

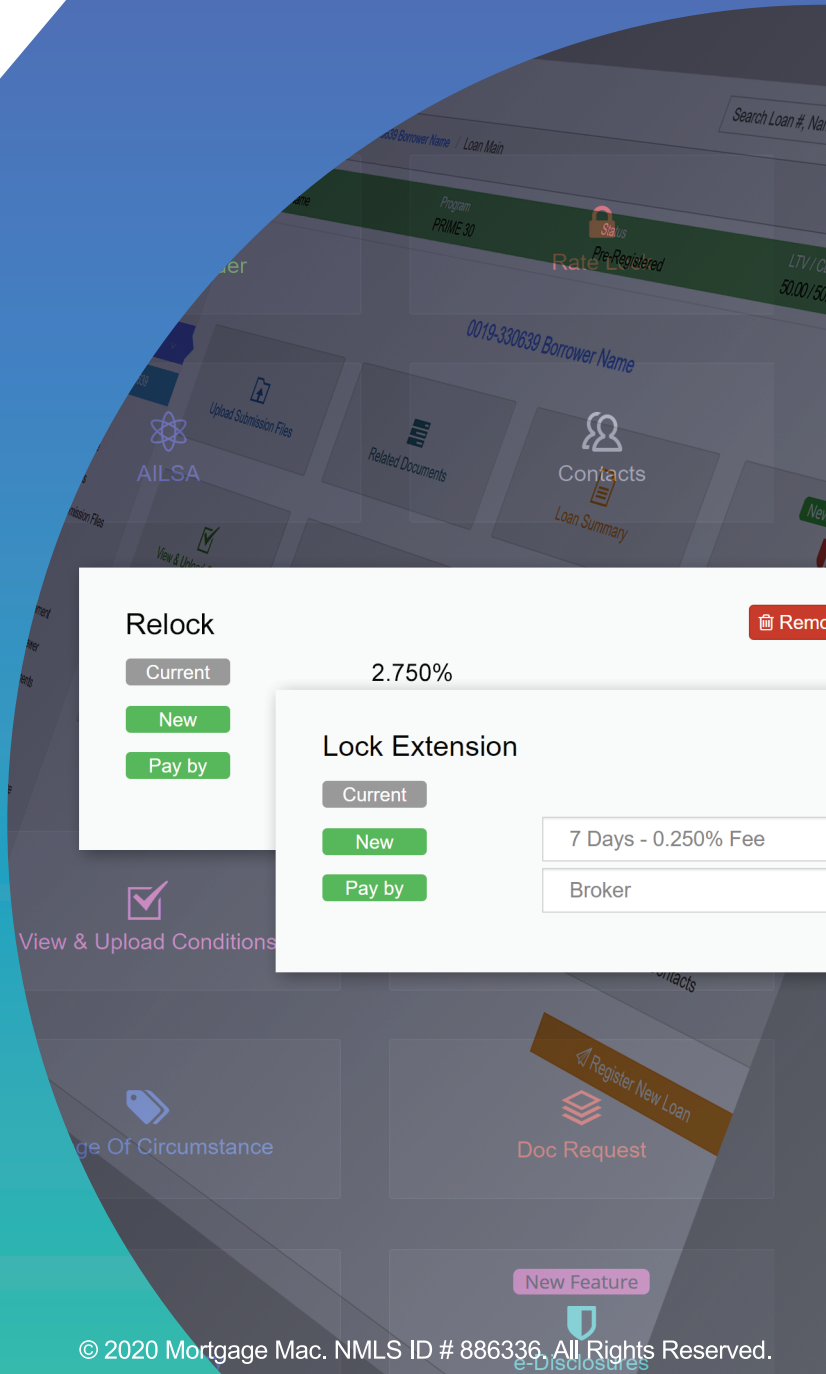
THE

Guide to Automated Lock Extension and Relock

You have access to **the new self-serve lock extensions and relocks** feature in Broker Portal.

Now, you can bypass the lock desk and extend or relock your loans in just a few simple clicks.

