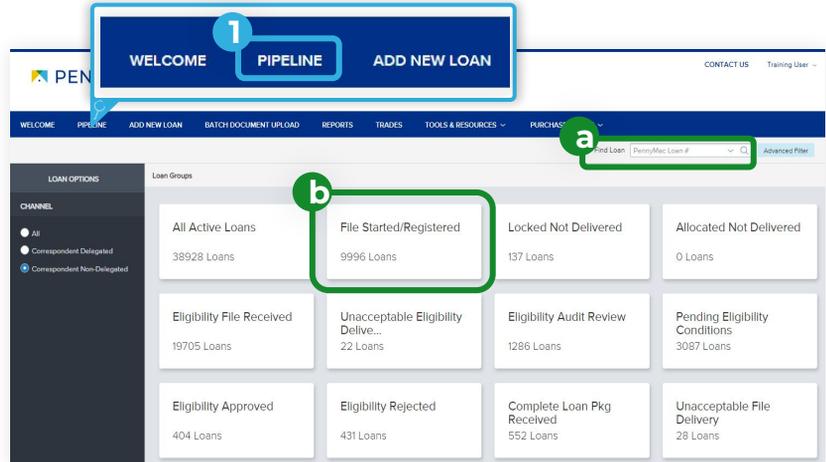


Pricing & Locking a Non Delegated Loan

JOB AID

This Job Aid walks you through how to price and lock a Non Delegated loan in Pennymac's Portal.

- A** Once in the portal:
1. Click on the *Pipeline* tab.
 2. There are two options to find your loan
 - a. Introduce the loan number in the Search bar and select the corresponding loan.
 - b. Find the corresponding loan in the *File Started/Registered* tile

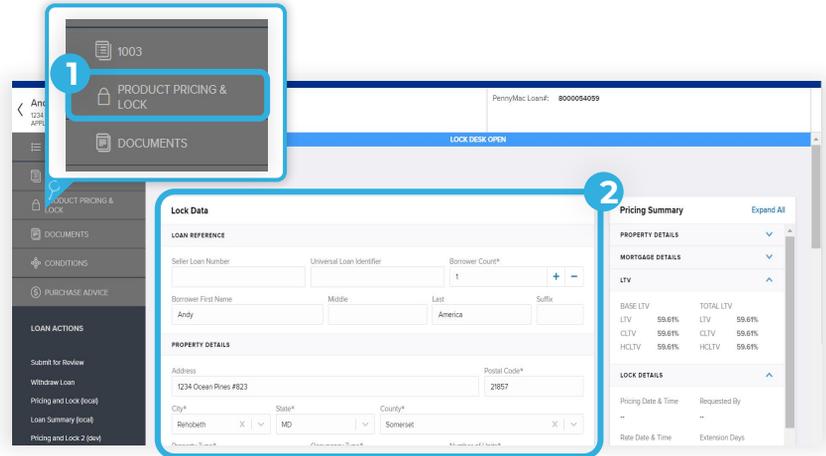


- B** Once in the loan summary page:
1. Click on the *Product Pricing & Lock* tab.
 2. Complete the required fields.

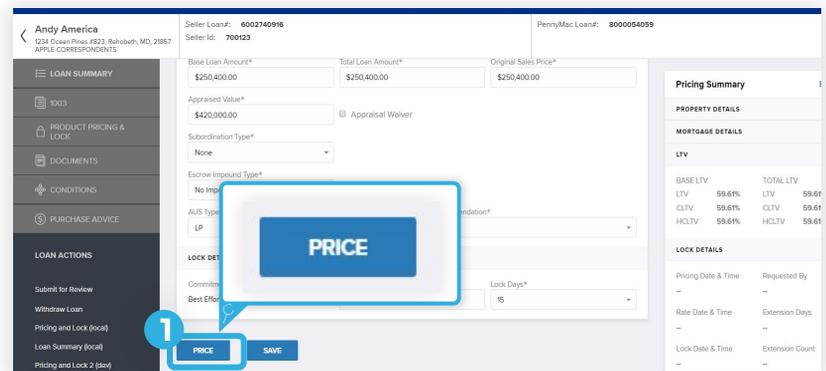
*Uploaded loans will auto populate basic fields. Fields marked with an * must be entered manually.*

ATTENTION!

Select a specific rate or leave blank to view all rates. All Rates displayed may not be available for this loan.



- C** When all required fields are completed:
1. Click the Price button at the bottom of the screen to be directed to a pricing summary page.



D Once in the Summary page, scroll down to see the pricing results and the LLPA's table. To lock the loan:

1. Click the Lock button for the chosen rate in the Pricing Results table.

For each rate there is a base price, adjustments and a total price (% of the face value of the loan) that the customer receives.

Back Pricing Results

Select Rate and Price			
RATE	BASE PRICE	ADJUSTMENTS	TOTAL PRICE
2.625	94.919	1.576	96.495
2.749	95.751	1.576	97.327
2.750	95.747	1.576	97.323
2.874	96.433	1.576	98.009
2.875	96.405	1.576	97.981
2.990	97.005	1.576	98.581

E A message appears to confirm the selection:

1. Click the Yes button to lock the selected rate.

Back Pricing Results

Lock X

Are you sure you want to Lock the 2.874 rate?

No, Go Back **Lock**

Select Rate and Price			
RATE	BASE PRICE	ADJUSTMENTS	TOTAL PRICE
2.625	94.919	1.576	96.495
2.749	95.751	1.576	97.327
2.750	95.747	1.576	97.323
2.874	96.433	1.576	98.009
2.875	96.405	1.576	97.981

F A Lock Confirmation screen showing all the loan information is displayed.

1. The Lock Confirmation screen can be printed by clicking the Print button.

Lock Confirmation Print X

Seller: APPLE CORRESPONDENTS
 ULI: --
 Borrower: Andy America Borrower suffix

Seller Loan Number: DI-C03_v3.4
 PennyMac Loan Number: 8151151264
 Property Address: Property Street Address Apartment 2, Burbank, CA 91505
 County: Los Angeles

Mortgage & Property Information

Property Type	Attached	Base Loan Amount	\$250,400.00
Occupancy Type	Primary Residence	Total Loan Amount	\$250,400.00
Number of Units	1	Printed Case Data	



Equal Housing Opportunity © 2020 PennyMac Corp., 3043 Townsgate Road, Suite 300, Westlake Village, CA 91361. NMLS # 252869 (NMLS Consumer Access). Trade/service marks are the property of PennyMac Corp. and/or its subsidiaries or affiliates. Some products and programs may not be available in all states. Georgia Residential Mortgage Licensee # 33028. Illinois Department of Financial & Professional Regulation, 320 W Washington St, Springfield, IL 62786, Residential Mortgage Licensee # MB.6760811. Minnesota: This is not an offer to enter into an agreement and an offer may only be made pursuant to Minn. Stat. §47.206 (3) & (4). Licensed by the Mississippi Department of Banking and Consumer Finance. Licensed by the New Hampshire Banking Department. Licensed New York Mortgage Loan Servicer - This site is not authorized by the New York State Department of Financial Services. No mortgage solicitation activity or loan applications for properties located in the State of New York can be facilitated through this site. North Carolina Permit No. 108112. This is a secondary market business to business site and not intended for consumer use. This is not an offer for extension of credit or a commitment to lend or to purchase loans. Other restrictions may apply. Terms are subject to change without notice at the sole discretion of PennyMac Corp. All rights reserved. (05-2020)