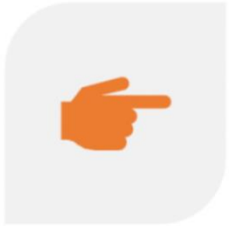
Newfi

BLU Portal User Guide

Quick Start Guide



UPLOAD 3.4

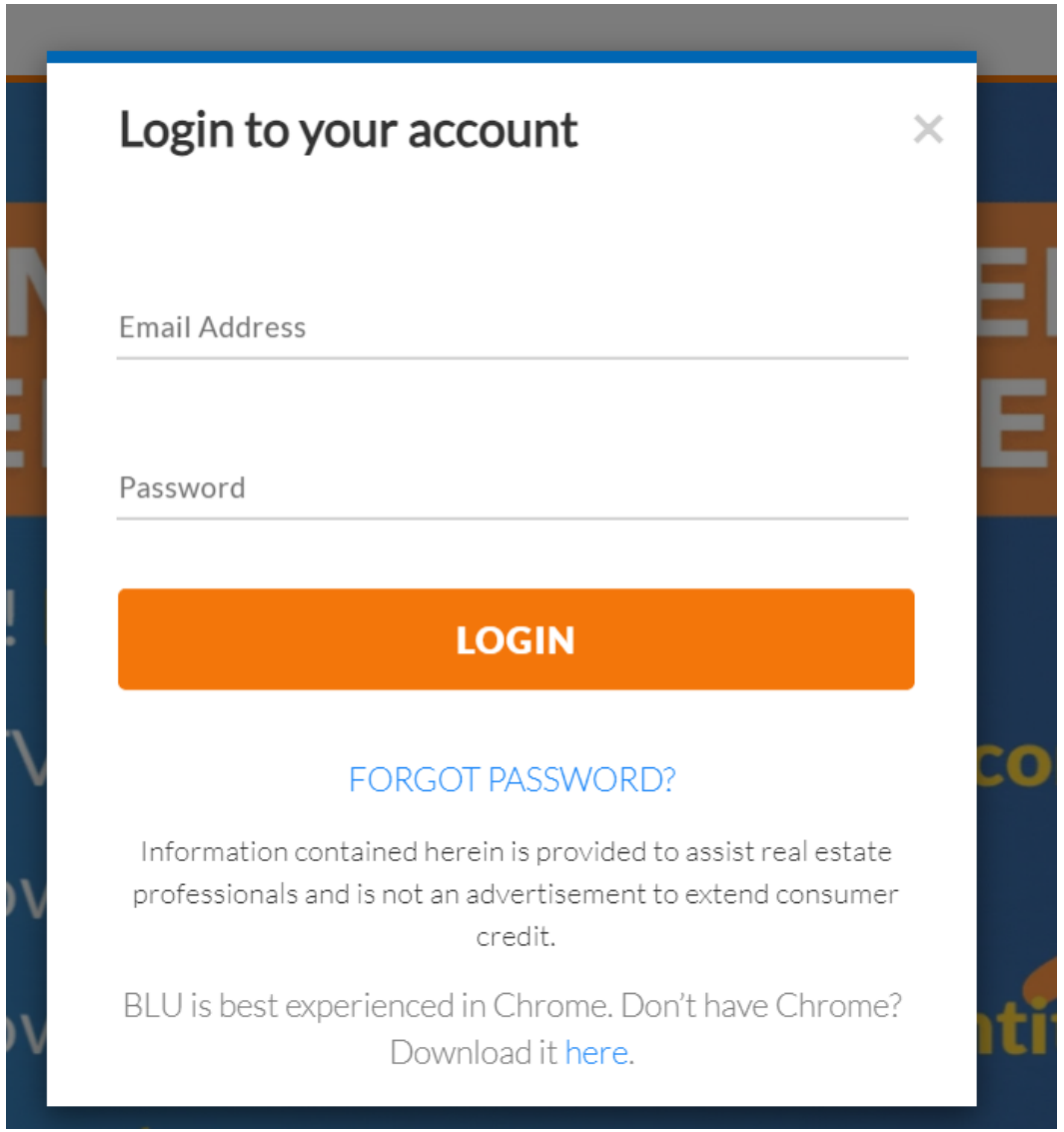
EDIT 1003 (IF NECESSARY)

RUN PRICING AND SELECT PROGRAM

REQUEST LE AND INITIAL DISCLOSURES

RUN AUS (IF APPLICABLE)

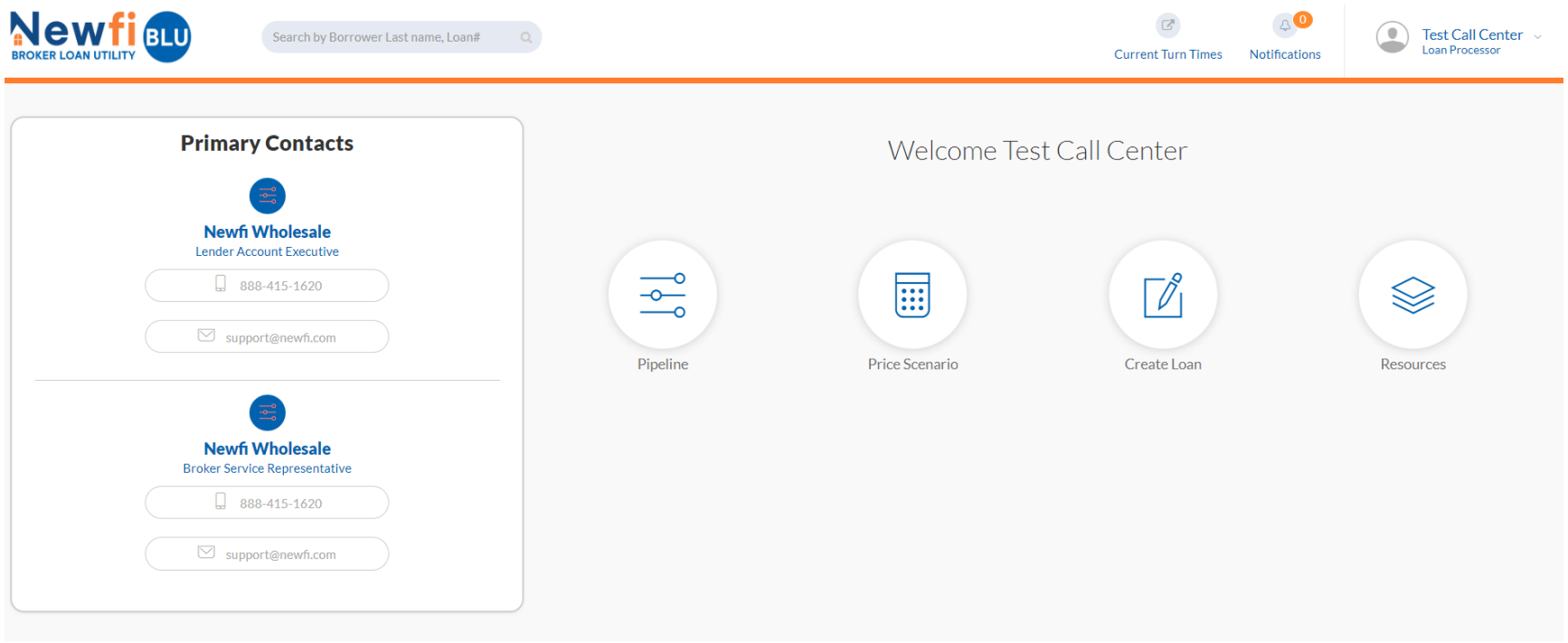
UPLOAD INITIAL CREDIT FILE



Login Screen

- Visit www.newfiwholesale.com and click "**BROKER LOGIN**" on the top right corner of the webpage
- Enter in your credentials
- If you need assistance with your credentials please contact portaladmin@newfi.com

Home Screen



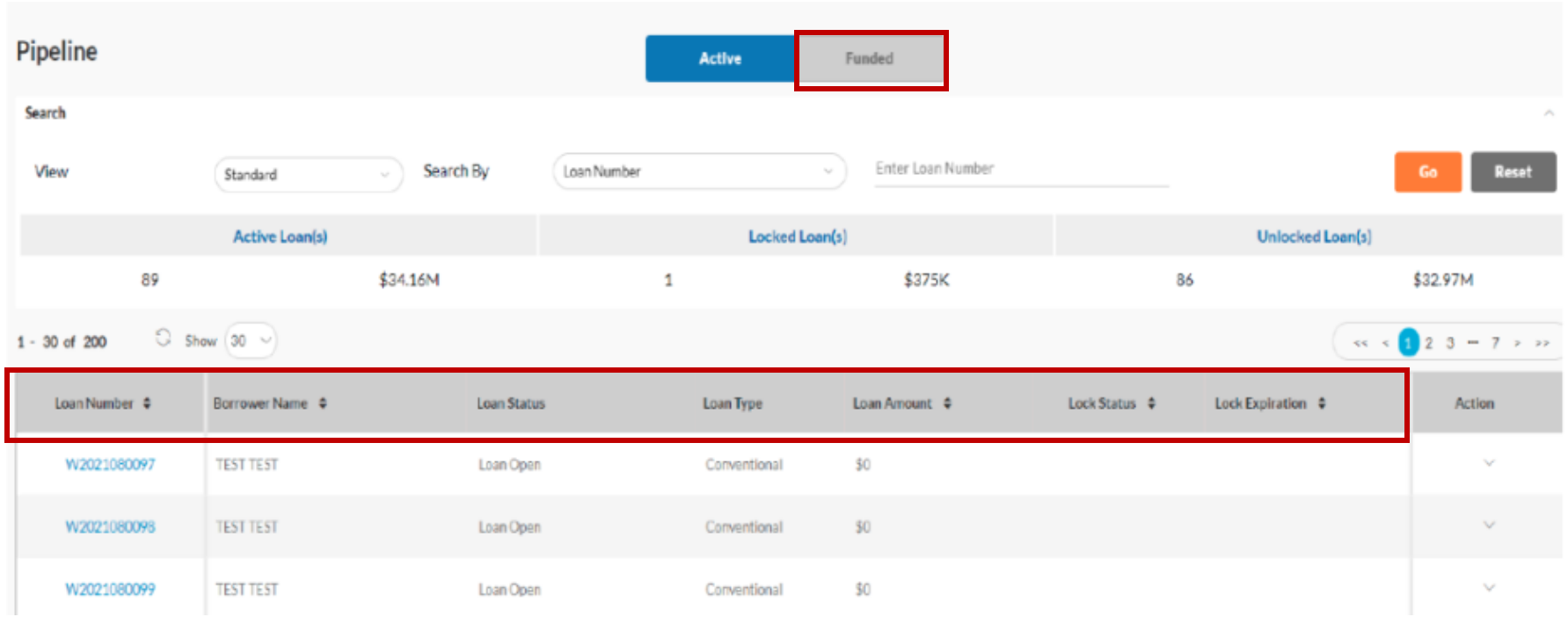
Pipeline – View and sort your active pipeline (view lock status, expiration, etc.)

Price Scenario – Key in loan attributes to run pricing and eligibility.

Create Loan – Upload 3.4 file and register loan.

Resources – Link to Newfi Wholesale's resources page for forms, disclosures, and other information

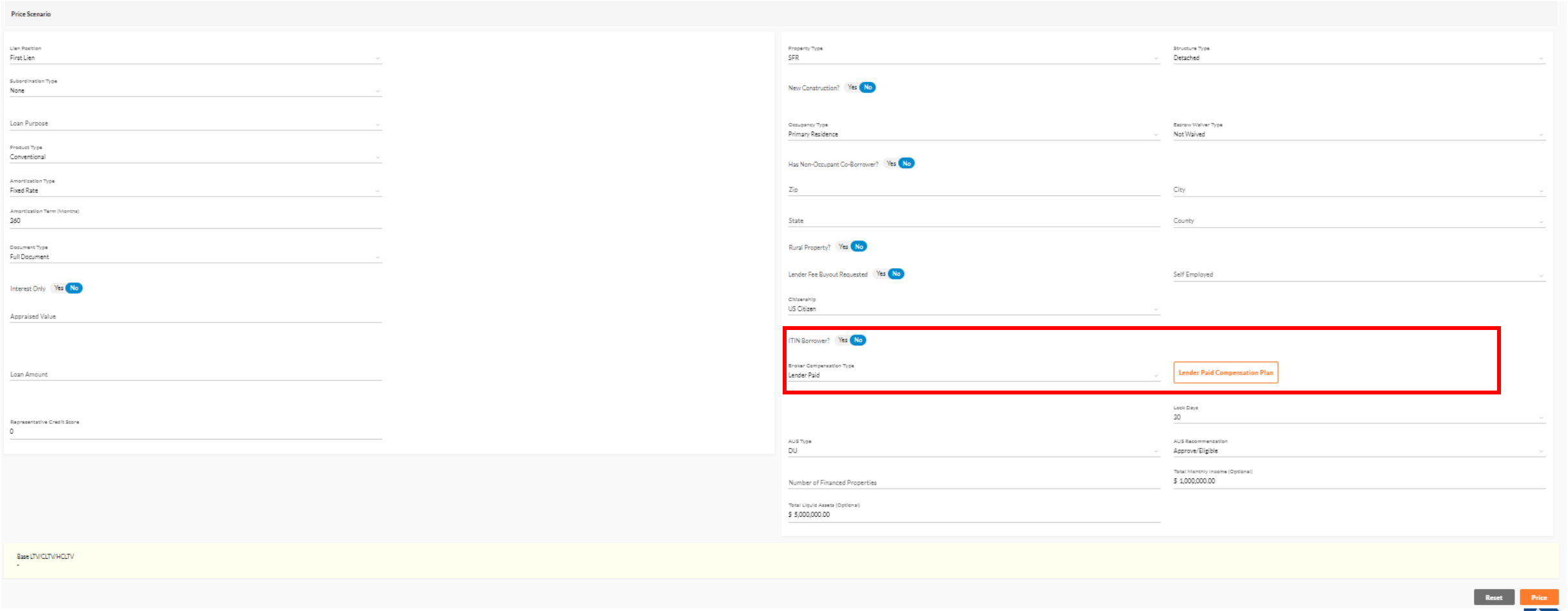
Pipeline View



- **View and sort active loans** by loan number, borrower name, loan amount lock status, and lock expiration.
- Click on the loan number to enter the loan.
- Click the funded loans to see older loans in your pipeline.

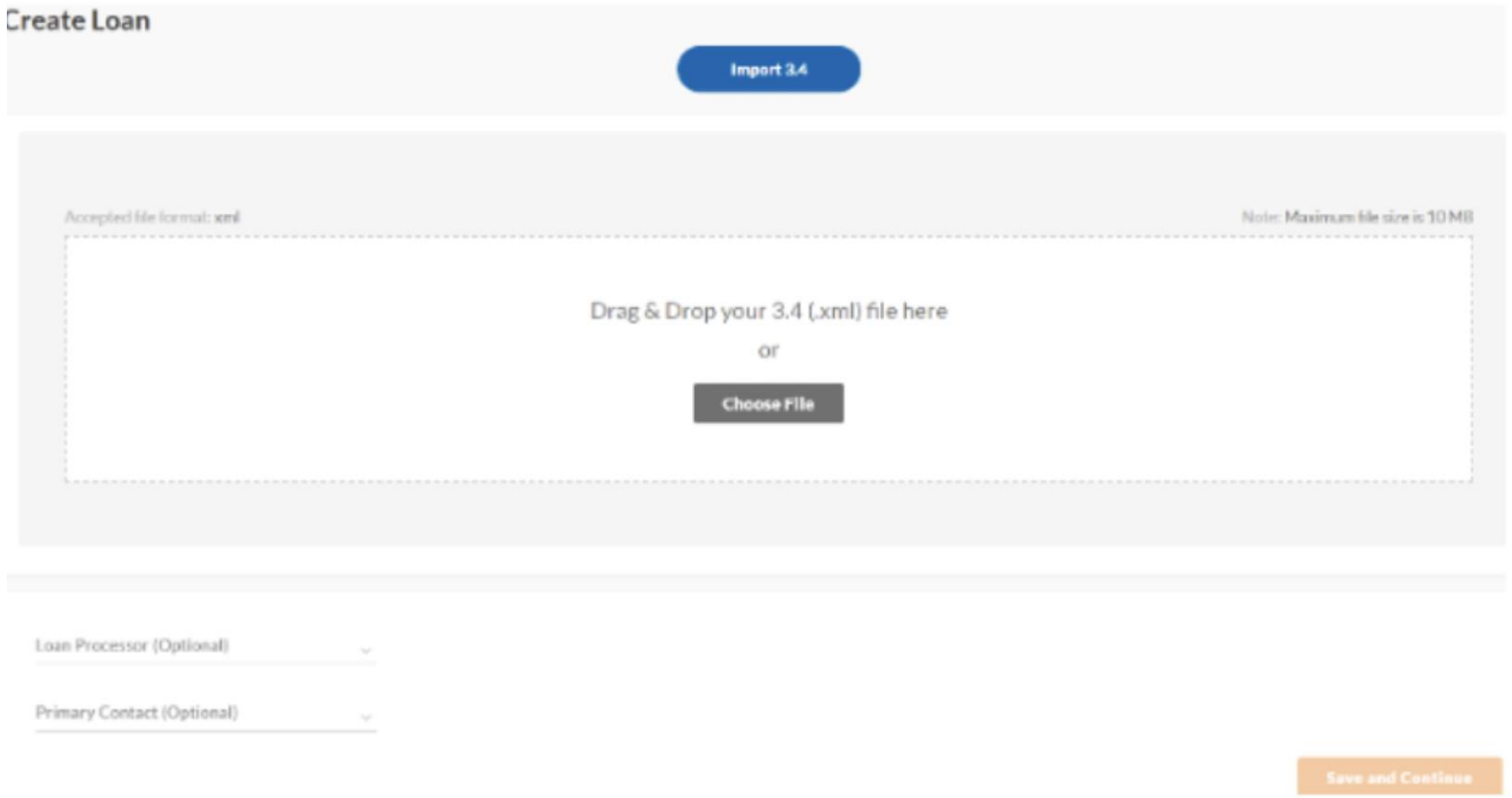
Price Scenario

Key in your Loan Attributes to run pricing and eligibility. Choose between Lender Paid Comp and Borrower Paid Comp.



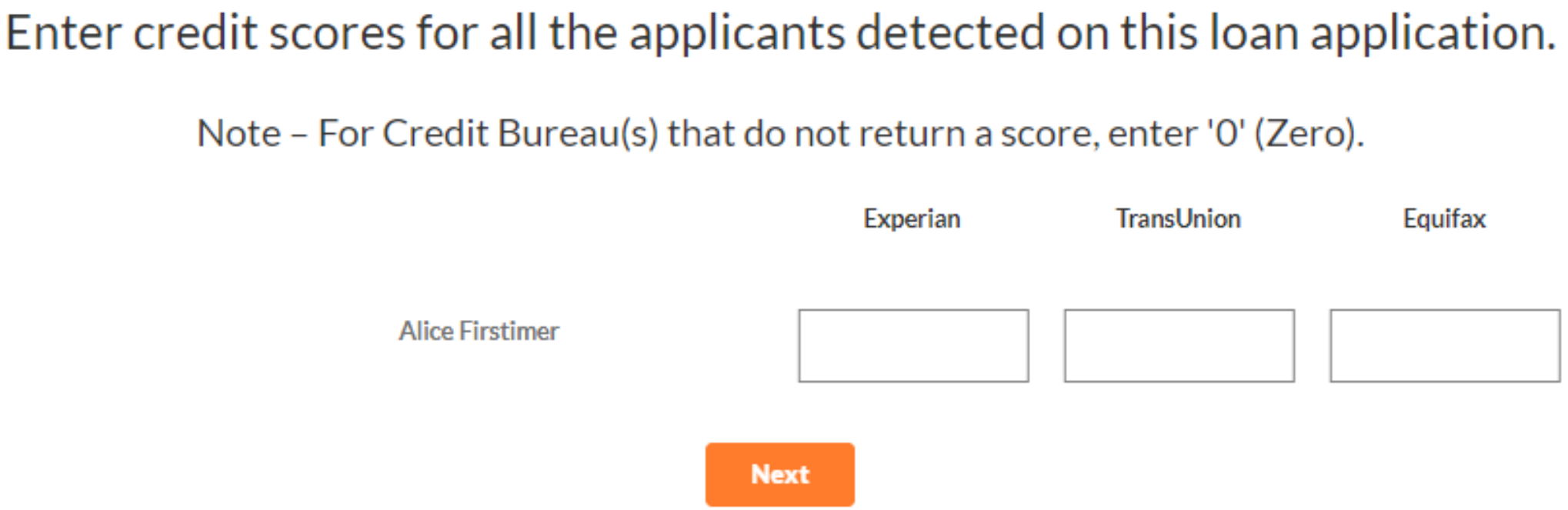
Create Loan

- Select an exported FNMA 3.4 file from your LOS to upload.
- Choose the assigned Loan Officer from the drop-down menu.
  - Depending on your role, from the drop-down men choose either the Processor or Loan Officer
  - The Primary Contact Person can be someone other than LO. Ex. Sales Manager or Processing Manager. This person will be main contact for questions and updates regarding the loan.
- Click Save and Continue.



