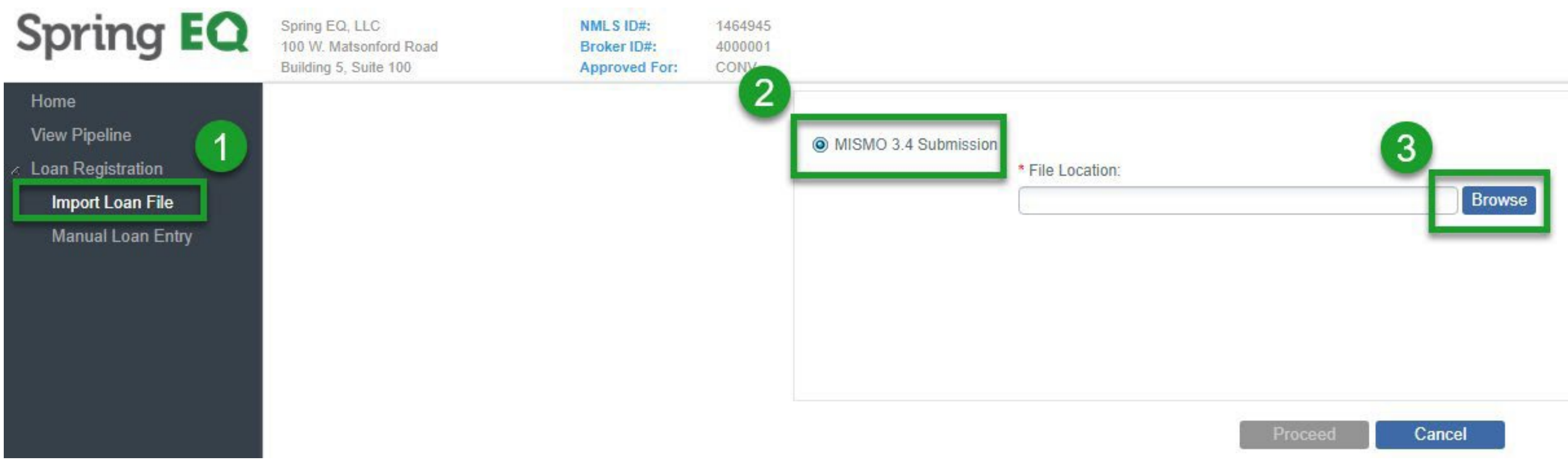
Uploading URLA 3.4 (cont.)

1. Select Import Loan File
2. Check MISMO 3.4 Submission
3. Click “**Browse**”

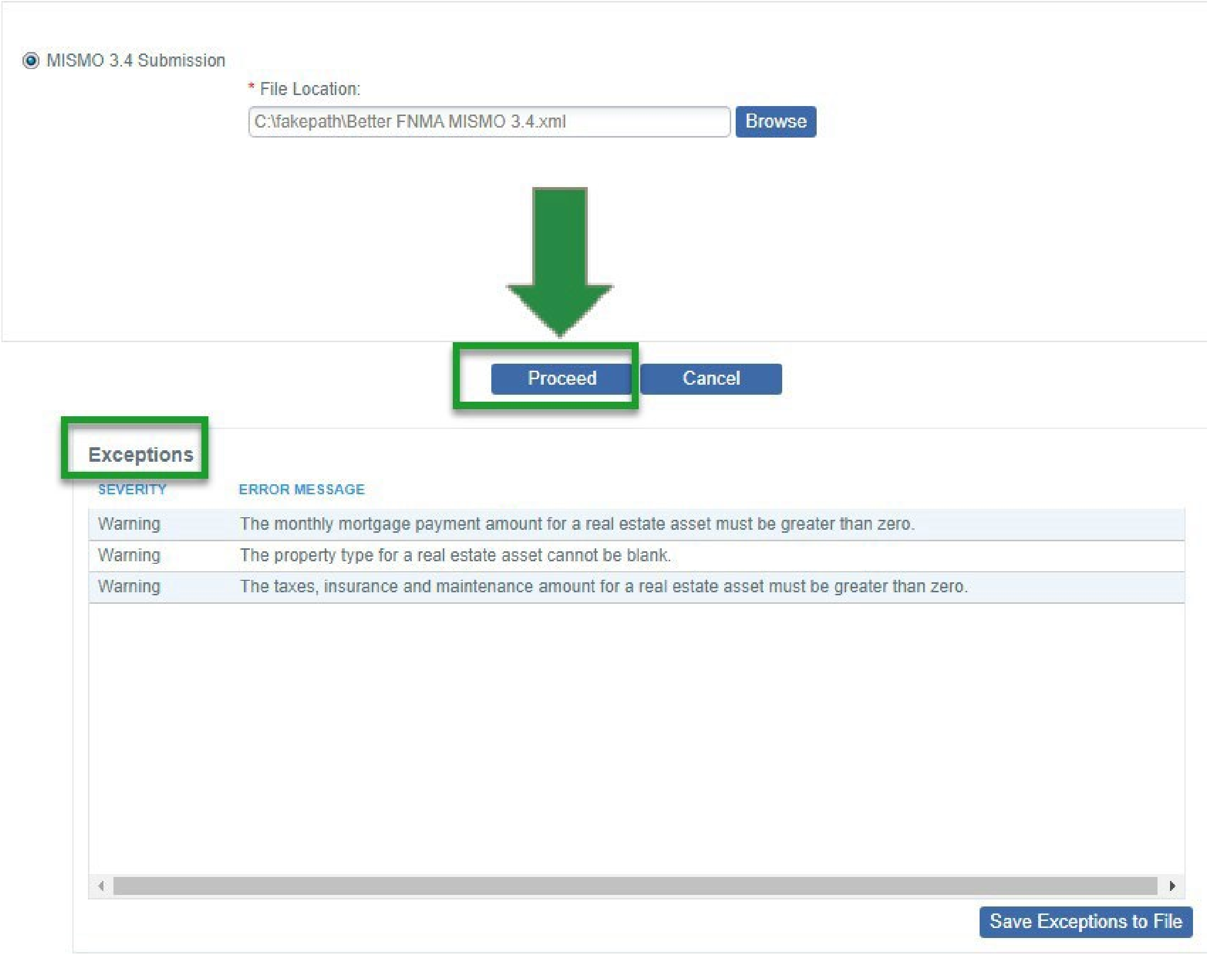
    Find the 3.4 file on your computer to attach and upload



Uploading URLA 3.4 (cont.)

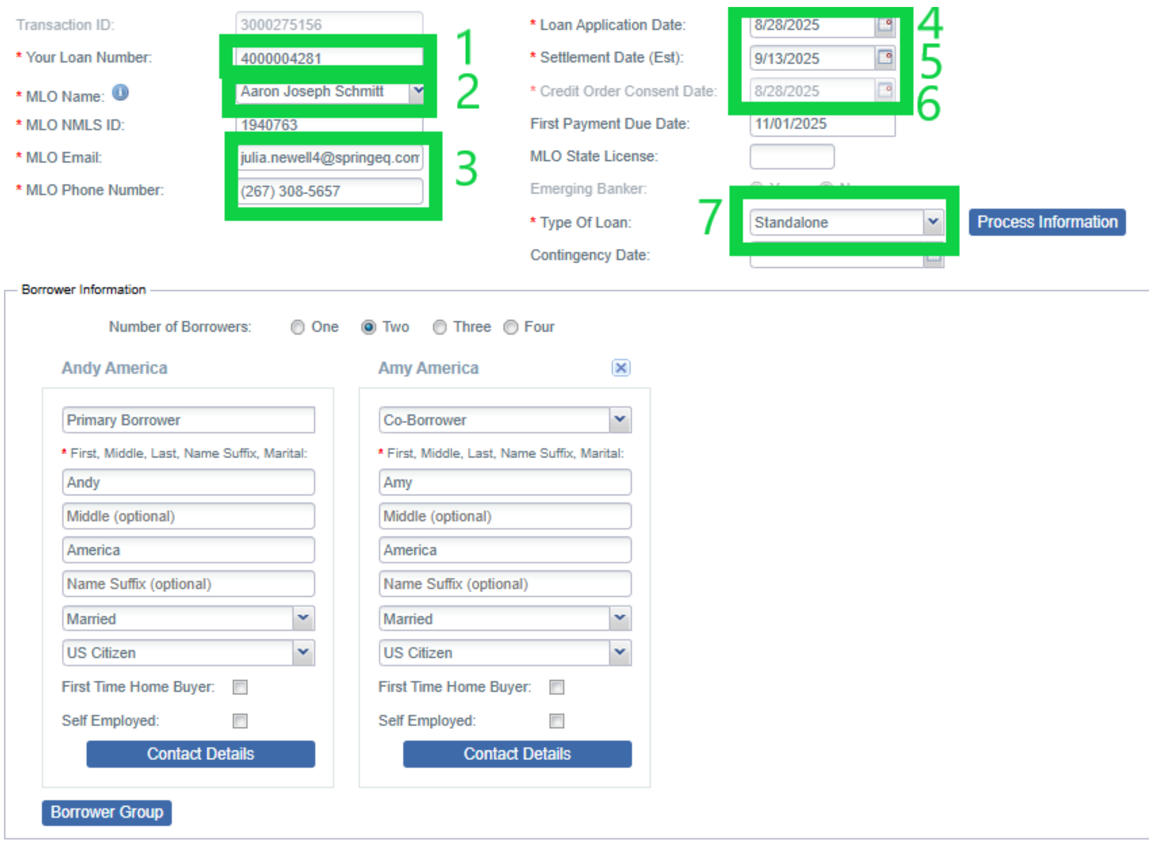
- If exceptions appear, please just click the blue “**Proceed**” box.

(If there are too many exceptions, your 3.4 file may need to be completed and re-imported, but the system will usually let you proceed.)



Complete Registration Fields

<u>Complete all fields with Red *</u>


Transaction ID: 3000275156
* Your Loan Number: 4000004281
* MLO Name: Aaron Joseph Schmitt
* MLO NMLS ID: 1940763
* MLO Email: julia.newell4@springeq.com
* MLO Phone Number: (267) 308-5657
* Loan Application Date: 8/28/2025
* Settlement Date (Est): 9/13/2025
* Credit Order Consent Date: 8/28/2025
First Payment Due Date: 11/01/2025
MLO State License:
Emerging Banker:
* Type Of Loan: Standalone
Process Information
Contingency Date:
1
2
3
4
5
6
7
Borrower Information
Number of Borrowers: One Two Three Four
Andy America
Primary Borrower
* First, Middle, Last, Name Suffix, Marital:
Andy
Middle (optional)
America
Name Suffix (optional)
Married
US Citizen
First Time Home Buyer:
Self Employed:
Contact Details
Amy America
Co-Borrower
* First, Middle, Last, Name Suffix, Marital:
Amy
Middle (optional)
America
Name Suffix (optional)
Married
US Citizen
First Time Home Buyer:
Self Employed:
Contact Details
Borrower Group

1. Put your loan origination system's file number here, or just N/A if there isn't one.

2. MLO name <u>– Start typing the first name</u> and pick the name when it appears, as this will populate directly from the NMLS, and will pull in the MLO's NMLS number. To get NMLS#, you must type in the name, not type in the NMLS#.

3. MLO Email and Phone

4. Loan Application Date = Today's Date

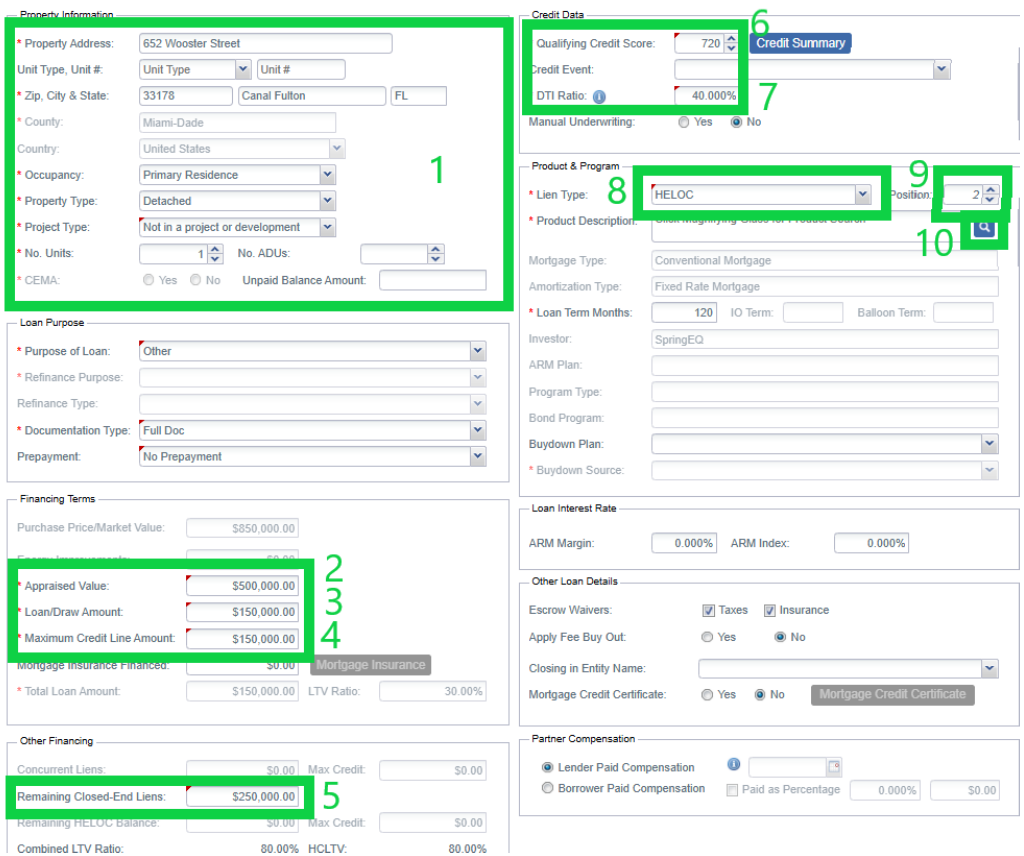
5. Settlement Date: Set to 3-4 weeks from now.

