LoanNEX Seller Modifications
User Guide

August 2024

LoanNEX Seller Modifications Table of Contents

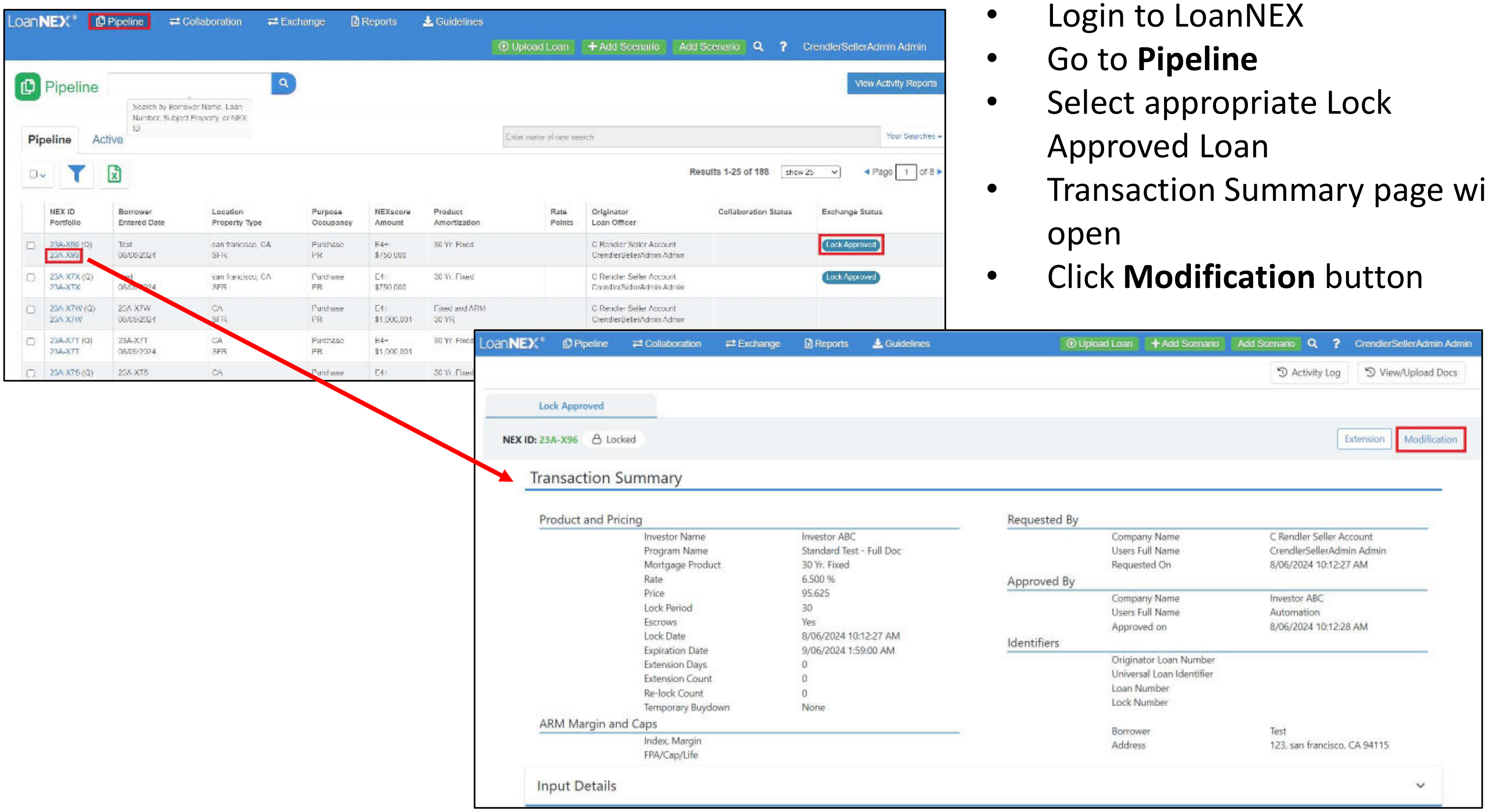
Seller User Note:
The Seller portion of this User Guide is for Seller Users with direct access to the Investor / Lender. Secondary will complete Seller Modification steps if Seller User does not have direct access.

Buyer User Note:
If the Buyer / Lock Desk User has Auto-Lock turned on, Seller Modification Requests will be auto-approved. Utilize LoanNEX Void functionality if Seller Modification auto-approved does not meet Lock Approved requirements.

Open Lock Approved Loan from Pipeline

Seller User

Note: The Seller portion of this User Guide is for Seller Users with direct access to the Investor / Lender. Secondary will complete Seller Modification steps if Seller User does not have direct access.



	NEX ID Portfolio	Borrower Entered Date	Location Property Type	Purpose Occupancy	NEXscore Amount	Product Amortization	Rate Points	Originator Loan Officer	Collaboration Status	Exchange Status
☐	23A-X96 (Q) 23A-X96	Test 08/06/2024	san francisco, CA SFR	Purchase PR	E4+ $750,000	30 Yr. Fixed		C Rendler Seller Account CrendlerSellerAdmin Admin		Lock Approved
☐	23A-X7X (Q) 23A-X7X	Test 08/0[illegible]2024	san francisco, CA SFR	Purchase PR	E4+ $750,000	30 Yr. Fixed		C Rendler Seller Account CrendlerSellerAdmin Admin		Lock Approved
☐	23A-X7W (Q) 23A-X7W	23A-X7W 08/05/2024	CA SFR	Purchase PR	E4+ $1,000,001	Fixed and ARM 30 YR		C Rendler Seller Account CrendlerSellerAdmin Admin		
☐	23A-X7T (Q) 23A-X7T	23A-X7T 08/05/2024	CA SFR	Purchase PR	E4+ $1,000,001	30 Yr. Fixed				
☐	23A-X7S (Q)	23A-X7S	CA	Purchase	E4+	30 Yr. Fixed				

