

# Price and Lock a Loan in the Portal

The screenshot displays the TPO Connect web application interface. At the top, the browser address bar shows the URL: [mfstpxpress.com/#/home/pipeline/62017214-40ca-4e7e-9e89-c35b49e78d04](https://mfstpxpress.com/#/home/pipeline/62017214-40ca-4e7e-9e89-c35b49e78d04). The page header features the MORTGAGE WHOLESALE logo and navigation links for 'Home Page', 'Quick Pricer', 'Add New Loan', 'Pipeline', 'Esign 2', 'Resource Center', 'FHA/USDA Appraisal Request', and 'Conventional Appraisal Request'. The user's name, 'Alice Firstimer', and address, '3726 Poplar St., The Colony, TX, 75056', are displayed. Loan details include: Loan # 9826026077, Total Loan Amt: \$270,019.00, Loan Type: FHA, Loan Purpose: Purchase, Interest Rate: 5.990%, and LTV/Comb L...: 96.50% / 96.50%. The 'Loan Summary' section is active, showing a total of \$270,019.00 at 96.50% / 96.50% / 96.50%. Key dates include 'Started' on 05/13/2026 and 'Decision FICO 710' on 05/13/2026. The sidebar contains various actions such as 'URLA / Request CD', 'Credit Reissue & AUS', 'Upload Documents', 'Submit Loan to Set Up/ Click Confirm', 'Re-Submit Loan / Click Confirm', 'View Underwriting Conditions', 'Lock Loan', 'Request Title Fees', 'Request LE', 'Send Disclosures', 'Request COC', and 'Import Updated URLA'.

#### TRAINING GUIDE

A step-by-step SOP for loan officers and operations staff. This guide walks through the complete process — from opening the pricing engine to exiting the file correctly — so every lock is submitted accurately and confirmed without delays.

[Watch Full Loom Video](#)

# Process Overview

Follow these 9 steps in order every time you price and lock a loan. Skipping or reordering steps may cause delays in lock processing or require rework.

01

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## Open the Loan & Launch Pricing

Access the loan file and open the pricing engine.

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## Set Lock Period, Program & Terms

Select the lock period, program, and loan terms.

03

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## Update Loan Data Points

Verify FICO, income, AMI, LTV before pricing.

04

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## Review Escrow & Compensation

Set escrow waiver status and compensation settings.

05

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## Refresh Pricing & Review Products

Run the pricing engine and evaluate eligible products.

06

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## Select Option & Request Lock

Choose your pricing option and submit the lock.

07

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## Confirm Lock Details

Verify lock term, expiration date, and cost.

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## Exit the File Correctly

Use the Home page — never the browser X button.

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## Wait for Confirmation Email

Do not continue until the lock is confirmed.

## STEP 1

# Open the Loan & Launch the Pricing Engine

Begin by opening the loan file in the portal. To start the pricing and lock process, you have two entry points:

### Blue Hyperlink

Click the blue hyperlink displayed in the loan summary screen to launch pricing directly.

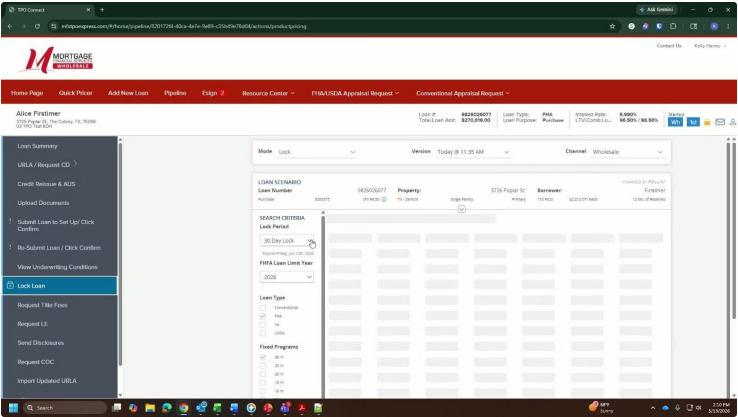
### Lock Loan (Left Menu)

Click **Lock Loan** in the left-side navigation menu to access the same pricing engine.

Either option opens the pricing engine where you can review loan details, adjust data points, and begin the lock process.

The screenshot displays the MORTBASE MORTGAGE PORTAL interface. The top navigation bar includes links for Home Page, Quick Pricer, Add New Loan, Pipelines, Edge 2, Resource Center, and P10/1024 Approval Request. The main content area shows loan details for Alice Pittman, including a loan amount of \$270,019.00 at a rate of 96.50% / 95.00% / 96.50%. Key features include an 'Unlocked 5.990%' rate, a 'Decision FICO 710' score, and a '3726 Poplar St., The Colony, TX 75056' address. The interface also shows a 'Key Dates' section with various milestones and a 'Loan Summary' sidebar on the left.

