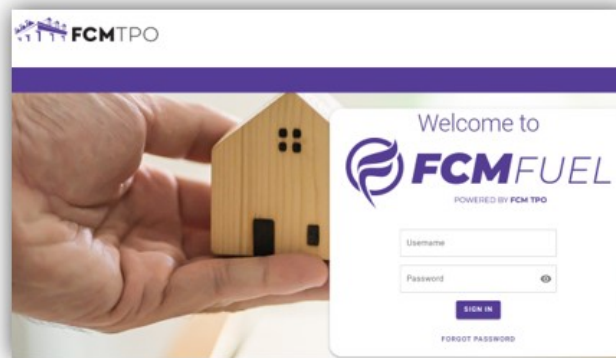


STEP 1: Login

- Go to <https://fuel.fcmtpo.com/login>
- Login with your credentials.

Note: For login assistance, please contact the Support Department at support@fcmtpo.com.



STEP 2: Create/Price and Register Loan

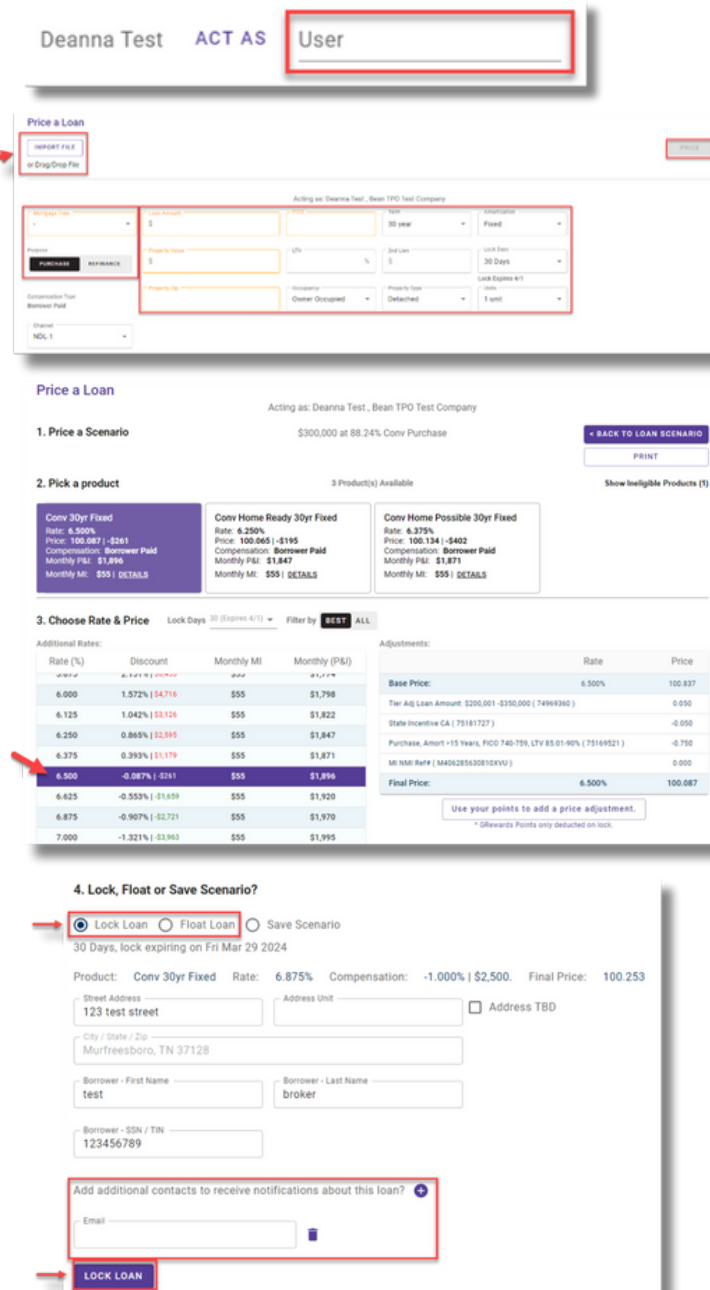
Note: To complete this step on behalf of another Originator, click on "ACT AS" at top middle of Home Page and select the Originator's name from User dropdown and proceed.

- Click on **Price a Loan** button on Home Page.
- If 1003 file is available: Import 1003 by clicking **IMPORT FILE** button or **Drag/Drop File** onto the screen.
 - Fill in applicable fields that did not auto-populate from import.
- If you do **NOT** have a 1003 file, enter loan level data in this screen including the indicated required fields.