NEX ID: 23A-X96 Locked

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.625
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 10:12:27 AM

Approved By

Company Name	Investor ABC
Users Full Name	Automation
Approved on	8/06/2024 10:12:28 AM

Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Input Details

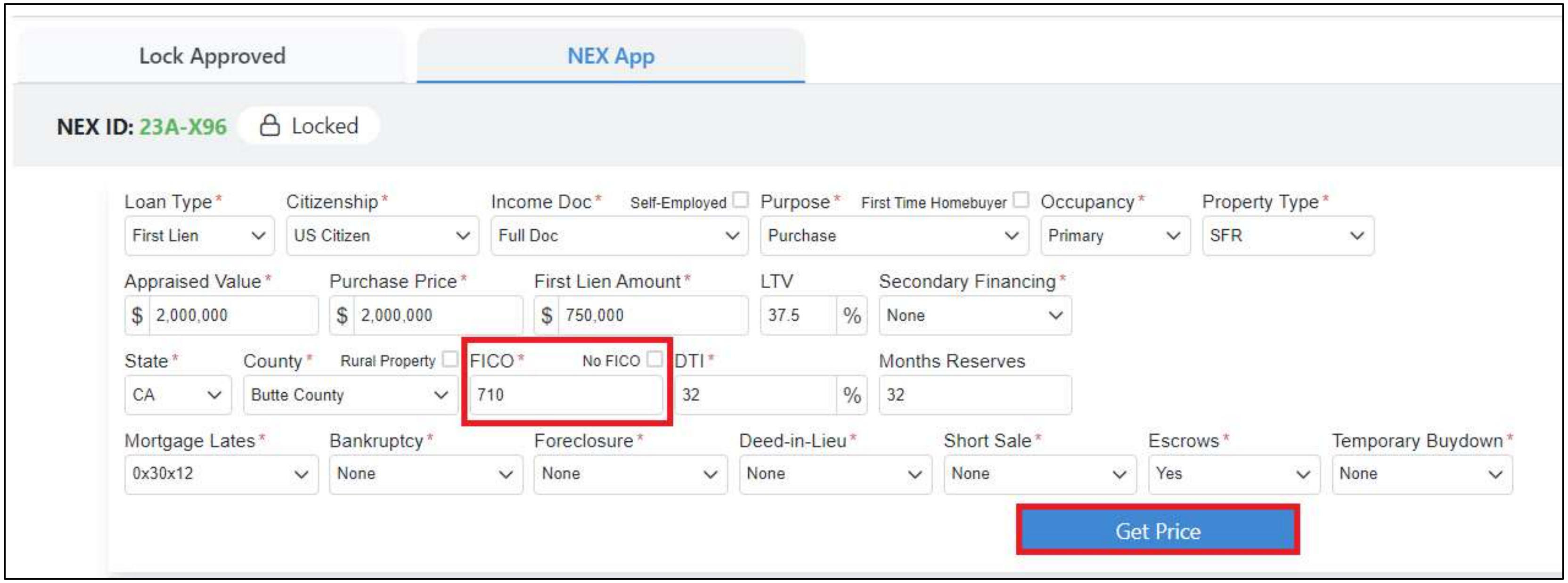
- Login to LoanNEX
- Go to **Pipeline**
- Select appropriate Lock Approved Loan
- Transaction Summary page will open
- Click **Modification** button

Update and Re-price Loan

Seller User

- NEX App page will open
- Update the appropriate loan data
    - *Example: FICO updated from 755 to 710*
- Select the **Get Price** button

