



## **Request Exception Pricing**

**Exception Pricing** can be used to request off-sheet pricing or to lock a loan in accordance with a bid commitment. If the lock is part of a bid commitment, please reference that commitment in the Reason for Request field.

## FOLLOW THE BELOW STEPS TO REQUEST A LOCK EXCEPTION:

If the loan was already submitted but not locked, locate the loan in the pipeline.

- Click the Seller Loan Number.
- Select, Lock Management and select LOCK
- Complete any missing information on the Lock Screen, and select PRICE
- In Pricing Details, review pricing adjustments and select REQUEST EXCEPTION
- Complete the required fields on the Request Exception screen.