# Set the Lock Period, Program & Loan Terms



On the left side of the pricing screen, configure the core lock settings before doing anything else. These selections form the foundation of your pricing run.

**Lock Period**

Select the appropriate lock period —for example, a **45-day lock**.

Make sure it aligns with the expected closing timeline.

**Loan Program**

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# Update Loan Data Points Before Pricing

The screenshot shows the Mortgage Wholesale software interface. At the top, there's a navigation bar with options like Home Page, Quick Pricer, Add New Loan, Pipeline, Esign, Resource Center, FHA/USDA Appraisal Request, and Conventional Appraisal Request. The main area displays loan details for 'Alice Firstimer' (3726 Poplar St., The Colony, TX, 75066) with a loan amount of \$270,019.00 and an interest rate of 6.90%. The 'Lock Loan' option is selected in the left sidebar. The central panel shows 'LOAN SCENARIO' details, including loan number 9826026077, property address 3726 Poplar St., and borrower information. Below this, 'SEARCH CRITERIA' are set to '45 Day Lock' and 'FHA/USDA Loan Limit Year' is set to 2026. The 'Eligible Product(s)' list includes 'MFS FHA 30 Yr Fixed' with a rate of 6.250% and a final price of 100.875. Other products listed are 'MFS FHA 30 Yr Fixed - High Balance', 'MFS FHA 30 Yr Fixed - Streamlined', 'MFS FHA 30 Yr Fixed - Streamlined - High Balance', 'MFS Joint DPA, 1 SmartBuy FHA w/ Repayable 3.5% DPA - 30 Year Fixed', and 'MFS Joint DPA, SmartBuy FHA w/ Repayable 5% DPA - 30 Year Fixed'. The 'Loan Type' section has 'FHA' checked, and 'Fixed Programs' are set to 30 Yr.

Use the down arrow to update data points as needed before running pricing. Accurate data is critical — errors here affect all pricing results downstream.



## FICO Score

Enter the FICO score from **reissued credit**. Do not use the original credit pull if credit has been refreshed.



## AMI Calculations

If applicable, verify AMI based on the property's zip code — especially important for income-restricted programs.



## Income

Confirm the qualifying income is accurate and reflects the most current verified figures.



## Down Payment / LTV

Verify the down payment amount and resulting LTV are correctly entered before the first pricing run.



For the **first pricing run on conventional loans**, set the loan as **Not Specified** so you can compare both Freddie Mac LP and Fannie Mae DU pricing side by side before selecting a program.



## STEP 5

# Refresh Pricing & Review Eligible Products

The screenshot displays the MLP interface for a user named Alice Primmer. The interface includes a navigation menu on the left with options like 'Loan Summary', 'URLA / Request CD', 'Credit Release & AUS', 'Upload Documents', 'Submit Loan to Set Up / Click Confirm', 'No Submit Loan / Click Confirm', 'View Underwriting Conditions', 'Lock Loan', 'Request Title Fees', 'Request LE', 'Send Disclosures', 'Request COC', and 'Import Updated URLA'. The main content area shows loan details for a \$275,000 loan with a 6.50% interest rate. A 'Refresh Pricing' button is visible in the bottom right corner of the main content area.

Once all data points and settings are confirmed, click **Refresh Pricing** to run the engine with the most current data. This updates all product results and pricing adjustments.

## → Review Ineligible Reasons

Products that don't qualify will show ineligibility messages. Review these to understand any disqualifying factors.

## → Expand Eligible Products

Open the Eligible Products section to view all qualifying offerings and compare available options.

## → Review Pricing Details

Open the pricing details dropdown to see price hits, lender-paid compensation, SRP, and loan-level price adjustments (LLPAs) before making a selection.

# Select Your Pricing Option & Request the Lock

**Loan Scenario Summary:**

- Loan Number: 9826026077
- Property: 3726 Poplar St, TX - Dallas
- Borrower: Primary
- Interest Rate: 5.990%
- LTV/Comb. L.: 96.50% / 96.50%

**SEARCH CRITERIA:** 45 Day Lock

**Pricing Adjustments Table:**

Adjustment	Value
Corporate LWF Fee Buy Out	0.40
Compensation: Lender Paid Compensation	2,250
PHA 20/25/30 Fixed SRP	2,261
PHA: RICO/TV Purchase LLPA	0.063
<b>Total</b>	<b>0.906</b>

## Step 6 — Request the Lock

Choose the pricing option you want to use for the transaction. Enter the desired cost or pricing structure, check the box beside the selected option, then click **Request Lock** to submit.

