# Product & Rate Sheet Maintenance Guide

# LoanNEX Product & Rate Sheet Maintenance: Table of Contents

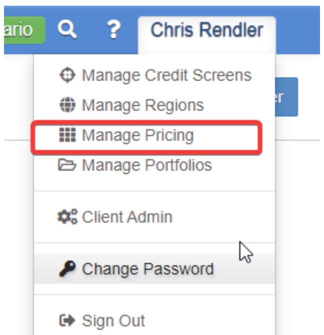
*Select the link to go directly to page*

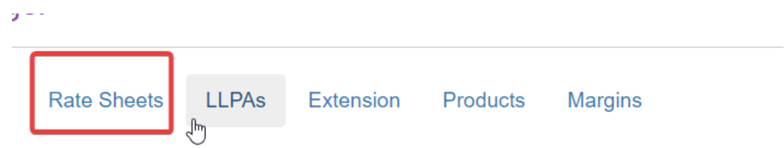


# Add Rate Sheet

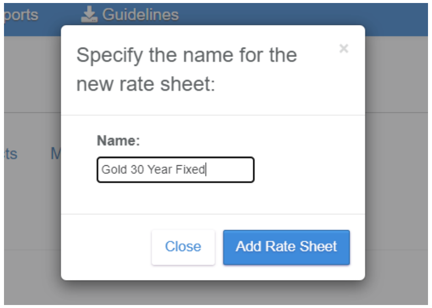
## 1. Manage Pricing-> Rate Sheets



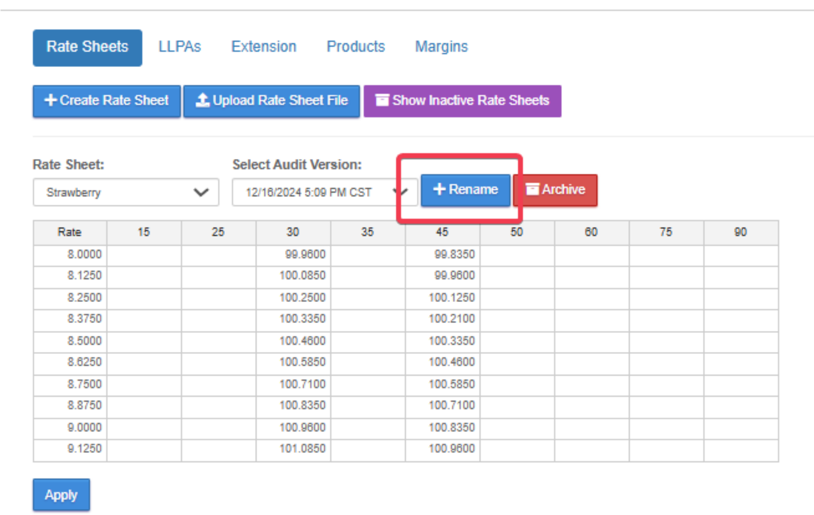

## 2. Add New Rate Sheet

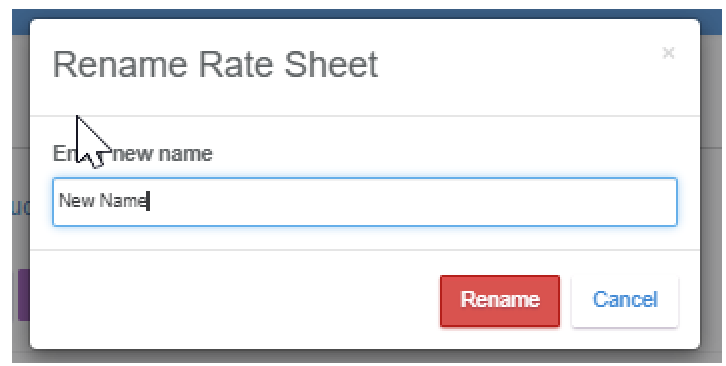
## 3. Select Save



# Edit Rate Sheet

1. Manage Pricing-> Rate Sheets->Rename
2. Enter new name and select 'Rename'



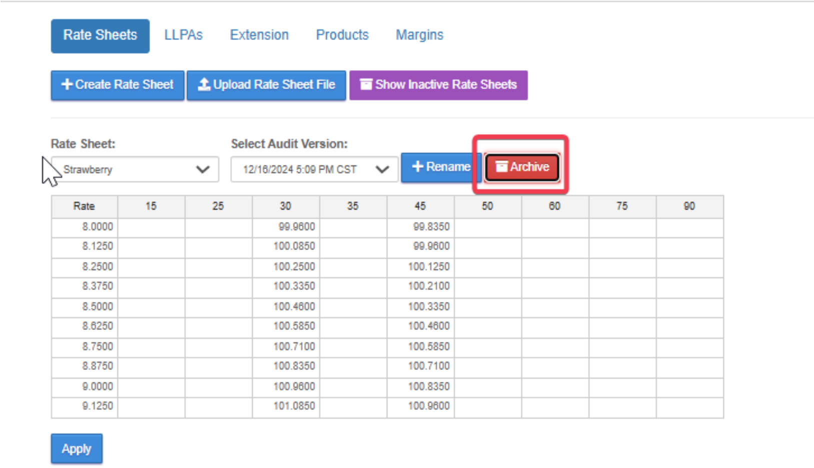
# Archive Rate Sheet

*Rate sheets should be archived for base pricing grids that are no longer in use, via the following steps*

## Manage Pricing-> Rate Sheets->Archive

**Note:** If you attempt to archive a rate sheet that is still assigned to a product, you must first remove the rate sheet assignment from the product. An alert will appear (see screenshot below) if you attempt to archive a rate sheet linked to a product

Archive Button




| Rate | 15 | 25 | 30 | 35 | 45 | 50 | 60 | 75 | 90 |
|---|---|---|---|---|---|---|---|---|---|
| 8.0000 | | | 99.9600 | | 99.8350 | | | | |
| 8.1250 | | | 100.0850 | | 99.9600 | | | | |
| 8.2500 | | | 100.2500 | | 100.1250 | | | | |
| 8.3750 | | | 100.3350 | | 100.2100 | | | | |
| 8.5000 | | | 100.4600 | | 100.3350 | | | | |
| 8.6250 | | | 100.5850 | | 100.4600 | | | | |
| 8.7500 | | | 100.7100 | | 100.5850 | | | | |
| 8.8750 | | | 100.8350 | | 100.7100 | | | | |
| 9.0000 | | | 100.9600 | | 100.8350 | | | | |
| 9.1250 | | | 101.0850 | | 100.9600 | | | | |