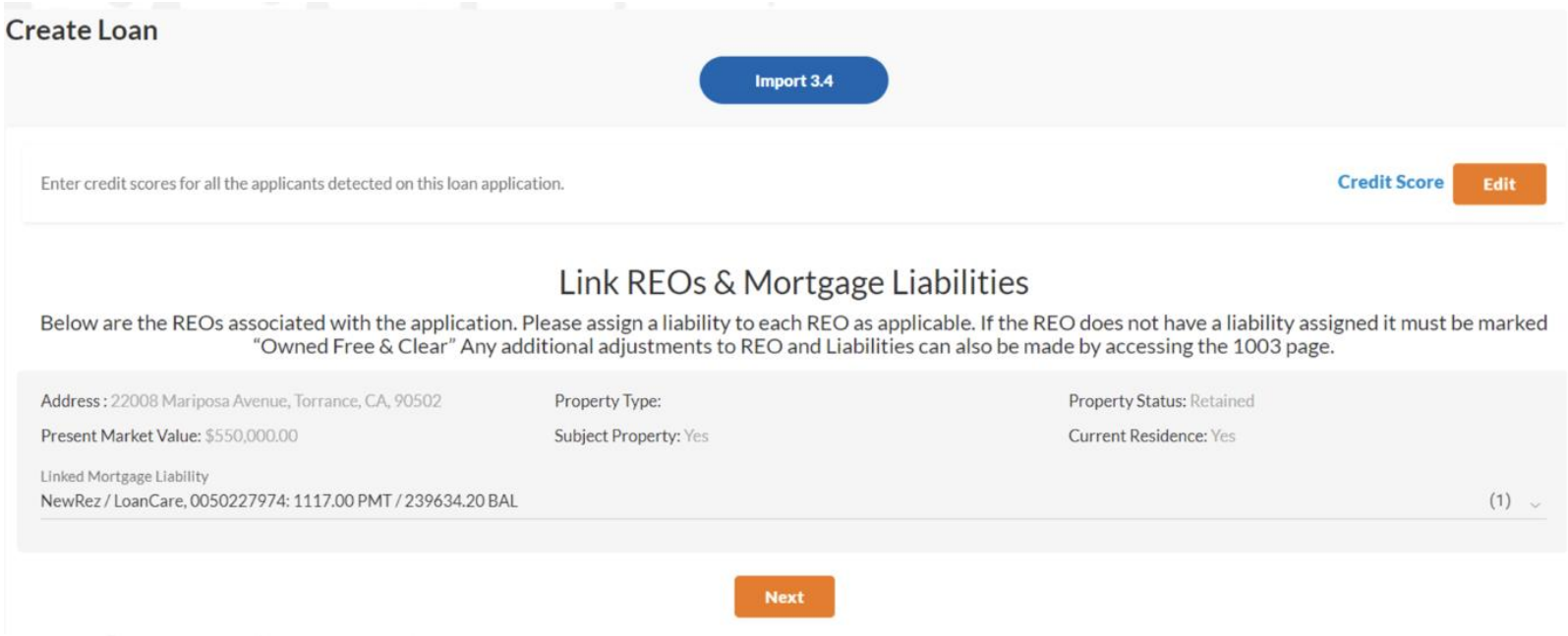
Create Loan

Credit Scores



Enter in the borrower's credit scores, then click next

REO & Liability Linking



- Link liabilities before importing 3.4 MISMO file.
- If there is an existing liability that was not included in the 3.4 MISMO file, the user has the option to reimport an updated 3.4 file or add the liability manually after the loan is created using the 1003 screen in BLU.
- If property is owned free and clear select from the dropdown.

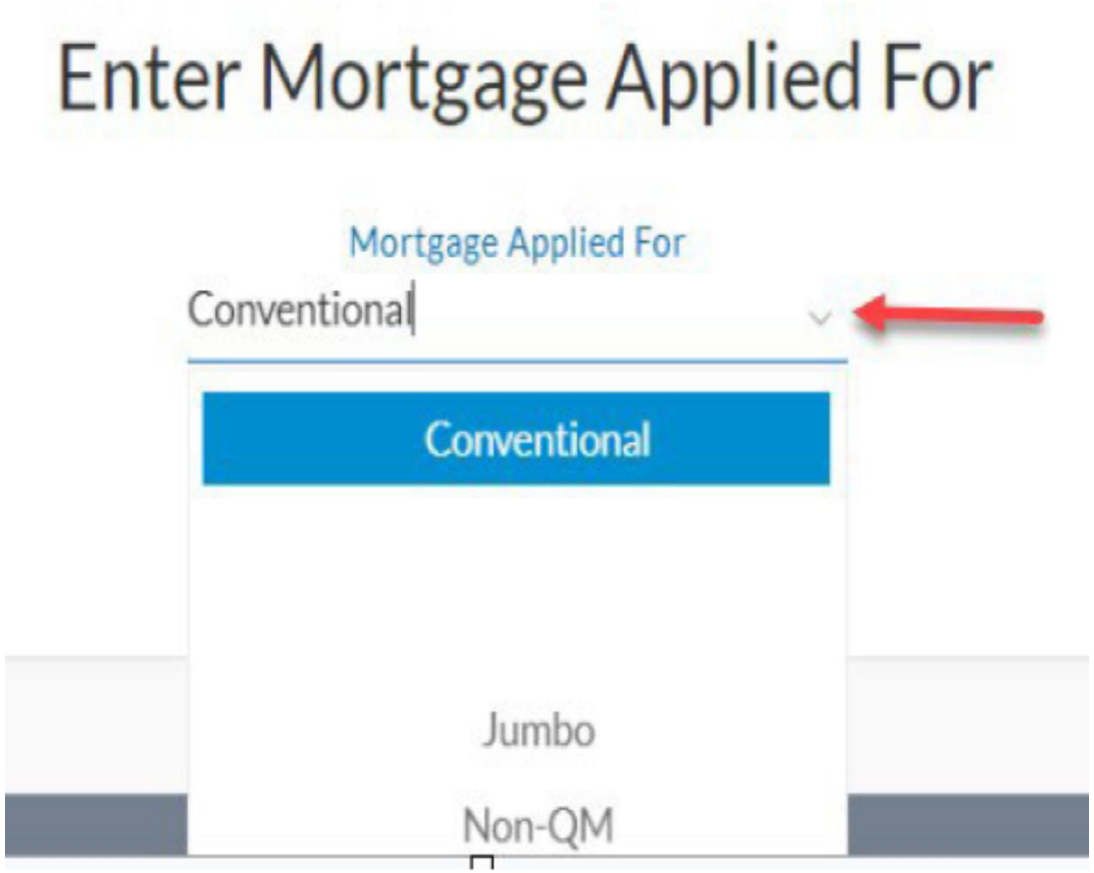
Create Loan

Borrower Shop Fees

- Key in the fees as applicable. If the fee doesn't apply you must enter in 0 (zero).
- If there is a fee that is not listed but it does apply, key in the fee description and then key in the fee amount in the box.
- Click next.

Create Loan

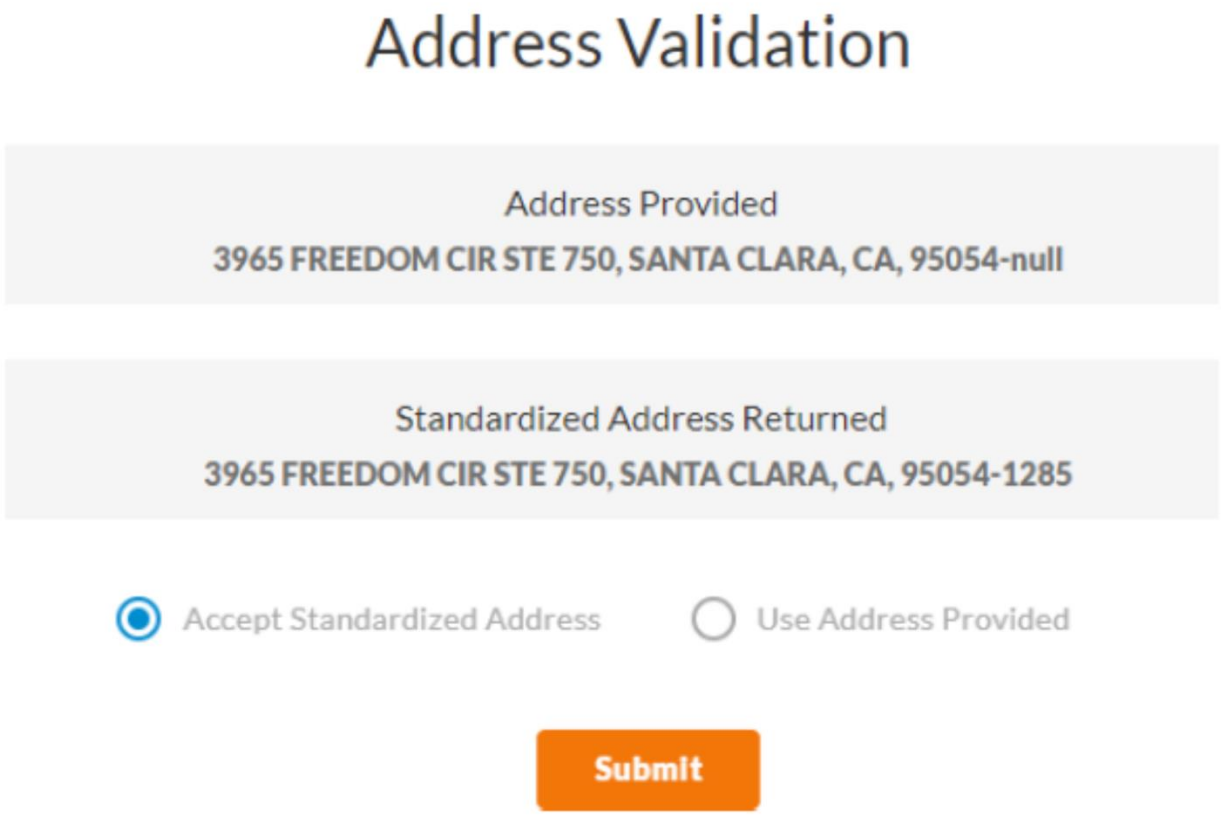
Mortgage Applied For



- Click the down arrow to select
- Conventional
- Jumbo
- Non-QM
- Proceeding screens will auto populate accordingly.

Create Loan

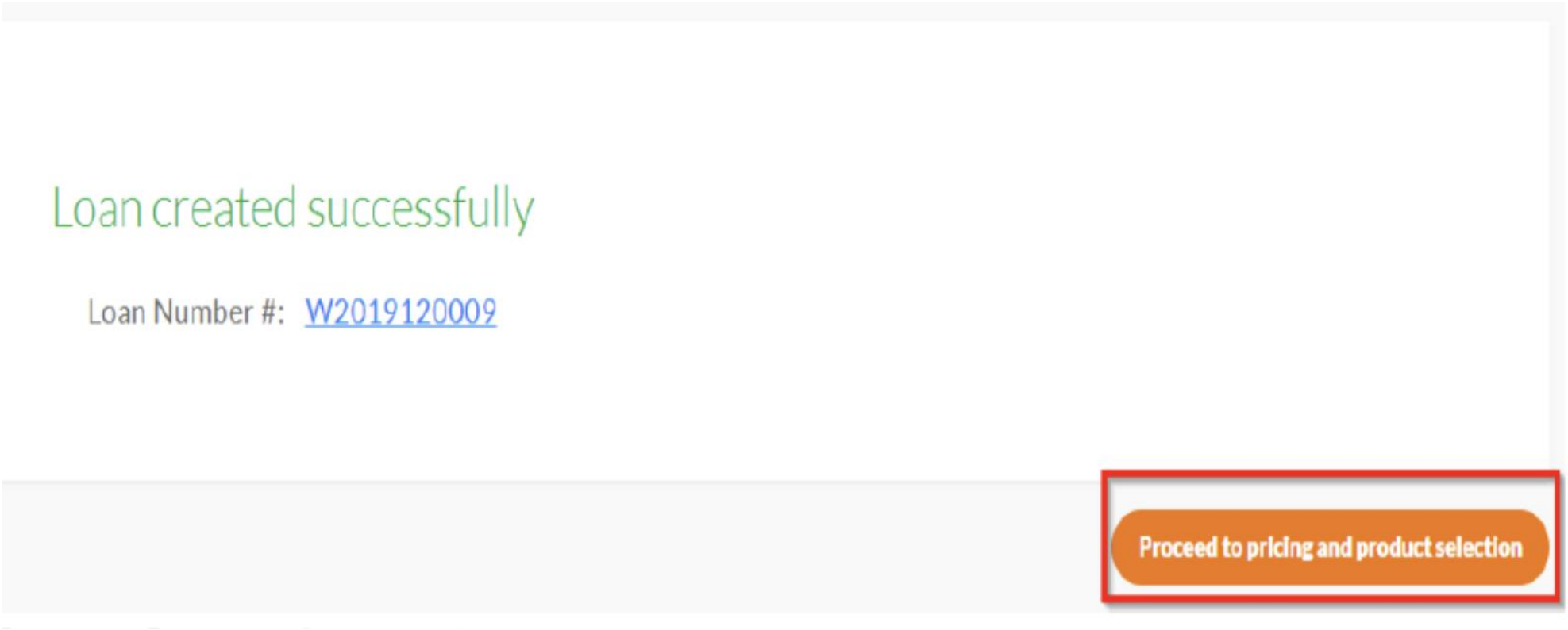
Address Validation



- BLU will cross check the subject property address with USPS and if warranted, provide the USPS standardized format. User can accept the standardized address or choose to continue with the address provided.
- Click Submit.

Create Loan

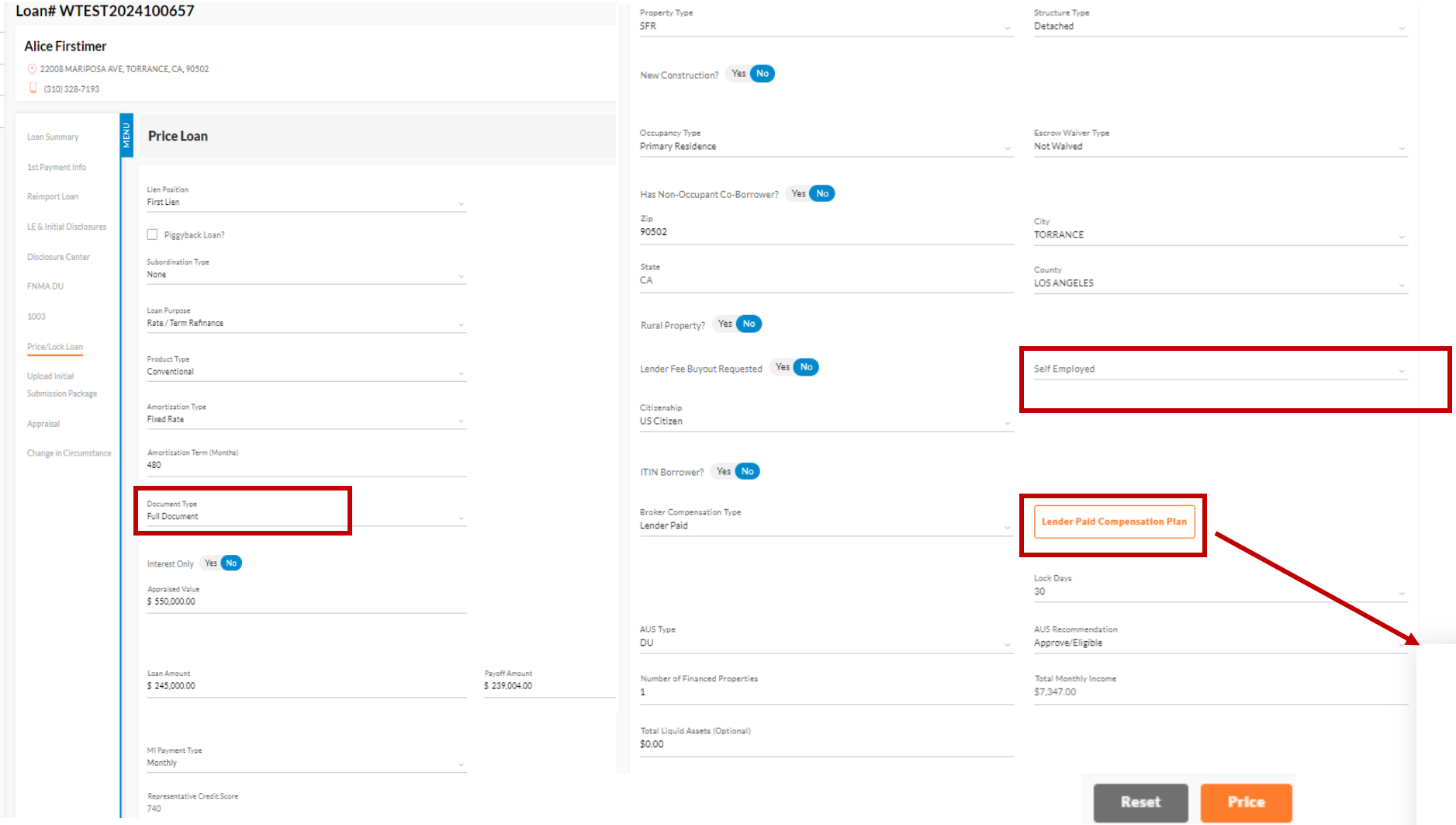
Confirmation

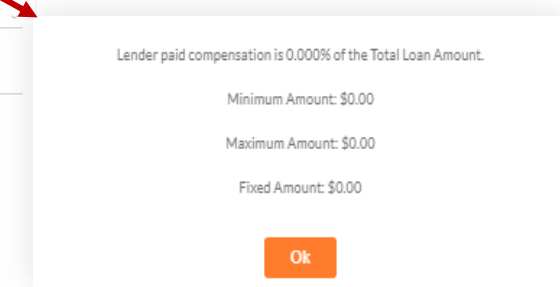


Once the loan number is issued, please continue to pricing and product selection.

