



**LoanNEX Seller Modifications  
User Guide**

**August 2024**

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## 1. Seller User: Submit Modification Request

- Open Lock Approved Loan from Pipeline
- Update and Re-Price Loan
- Request Modification

### ***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.*

## 2. Lock Desk User: Approve Modification Request

- Email notification for modification request with NEX ID
- Access Loan in Exchange
- View Changes for Modification Request
- Approve or Deny Modification

### ***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.*

## 3. Seller User: Modification Approved

- Email notification for modification approval with NEX ID
- Access Approved Loan in Pipeline

## 4. LoanNEX Support

# Open Lock Approved Loan from Pipeline



**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-3002 (Q) 23A-X96	Test 08/08/2024	san francisco, CA SFR	Purchase PR	F4+ \$750,000	30 Yr. Fixed		C Rendler Seller Account CrendlerSellerAdmin Admin		Lock Approved
23A-X7X (Q) 23A-X7K	08/08/2024	san francisco, CA SFR	Purchase PR	C4: \$750,000	30 Yr. Fixed		C Rendler Seller Account CrendlerSellerAdmin Admin		Lock Approved
23A-X7W (Q) 23A-X7V	23A-X7W 08/08/2024	CA SFR	Purchase PR	C4: \$1,000,001	Fixed and ARM 30 Yrs		C Rendler Seller Account CrendlerSellerAdmin Admin		
23A-X7T (Q) 23A-X7T	23A-X7T 08/08/2024	CA SFR	Purchase PR	F4+ \$1,000,001	30 Yr. Fixed				
23A-X7S (Q)	23A-X7S	CA	Purchase	C4:	30 Yr. Fixed				

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

**Lock Approved**

NEX ID: 23A-X96 Locked

Extension **Modification**

### Transaction Summary

Product and Pricing		Requested By	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 10:12:27 AM
Rate	6.500 %	Approved By	
Price	95.625	Company Name	Investor ABC
Lock Period	30	Users Full Name	Automation
Escrows	Yes	Approved on	8/06/2024 10:12:28 AM
Lock Date	8/06/2024 10:12:27 AM	Identifiers	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None		
ARM Margin and Caps		Borrower	Test
Index Margin		Address	123, san francisco, CA 94115
FPA/Cap/Life			

Input Details

# Update and Re-price Loan

- 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

The screenshot displays the NEX App interface for a loan with ID 23A-X96. The interface is divided into two tabs: 'Lock Approved' and 'NEX App', with the latter being the active tab. Below the tabs, the loan status is shown as 'Locked'. The main form contains several sections of input fields:

- 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 (highlighted with a red box)
- 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

A blue button labeled 'Get Price' is located at the bottom right of the form, also highlighted with a red box.

# Request Modification



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

**Eligible Products**

Select all Fixed    15 Yr. Fixed    **30 Yr. Fixed**

Select all Arm    5 Yr. ARM

Reset Eligibility Q&A    Request Exception ▾

Amortizing Type: Fully Am & IO ▾    Lock Period: 30 ▾    Investor/Lender: All ▾    Program: All ▾    Show Best per Investor/Lender:

Search Rate    Target Price    **Price**    Points    Admin Fee: Exclude From Price ▾   

Rate	Lock Period	Price	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		<a href="#">Modify</a>
6.500%	30 Days	95.250 -\$35,625.00	30 Yr. Fixed		Investor ABC Silver	\$4,740.51		<a href="#">Modify</a>
6.500%	30 Days	95.250 -\$35,625.00	30 Yr. Fixed		Investor ABC Test Gold Product	\$4,740.51		<a href="#">Modify</a>
6.500%	30 Days	95.000 -\$37,500.00	30 Yr. Fixed		Investor ABC Standard Test - Full Doc	\$4,740.51		<a href="#">Modify</a>
6.625%	30 Days	96.000 -\$30,000.00	30 Yr. Fixed		Investor ABC Standard Test - Full Doc	\$4,802.33		<a href="#">Modify</a>
6.625%	30 Days	96.000 -\$30,000.00	30 Yr. Fixed		Investor ABC Silver	\$4,802.33		<a href="#">Modify</a>