6. Credit Order Consent Date = Today's Date

7. Type of Loan: Standalone

Complete Registration Fields (cont.)

<u>Complete all fields with Red *</u>



1. Complete Subject Property Address details.

2. Enter appraised value (rough estimate is fine)

3. Initial Draw for HELOC (minimum 75% of Max Loan Amount), Loan Amount for HELOAN

4. Max Loan Amount for HELOC

5. Remaining balance of subject property 1st mortgage

6. Estimated credit score

7. Estimated DTI

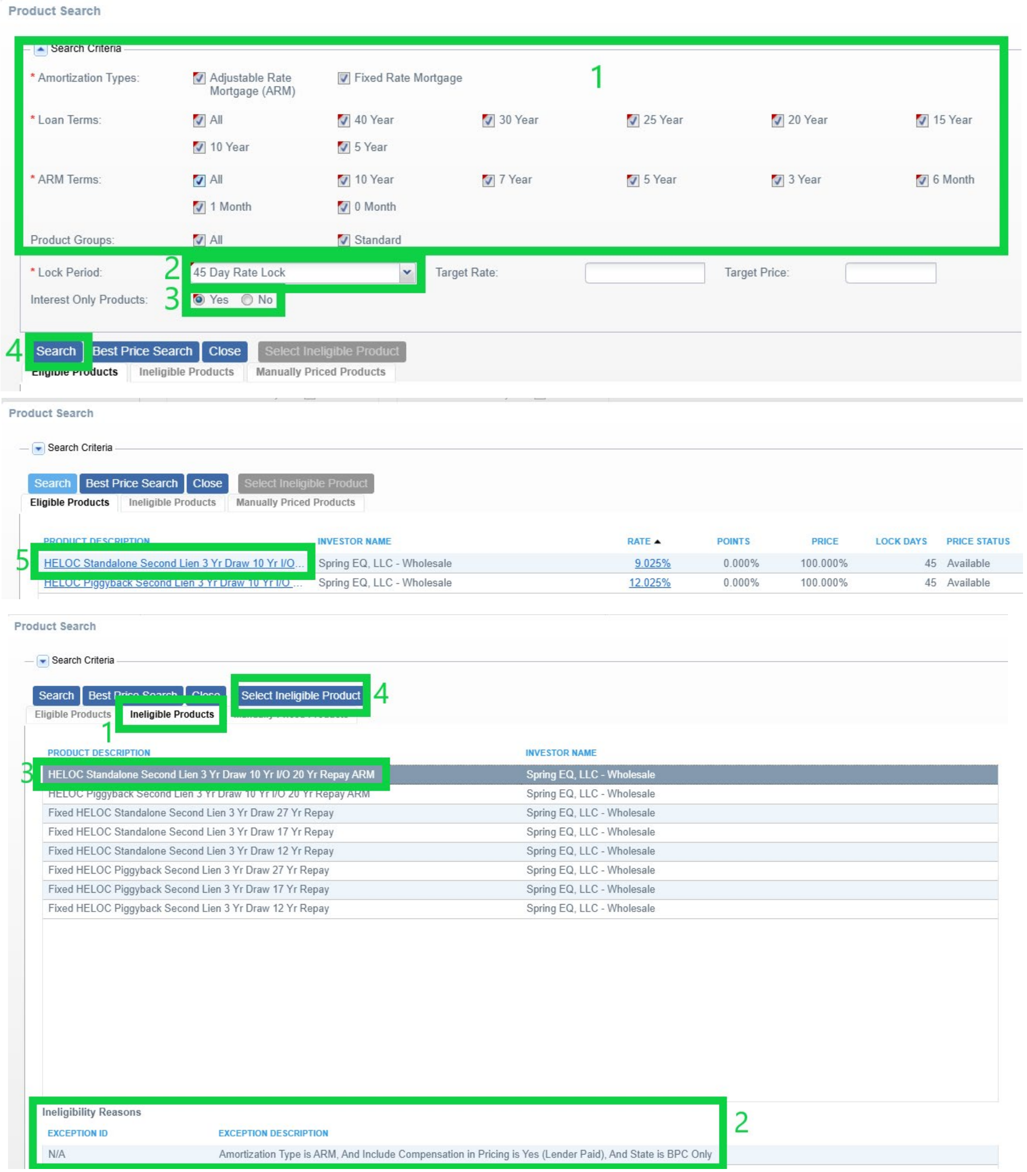
8. Choose HELOC for HELOC products, or Second Mortgage for HELOAN products

9. Ensure position for desired mortgage is set (will typically be 2nd so select "2")

10. Click the Magnifying Glass

Complete Registration Fields (cont.)

Complete all fields with Red *



1. Check the boxes for all relevant search criteria
2. Ensure Lock Period is set to 45 Day Rate Lock
3. Choose whether the product you're looking for is Interest Only or not. Only our Adjustable HELOC has an Interest Only period
4. Click Search
5. Click the product you want

IF NO ELIGIBLE PRODUCTS

1. Select Ineligible Products
2. At the bottom, you can see why the products are ineligible so you know what to fix.
3. Highlight the desired product
4. Click Select Ineligible Product

Complete Registration Fields (cont.)

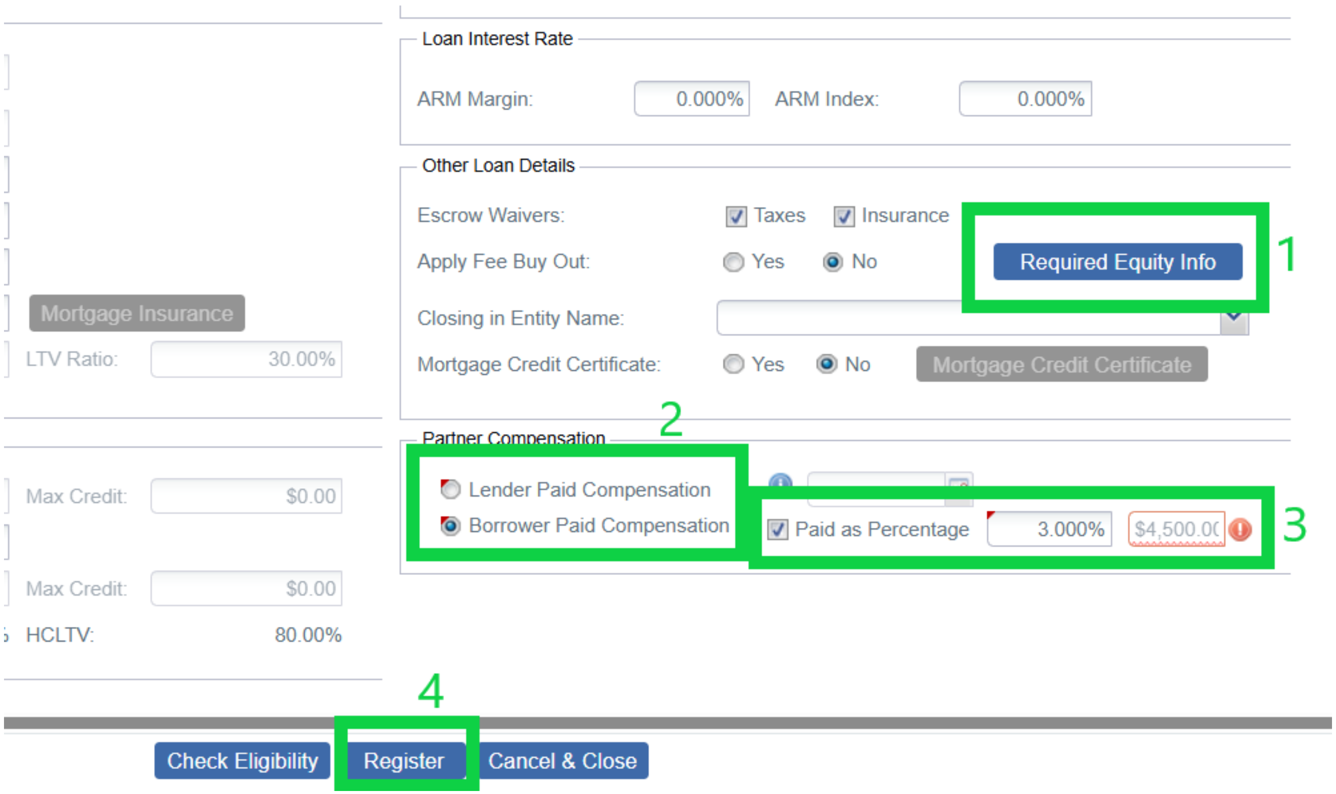
Complete all fields with Red *

1. Click Required Equity Info and answer the questions that pop up, at least one must be “yes”

2. Select Lender Paid Compensation or Borrower Paid Compensation

3. If Selecting Borrower Paid Compensation, put the amount in as either a Percentage or a flat dollar amount. On HELOAN this can be 0-3%, on HELOCs 0-4%.

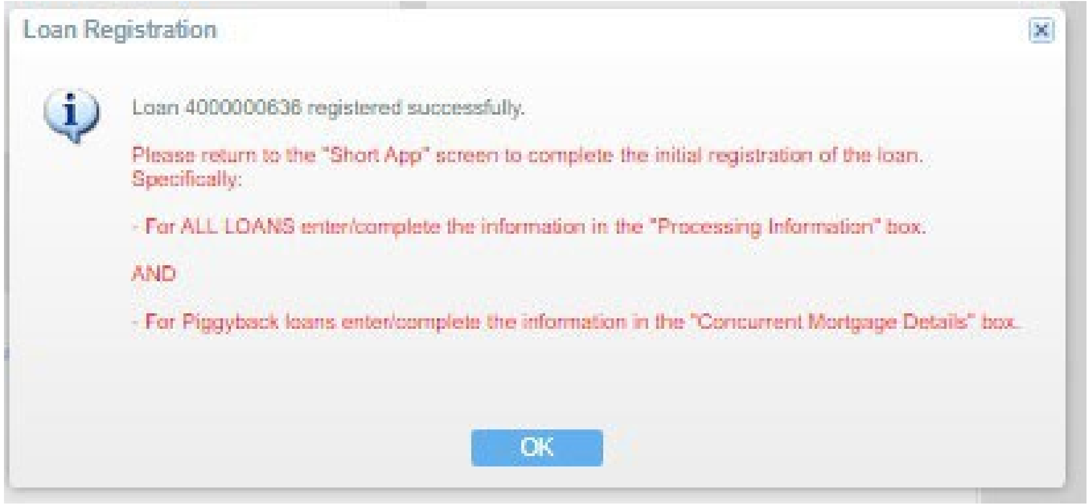
4. Click Register



"Short Application" Fields

Per the Pop Up:

- Next you must return to the "Short Application" to complete required information
- Click "**OK**" to proceed (**You're not finished even after you click OK. See the note below in Green)**