Note: Channel Field defaults to your Company's designated channel at product level.

- Click on **PRICE** button.
- Select desired **Rate/Price**.
- To Create/Register loan, select either **"Lock Loan"** or **"Float Loan"** option.
- To add additional contacts to receive notifications about the loan, click on the + and enter the email address.
- At bottom of screen, click **LOCK LOAN** or **FLOAT LOAN** button.

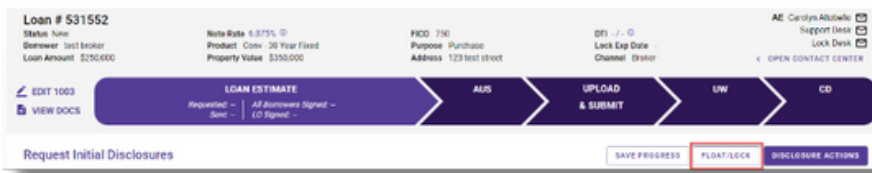
Note: Please reference TBD Property File Submissions section for more information on TBDs.



STEP 3: Lock a Floated Loan, Extend Lock, Re-Lock

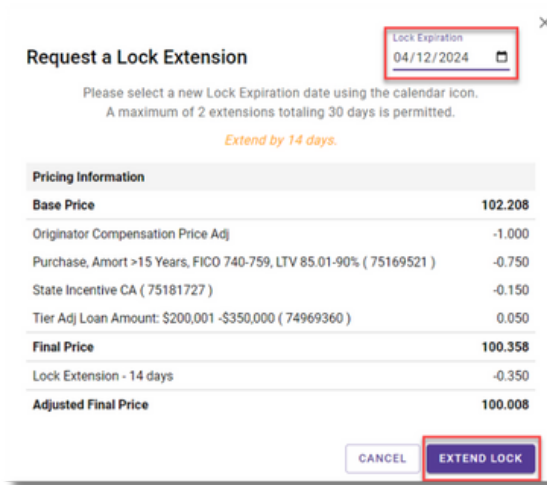
Lock a Floated Loan

- To lock a loan previously registered as a float, click on the **FLOAT/LOCK** button at top right of any screen within the loan or from the pipeline screen.



Extend Lock

- To Extend a Lock click on the **EXTEND LOCK** button that is available on every tab within the loan.
- On the pop up screen, change the **Lock Expiration Date** to see the updated Pricing Information.
- Click on **EXTEND LOCK** when complete.



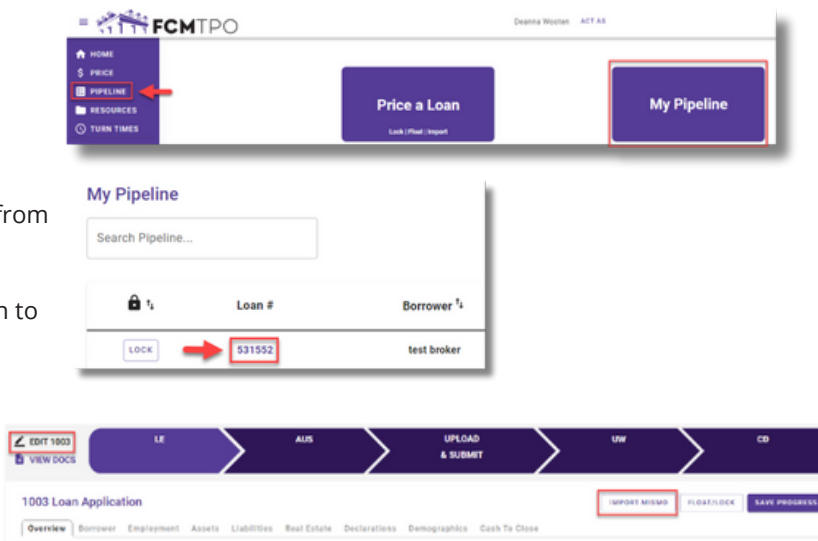
Re - Lock

- Re-Lock requests should be emailed to rates@fcmtpo.com.

STEP 4: Upload 1003 Import File to Existing Loan File

Skip this step if loan was created by 1003 Import method in STEP 2.

