

Geo-Corp TPO

Wholesale Training Guide

Getting Started

Signing Into The Geo Corp Wholesale Site

Accessing The Website

Broker Approval Letter

Dear John Broker,

We are pleased to inform your company is approved to submit loans to Geo-Corp, Inc.

Please find below your login information to our LOS System:

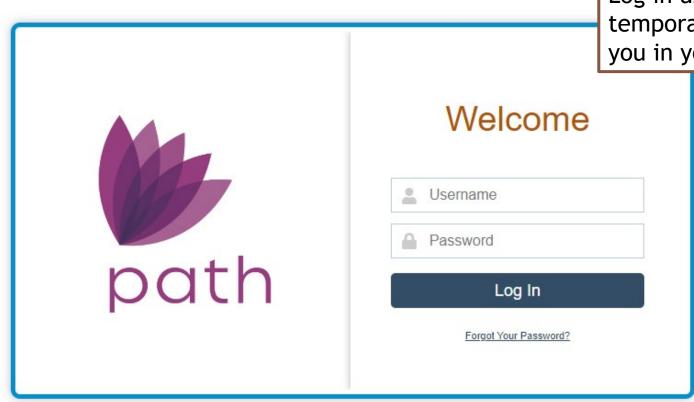
PATH - Login (calyxpath.com)

Login: YourUserName Password: TempPassWord



Thank you, Broker Relations Look for your welcome email. It will provide you with your login ID, temporary password, and a link to the login page.

Logging In For The First Time



Log in using the User Name and temporary password provided to you in your welcome email.

Setting Up Your New Password & Security Question

Create a recovery question and answer		Change Password
	Recovery Question	
	Recovery Answer	
	User Name	jdemo
	New Password	<u> </u>
	Confirm New Password	
ord Requirements		Save

Passw

- Minimum length 4, maximum length 10
- Must include at least one alphabetic and one numeric character.
- Case sensitive. For example: ArtB is different than artb
- Must include at least one special character such as ~!@#\$%^&*()_=+-{}|[]\:";'<>?,./

User Rights

Wholesale Lender

o Access only to their own pipeline

• Wholesale Processor

- o Access to any loans they are assigned to
- Processor access must be requested for Loan Officers that process their own loans

Navigating The System

Working In Our System

Navigation Pane

Joe Demo (Wholesale Lender) ♦ | Log out

This is the navigation pane for the "Wholesale Lender" role.

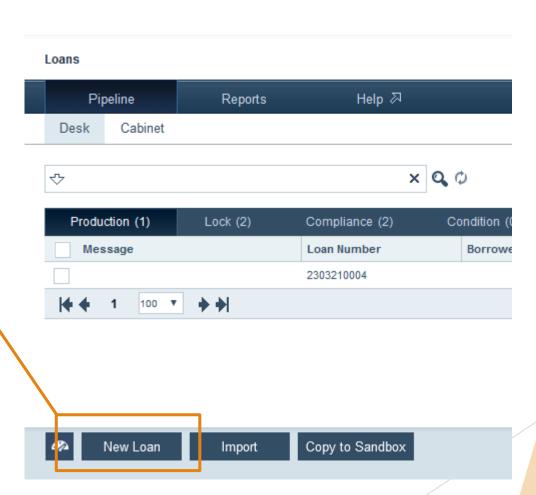
Your landing page Pipeline Desk will show loans you are able to work on Loans Pipeline Reports Cabinet Desk x Q O Φl Production (0) Lock (1) Compliance (1) Condition (0) All Subject P Borrower Loan Number No records **# #** 00 ▼ Loans that have been Loans not yet submitted to processing submitted to processing

Entering A Loan In The System

Wholesale Lender Role

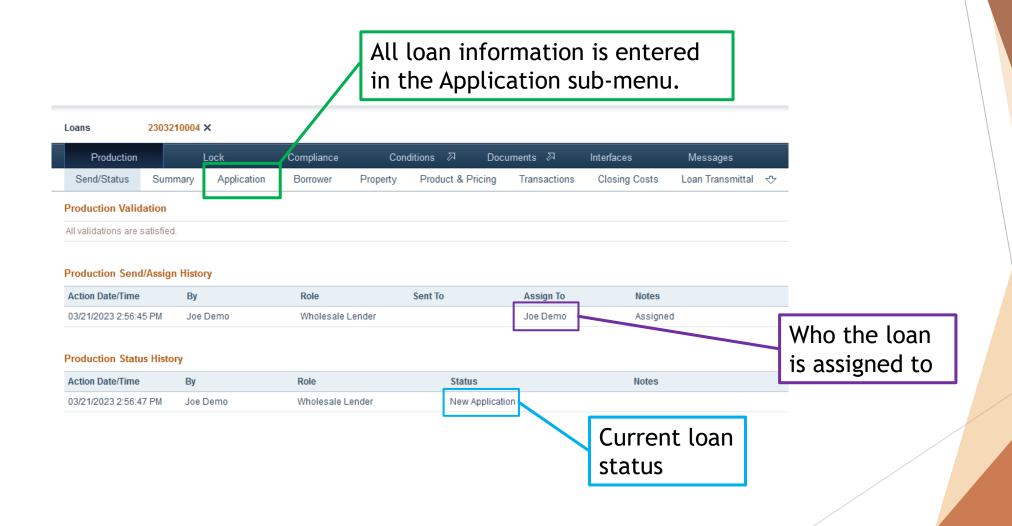
Add New Loan Wholesale Lender Role

To manually enter a loan into our system, *click* the <u>New Loan</u> button in the bottom left of the screen