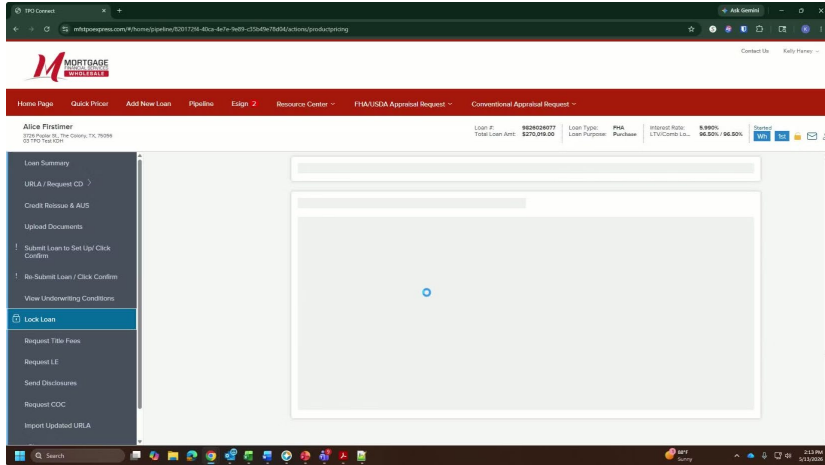
## Step 7 — Confirm Lock Details

After submitting, review the confirmation screen carefully. Verify the **lock term** (e.g., 45 days), confirm the **expiration date**, and review the **cost and dollar amount** associated with the lock before exiting.

**Navigation Menu:**

- Home Page
- Quick Pricer
- Add New Loan
- Pipeline
- Esign 2
- Resource Center
- FHA/USDA Appraisal Request
- Conventional Appraisal Request
- Lock Loan (Selected)
- Request Title Fees
- Request LE
- Send Disclosures
- Request COC
- Import Updated URLA

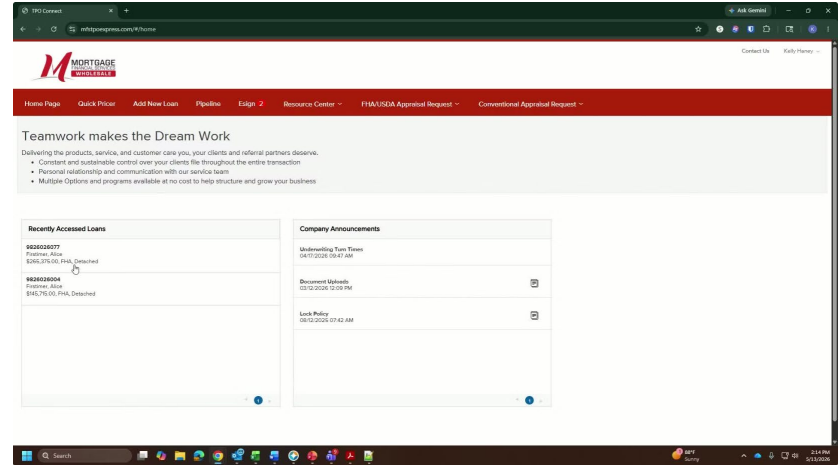
# Exit the File Correctly & Wait for Confirmation



## Step 8 — Exit Through the Home Page

After submitting the lock request, exit the file **immediately** using the **Home** page navigation. This allows the system to process the lock without interruption.

- ❌ Do **NOT** close the browser using the **X** button in the top-right corner. This can leave the file stuck and delay lock processing.



## Step 9 — Wait for the Confirmation Email

Do not re-enter the loan file or continue with any processing steps until you receive the **lock confirmation email**. This email confirms the lock has been posted and processed successfully.

- ✅ Once the confirmation email is received, re-enter the loan file and proceed with the next steps in the loan process.

# Cautionary Notes & Efficiency Tips

Keep these reminders in mind every time you price and lock a loan. Following these guidelines reduces rework and prevents processing delays.

## ⚠ Critical Reminders

- Always verify **FICO, income, AMI, and LTV** are accurate before refreshing pricing.
- Use **Not Specified** on the first conventional pricing run to compare LP and DU.
- Never close the browser with the **X** button after requesting a lock.
- Do not continue working in the file until the **lock confirmation email** is received.
- Confirm the **lock period matches the expected closing timeline** before submitting.

## ✓ Tips for Efficiency

- Review all data points **before the first pricing refresh** to avoid rework.
- Expand eligible products **only after refreshing** to quickly find the best option.
- Use the **pricing details dropdown** to understand cost drivers before locking.
- Confirm the **expected closing date** against lock expiration before submitting.
- Always exit through the **Home page** to prevent file lock-up issues.