***Note:** pricing reflected will be based on historical eligibility and pricing from the original lock date*



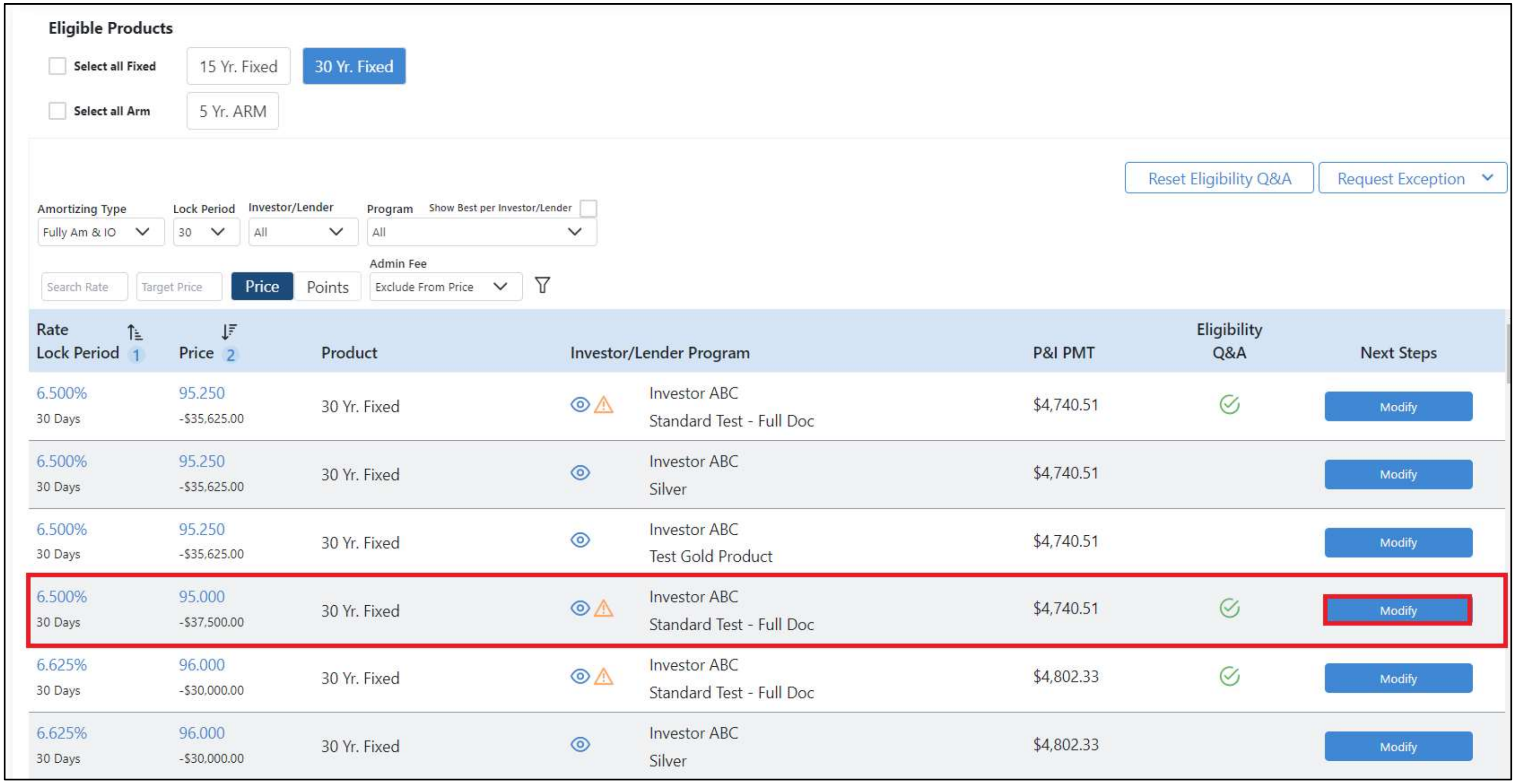
NEX ID: 23A-X96 Locked

Loan Type*: First Lien
Citizenship*: US Citizen
Income Doc*: Full Doc
Self-Employed ☐
Purpose*: Purchase
First Time Homebuyer ☐
Occupancy*: Primary
Property Type*: SFR
Appraised Value*: $ 2,000,000
Purchase Price*: $ 2,000,000
First Lien Amount*: $ 750,000
LTV: 37.5 %
Secondary Financing*: None
State*: CA
County*: Butte County
Rural Property ☐
FICO*: 710
No FICO ☐
DTI*: 32 %
Months Reserves: 32
Mortgage Lates*: 0x30x12
Bankruptcy*: None
Foreclosure*: None
Deed-in-Lieu*: None
Short Sale*: None
Escrows*: Yes
Temporary Buydown*: None

Request Modification

Seller User

- Find desired Rate and Lock Period
- Click the **Modify** button



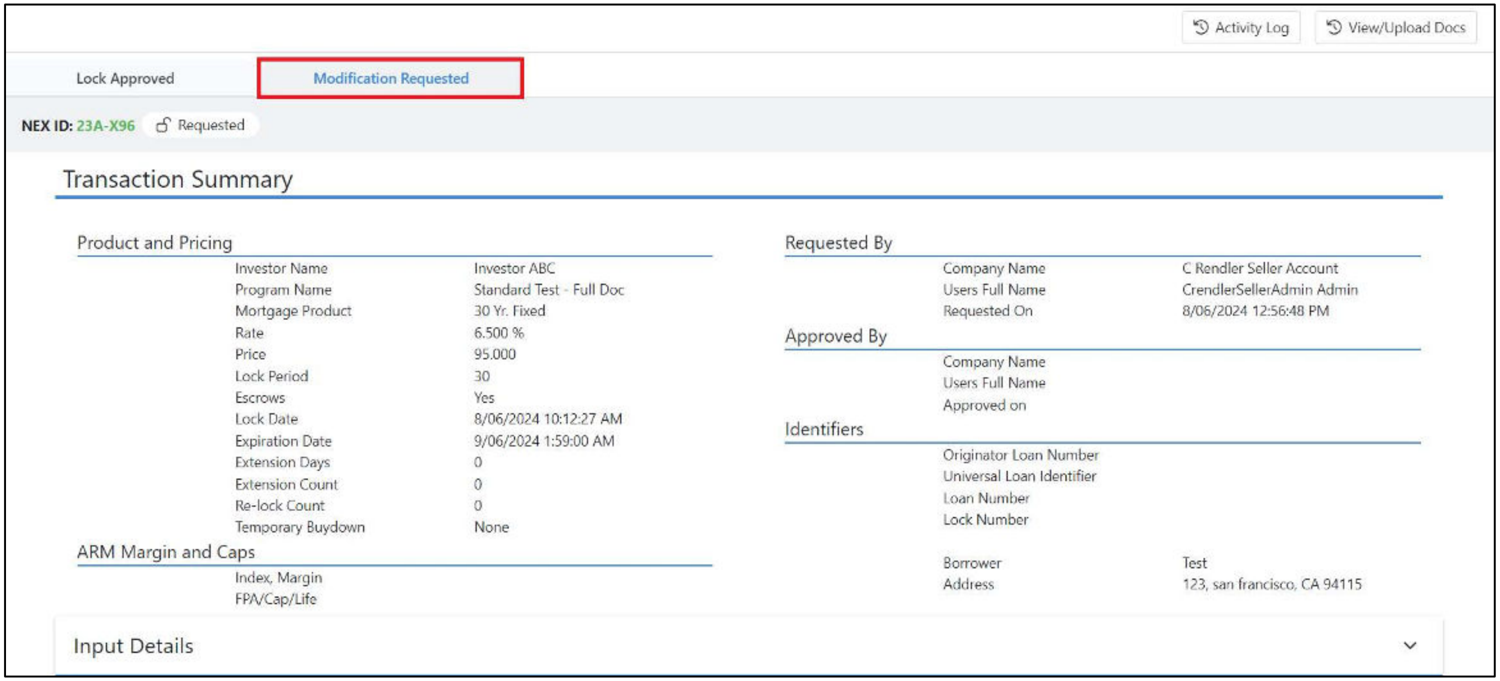
Amortizing Type: Fully Am & IO
Lock Period: 30
Investor/Lender: All
Program: All
Admin Fee: Exclude From Price