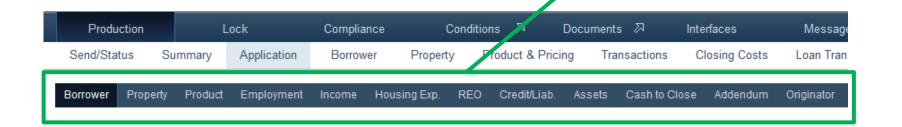
Add New Loan

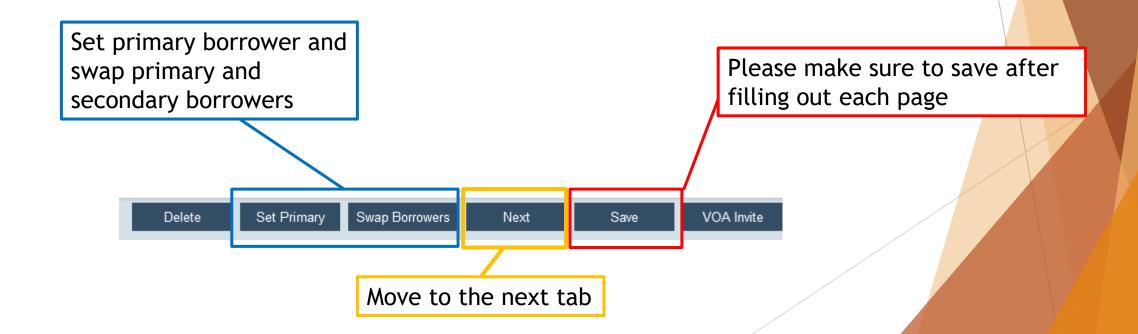
Wholesale Lender Role



Add New Loan Application Tab

Please go through each tab and fill out the necessary information





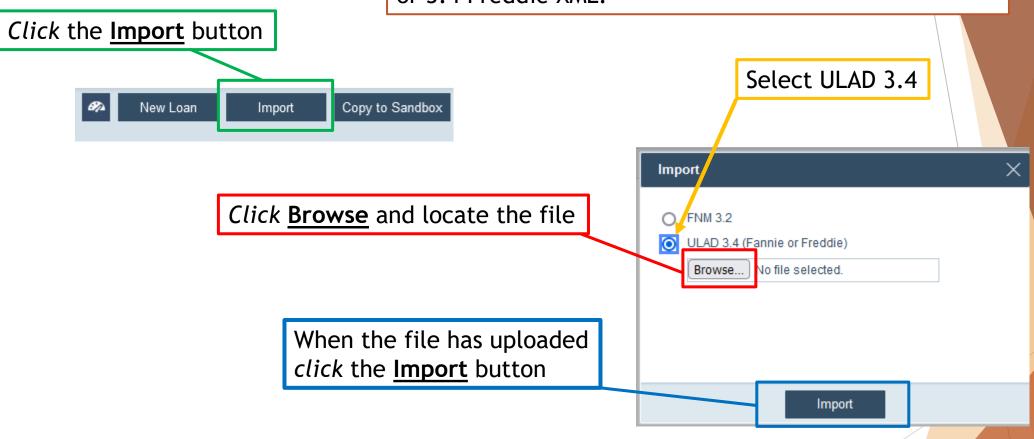
Import A Loan In The System

Wholesale Lender Role

Import Loan File

Wholesale Lender Role

To import a loan file generated in your own LOS, you will need to export your loan file into a 3.4 Fannie XML or 3.4 Freddie XML.



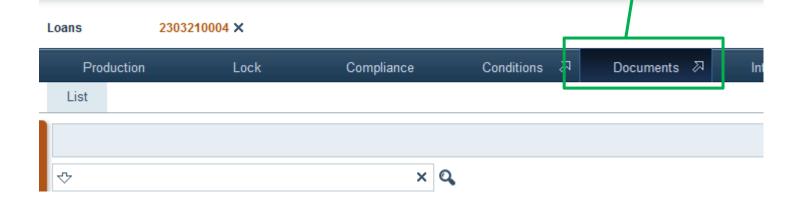
After Importing the loan file please go through all of the application tabs to ensure all data has transferred correctly

Upload Documents In The System

Wholesale Lender Role

Wholesale Lender Role

To upload documents, *click* on the **Documents** tab in the top bar.



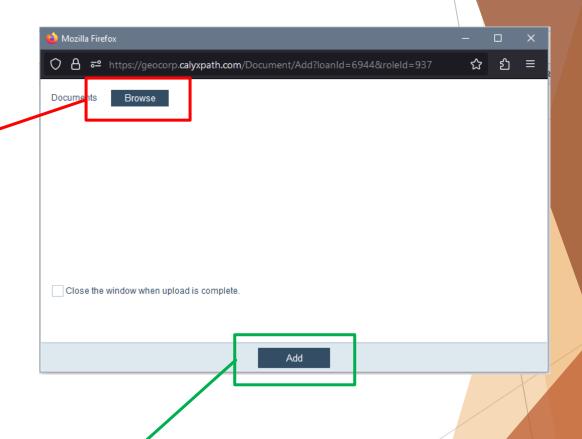
Then click the Add From Computer button at the bottom left of your window