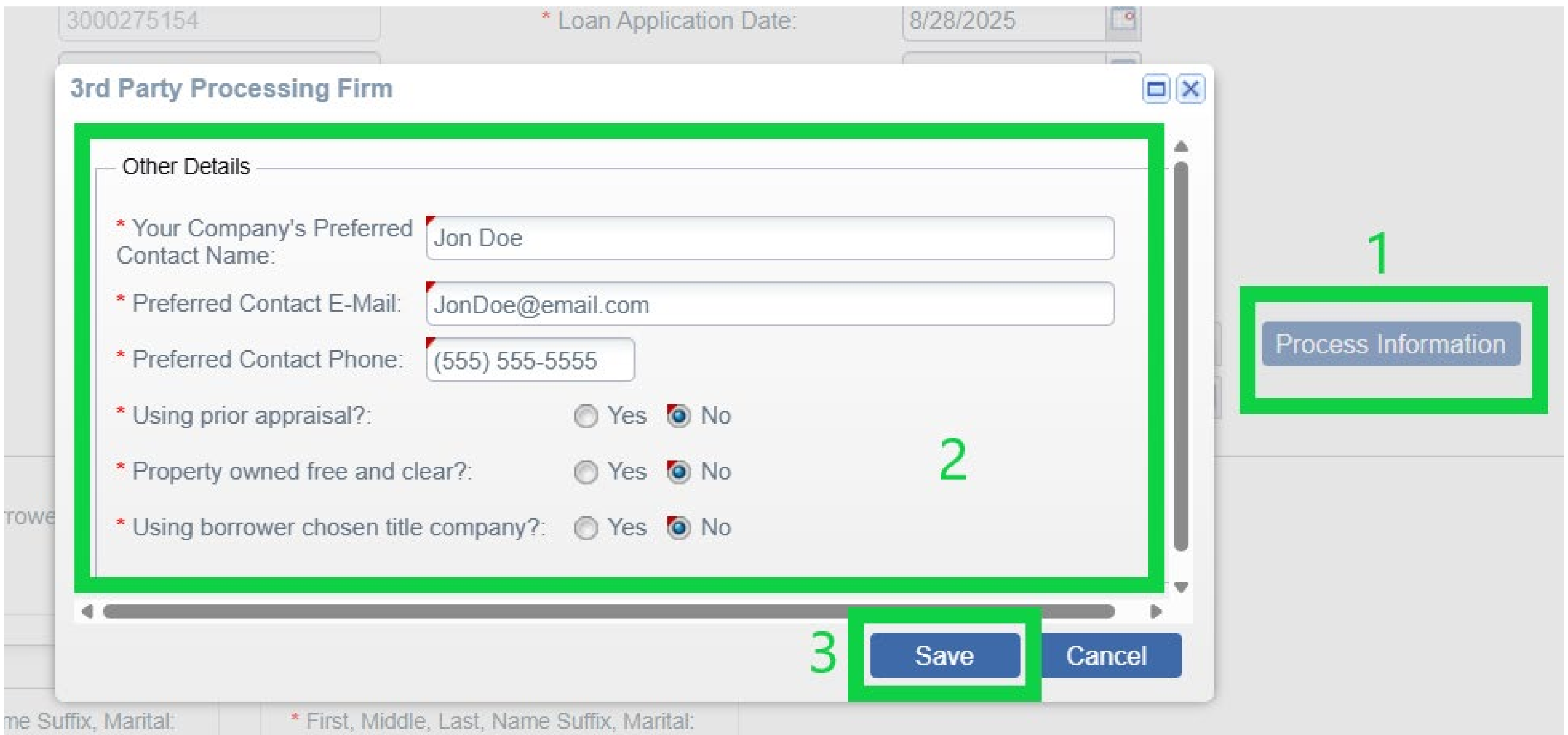
- *****MUST READ***** At this point the TRID clock has started, but **<u>Registration is Not Complete</u>.** Follow this guide to complete registration. When registration is complete, the loan status will read: **Wholesale App – Registered**

Complete “Process Information” Fields

The remaining steps of the registration process will now flow from top to bottom, on the left

Enter “Short Application” on left

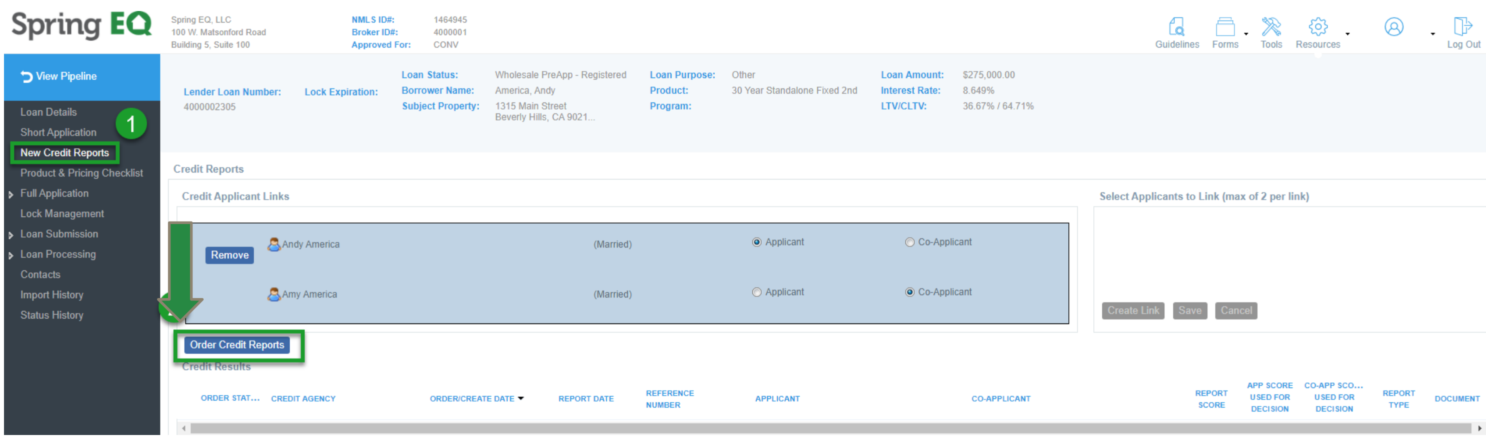
1. Enter Blue “**Process Information**” box on the right
2. Complete all required information: (**3rd Party Processing fee is not allowed at this time**),
3. Other contacts in your office, prior appraisal use, property free & clear. Say NO to using “borrower chosen title company” (*we recommend using our title company for speed, tech integration, and typically lower costs)*
   Answer “Yes” on using prior appraisal if providing appraisal (acceptable if completed within 12 months of our loans funding date on piggyback & HELOC loans and was done for a prior mortgage loan – not a personal use appraisal)
4. Click "**Save**”



Ordering Spring EQ Credit

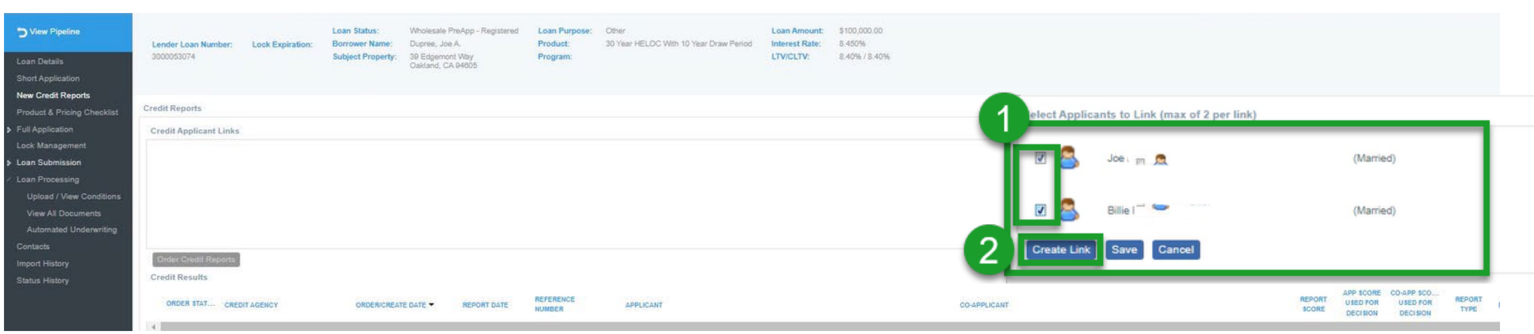
We only use a single Bureau (Experian 2)

1. Enter “New Credit Report” on left
2. Click Blue “**Order Credit Report**” Box



Sometimes married couples will not auto populate, so you must link them before pulling credit:

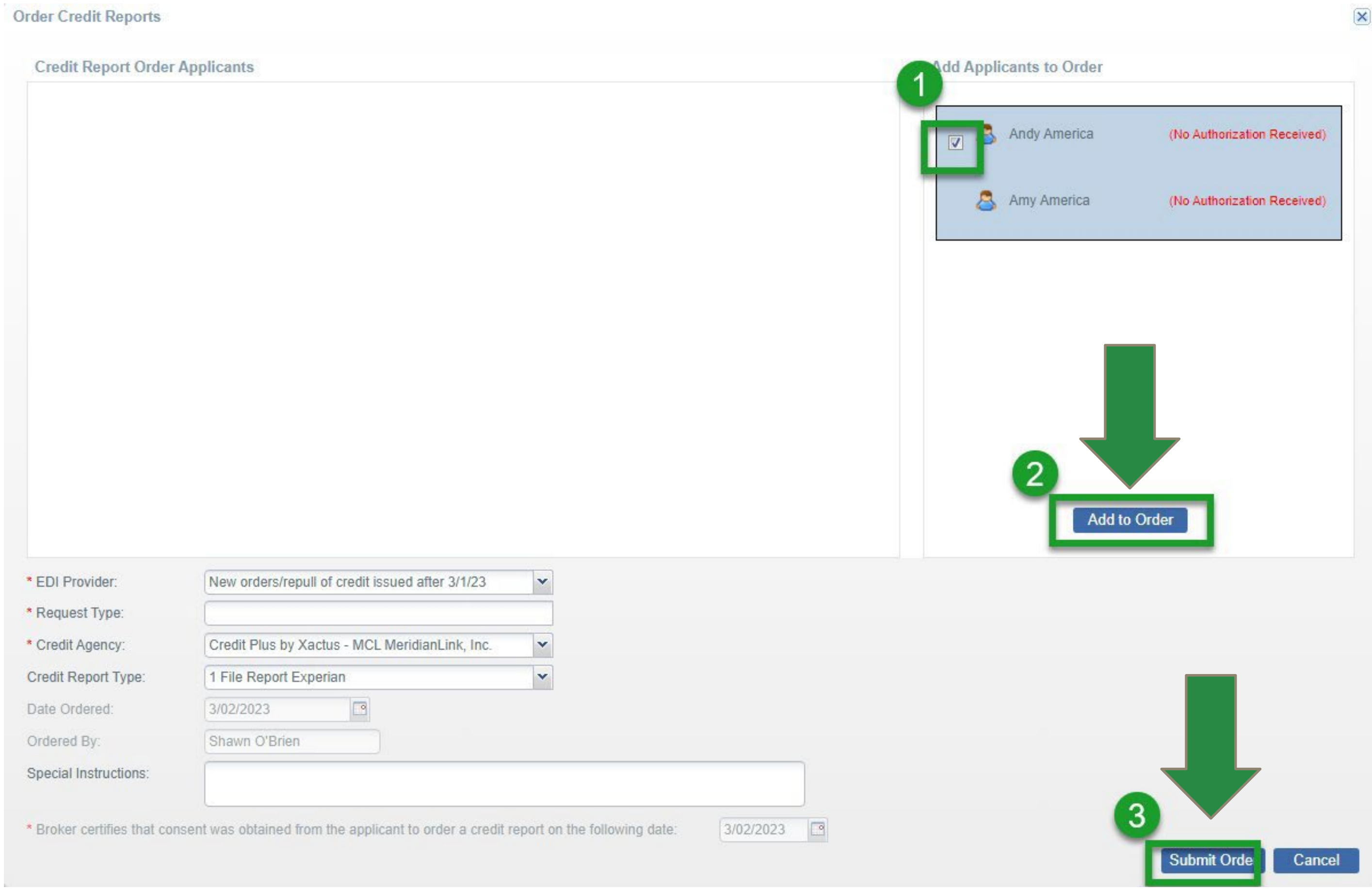
1. Click the box before each name
2. Select “Create Link”



Ordering Spring EQ Credit (cont.)

