Pricing & Locking a Non Delegated Loan
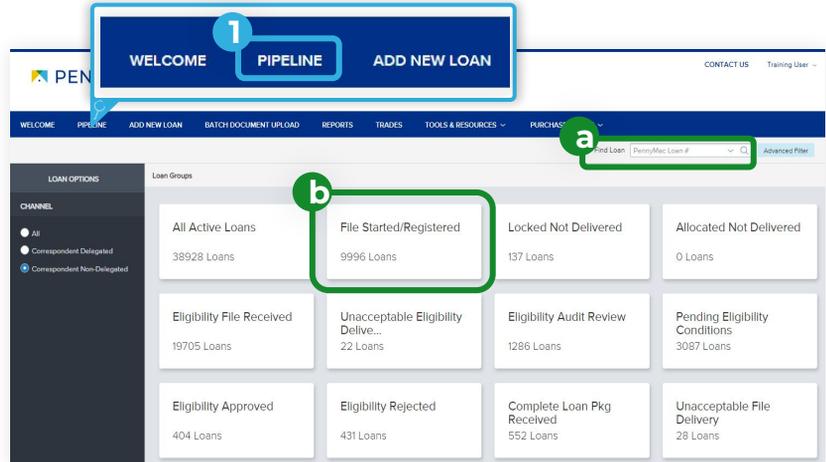## JOB AID

This Job Aid walks you through how to price and lock a Non Delegated loan in Pennymac's Portal.

A Once in the portal:
1. Click on the *Pipeline* tab.
2. There are two options to find your loan
   a. Introduce the loan number in the Search bar and select the corresponding loan.
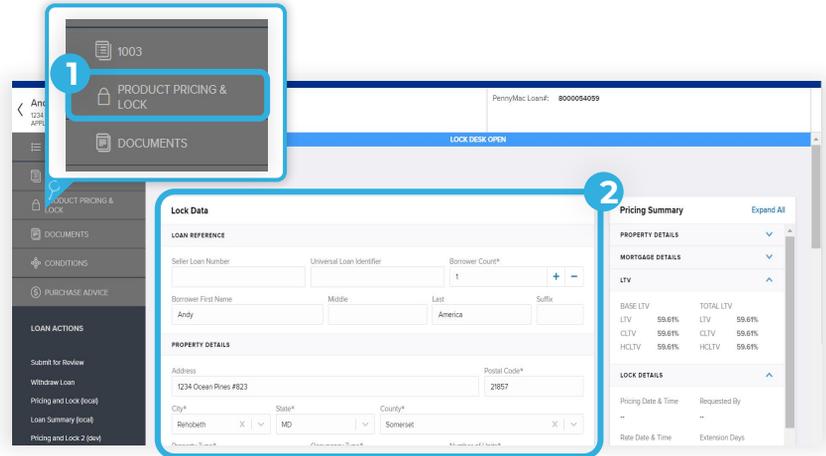   b. Find the corresponding loan in the *File Started/Registered* tile

B Once in the loan summary page:
1. Click on the *Product Pricing & Lock* tab.
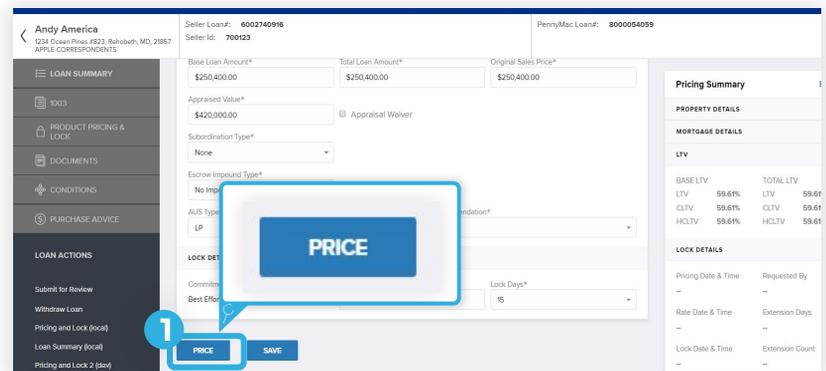2. Complete the required fields.

Uploaded loans will auto populate basic fields. Fields marked with an * must be entered manually.

⚠️ **ATTENTION!**

Select a specific rate or leave blank to view all rates. All Rates displayed may not be available for this loan.

C When all required fields are completed:
1. Click the Price button at the bottom of the screen to be directed to a pricing summary page.

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D Once in the Summary page, scroll down to see the pricing results and the LLPA´s table. To lock the loan:

1. Click the Lock button for the chosen rate in the Pricing Results table.

For each rate there is a base price, adjustments and a total price (% of the face value of the loan) that the customer receives.

E A message appears to confirm the selection:

1. Click the Yes button to lock the selected rate.

F A Lock Confirmation screen showing all the loan information is displayed.

1. The Lock Confirmation screen can be printed by clicking the Print button.

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