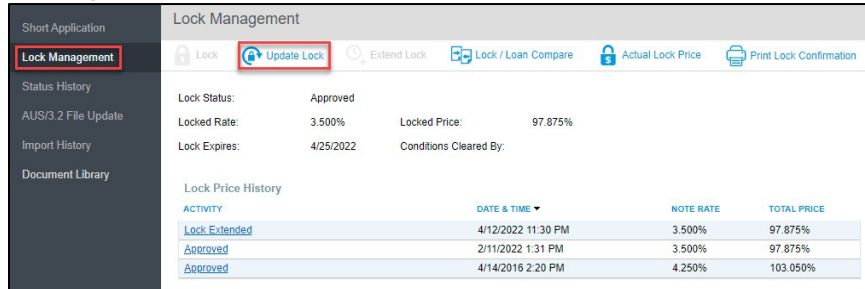# Update an Existing Lock - OB

HOW TO UPDATE AN EXISTING LOCK

- Select **View Pipeline** from the **Home** page.
- Select the applicable loan from the list to update.
- Select **LOCK MANAGEMENT** from the Navigation Tree.
- Click **Update Lock.**
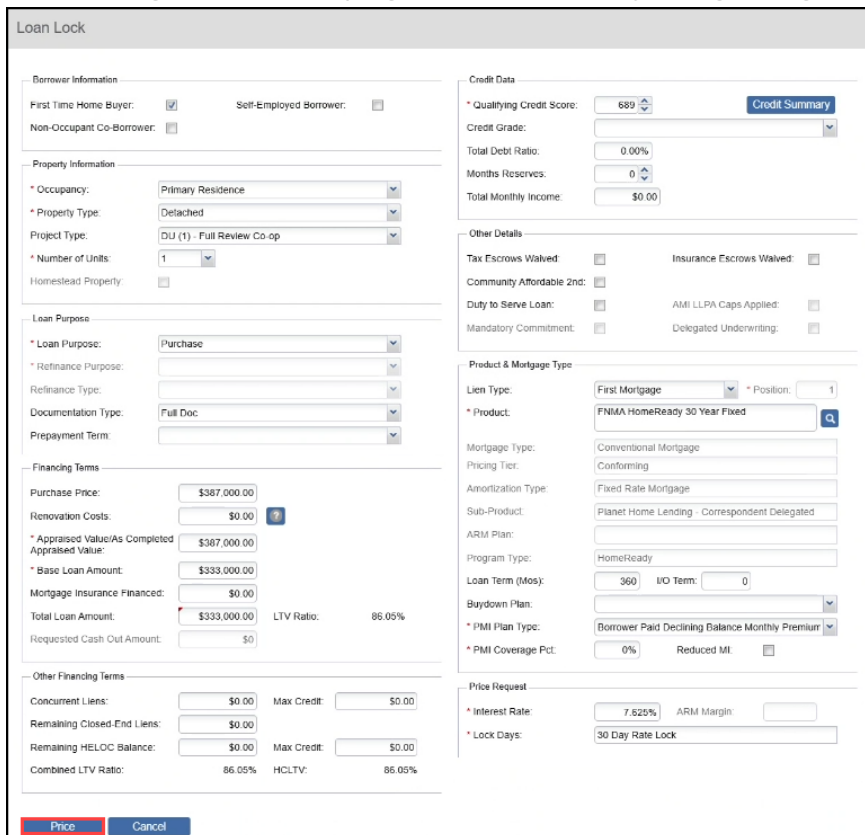
- Apply any necessary changes and once changes are complete, click **Price.**
  Note: For High Balance loan programs, select the Conforming Pricing tier.

- Review pricing details and confirm rates are accurate in the **Pricing Details** window.
- Click **Update Lock.**

- Review the Lock Confirmation and make one of the following selections:
    - If the details are correct, click **Confirm.**
    - If the details are incorrect, click **Cancel** to return to the **Loan Lock** page and make any necessary corrections Repeat the steps above to update the lock.

- Receive the following message as confirmation that the loan is locked.

- Click **Print Confirmation** to print out the updated lock.
- Click **OK** to complete.

Effective Oct 2025