Create Loan

Product and Pricing Selection-

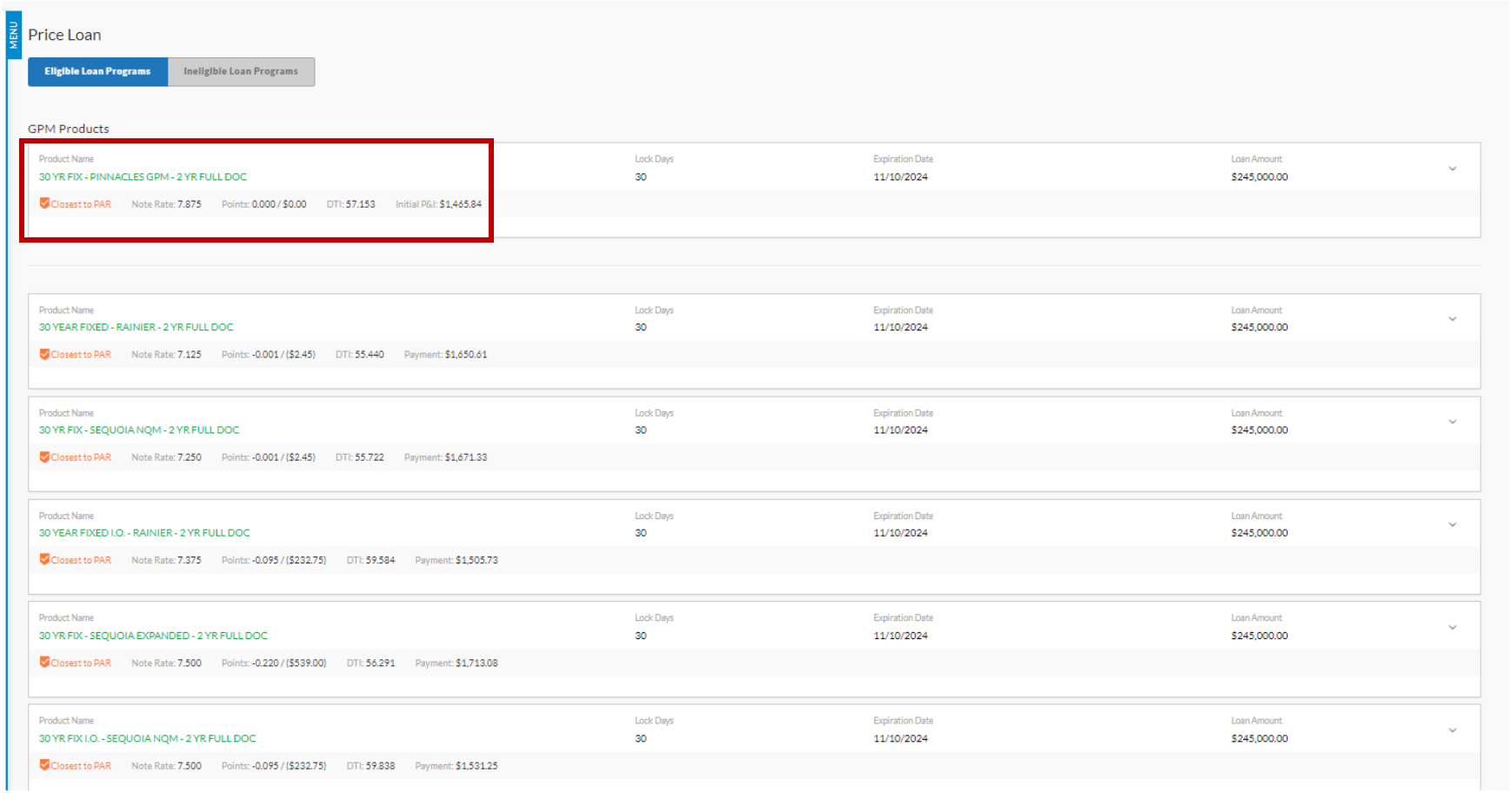




- Loan information will be prepopulated into the screen
- Review and update any information, as necessary
- Choose compensation type. If borrower paid, key in the % and flat fee amount if applicable. If there is no flat fee, enter 0 (zero).
- Click Price at the bottom of the page.

Create Loan

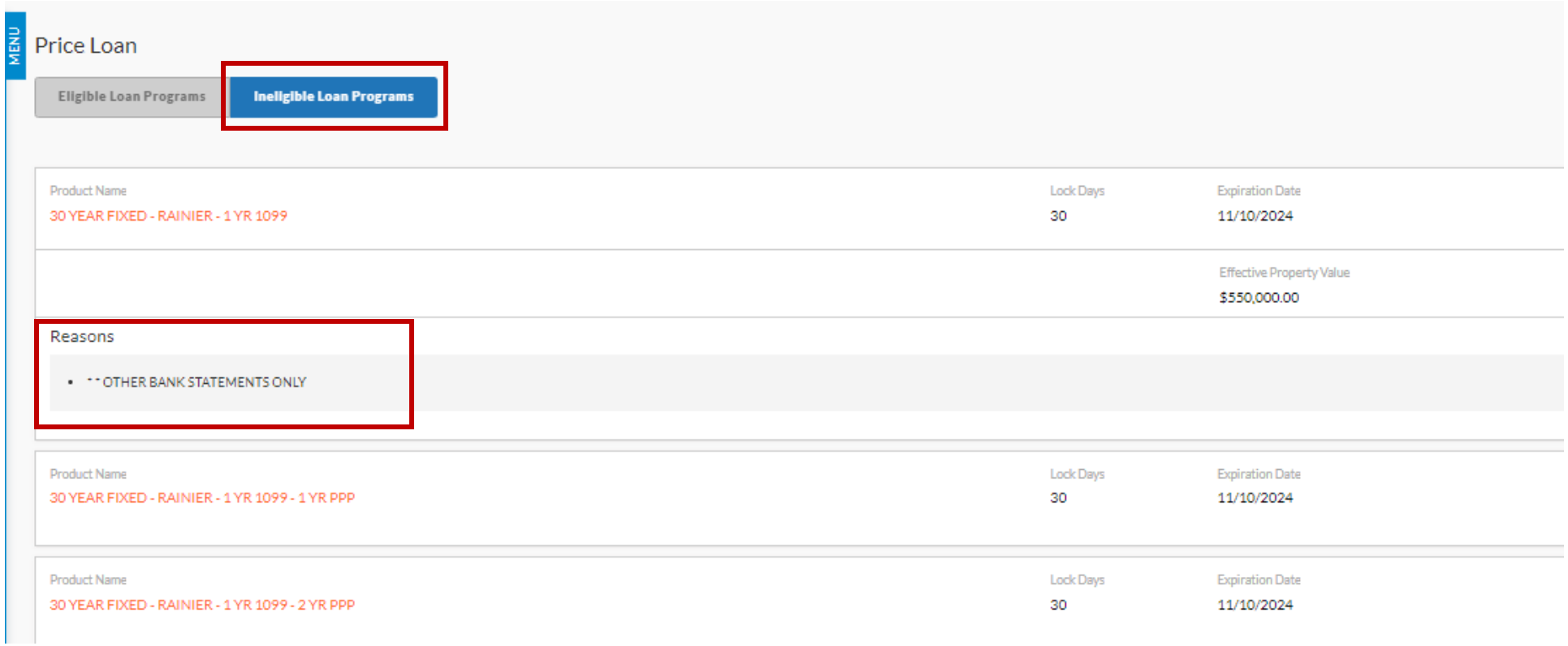
Pricing Results-Eligible



- BLU will return results based on program eligibility highlighted in Green.
- Eligible programs will be sorted by program and closest par pricing.

Create Loan

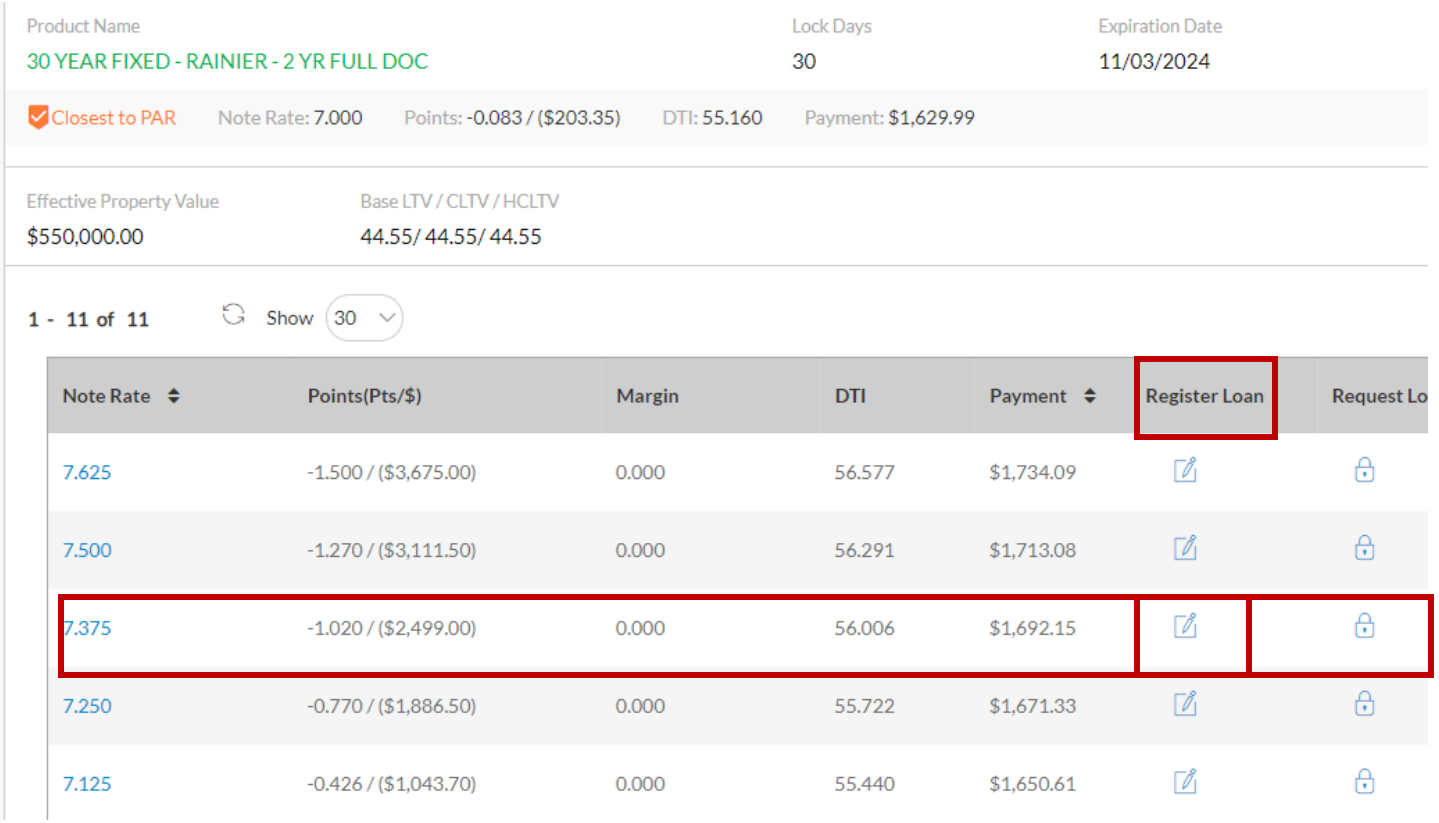
Pricing Results - Ineligible



- If the product desired was not displayed, check under **"Ineligible Loan Programs"** for the desired product which will outline the reason why it didn't meet eligibility.

Create Loan

Register Loan



- Click on the loan program name to display all pricing options for that program.
- If Lender Paid Compensation is selected, pricing will be displayed with compensation included in the price.
- Click the radio button next to the desired rate and then choose **“Register”**.
- Confirmation message will display that the loan has been successfully registered.

Create Loan

Register Loan

Description	Rate	Points	Margin
Final Price	7.625%	-1.500%	0.000%
Base Price	7.625%	-2.125%	0.000%

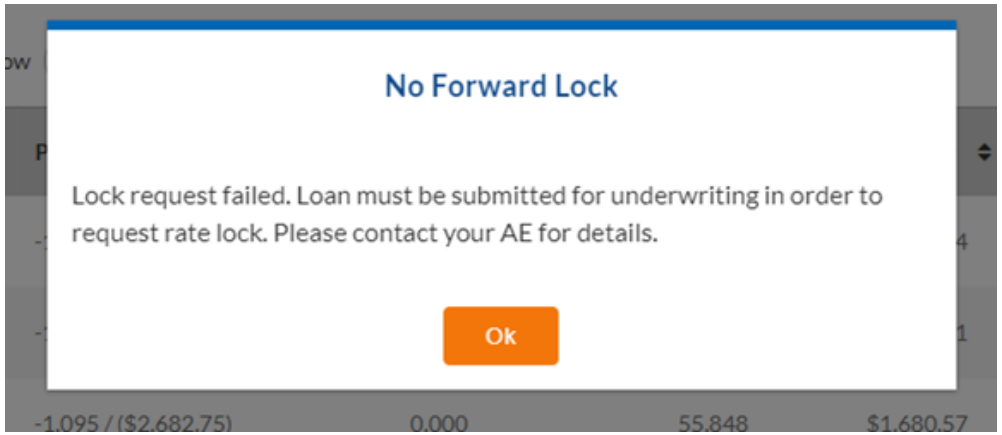
Adjustments

Description	Rate	Points	Margin
PRICING SPECIAL	0.000%	-0.250%	0.000%
FULL DOC: SCORE 760-779, LTV/CLTV <= 50	0.000%	-1.000%	0.000%
LOAN AMT < $250K, LTV/CLTV <= 50	0.000%	1.500%	0.000%
DTI > 45%, LTV/CLTV <= 50	0.000%	0.375%	0.000%

Lender Paid Compensation : **0.000%**

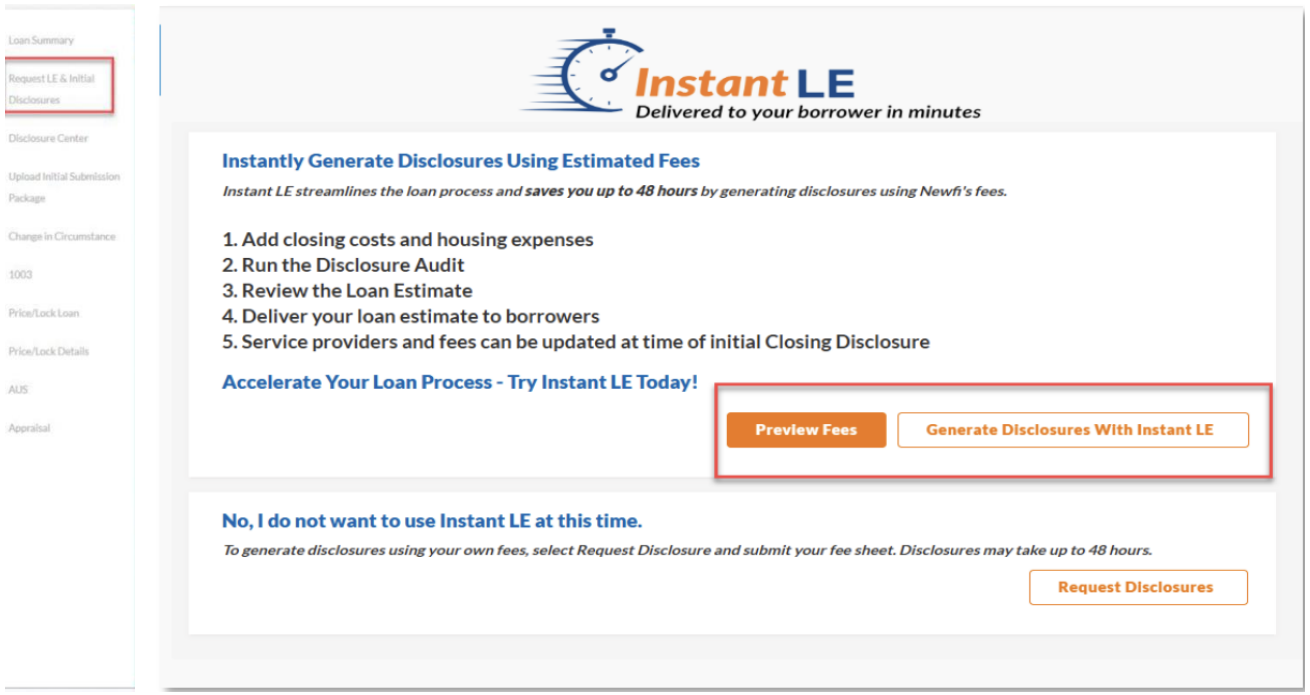
- Clicking on the rate will display all the LLPA's for the chosen product.

Loan may not be locked at time of registration.



Create Loan with InstantLE

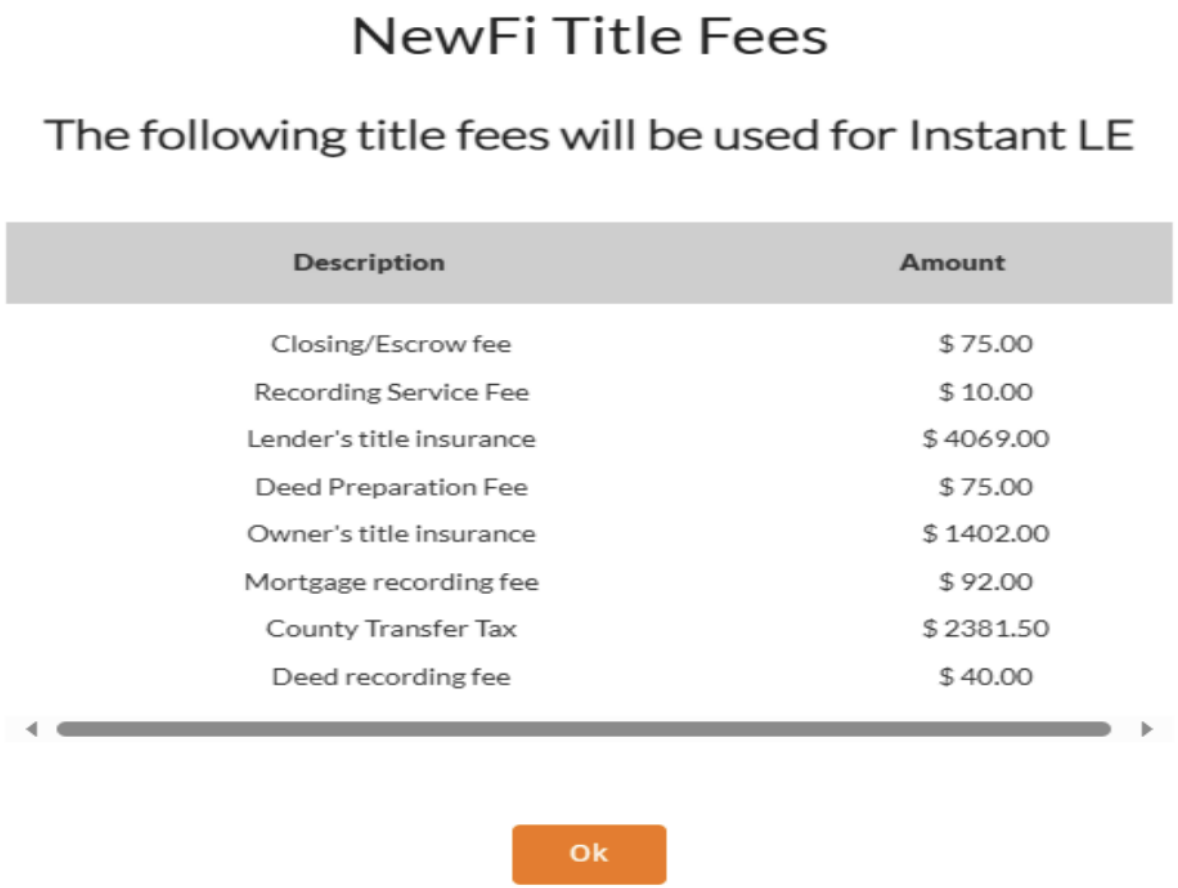
Create LE & Initial Disclosures



- Access the LE & Initial Disclosures from the left menu of the BLU Portal
- The Broker can choose:
  - **Generate Disclosures with InstantLE** – to begin generating disclosures and send them instantly
  - **Request Disclosures** – to generate disclosures using the Broker's own fees. The broker will select Request Disclosures and submit fees, disclosures may take up to 48 hours

