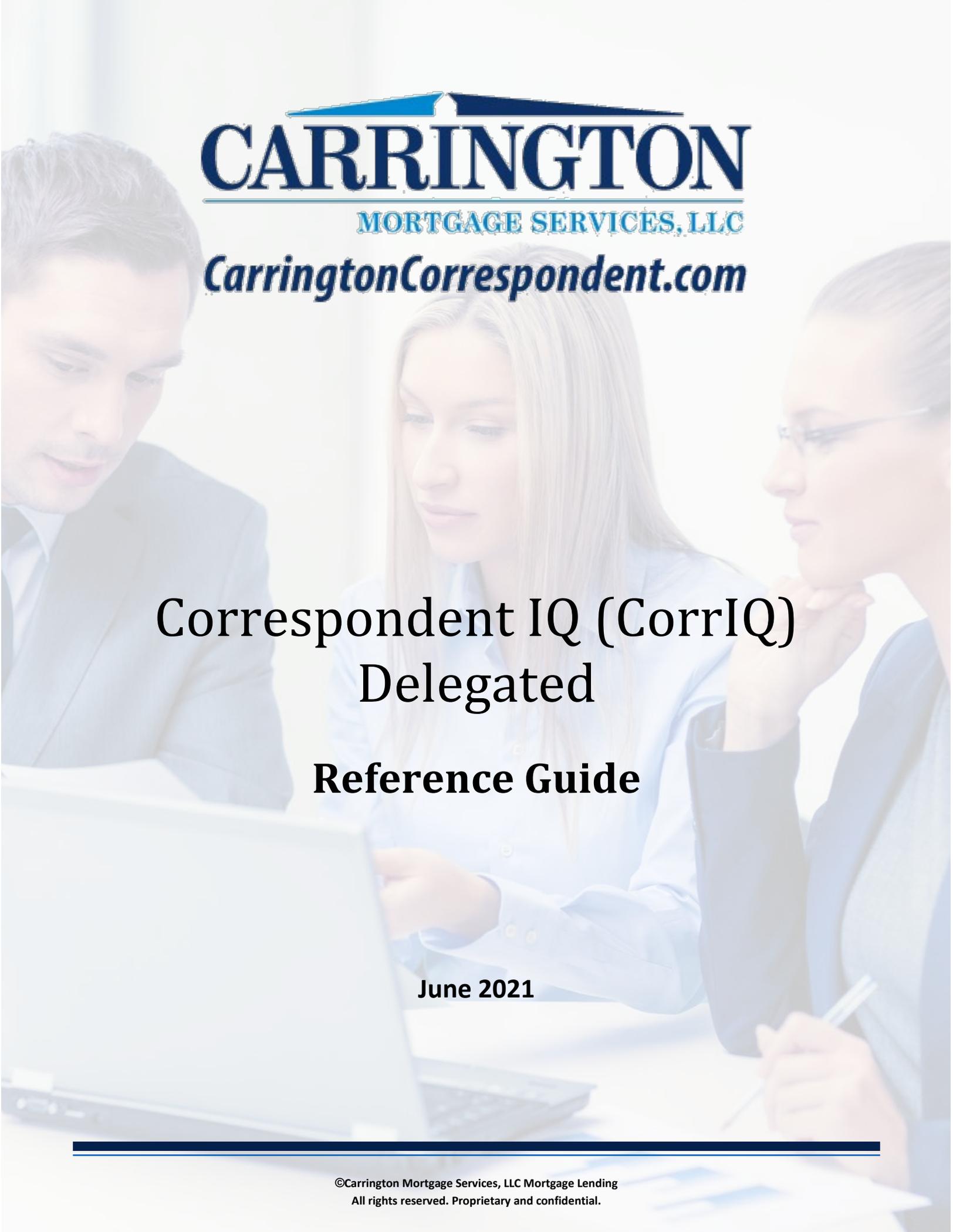


The logo features the word "CARRINGTON" in a large, bold, blue serif font. Above the letters "A" and "I" is a stylized blue roofline graphic. Below the main name, the text "MORTGAGE SERVICES, LLC" is written in a smaller, blue, sans-serif font.

**CARRINGTON**

**MORTGAGE SERVICES, LLC**

***CarringtonCorrespondent.com***

The background of the page is a faded, light blue image of three business professionals in an office setting. A man in a suit is on the left, looking at a laptop. A woman with long blonde hair is in the center, also looking at the laptop. A woman with glasses is on the right, looking towards the laptop and holding a pen.

**Correspondent IQ (CorrIQ)  
Delegated  
Reference Guide**

**June 2021**

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## New Loan Process

### Start Loan

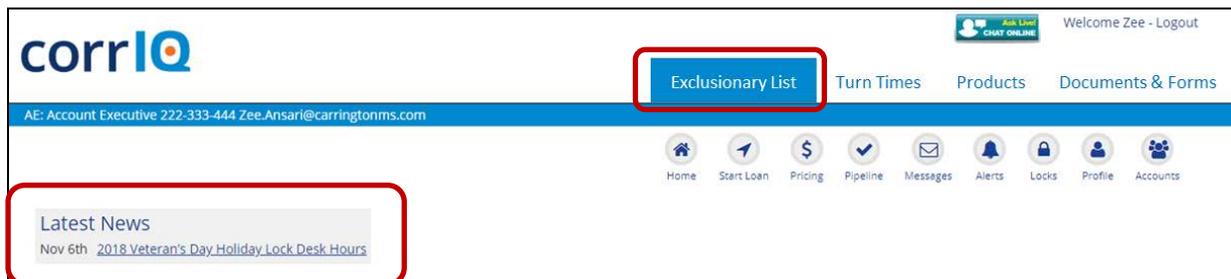
1. Navigate to: <https://www.corriq.com>



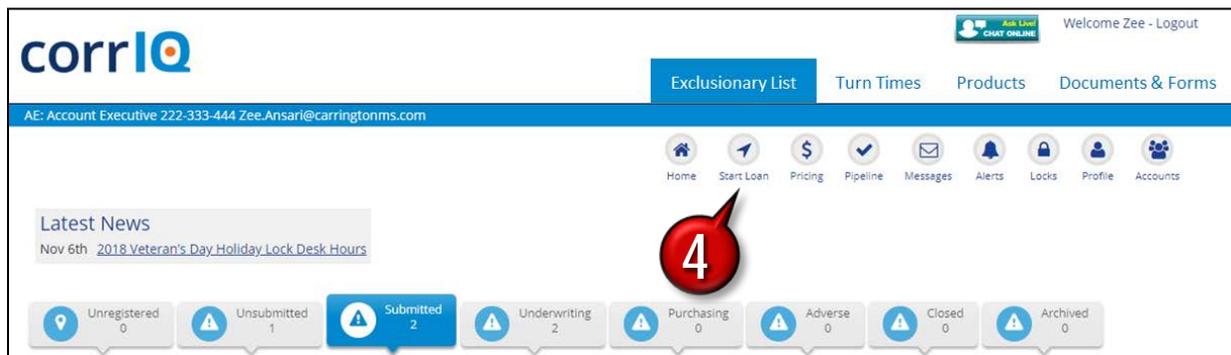
2. Enter your **Login Credentials** (supplied via email)
3. Click **Sign In**



- The **Exclusionary List** links to the Ineligible Appraiser List
- The **Latest News** contains links to Announcements and Stories

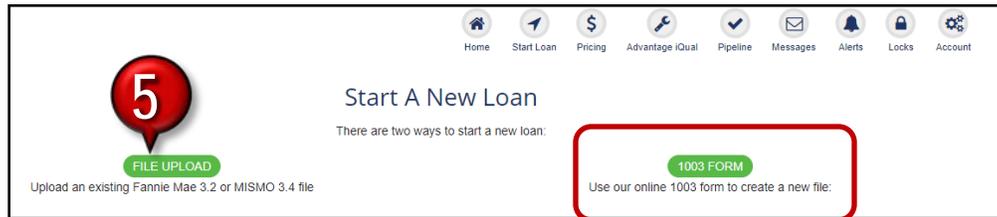


4. Click **Start Loan**



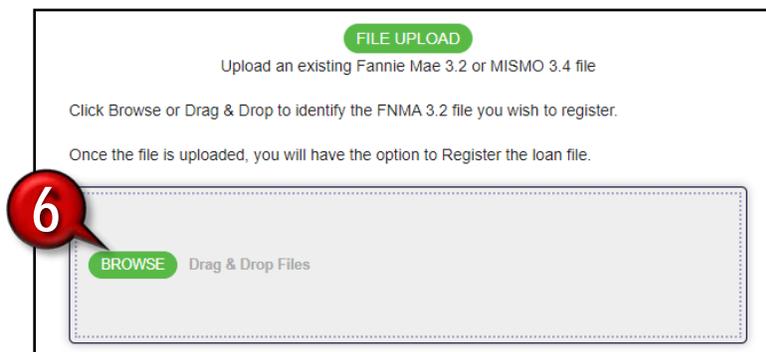
5. Click **File Upload** to start the process of importing a FNM file

**Note:** Click 1003 Form to use Corr IQ's online form.

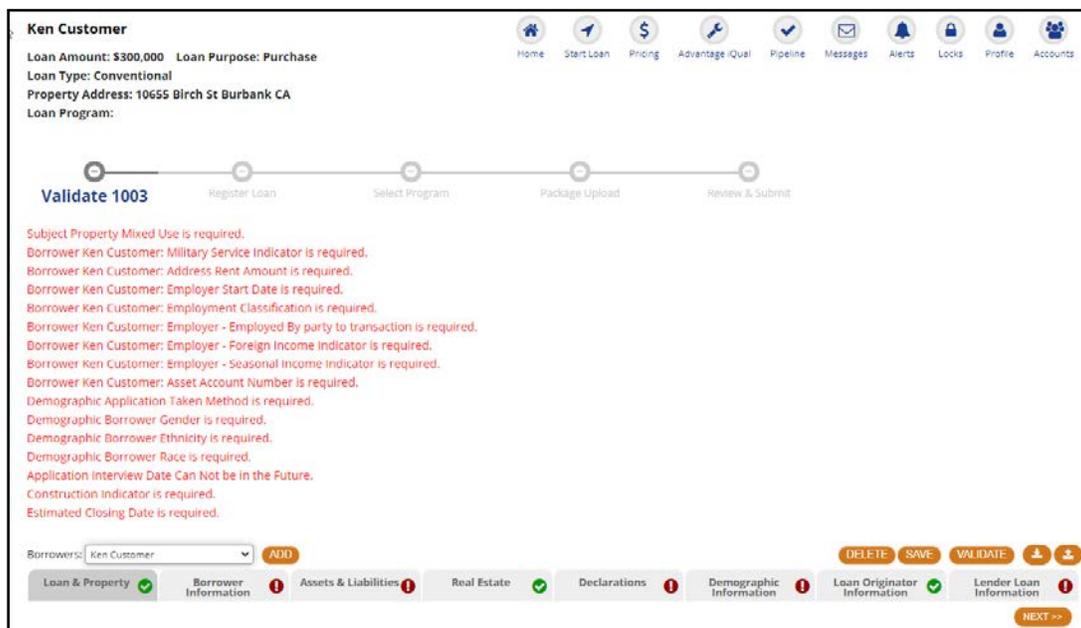


6. Click **Browse** to locate the file from your Desktop

- You can also drag and drop files into CorriQ



- Loan is now imported into CorriQ
- Next step is to **Validate** required fields in the 1003 application