Wholesale Lender Role

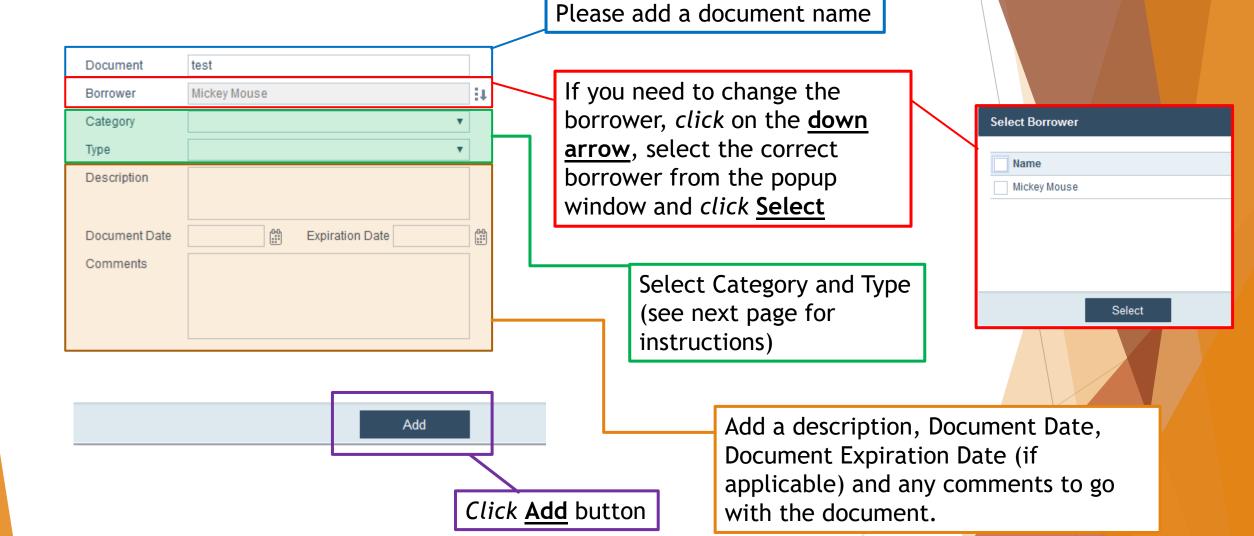
You may need to enable/allow pop up windows from calyx for this window to open, depending on your browser settings.

From the popup window *click* the **Browse** button, and locate and select the file you would like to upload



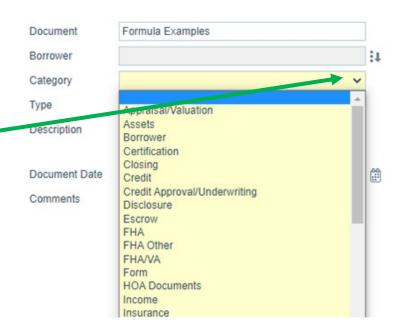
When the file has been uploaded *click* the **Add** button

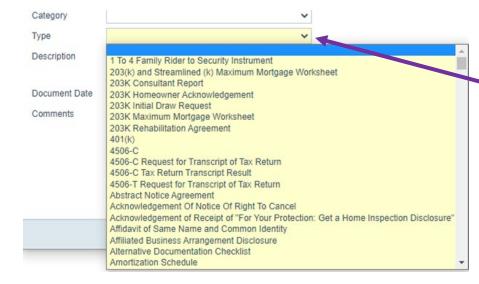
Wholesale Lender Role



Wholesale Lender Role

For Category, click the <u>dropdown</u> arrow and select the applicable category. (PLEASE ONLY SELECT CATEGORIES FROM THE LIST AND DO NOT TYPE YOUR OWN CATEGORY IN THE FIELD)





For Type, *click* the <u>dropdown arrow</u> and select the applicable type.
(PLEASE ONLY SELECT TYPES FROM THE LIST AND DO NOT TYPE YOUR OWN TYPE IN THE FIELD)

Wholesale Lender Role

REQUIRED DOCUMENTS TO REGISTER A LOAN

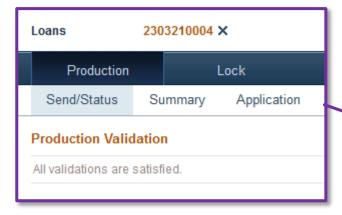
DOCUMENT	CATEGORY	ТҮРЕ
Initial URLA	Form	Uniform Residential Loan Application (URLA)
Loan Submission Form	Miscellaneous	Custom Forms
Social Security Card	Borrower	SS Card—Borrower
Credit Report	Credit	Credit Report
Credit Authorization Form	Form	Borrower Certification and Authorization
Photo ID (Unexpired)	Borrower	ID
Social Security Verification Form (SSA-89)	Form	SSA 89 (Borr; Co-bor; etc.)
Master Settlement Statement		
VOE Completed by Employer (For FHA+ only)	Form	VOE
Purchase Contract (For Purchases Only)	Property	Purchase Agreement

Send Loan To Processing

Wholesale Lender Role

Send To Processor

Wholesale Lender Role



When you are ready to send your loan to processing so that your processor (or yourself in the processor role) can work on the loan.