# Modification Request Submitted



- 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

Activity Log View/Upload Docs

Lock Approved **Modification Requested**

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 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

Input Details

# Access Modification Request in Exchange



**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

The screenshot shows the LoanNEX Exchange interface. The top navigation bar includes 'Exchange', 'Reports', and 'Guidelines'. The main navigation area has tabs for 'Registration Requested', 'Lock Eligible', 'Lock Requested', 'Lock Approved', 'Modifications', 'Exceptions', and 'Funded'. The 'Modifications' tab is selected and highlighted with a red box, showing a count of 31. Below the navigation, there are search filters and a table of modification requests. Two requests are visible:

Loan ID	Loan Amount	Program	Product	Rate / Price	Lock Period
23A-X96 (Q)	\$750,000	Standard Test - Full Doc	30 Yr. Fixed	6.500 / 95.000	30
23A-X7B (Q)	\$999,000	Standard Test - Full Doc	30 Yr. Fixed	6.500 / 97.250	45

# View Changes for the Modification Request



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

Lock Approved    **Modification Requested**    Buy-Side Pricing

NEX ID: 23A-X96    Requested    Scenario Details    Lock Ticket    **View Changes**    Approve    Deny

### Transaction Summary

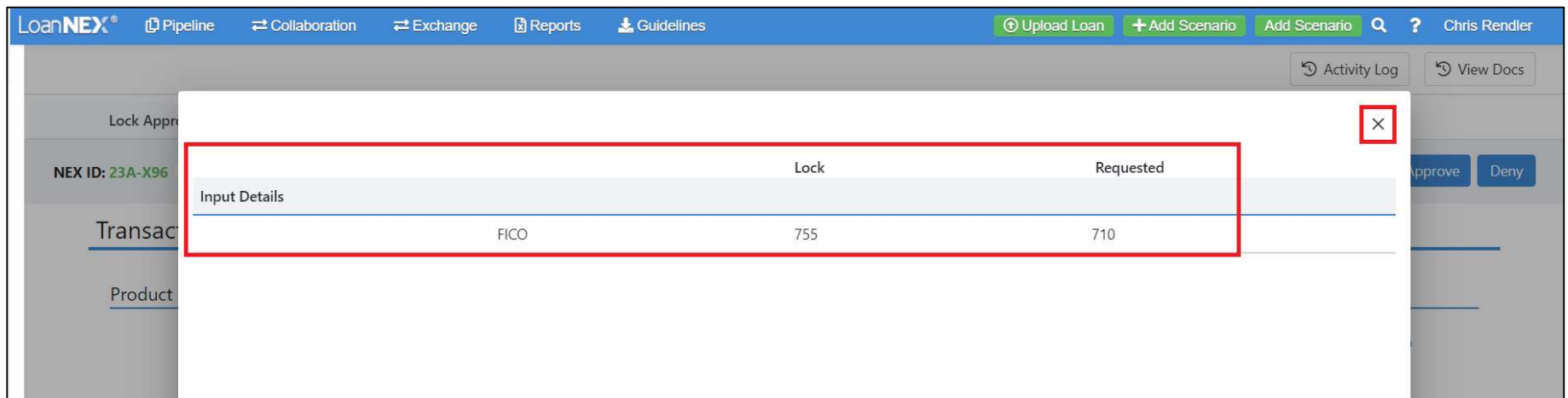
Product and Pricing		Requested By	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 12:56:48 PM
Rate	6.500 %	Approved By	
Price	95.000	Company Name	
Lock Period	30	Users Full Name	
Escrows	Yes	Lock Requested	
Lock Date	8/06/2024 10:12:27 AM	Identifiers	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None	Borrower	Test
ARM Margin and Caps		Address	123, san francisco, CA 94115
Index, Margin			
FPA/Cap/Life			

Input Details ▼



# View Changes

- 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



# Approve Modification Request



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

LoanNEX® Pipeline Collaboration Exchange Reports Guidelines Upload Loan Add Scenario Add Scenario ? Chris Rendler