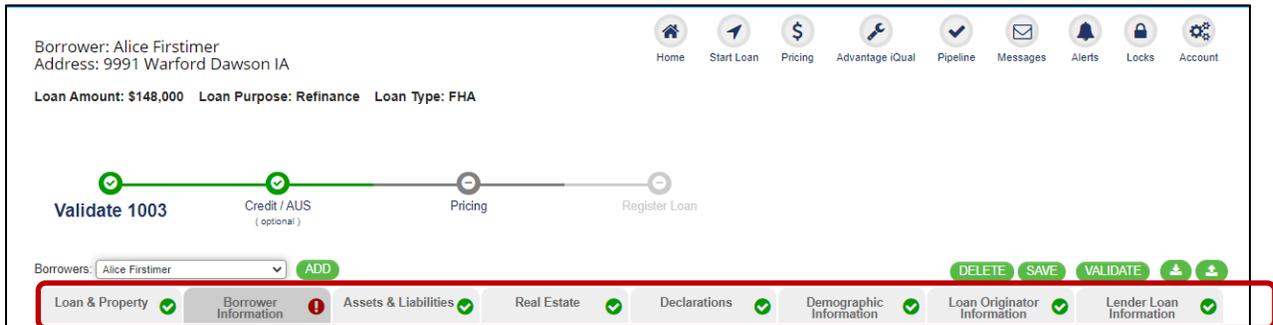


## Validate 1003 – MISMO 3.4 File

### Overview

When a MISMO 3.4 file type is uploaded, the Validate 1003 Function consists of the following Tabs:

- Loan & Property
- Borrower Information
- Assets & Liabilities
- Real Estate
- Declarations
- Demographic Information
- Loan Originator Information
- Lender Loan Information



Borrower: Alice Firstimer  
Address: 9991 Warford Dawson IA

Home Start Loan Pricing Advantage iQual Pipeline Messages Alerts Locks Account

Loan Amount: \$148,000 Loan Purpose: Refinance Loan Type: FHA

Validate 1003 Credit / AUS (optional) Pricing Register Loan

Borrowers: Alice Firstimer ADD DELETE SAVE VALIDATE

Loan & Property ✓ Borrower Information ! Assets & Liabilities ✓ Real Estate ✓ Declarations ✓ Demographic Information ✓ Loan Originator Information ✓ Lender Loan Information ✓

Edit the Loan Information in each of the Tabs prior to Validation:

- Use the Borrower drop-down to review the information for each Borrower
- Fields with red asterisk (\*) are Required
- Green check mark means there are No Errors ✓
- Red exclamation point means there are Errors !
- **All Errors must be corrected prior to Validation (reflected in red)**

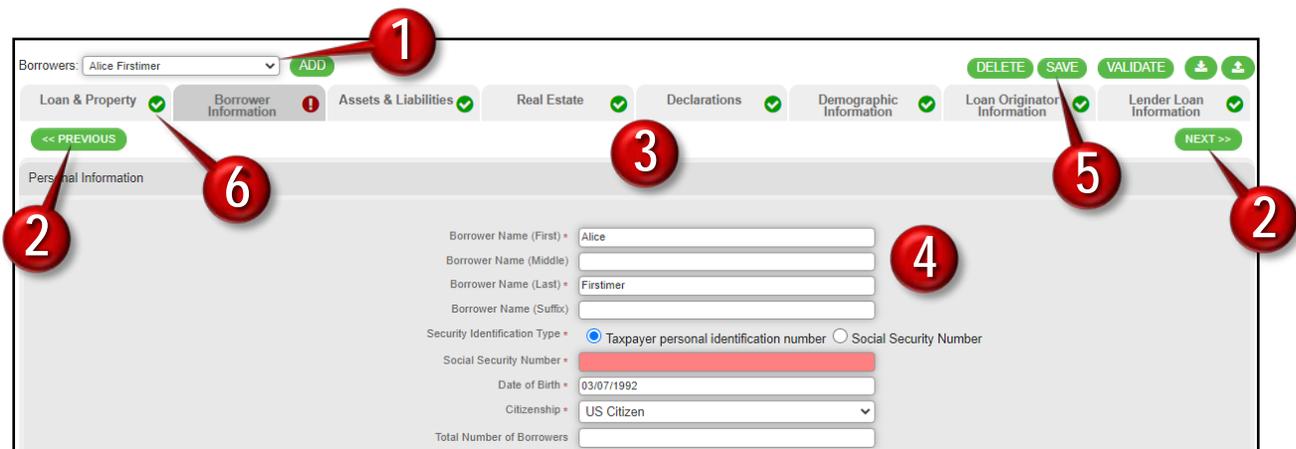
Not Hispanic or Latino  
 Not Provided  
 I do not wish to furnish this information

Ethnicity Collected Based on Visual Observation or Surname Indicator: \*

No  Yes

## Steps

1. Use the Borrower drop-down to review the information for each Borrower
2. Navigate between the Tabs by clicking each tab or using the Next and/or Previous buttons
3. Review the information within each of the Tabs
  - Fields with red asterisk (\*) are Required
4. Make changes as necessary
5. Click Save if changes are made 
6. Ensure the Tab has a green check mark 




Buttons available at the top of each Tab

7. Verify that all eight Tabs contain green checkmarks
8. Click **Validate**



## Tabs

### Loan & Property Tab

The Loan & Property tab contains Loan, Property, as well as Gift information.

Borrowers: Alice Firstimer ADD

DELETE SAVE VALIDATE  

Loan & Property 
Borrower Information 
Assets & Liabilities 
Real Estate 
Declarations 
Demographic Information 
Loan Originator Information 
Lender Loan Information 

<< PREVIOUS

NEXT >>

Lender Loan Identifier:

Universal Loan Identifier:

Agency Case No.:

Underwriting Case Identifier:

---

**Loan and Property Information**

Loan Purpose •  Purchase  Refinance

Street:

Unit #:

City:

State •

Zip:

County:

Number of Units •

Property Value(Estimated Amount):

Property Value(Valuation Amount):

Occupancy •  Investment  Primary Residence  Second Home

FHA Secondary Residence  NO  Yes

Mixed-Use Property  NO  Yes

Property Built Type  Manufactured  Other  Site Built

MSA Identifier:

Other New Mortgage Loans on the Property You Are Buying or Refinancing 

Gifts or Grants You Have Been Given or Will Receive for This Loan +

Asset or Credit Type  Gift Of Cash  
 Gift Of Property Equity  
 Grant

Deposited  NO  Yes

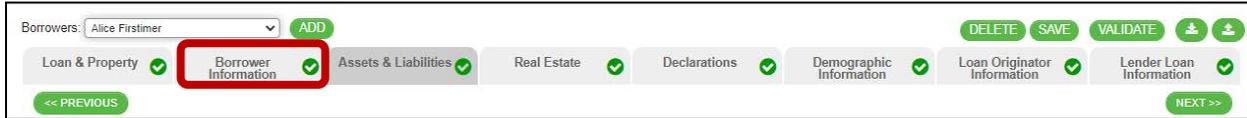
Source  ▼

Cash or Market Value

**NEXT >>**

## Borrower Information Tab

The Borrower Information Tab contains Applicant, Residence, Employment, and Income information.

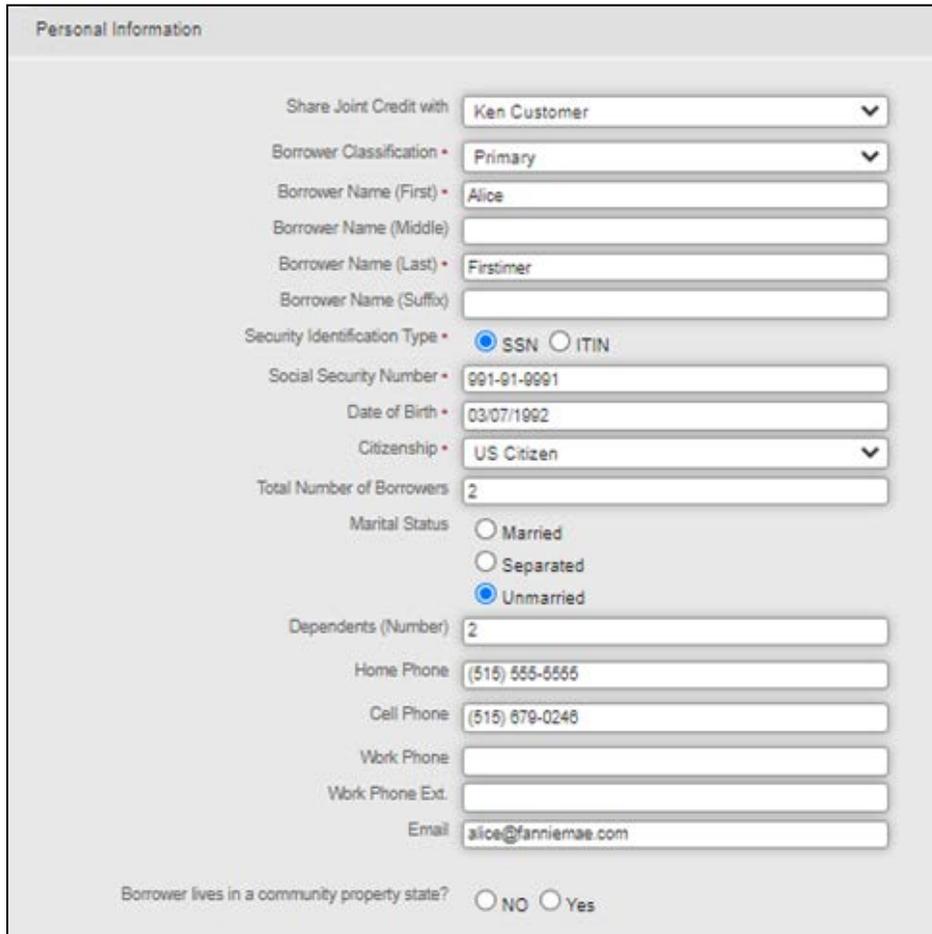


### Tips:

- Use the Borrower drop-down to review the information for each Borrower
- Click the plus icon next to a section in order to add additional entries
- Click the minus icon next to a section to remove entries



### Sections:



Unmarried Addendum

Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse?  NO  Yes

If YES, indicate the type of relationship and the State

State

- Select --
- Civil Union
- Domestic Partnership
- Other
- Registered Reciprocal Beneficiary Relationship

Age of Dependents

Dependents (Age)  Dependents (Age)

Aliases or Alternate Names

Alternate Names (First)

Alternate Names (Middle)

Alternate Names (Last)

Alternate Names (Suffix)

Military Service

Military Service  NO  Yes

Duty status of current or former military personnel?