Rate Lock Period 1	Price 2	Product	Investor/Lender Program	P&I PMT	Eligibility Q&A	Next Steps
6.500% 30 Days	95.250 -$35,625.00	30 Yr. Fixed	⚠ Investor ABC Standard Test - Full Doc	$4,740.51	✓	Modify
6.500% 30 Days	95.250 -$35,625.00	30 Yr. Fixed	Investor ABC Silver	$4,740.51		Modify
6.500% 30 Days	95.250 -$35,625.00	30 Yr. Fixed	Investor ABC Test Gold Product	$4,740.51		Modify
6.500% 30 Days	95.000 -$37,500.00	30 Yr. Fixed	⚠ Investor ABC Standard Test - Full Doc	$4,740.51	✓	Modify
6.625% 30 Days	96.000 -$30,000.00	30 Yr. Fixed	⚠ Investor ABC Standard Test - Full Doc	$4,802.33	✓	Modify
6.625% 30 Days	96.000 -$30,000.00	30 Yr. Fixed	Investor ABC Silver	$4,802.33		Modify

Modification Request Submitted

Seller User

- LoanNEX will open **Modification Requested** tab of the Transaction summary, with updated loan details
  - Original Lock Approved loan details are available on Lock Approved tab
  - If Buyer Lock Desk has enabled Auto-lock for Modification Requests, the Modification Request will automatically show as Lock Approved with the updated loan details



NEX ID: 23A-X96

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 12:56:48 PM

Approved By

Company Name	
Users Full Name	
Approved on	

Identifiers

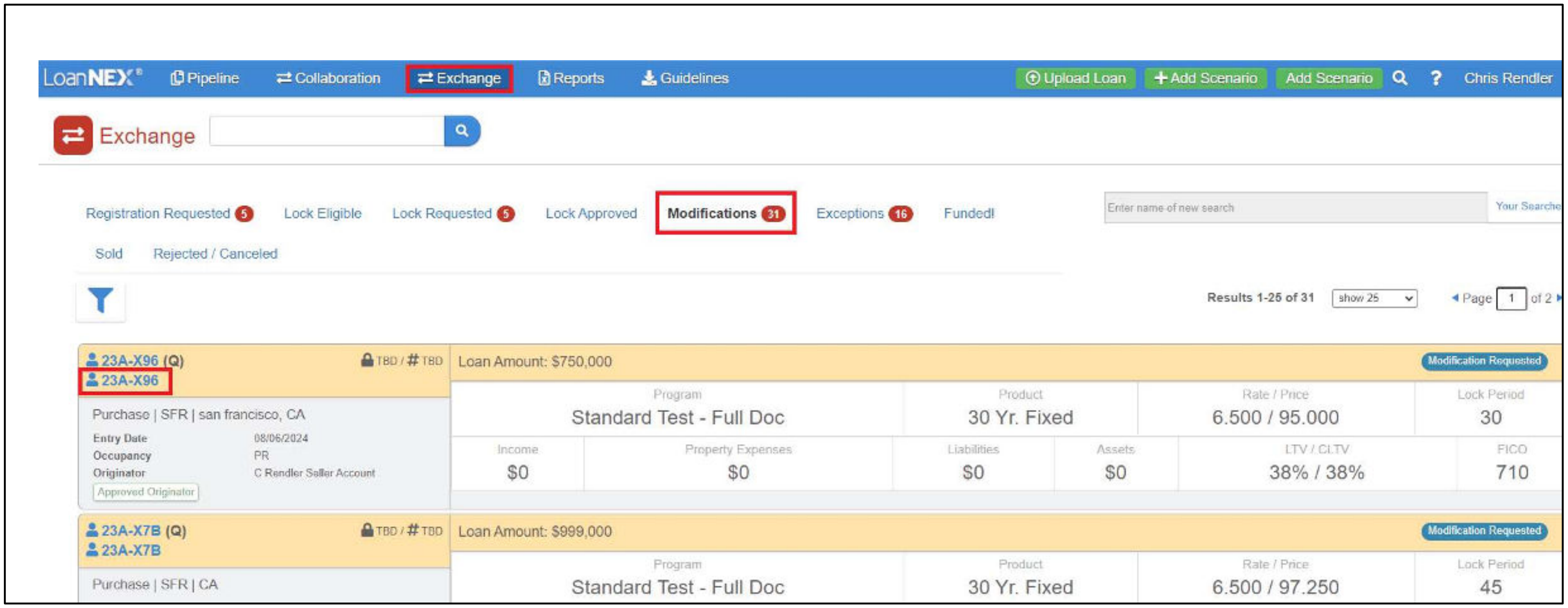
Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Access Modification Request in Exchange

Lock Desk User

Note: If the Buyer / Lock Desk User has enabled Auto Modification Approval, Seller Modification Requests will be auto-approved. Utilize LoanNEX Void functionality if Seller Modification auto-approved does not meet Lock Approved requirements.

