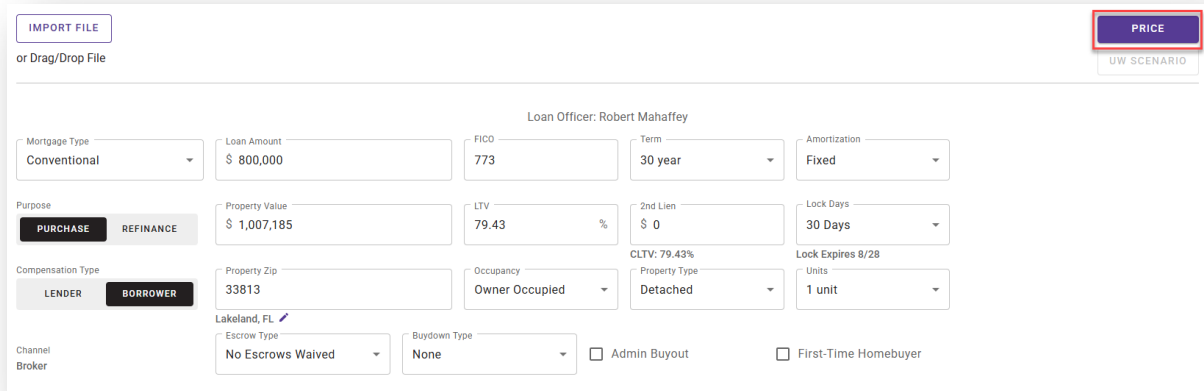# CIC (Change in Circumstance) Quick Guide

If a loan has adjustments that need to be made (loan amount, appraised value, adding a borrower, program change, etc), the loan will need to be refloated before the CIC can be requested.

- In order to re-float the loan, go to https://fuel.fcmtpo.com/ and click on loan from the **Pipeline**.

- Within the loan, click on **Float/Lock**.
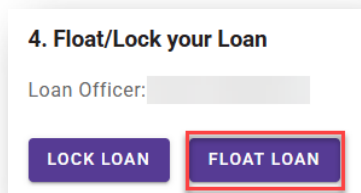
- From the pricing screen, make adjustments to the pricing screen, and then click **Price**.

- Scroll down to the bottom of the screen, and then click **Float Loan**.

- You can now request your CIC by clicking **Request CIC** within the loan in FUEL.
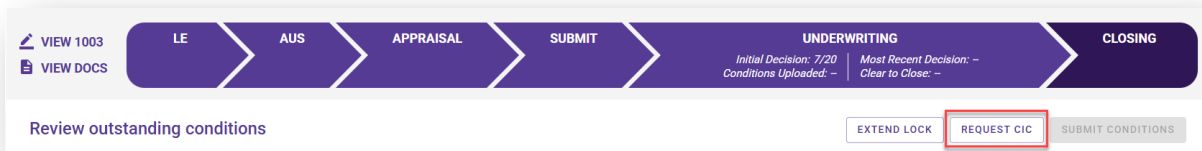
Locked Loan

You will follow the same steps for a **locked loan**.

- If there is a change after the loan has been locked, click on **Request CIC** and complete information.
- Click **Submit CIC Request** to complete submission request.
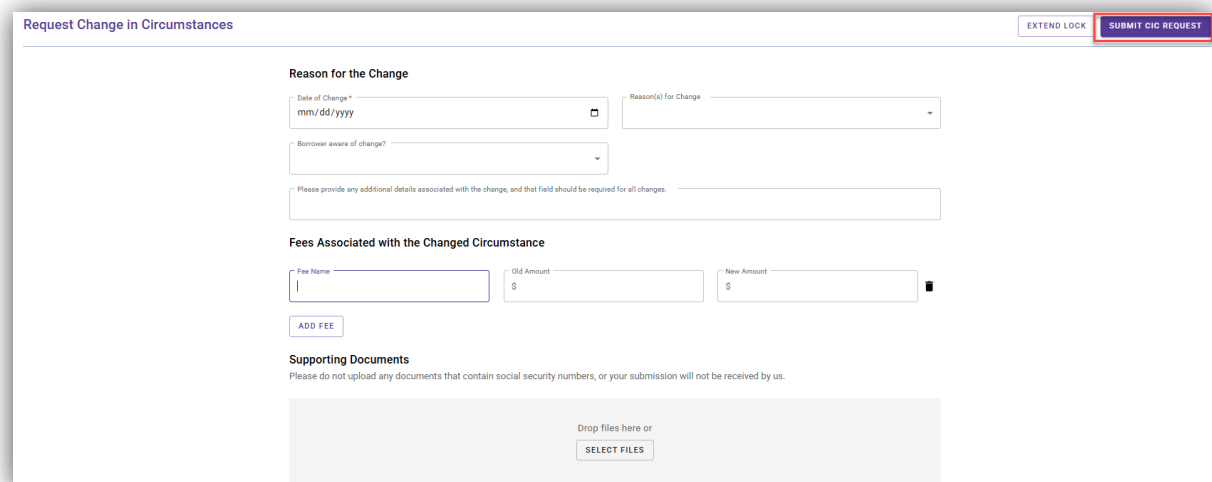- Send an email to the Lock Desk at lockdesk@fcmtpo.com to notify them of the changes.