LoanNEX®
Seller Setting Guides

Notification Groups

Notification Groups allow you to easily group LoanNEX users to be notified via email when transactions occur within LoanNEX. You can add additional email addresses, not associated with a LoanNEX profile, to a Notification Group. Notification groups are applied in the Next Steps (Send To:) portion of Client Admin.

Create a Notification Group

1. Go to Client Admin
2. Under General Settings click Notification Groups
3. Select "Add New" button
4. Enter a group name to help identify the purpose of the notification group
5. Assign users to the group by moving users from "Available" to "Selected"
6. Add additional email addresses, not associated with a LoanNEX Profile, if applicable
7. Select the "Save" button
8. Add Notification Group to "Next Steps: Send to:" under Exchange Seller

Pricing Tiers

Pricing Tiers allow you to control the programs and pricing your users have access to on LoanNEX. Access can be granted to your users by Investor/Lender, program and/ or product. You can also add a lock cushion to your Pricing Tier to account for any delays and assist with fee avoidance.

Create a Pricing Tier

1. Go to Client Admin
2. Under Exchange Seller click Pricing Tiers
3. Select "Add New" button
4. Assign users to the Pricing Tier by moving users from "Available" to "Selected
5. Define Pricing Tier access

- Investors/Lenders—to include an option in the Pricing Tier, move from "Available" to "Selected"
  - Validation Requirement: at least one Investor must be selected to save the pricing tier
- Investors/Lenders Programs—after selecting your Investors/ Lenders, the Pricing Tier will default to all programs unless specific programs are moved from "Available" to "Selected"
- Products—after seeing your Investors/Lenders, the Pricing Tier will default to all products unless specific products are moved from "Available" to "Selected"

6. Select Lock Periods—the Pricing Tier will default to include all lock periods unless specific lock period(s) selected
7. Select the "Save" button

Margins

Margins allow you to apply your margins to the pricing seen by your users in LoanNEX. Margins can be triggered by Investor/Lender, program, product, and/or loan tier amount.

Margin Set-up Help: Use Cases and Definitions

- Margins are additive, not exclusive—LoanNEX will apply all margins that successfully trigger in the loan scenario. If you have margins for an investor and interest only programs, you can create two margin groups and the margins will be additive
- Gross Price Caps
  - Floor
  - Ceiling
- Margin Adjustment/Cap
  - Fee % - percent to subtract from price and show to user
  - Floor
  - Ceiling
- Fee $ - hard-set closing/admin cost
- Margin/Fee Price Caps
  - Floor
  - Ceiling

Create a Margin Group

1. Go to Client Admin
2. Under Exchange Seller click Margins
3. Enter a name and short description to help identify the purpose of the margin group
4. Assign users to the group by moving users from "Available" to "Selected"
5. Define Margin Trigger
   - Select Investors/Lenders
     - Validation Requirement: at least one investor must be selected to save the margin group
   - Select Investors/Lenders: Programs
   - Products
   - Loan amount tiers
6. Select the "Save" button

Important Notes

- Loan amount tiers—LoanNEX will only apply one loan amount tier to the margin (i.e., one row/line)

- Floor/Ceiling rounding—if price does not exactly land on the ceiling, LoanNEX will round the nearest price point down to you can reach the full price

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Pipeline Access*

Pipeline Access allows you to provide visibility to a user's saved and active pipeline to other users on your account.

Create a Pipeline Access Group

1. Go to Client Admin
2. Under Exchange Seller click Pipeline Access
3. Select "Add New" button
4. Enter a name and short description to help identify the purpose of the Pipeline Access Group
5. Grant Access—grant pipeline visibility to a user by moving the user from "Available" to "Selected"
6. Scenario Owners—expose pipeline visibility of a user by moving the user from "Available" to "Selected"
7. Select the "Save" button

Next Steps (Send To:)*

Next Steps (Send To:) allows you to create customized workflows for different user types to ensure a loan scenario is following your specific company needs.

Next Steps Use Cases and Definitions

- Next Steps Group: LO
  - LO's submit to Lock Desk
- Next Steps Group Lock Desk
  - Lock Desk submit to Investor

Customize the Next Steps for your User Loan Scenarios

1. Go to Client Admin
2. Under Exchange Seller click Next Steps (Send To:)
3. Select "Add New" button
4. Available Users—grant access to the Next Steps outlined by moving the user from "Available " to "Selected"
5. If applicable, select Notification Group for this specific workflow
6. If applicable, select the check-box to restrict access to Investor/Lender
   - If selected, the user will not have access to submit the loan scenario directly to the Investor/Lender
7. Select the "Save" button

*Pipeline Access and Next Steps are available as part of LoanNEX's Enterprise solutions.

Contact LoanNEX to learn whether this option is a good fit for your organization.