We only use a single bureau (Experian 2)

1. Check Box Next to Client(s) Name
2. Click "**Add to Order**" Box
3. Click "**Submit Order**" Box

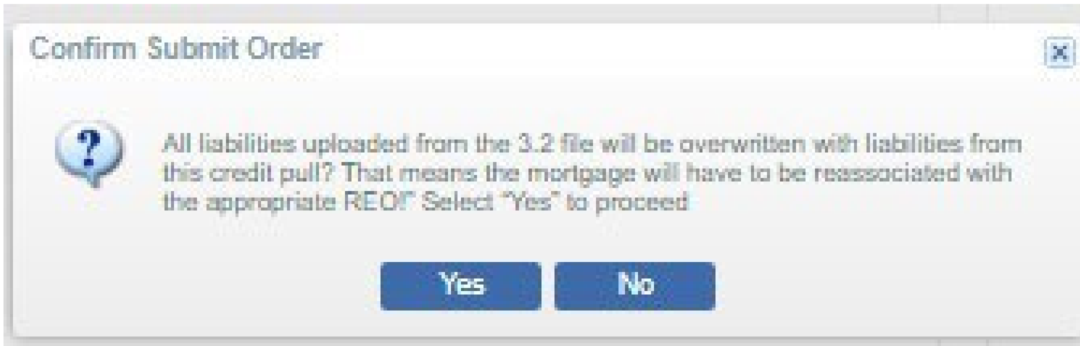


***SEQ cannot accommodate credit reissues, so please do not enter your credit reference number**

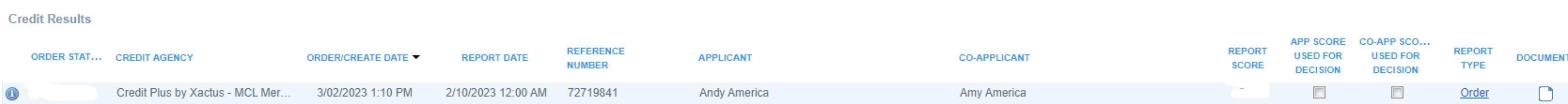
Ordering Spring EQ Credit (cont.)

We only use a single bureau (Experian 2)

- Click “**Yes**” and the order will be complete. All tradelines from our Experian pull will then populate in the liabilities section



- It will take 15-30 seconds to pull in the credit and the screen will look as follows:


Credit Results

ORDER STAT...	CREDIT AGENCY	ORDER/CREATE DATE	REPORT DATE	REFERENCE NUMBER	APPLICANT	CO-APPLICANT	REPORT SCORE	APP SCORE USED FOR DECISION	CO-APP SCO... USED FOR DECISION	REPORT TYPE	DOCUMENT
	Credit Plus by Xactus - MCL Mer...	3/02/2023 1:10 PM	2/10/2023 12:00 AM	72719841	Andy America	Amy America		☐	☐	Order	

*** In order to have credit populate, you must refresh/reload the page (right click and hit reload)**

Refresh/Reload page to pull in the Credit

*** In order to have credit populate, you may need to refresh/reload the page (right click and hit reload)**

- You will see the “Completed” status and the credit score once credit pulls in.

Credit Results

ORDER STAT...	CREDIT AGENCY	ORDER/CREATE DATE	REPORT DATE	REFERENCE NUMBER	APPLICANT	CO-APPLICANT	REPORT SCORE	APP SCORE USED FOR DECISION	CO-APP SCO... USED FOR DECISION	REPORT TYPE	DOCUMENT
COMPLETE	Universal Credit Services, LLC.	11/21/2022 5:09 PM	11/21/2022 12:00 AM	2194324	Andy America	Amy America	728			Order	

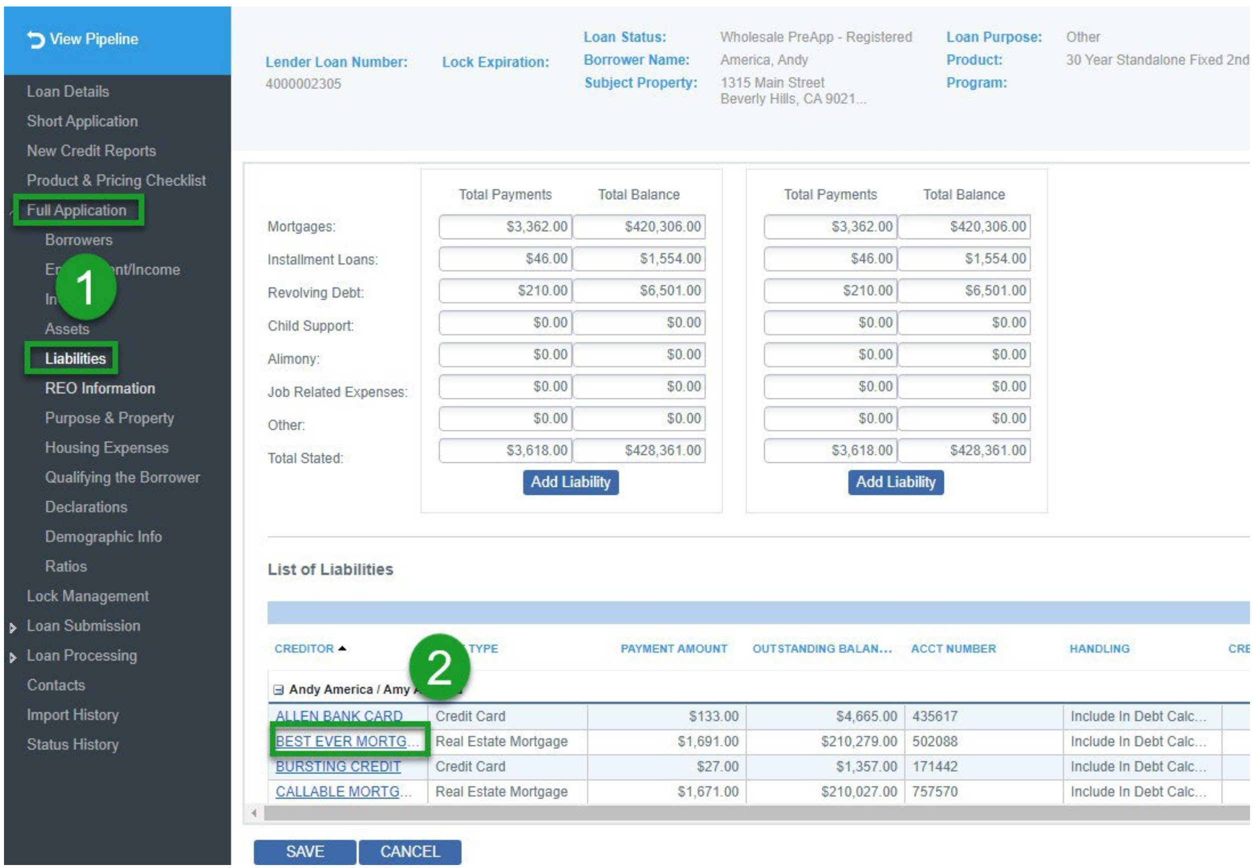
Viewing Our Credit Report

- To view the full credit report, click on “**Order**” and it will download as a PDF at the bottom of your browser

Associate 1st Mortgage w/Spring EQ Credit

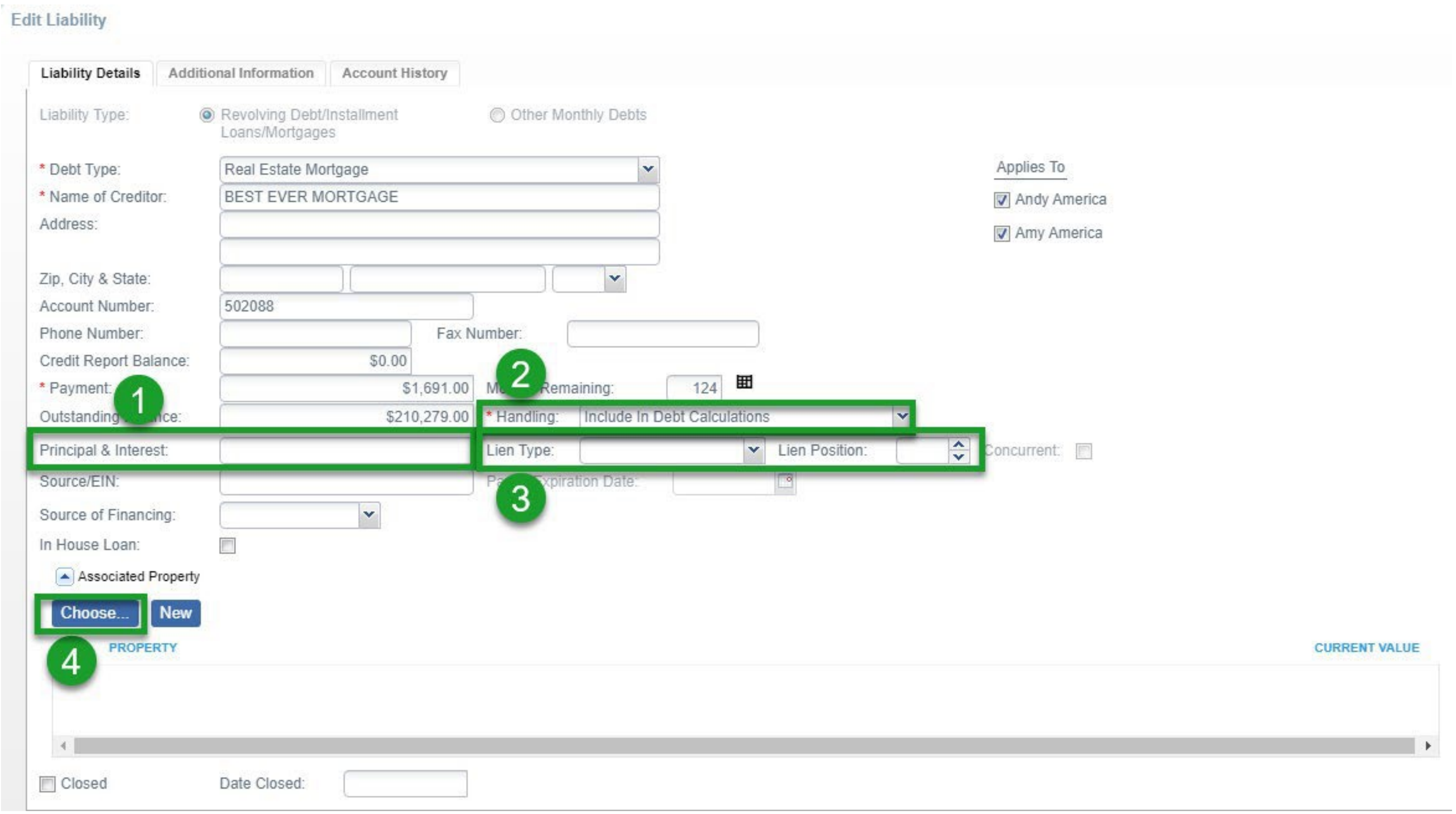
1. Enter "Full Application" and "Liabilities" on the left
2. Click on name of the existing first mortgage to start associating to property

<u>*This must be done for all mortgages on credit, even if already paid off</u>*



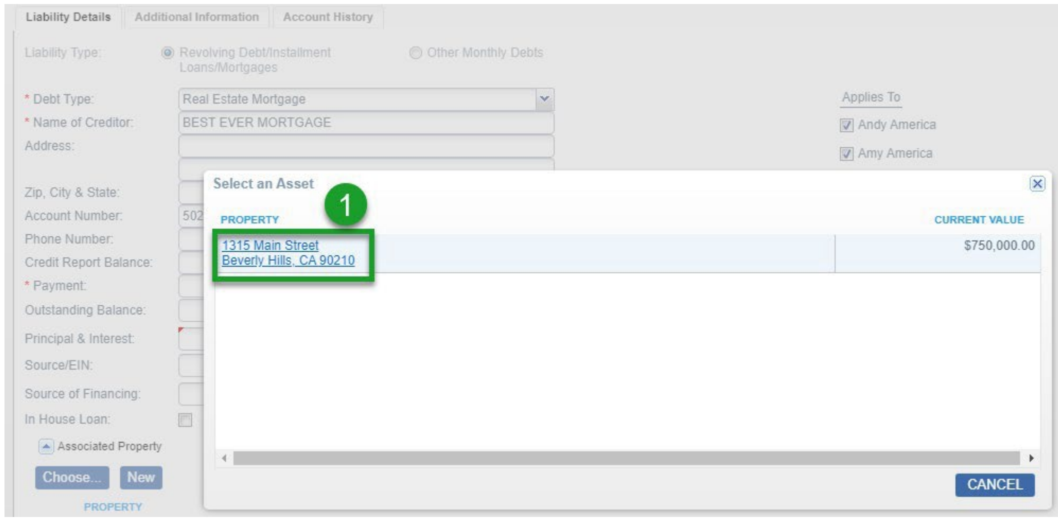
Associate 1st Mortgage w/Spring EQ Credit (cont.)

