

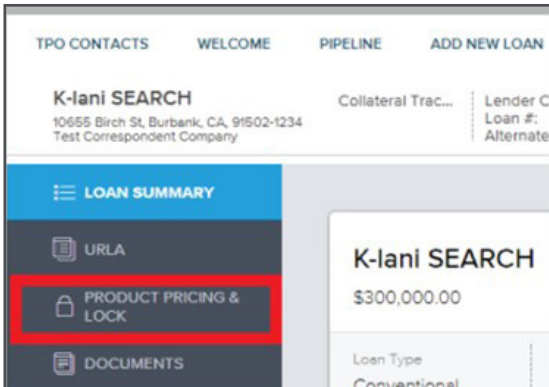
HOW TO: Request a Rate Lock Extension through TPO Connect

Login

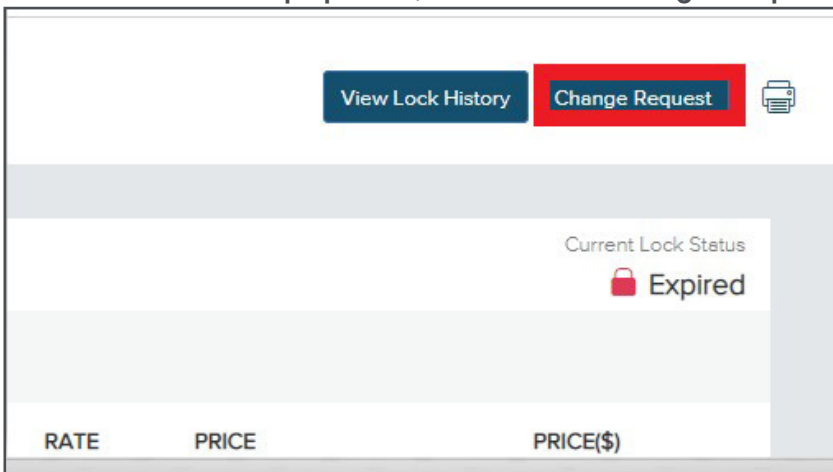
- Head over to <https://onqfinancial.com/tpo/> and select the log in tab off to the right.

Navigate

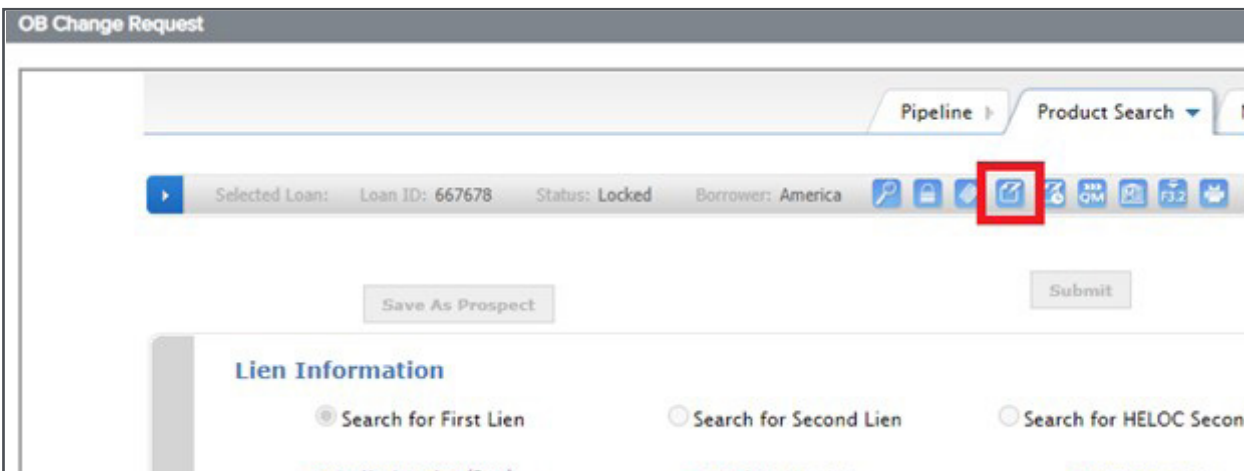
- Once logged in, go to "Pipeline" and select the loan you would like to extend.
- Select the "Product Pricing & Lock" tab:



- A new screen will populate, select the "Change Request" button in the top right corner:



- A new "Change Request" window will appear. Select the 4th icon from the left:



HOW TO: Request a Rate Lock Extension through TPO Connect (cont.)

- Select lock extension on number 1 and the lien type on number 2.
- Enter the number of days required for the extension on number 3, hit "Calculate" on number 4, and the cost of the extension will populate.
- Once you have reviewed your selections for numbers 1-4, select "Apply Change" on number 5:

Submit a change request

Select type of change request:

Lock Extension

1. Float Down

Profile Change

Relock

2. Select Lien: First Lien

3. Enter lock extension days: 15

4. Calculate Cost Cost Lookup

5. Apply Change

Your request will cost -0.100. Final Price after applying the cost is 103.204

- A confirmation screen will appear. Hit "Apply Change" at the bottom of the screen:

Submit Change Request

| Original Value | Change Request Value |
|----------------|----------------------|
| 100-125 | 99.985 |
| 30 | 37 |
| 12/15/21 | 12/22/21 |

Note

Email Secondary

| Note | Loan Status | Date/Time |
|---|-------------|-----------------------|
| A Profile Change has been applied. (System generated) | Locked | 12/9/2021 8:05:58 AM |
| Loan has been Locked (System generated) | Locked | 11/15/2021 2:33:14 PM |
| Loan has been registered (System generated) | Registered | 11/9/2021 5:50:04 PM |

- Once all changes have been completed, the following screen will appear. Log out of the loan *immediately* so the lock can be pushed to our lock desk by Optimal Blue.

Your change request was applied.