Create Loan with InstantLE

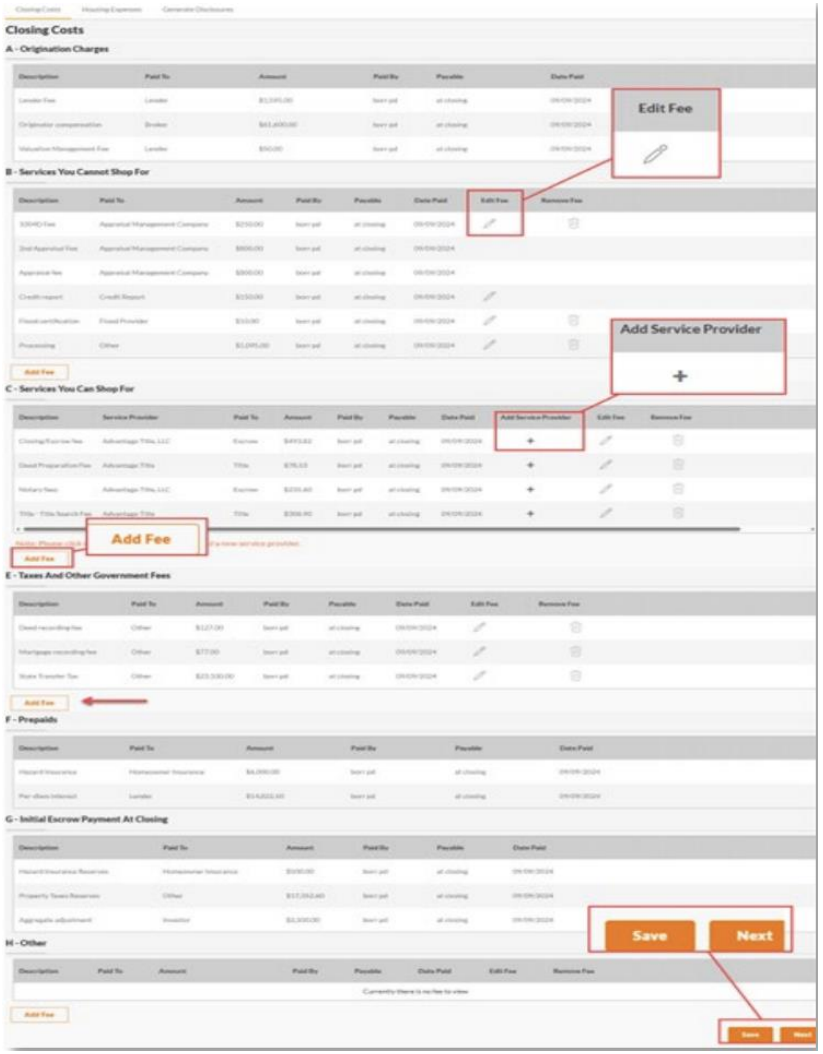
Preview Fees



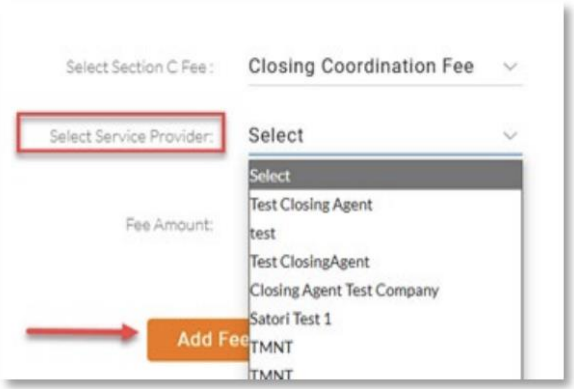
- A preview window opens reflecting the Newfi Title Fees that will be used

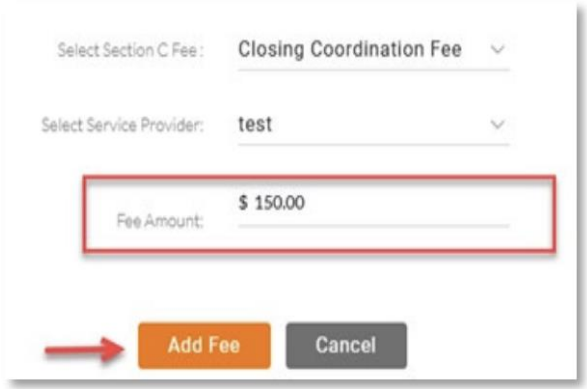
Create Loan with InstantLE

Closing Costs



- The closing cost tab auto populates based on the Newfi Fees. The broker can verify fees, edit certain sections, and add fees.

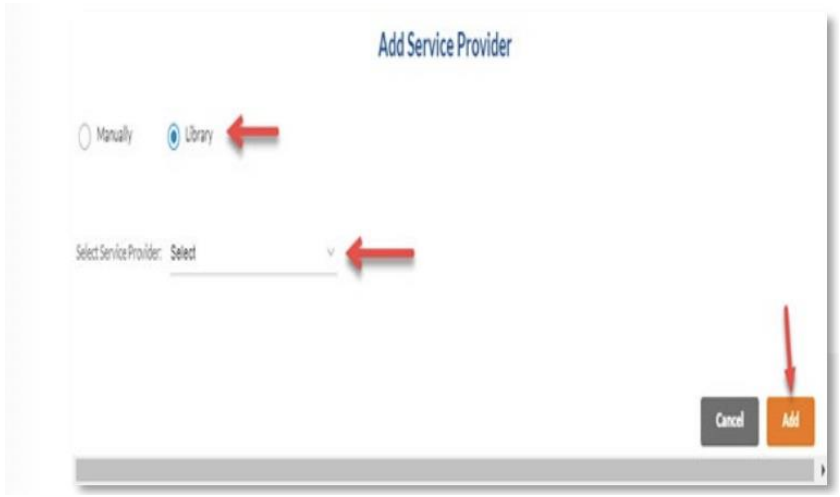


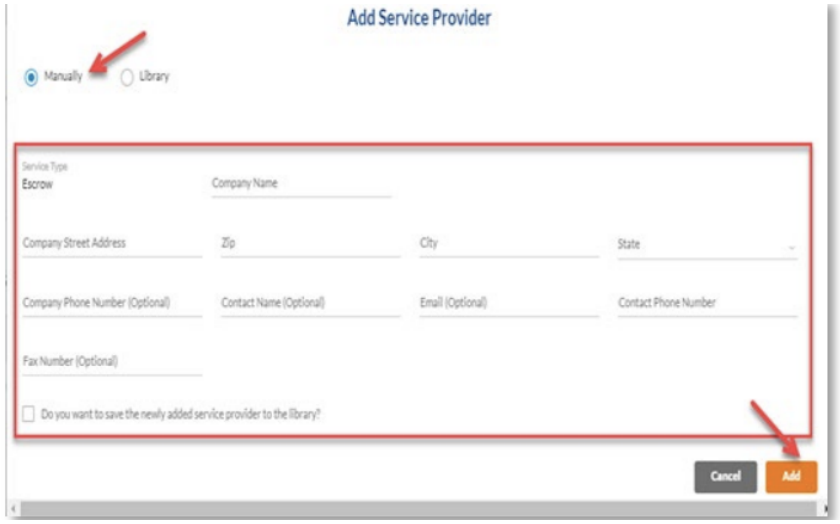


- To add fees, click the Add Fee button under the corresponding section.
- Click the pencil icon under the Edit Fee column to edit a fee and select safe

Create Loan with InstantLE

Service Provider Closing Costs





- Click on the plus icon in the Add Service Provider column of the Closing Cost Tab
  - Select to add provider Manually or from the Library
  - If selecting from the Library
    - Select Service Provider from the dropdown menu
    - Click Add
  - If adding Manually
    - Select Service Type from drop-down
    - Enter Company Name, Company Address, and Contact Phone Number
    - Check box for “Do you want to save the newly added service provider to the library?:
    - Click add

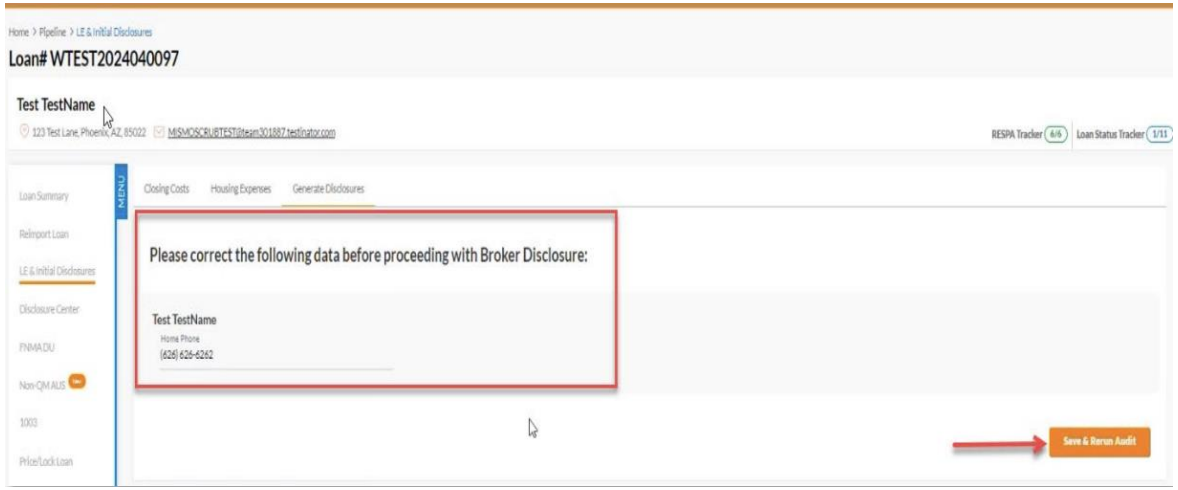
Create Loan with InstantLE

Housing Expenses Tab

- Enter applicable monthly expense in each section Insurances, Tax and Other Expenses
  - Click on the arrow to the right of the Applicable Fee
    - In the Calculator Section Enter:
      - Monthly Amount
      - Prepaid?
      - Escrowed
    - When all housing expense have been entered, select Save and then Next at the bottom of the tab to move to the final tab and generate disclosures

Create Loan with InstantLE

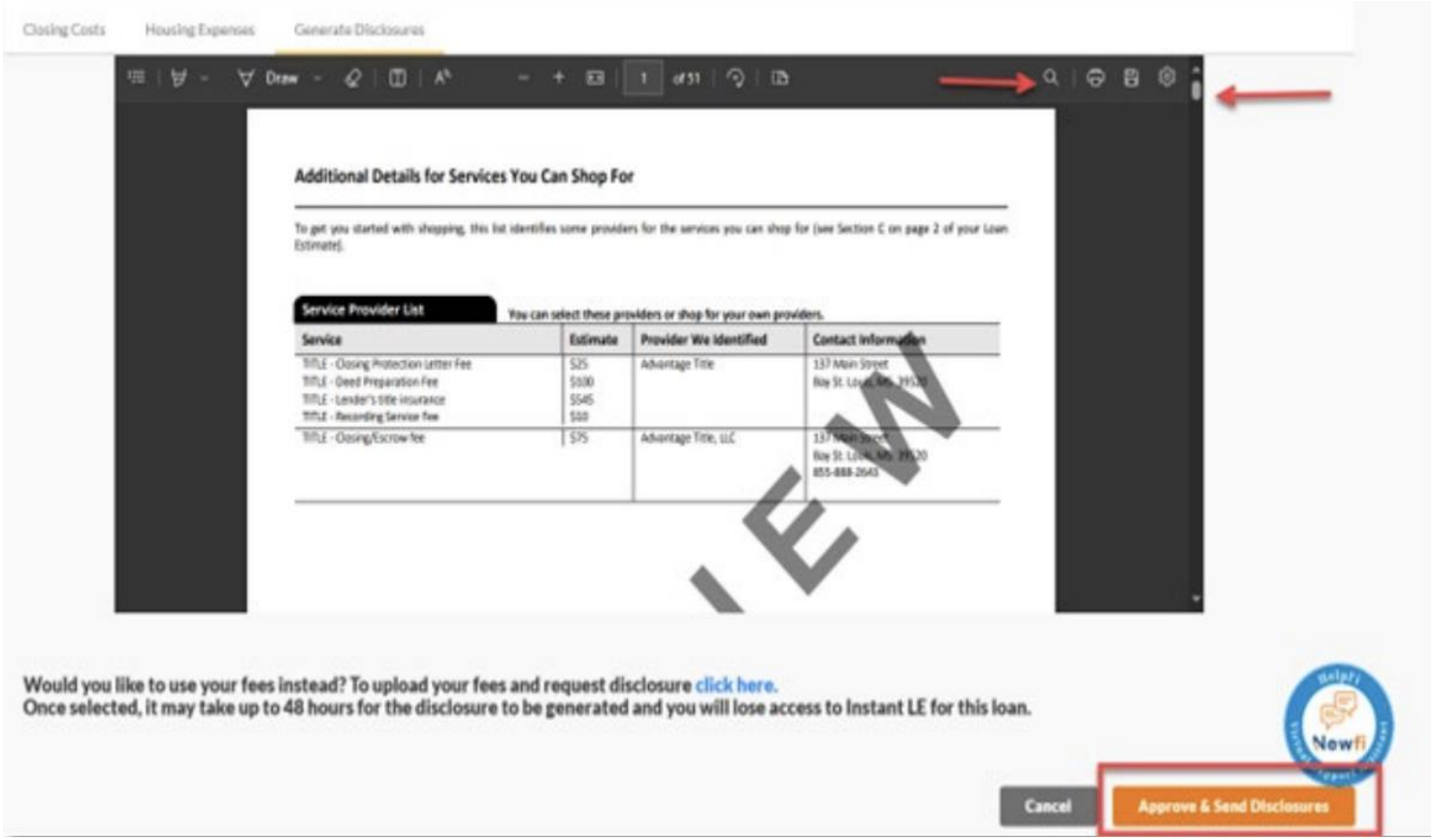
Generate Disclosures



- Select Click to Begin Disclosure Audit. This will initiate two separate disclosure Audits
- Pre-Disclosure Audits
  - Validates the loan parameters
    - If missing information is identified, the Broker is prompted to enter missing information or directed to screen that needs to be correct.
    - Save & Rerun Audit button
- When complete and there are no other issues, a message box will appear “No audit Issues Detected”

Create Loan with InstantLE

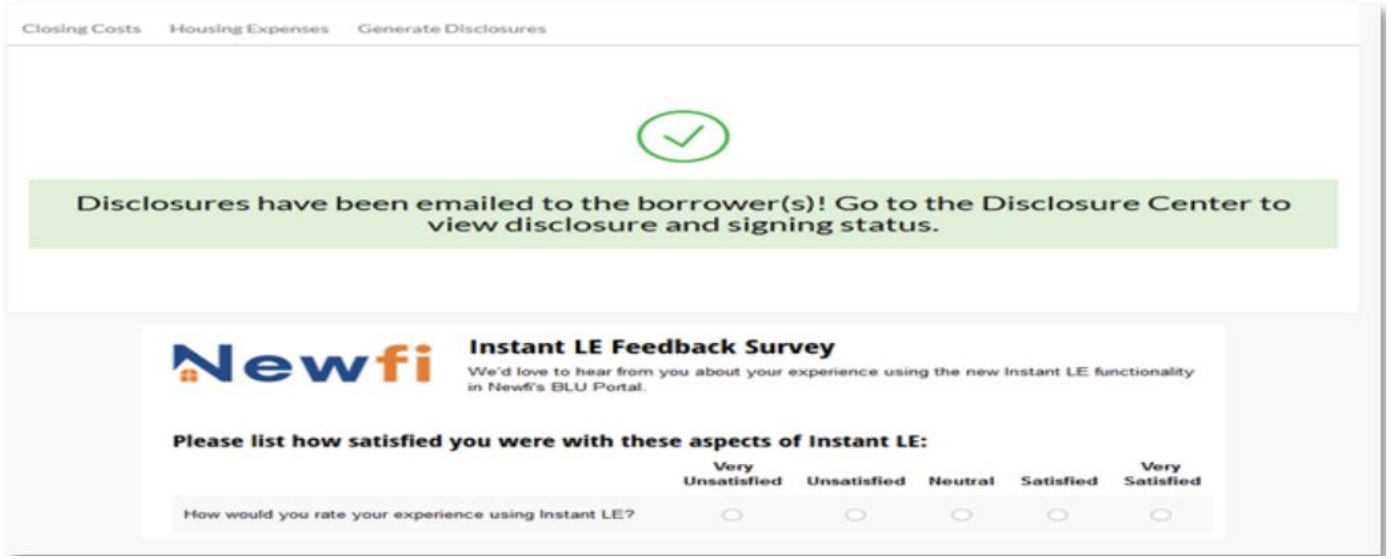
Preview Documents



- Broker will select Preview Documents button to initiate the data transfer to Document Services for 2nd audit review
- Message box will appear “Generating preview of disclosures. This usually takes up to a few minutes. Please do not close your borrowers or use the back button”
  - A preview box will appear, Broker will have the options to print or download the document for review
  - Select the Approve & Send Disclosures button
  - Pop-up “Disclosures are being generating. When completed, they will be sent to the borrowers for signing.

Create Loan with InstantLE

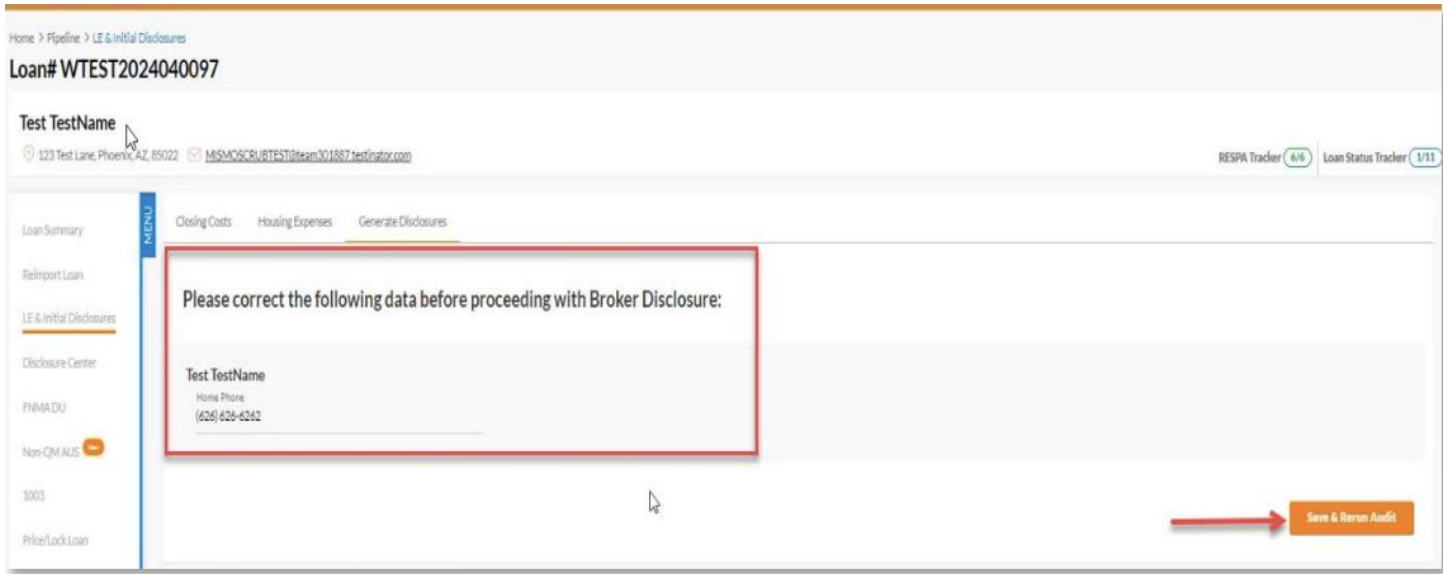
Completing Disclosures



- When complete Pop-up message will appear “Disclosures have been emailed to the borrower(s)! Go to the Disclosure Center to view disclosure and signing status.”