- Active Duty
- Reserve National Guard Never Activated
- Veteran

Spousal VA Benefits Eligibility Indicator  NO  Yes

Projected expiration date of service/tour

Addresses

Current Employment/Self-Employment

Not currently employed

Employer Name

Employer Phone

Street

Unit

City

State

Zip

Country

Position or Title

Start Date

Employment Classification Type  Primary  Secondary

How long in this line of work(months)?

I am employed by a family member, property seller, real estate agent, or other party to the transaction.  NO  Yes

I am a business owner or self-employed  NO  Yes

Income from Foreign Source  NO  Yes

Seasonal Income  NO  Yes

Verification Provider

Verification Reference Number

Verification Type

Income

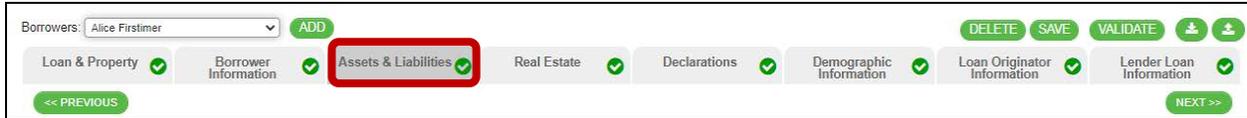
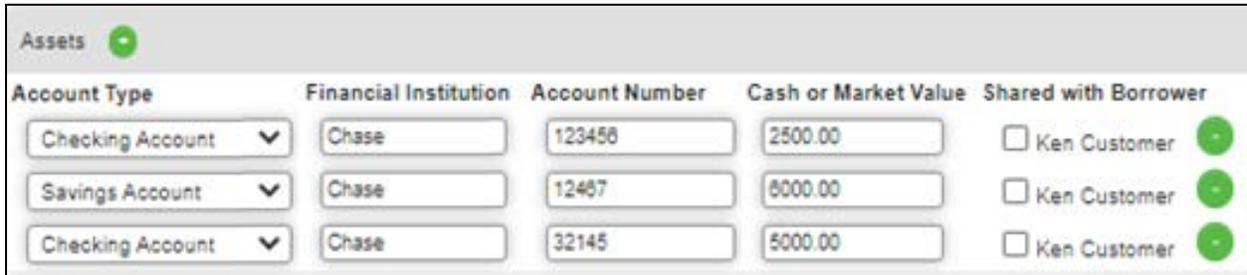
Type of Income

Income Amount (Monthly Income)



## Assets & Liabilities Tab

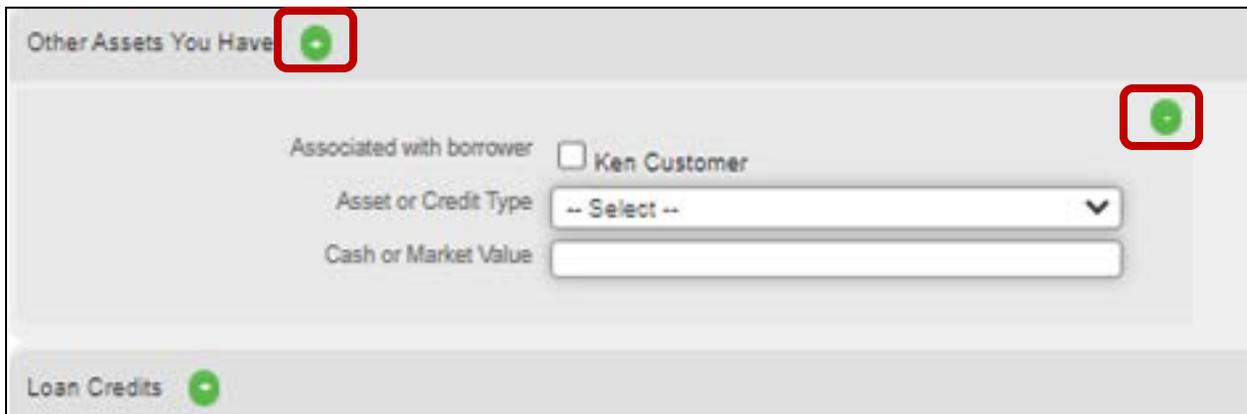
The Assets section documents any deposit accounts, earnest money deposits, or any other assets. The Liabilities section contains information on any mortgage, installment, revolving credit lines, or other liabilities.

Account Type	Financial Institution	Account Number	Cash or Market Value	Shared with Borrower
Checking Account	Chase	123456	2500.00	<input type="checkbox"/> Ken Customer
Savings Account	Chase	12467	6000.00	<input type="checkbox"/> Ken Customer
Checking Account	Chase	32145	5000.00	<input type="checkbox"/> Ken Customer

### Tips:

- **FHA Streamline** – Assets & Liabilities fields are left blank
- **Full Doc** – Assets & Liabilities fields are required
- Click the plus icon next to a section in order to add additional entries
- Click the minus icon next to a section to remove entries



Liabilities 

Associated with borrower  Ken Customer 

Account Type

Company Name

Account Number

Unpaid Balance

To be paid off at or before closing  NO  Yes

Monthly Payment

Months Left to Pay

Omit from liabilities calculation  NO  Yes

Other Liabilities and Expenses 

Other Liabilities and Expenses

Monthly Payment

- Select --
- Alimony
- Child Support
- Job Related Expenses
- Other
- Separate Maintenance Expense





































































































































































































































































































































































































































































































































































































































































































































## Real Estate Tab

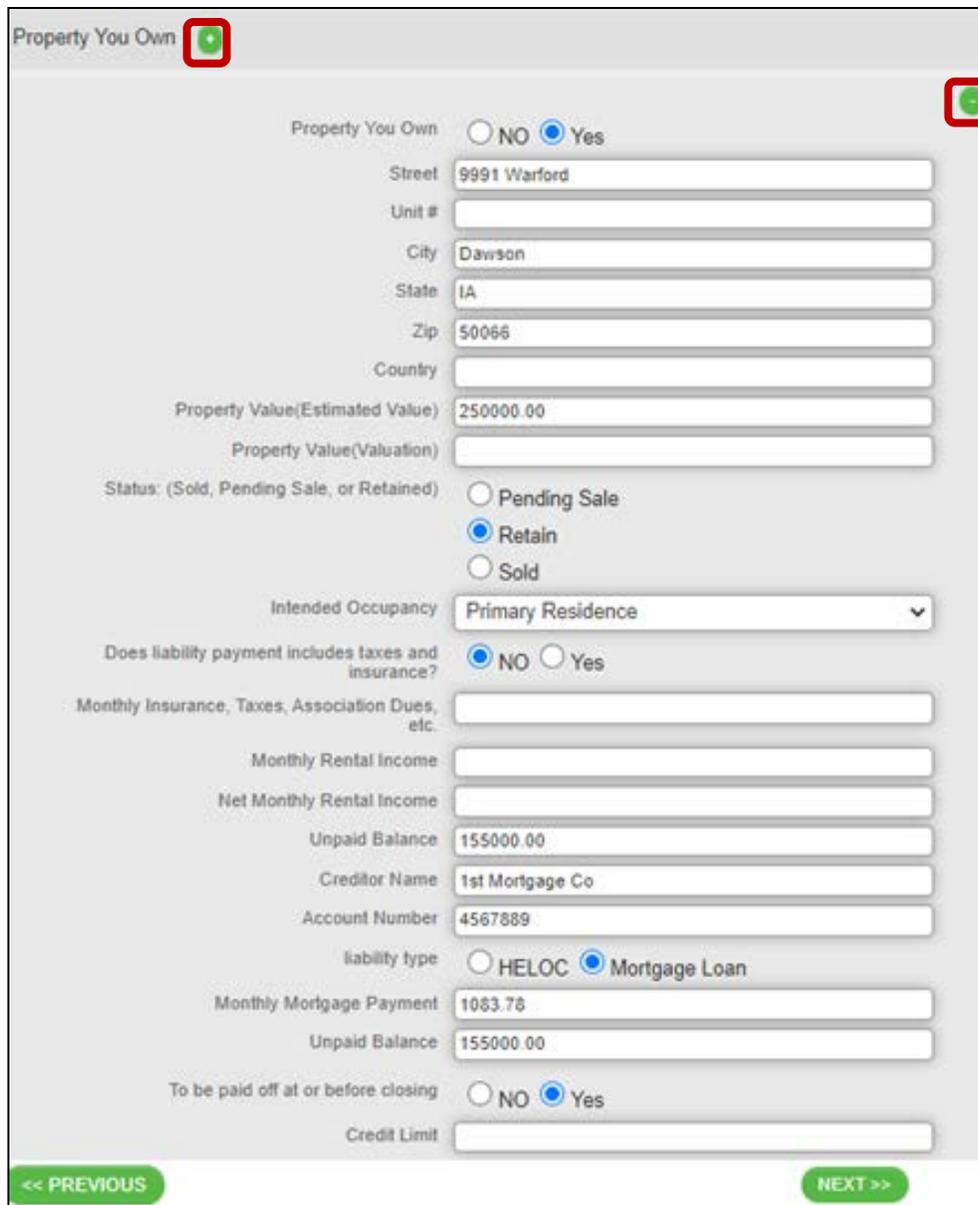
The Real Estate tab documents Property information as well as any mortgages associated with the property.



The screenshot shows a navigation bar with a dropdown menu for 'Borrowers' set to 'Alice Firstimer'. To the right of the dropdown is an 'ADD' button. Further right are buttons for 'DELETE', 'SAVE', 'VALIDATE', and two download icons. Below these are tabs for 'Loan & Property', 'Borrower Information', 'Assets & Liabilities', 'Real Estate', 'Declarations', 'Demographic Information', 'Loan Originator Information', and 'Lender Loan Information'. Each tab has a green checkmark. The 'Real Estate' tab is highlighted with a red box. At the bottom left is a '<< PREVIOUS' button and at the bottom right is a 'NEXT >>' button.