- Secondary Lock Desk will receive email notification for Modification Request with NEX ID
- Login to LoanNEX
- Go to the **Exchange** and **Modifications** tab
- Select the appropriate NEX ID in Modification Requested status



23A-X96 (Q)
23A-X96
TBD / # TBD
Loan Amount: $750,000
Modification Requested
Purchase | SFR | san francisco, CA
Entry Date 08/06/2024
Occupancy PR
Originator C Rendler Seller Account
Approved Originator

Program	Product	Rate / Price	Lock Period
Standard Test - Full Doc	30 Yr. Fixed	6.500 / 95.000	30

Income	Property Expenses	Liabilities	Assets	LTV / CLTV	FICO
$0	$0	$0	$0	38% / 38%	710

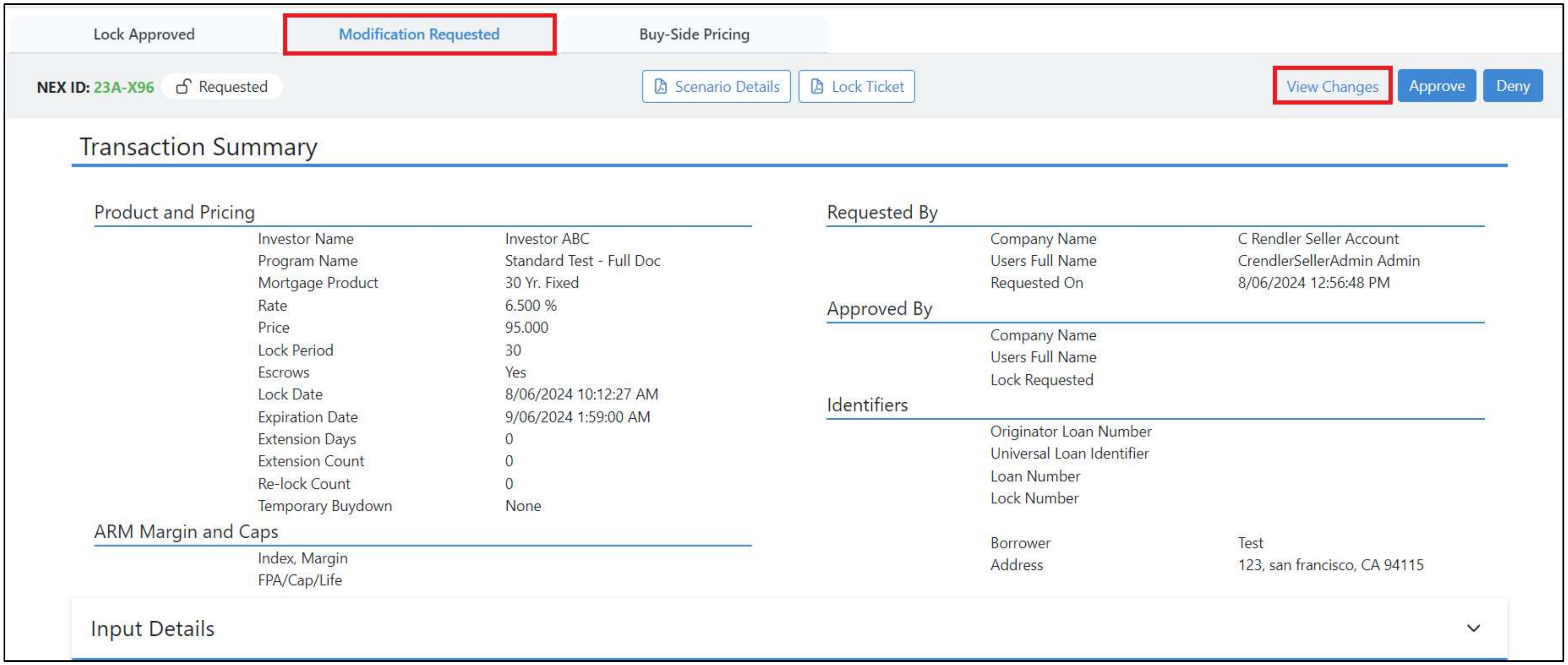
23A-X7B (Q)
23A-X7B
TBD / # TBD
Loan Amount: $999,000
Modification Requested
Purchase | SFR | CA

Program	Product	Rate / Price	Lock Period
Standard Test - Full Doc	30 Yr. Fixed	6.500 / 97.250	45

View Changes for the Modification Request

Lock Desk User

- The Transaction Summary page will open to the **Modification Requested** tab
- Select **View Changes** button



NEX ID: 23A-X96

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 12:56:48 PM

Approved By

Company Name	
Users Full Name	
Lock Requested	

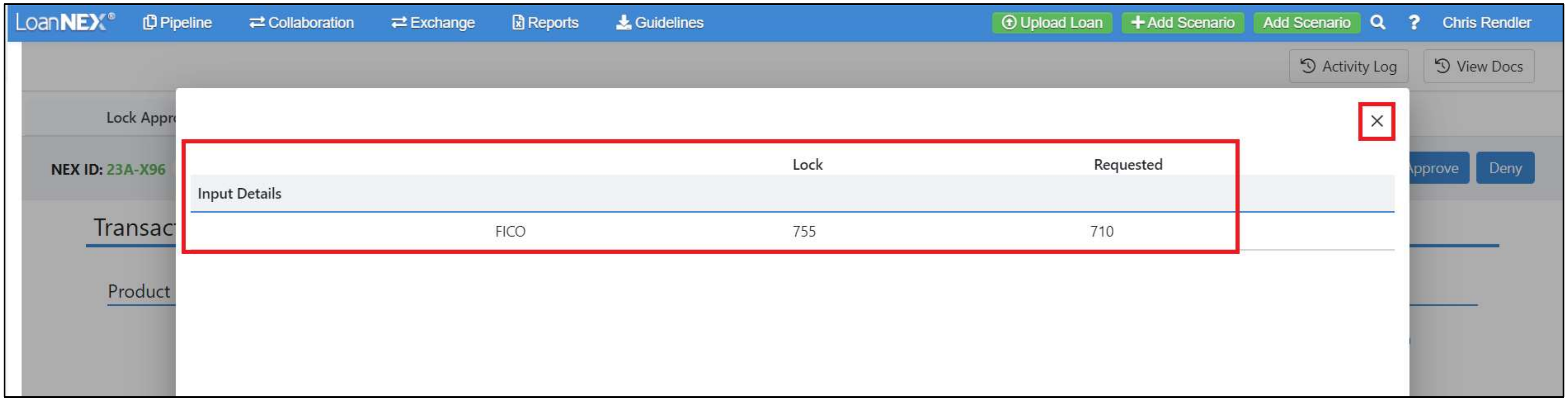
Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