Create Loan with InstantLE

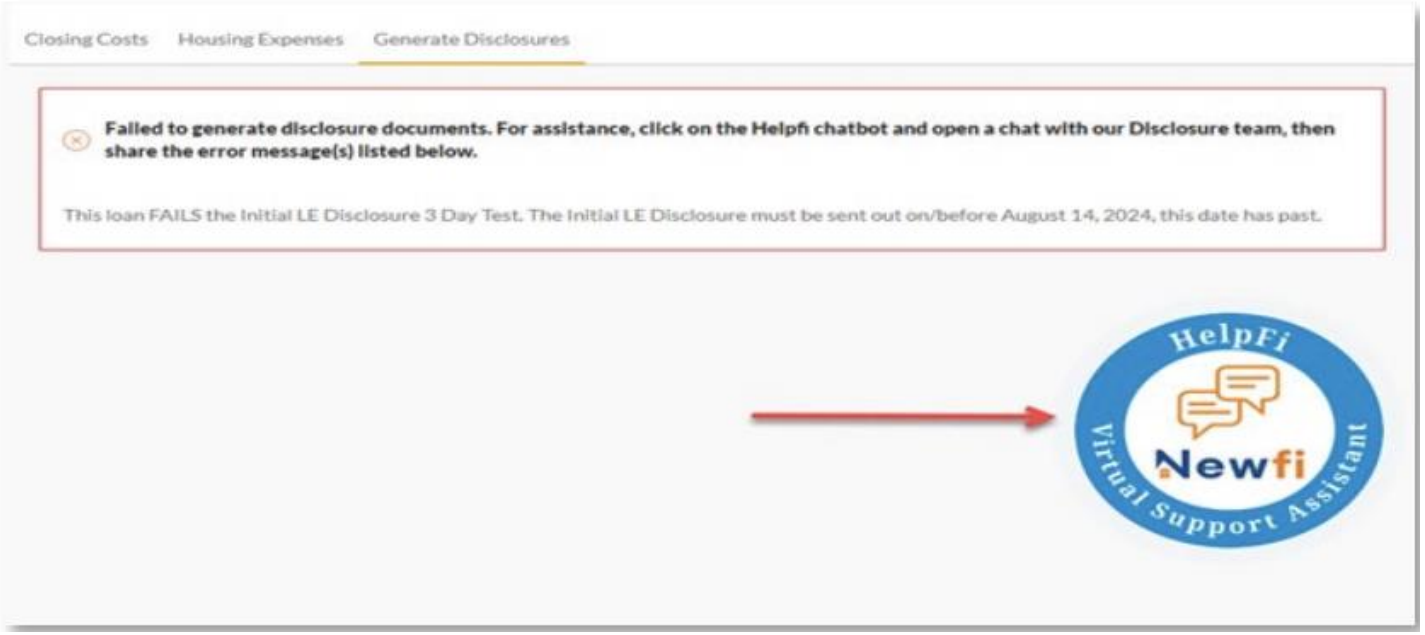
User Fixable Troubleshooting



- This error is fixable by the broker's input and/or corrections and the broker will be prompted to enter missing information, safe the input and return the audit.
- Issues include but are not limited to:
  - Missing borrower information
  - Incomplete Declaration
  - Mortgage Liability not liked to REO
  - Missing section of the Act for FHA Loans
  - Government loans missing escrow in Housing Expenses
  - Texas Cashout missing a refinance purpose with cashout option or Texas rate/term refi with purpose of refi not set to No cash out other or change in rate term
  - Buydown loans missing buydown fee

Create Loan with InstantLE

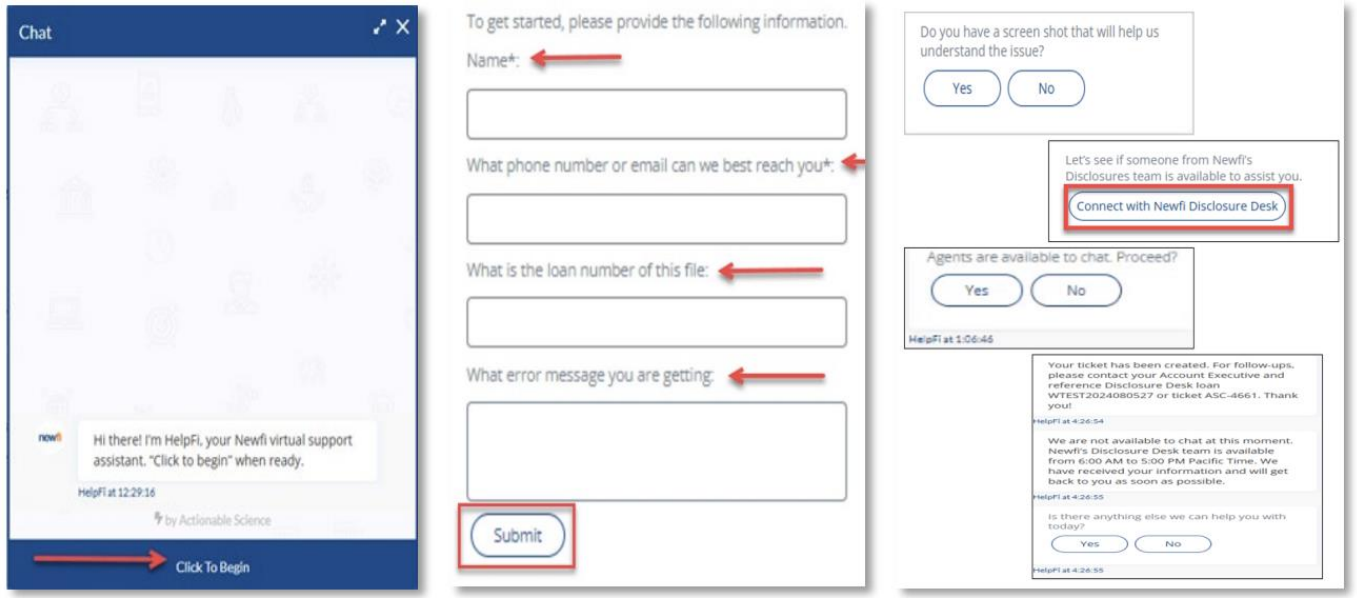
Newfi Fixable Troubleshooting



- This issue is fixable by the broker with assistance from the Newfi Disclosure Team
- Error message pop up appears reflecting “failed to generate disclosure documents because of the reasons below. For assistance, the chatbot has been opened with our Disclosure team.
- List errors and what needs corrective action.

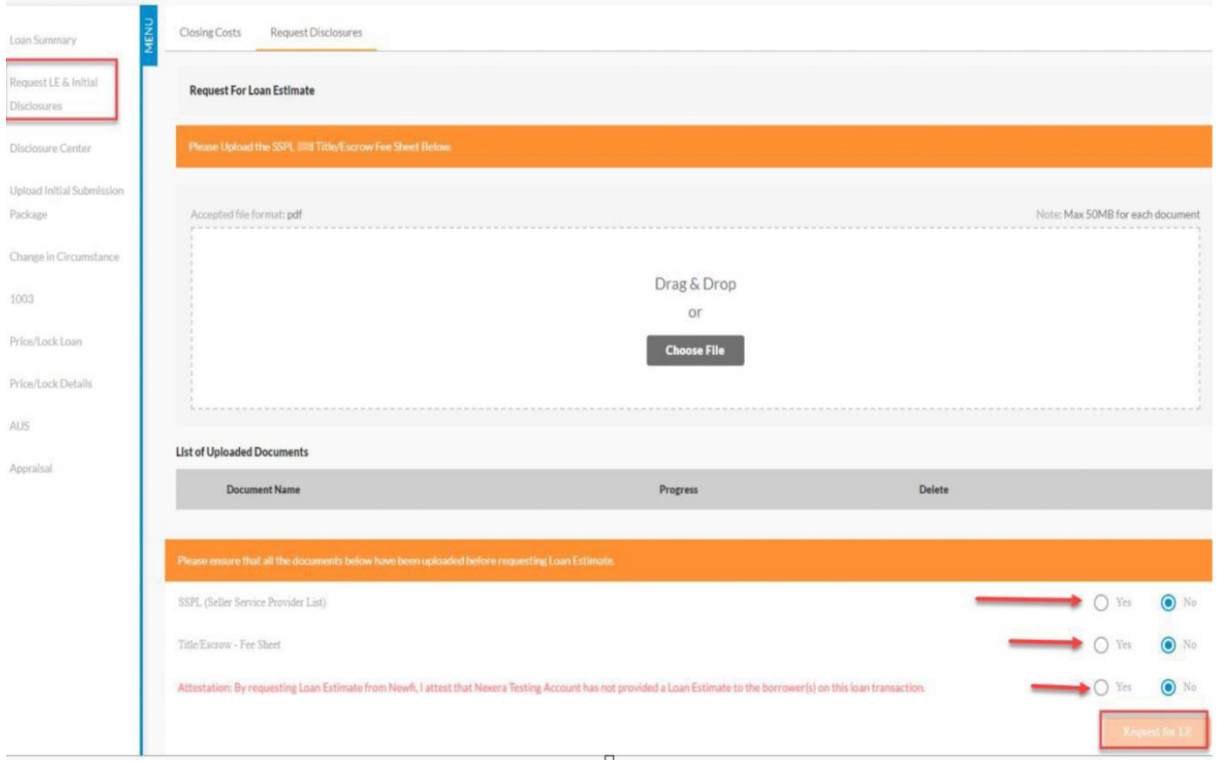
Create Loan with InstantLE

Newfi Fixable Troubleshooting



- Chatbot window will pop up
- Click to Begin button to initiate the conversation and provide the information in the boxes
- Chatbot will request screenshot attachment (optional)
- Select Connect with Newfi Disclosure Desk button
- Message Appears “Agents are available to chat, Proceed?”
- Select Yes to connect to Agent
- Chatbot will connect to an agent
- If no agent is available or it is after hours, a ticket will be created or a message will appear with available hours

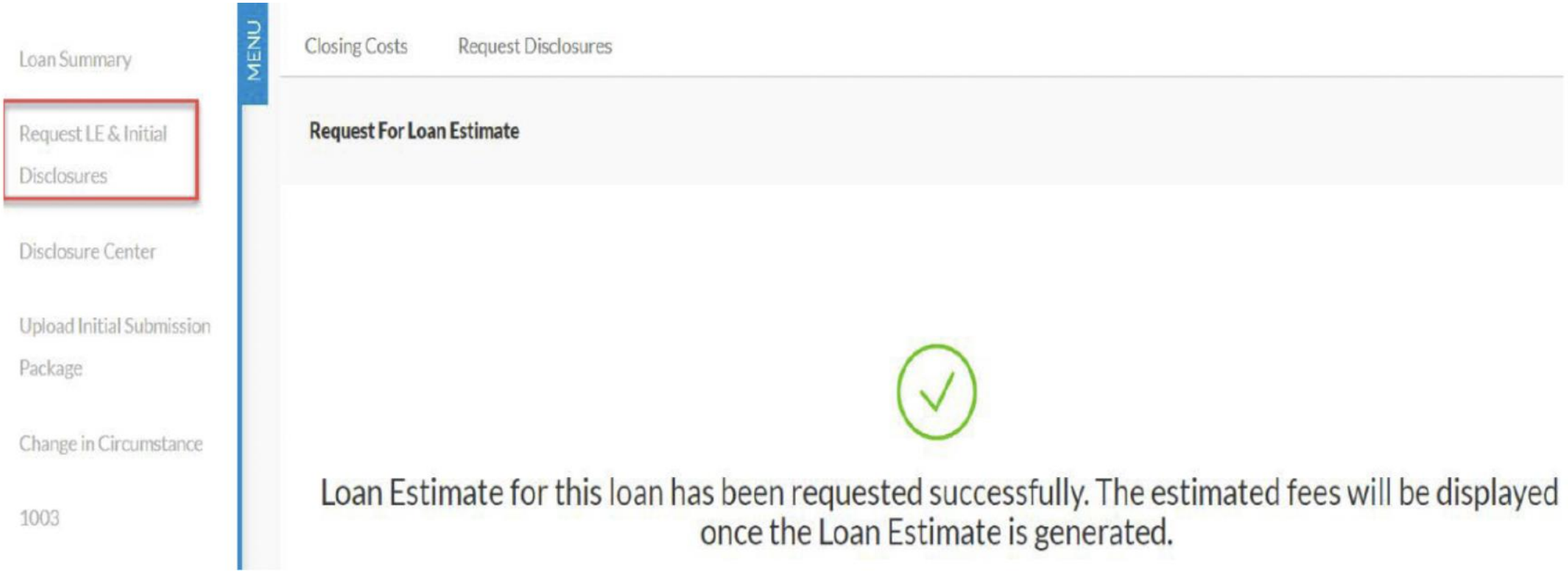
Create LE & Initial Disclosures



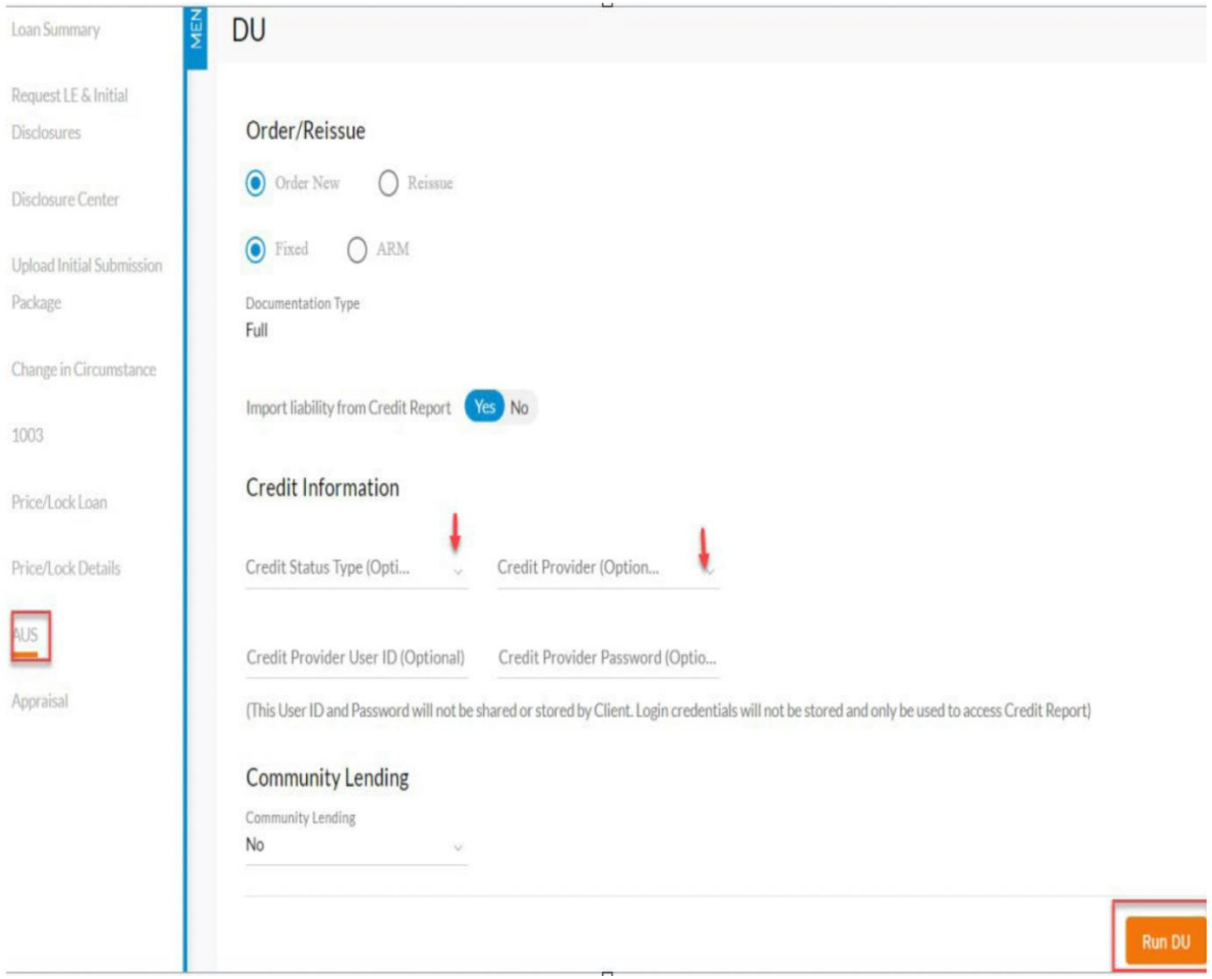
- Users are required to upload the following documents in order to request the initial LE and disclosures:
  - **SSPL (Settlement Service Provider List)**
  - **Title/Escrow Fee Sheet**
- Drag and drop documents or browse for them by clicking **“Choose File”**
- Uploaded by clicking each **“yes”** radio button for each document
- Click the **“yes”** radio button to attest that an LE has not been previously provided to the borrower for this specific transaction

Create Loan by Requesting Disclosures

LE Confirmation

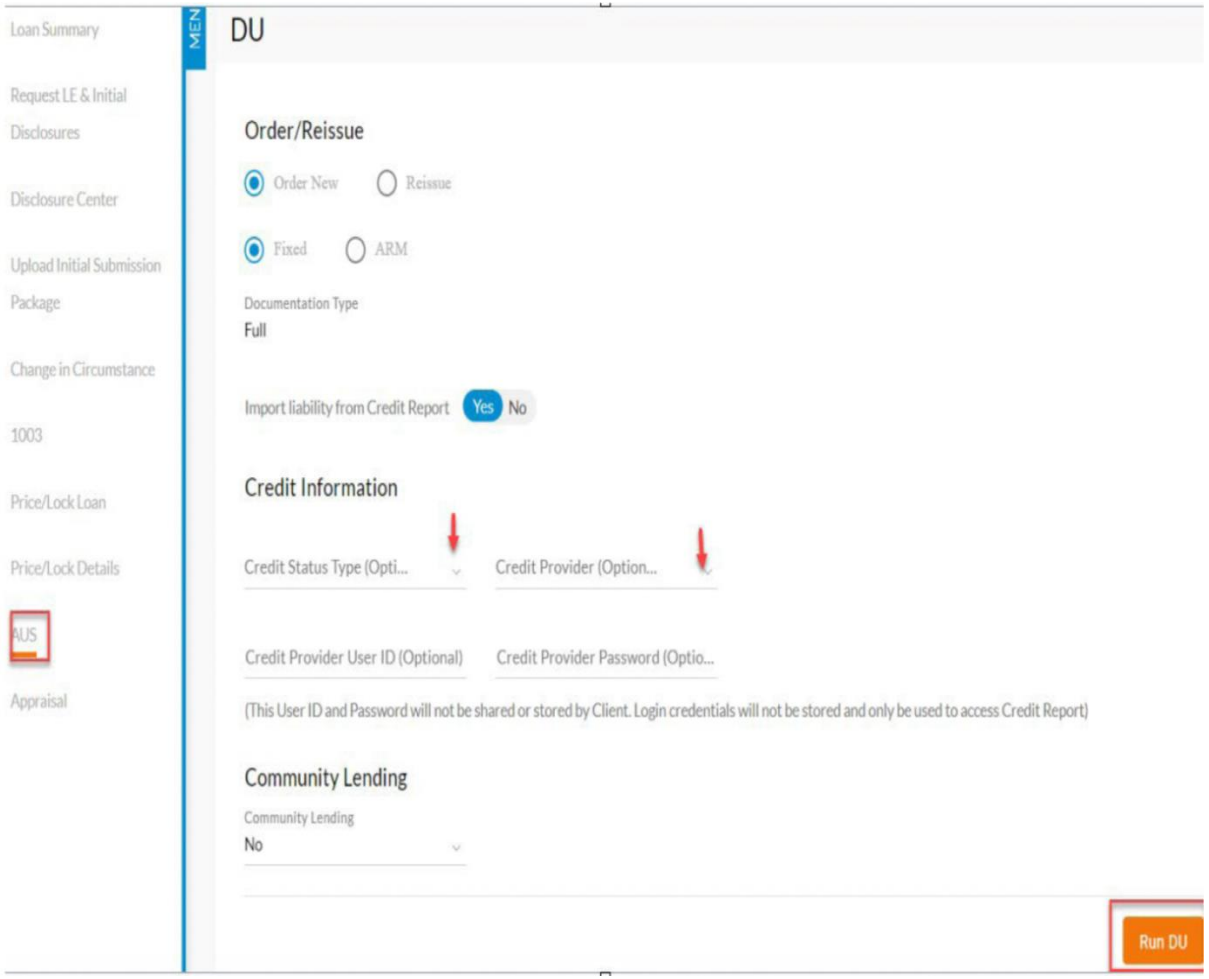


FNMA AUS (Automated Underwriting System)



