

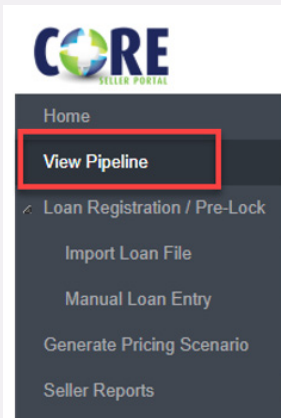
LOCK A REGISTERED LOAN

Q: How do I lock a Registered Loan?

A: The loan must be registered in CORE prior to locking. See Quick Start #2 for details on Registering a loan.

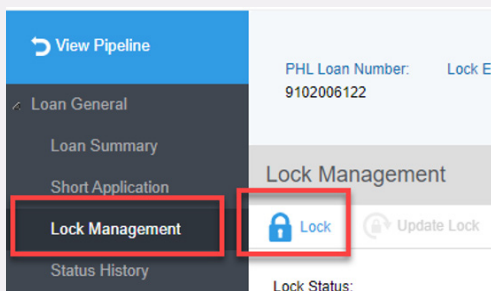
START HERE

- Go to www.PHLCorrespondent.com
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- From the Main Menu, select *View Pipeline*



Select a Registered loan from the list

- Locate loan in the *Pipeline* and double click *Seller Loan Number*
- Select **LOCK MANAGEMENT** from Menu



- Click on the Padlock symbol with the Lock label
- Review Information on screen and complete all of the required fields designated with a red asterisk (*)
- Select *Confirm*
- Select *Price*
- Select *Lock* and *Confirm*