### Tips:

- Use the Borrower drop-down to review the information for each Borrower
- Click the plus icon next to a section in order to add additional entries
- Click the minus icon next to a section to remove entries



The screenshot shows the 'Property You Own' form. At the top left, the title 'Property You Own' is followed by a green plus icon in a red box. At the top right, there is a green minus icon in a red box. The form contains the following fields and options:

- Property You Own:  NO  Yes
- Street: 9991 Warford
- Unit #:
- City: Dawson
- State: IA
- Zip: 50066
- Country:
- Property Value(Estimated Value): 250000.00
- Property Value(Valuation):
- Status: (Sold, Pending Sale, or Retained)
  - Pending Sale
  - Retain
  - Sold
- Intended Occupancy: Primary Residence
- Does liability payment include taxes and insurance?  NO  Yes
- Monthly Insurance, Taxes, Association Dues, etc.:
- Monthly Rental Income:
- Net Monthly Rental Income:
- Unpaid Balance: 155000.00
- Creditor Name: 1st Mortgage Co
- Account Number: 4567889
- liability type:  HELOC  Mortgage Loan
- Monthly Mortgage Payment: 1083.78
- Unpaid Balance: 155000.00
- To be paid off at or before closing:  NO  Yes
- Credit Limit:

At the bottom left is a '<< PREVIOUS' button and at the bottom right is a 'NEXT >>' button.

## Declarations Tab

The Declarations tab must be completed in its entirety for each borrower.

- Use the Borrower drop-down to review the information for each Borrower

Borrowers: Alice Firstimer

Loan & Property 
Borrower Information 
Assets & Liabilities 
Real Estate 
Declarations 
Demographic Information 
Loan Originator Information 
Lender Loan Information

About this Property and Your Money for this Loan

A. Will you occupy the property as your primary residence? \*

No  
 Unknown  
 Yes

If YES, have you had an ownership interest in another property in the last three years?

No  
 Unknown  
 Yes

(A1) What type of property did you own?

Investment  
 Primary Residence  
 Second Home

(A2) How did you hold title to the property?

Joint With Other Than Spouse  
 Joint With Spouse  
 Sole

Property usage falls under the FHA Secondary Residence policy and guidelines?  NO  Yes

C. Are you borrowing any money for this real estate transaction? \*

NO  Yes

D. 1. Have you or will you be applying for a mortgage loan on another property? \*

NO  Yes

D. 2. Have you or will you be applying for any new credit? \*

NO  Yes

E. Will this property be subject to a lien that could take priority over the first mortgage lien? \*

NO  Yes

About Your Finances

F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application? \*

NO  Yes

G. Are there any outstanding judgments against you? \*

NO  Yes

H. Are you currently delinquent or in default on a Federal debt? \*

NO  Yes

I. Are you a party to a lawsuit in which you potentially have any personal financial liability? \*

NO  Yes

J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years? \*

NO  Yes

K. Within the past 7 years, have you completed a pre-foreclosure sale or short sale? \*

NO  Yes

L. Have you had property foreclosed upon in the last 7 years? \*

NO  Yes

M. Have you declared bankruptcy within the past 7 years? \*

NO  Yes

If YES, identify the type(s) of bankruptcy

Chapter 7

Acknowledgements and Agreements

Signature Date

## Demographic Information Tab

The Demographic Information must be completed for each borrower.

- Use the Borrower drop-down to review the information for each Borrower

Borrowers: Alice Firstimer

Loan & Property
  Borrower Information
  Assets & Liabilities
  Real Estate
  Declarations
  Demographic Information
  Loan Originator Information
  Lender Loan Information

Demographic Information

Application Taken Via:

Face To Face  
 Fax  
 Mail  
 Telephone  
 Internet

Gender

Male  
 Female  
 Both(Male & Female)  
 I do not wish to furnish this information

Ethnicity

Hispanic or Latino  
 Cuban  
 Mexican  
 Puerto Rican  
 Other  
 Not Hispanic or Latino  
 I do not wish to furnish this information

Race

American Indian or Alaska Native  
  
 Asian  
 Asian Indian  
 Chinese  
 Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 Native Hawaiian  
 Guamanian or Chamorro  
 Samoan  
 Other Pacific Islander  
 White  
 I do not wish to furnish this information

## Loan Originator Information Tab

The Loan Originator Information tab contains License as well as Contact information for the Originator.

Borrowers: Alice Firstimer ADD DELETE SAVE VALIDATE ⬇️ ⬆️

Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information **Loan Originator Information** Lender Loan Information

<< PREVIOUS NEXT >>

### Loan Originator Information

Loan Originator Organization Name: ABC Mortgage  
 Street: 412 H St NW  
 Unit#: 100  
 City: Washington  
 State: DC  
 Zip: 20012  
 State License ID#: 987654  
 Loan Originator Name(First Name): John  
 Loan Originator Name(Middle Name):  
 Loan Originator Name(Last Name): LoanOfficer  
 Loan Originator Name(Suffix Name):  
 State License ID#: 987654  
 Email: john@loanofficer.com  
 Phone: (888) 267-2440  
 Interview Date: 01/26/2021

<< PREVIOUS NEXT >>

## Lender Loan Information Tab

Ensure all information has been documented correctly on the Lender Loan Information tab.

Borrowers: Alice Firstimer ADD DELETE SAVE VALIDATE + -

Loan & Property  Borrower Information  Assets & Liabilities  Real Estate  Declarations  Demographic Information  Loan Originator Information  **Lender Loan Information**

<< PREVIOUS NEXT >>

### Mortgage Loan Information

Mortgage Type Applied For •

Note Rate •

Loan Term •

Mortgage Lien Type •  First Lien  Second Lien

Amortization Type •

Balloon •  NO  Yes

Interest Only •  NO  Yes

Negative Amortization •  NO  Yes

Prepayment Penalty •  NO  Yes

Temporary Interest Rate Buydown •  NO  Yes

National Housing Act Section •

Community Lending Product •

Community Seconds Repayment Structure •

Estimated Closing Date •

Property and Loan Information

The property is in a community property state  NO  Yes

Construction-Conversion/Construction-to-Permanent  NO  Yes

Conversion of Contract for Deed or Land Contract  NO  Yes

Renovation  NO  Yes

Construction/Improvements Costs

Lot Acquired Date

Refinance Type  Cash Out  
 Limited Cash Out  
 No Cash Out

Refinance Purpose  Debt Consolidation  
 Home Improvement  
 Other

Refinance Program

Mortgage loan will finance energy-related improvements  NO  Yes

Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through property taxes  NO  Yes

Property attachment type  Attached  Detached

Planned unit development  NO  Yes

Property in project  NO  Yes

Project legal structure  Condominium  Cooperative

Is this Property a Highrise  Highrise Project  Non-Highrise

Built Year

Energy Improvement Amount

Summary Amount Type Code

Property meets FHAVA Energy Efficient Guidelines.  NO  Yes

Estate Will be Held in  Fee Simple  Leasehold

Leasehold Expiration Date

Which Native American land may be owned?

Other description for owned land?

Refinance Improvements Type  Made  
 To Be Made  
 Unknown

Refinance Improvement Costs Amount

Title information +

Title to the Property Will be Held in What Name(s)  Proposed  Current

Title Holder Name

Manner in Which Title Will be Held

**Tips:**

- Click the plus icon next to a section in order to add additional entries
- Click the minus icon next to a section to remove entries

Housing Expenses +

Housing Expense Type: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">-</span> First Mortgage Principal And Interest Housing Expense Payment Amount: 624.79 Housing Expense Payment Indicator: <input type="radio"/> Present <input checked="" type="radio"/> Proposed	Housing Expense Type: Homeowners Insurance Housing Expense Payment Amount: 65.00 Housing Expense Payment Indicator: <input type="radio"/> Present <input checked="" type="radio"/> Proposed
Housing Expense Type: Supplemental Property Insurance Housing Expense Payment Amount: 60.00 Housing Expense Payment Indicator: <input type="radio"/> Present <input checked="" type="radio"/> Proposed	Housing Expense Type: Real Estate Tax Housing Expense Payment Amount: 125.00 Housing Expense Payment Indicator: <input type="radio"/> Present <input checked="" type="radio"/> Proposed
Housing Expense Type: MI Premium Housing Expense Payment Amount: 97.71 Housing Expense Payment Indicator: <input type="radio"/> Present <input checked="" type="radio"/> Proposed	Housing Expense Type: First Mortgage Principal And Interest Housing Expense Payment Amount: 1083.78 Housing Expense Payment Indicator: <input checked="" type="radio"/> Present <input type="radio"/> Proposed

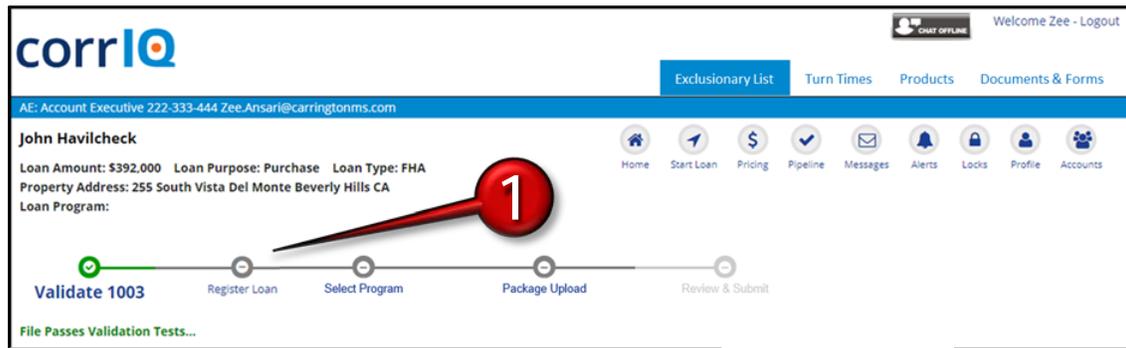
**Qualifying the Borrower Minimum Required Funds or Cash Back**

B. Improvements, Renovations, and Repairs	
Land Original Cost Amount	
Land Appraised Cost Amount	
D. For Refinances: Balance of Mortgage Loans on the Property to be paid off in the Transaction	155000.00
E. Credit Cards and Other Debts Paid Off	2600.00
F. Borrower Closing Costs	1405.00
G. Discount Points	
Loan Amount Excluding Financed Mortgage Insurance *	148000.00
Financed Mortgage Insurance Amount	2590.00
Closing Adjustment amount	
A fee paid to initiate mortgage insurance	2590.00
J. Other New Mortgage Loans on the Property	
L. Seller Credits	
Cash To the Borrower	
Cash From the Borrower	11495.00