Navigate to the Production tab in the Send/Status sub-menu

Submit to Processing

In the bottom left of the screen *click* the **Submit To Processing** button

Send To Processor

Wholesale Lender Role

Add any notes you may want to, and click Save

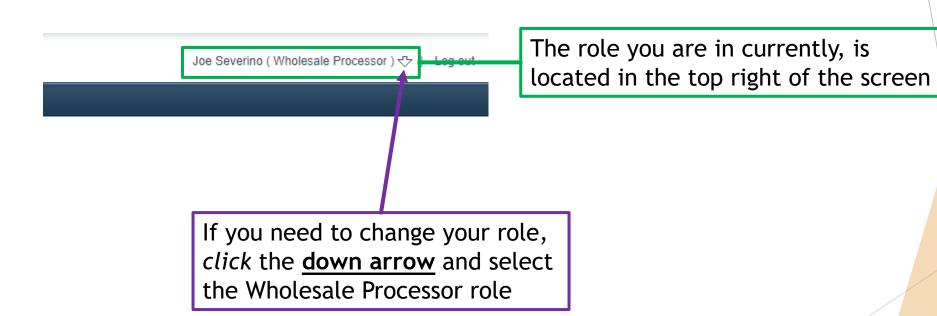
Send and Status Notes		X
	Save	

Assign A Processor To A Loan

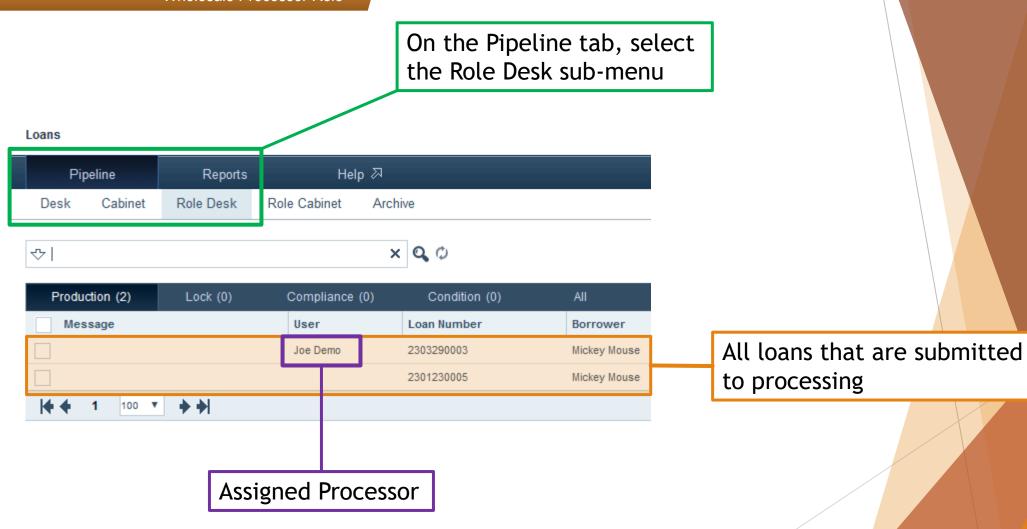
Wholesale Processor Role

Wholesale Processor Role

You will need to make sure you are in the Wholesale Processor role going forward.



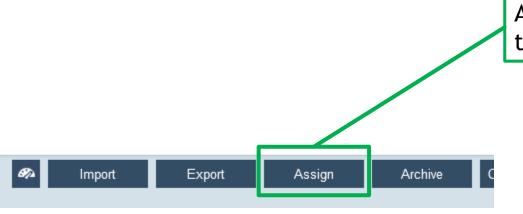
Wholesale Processor Role



Wholesale Processor Role

Check the box of the loan you want to assign a processor to.



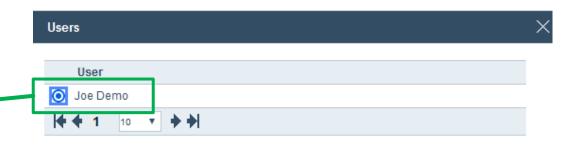


At the bottom of your screen *click* the <u>Assign</u> button.

Wholesale Processor Role

You may need to enable/allow pop up windows from calyx for this window to open, depending on your browser settings.

Select the processor you want to assign to the loan.



Click the Assign button.

Assign

Import A Loan In The System

Wholesale Processor Role

Upload A Loan File

Wholesale Processor Role

Make sure you are in the Wholesale Processor role. (Located in the top right of the window)





Click the <u>Import</u> button. (Located in the bottom left of the window)

Upload A Loan File

Wholesale Processor Role

You may need to enable/allow pop up windows from calyx for this window to open, depending on your browser settings.

Start by exporting a 3.4 xml file from your LOS. (Make sure to save it somewhere easy to find) Then log into the Path system.

Select the Loan Officer assigned to the loan.



Click the **Select** button

Select

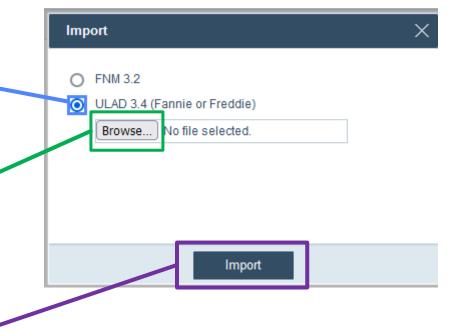
Upload A Loan File

Wholesale Processor Role

Select ULAD 3.4 (It can be a Fannie or Freddie 3.4 xml file)

Click **Browse**, locate, and select the file you exported from your LOS.

Click the **Import** button



Once the file has been uploaded, please go through all the pages listed previously in this manual to verify that all the information transferred correctly, and fill in and correct any missing or incorrect information. You can also upload the documents required for initial disclosures following the same instructions located earlier in this manual.

Wholesale Processor Role

Wholesale Processor Role

Initial Disclosures can ONLY be requested while in the Wholesale Processor role.

Pipeline Reports Cabinet Role Desk Role Cabinet Archive Desk Find the loan to be disclosed in the Pipeline x Q O ♡ tab, Desk sub-menu. Production (1) Lock (0) Compliance (0) Condition (0) Loan Number Message 2303290003 100 ▼

Loans

To submit a loan for initial disclosures, enter the loan file by double clicking the loan number.

Wholesale Processor Role

Make sure you are in the Production tab, Send/Status sub-menu.



Production Send/Assign History



Click the <u>Submitted to Underwriting</u> button, located in the bottom left of the window.

Wholesale Processor Role

In the Send and Status Notes window that pops up, please enter:

"File ready to be disclosed"

Click the Save button.