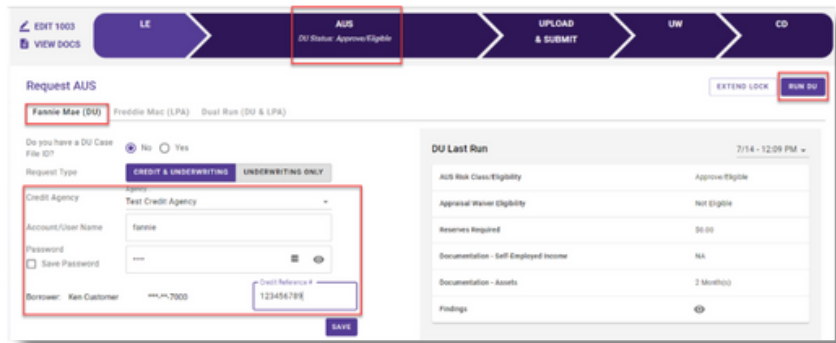
- Click on **Pipeline** from left side menu or **My Pipeline** from Home Page.
- Click on **Loan #** from My Pipeline screen.
- Click on **Edit 1003** and click on **IMPORT MISMO** button to import.



STEP 5: Automated Underwriting

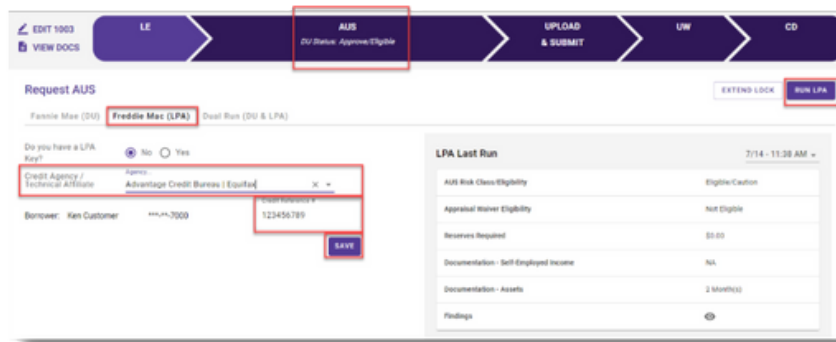
Desktop Underwriting (DU)

- Click on **Fannie Mae (DU)** tab.
 - If associating an existing Case File ID:
 - Click on **Yes** to **Do you have a Case File ID?**
 - Enter the **DU Case File ID**.
 - Click on the **Run DU** button to submit.
 - If running DU:
 - Enter the **Credit Agency, Account/User Name, and Password**.
 - Enter the **Credit Reference #** for the borrower(s).
 - Click on **Save**.
 - Click on the **Run DU** button to submit.



Loan Prospector (LPA)

- Click on **Freddie Mac (LPA)** tab.
 - If associating an existing LPA Key:
 - Click on **Yes** to **Do you have a LPA Key?**
 - Enter the **LPA Key**.
 - Click on the **Retrieve LPA** button to submit.
 - If running LPA:
 - Enter the **Credit Agency/Technical Affiliate**.
 - Enter the **Credit Reference #** for the borrower(s).
 - Click on **Save**.
 - Click on the **Run LPA** button to submit.



Dual Run (DU & LPA)

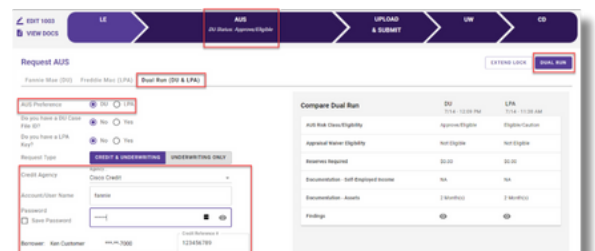
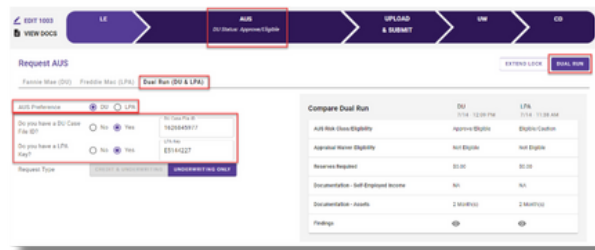
- Click on **Dual Run (DU & LPA)** tab.
 - If associating an LPA Key and/or DU Case File ID:
 - If you have a Case File ID, click on **Yes** to **Do you have a DU Case File ID?**
 - Enter the **DU Case File ID**.