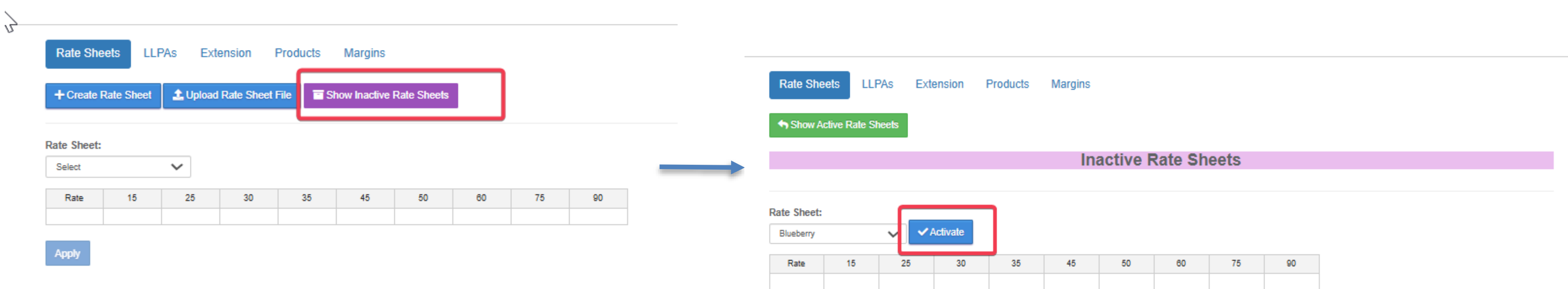
Alert

# Activate Previously Archived Rate Sheet

*Previously archived rate sheets can be activated and used moving forward*

1. Manage Pricing-> Rate Sheets->Show Inactive Rate Sheets
2. Find Rate Sheet from dropdown and select Activate

*Done - Rate Sheet will now be accessible to assign to Products*



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# Add Products

1. Manage Pricing
2. Products->Add Product




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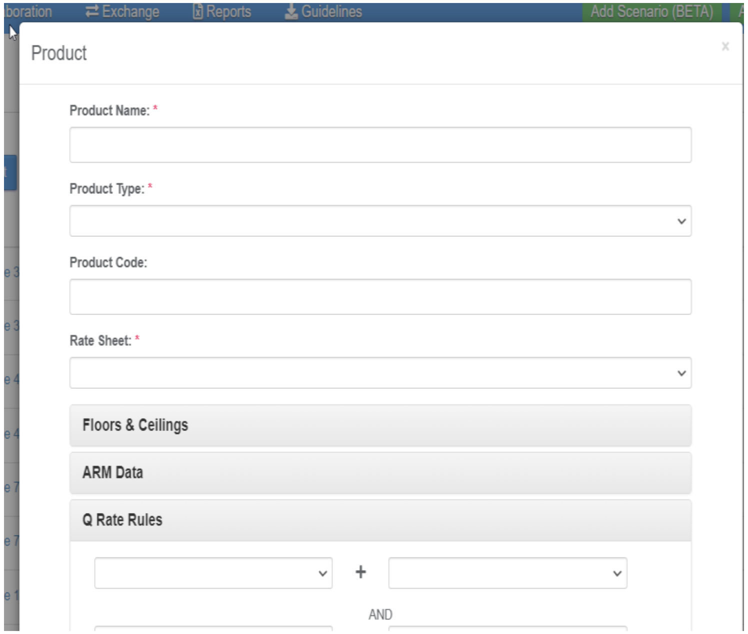
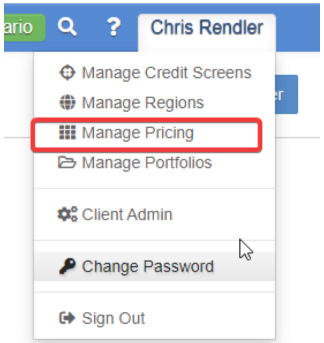
# Add Products

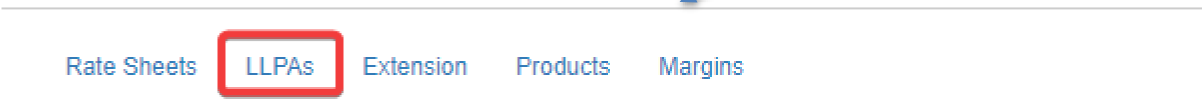
- Name
- Type
- Product Code
  - Only needed if Client Level Margin is being used
  - If Client Level Margin is used, review resource center document **LoanNEX Client Level Margins**
- Rate Sheet
  - Select Rate sheet created in prior step
- ARM Data
  - Only applicable if product is ARM, if Fixed leave blank
- Q Rate Rules
  - Only needed if qualifying rate rules should apply
- Floors & Ceilings
  - Add appropriate price/rate floors & ceilings (NOTE: If Max Price is NOT at the product level, but dependent upon loan characteristics such as prepay structure or state, then those should be configured later on as LLPA's
  - **Display Full Coupon Stack:** With the box unchecked, only the first rate that hits max price will display to users.  If you wish to show ALL rates that hit max price to users, the box should be selected



# Add Adjustments

1. Manage Pricing->LLPAs
2. Add all Adjustments for new Product:
   - For detailed instructions on creating LLPAs, review Resource Center document **Managing Adjustments Guide**