View Changes

Lock Desk User

- Displays Locked vs. Requested Loan Information
  - *Note: If there is a price change, that will be displayed in the View Changes window*
- Close window when done reviewing changes to Approve or Deny the Modification Request

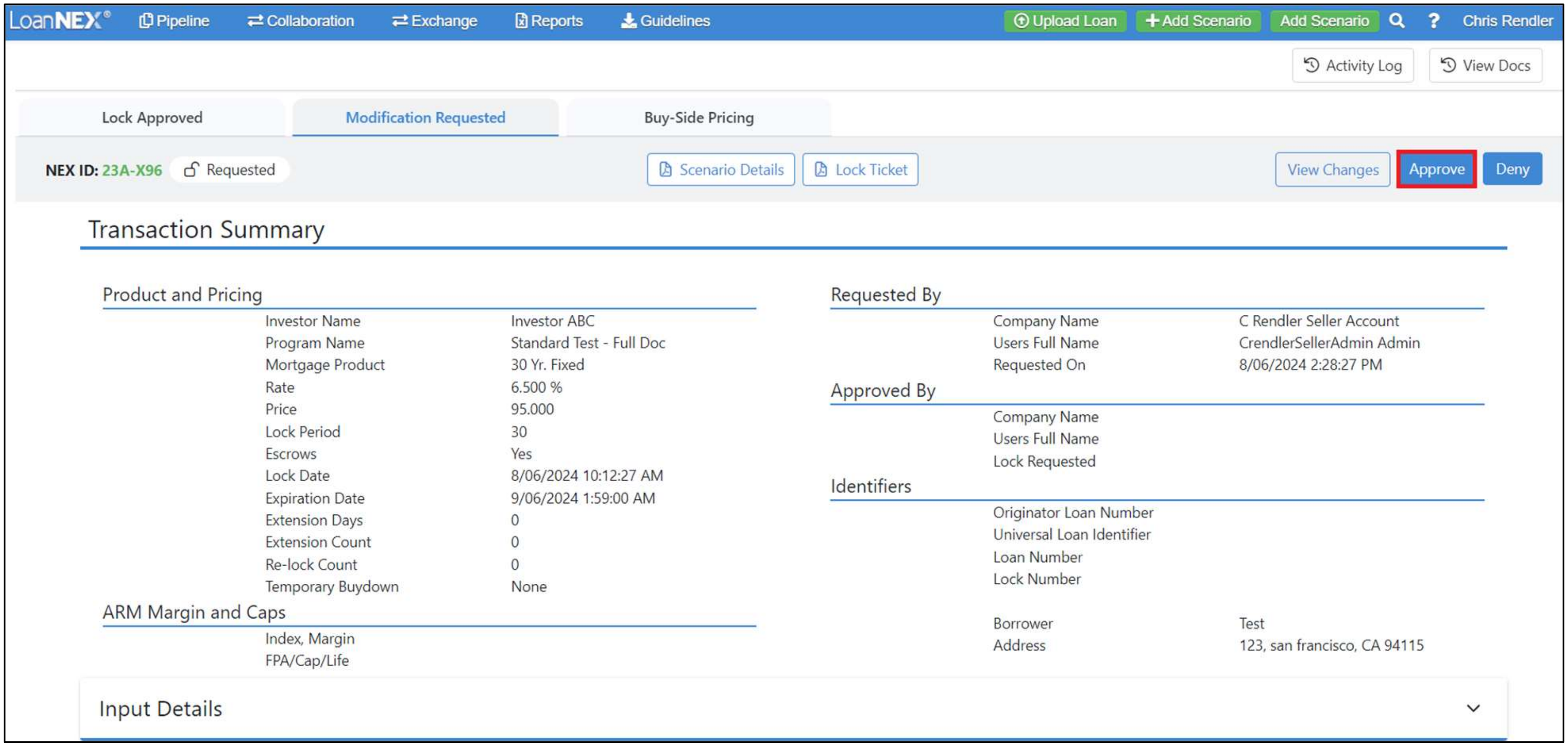


	Lock	Requested
Input Details		
FICO	755	710

Approve Modification Request

Lock Desk User

- While on the **Modification Requested** tab, select the **Approve** button



NEX ID: 23A-X96 Requested

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 2:28:27 PM

Approved By

Company Name	