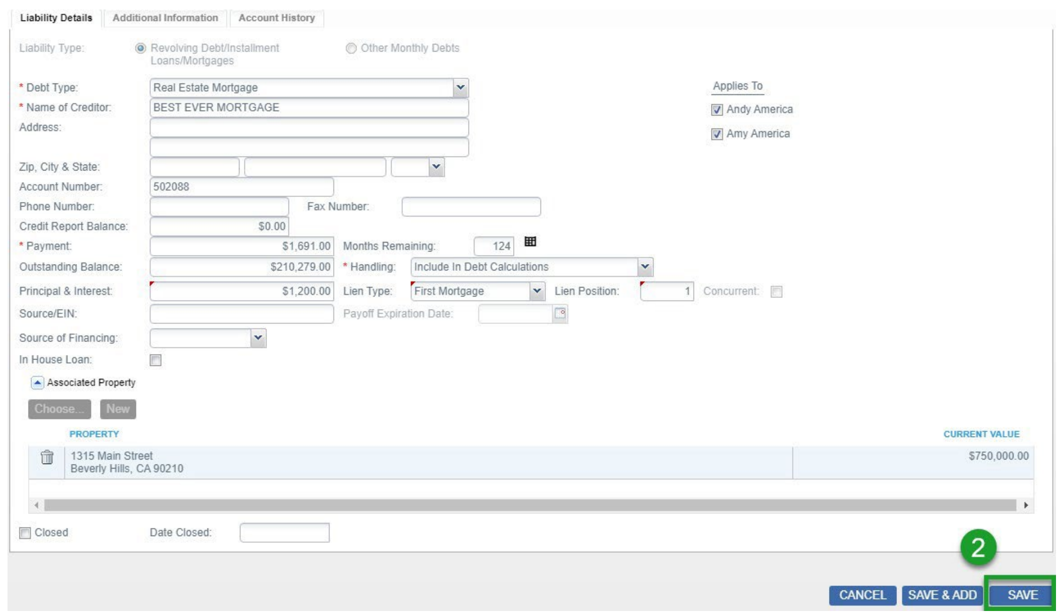
1. Complete "Principle & Interest" payment
2. Select the appropriate "Handling" definition
3. Select "Lien Type"
4. Click "**Choose**"



Associate 1st Mortgage w/Spring EQ Credit (cont.)

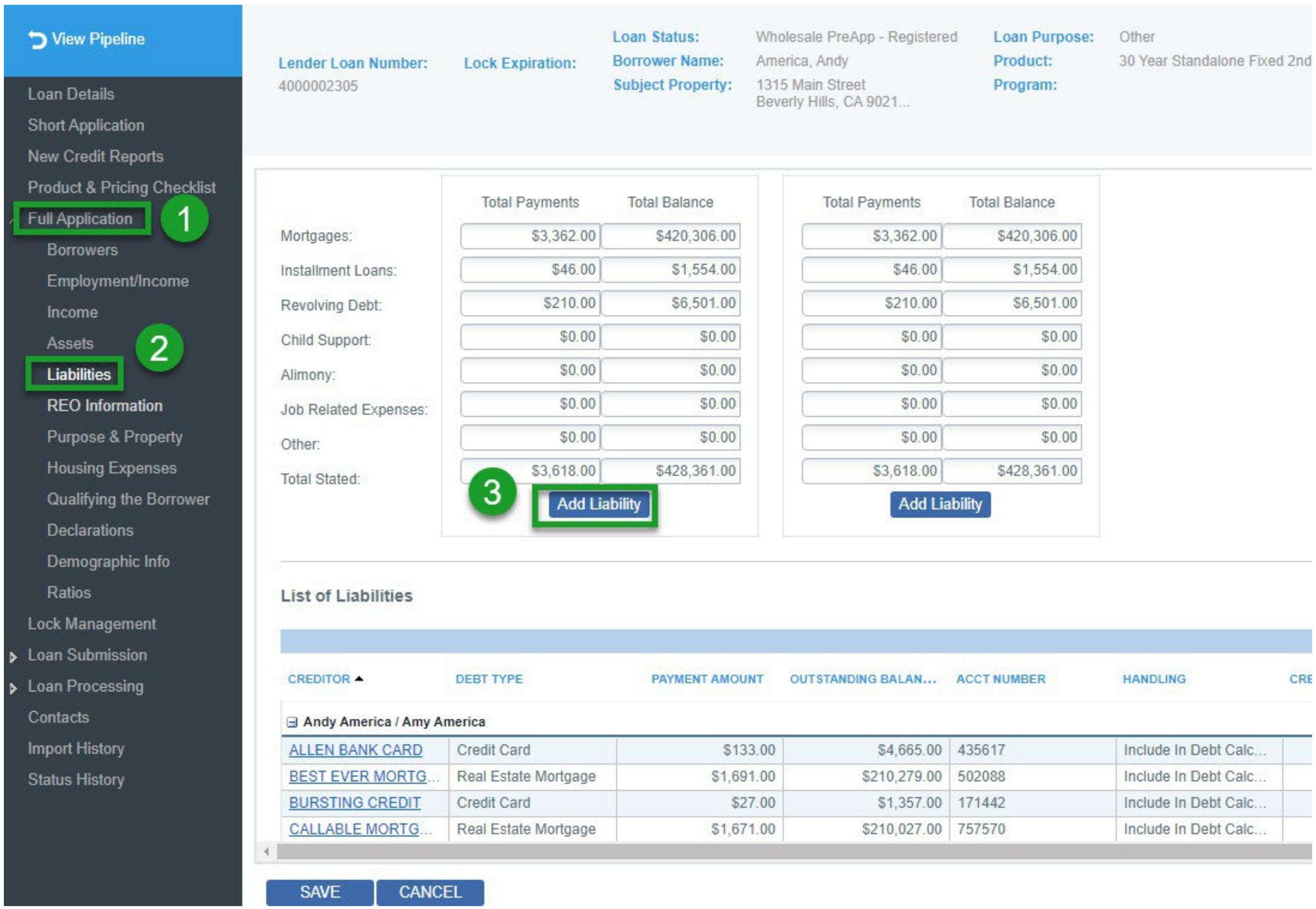
1. Click on the property address you want to associate the mortgage with
2. Then, "**Save**"





Adding a New Liability
(Only if Mortgage Not Showing on Credit)

1. Enter "Full Application" on the left
2. Select "Liabilities"
3. Select "Add Liability"

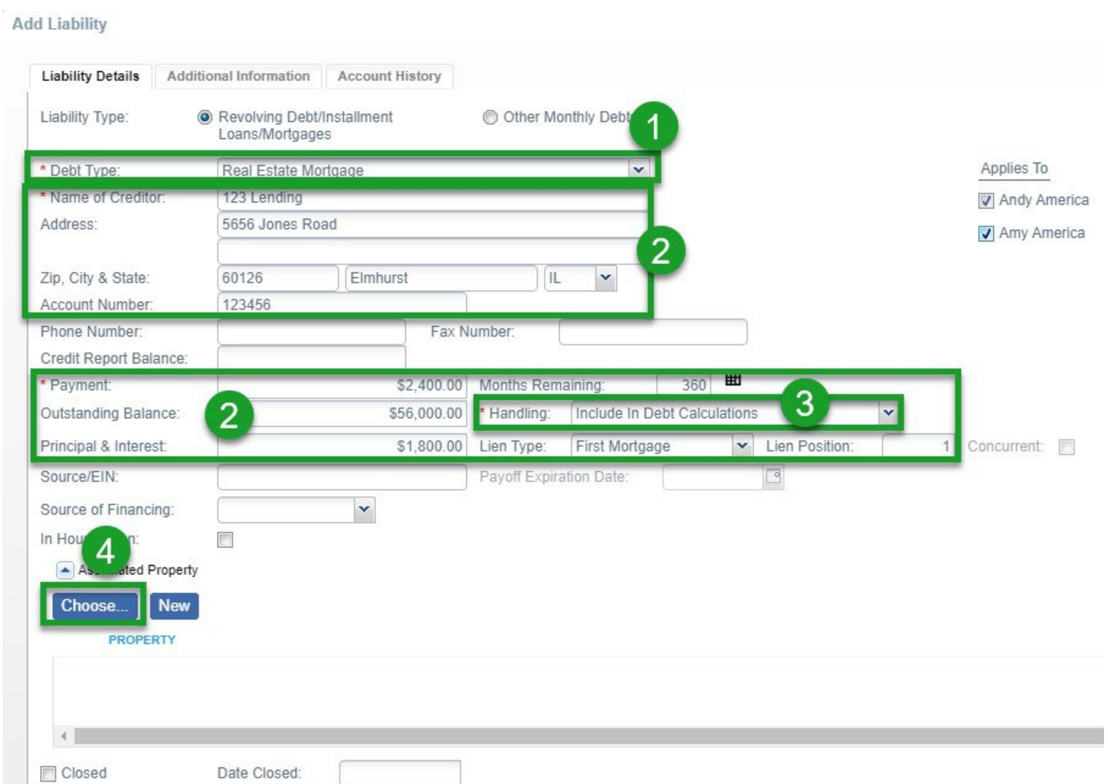


Adding a New Liability (cont.)

(Only if Mortgage Not Showing on Credit)

1. Debt Type – From pulldown, Select "Real Estate Mortgage"
2. Complete all the information on the mortgage,
3. Including "handling"
4. Associate property to address, by clicking on "**Choose**" – click on address, then "**save**"

***If property is not showing, proceed to REO section, page 22, and add property



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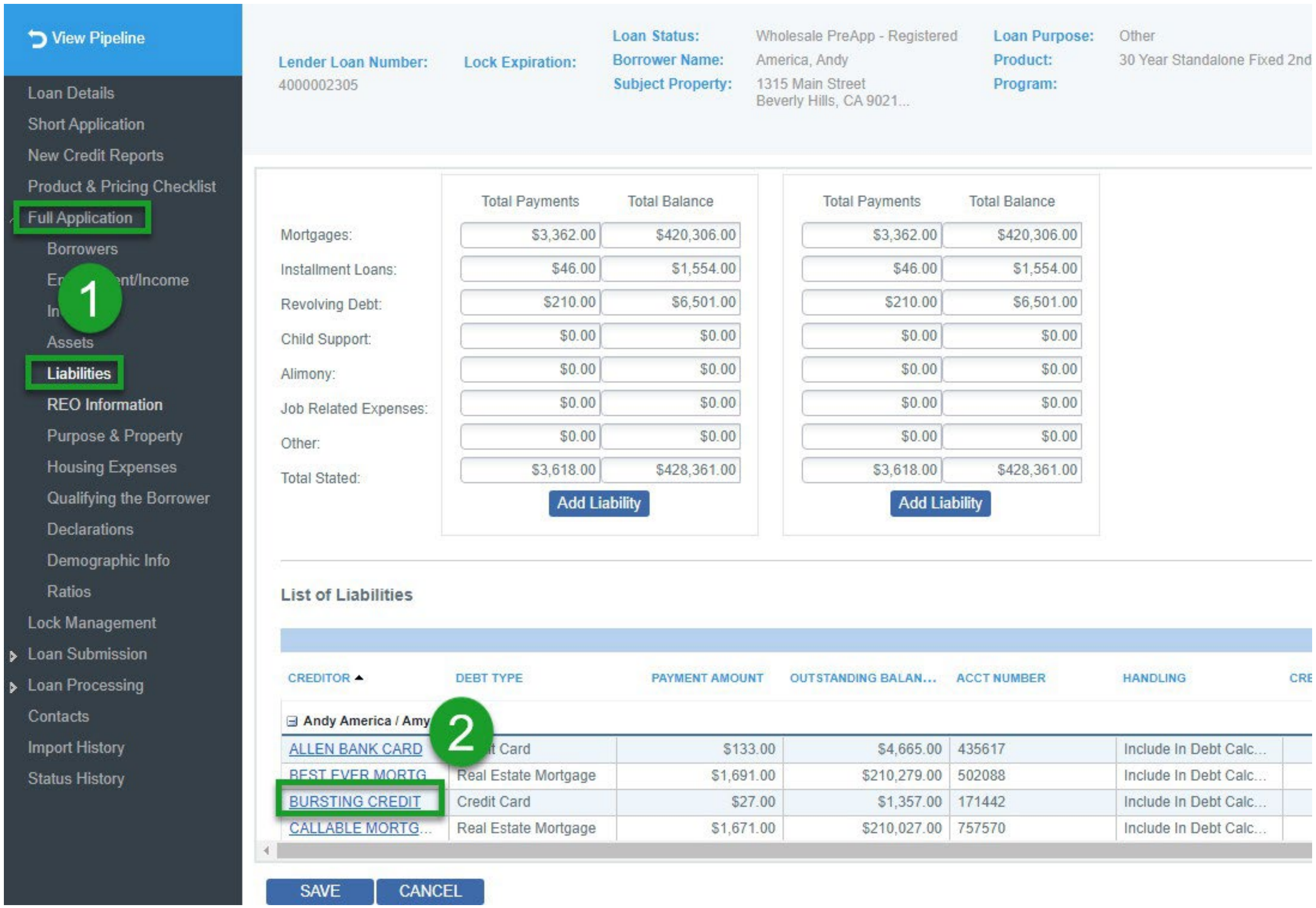
Marking Liabilities to be Paid Off or Excluded