NOTE: To use the Dual Run feature in FCM FUEL, you can import your DU or LPA findings if you have either, or you can run directly through the site.

- If you have a LPA Key, click on **Yes** to **Do you have a LPA Key?**
- Enter the **LPA Key**.

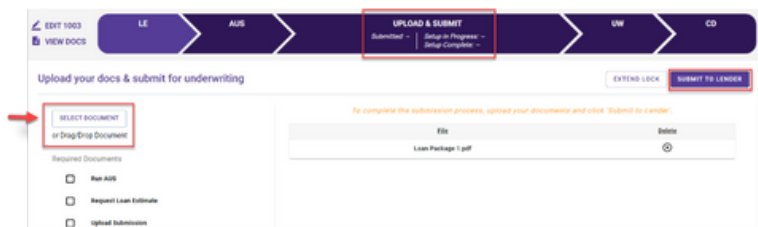
NOTE: You do not need a LPA Key to use the Dual Run feature.

- Click on **Dual Run** to submit.
- If not associating an LPA Key and/or DU Case File ID:
 - Enter the **Credit Agency**.
 - Enter the **Credit Reference #** for the borrower(s).
 - Click on the **Dual Run** button to submit.



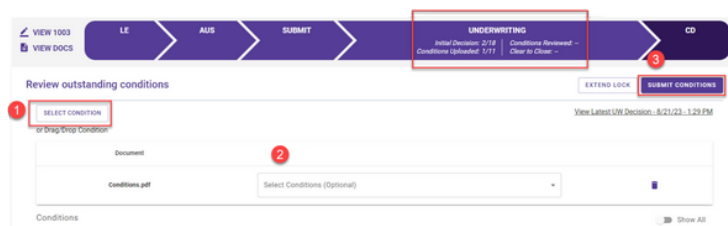
STEP 6: Upload Loan Package – Submit to UW

- Go to **UPLOAD & SUBMIT** tab in Loan Tracker.
- Click on **SELECT DOCUMENT** button or **Drag/Drop File** to upload Loan Submission Package.
- Click on **SUBMIT TO LENDER** button to submit loan.



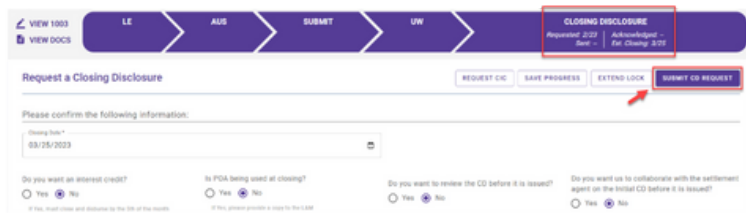
STEP 7: Underwriting Approval and Uploading Conditions

- To view conditions, go to **UNDERWRITING (UW)** tab in Loan Tracker.
- Outstanding conditions are listed on this screen.
 - To review cleared conditions, click the **“Show All”** button.
- Click on **SELECT CONDITION** button or **Drag/Drop File** to upload conditions.
 - To associate a condition to a specific document, select the condition(s) from the drop down.
- Click **SUBMIT CONDITIONS** button to submit.



STEP 8: Submit Closing Disclosure/Closing Requests

- To request Initial Closing Disclosure, go to **CLOSING DISCLOSURE (CD)** tab in Loan Tracker.
- Confirm information in screen and complete applicable fields.

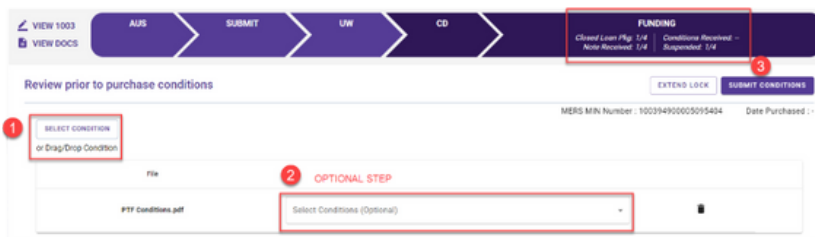


STEP 9: Funding Loan

FCM TPO prepares the closing documents.

After the loan has closed:

- Go to **FUNDING** tab in Loan Tracker.
- Click on **SELECT CONDITION** button or **Drag/Drop File** to upload Closed Loan Package.
- Click **SUBMIT CONDITIONS** button to submit.
- Prior to Funding (PTF) conditions will be displayed in Funding screen.
 - Click on **SELECT CONDITION** button or **Drag/Drop File**.
- To associate a condition to a specific document (optional step), select the condition(s) from the dropdown.
- Click **SUBMIT CONDITIONS** button to submit PTF conditions.



