Manage Your Loan Pipeline

This job aid provides you with information on managing your loan pipeline within the selling system. It provides details on using the Loan Pipeline functionality to search and manage your loans. This functionality allows you to filter information based on various criteria to narrow your search and list desired loans. It is recommended that you use the Loan Pipeline functionality first if you want to perform any action on a loan. The Loan Pipeline functionality is easily accessed via the left navigation bar.

Loan Pipeline Screen

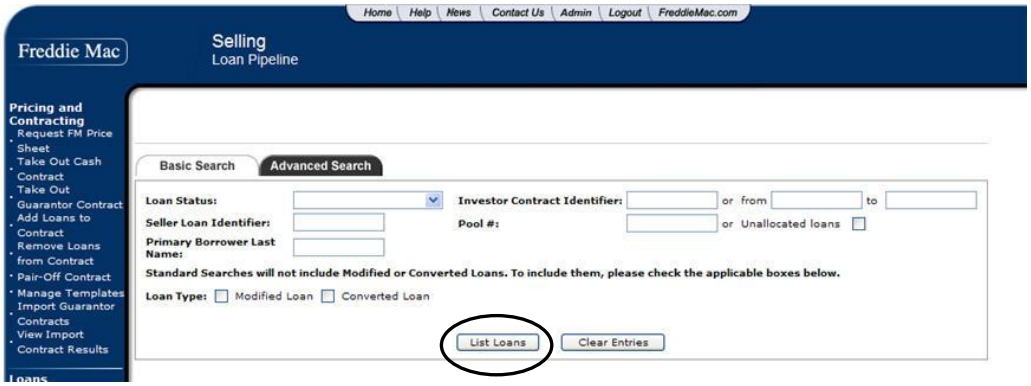
To better understand the layout of the Loan Pipeline screen, think of it as divided into four areas:

Loan Pipeline Screen	
Loan Pipeline Areas	**Description**
Basic Search	This is the default tab displayed upon entering the Loan Pipeline screen. This search is a fast way to access a specific loan or range of loans.
Advanced Search	This search tab allows you to enter additional criteria to search for your desired loan(s). Use the advanced search tab to display pipeline results that include additional columns such as delivery fee information.
Action buttons	The buttons provide access to the following functionality: ▪ View/Modify Loan ▪ Evaluate ▪ Delete ▪ Compare with LP ▪ Calculate Loan Acquisition Scheduled UPB Amount Action buttons available are dependent upon your user role and the status of the loan(s).
Loan Pipeline Results	This area lists the Loan Pipeline search results. The maximum number of loans that can be listed is 7000. The labeled data columns shown depend on whether you performed a Basic Search or an Advanced Search. Use the advanced search tab to display pipeline results that include delivery fee information.