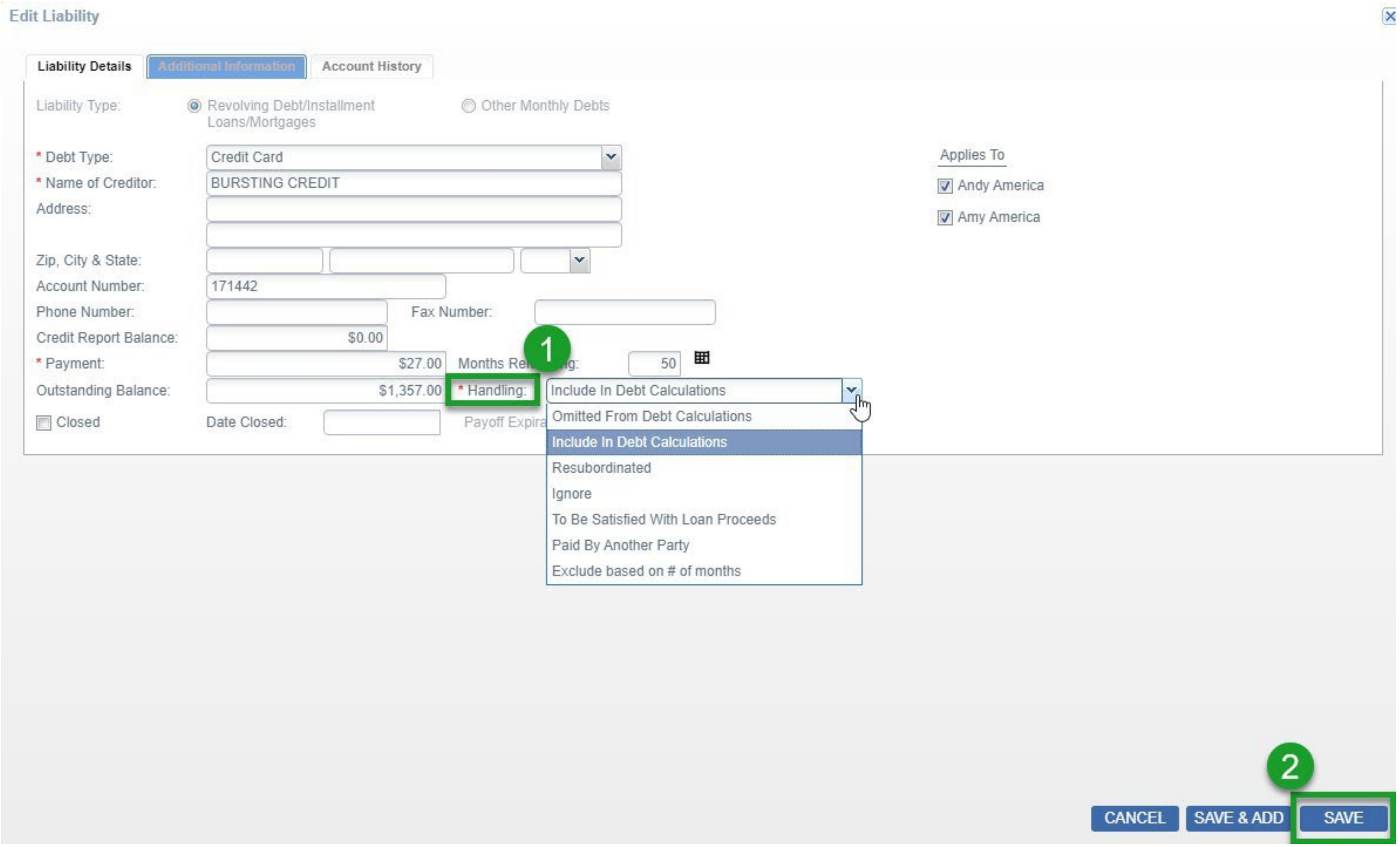
1. Enter the “Liabilities” section on left
2. Click on each Creditor name



Marking Liabilities to be Paid Off or Excluded (cont.)

1. Change "Handling" to detail (satisfy with proceeds, include in DTI, etc.)
2. Then, "**Save**"

IMPORTANT: Do this for every liability being paid off or excluded

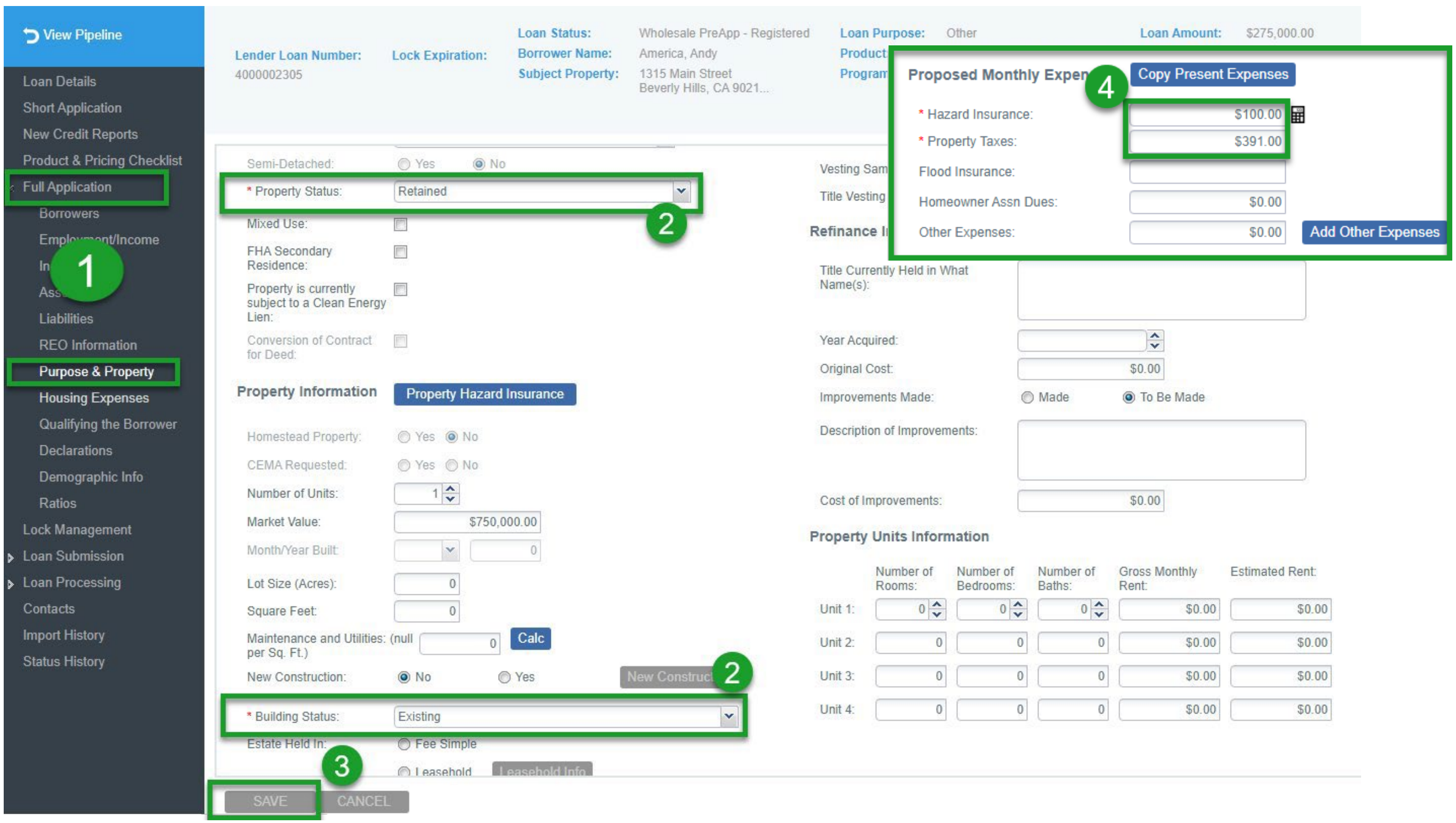


REO Information

1. Select REO Information on the left
2. If adding a property, click "Add Property"
3. Fill out the property detail, select borrower it applies to and
4. Select Choose
5. For subject properties, click on the property and
6. Ensure it is marked as "subject" and "same as present address" if applicable.

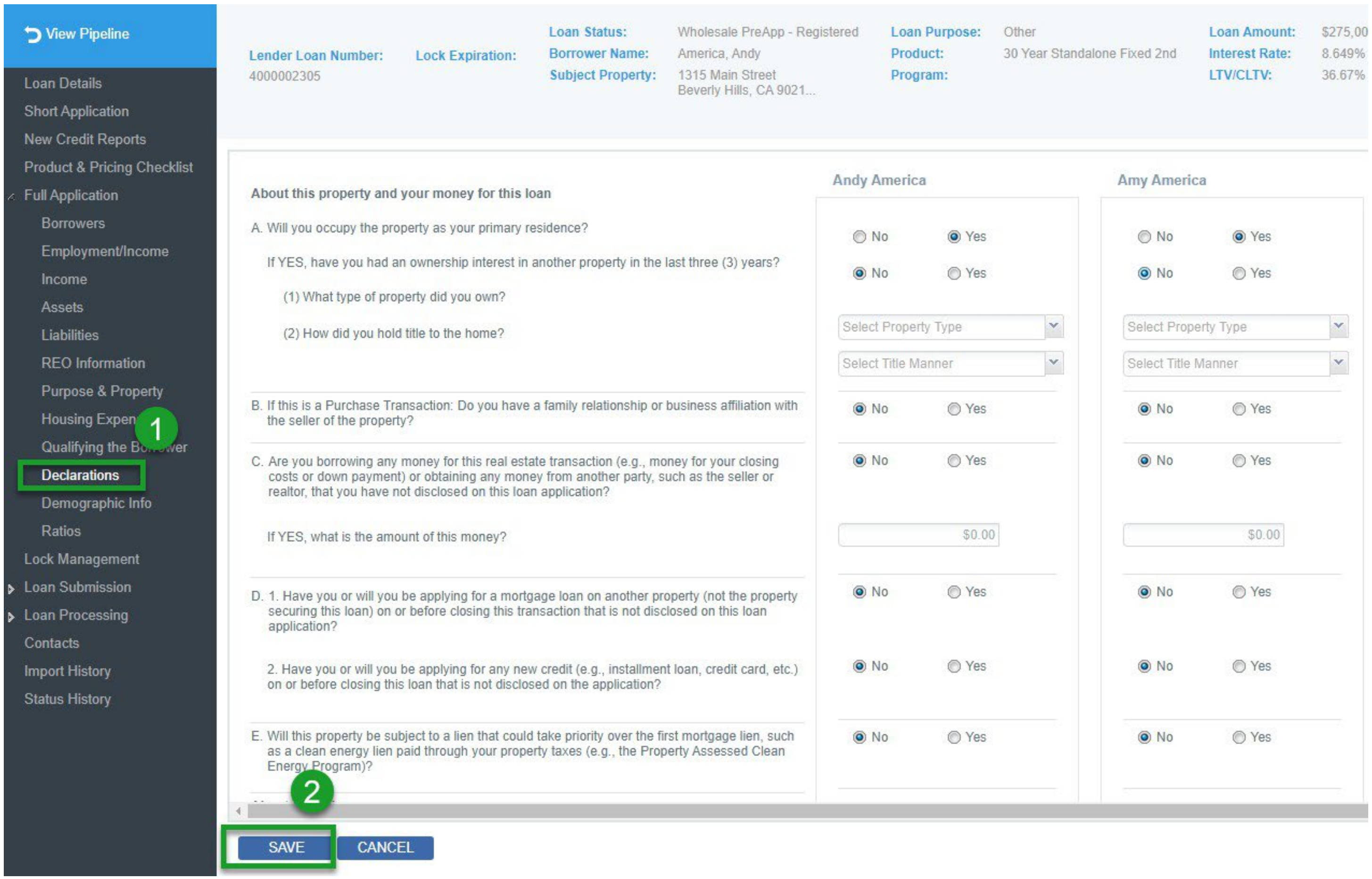
Confirm Purpose & Property

1. Go into “Full Application”, “Purpose & Property”
2. Double check that the highlighted “Property Status” & “Building Status” fields are filled in
3. If not, pick the status and then “**Save**”
4. Need to add the amount of taxes and insurance in this section or DTI will be wrong.