TBD Property File Submissions

- Register loan as **FLOAT** or **LOCK**.
- Include printed 1003 with address as TBD and anticipated City, State, and Zip in loan submission package.

Note: 1003 must be dated for when borrower first sought TBD approval.

When a sales contract has been executed, the following are required:

- **Sales contract:** Upload as a Condition on the Underwriting tab.
- **Initial Disclosures:** Upload as a Condition on the Underwriting tab.

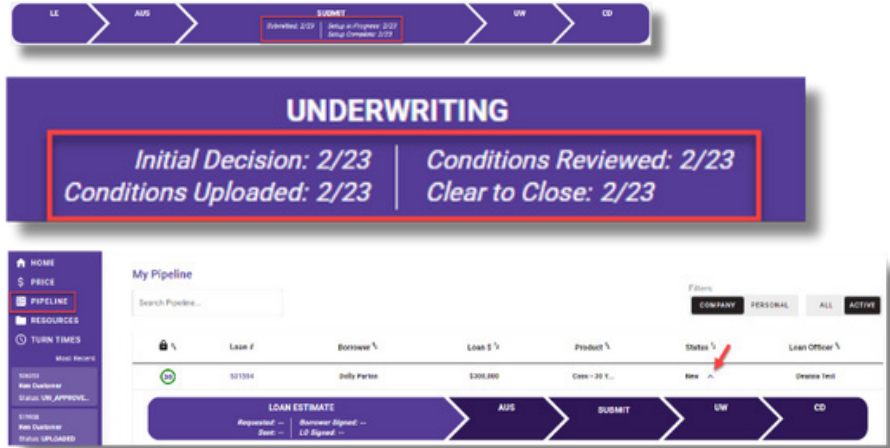
Note: Disclosures must be dated within 3 business days from the date the Sales Contract was disclosed to the borrower, either verbally or in writing.

- **Edit the Property Address:** Contact the Support desk at support@fcmtpo.com to change the TBD address to a physical address.
- **Lock:** If Floated, once the above steps have been completed, click on the lock button from the loan in the Pipeline to lock the loan.

Important Tips

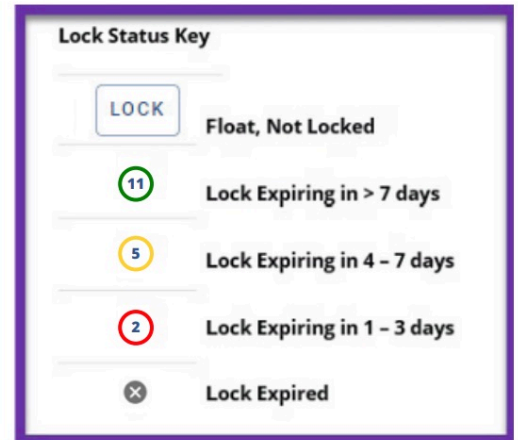
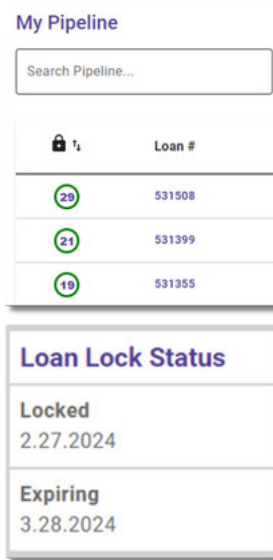
Loan Tracker

- Important dates for loan level events are displayed in the Loan Tracker.
 - Two easy ways to access:
 - #1: Loan Tracker within loan – click on applicable tab to view progress; or
 - #2: Click on **PIPELINE** from left side menu, click on arrow in **Loan Status** column to view Loan Tracker.