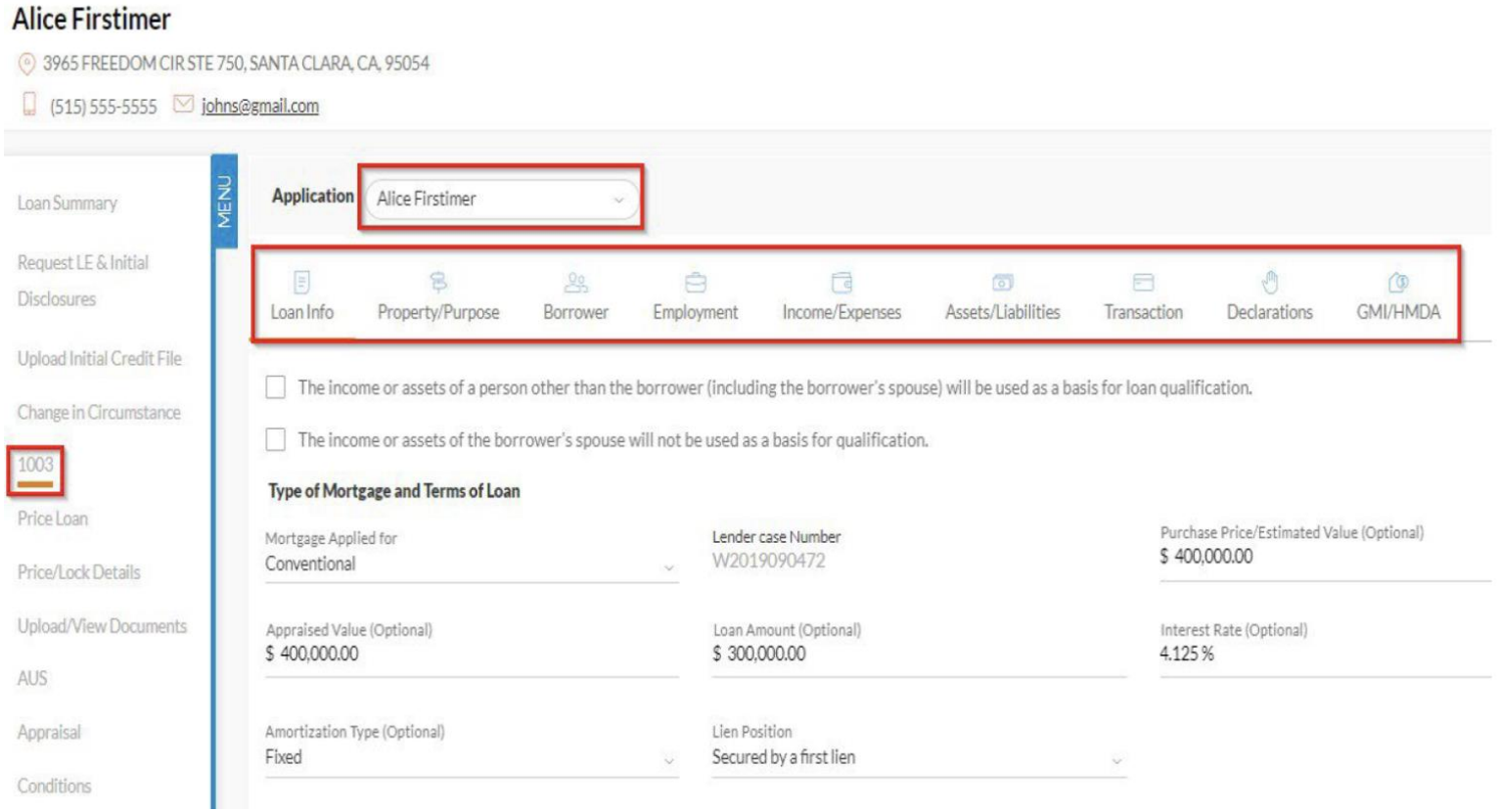
- BLU offers users the ability to run FNMA DU as a new order (in the name of Newfi) or reissue an existing DU that has previously been released to Newfi.
- If ordering a new DU report, users will be required to key in their credit report vendor username and password.
- Select the appropriate option, complete the credential fields, and then click “**Run DU**”.

FNMA AUS (Automated Underwriting System)



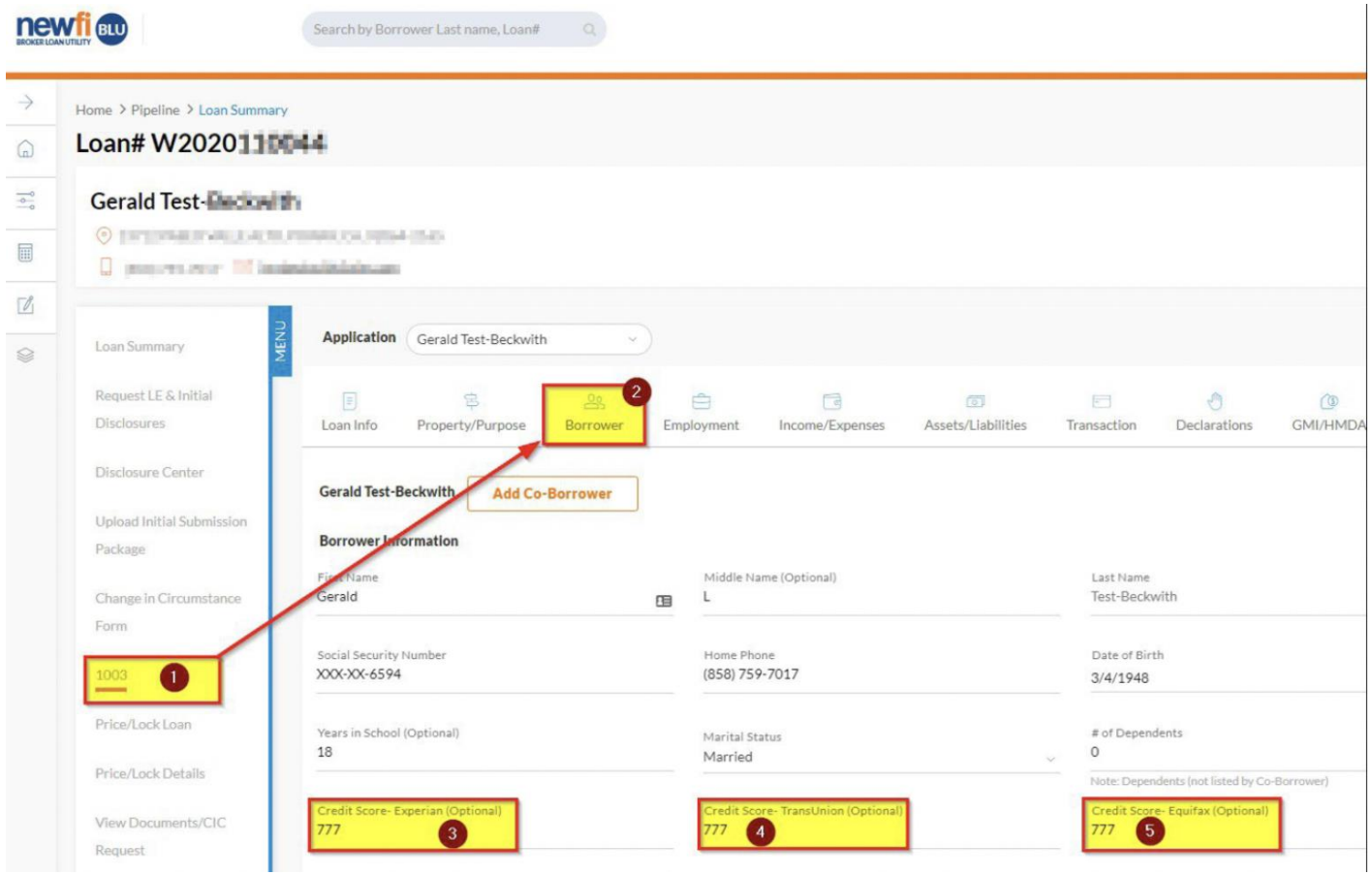
- Findings report will return in a PDF for users to view eligibility.
- Upload findings with full file submission.
- If running the AUS on our site, it must be completed before full file is uploaded.

1003



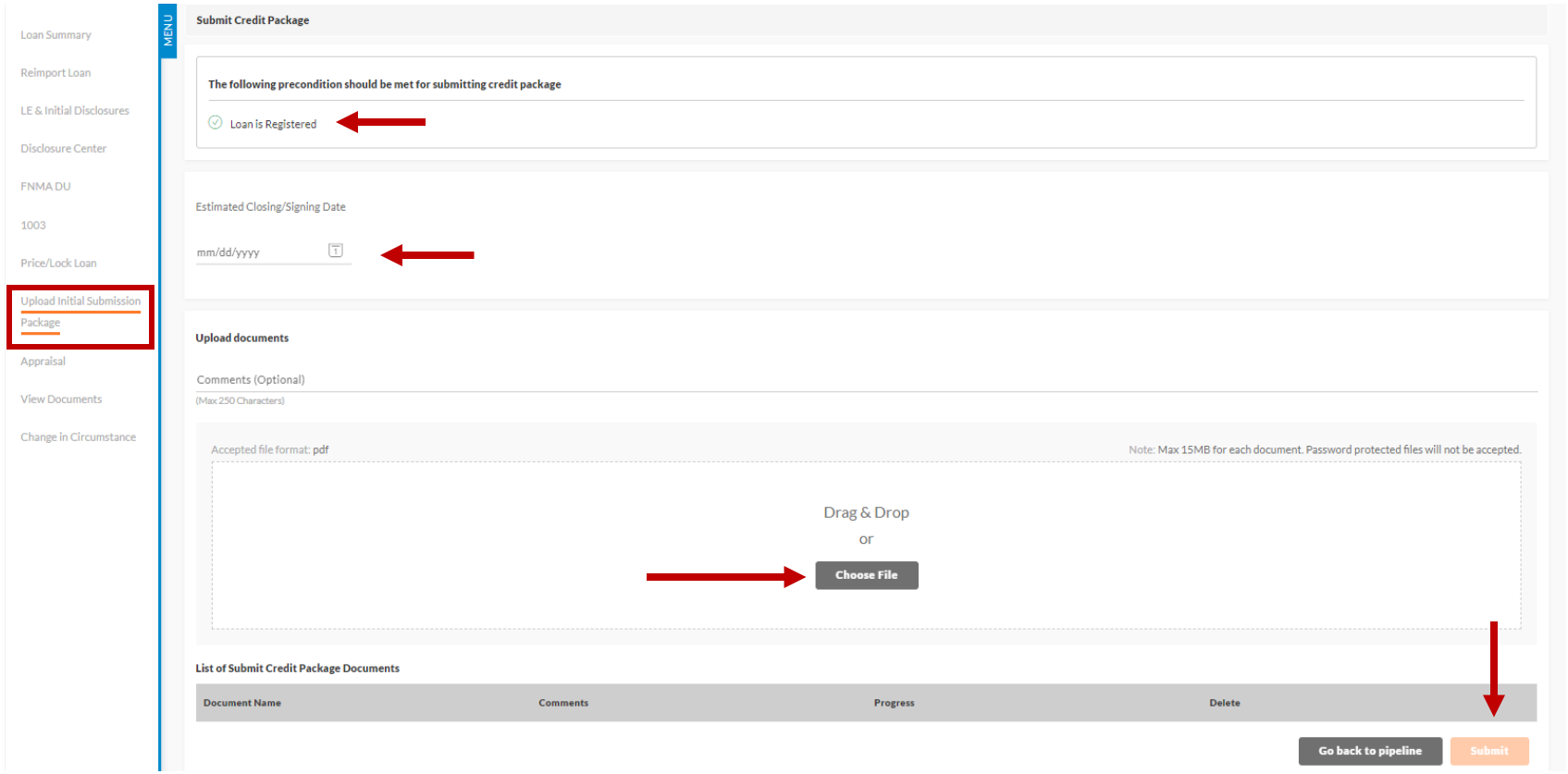
- User can edit 1003 application until the loan status reaches **"Document Check"** – Once the credit package has been received user cannot make further edits.
- Navigate the 1003 by selecting the corresponding category from the top of the screen.
- For multiple applications, select the appropriate borrower from the Application drop down menu.

Inputting Scores Manually



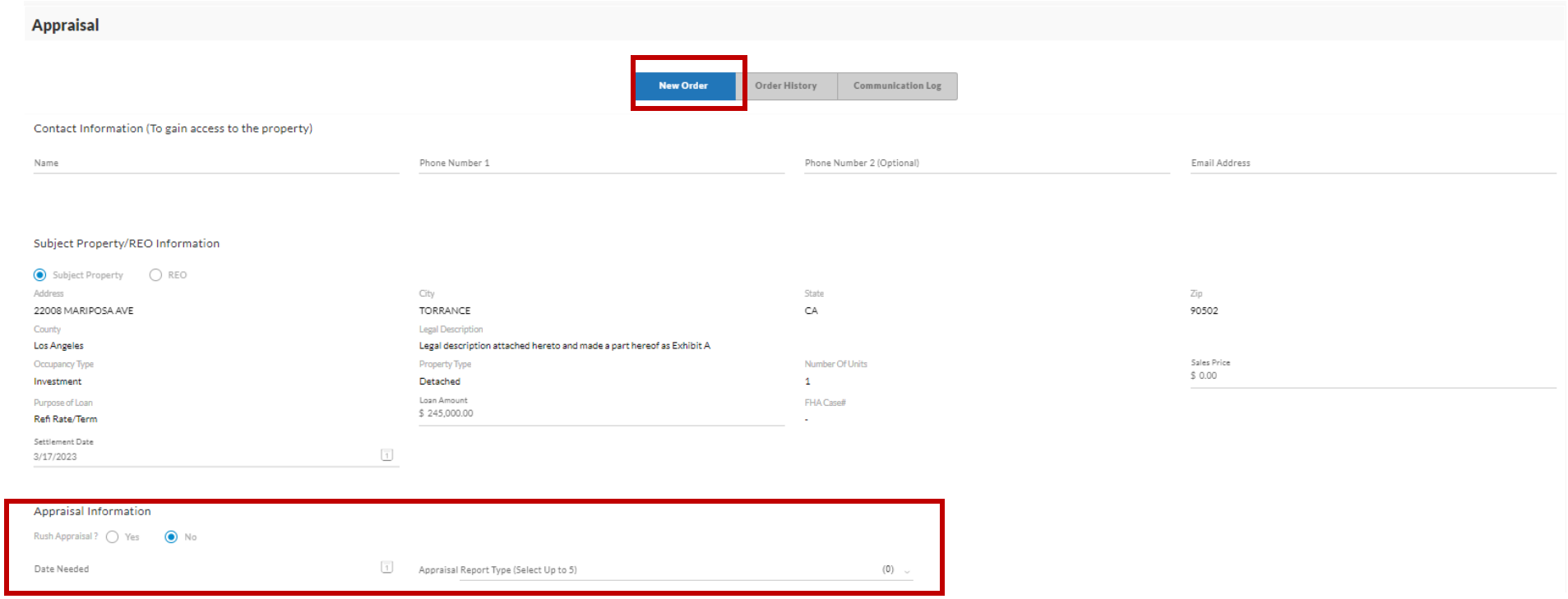
- Click on the 1003 link in the menu options.
- Once in the application screen, select the Borrower tab.
- Key in each score for all borrowers on the loan.
- Click save at the bottom of the page.

Upload Initial Submission Package



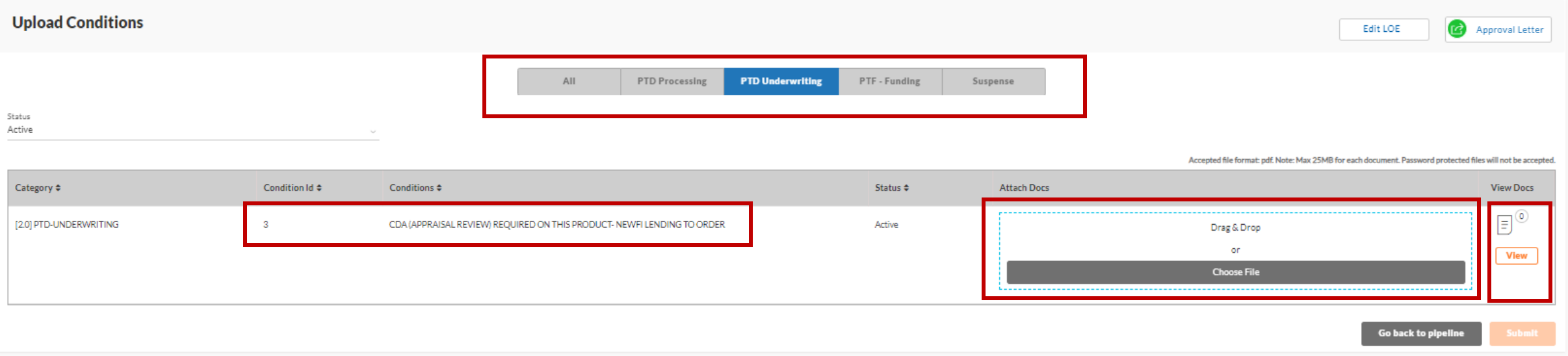
- In order to submit the credit package, the LE & Initial Disclosures must have previously been requested and the loan must be registered.
- Select the estimated closing date. This date cannot fall on a non-business day, lock expiration date, or during the rescission period based on the lock expiration date (if applicable).

Appraisal Ordering



- Key in Date Needed, Report Type by choosing the drop-down arrow and if a rush is needed.
- Payment link will be sent to the Loan Officer and Processor within an hour during business hours.
- If the loan is a purchase, upload documents such as the purchase contract and prelim by clicking the “yes” radio button.
- Click submit to complete the ordering process.