<< PREVIOUS
NEXT >>

## Register Loan

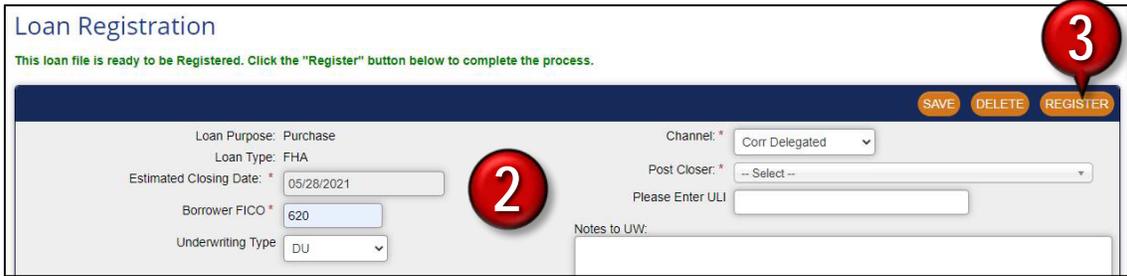
- From the Home Screen, click **Register Loan**



- Enter the information as follows:

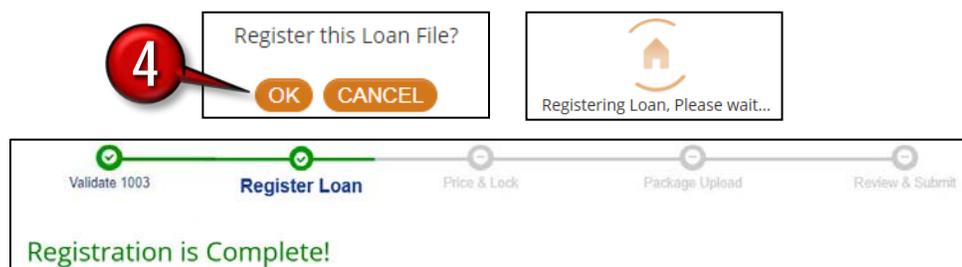
- Enter Decision Making **FICO Score** (mid score)
  - FHA Streamline and VA IRRRL – Enter “0”
- Select the **Underwriting Type**: DU, LPA, Manual or Other
- Select the **Channel**: Corr Delegated
- Select the **Post Closer**
  - Post Closer can be changed later, if necessary
- Enter any **Notes to UW**
  - Maps to the Encompass 360 Con Log

- Click **Register**



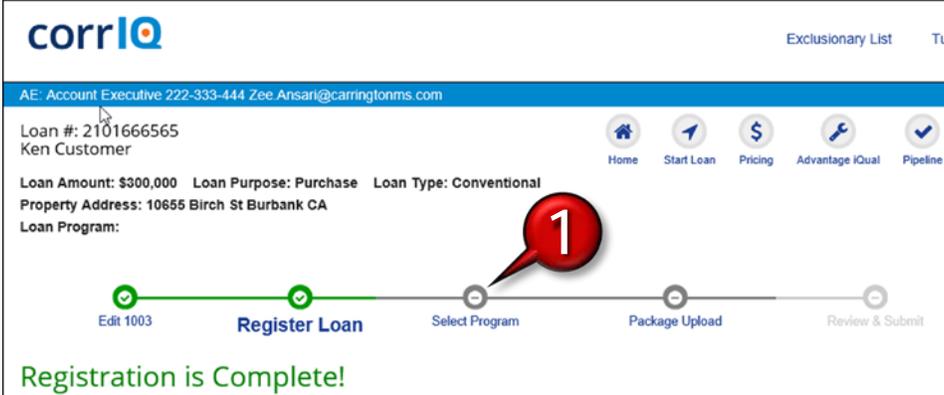
- Click **Ok** to the pop-up message

- A message will appear indicating Registering Loan
- A message will appear indicating “Registration is Complete”



## Select Program

1. Click **Select Program**



corriQ Exclusionary List Tu

AE: Account Executive 222-333-444 Zee.Ansari@carringtonms.com

Loan #: 2101666565  
Ken Customer

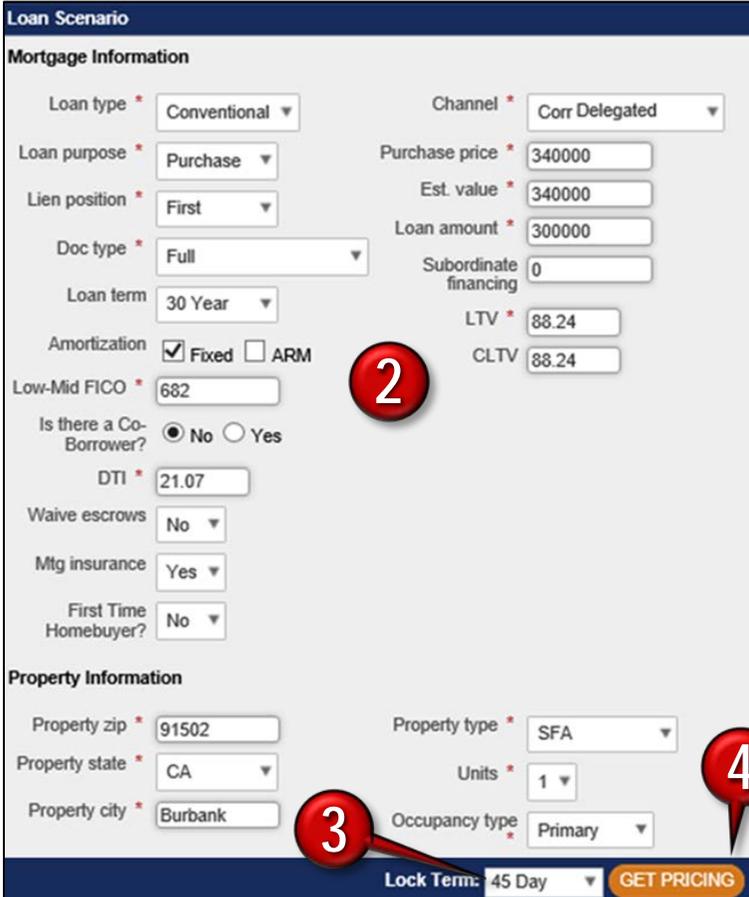
Home Start Loan Pricing Advantage iQual Pipeline

Loan Amount: \$300,000 Loan Purpose: Purchase Loan Type: Conventional  
Property Address: 10655 Birch St Burbank CA  
Loan Program:

Registration is Complete!

2. Enter **Loan Scenario** information
3. Select **Lock Term**
4. Click **Get Pricing**

**NOTE:** Only Admins and Managers will have the ability to Price loans. LO's can only Select a Program



**Loan Scenario**

**Mortgage Information**

Loan type \* Conventional Channel \* Corr Delegated  
 Loan purpose \* Purchase Purchase price \* 340000  
 Lien position \* First Est. value \* 340000  
 Doc type \* Full Loan amount \* 300000  
 Loan term 30 Year Subordinate financing 0  
 Amortization  Fixed  ARM LTV \* 88.24  
 Low-Mid FICO \* 682 CLTV 88.24  
 Is there a Co-Borrower?  No  Yes  
 DTI \* 21.07  
 Waive escrows No  
 Mtg insurance Yes  
 First Time Homebuyer? No

**Property Information**

Property zip \* 91502 Property type \* SFA  
 Property state \* CA Units \* 1  
 Property city \* Burbank Occupancy type \* Primary

Lock Term: 45 Day **GET PRICING**

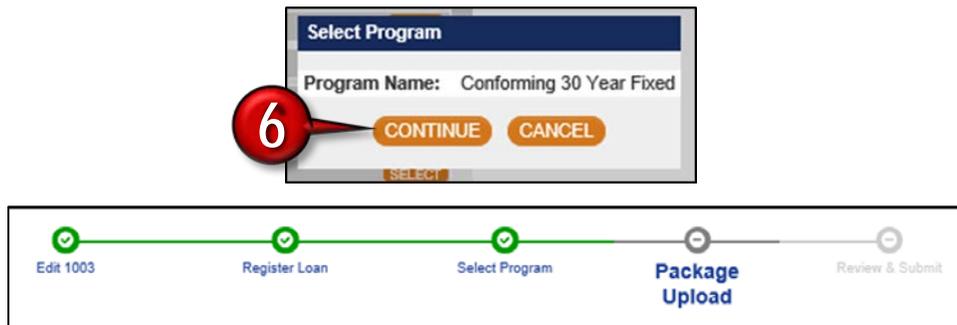
- Click **Select** next to desired Loan Program



Loan Program	
Conforming 30 Year Fixed ⓘ	<b>SELECT</b>
Conforming 30 Yr Fixed ⓘ	<b>5</b> <b>SELECT</b>
Fannie Mae 30Y Fixed Home Ready ⓘ	<b>SELECT</b>
Conforming High Balance 30 Yr Fixed ⓘ	Ineligible
HB Conventional 30 Yr Fixed ⓘ	Ineligible

- Click **Continue**

- Select Program step has been Completed
- Next step in process is Package Upload



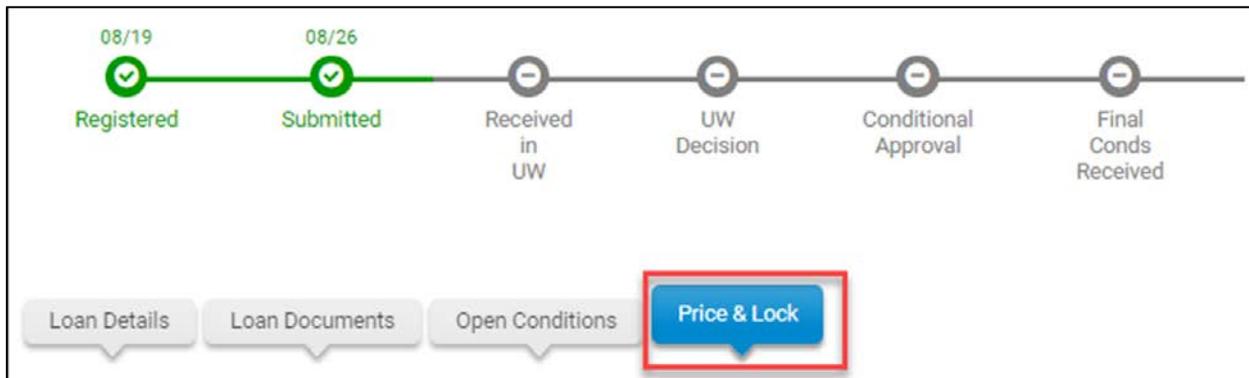
**Select Program**

Program Name: Conforming 30 Year Fixed

**6** **CONTINUE** **CANCEL**

Progress Bar: Edit 1003 (✓) Register Loan (✓) Select Program (✓) **Package Upload** (○) Review & Submit (○)

