



**LoanNEX Void Lock Action  
Buyer User Guide**

# LoanNEX Void Lock Actions Introduction

## Introduction to Void Lock Actions in LoanNEX

- LoanNEX Void Lock Action **applies** to the **latest lock action** on a loan file (i.e., only one lock action can be voided at a time)
- LoanNEX Void Lock Action functionality can be utilized by **Buyer Users**, on **Lock Approved** Loans, for the following Lock Actions:
  - Initial Lock Approval
  - Extensions
  - Approved Buyer Modifications
  - Approved Seller Modifications
  - Backdating of Locks
  - Cancelling of Locks

**Note:** *Deny* should be used to reject loans in a **Requested** status (i.e., do NOT use the Void function). This applies to the following statuses: Lock Requested, Extension Requested, Seller Modification Requested.

**Need help? Contact [LoanNEX Support](#)**

# Void Lock Action

- Login to LoanNEX
- Go to the **Exchange** and **Lock Approved** tab
- Select the appropriate NEX ID

The screenshot shows the LoanNEX Exchange interface. The 'Exchange' tab is selected, and the 'Lock Approved' sub-tab is highlighted with a red box. The interface displays a list of loan entries with the following details:

Loan ID	Loan Amount	Program	Product	Rate / Price	Lock Period
23A-X9X (Q) 23A-X9X	\$750,000	Standard Test - Full Doc	30 Yr. Fixed	7.375 / 100.375	30
23A-X9B (Q) 23A-X9B	\$750,000	Standard Test - Full Doc	4/1 ARM (30 Yr. Term)	9.000 / 102.000	30
23A-X96 (Q) 23A-X96	\$750,000	Standard Test - Full Doc	30 Yr. Fixed	6.500 / 95.000	30

Each entry includes a 'Mark As Funded' checkbox and a 'Purchase | SFR | location, CA' field. The 'Lock Approved' tab is highlighted with a red box in the original image.

# Transaction Summary / Activity Log Review

Lock Desk User

- The Transaction Summary page will open
- Go to the **Lock Approved** tab
  - View Locked details on Transaction Summary page
  - See past actions for this loan file by selecting the Activity Log

The screenshot displays the LoanNEX interface for a loan with NEX ID: 23A-X9B. The 'Lock Approved' tab is active, showing a 'Transaction Summary' page. The page is divided into three main sections: Product and Pricing, Requested By, and Identifiers. A red arrow points from the 'Activity Log' button in the top right corner to a detailed view of the Activity Log on the right side of the screen.

Product and Pricing	
Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	4/1 ARM (30 Yr. Term)
Rate	9.000 %
Price	102.000
Lock Period	30
Escrows	Yes
Lock Date	8/06/2024 1:06:37 PM
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 1:06:37 PM

Approved By	
Company Name	Investor ABC
Users Full Name	Chris Rendler
Approved on	8/07/2024 11:08:27 AM

Identifiers	
Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	

Borrower	
Address	Test smith, torrance, CA 94115

ARM Margin and Caps	
Index, Margin	SOFR 30A,1
FPA/Cap/Life	2/2/3

Input Details	
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### Activity Log

- Lock Modification Approved** [Download PDF](#)  
8/7/2024 11:08:27 AM by:Chris Rendler Investor ABC
- Lock Approved** [Download PDF](#)  
8/6/2024 1:06:38 PM by:LoanNEX
- Lock Request** [Download PDF](#)  
8/6/2024 1:06:37 PM by:C Rendler Seller Account

- Select the **Void** button to void the latest lock action
  - Open Activity Log to see Void
  - Void applies to the latest lock action on a loan file (Ex: Lock Modification was Voided)

The screenshot shows the LoanNEX interface for a loan file with NEX ID: 23A-X9B. The 'Void' button is highlighted in red. An 'Activity Log' window is open, showing a list of actions. The 'Voided' entry is highlighted with a red box, indicating the latest action that was voided.

**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	4/1 ARM (30 Yr. Term)	Requested On	8/06/2024 1:06:37 PM
Rate	9.000 %		
Price	102.000		
Lock Period	30		
Escrows	Yes		
Lock Date	8/06/2024 1:06:37 PM		
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		Approved By	
Index, Margin	SOFR 30A.1	Company Name	Im...
FPA/Cap/Life	2/2/3	Users Full Name	CH...
		Approved on	8/...

