



**LoanNEX Seller Modifications
User Guide**

January 2025

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

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	08/06/2024	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	23A-X7S	CA	Purchase	E4+	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	
ARM Margin and Caps		Borrower	Test
Index, Margin		Address	123, san francisco, CA 94115
FPA/Cap/Life		Input Details	

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

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 area contains a form with various fields for loan details. The 'FICO' field is highlighted with a red box and contains the value '710'. The 'Get Price' button at the bottom right is also highlighted with a red box. Other fields include Loan Type (First Lien), Citizenship (US Citizen), Income Doc (Full Doc), Purpose (Purchase), 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), FICO (710), No FICO (unchecked), DTI (32%), Months Reserves (32%), Mortgage Lates (0x30x12), Bankruptcy (None), Foreclosure (None), Deed-in-Lieu (None), Short Sale (None), Escrows (Yes), and Temporary Buydown (None).

Request Modification

Seller User

- 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		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

The screenshot shows the LoanNEX interface for a transaction with ID 23A-X96. The 'Modification Requested' tab is highlighted in red. The 'Transaction Summary' section is expanded, showing the following details:

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	
Address	Test 123, san francisco, CA 94115

Input Details

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

The screenshot displays the LoanNEX Exchange interface. The top navigation bar includes 'LoanNEX', 'Pipeline', 'Collaboration', 'Exchange' (highlighted with a red box), 'Reports', and 'Guidelines'. On the right, there are buttons for 'Upload Loan', 'Add Scenario', and a search icon, along with the user name 'Chris Rendler'. Below the navigation bar, there is an 'Exchange' search bar and a status filter bar with categories: 'Registration Requested' (5), 'Lock Eligible', 'Lock Requested' (5), 'Lock Approved', 'Modifications' (31, highlighted with a red box), 'Exceptions' (16), and 'Funded!'. A search input field is present with the placeholder 'Enter name of new search'. Below the filter bar, there are tabs for 'Sold' and 'Rejected / Canceled'. A filter icon is visible on the left, and pagination information shows 'Results 1-25 of 31' and 'Page 1 of 2'. The main content area displays a table of modification requests. The first row is highlighted in orange and shows details for NEX ID '23A-X96' (Q), with a loan amount of \$750,000 and a status of 'Modification Requested'. The second row is also highlighted in orange and shows details for NEX ID '23A-X7B' (Q), with a loan amount of \$999,000 and a status of 'Modification Requested'. The table columns include Program, Product, Rate / Price, Lock Period, Income, Property Expenses, Liabilities, Assets, LTV / CLTV, and FICO.

23A-X96 (Q)		TBD / # TBD	Loan Amount: \$750,000		Modification Requested				
Purchase SFR san francisco, CA		Standard Test - Full Doc		30 Yr. Fixed		6.500 / 95.000		30	
Entry Date	08/06/2024	Income	Property Expenses	Liabilities	Assets	LTV / CLTV		FICO	
Occupancy	PR	\$0	\$0	\$0	\$0	38% / 38%		710	
Originator	C Rendler Seller Account								
Approved Originator									
23A-X7B (Q)		TBD / # TBD	Loan Amount: \$999,000		Modification Requested				
Purchase SFR CA		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

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

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

The screenshot shows the LoanNEX interface with a 'View Changes' window open. The window displays a table with the following data:

Input Details	Lock	Requested
FICO	755	710

The table is highlighted with a red border. The background interface includes a navigation bar with 'LoanNEX' logo, 'Pipeline', 'Collaboration', 'Exchange', 'Reports', and 'Guidelines' buttons. There are also 'Upload Loan' and 'Add Scenario' buttons. The user's name 'Chris Rendler' is displayed in the top right corner. The 'View Changes' window has a close button (X) in the top right corner.