Procedure for Uploading Conditions



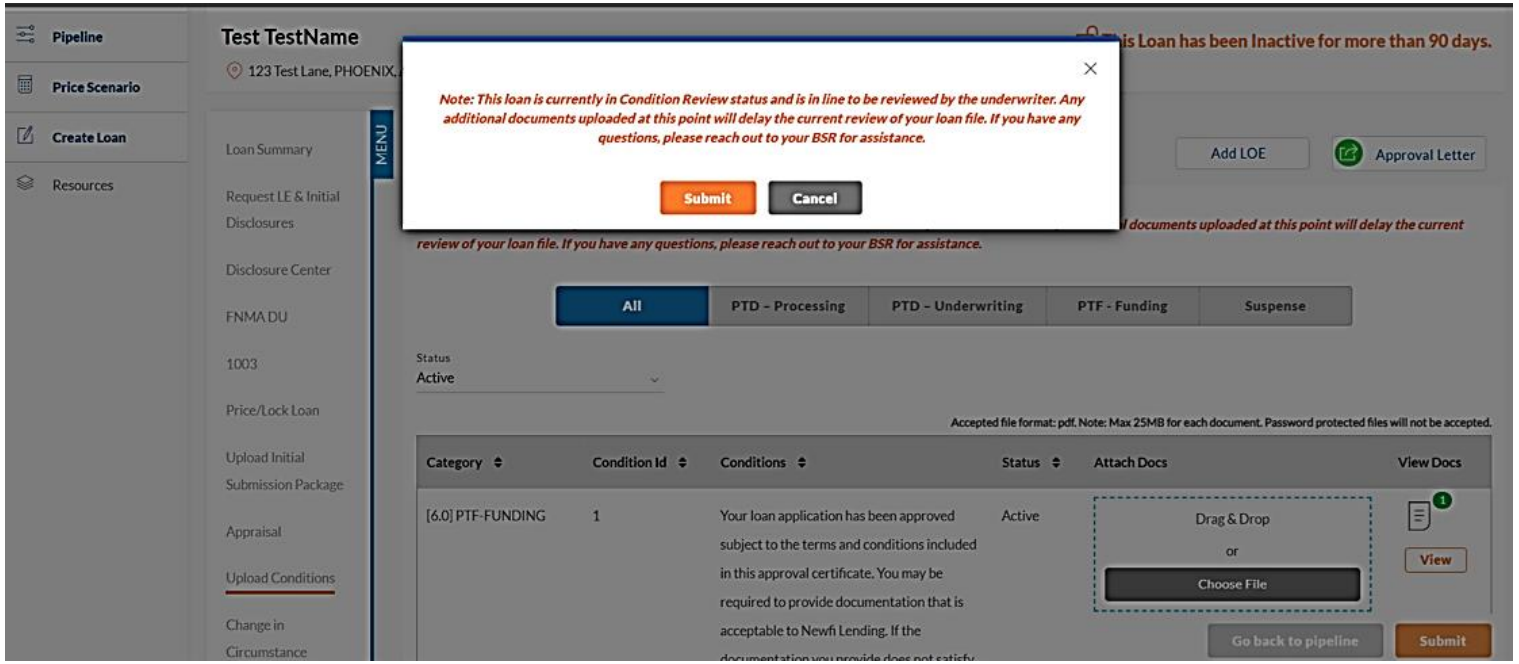
Select "Upload Conditions" Tab

- Drag and drop your documents into the corresponding condition bucket.
- The view icon next to each condition will display the number of documents waiting to be uploaded.
- If an erroneous doc is uploaded, you may select view doc to remove.
- Select "Save" at the bottom of the page to submit the condition in the file.
- **Failure to select "Save" will result in the document not being submitted.**

Procedure for Uploading Conditions

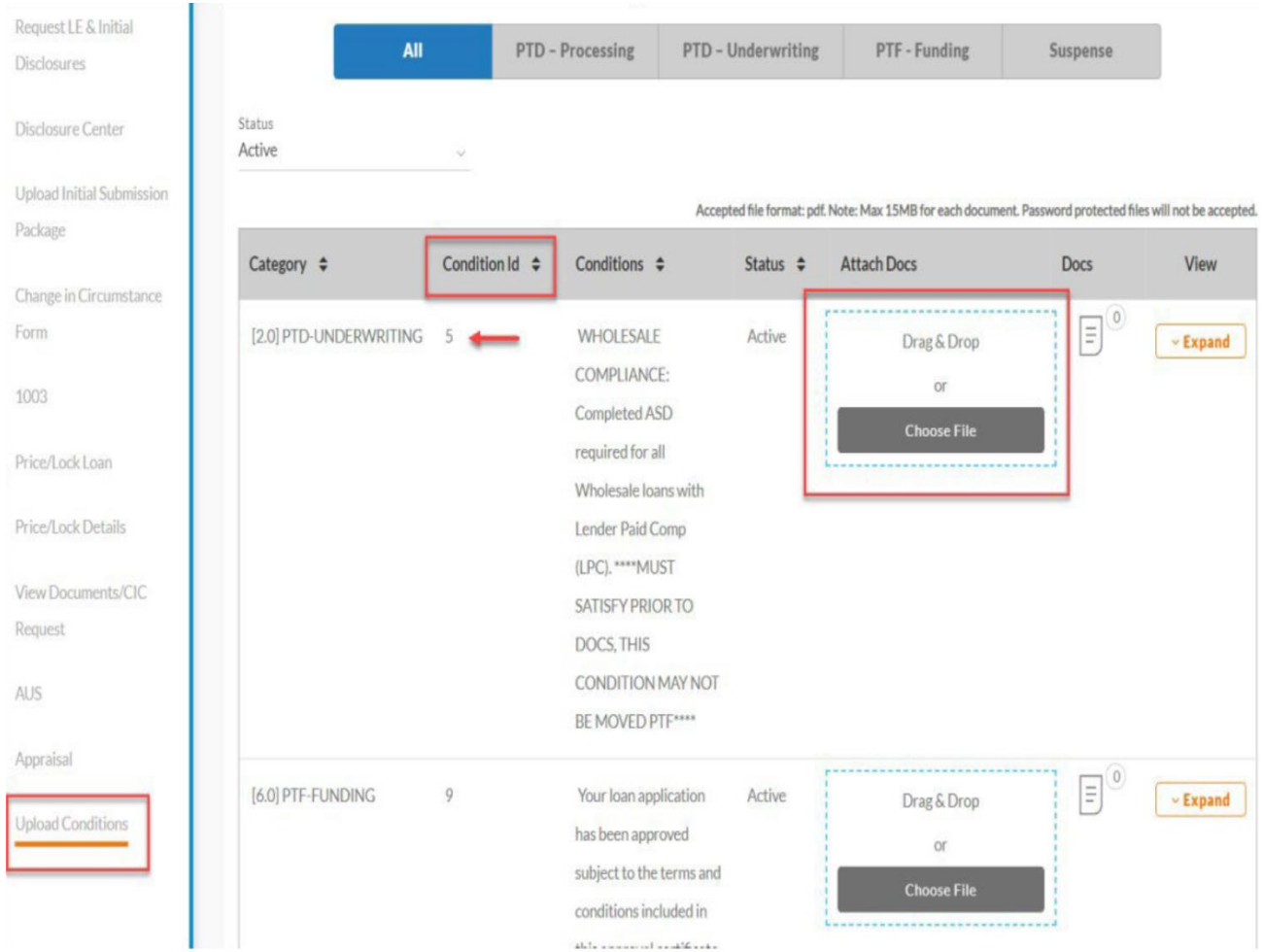
If an additional document is attempted to be loaded into a condition that already has a document attached, you will receive the following notice.

"This loan is currently in Condition Review status and is in line to be reviewed by the underwriter. Any additional documents uploaded at this point will delay the current review of your loan file. If you have any questions, please contact your Account Manager for assistance."



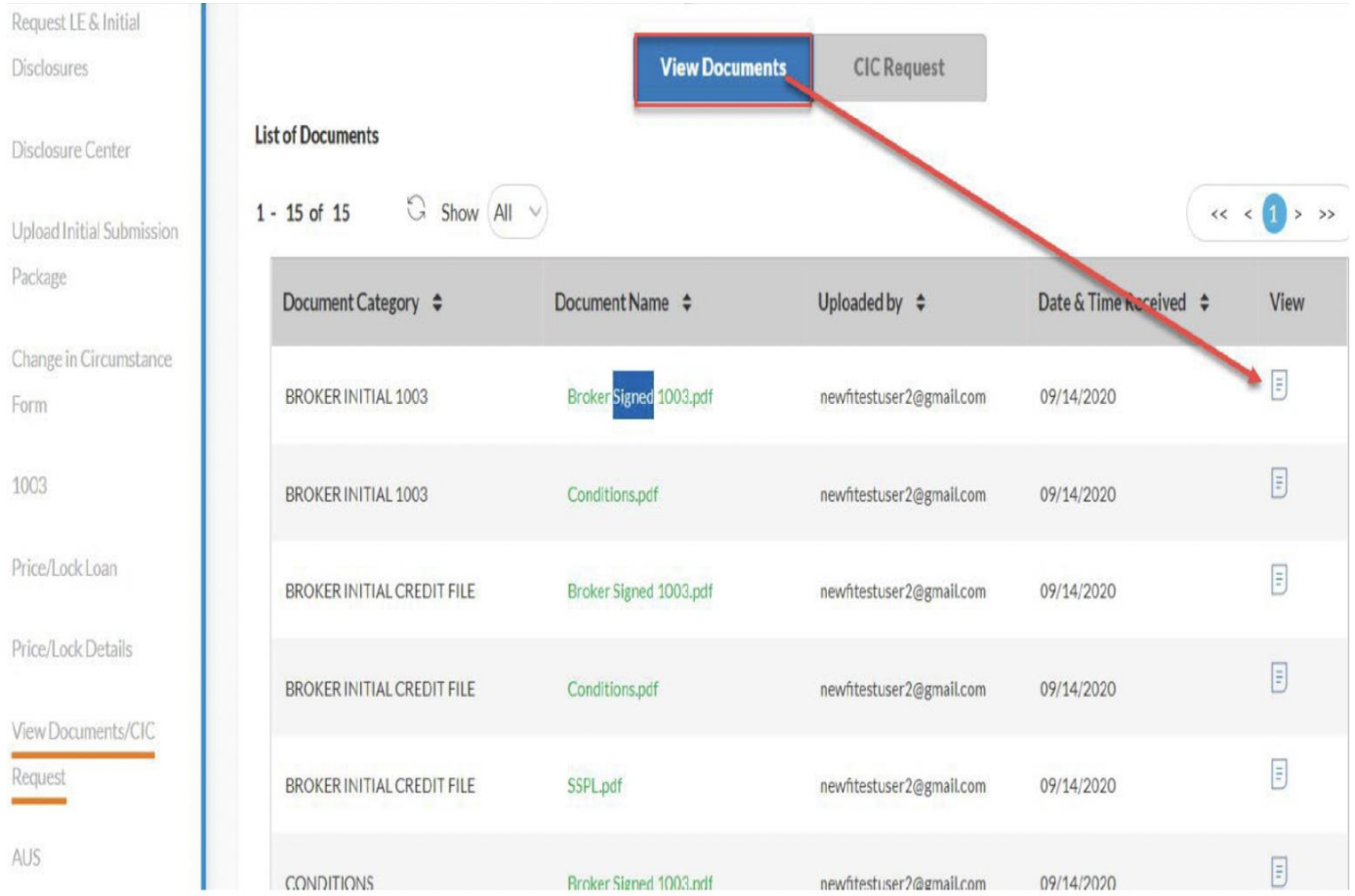
Conditions Management

- Conditions screen becomes available once initial underwrite is complete.
- Users can attach documents to the specific condition.
- Users can sort outstanding conditions by type (i.e., PTD/PTF).
- User can sort by conditions outstanding or closed.



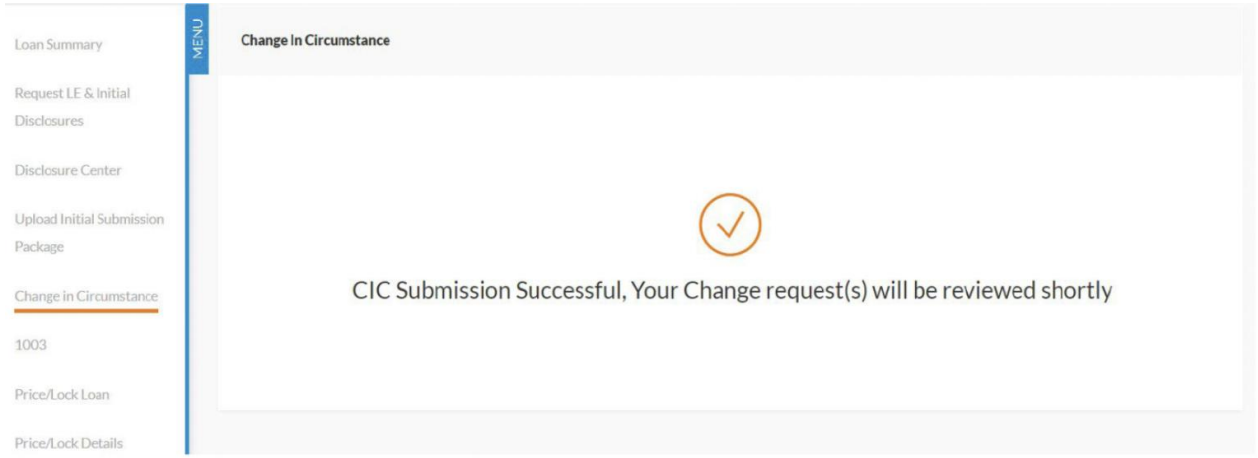
View Documents

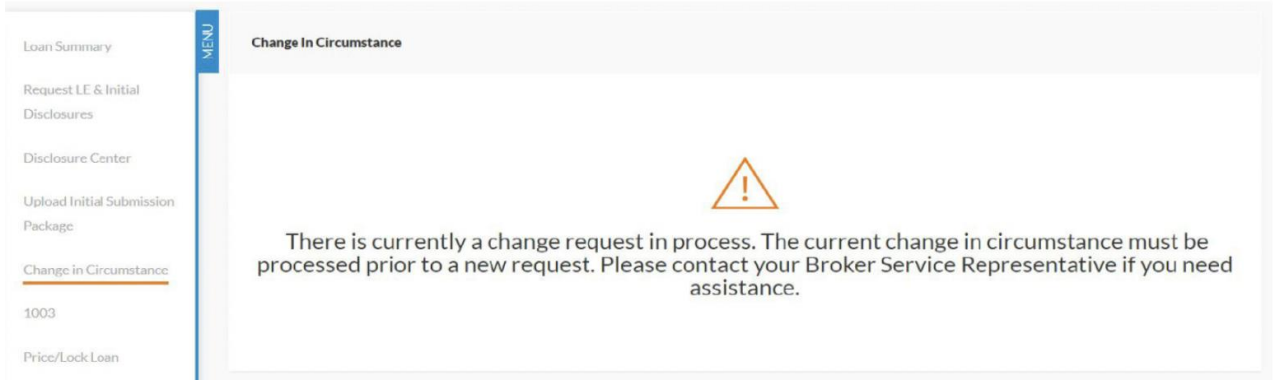
- Users can view the following documents by clicking the “View Documents” tab: Initial credit file upload.
  - Any document uploaded by the user.
  - Appraisal documents.
  - Disclosures and re disclosures.
- Select document icon in the corresponding row to view the file as a PDF.



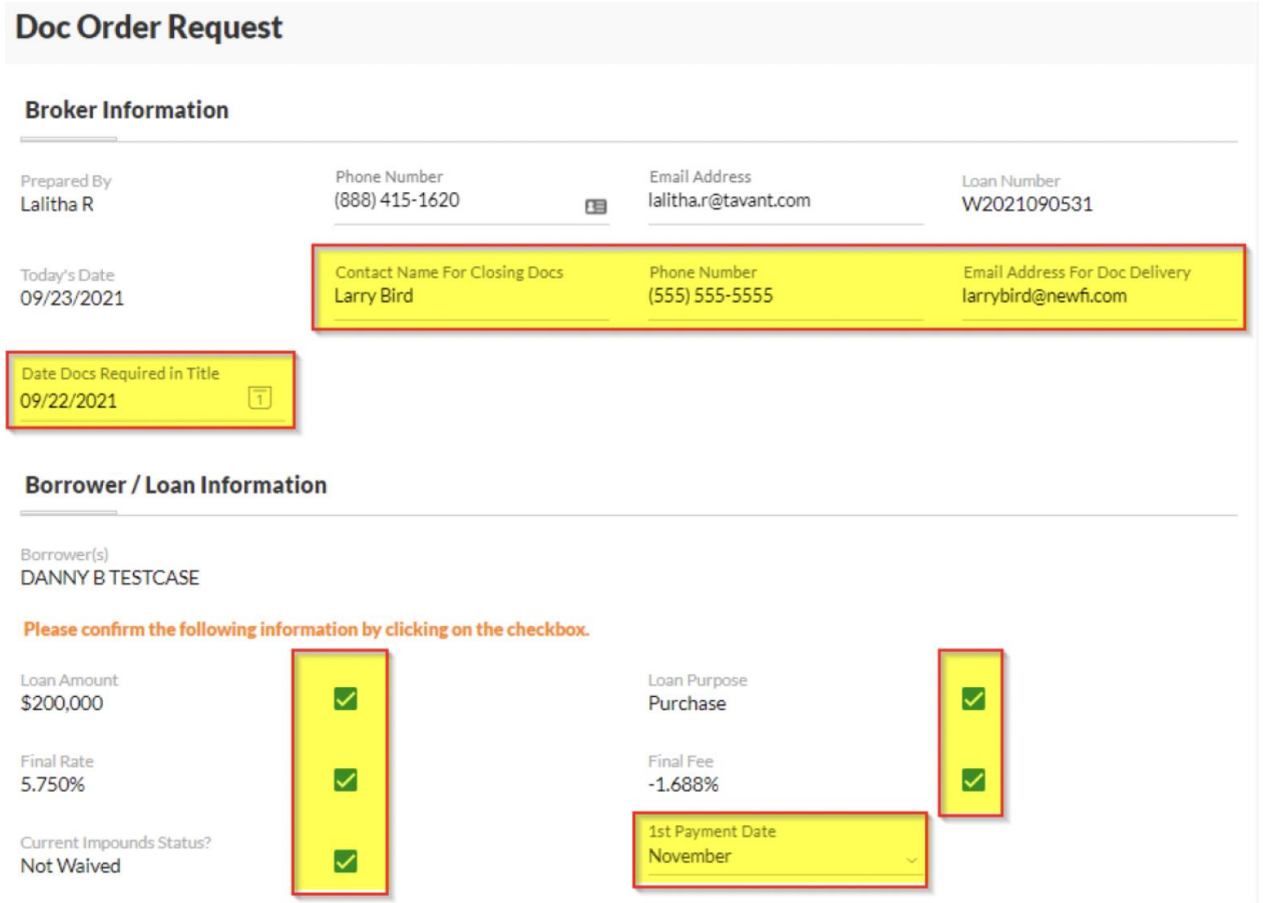
Change in Circumstance

- CIC confirmation
- Multiple CIC requests in process is not allowed. CIC request must be fulfilled before a new CIC request be generated.
- Contact your Account Manager if a subsequent change is required.