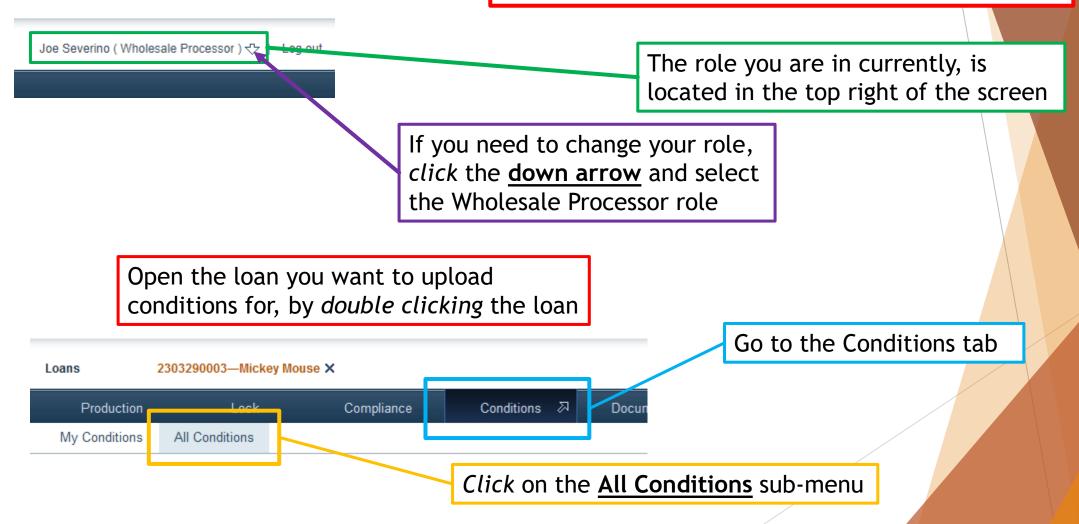
Send and Status Notes

After submitting the loan for Initial Disclosures, please email your Account Executive and inform them you have submitted a loan for initial disclosures. Please provide the loan number in the email.

Checking Loan Conditions

Wholesale Processor Role

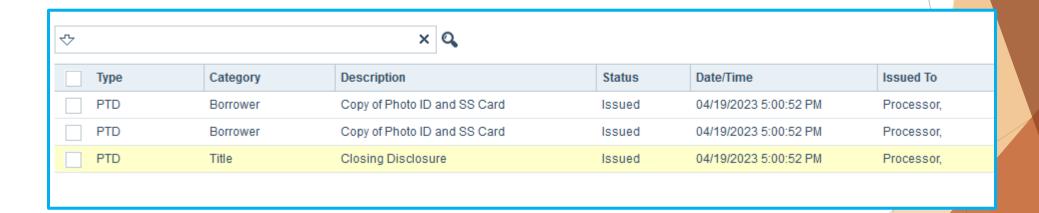
You will need to make sure you are in the Wholesale Processor role going forward.



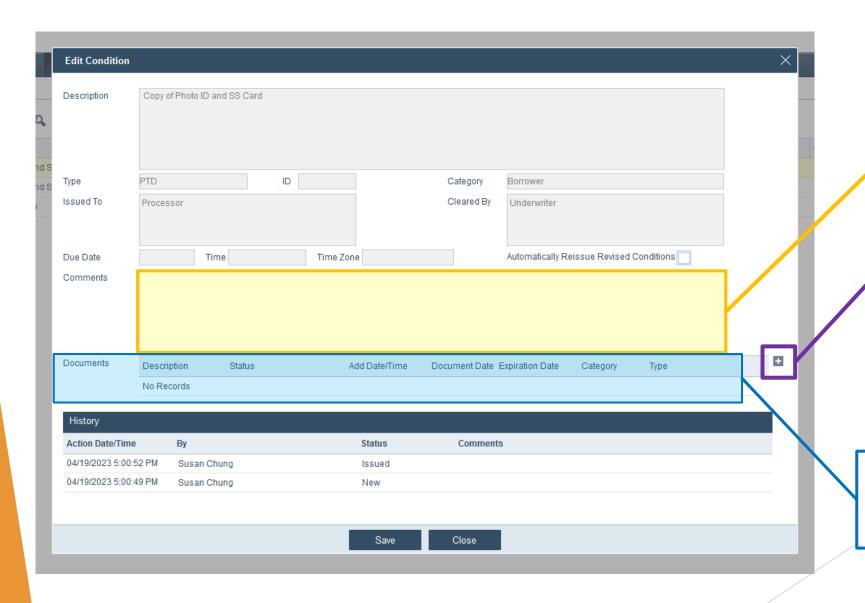
Wholesale Processor Role

You can see the list of conditions that were issued on the loan.

To upload the documents to satisfy a condition, double click the condition.



