



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.



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