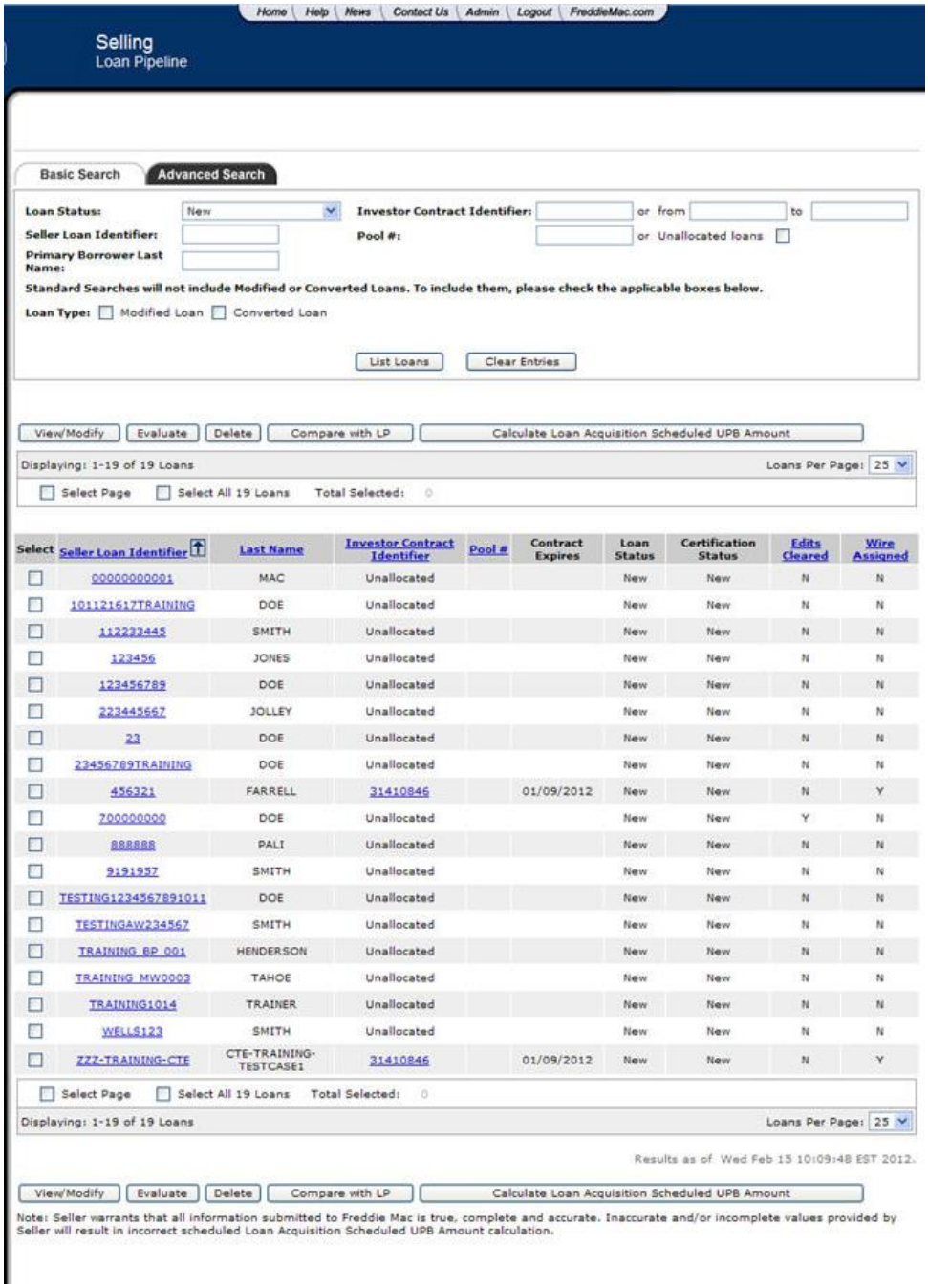
View Loan Pipeline

Follow the steps below to view your loan pipeline.

1. From the left navigation bar select **Loan Pipeline**. The Loan Pipeline Screen displays defaulting at the Basic Search tab.



2. At the Basic or Advanced Search tab, enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loan Pipeline screen re-displays with the loans that meet your criteria in the Loan Pipeline results section of the screen.



Select	Seller Loan Identifier	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
☐	00000000001	MAC	Unallocated			New	New	N	N
☐	101121617TRAINING	DOE	Unallocated			New	New	N	N
☐	112233445	SMITH	Unallocated			New	New	N	N
☐	123456	JONES	Unallocated			New	New	N	N
☐	123456789	DOE	Unallocated			New	New	N	N
☐	223445667	JOLLEY	Unallocated			New	New	N	N
☐	23	DOE	Unallocated			New	New	N	N
☐	23456789TRAINING	DOE	Unallocated			New	New	N	N
☐	456321	FARRELL	31410846		01/09/2012	New	New	N	Y
☐	700000000	DOE	Unallocated			New	New	Y	N
☐	888888	PALI	Unallocated			New	New	N	N
☐	9191957	SMITH	Unallocated			New	New	N	N
☐	TESTING1234567891011	DOE	Unallocated			New	New	N	N
☐	TESTINGAW234567	SMITH	Unallocated			New	New	N	N
☐	TRAINING_BP_001	HENDERSON	Unallocated			New	New	N	N
☐	TRAINING_MW0003	TAHOE	Unallocated			New	New	N	N
☐	TRAINING1014	TRAINER	Unallocated			New	New	N	N
☐	WELLS123	SMITH	Unallocated			New	New	N	N
☐	ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	31410846		01/09/2012	New	New	N	Y

Loan Pipeline Search Results

The pipeline column names that appear on the loan pipeline results list depend on whether you perform a Basic Search or an Advanced Search. The following table lists each column name displayed with the results, a brief description, and the search tab used which displays that column.