Lock Status

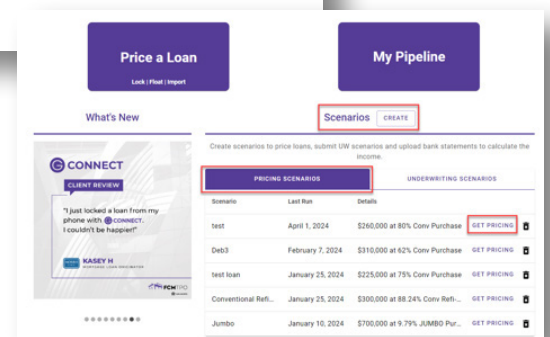
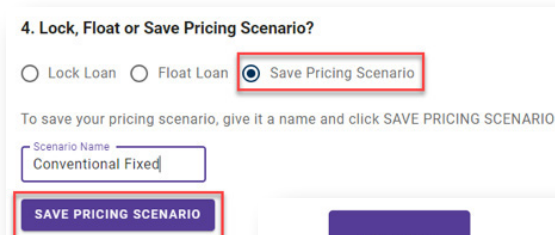
- Lock Status is available in the pipeline screen.
 - Click on the color-coded circle in the Lock Status column to view Lock and Expiration Dates.
 - The number in the circle indicates the remaining number of days until the lock expires.



Scenarios (Pricing & Underwriting)

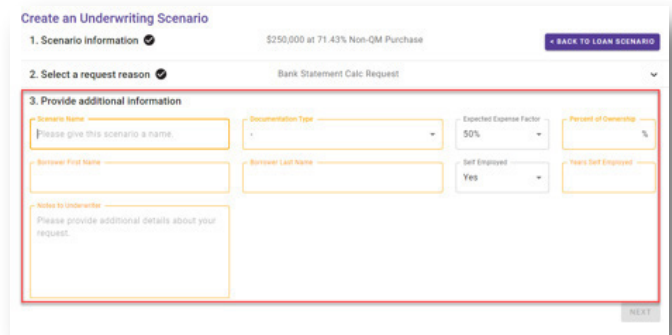
Pricing and Underwriting scenarios can be saved.

- To create a **PRICING SCENARIO**, click **Price a Loan** button or **Create** in **Scenarios** section on Home Page.
 - Enter loan level data and click **PRICE** button.
 - Select **“Save Pricing Scenario”** option, name it, and click **SAVE PRICING SCENARIO** button.
- To access saved Pricing Scenarios, go to Home Page, and click on **“Pricing Scenarios”** tab under Scenarios.
- Click **GET PRICING** to view current pricing of each saved Scenario.



To create an **UNDERWRITING SCENARIO** (currently only available on Non-QM products), click **Price a Loan** button, or **Create** in **Scenarios** section on Home Page.

1. Enter Non QM loan level data and click **UW SCENARIO** button
2. Select request reason type
3. Provide additional Information pertaining to your borrower, and click **NEXT**
4. Upload supporting documents
5. Click **CREATE UW SCENARIO**



Create an Underwriting Scenario

1. Scenario information \$250,000 at 71.43% Non-QM Purchase [BACK TO LOAN SCENARIO](#)

2. Select a request reason Bank Statement Calc Request

3. Provide additional information

Scenario Name Please give this scenario a name.

Documentation Type

Expected Expense Factor 50%

Percent of Ownership

Borrower First Name

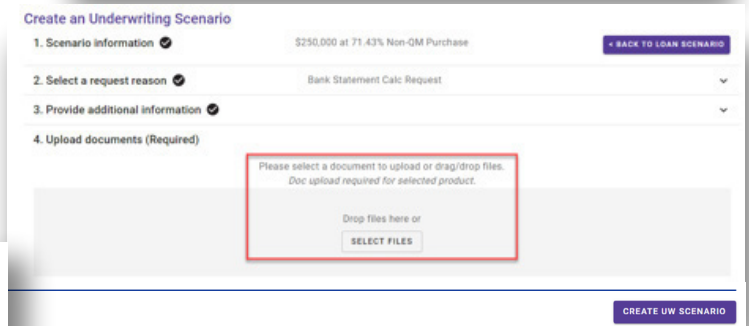
Borrower Last Name

Self Employed Yes

Years Self Employed

Notes to Underwriter Please provide additional details about your request.