Users Full Name	
Lock Requested	

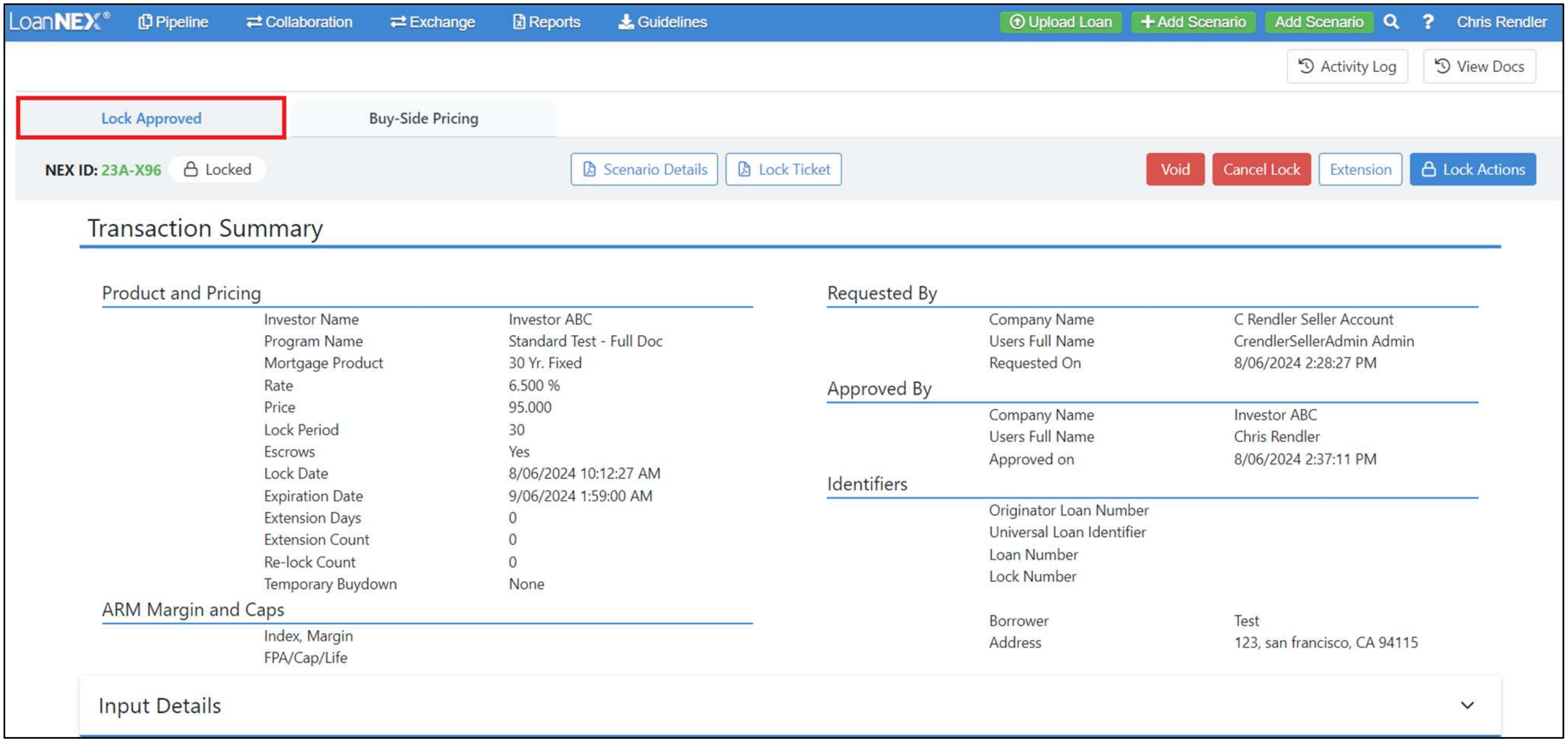
Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Approve Modification Request Complete

Lock Desk User

- Transaction Summary shows **Lock Approved** tab with modified Loan information



NEX ID: 23A-X96 Locked

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 2:28:27 PM

Approved By

Company Name	Investor ABC
Users Full Name	Chris Rendler
Approved on	8/06/2024 2:37:11 PM

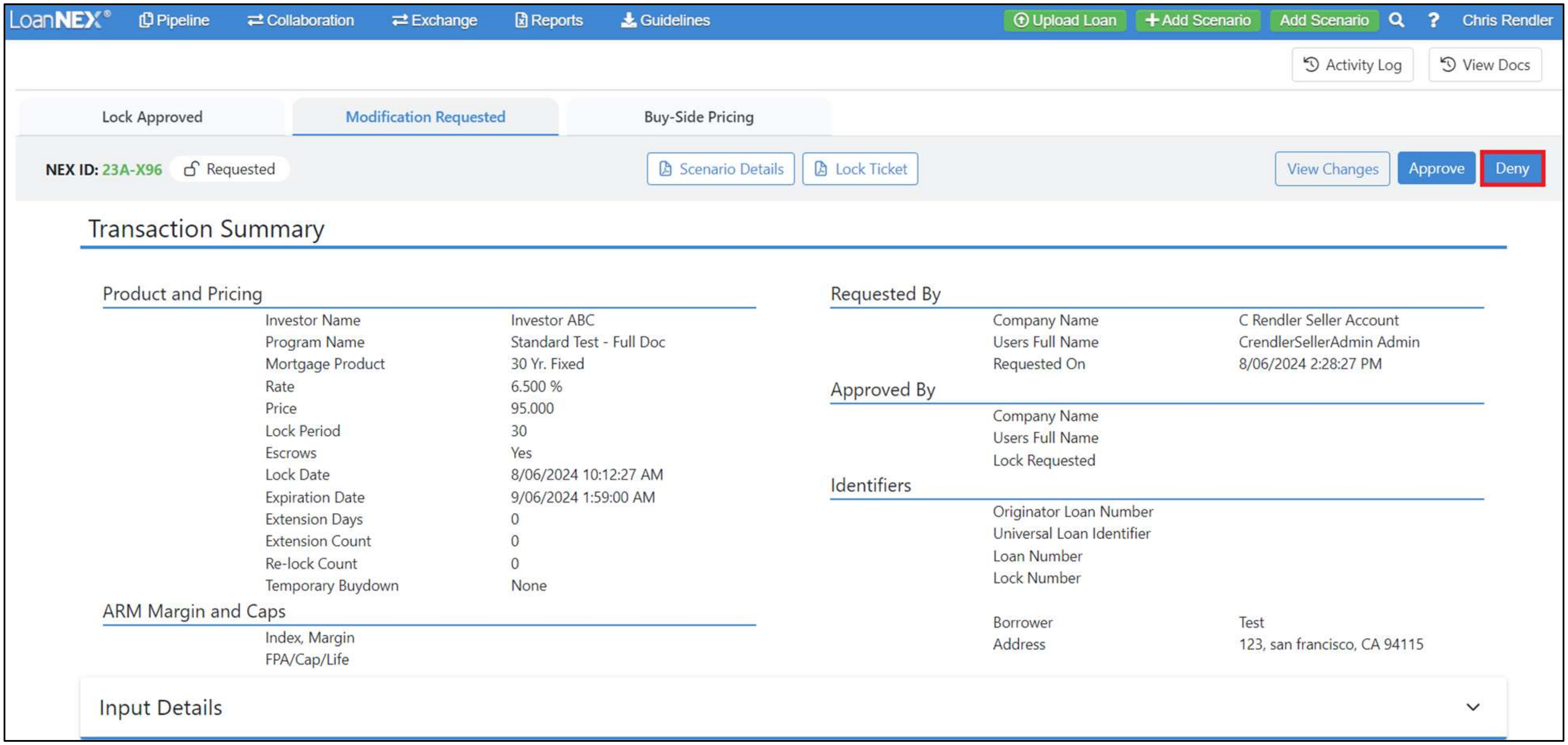
Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Deny Modification Request

