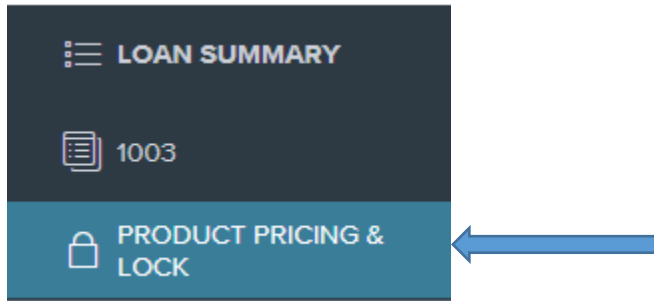


Requesting a Lock Extension in TPO Connect

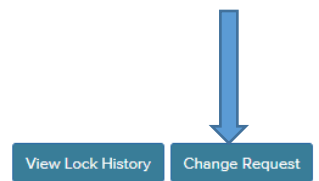
To request a lock extension in TPO Connect, follow the steps below:

Step 1: From the Loan Summary section, select Product Pricing & Lock:

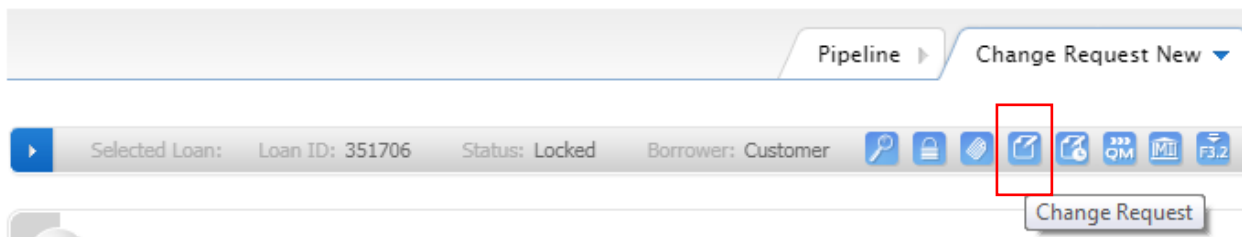


Step 2: Select the Change Request button:

Product, Pricing &
Lock



Step 3: Click on the *Change Request* button:



Step 4:

- Verify field 1= Lock Extension
- Verify field 2= First Lien
- Enter the number of extension days in field 3
- Click on the *Calculate Cost* button to determine the cost for the extension in field 4
- Click on the *Submit Request* button in field 5

Submit a change request

Select type of change request:

1. Lock Extension
2. Select Lien:
3. Enter lock extension days:
4. **Cost Lookup** Your request will cost **0.100**. Final Price after applying the cost is **0.049**.
5.

Step 5: Review the *Change Request Values* and click on the *Submit* button:

Pipeline | Change Request Submit | New Search | Consumer | RateSheet

Selected Loan: Loan ID: 351706 Status: Locked Borrower: Customer

Loan Field	Original Value	Change Request Value
Price	100.051	99.951
Lock	30	40
Lock Expiration LO	7/06/20	7/16/20
Discount/Rebate (\$/%)	-0.051% (-\$128)	0.049% (\$122)

Step 6: Upon submission of the request, the extension will show in *Pending* status:

Pipeline | Change History | New Search | Consumer | RateSheet

Selected Loan: Loan ID: 351706 Status: Locked Borrower: Customer

Request Submitted	User	Type	Status	Cost	Details
6/4/2020 9:54:59 AM	CHM TEST TPO	Lock Extension	Pending	-0.100	View Details