Activity Log View Docs

Lock Approved **Modification Requested** Buy-Side Pricing

NEX ID: 23A-X96 Requested Scenario Details Lock Ticket View Changes **Approve** Deny

### Transaction Summary

Product and Pricing		Requested By	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 2:28:27 PM
Rate	6.500 %	Approved By	
Price	95.000	Company Name	
Lock Period	30	Users Full Name	
Escrows	Yes	Lock Requested	
Lock Date	8/06/2024 10:12:27 AM	Identifiers	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None	Borrower	Test
ARM Margin and Caps		Address	123, san francisco, CA 94115
Index, Margin			
FPA/Cap/Life			

Input Details

# Approve Modification Request Complete



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

LoanNEX® Pipeline Collaboration Exchange Reports Guidelines Upload Loan Add Scenario Add Scenario Activity Log View Docs

Chris Rendler

Lock Approved Buy-Side Pricing

NEX ID: 23A-X96 Locked Scenario Details Lock Ticket Void Cancel Lock Extension Lock Actions

### Transaction Summary

Product and Pricing		Requested By	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 2:28:27 PM
Rate	6.500 %	<b>Approved By</b>	
Price	95.000	Company Name	Investor ABC
Lock Period	30	Users Full Name	Chris Rendler
Escrows	Yes	Approved on	8/06/2024 2:37:11 PM
Lock Date	8/06/2024 10:12:27 AM	<b>Identifiers</b>	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None	Borrower	Test
<b>ARM Margin and Caps</b>		Address	123, san francisco, CA 94115
Index, Margin			
FPA/Cap/Life			

Input Details

# Deny Modification Request



- 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)

LoanNEX® Pipeline Collaboration Exchange Reports Guidelines Upload Loan Add Scenario Add Scenario Search ? Chris Rendler

Activity Log View Docs

Lock Approved **Modification Requested** Buy-Side Pricing

NEX ID: 23A-X96 Requested Scenario Details Lock Ticket View Changes Approve **Deny**

### Transaction Summary

Product and Pricing		Requested By	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 2:28:27 PM
Rate	6.500 %	<b>Approved By</b>	
Price	95,000	Company Name	
Lock Period	30	Users Full Name	
Escrows	Yes	Lock Requested	
Lock Date	8/06/2024 10:12:27 AM	<b>Identifiers</b>	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None	Borrower	Test
<b>ARM Margin and Caps</b>		Address	123, san francisco, CA 94115
Index, Margin			
FPA/Cap/Life			

Input Details

# Modification Approved



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

Lock Approved

NEX ID: 23A-X96 Locked Extension Modification

### Transaction Summary

<b>Product and Pricing</b>		<b>Requested By</b>	
Investor Name	Investor ABC	Company Name	C Rendler Seller Account
Program Name	Standard Test - Full Doc	Users Full Name	CrendlerSellerAdmin Admin
Mortgage Product	30 Yr. Fixed	Requested On	8/06/2024 2:28:27 PM
Rate	6.500 %	<b>Approved By</b>	
Price	95,000	Company Name	Investor ABC
Lock Period	30	Users Full Name	Chris Rendler
Escrows	Yes	Approved on	8/06/2024 2:37:11 PM
Lock Date	8/06/2024 10:12:27 AM	<b>Identifiers</b>	
Expiration Date	9/06/2024 1:59:00 AM	Originator Loan Number	
Extension Days	0	Universal Loan Identifier	
Extension Count	0	Loan Number	
Re-lock Count	0	Lock Number	
Temporary Buydown	None	Borrower	Test
<b>ARM Margin and Caps</b>		Address	123, san francisco, CA 94115
Index, Margin			
FPA/Cap/Life			

Input Details

# Submit a Case to LoanNEX Support

1. Select the appropriate email address below:
  - Client Support / Configuration Settings: [support@loannex.com](mailto:support@loannex.com)
  - Eligibility & Pricing Inquiries: [investorsupport@loannex.com](mailto:investorsupport@loannex.com)
  - Sales: [sales@loannex.com](mailto:sales@loannex.com)
  - General Inquiries: [info@loannex.com](mailto:info@loannex.com)
  - Billing Inquiries: [support@loannex.com](mailto: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