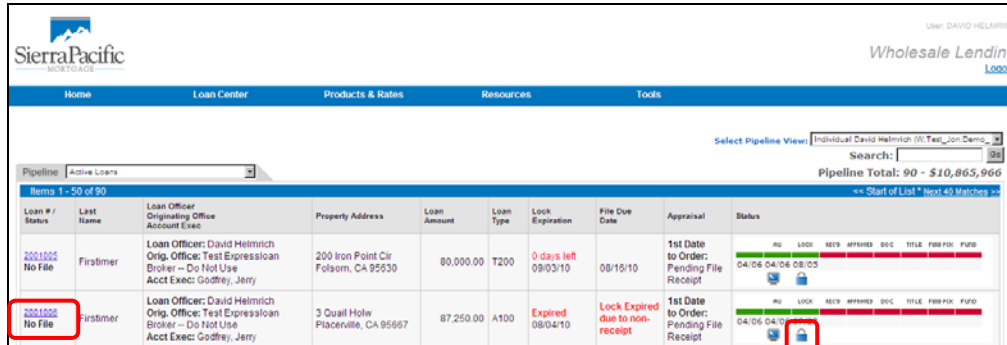# Web Locking
How to Lock Online with Sierra Pacific Mortgage

1. Log into your SPM account and go to your Pipeline. The Pipeline will appear and function the same as in prior versions. Click either the Loan Number to launch the Loan Navigator page or click the Lock icon to launch the Lock History page.

2. **Loan Navigator:** The Loan Navigator will appear and function the same as in prior versions. Click the Lock Loan link to view the Lock History page. NOTE: Lock status is displayed in the upper right corner of the Navigator page.
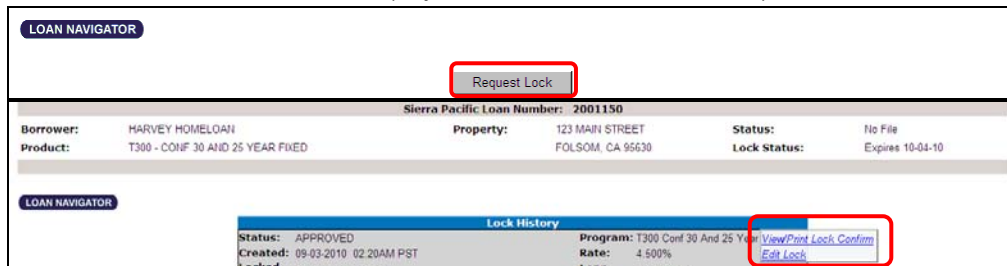

3. **Lock History Pages:** There are two views of the lock history page depending on if there is an existing lock. When no lock history exists the page will display the Request Lock button. The current lock entry will display with links to view the lock confirmation and edit lock detail pages. You can see these links by hovering over the entry. New data format has been added which includes the loan amount (adjusted for VA and FHA loans).

- Request Lock: This button will display the lock detail page for data entry and requesting a price.
- View/Print Lock Confirm: This link will launch a new window with the confirmation page displayed and available for printing.
- Edit Lock: This link will display the lock detail page.

4. **Edit Lock Detail page:** The Lock Detail page has been reorganized into sections making it easier to read and find the details you are looking for.

Any errors on the page after the Calculate Price button is clicked will be indicated with a red asterisk (*) next to the field/value in the question. These errors must be corrected before successfully requesting a price.

NOTE: The following fields have been added:
- PMI, MIP and Funding Fee Financed
- Date FHA Case Number Issued
- Is borrower a VA reservist?
- Has borrower had a previous VA loan?
- Is borrower exempt from VA fees?

5. **Accept Price page:** Once lock is priced the Accept Price page will display with pricing. Government Factor will display for FHA and VA loans (conventional loans will display 0.000).

Loan amount displayed is the adjusted loan amount for FHA and VA loans. If a PMI plan code is entered and the financed indicator is set to "Yes", the conventional loan will display an adjusted loan amount.

Price can be accepted at which time the confirmation is available or sent for review.

Errors on Accept Pricing will be displayed; no pricing will display in details. From here you can send for review or return to the Edit Lock page and correct error(s).

6. **Lock changes, re-lock and extensions:** Originator cannot make changes, re-lock and/or extend a lock.

7. **Lock Confirmations:** Accepting price creates a lock confirmation which is viewable by clicking on the View/Print Lock Confirm link on the lock history page.
NOTE: Lock price is in dollar format.

See next pages for ExpressLoan enhancements pertaining to Web Locking.

ExpressLoan Enhancements pertaining to Web Locking

ExpressLoan now accurately displays the government factor. The following screenshots demonstrate the ExpressLoan updates and alignment adjustments..

Navigation bar re-alignment places Government in front of Details of Transaction page.

8. **Type of Mortgage:** PMI, MIP and Funding Fee Financed field are used on the transaction page where the value is displayed. If the loan is imported as a FHA or VA the default setting is financed "Yes". If loan is imported as conventional (FNMA) default setting is financed "No".

9. **Government:** The addition of the government loan questions allow the system to calculate the factor used in setting the funding fees (factor) applied. This factor is also displayed on the details of transaction page as a read only field. The appropriate question(s) will be available based on the loan type set on the type of mortgage page.

Conventional (FNMA)	- all questions are grayed out	
FHA	- Date FHA Case # Issued	
		VA questions are grayed out
VA	- Is borrower a VA reservist?	
	- Has borrower had a previous VA loan?	
	- Is borrower exempt from VA fees?	
		FHA question is grayed out

Government Information

Agency Case Number	
Co-Borrower Married to Borrower	Yes
Entitlement Amount	$0.00
FHA Lender ID	
FHA Sponsor ID	
Government Refinance Type	
Section of the Act	
County	Select One...
Monthly MCC	$0.00
Sales Concessions	$0.00
Maintenance / Utilities	$0.00
Date FHA Case # Issued	(mm-dd-yyyy)
Is borrower a VA reservist?	Yes ⊙ No ⊙
Has borrower had previous VA loan?	Yes ⊙ No ⊙
Is borrower exempt from VA fees?	Yes ⊙ No ⊙

10. **Detail of Transactions page:** The change to the detail of transaction page with this release is graying out of the MIP.PMI, Funding Fee Financed field for all loans. Now that the question is answered on the type of mortgage page this field in not an input field

    NOTE: The calculated government factor based on the answers entered on the government page for FHA and VA loans is still displayed as read only.

Purchase Price	$122,000.00
Alterations, Improvements, Repairs	$0.00
Refinance	$0.00
Debts to be Paid	$0.00
Estimated Prepaid Items	$0.00
Estimated Closing Cost	$500.00
PMI, MIP, Funding Fee	$2,205.00
Discount	$0.00
Total Costs	$124,705.00
Subordinate Loan Amount	$0.00
Closing Cost Paid By Originator	$0.00
Closing Cost Paid By Seller	$0.00
Other Credits	$0.00
Earnest Money Deposit	$0.00
Base Loan Amount	$98,000.00
PMI, MIP, Funding Fee Financed	$2,205.00
Plan Code	FHA
Upfront %	2.250%
Total Loan Amount	$100,205.00
Cash From / To Borrower	$24,500.00
HELOC Information	
Undrawn HELOC Amount (Subject Property Only)	$0.00