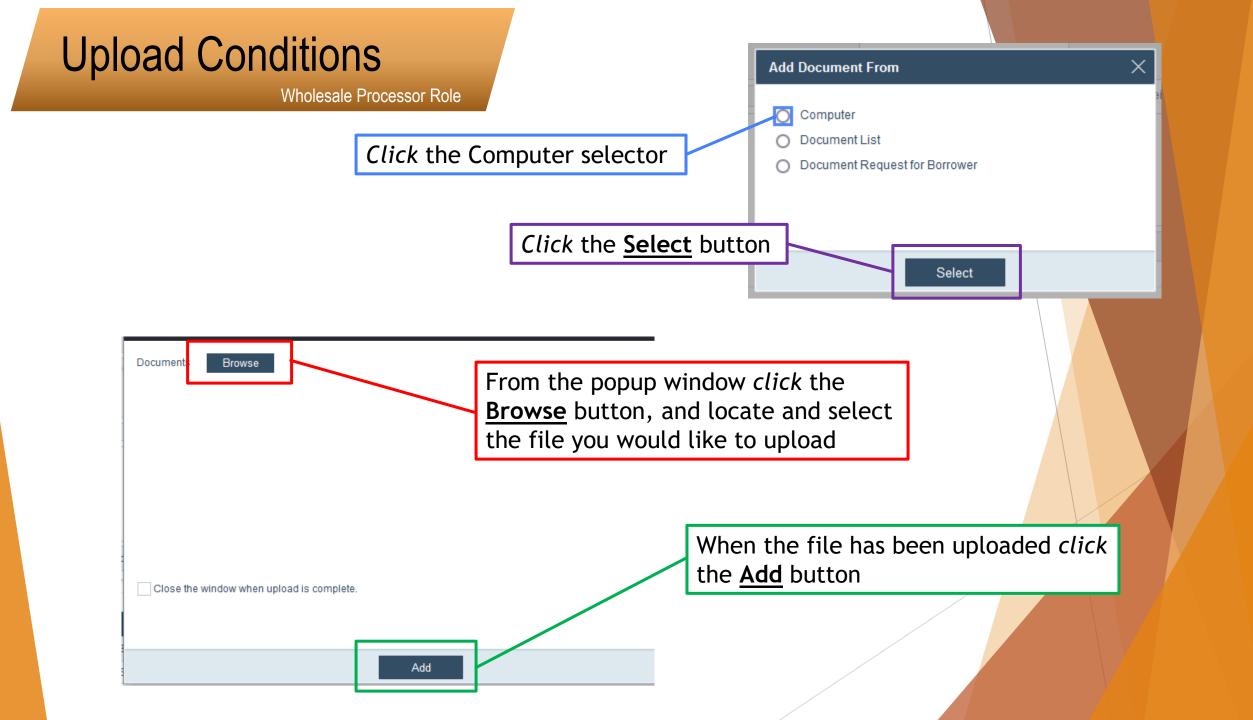
Wholesale Processor Role

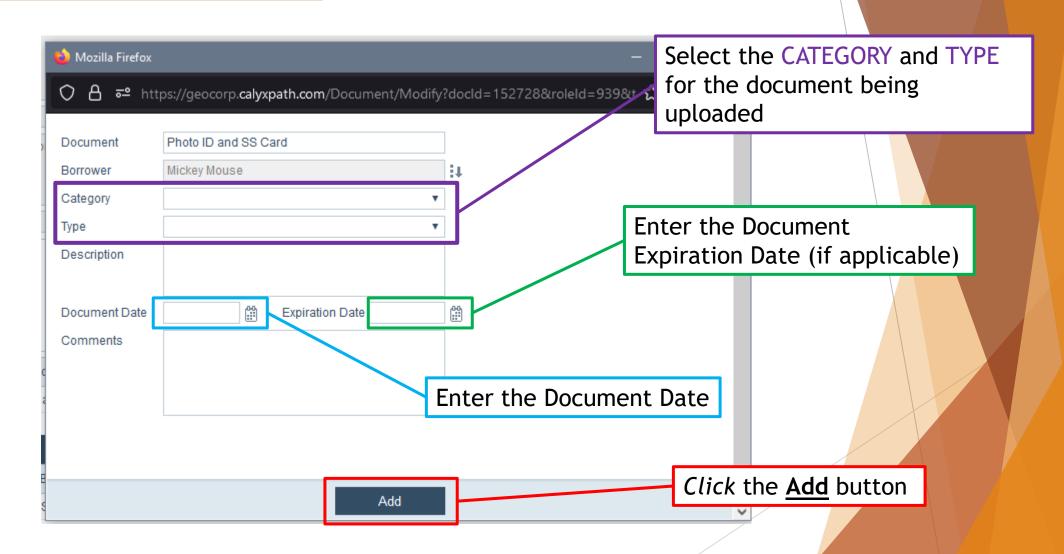


Add any comments you need to.

To upload the document, click the <u>+</u>

Area where documents uploaded to the condition are listed.





Wholesale Processor Role

Documents Description Status Add Date/Time Document Date Expiration
Photo ID and SS ... Uploaded 04/20/2023 9:1...

History				
Action Date/Time	Ву	Status	Comments	
04/19/2023 5:00:52 PM	Susan Chung	Issued		
04/19/2023 5:00:49 PM	Susan Chung	New		

List of documents that have been uploaded to the condition

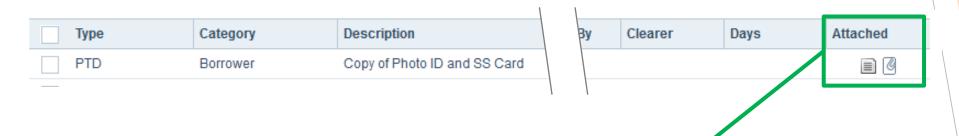
Click Save

Save

Close

Wholesale Processor Role

Just uploading the document(s) does NOT SUBMIT the condition for review.



You can see which conditions have had documents uploaded to them.

The condition is now in a ready to submit state. You are able to submit multiple conditions for review at one time so you can continue to upload documents to other conditions in the list and submit them together.

Submitting Loan Conditions

Submit Conditions

Wholesale Processor Role

You are able to submit multiple conditions for review at one time.

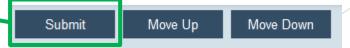
After you have uploaded the document(s) required to satisfy the condition:

Select the condition(s) you wish to submit for review.

At the bottom of the screen, *click* the **Submit** button.

In order for a condition to be reviewed and signed off, you must first SUBMIT the condition.





Submit Conditions

Wholesale Processor Role

You will be able to tell which conditions have been Submitted for review by looking in the status column for the status "Submitted".