- 2 PAGES

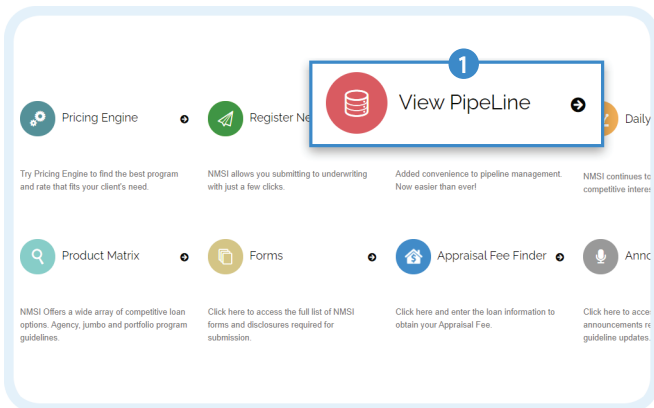


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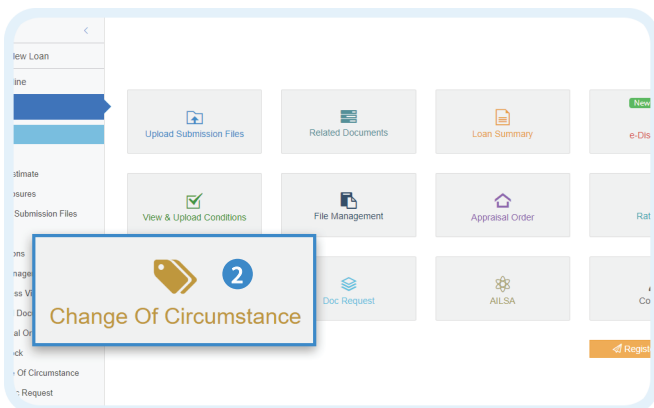
Broker Portal Eligibility Lock Extension & Relock

To extend or relock a lock, go to <https://partner.mtgmac.com> and Login with your ID and PW.

The screenshot shows the Mortgage Mac login interface. At the top is the Mortgage Mac logo. Below it is the text "Sign in to your account" and "Please enter your name and password to log in." There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me next time." and a red "Log In" button. At the bottom, there is a small disclaimer: "Disclaimer: the information on nmsi express is provided 'as is' 'as available' without any warranty of any kind, either express or implied. neither nmsi, inc. or its agents, employees shall be liable for any direct, special, incidental, consequential, punitive or exemplary damages, in any way arising from your use of nmsi express."



1 Click "**View Pipeline**" and **select the loan** you are looking for.



2 Go to "**Change of Circumstance**" to request lock extension or relock.

Broker Portal Eligibility Lock Extension & Relock

- 3 Select **"Relock"** or **"Lock Extension"** and **Add** click.

For Lock Extension

New : Select how many days you want to extend
(2 days: 0.125% or 7 days: 0.250%)

Pay by : Select who is paying the fee
(Broker or Borrower)

For Relock

New : Rate can't be changed

Pay by : Select who is paying the fee of 0.250%

- 4 Press **Submit** after confirming the selection. Relock or lock extension will automatically apply to system after you submit the COC.

- 5 Once completed, the new lock confirmation will be automatically generated, and you can easily find it on **"Rate Lock"** Tab.

Loan Information Changes Fee Changes

Loan Information Changes

Select One Add

- Add Trust
- Adverse Market Refinance
- Appraised Value
- Change Vesting
- Compensation Plan
- Credit Score
- Impound
- Loan Amount
- Loan Program
- Loan Purpose
- Lock Extension**
- Mortgage Insurance
- Occupancy Type
- Power of Attorney
- Property Address
- Property Type
- Rate
- Remove Borrower
- Sales Price
- Other

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Lock Extension

Remove

Current

New 7 Days - 0.250% Fee

Pay by Broker

Relock

Remove

Current 2.750%

New 2.75

Pay by Broker

Change of Circumstances

Loan Information Changes Fee Changes

Relock Add Select One Add

Relock Remove

Current 2.750%

New 2.75

Pay by Broker

4 **Submit**

Loan Summary

Lock Summary 0000-000000 Print

Adjustment Detail

Lock Note

Date	Note ID	Poster	Detail
11/02/2020	37517	SYSTEM	The loan must be closed by the expiration date. This document is solely for the use of brokers and is not to be distributed to potential loan applicant. The above rate, and loan price (if applicable) are in effect through the expiration of the Commitment. Price indicated above are based upon the information obtained at the time of locking.

Rate Lock

5 **Lock Confirmation Sheet**