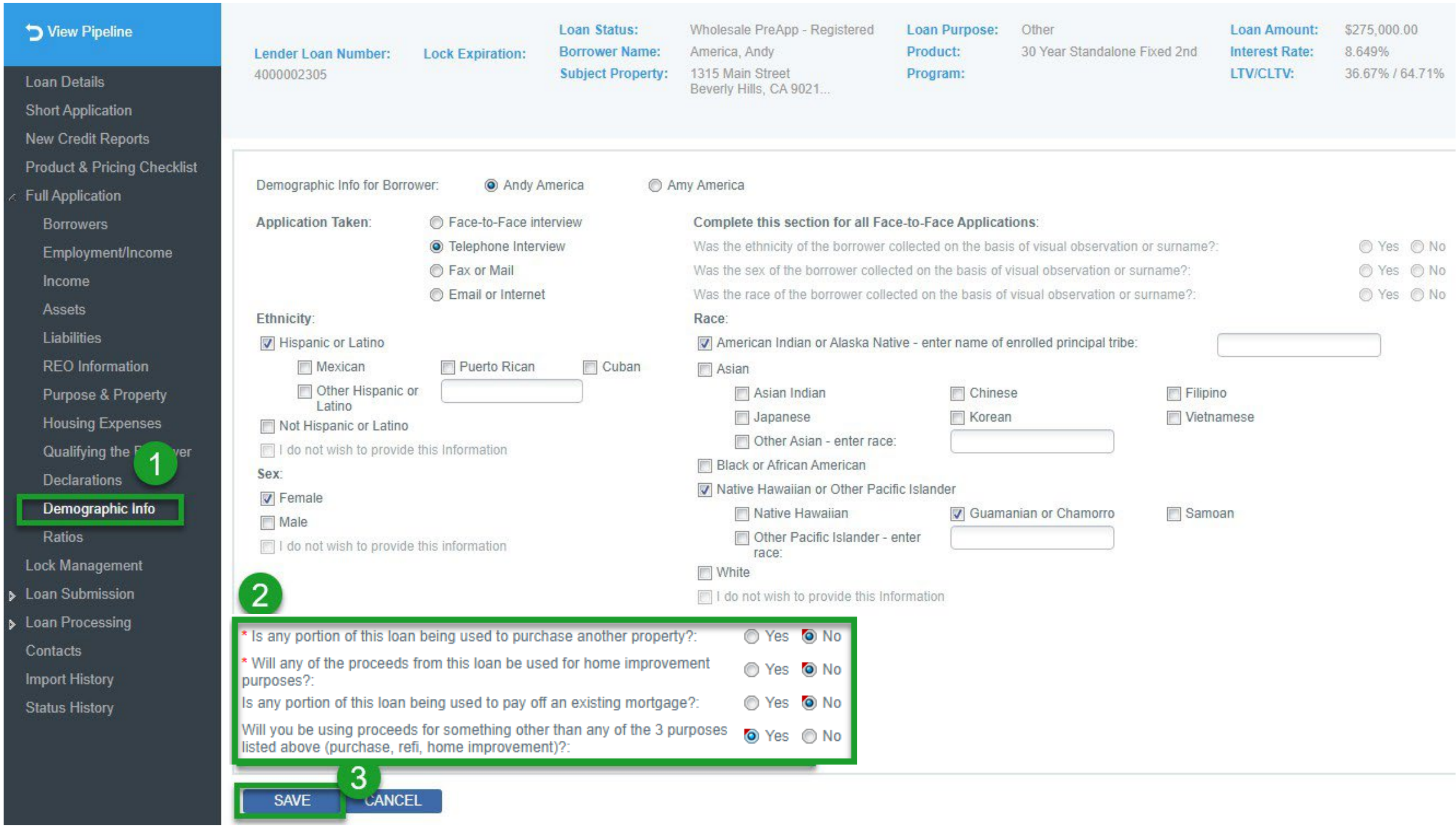
Confirm Declarations

1. Enter "Declarations" on left
2. Make sure all questions are answered
3. Then, "**Save**" **(you must save even if already completed)**



Home Equity Specific Demographic Questions

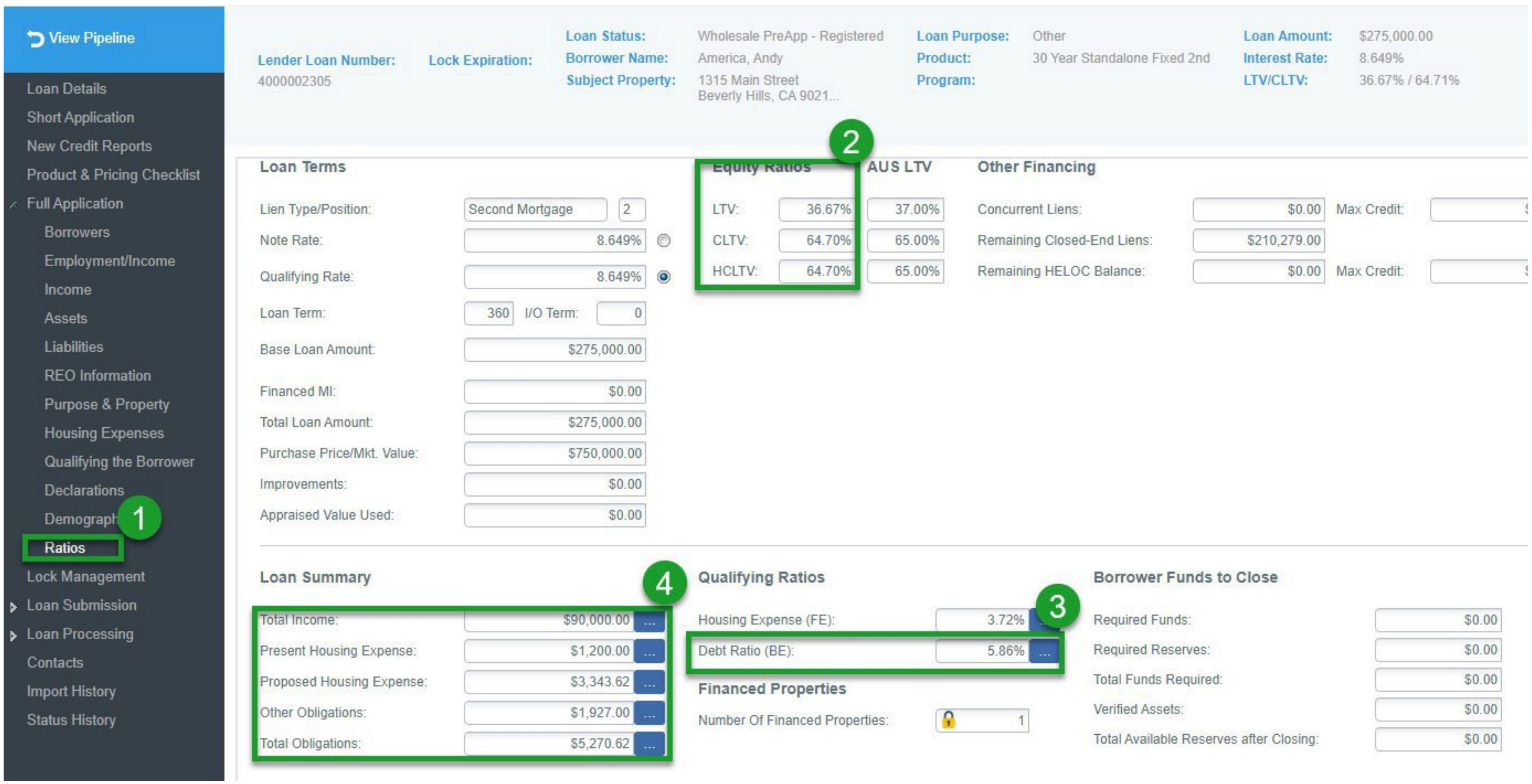
1. Enter "Demographic Info" on left
2. Answer these 4-home equity related questions not included in your 3.4
   (at least 1 of these questions needs to be answered "YES")
3. Then, "**Save**"



Ratios Screen and Important Data Fields

1. Enter "Ratios" on left
2. This section shows you the current CLTV based on loan entry details
3. This section shows you the current DTI based on loan entry details
4. This section shows you the Loan Summary based on loan entry details

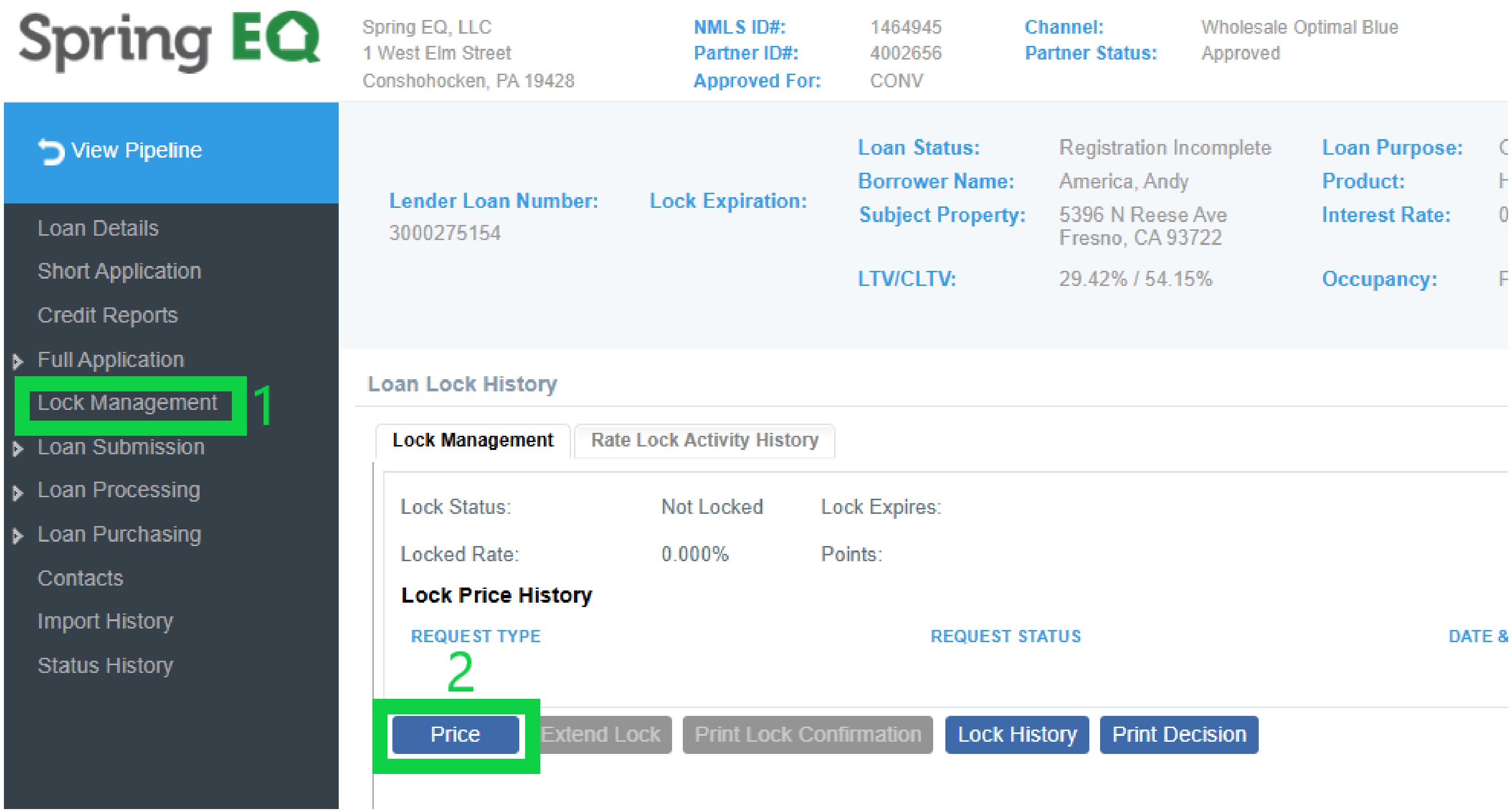
By clicking on the blue 3 dots, you can expand the detail in each section



Pricing and Locking Loans

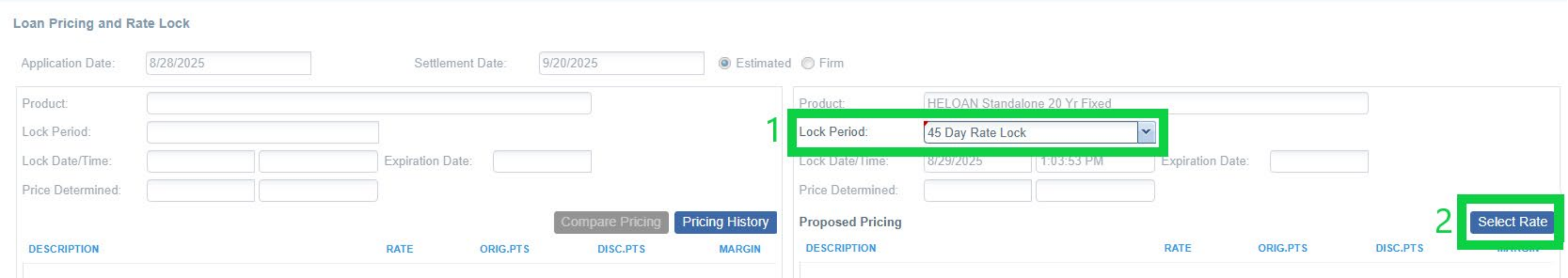
1. Enter “Lock Management” on the left
2. Click “**Price**”

NOTE: All Loans are **required to be locked** at registration. There is no float option.