- Only Managers and Admins will be able to access the Price & Lock button



Timeline:

- 08/19 Registered (✓)
- 08/26 Submitted (✓)
- Received in UW (○)
- UW Decision (○)
- Conditional Approval (○)
- Final Conds Received (○)

Navigation Buttons:

- Loan Details
- Loan Documents
- Open Conditions
- Price & Lock** (highlighted)

## Package Upload

1. Click **Package Upload**

**Note:** Products & Pricing is only visible to Admins and Managers (see Administration section)

AE: Account Executive 222-333-444 Zee.Ansari@carringtonms.com

Loan #: 2101666588  
Ken Customer

Loan Amount: \$300,000 Loan Purpose: Purchase Loan Type: Conventional  
Property Address: 10655 Birch St Burbank CA  
Loan Program:

Home Start Loan Pricing Advantage iQual Pipeline Messages Alerts Locks Profile Accounts

1

Package Documents	Status
<input type="checkbox"/> Credit and Closing Package	Required
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file  
2. Click "Browse" or Drag & Drop your file in the box below.  
3. Click the "Upload" button

BROWSE Drag & Drop Files  
UPLOAD

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

2. Click box for **Credit and Closing Package** or **Other Description**
3. Click **Browse** or Drag and Drop File

2

3

Package Documents	Status
<input type="checkbox"/> Credit and Closing Package	Required
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file  
2. Click "Browse" or Drag & Drop your file in the box below.  
3. Click the "Upload" button

BROWSE Drag & Drop Files  
UPLOAD

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

- Uploaded Document is reflected as clickable pdf
- Package Upload step is complete

Package Upload

Package Documents	Status
<input checked="" type="checkbox"/> Credit and Closing Package	Complete
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file  
2. Click "Browse" or Drag & Drop your file in the box below.  
3. Click the "Upload" button

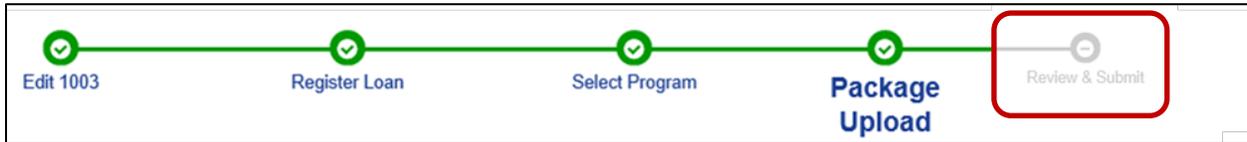
BROWSE Drag & Drop Files  
UPLOAD

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Uploaded Documents	Status
Test_Customer_Credit...Closing_Package_pdf	Credit and Closing Package

## Review & Submit

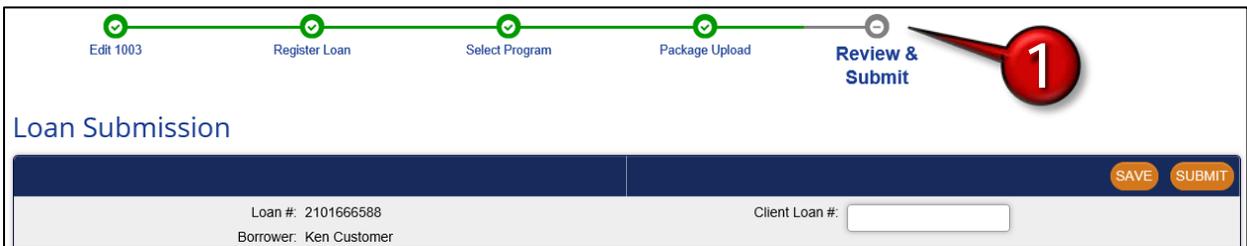
**Note:** Pricing must be run on loans before they can be submitted. If the Review and Submit step is greyed out, the loan must still be priced by a Manager or CorriQ Admin (See Administrative Section).



*Review & Submit step is greyed out*

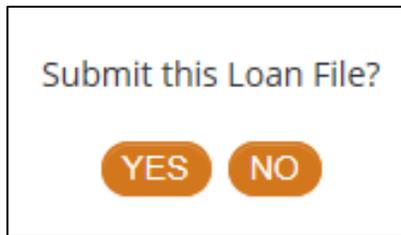
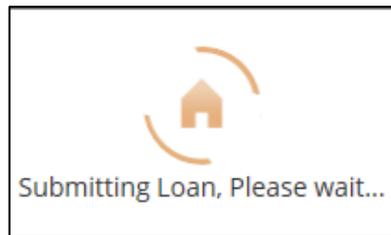
If Products & Pricing have been run, the Review & Submit step will be enabled for completion as follows:

1. Click **Review & Submit**



2. Select **YES** to the Submit this Loan File pop-up

- Submitting Loan message will appear

## Loan Management

### Archive Loan

1. From within The Pipeline, locate the **Loan**
2. Click the **checkbox** to select the Loan(s)
3. Click **Archive Checked**



Unregistered	Unsubmitted	Submitted	Underwriting	Purchasing	Closed	Archived
0	2	2	0	0	0	1

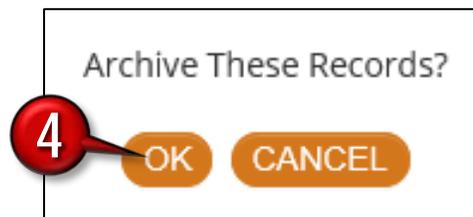
REFRESH FILTERS EXPORT PIPELINE **ARCHIVE CHECKED**

-Edit -Loan Status -Documents -Pricing -Lock Request -Conditions

Search:

Actions	Status	Loan #	Client Loan #	Loan Officer	Processor	Borrower	Address	Loan \$	Lock Status	Lock Expires
<input checked="" type="checkbox"/>	Registered	1902596724		A Fazel	A Fazel	A Lincoln	5511 S SomeStreet	\$225,000		
<input type="checkbox"/>	Registered	1901588568		A Fazel	R Ashton	T Borrower	18211 East Jahant Road	\$355,000		

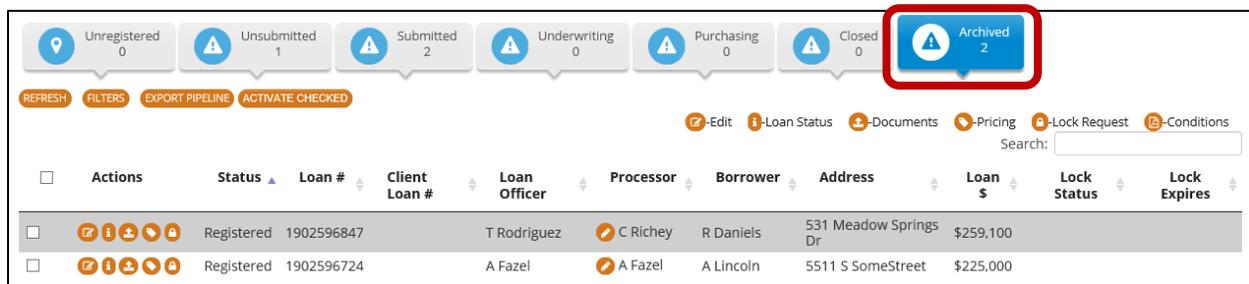
4. Click **Ok**



Archive These Records?

**OK** **CANCEL**

The Loan can now be accessed via the Archived Tab



Unregistered	Unsubmitted	Submitted	Underwriting	Purchasing	Closed	Archived
0	1	2	0	0	0	2

REFRESH FILTERS EXPORT PIPELINE **ACTIVATE CHECKED**

-Edit -Loan Status -Documents -Pricing -Lock Request -Conditions

Search:

Actions	Status	Loan #	Client Loan #	Loan Officer	Processor	Borrower	Address	Loan \$	Lock Status	Lock Expires
<input type="checkbox"/>	Registered	1902596847		T Rodriguez	C Richey	R Daniels	531 Meadow Springs Dr	\$259,100		
<input type="checkbox"/>	Registered	1902596724		A Fazel	A Fazel	A Lincoln	5511 S SomeStreet	\$225,000		

## Update Post Closer

1. From within The Pipeline, locate the **Loan**
2. Within the **Processor/Post Closer** column, click the **Edit** button 

<input type="checkbox"/>	Actions	Status ▲	Channel ↕	Loan # ↕	Client Loan # ↕	Loan Officer ↕	Processor / Post Closer ↕	Borrower ↕	Address ↕	Loan \$ ↕
<input type="checkbox"/>		Registered	Del	2105886520	<b>1</b>	Z Ansari	 A Fazel	K Customer	10655 Birch St	\$306,000
<input type="checkbox"/>		Registered	Del	2105886521		Z Ansari	 T Rodriguez	C Tester	5115 Mckinley Ave	\$347,400

3. Select the **Post Closer** from the **Processor drop-down**
4. Click **Set Processor**

**Loan #: 1902596724**

**Processor:**   **3**

**4**

## Conditions Management

1. **Search** for Loan by Name or Loan Number
2. Click the **Conditions** button

The screenshot shows a dashboard with tabs for Unsubmitted (3), Submitted (8), Underwriting (2), **Purchasing (10)**, Cancelled (0), Closed (0), and Archived (0). Below the tabs are buttons for REFRESH, FILTERS, EXPORT PIPELINE, and ARCHIVE CHECKED. A search bar is present with a 'Conditions' button next to it. The main table has columns: Actions, Status, Loan #, Client Loan #, Loan Officer, Processor, Borrower, Address, Loan \$, Lock Status, and Lock Expires. A row is visible for Loan # 1810473379, Client Loan # 2121, Loan Officer E Quezada, Processor E Quezada, Borrower C Brown, Address 1271 Libor Arm St, and Loan \$ \$721,500.

## Review Conditions

Condition Information is shared between Correspondent IQ and Encompass 360 in real time.

**Condition Status:**

- **Reviewed** – Carrington Account Manager / Relationship Manager has accepted your condition
- **Re-Requested** – Carrington Account Manager / Relationship Manager / Underwriter has rejected your condition
- **Cleared** – Carrington Account Manager / Underwriter has accepted and cleared the condition
- **Waived** – Carrington Underwriter has waived the condition

**To upload documents:**

1. Click the "Upload Files" button for any condition.
2. Enter a comment for the uploaded file.
3. Click "Browse" or Drag & Drop a copy of the documents

Note: only files of type pdf, doc, docx, txt, jpg, jpeg, and jpe are supported. Max file size = 60MB.

