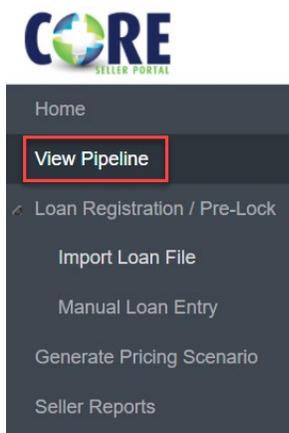


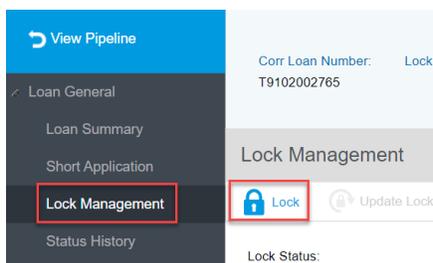
Lock a Registered Loan

THE LOAN MUST BE REGISTERED IN CORE PRIOR TO LOCKING. SEE HOW-TO REGISTER A LOAN GUIDE FOR DETAILS ON REGISTERING A LOAN.

- Login to the CORE Seller Portal
- From the Home page, select **View Pipeline**



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



- Click on the padlock icon with the lock label
- Review info on screen and complete all the required fields designated with a red asterisk (*)
- Select **Price**
- Review PRICING/ADJUSTMENTS and select **Lock then Confirm**

*The *Lock Management* feature will only be available based on your user access level.