Lock Desk User

- While on the **Modification Requested** tab, select **Deny** button
- Transaction Summary shows Lock Approved tab with ORIGINAL Loan information (no modification applied to original Locked Loan information)



NEX ID: 23A-X96 Requested

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 2:28:27 PM

Approved By

Company Name	
Users Full Name	
Lock Requested	

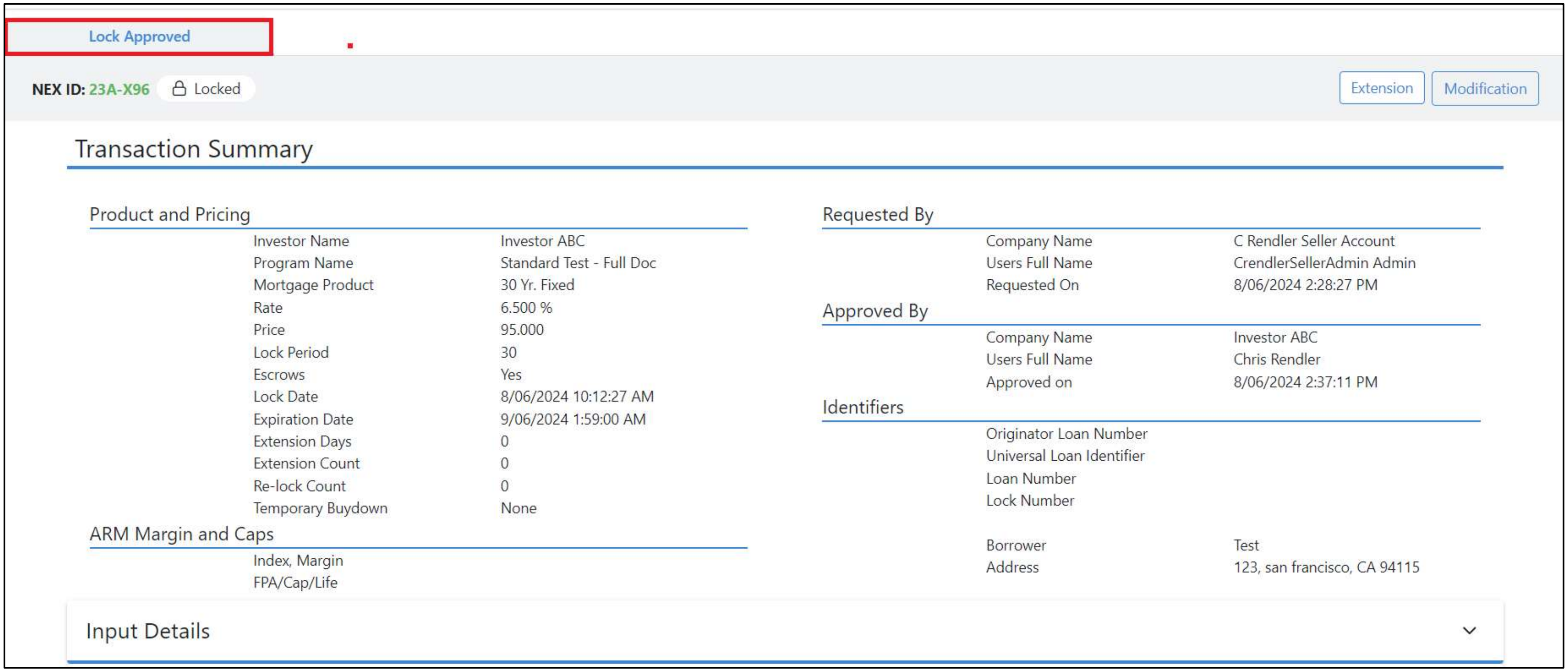
Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Modification Approved

Seller User

- Broker / Secondary User will receive email notification of Modification Approved with corresponding NEX ID
- Transaction Summary reflects modified Loan information in Locked Approved status



NEX ID: 23A-X96

Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	6.500 %
Price	95.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 10:12:27 AM
Expiration Date	9/06/2024 1:59:00 AM
Extension Days	0
Extension Count	0
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

Requested By

Company Name	C Rendler Seller Account
Users Full Name	CrendlerSellerAdmin Admin
Requested On	8/06/2024 2:28:27 PM

Approved By

Company Name	Investor ABC
Users Full Name	Chris Rendler
Approved on	8/06/2024 2:37:11 PM

Identifiers

Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower	Test
Address	123, san francisco, CA 94115

Submit a Case to LoanNEX Support

1. Select the appropriate email address below:
   - ➢ Client Support / Configuration Settings: support@loannex.com
   - ➢ Eligibility & Pricing Inquiries: investorsupport@loannex.com
   - ➢ Sales: sales@loannex.com
   - ➢ General Inquiries: info@loannex.com
   - ➢ Billing Inquiries: support@loannex.com
2. Include Contact Information: Name, Company Name, Email, Telephone
3. Include a detailed description of your Case
4. A Case will be created, and the appropriate LoanNEX Team member notified
5. LoanNEX will respond within one business day to address your Case