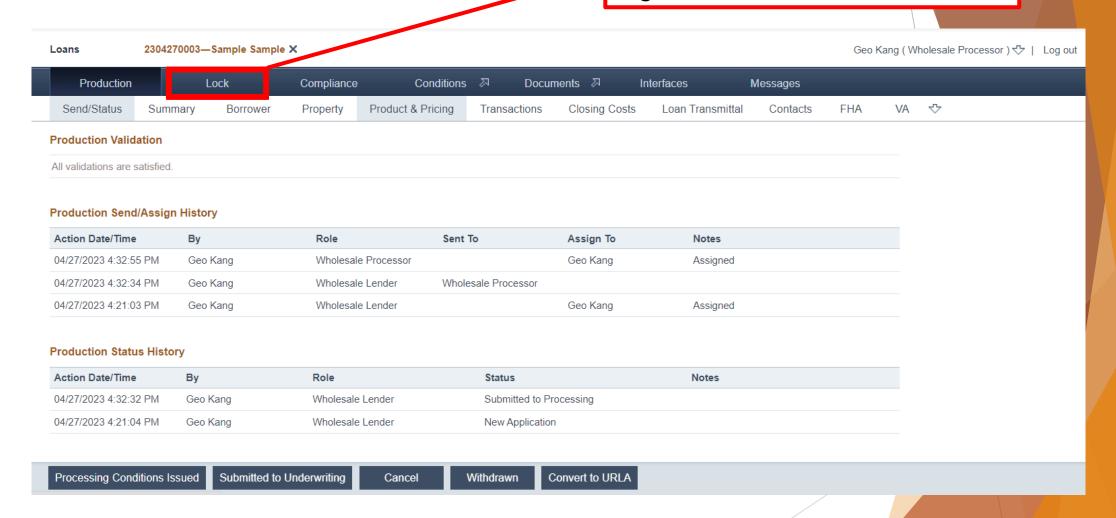
Туре	Category	Description	Status	Dat
PTD	Borrower	Copy of Photo ID and SS Card	Submitted	04/:
PTD	Borrower	Copy of Photo ID and SS Card	Issued	04/

After submitting conditions for review, please email your Account Executive.

How to Request a Lock

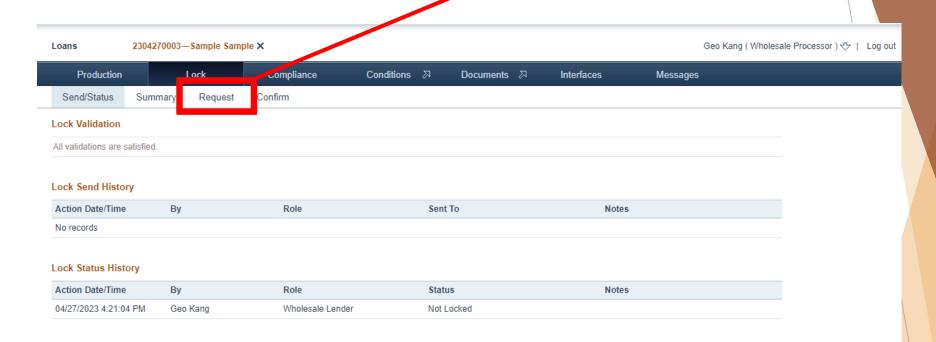
Wholesale Processor Role

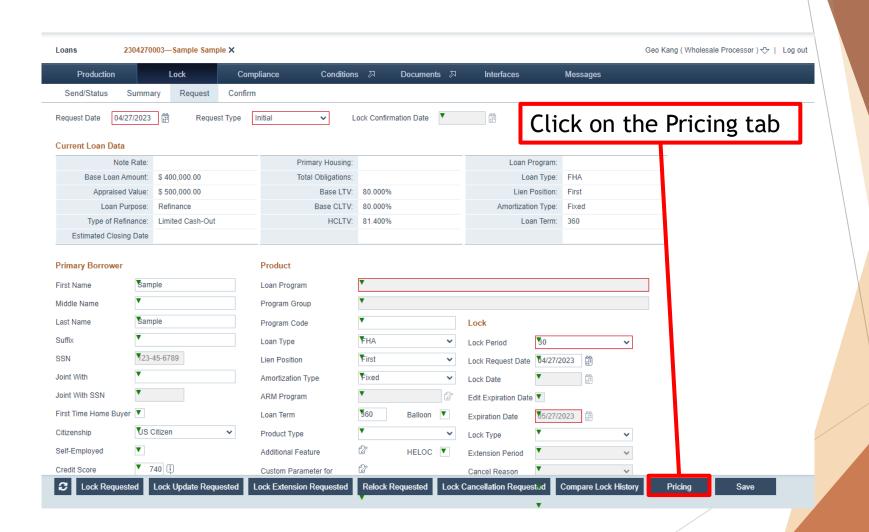
Click the Lock tab to go to the Lock Page



Wholesale Processor Role

Click the Request page within the Lock tab

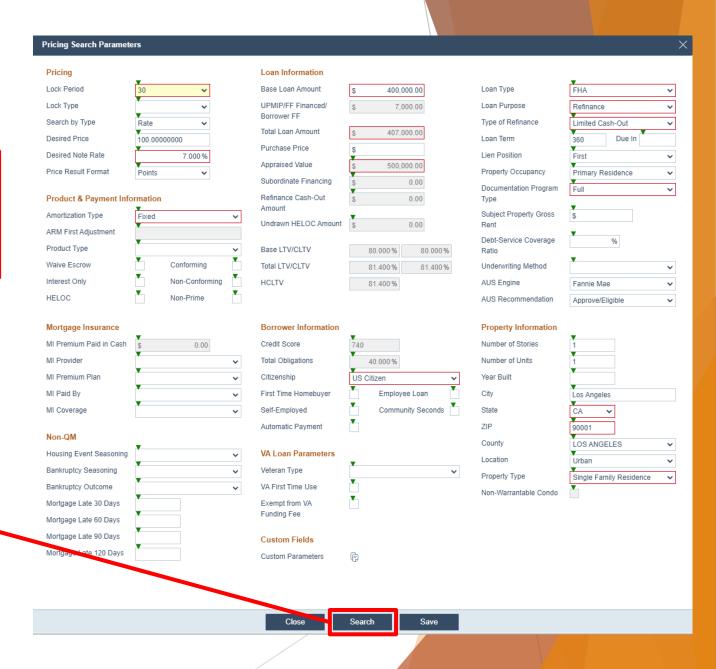




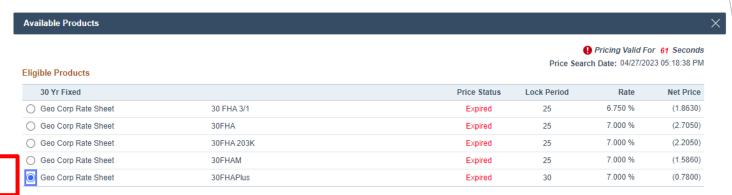
Wholesale Processor Role

Fill out all necessary parameters on the Pricing Search Parameters pop-up. If the search request is incomplete you will get an error explaining which fields are missing.