**Open Underwriting Conditions**

**Legend**

- **Reviewed** – Carrington Account Manager/Relationship Manager has accepted your condition.
- **Re-Requested** – Carrington Account Manager / Relationship Manager / Underwriter has rejected your condition.
- **Cleared** – Carrington Account Manager / Underwriter has accepted and cleared the condition.
- **Waived** – Carrington Underwriter has waived the condition.

Assets – Bank Statements	Prior to	Uploaded	UPLOAD FILES	Status	Status Date
[A-004] Assets-Bank Statements Provide All Pages Of Bank Statements For Account At [insert Bank Name]. Document and trail source of funds for any large non-payroll deposits.	Documents	Uploaded		Added	09/03/19
Assets – Letter of Explanation	Prior to	Uploaded	UPLOAD FILES	Status	Status Date
[A-003] Assets-Access to Funds Provide signed letter from [ ] verifying borrower has 100% access to joint assets. **Borrower didn't sign letter.	Documents	09/01/19		Rerequested	09/05/19
Assets – Source of Funds	Prior to	Uploaded	UPLOAD FILES	Status	Status Date
[A-001] Assets-Source of Deposits Document and trail source of funds for the following deposits ( ).	Documents	Uploaded		Reviewed	09/16/19
Cleared/Waived Conditions	Prior to	Uploaded	Status	Status Date	
[P-072] Property-Sales Contract Provide fully executed Sales Contract with all addendums.	Documents	09/01/19		Cleared	09/03/19
[C-010] Credit – Inquiries LOE Provide signed letter of explanation to explain the credit inquiries shown on the borrower's credit report.	Documents			Waived	09/01/19

**Rerequested Conditions** will contain any Notes pertaining to the rerequest.

Assets – Letter of Explanation		Prior to	Uploaded	Status	Status Date
[A-003] Assets-Access to Funds Provide signed letter from [ ] verifying borrower has 100% access to joint assets. <b>**Borrower didn't sign letter.</b>		Documents	09/01/19	Rerequested	09/05/19

**Cleared and Waived Conditions** appear at the bottom and no longer allow Uploaded Files.

Cleared/Waived Conditions		Prior to	Uploaded	Status	Status Date
[P-072] Property-Sales Contract Provide fully executed Sales Contract with all addendums.		Documents	09/01/19	Cleared	09/03/19
[C-010] Credit – Inquiries LOE Provide signed letter of explanation to explain the credit inquiries shown on the borrower's credit report.		Documents		Waived	09/01/19

## Upload Conditions

1. Click **Upload Files**

Assets – Letter of Explanation		Prior to	Uploaded	Status	Status Date
[A-003] Assets-Access to Funds Provide signed letter from [ ] verifying borrower has 100% access to joint assets.		Documents		Added	09/05/19

2. Click the **Checkmark** next to the condition

3. Click **Browse** to locate files

- Can also drag & drop files

4. Enter any **Comments**, if applicable

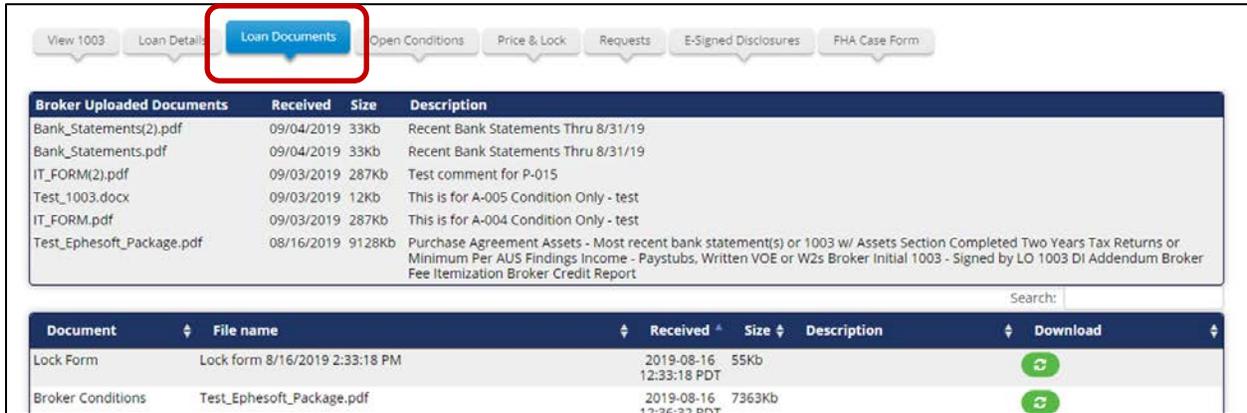
5. Click **Start Upload**

- Documents uploaded into Corr IQ are available for review within Encompass 360 in real time

Assets – Letter of Explanation		Prior to	Uploaded	Status	Status Date
<input checked="" type="checkbox"/> [A-003] Assets-Access to Funds Provide signed letter from [ ] verifying borrower has 100% access to joint assets. Comments (optional)		Documents		Added	09/05/19

## Stored Loan Documents

All documents uploaded to a loan file (including Condition Documents) can be viewed within the **Loan Documents** tab.



The screenshot shows the 'Loan Documents' tab selected in a navigation menu. Below the menu are two tables displaying document information.

Broker Uploaded Documents	Received	Size	Description
Bank_Statements(2).pdf	09/04/2019	33Kb	Recent Bank Statements Thru 8/31/19
Bank_Statements.pdf	09/04/2019	33Kb	Recent Bank Statements Thru 8/31/19
IT_FORM(2).pdf	09/03/2019	287Kb	Test comment for P-015
Test_1003.docx	09/03/2019	12Kb	This is for A-005 Condition Only - test
IT_FORM.pdf	09/03/2019	287Kb	This is for A-004 Condition Only - test
Test_Ephesoft_Package.pdf	08/16/2019	9128Kb	Purchase Agreement Assets - Most recent bank statement(s) or 1003 w/ Assets Section Completed Two Years Tax Returns or Minimum Per AUS Findings Income - Paystubs, Written VOE or W2s Broker Initial 1003 - Signed by LO 1003 DI Addendum Broker Fee Itemization Broker Credit Report

Document	File name	Received	Size	Description	Download
Lock Form	Lock form 8/16/2019 2:33:18 PM	2019-08-16 12:33:18 PDT	55Kb		
Broker Conditions	Test_Ephesoft_Package.pdf	2019-08-16 12:36:33 PDT	7363Kb		

# Administration

## Products & Pricing

### Quick Pricer

1. Click the **Pricing** icon



2. Enter **Loan Scenario** information
  - FHA Streamline and VA IRRRL – Enter “0” for the FICO
3. Select **Lock Term**
4. Click **Get Pricing**

#### Quick Pricer

Loan Scenario

##### Mortgage Information

Loan type * <input type="text" value="FHA"/>	Channel * <input type="text" value="Corr Non-Delegated"/>
Loan purpose * <input type="text" value="Purchase"/>	Purchase price * <input type="text" value="225000"/>
Lien position * <input type="text" value="First"/>	Est. value * <input type="text" value="225000"/>
Doc type * <input type="text" value="Full"/>	Loan amount * <input type="text" value="217125"/>
Loan term <input type="text" value="30 Year"/>	LTV * <input type="text" value="96.50"/>
Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM	Gross loan amount <input type="text" value="220924"/>
Low-Mid FICO * <input type="text" value="642"/>	
Is there a Co-Borrower? <input checked="" type="radio"/> No <input type="radio"/> Yes	
Do you want to finance the upfront MIP? <input type="text" value="Yes"/>	

##### Property Information

Property zip * <input type="text" value="97225"/>	Property type * <input type="text" value="PUD"/>
Property state * <input type="text" value="OR"/>	Units * <input type="text" value="1"/>
Property city * <input type="text" value="Portland"/>	Occupancy type * <input type="text" value="Primary"/>

Lock Term:  GET PRICING

5. Review **Products and Pricing**
6. Click **Information** icon for LLPA's / ineligibility reasons

Lock Term:  GET PRICING

Rate	APR	45 Day Price	Rebate/Discount	P&I	MI	PIMI
Conforming 30 Year Fixed						
1.750	2.912	90.976	\$29,328	1161	260	1421
1.875	2.968	91.886	\$26,370	1181	260	1441
2.000	3.030	92.796	\$23,413	1201	260	1461
2.125	3.086	93.705	\$20,459	1222	260	1482
2.250	2.912	97.311	\$8,739	1242	260	1502

Disclosure: Pricing is subject to change without notice. This is not an eligibility engine, please refer to the program guidelines for eligibility.

**Price & Lock (Administrators and Managers only)**

1. Click **Price & Lock**
  - Only visible to Admins & Managers
  - Only available after Submission
2. Enter **Loan Scenario** information
3. Select **Lock Term**
4. Click **Get Pricing**

Price / Lock

Last Priced: 2021-01-05 14:17:56 Program: Conforming 30 Year Fixed Rate: 0.000 Price: 0.000

**Loan Scenario**

Mortgage Information

Loan type \* Conventional Channel \* Corr Non-Delegated

Loan purpose \* Purchase Purchase price \* 350000

Lien position \* First Est. value \* 350000

Doc type \* Full Loan amount \* 325000

Loan term 30 Year Subordinate financing 0

Amortization  Fixed  ARM LTV \* 92.86

Low-Mid FICO \* 680 CLTV 92.86

Is there a Co-Borrower?  No  Yes

DTI \* 14.83

Waive escrows No

Mtg insurance Yes

First Time Homebuyer? No

Property Information

Property zip \* 90210 Property type \* SFD

Property state \* CA Units \* 1

Property city \* Beverly Hills Occupancy type \* Primary

Lock Term: 45 Day **GET PRICING**

5. Click desired line of pricing
6. Review **Pricing Snapshot**
7. Click **Request Lock**

Rate	APR	45 Day Price	Rebate/Discount	P&I	MI	PIMI
2.250	2.912	97.311	\$8,739	1242	260	1502
2.375	2.966	98.255	\$5,671	1263	260	1523
2.500	3.024	99.150	\$2,762	1284	260	1544
2.625	3.092	99.993	\$23	1305	260	1565
2.750	3.223	101.118	(\$3,634)	1327	260	1587
2.875	3.355	101.961	(\$6,373)	1348	260	1608
3.000	3.487	102.752	(\$8,944)	1370	260	1630
3.125	3.624	103.501	(\$11,378)	1392	260	1652
3.250	3.755	104.128	(\$13,416)	1414	260	1674
3.375	3.887	104.624	(\$15,028)	1437	260	1697
3.500	4.023	105.006	(\$16,270)	1459	260	1719
3.625	4.155	105.282	(\$16,666)	1482	260	1742
4.125	4.690	105.472	(\$17,784)	1575	260	1835
4.375	4.953	105.671	(\$18,431)	1623	260	1883
4.500	5.089	105.924	(\$19,253)	1647	260	1907
4.625	5.220	106.112	(\$19,864)	1671	260	1931
4.750	5.356	106.209	(\$20,179)	1695	260	1955