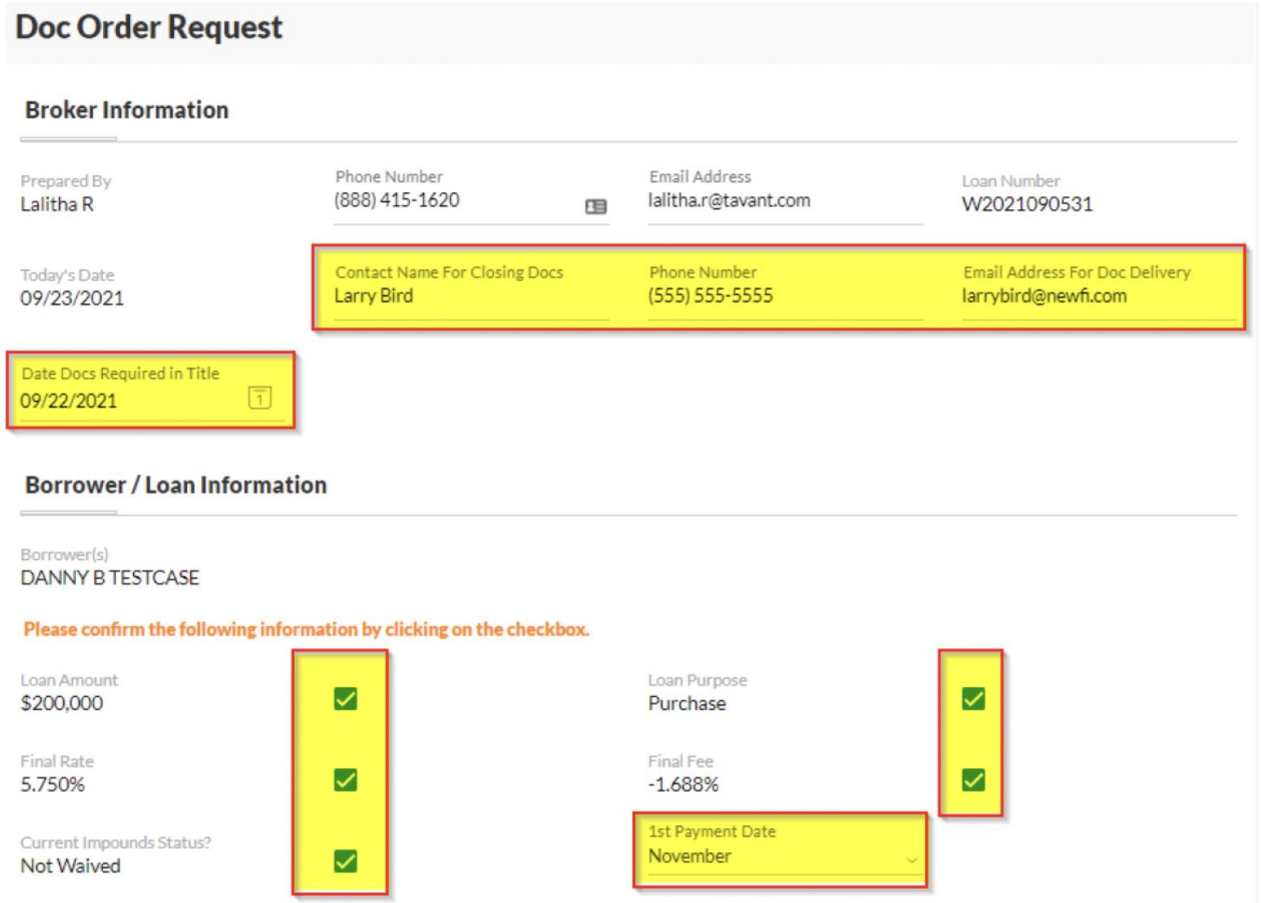


Doc Order Request



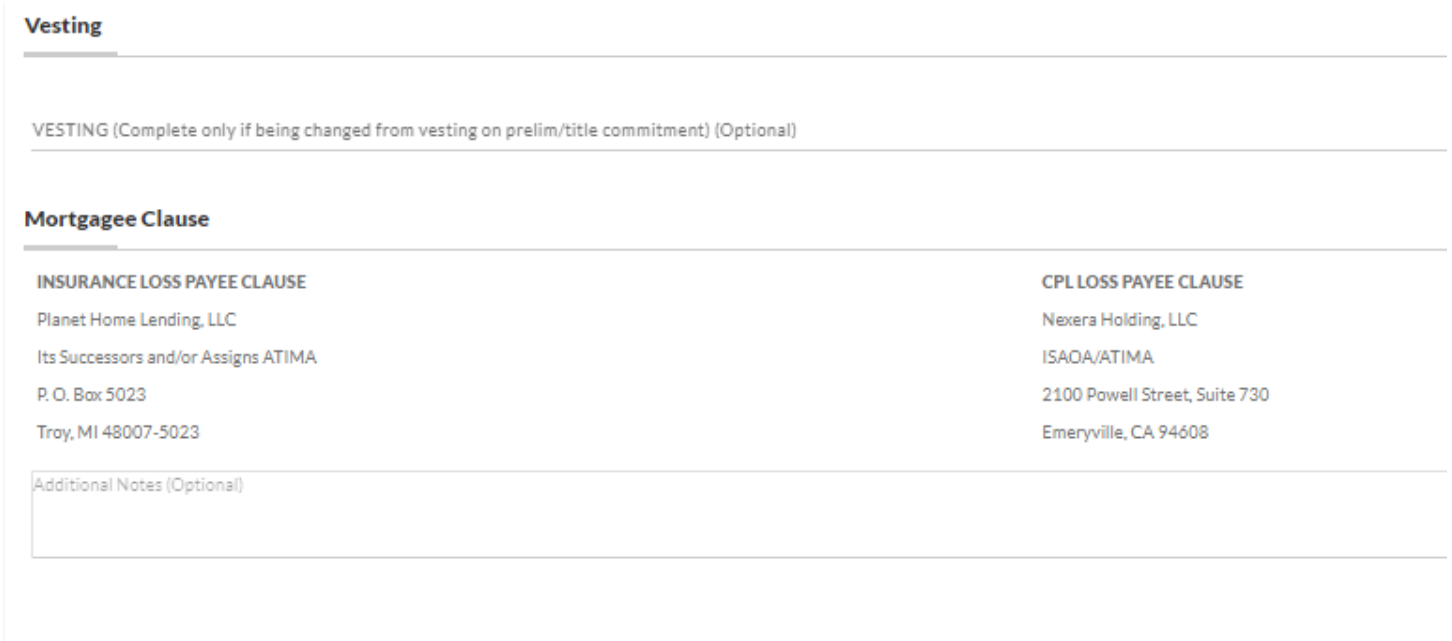
- BLU will require the user to complete required fields for closing docs contact and email delivery.
- Verification of loan specifics:
  - Loan amount
  - Interest rate and fee
  - Impounds
  - Loan purpose
  - 1st Payment Date
- If changes are required, the user can exit the screen and request a change in circumstance to be processed.

Doc Order Request



- Title Only Individuals
  - Toggles which to indicate
- If yes, then additional information will need to be entered
  - POA & Trust Indicators
  - Yes or No must be indicated
- Broker Origination
- Verification of broker compensation.

Doc Order Request



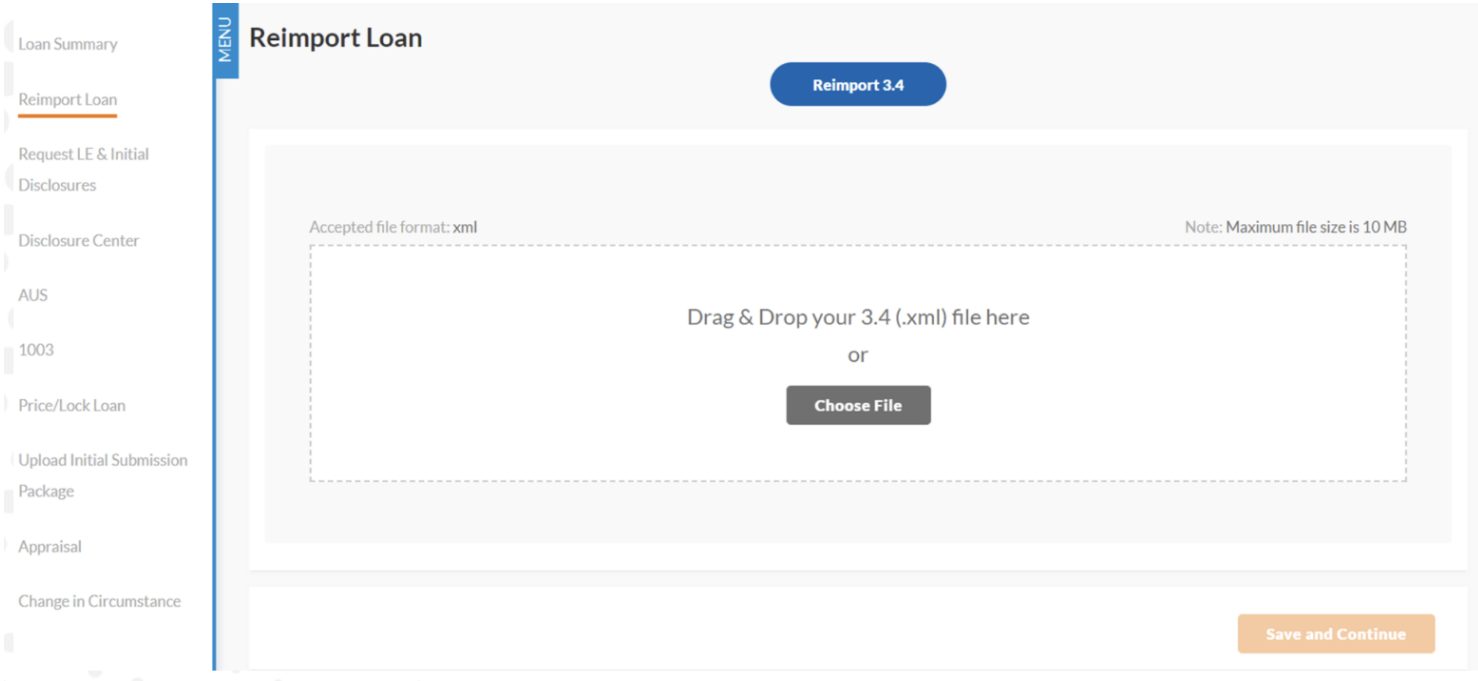
- Vesting
  - If the loan purpose is purchase, user will be required to complete the vesting section.
- Additional Notes
- Submit
  - Upon submit, doc request document will be generated and uploaded automatically to the loan file.
  - Copy of the document will be made available in the ”view documents” section

Reimporting MISMO 3.4 Loan File

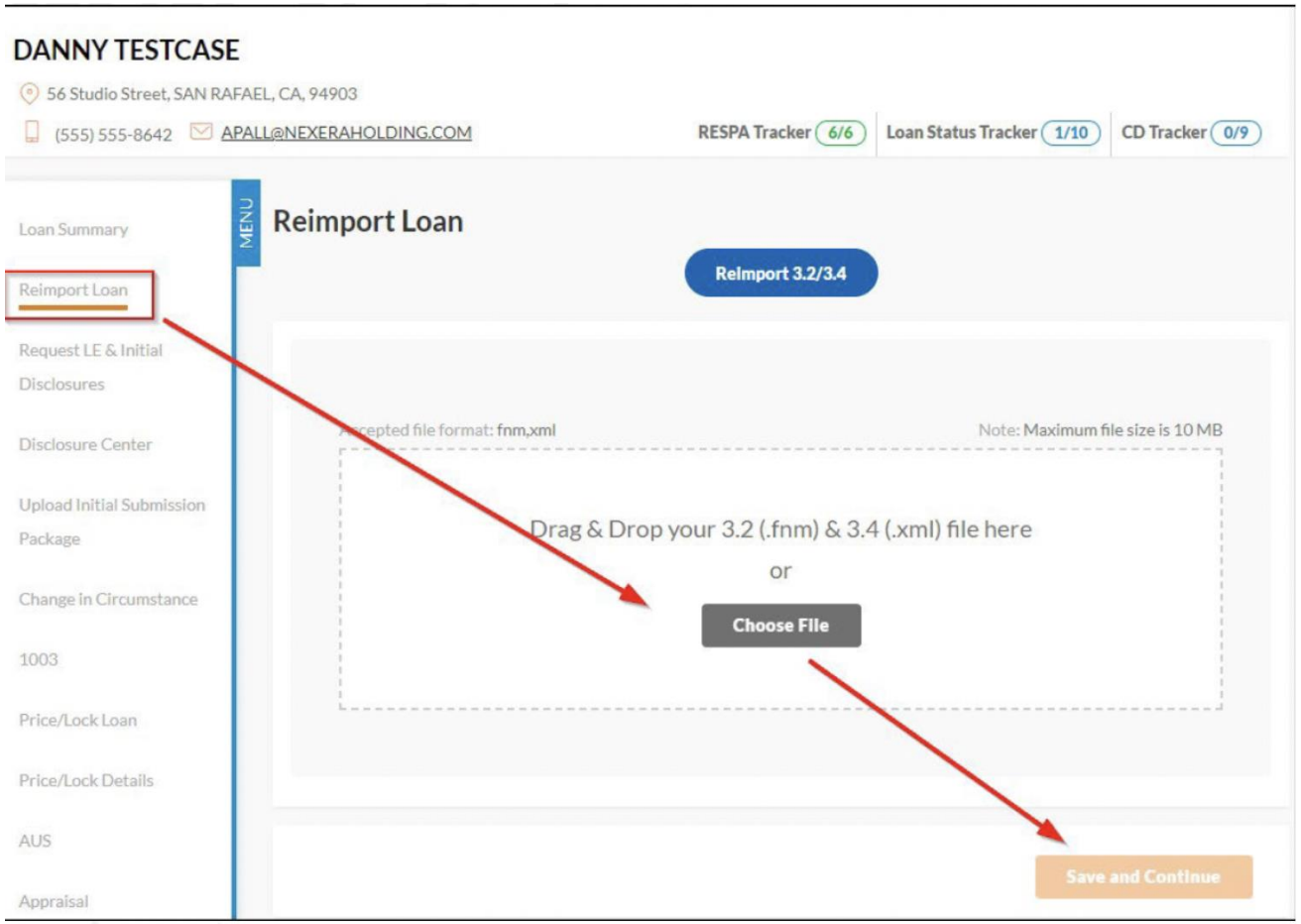
Based on certain restrictions, BLU will allow the user to reimport their 3.4 MISMO loan file to update the loan data without having to restart the loan creation process.

Reimporting MISMO 3.4 Loan File

- The user may import the loan into BLU to update the loan information under the following conditions:
  - Loan status is ”Loan Open” or ”Registered”
  - The interest rate is NOT locked
  - Initial disclosures have not been sent to the borrower
- If any of these conditions above is true, the the user will not be able to reimport the file.



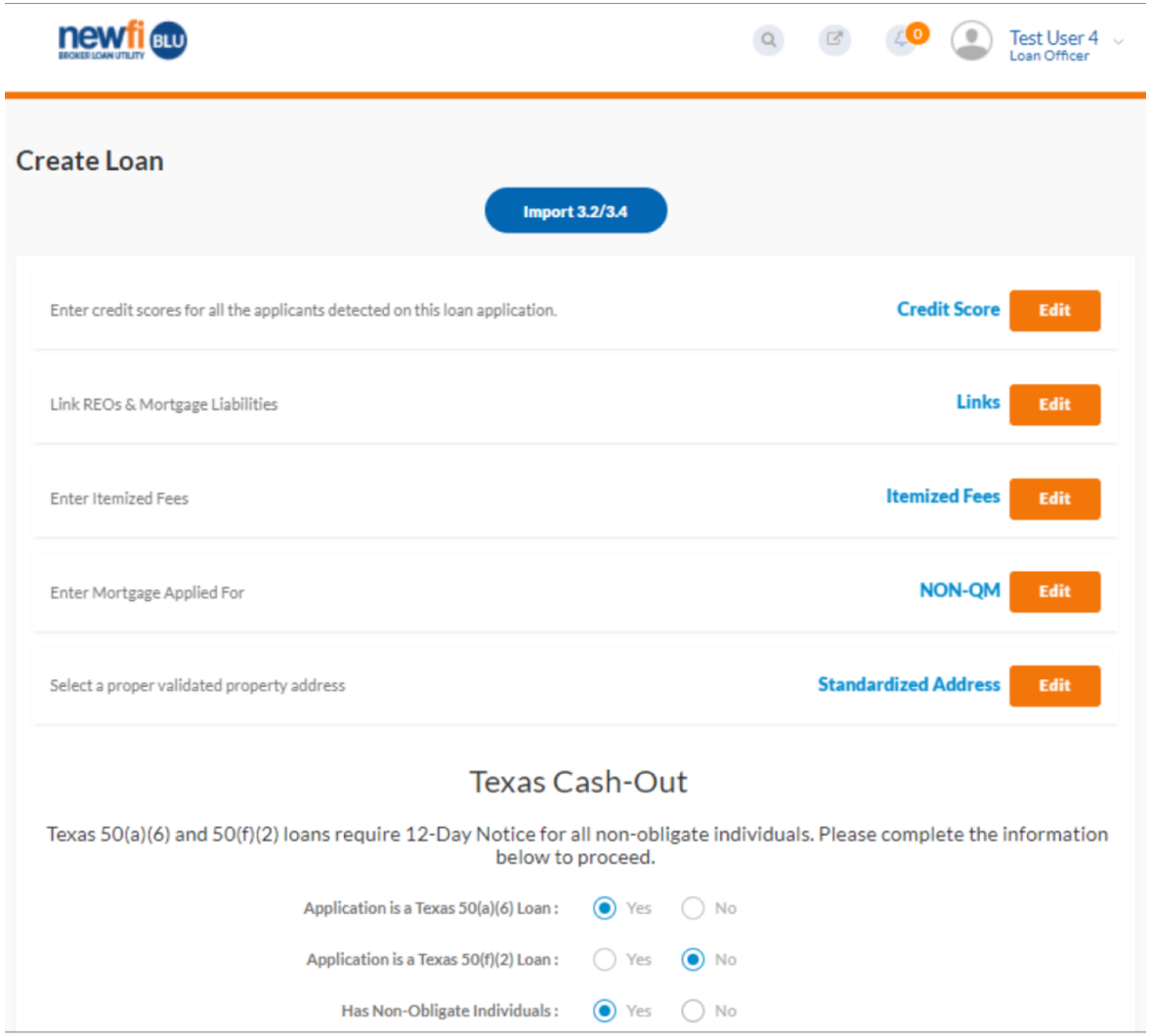
Reimporting MISMO 3.4 Loan File



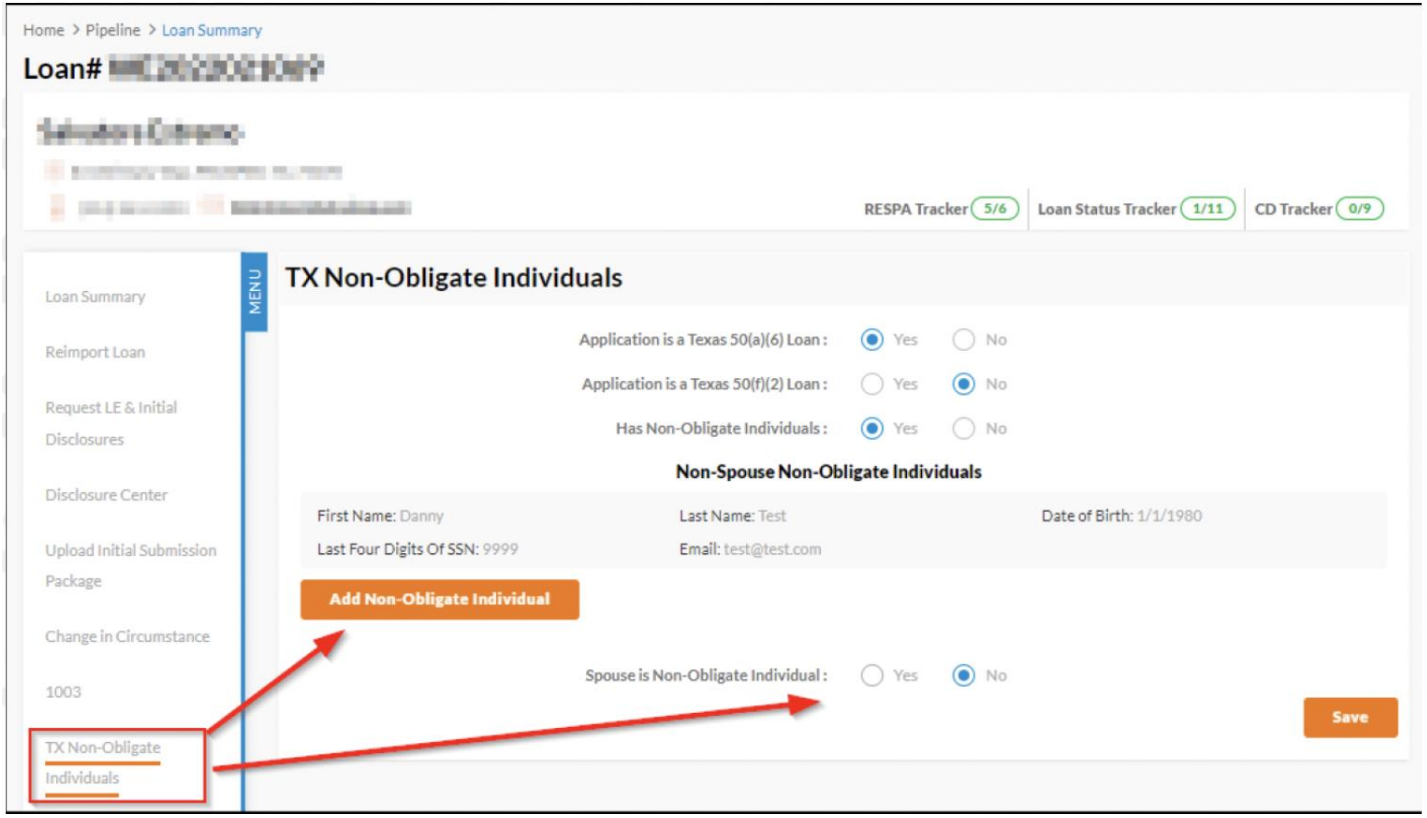
- Uploading a new 3.4 MISMO file
- If any of these conditions above is true, then the user will not be able to reimport the file.
- Reimporting the file will walk the user through:
  - Credit score input
  - REO & Liability Linking
  - Itemized Fees
  - Address Validation

Texas Cash Out50(a)(6) & 50(f)(2)

- During the loan creation, BLU will detect if the loan is setup for a Texas Cash out 50(a)(6) or 50(f)(2)
- If applicable, BLU will require the user input the non-obligate individual(s) information in order to generate the Texas 12-day notice disclosure.
- The information captured will allow Newfi to send the required disclosures to the non-obligate individual.



Texas Cash Out50(a)(6) & 50(f)(2)



- After the loan is created in BLU, users will have an opportunity to update to add additional non-obligate individual(s) as necessary.
- Click the **"TX NON-OBLIGATE INDIVIDUALS"** link from the menu options.
- The information captured on this screen will be used to send the 12-Day disclosure.