[NEXT](#)



Create an Underwriting Scenario

1. Scenario information \$250,000 at 71.43% Non-QM Purchase [BACK TO LOAN SCENARIO](#)

2. Select a request reason Bank Statement Calc Request

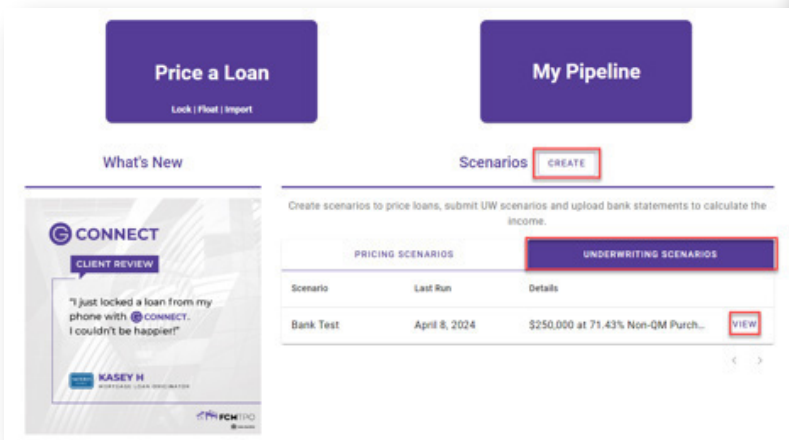
3. Provide additional information

4. Upload documents (Required)

Please select a document to upload or drag/drop files. Doc upload required for selected product.

Drop files here or [SELECT FILES](#)

[CREATE UW SCENARIO](#)



Price a Loan [Lock](#) | [Fleet](#) | [Import](#)

My Pipeline

What's New

CONNECT CLIENT REVIEW

"I just locked a loan from my phone with **CONNECT**. I couldn't be happier!"

KASEY H KASEY H INVESTMENT REAL ESTATE INC.

FCMTPO

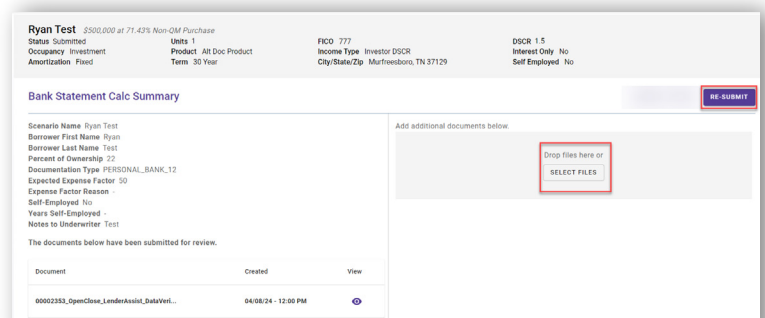
Scenarios [CREATE](#)

Create scenarios to price loans, submit UW scenarios and upload bank statements to calculate the income.

| Scenario | Last Run | Details |
|-----------|---------------|--|
| Bank Test | April 8, 2024 | \$250,000 at 71.43% Non-QM Purch... VIEW |

-To access saved Underwriting Scenarios, go to Home Page, and click on **"Underwriting Scenarios"** tab under Scenarios.

- Scenario will be reviewed by Underwriting Scenario Team
- Underwriting response will be sent to Loan Officer from scenarios@fcmtpo.com
- Click "View" on Scenario (from home screen) to add additional documentation, if needed



Ryan Test \$500,000 at 71.43% Non-QM Purchase

Status: Submitted State: Illinois FICD: 777 DSCR: 1.5

Occupancy: Investment Product: Alt Doc Product Income Type: Investor DSCR Interest Only: No

Amortization: Fixed Term: 30 Year City/State/Zip: Murfreesboro, TN 37129 Self Employed: No

Bank Statement Calc Summary [RE-SUBMIT](#)

Scenario Name: Ryan Test
 Borrower First Name: Ryan
 Borrower Last Name: Test
 Percent of Ownership: 22
 Documentation Type: PERSONAL_BANK_12
 Expected Expense Factor: 50
 Expense Factor Reason: Self-Employed: No
 Years Self-Employed: Test
 Notes to Underwriter: Test

The documents below have been submitted for review.

| Document | Created | View |
|---|---------------------|----------------------|
| 00002353_OpenClose_LenderAssist_DataVerl... | 04/08/24 - 12:09 PM | View |

FCM TPO Contacts and Loan Notifications

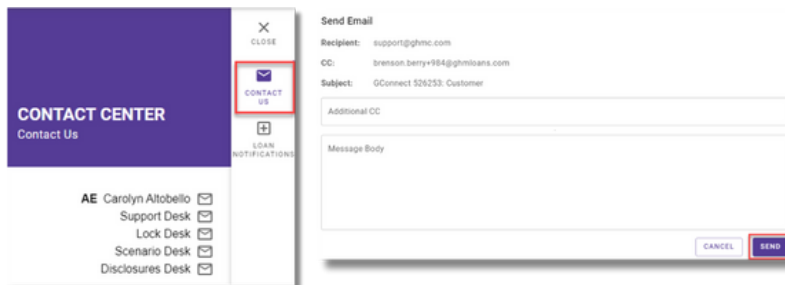
- Click on **Open Contact Center** to expand the Contact Center.