Column Header Name	Description/Definition	Search Tab Name
Seller Loan Identifier	This is the unique identifying number assigned by an institution to a loan application.	Basic & Advanced Tabs
Freddie Mac Loan #	This is the unique identifying number assigned by Freddie Mac to a loan after the loan has been allocated to a contract.	Advanced Tab
Primary Borrower Last Name	Last Name of borrower.	Basic & Advanced Tabs
Investor Contract Identifier	This is the contract number of the contract.	Basic & Advanced Tabs
Pool # (Guarantor and MultiLender only)	This is the PC Pool Number assigned to the contract.	Basic & Advanced Tabs
Contract Expires	The last date of a period of time a Seller has committed to deliver mortgages to fulfill a contract.	Basic & Advanced Tabs
UPB	Indicates the Unpaid Principal Balance of the loan.	Advanced Tab
Interest Rate	The original interest rate as indicated on the Note. Also known as Note Interest Rate.	Advanced Tab
Loan Reference Product Label	Indicates the product type assigned by the selling system based on the data delivered. For example, 30-year fixed conventional.	Advanced Tab
Loan Status**	Indicates the state a loan is in at a specific point during the loan life cycle. A loan has one of the following statuses: New, Certification Released, Ready to Fund, Settlement Locked, and Funded.	Basic & Advanced Tabs
Certification Status	Indicates if the loans in the contract have completed certification. Indicates if Form 1034E has been completed.	Basic & Advanced Tabs

Column Header Name	Description/Definition	Search Tab Name
Edits Cleared	Indicates by a Yes or No if all loan edits have passed evaluation.	Basic & Advanced Tabs
Wire Assigned	Indicates by a Yes or No if wires have been assigned to the contract.	Basic & Advanced Tabs
996E Complete	Indicates by a Yes, No, or N/A if the form 996E has been completed.	Advanced Tab
Requested Settlement Date (For Cash Only)	Seller requested. Indicates the date of payment to a Seller when Freddie Mac purchases a mortgage. Freddie Mac disperses payment to the Warehouse Lender or the Seller for a mortgage. The mortgage must be in the possession of Freddie Mac or the Custodian and certification must be complete by the final delivery date.	Advanced Tab
Total Delivery Fees	This column displays a link that shows the total fee dollar amount and basis points for each applicable delivery fee. The Fee Breakdown window will display the Seller Loan Identifier, Freddie Mac Loan Number, Investor Contract Identifier (if allocated to a contract), Unpaid Principal Balance (UPB), LP Price Level (for loans that have gone through LP), and Calculation Date for all loans. This pop-up window will also display the Base Price and Net Price. The “Fee Breakdown” window will display the following for all Guarantor Fixed Rate, WAC ARM Guarantor and MultiLender loans: Required spread (Gfee), Gfee Add-on adjustments (if applicable), Buy Up Buy Down and the Gfee Add-on (Temporary Payroll Tax Cut Continuation Act of 2011) information.	Advanced Tab

** Monitor the Pipeline’s Loan Status column on the Final Delivery date for loans in a Not Ready to Fund state and take corrective actions in order to move forward to Settlement Locked.

Loan Status

The chart below lists and defines each loan status possible.

Loan Status	
Status	**Definition**
New	A loan has been created in the selling system, but has not been certified.
Certification Released	A loan has been created in the system and has been successfully certified, but must be re-evaluated. Changes cannot be made to certified data fields. In addition, if using a warehouse lender, Freddie Mac must receive the executed Form 996E before the loan reflects the certification released status.
Ready to Fund	A loan has been allocated to a contract, successfully certified, and purchase edits have been cleared. You can make modifications to fields that are not included in the certification process and you can remove loans from a contract when loans are in this status.
Settlement Locked	A loan has been allocated to a contract, successfully certified, purchase edits have been cleared, and funding will occur within one business day. Once in this status, loan modifications cannot be made and the loan cannot be removed from the contract.
Funded	Indicates that the loan has funded.

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