  

Identifiers		Borrower	
Originator Loan Number		Address	Te...
Universal Loan Identifier			sm
Loan Number			
Lock Number			

  

**Activity Log**

- Voided**  
8/8/2024 5:24:17 PM by:Chris Rendler Investor ABC
- Lock Modification Approved** [Download PDF](#)  
8/7/2024 11:08:27 AM by:Chris Rendler Investor ABC
- Lock Approved** [Download PDF](#)  
8/6/2024 1:06:38 PM by:LoanNEX
- Lock Request** [Download PDF](#)  
8/6/2024 1:06:37 PM by:C Rendler Seller Account

# Example Use Case – Void Extension

Lock Desk User

- Go to the **Lock Approved** tab
- Select the **Extension** 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, 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 Activity Log and View Docs. The main content area has a 'Lock Approved' tab selected and highlighted with a red box. Below the tabs, there is a 'NEX ID: 23A-X9Y' and a 'Locked' status indicator. To the right of the NEX ID, there are buttons for Scenario Details and Lock Ticket. Further right, there are buttons for Void, Cancel Lock, Extension (highlighted with a red box), Funded, and Lock Actions. Below the buttons, there is a 'Transaction Summary' section with three sub-sections: Product and Pricing, Requested By, and Identifiers. The Product and Pricing section lists various loan details. The Requested By section lists the company name, user full name, and requested on date. The Identifiers section lists the originator loan number, universal loan identifier, loan number, and lock number.

Product and Pricing	
Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	7.375 %
Price	100.375
Lock Period	30
Escrows	Yes
Lock Date	8/08/2024 4:39:55 PM
Expiration Date	9/08/2024 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	8/08/2024 4:39:56 PM

Approved By	
Company Name	Investor ABC
Users Full Name	Automation
Approved on	8/08/2024 4:39:56 PM

Identifiers	
Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	

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

Identifiers	
Borrower	test
Address	123, torrance, CA 94115

# Example Use Case – Void Extension

Lock Desk User

- Select **Extend days**
- Select the **Approve Extension** button
  - **Update Price** shown on Extension pop-up
- **Transaction Summary** will show updated Extension Price and Days
- **Activity Log** will show the Approved Lock Extension

Extension

Extend  days

Manual Price Adjustment

**Updated Price :100.075**

[Cancel](#) [Approve Extension](#)

Activity Log

	<b>Lock Extension Approved</b> <a href="#">Download PDF</a>
8/8/2024 5:38:41 PM by:Chris Rendler Investor ABC	
	<b>Lock Approved</b> <a href="#">Download PDF</a>
8/8/2024 4:39:56 PM by:LoanNEX	
	<b>Lock Request</b> <a href="#">Download PDF</a>
8/8/2024 4:39:56 PM by:C Rendler Seller Account	

LoanNEX® Pipeline Collaboration Exchange Reports Guidelines

Lock Approved Buy-Side Pricing

NEX ID: 23A-X9Y Locked [Scenario Details](#) [Lock Tic](#)

### Transaction Summary

Product and Pricing

Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	7.375 %
<b>Price</b>	<b>100.075</b>
Lock Period	30
Escrows	Yes
Lock Date	8/08/2024 4:39:55 PM
Expiration Date	9/12/2024 1:59:00 AM
<b>Extension Days</b>	<b>4</b>
Extension Count	1
Re-lock Count	0
Temporary Buydown	None

ARM Margin and Caps

Index, Margin	
FPA/Cap/Life	

# Example Use Case – Void Extension

Lock Desk User

- Select the **Void** button
- **Transaction Summary** will show reverted Extension Price and Days
- **Activity Log** will show the Void for Approved Lock Extension

The screenshot displays the LoanNEX interface for a 'Lock Approved' transaction. The 'Void' button is highlighted in red. An 'Activity Log' window is open, showing a list of events. The 'Voided' event is highlighted in red, indicating the successful voiding of the lock extension.

**Transaction Summary**

Product and Pricing	
Investor Name	Investor ABC
Program Name	Standard Test - Full Doc
Mortgage Product	30 Yr. Fixed
Rate	7.375 %
Price	100.375
Lock Period	30
Escrows	Yes
Lock Date	8/08/2024 4:39:55 PM
Expiration Date	9/08/2024 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	

Approved By	
Company Name	
Users Full Name	
Approved on	

Identifiers	
Originator Loan Number	
Universal Loan Identifier	
Loan Number	
Lock Number	
Borrower Address	

**Activity Log**

- Voided**  
8/8/2024 5:44:34 PM by:Chris Rendler Investor ABC
- Lock Extension Approved** [Download PDF](#)  
8/8/2024 5:38:41 PM by:Chris Rendler Investor ABC
- Lock Approved** [Download PDF](#)  
8/8/2024 4:39:56 PM by:LoanNEX
- Lock Request** [Download PDF](#)  
8/8/2024 4:39:56 PM by:C Rendler Seller Account

# Submit a Case to LoanNEX Support

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