

Trading Process and Mandatory Loans

JOB AID

This Job Aid walks you through how to identify Mandatory Loans and view loan trades in Pennymac's Portal.

A To identify Mandatory Loans in P3:

1. Click the *Pipeline* tab.
2. Click the Allocated Not Delivered tile. Loans will be displayed in this tile after they have been accepted.

The screenshot shows the Pennymac P3 Pipeline dashboard. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. The 'PIPELINE' tab is selected. Below the navigation bar, there are several tiles representing different loan statuses. The 'Allocated Not Delivered' tile is highlighted with a blue box and a '2' callout. The 'PIPELINE' tab is also highlighted with a blue box and a '1' callout.

B Now follow the next steps to view Trades. Once logged in the Portal:

1. Click on the *Trades* tab.
The Trades list shows high level information of all the trades.
2. Click on the Commitment # to see the details of a specific trade.

The Mandatory Loan process remains unchanged in P3. You will still receive an email confirmation when your trade(s) are complete.

The screenshot shows the Pennymac P3 Trades Pipeline table. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. The 'TRADES' tab is selected. Below the navigation bar, there is a table titled 'Trades Pipeline'. The table has columns for 'View', 'Open', 'Priority Type', 'Individual Best Efforts', 'Bulk', 'Bulk ADT', 'COMMITMENT #', 'ASSIGNED LOANS', 'ELIGIBLE LOANS', 'COMMITMENT DATE', 'FULFILLMENT', 'TRADE AMT', 'TRADE DESCRIPTION', 'COMMITMENT TYPE', and 'DELIVERY T'. A specific trade's Commitment # is highlighted with a blue box and a '2' callout. The 'TRADES' tab is also highlighted with a blue box and a '1' callout.

C The trade information screen will be displayed:

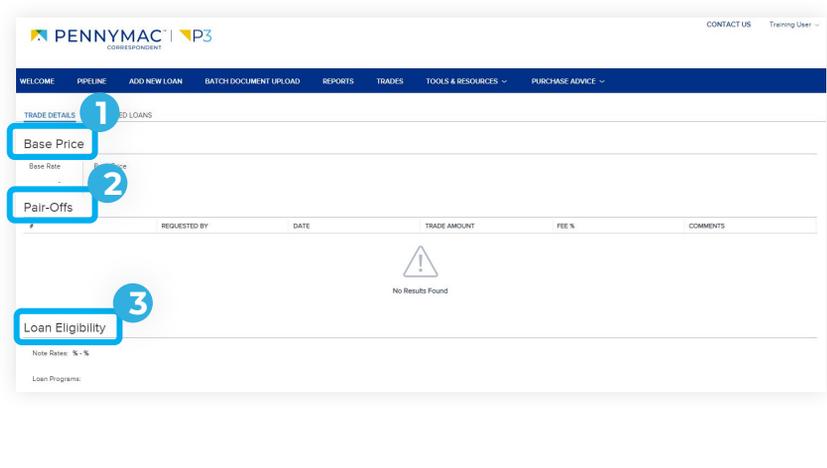
The top section will show the trade general information; the status, the commitment type, the delivery type, the trade dates and tolerance %.

- a. Click the Trade Details tab to view all of the trades detailed information.
- b. Click the Assigned Loans button to see the individual loans that make up the trade.
- c. Click the Print Icon to print either tab. The view that prints depends on the tab you are viewing.

The screenshot shows the Pennymac P3 Trade Details screen for Trade #2411263. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. The 'TRADES' tab is selected. Below the navigation bar, there is a section titled 'Trades #2411263'. It shows trade details such as 'Trade Limit: \$999,000', 'Maximum Amount: \$1,018,980', 'Minimum Amount: \$979,020', and 'Tolerance %: 2.000%'. There are also buttons for 'TRADE DETAILS' and 'ASSIGNED LOANS'. The 'TRADE DETAILS' tab is highlighted with a green box and a 'a' callout. The 'ASSIGNED LOANS' button is highlighted with a green box and a 'b' callout.

D Completing step a. of Section C will display details of a selected trade including:

1. Base Price
2. Pair-Offs
3. Loan Eligibility

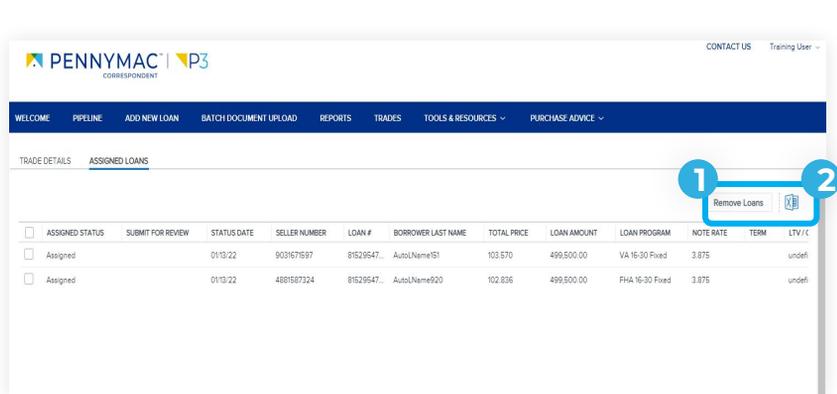


E Completing step b. of Section C will display a list of all the loans of that trade including details such as::

- *Pennymac loan number*
- *Total Price*
- *Loan Amount*
- *Loan Program*

This screen also provides options to:

1. Remove loans from a trade
2. Export any displayed data to a Spreadsheet.



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