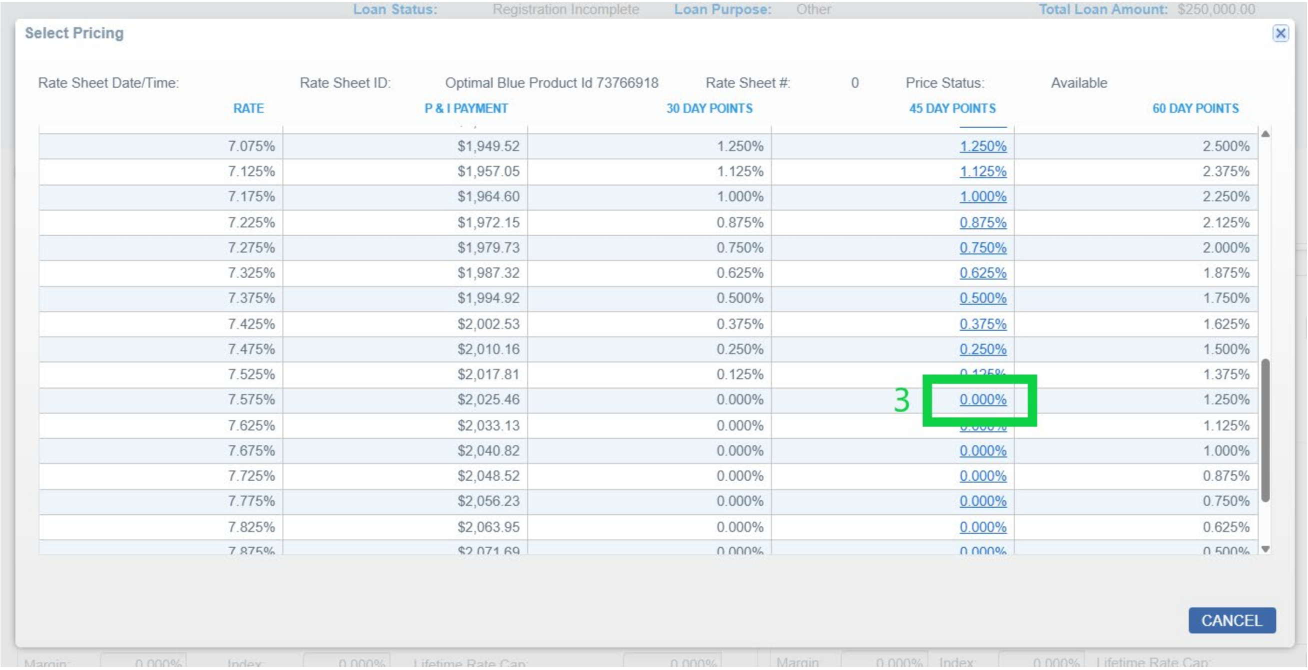


Pricing and Locking Loans (cont.)

1. Select your lock period. Option of 45 or 60 day locks. (45 is same price as 30, so choose at least 45 day lock)
2. Click "**Select Rate**"



3. You will get a rate stack. Scroll down until you find the first 0.000% under 45 DAY POINTS. This will be par, and they typical selection. Any number above this represents a rate buydown, which you may also select if you wish. Click the blue link on the corresponding points to proceed.



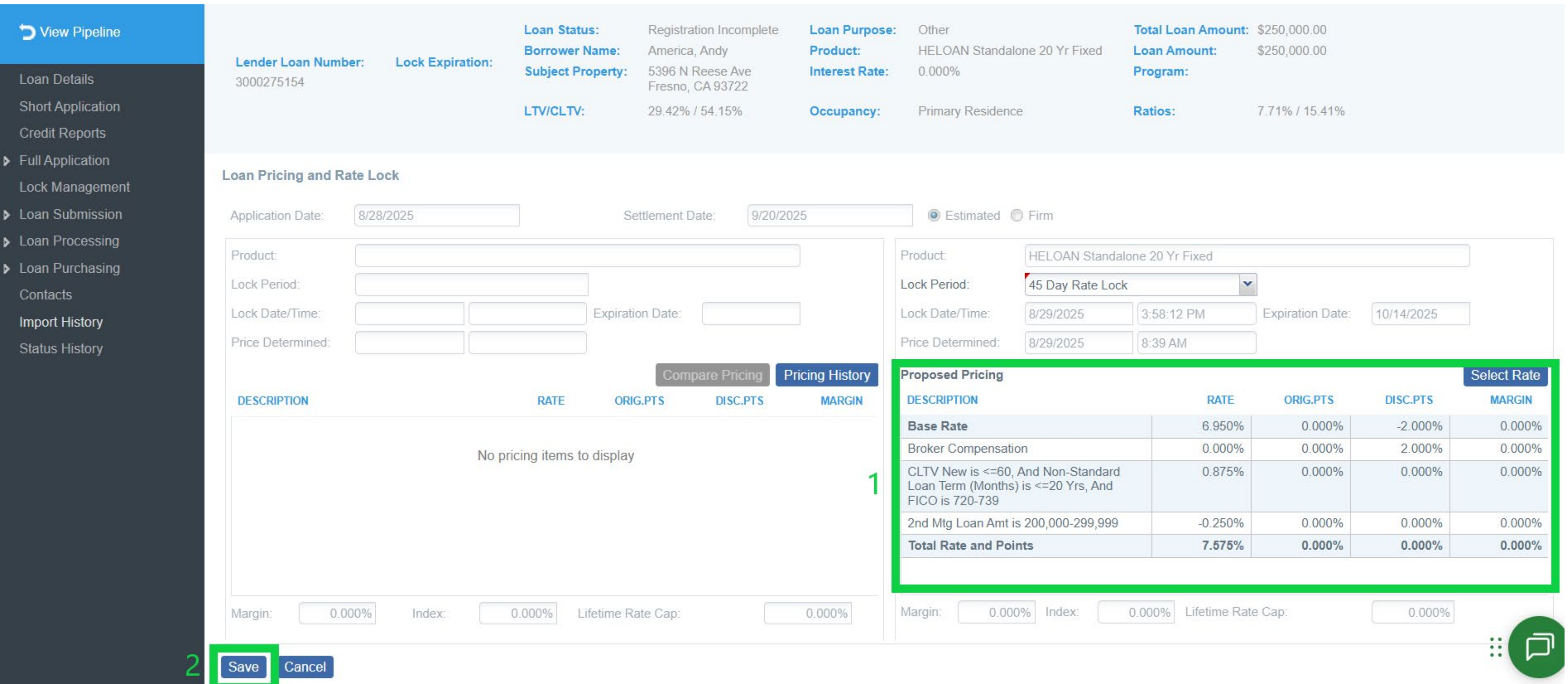
RATE	P & I PAYMENT	30 DAY POINTS	45 DAY POINTS	60 DAY POINTS
7.075%	$1,949.52	1.250%	1.250%	2.500%
7.125%	$1,957.05	1.125%	1.125%	2.375%
7.175%	$1,964.60	1.000%	1.000%	2.250%
7.225%	$1,972.15	0.875%	0.875%	2.125%
7.275%	$1,979.73	0.750%	0.750%	2.000%
7.325%	$1,987.32	0.625%	0.625%	1.875%
7.375%	$1,994.92	0.500%	0.500%	1.750%
7.425%	$2,002.53	0.375%	0.375%	1.625%
7.475%	$2,010.16	0.250%	0.250%	1.500%
7.525%	$2,017.81	0.125%	0.125%	1.375%
7.575%	$2,025.46	0.000%	0.000%	1.250%
7.625%	$2,033.13	0.000%	0.000%	1.125%
7.675%	$2,040.82	0.000%	0.000%	1.000%
7.725%	$2,048.52	0.000%	0.000%	0.875%
7.775%	$2,056.23	0.000%	0.000%	0.750%
7.825%	$2,063.95	0.000%	0.000%	0.625%
7.875%	$2,071.69	0.000%	0.000%	0.500%

Pricing and Locking Loans (HELOC)

This screen shot shows a HELOC example of locking

1. On the lower right you can review the details of the pricing
2. Shows your lock period
3. Click “**Save**” on the lower left

FYI - Print Lock Confirmation (you can always reenter to view/print again)

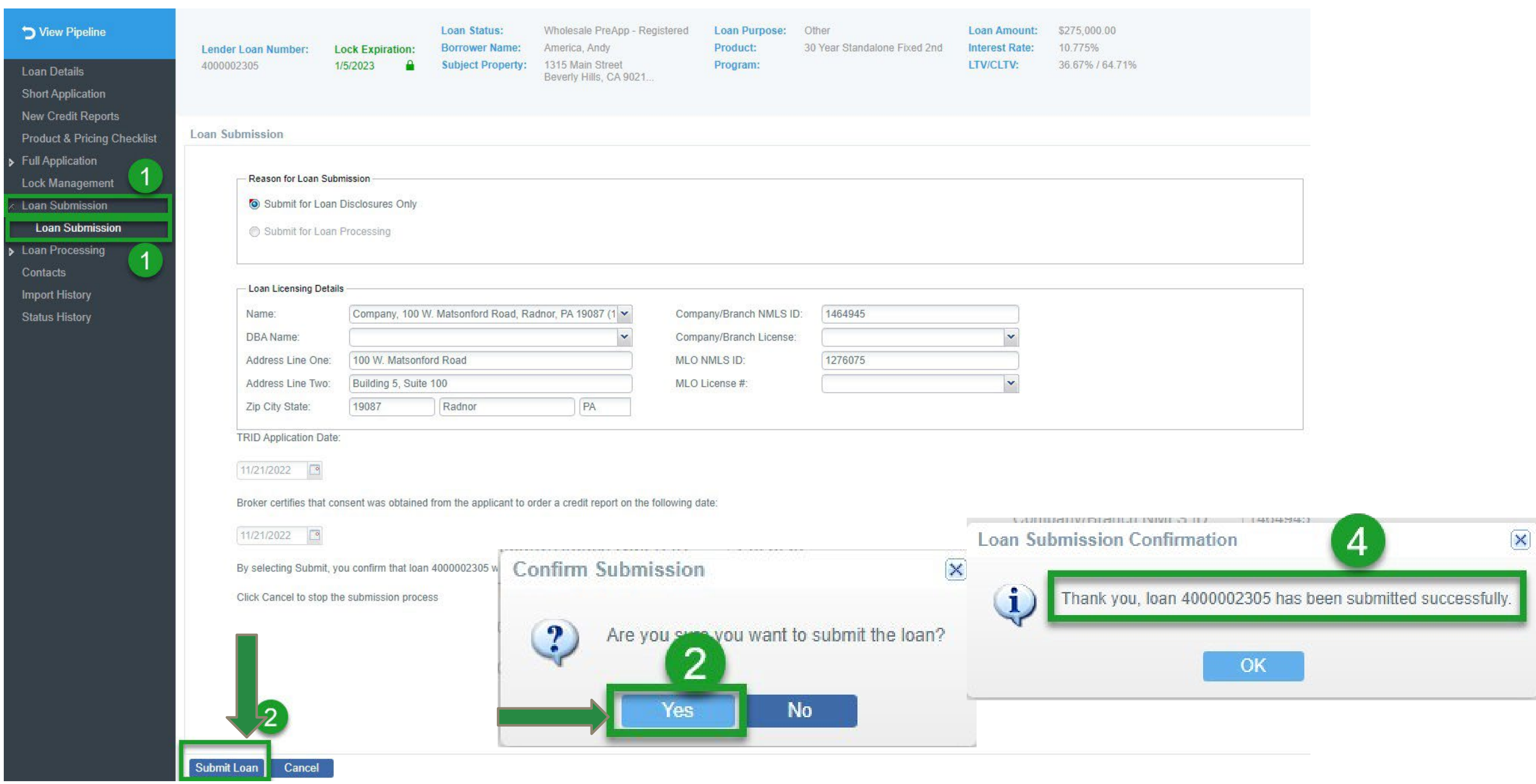


Submit The Loan

1. Enter "Loan Submission" on left
2. "Submit Loan for disclosures only" (will be preselected)
3. Click "**Submit loan**" – a submission confirmation box will pop up. Click "**Yes**".
4. **Your Loan Registration is not complete until you get this Confirmation box (example below) and <u>loan status will be Wholesale App Registered</u>.**

FYI*** Spring EQ will send all disclosures to your client(s) electronically

<u>Client(s) must acknowledge disclosures within 3 days of our credit pull or the loan will need to be restarted and resubmitted.</u>



THANK YOU FOR YOUR VALUED BUSINESS!!!

Spring EQ
WHOLESALE LENDING