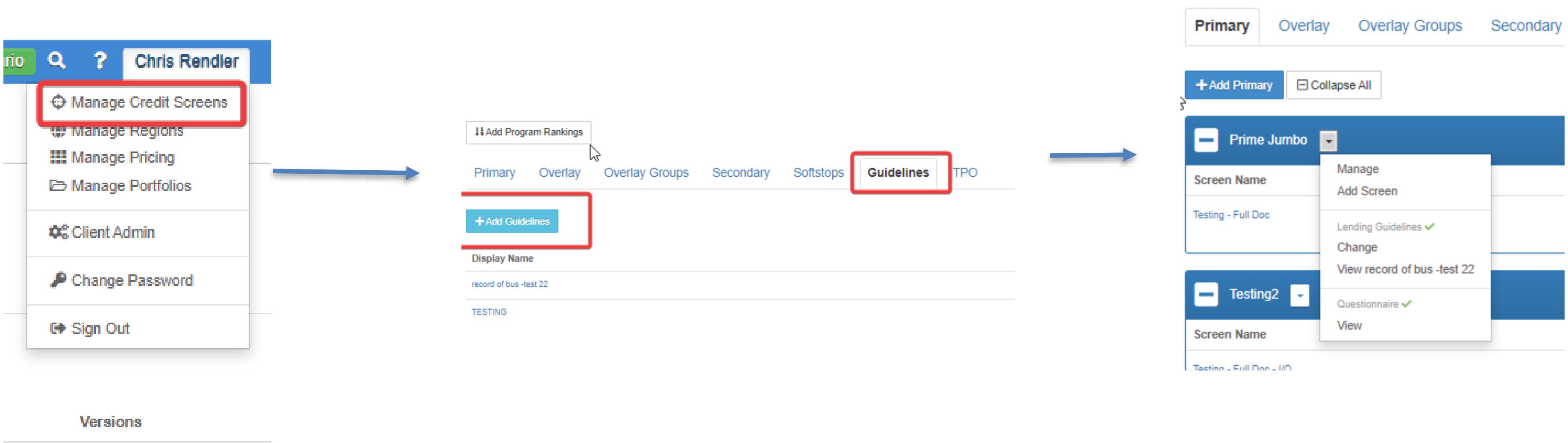



# Add Eligibility Rules

1. Manage Credit Screens
2. Add all Overlays
3. Add Overlay Groups
4. Attach Overlay Groups to Primary Screens
5. For best practices and a detailed guide, consult document **Managing Eligibility** in the Resource Center

# Attach PDF Guidelines to Programs

1. Manage Credit Screens-> Guidelines
2. Add Guidelines
   - PDF preferred
3. Attach to Primary Screens
   - Select Change in dropdown and add guidelines from step 2



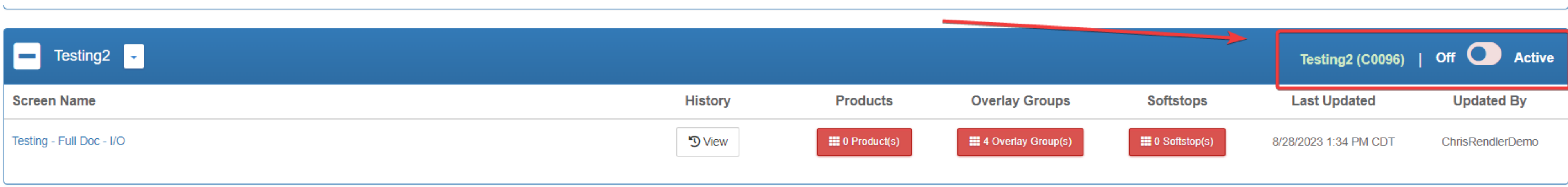
# LoanNEX Intervention Needed

Once the above steps are completed, LoanNEX will assist with a few items. Please reach out to investorsupport@loannex.com to help with the following items:

1. Rate Sheet Mapping
2. Adding Program Codes
3. Q&A (if needed)
4. Import Regions (if new regions need to be imported)

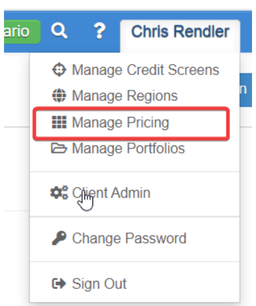
# Steps after LoanNEX Intervention is Complete

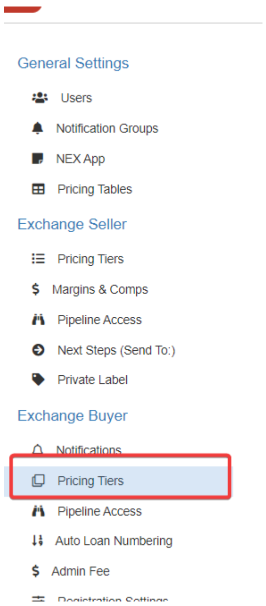
1. Turn on Primary Screens
2. Once LoanNEX completes step 2 from previous slide, you'll need to activate primary screens by toggling this button below:
3. Navigate to Manage Credit Screens->Primary



# Place Programs in appropriate Pricing Tier

1. The products will now need to be placed in appropriate pricing tiers
2. For testing, products should be placed in the Testing Tier
   - Navigate to Client Admin ->Buyside Pricing Tiers



# Place Programs in appropriate Pricing Tier (continued)

1. Open up the Testing Tier
2. Move the new product over to **Selected Products**
3. Move your Lender Name over to **Selected Investors**
    - This will expose the new product ONLY to your internal users, not all sellers
4. Done! At this point you should be able to run scenarios to test all aspects of your new product build