Click Search once all necessary parameters have been filled out.



Wholesale Processor Role



Select correct product

Ineligible Products

Product Name	Findings
Geo Corp Rate Sheet 30 FHA DPA Forgivable 2nd	Loan Purpose is Refi Rate-Term/Limited C.O.
Geo Corp Rate Sheet 30FHAA	• FICO > 639
Geo Corp Rate Sheet 30FHAAHB	 FICO > 639 State is Continental US, And High Balance/Super Conforming is Yes, And Number of Units is 1 Unit, And FHA Case # Assigned is On or after 1/1/2023 & N/A, And 1st Mtg Loan Amt (Base) < 726201
Geo Corp Rate Sheet 30FHAHB	• State is Continental U.S., And High Balance/Super Conforming is Yes, And Number of Units is 1 Unit, And FHA Case # Assigned is On or after 1/1/2023 & N/A, And 1st Mtg Loan Amt (Base) < 726201
Geo Corp Rate Sheet 30FHAMHB	 State is Continental US, And High Balance/Super Conforming is Yes, And Number of Units is 1 Unit, And FHA Case # Assigned is On or after 1/1/2023 & N/A, And 1st Mtg Loan Amt (Base) < 726201
Geo Corp Rate Sheet 30FHAS	Loan Purpose is Refi Rate-Term/Limited C.O.
Geo Corp Rate Sheet FHA DPA 2nd 10yr	Loan Purpose is Refi Rate-Term/Limited C.O.

Click Select Product

Back

Select Product

Wholesale Processor Role

Select desired rate. Please keep in mind that pricing that is not in parenthesis is a cost.

Available Pricing Loan Program: Geo Corp Rate Sheet 30 🔀 30 Day 0.5690 6.250 % 0.2990 6.375 % 0.0490 6.500 % (0.2210) 6.625 % (0.3300) 6.750 % (0.5700) (0.7800) 7.000 % (0.9600)

Price Search Ran On: 04/27/2023 05:18:38 PM Rate Calculation Detail Lock Period: 30 Day Base Rate: 7.000 % Rate Adjustments No adjustments Adjusted Rate: 7.000 % (0.2800)Base Price: **Price Adjustments** (0.0750)FICO is 720+ (0.2500)LTV <= 90 (0.1750)FICO is 740-780 Other Adjustments No adjustments 0.0000 Servicing Release Premium Adjusted Price: (0.7800)\$ 407,000.00 **Total Loan Amount** Net Price In Dollars \$-3,174.60

Click Select Price when done

k Reprice

Select Price

Wholesale Processor Role

Lock Price Add Adjustment 4 6.440% APOR Date 04/24/2023 6.625% 7.000% -0.22100000% Selected Note Rate Starting Adjusted Rate Discount/Rebate at Start Rate Base Price 100.28000000 FICO is 720+ 0.0750 0.2500 LTV <= 90 FICO is 740-780 0.1750 0.0000 Service Release Premium Lock Price 100.78000000

 Action Date/Time
 By
 Lock Status
 Notes
 Channel

 Current Lock Request

 04/27/2023 4:21:04 PM
 Geo Kang
 Not Locked

After selecting the price, the pop-up will disappear and you will be redirected to the Lock Request page. Scroll down to review Lock Price.

Click Lock Requested to request lock

C Lock Request

Lock Update Requested

Lock Extension Requested

Relock Requested

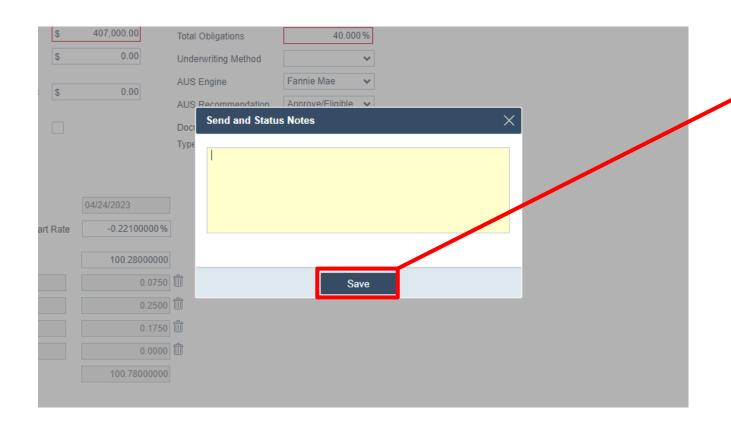
Lock Cancellation Requested

Compare Lock History

Pricing

Save

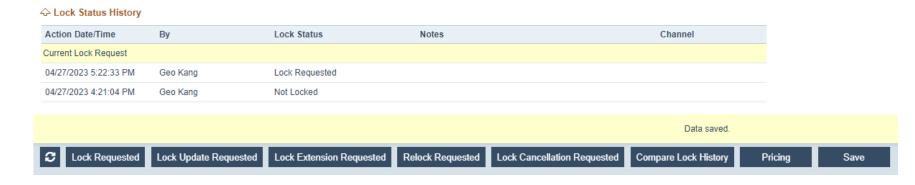
Wholesale Processor Role



A pop-up will appear. Writing a note is not necessary but you must click the Save button to complete the lock request.

Wholesale Processor Role

After clicking Save, you will be redirected to the Lock Request page. Scroll down to Lock Status History to confirm that the lock was requested properly.



The Lock Desk will confirm or deny the lock request. You should receive notification or you can check the Lock Status History.