Base	Rate	Price
	3	104.127

Adjustments	Rate	Price
LTV is 90.01<=95, And FICO is 680-699		-1.250
LTV > 90		-0.125

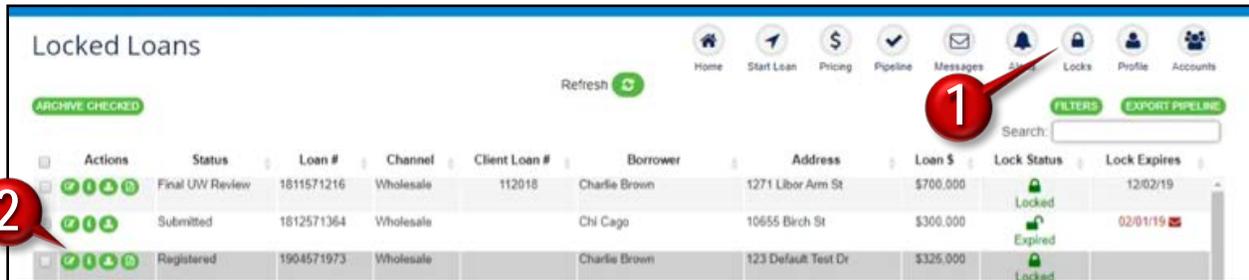
  

Final	Rate	Price
	3	102.752

**Request Lock**

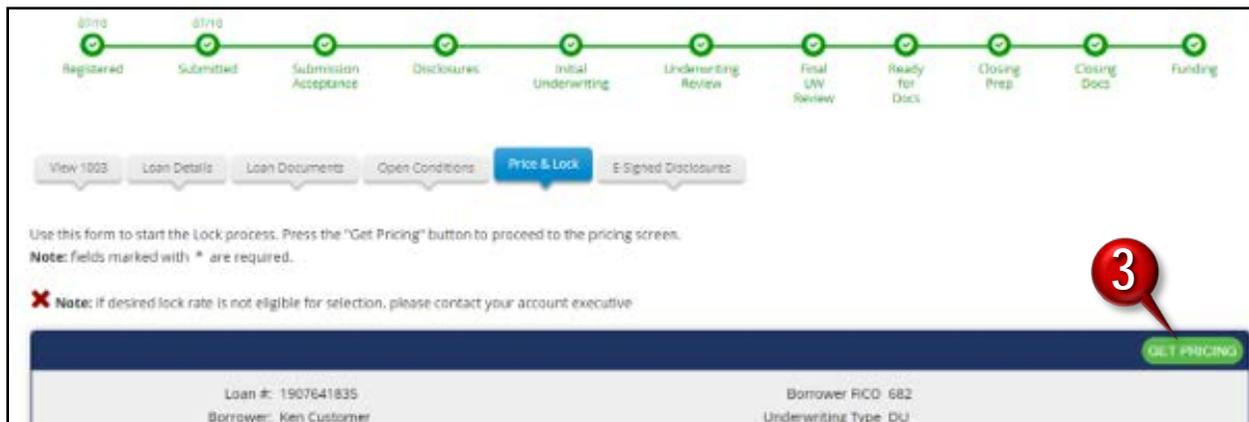
## Lock Extension

1. Click the **Locks** icon
2. Click the **Edit** icon next to the locked loan 



Actions	Status	Loan #	Channel	Client Loan #	Borrower	Address	Loan \$	Lock Status	Lock Expires
  	Final UW Review	1811571216	Wholesale	112018	Charlie Brown	1271 Libor Arm St	\$700,000	Locked	12/02/19
  	Submitted	1812571364	Wholesale		Chi Cago	10655 Birch St	\$300,000	Expired	02/01/19
  	Registered	1904571973	Wholesale		Charlie Brown	123 Default Test Dr	\$325,000	Locked	

3. Click **Get Pricing**
  - You will be directed to Optimal Blue





[View 1003](#) [Loan Details](#) [Loan Documents](#) [Open Conditions](#) [Price & Lock](#) [E Signed Disclosures](#)

Use this form to start the Lock process. Press the "Get Pricing" button to proceed to the pricing screen.

**Note:** fields marked with \* are required.

**X Note:** If desired lock rate is not eligible for selection, please contact your account executive

**3**

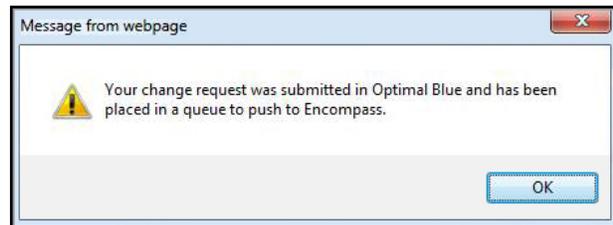
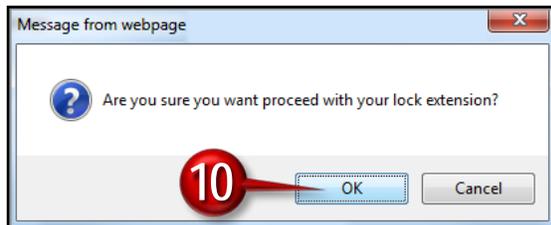
[GET PRICING](#)

Loan #: 1907641835      Borrower FICO: 682  
 Borrower: Ken Customer      Underwriting Type: DU

4. Click the **Change Request** icon
5. Click the **Lock Extension** radio button
6. Select **First Lien** from the drop-down list
7. Enter the number of **Lock Extension Days**
8. Click **Calculate Cost**
  - Price will calculate
9. Click **Submit Request**



10. Click **Ok** to pop-up messages



## User Support

- Add/Remove Users
- Send Credentials
- Update Roles
- Update phone/email

## Modify an Account

1. Click the **Accounts** icon



The screenshot shows the top navigation bar of the CorriQ system. The 'Accounts' icon, represented by a group of people, is highlighted with a red circle and the number 1. Other navigation options include Home, Start Loan, Pricing, Pipeline, Messages, Alerts, Locks, Profile, and Exclusionary List. The user is logged in as 'Zee'.

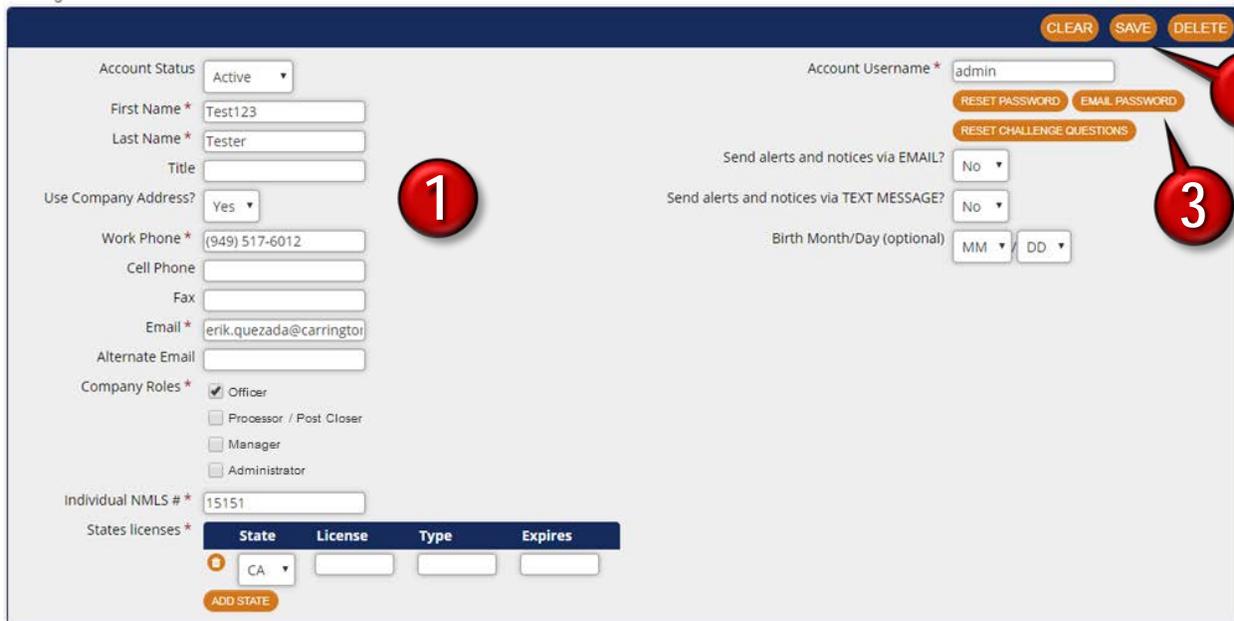
2. Click **Edit** to modify a User's account



Name	Status	Roles	Username	Work Phone	Email
Aci	Active	officer,processor,manager,administrator	eri	(714) eri	
Alli	Active	officer,processor,manager,administrator	all		
An	Active	administrator	anl		
Ca	Active	officer,processor,manager,administrator	ctjc	(949) car	
Ch	Active	officer,processor,manager,administrator	chi	(555) chi	

## Add an Account

1. Enter all **Required Fields** (\*)
2. Click **Save**
3. Click **Email Password**



The screenshot shows the 'Add an Account' form. A red circle with the number 1 points to the 'First Name' field. A red circle with the number 2 points to the 'Account Username' field. A red circle with the number 3 points to the 'EMAIL PASSWORD' button. The form includes fields for Account Status, First Name, Last Name, Title, Use Company Address?, Work Phone, Cell Phone, Fax, Email, Alternate Email, Company Roles, Individual NMLS #, and States Licenses. Buttons for CLEAR, SAVE, and DELETE are at the top right. There are also buttons for RESET PASSWORD, EMAIL PASSWORD, and RESET CHALLENGE QUESTIONS.

## Seller Support

### Contact Us

<b>Email:</b>	CorrIQSupport@CarringtonMS.com
<b>Phone:</b>	(949) 517-5054
<b>Chat Option:</b>	Available on CorrIQ Portal

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