Approve Modification Request

Lock Desk User

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

The screenshot shows the LoanNEX web application interface. At the top, there is a navigation bar with links for Pipeline, Collaboration, Exchange, Reports, and Guidelines. On the right side of the navigation bar, there are buttons for Upload Loan, Add Scenario, and a search icon. The user's name, Chris Rendler, is displayed in the top right corner. Below the navigation bar, there are tabs for Lock Approved, Modification Requested (which is selected), and Buy-Side Pricing. A secondary navigation bar contains the NEX ID: 23A-X96, a Requested status indicator, and buttons for Scenario Details, Lock Ticket, View Changes, Approve (highlighted in red), and Deny. The main content area is titled Transaction Summary and is divided into three sections: Product and Pricing, Requested By, and ARM Margin and Caps. The Product and Pricing section lists various loan details such as Investor Name, Program Name, Mortgage Product, Rate, Price, Lock Period, Escrows, Lock Date, Expiration Date, Extension Days, Extension Count, Re-lock Count, and Temporary Buydown. The Requested By section lists Company Name, Users Full Name, and Requested On. The ARM Margin and Caps section lists Index, Margin, and FPA/Cap/Life. Below the Transaction Summary, there is an Input Details section with a dropdown arrow.

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

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

ARM Margin and Caps	
Index, Margin	
FPA/Cap/Life	

Approve Modification Request Complete

Lock Desk User

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

The screenshot displays the LoanNEX web application interface. At the top, there is a navigation bar with links for Pipeline, Collaboration, Exchange, Reports, and Guidelines. On the right side of the navigation bar, there are buttons for Upload Loan, Add Scenario, and another Add Scenario button, along with a search icon and a user profile for Chris Rendler. Below the navigation bar, there are buttons for Activity Log and View Docs. The main content area features a tabbed interface with 'Lock Approved' selected and highlighted with a red box, and 'Buy-Side Pricing' as the next tab. Below the tabs, the NEX ID is 23A-X96, and the status is 'Locked'. There are buttons for Scenario Details, Lock Ticket, Void, Cancel Lock, Extension, and Lock Actions. The 'Transaction Summary' section is divided into three columns: Product and Pricing, Requested By, and Approved By. The Product and Pricing column lists details such as 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), and Temporary Buydown (None). The Requested By column shows Company Name (C Rendler Seller Account), Users Full Name (CrendlerSellerAdmin Admin), and Requested On (8/06/2024 2:28:27 PM). The Approved By column shows Company Name (Investor ABC), Users Full Name (Chris Rendler), and Approved on (8/06/2024 2:37:11 PM). The Identifiers column lists Originator Loan Number, Universal Loan Identifier, Loan Number, Lock Number, Borrower, and Address (123, san francisco, CA 94115). At the bottom, there is an 'Input Details' section with a dropdown arrow.

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

Activity Log View Docs

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 %	Approved By	
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	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

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)

The screenshot displays the LoanNEX web application interface. At the top, there is a navigation bar with 'LoanNEX' logo and various menu items like Pipeline, Collaboration, Exchange, Reports, and Guidelines. On the right of the navigation bar, there are buttons for 'Upload Loan', 'Add Scenario', and a search icon. The user's name 'Chris Rendler' is visible in the top right corner. Below the navigation bar, there are tabs for 'Lock Approved', 'Modification Requested' (which is active), and 'Buy-Side Pricing'. A 'NEX ID: 23A-X96' is shown with a 'Requested' status. There are buttons for 'Scenario Details', 'Lock Ticket', 'View Changes', 'Approve', and 'Deny' (highlighted with a red border). The main content area is titled 'Transaction Summary' and is divided into three sections: 'Product and Pricing', 'ARM Margin and Caps', and 'Identifiers'. The 'Product and Pricing' section lists details such as 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), and Temporary Buydown (None). The 'ARM Margin and Caps' section lists Index, Margin and FPA/Cap/Life. The 'Identifiers' section lists Originator Loan Number, Universal Loan Identifier, Loan Number, Lock Number, Borrower, and Address (123, san francisco, CA 94115). The 'Requested By' section lists Company Name (C Rendler Seller Account), Users Full Name (CrendlerSellerAdmin Admin), and Requested On (8/06/2024 2:28:27 PM). The 'Approved By' section lists Company Name, Users Full Name, and Lock Requested.

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	

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

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	

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

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 2:28:27 PM
Rate	6.500 %	Approved By	
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	Identifiers	
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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

Submit a Case to LoanNEX Support

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