| | | | | |
|------------------------------|-------------------------------------|----------------------------------|---------------------------|-----------------------------|
| Loan # 526253 | Note Rate 6.875% | FICO 800 | DTI 16,18% / 19,5% | AE Carolyn Altobello |
| Status Clear to Close | Product Conv - 30 Year Fixed | Purpose Purchase | Lock Exp Date 3/27 | Support Desk |
| Borrower Ken Customer | Property Value \$380,000 | Address 784 N Morelock Rd | Channel Broker | Lock Desk |
| Loan Amount \$300,000 | | | | OPEN CONTACT CENTER |

To email a FCM TPO Contact, from the Contact Center, click on **CONTACT US**.

- Click on the contact's name to email.
- FCM TPO Account Executive is automatically cc'd.
- Type message and click on **SEND**.

Note: A copy of the email will also be sent to the email associated with the user's login for their record.



The screenshot shows the 'CONTACT CENTER Contact Us' interface. On the left, a list of contacts is shown with checkboxes: AE Carolyn Altobello, Support Desk, Lock Desk, Scenario Desk, and Disclosures Desk. The 'CONTACT US' button is highlighted with a red box. On the right, a 'Send Email' form is visible with fields for Recipient (support@ghmc.com), CC (brenson.berry994@ghmls.com), Subject (GConnect 526253: Customer), and Message Body. The 'SEND' button is highlighted with a red box.

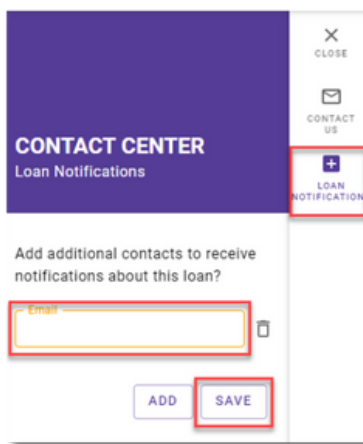
- To set up Loan Level Notifications, click on **LOAN NOTIFICATIONS**.

Note: Loan Notifications need to be set up on each loan. This is at the loan level.

- Click on **ADD**.
- Enter **Email** of recipient to receive Loan Level Notifications.

Note: You can add up to 10 recipients. Click ADD to enter multiple email addresses.

- Click **SAVE**.



The screenshot shows the 'CONTACT CENTER Loan Notifications' interface. The 'LOAN NOTIFICATION' button is highlighted with a red box. Below, a form asks 'Add additional contacts to receive notifications about this loan?' with an 'Email' input field highlighted by a red box. At the bottom, the 'ADD' and 'SAVE' buttons are highlighted with red boxes.

Other Helpful Contacts and Information

- **Scenario Questions:** scenarios@fcmtpo.com (Please include program type in the subject line)
- **NDC1 Correspondent Questions:** NDC1prepurchase@fcmtpo.com
- **Support Department:** support@fcmtpo.com
- **Lock Desk:** rates@fcmtpo.com
- **FHA Case Number Ordering:**

— FHA Case Numbers are ordered at the time of Initial Disclosure request.

- The FHA Case Number can be found within the loan in the below locations:
 - **Edit 1003** - Government tab
 - **View Docs** - Government Folder
- Contact fhacasenumbers@fcmtpo.com for questions regarding FHA Case Numbers.

Contact Information

OPERATION CENTER HEADQUARTERS
2100 W. Pleasant Grove Blvd. Suite 100
Pleasant Grove, UT 84062

Phone: 855-463-2630
Support: 877-449-1827

MORTGAGEE CLAUSES IN CORRESPONDENT'S NAME AND ADDRESS

Lender ID Numbers:

FHA: 5222209998
VA: 9750740000

Fees:

| | |
|--------------------------|-------|
| NDC1 Corr Purchase Fee: | \$995 |
| Streamline Purchase Fee: | \$595 |
| Flood Cert: | \$6 |
| Tax Service Fee: | \$70 |
| Attorney Review - TX: | \$225 |

9/24/24



2100 W. PLEASANT GROVE BLVD.
SUITE 100
PLEASANT GROVE, UT 84062
801-226-7456 | fcmtpo.com

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