



JOB AID: NDC-Creating a new loan

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 09/09/2025

Community Wholesale Lending
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JOB AID: NDC-Creating a new loan

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1. Overview

This job aid provides step-by-step guidance on creating NDC loans in the CWL system, including choosing a program and managing origination charges.

2. Step-by-Step Instructions

1. Pipeline view

- From your pipeline view, select Start a new loan

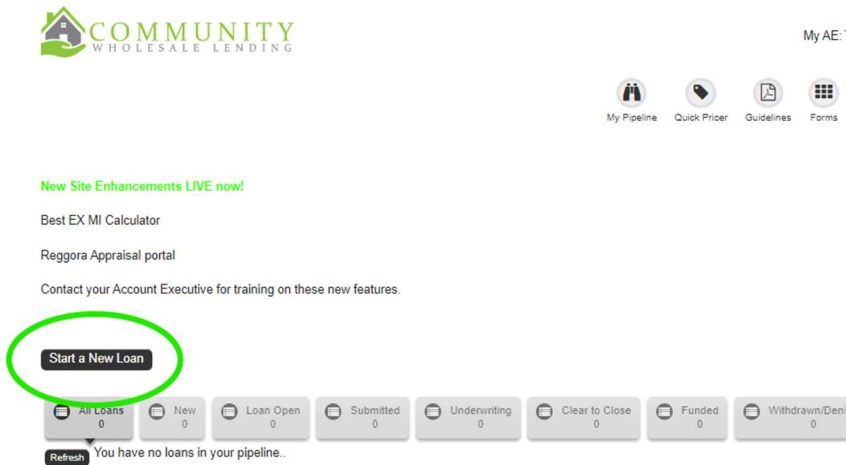


Figure 1. Pipeline view

2. Upload your current MISMO 3.4 file

- Be sure your file is up to date before uploading
- Browse for your file or drag it to the upload box.

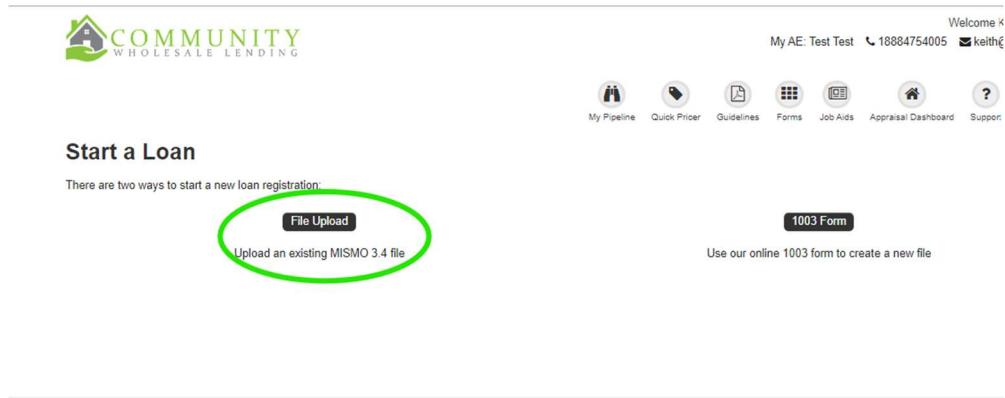


Figure 2. Start a loan

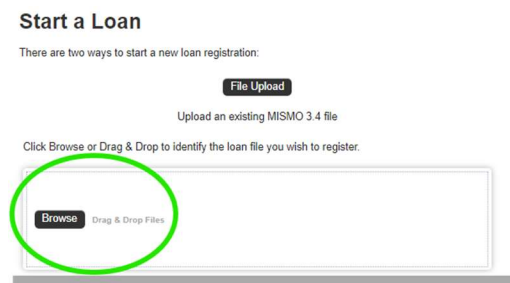


Figure 3. Browse and upload

3. Validate borrowers' information

- Clear all alerts by selecting view field and entering in the appropriate information

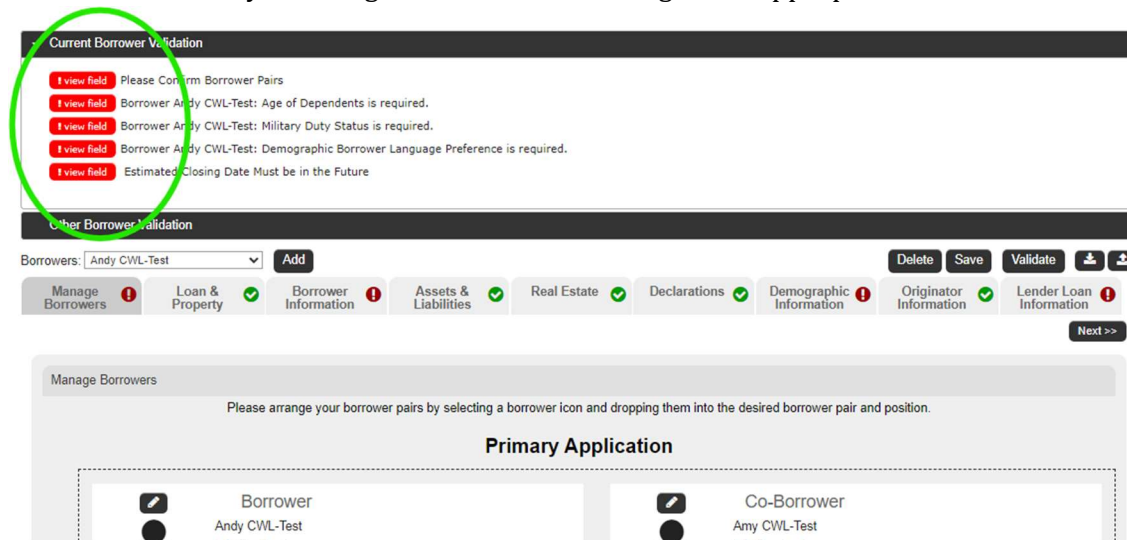


Figure 4. Validate borrowers' information

4. Manage borrowers

-If you have borrowers that are on the same application, be sure they both show under primary application by dragging the additional applicant to the primary application field

Current Borrower Validation

Borrowers: Andy CWL-Test Add Save Validate

Manage Borrowers Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information Originator Information Lender Loan Information

Next >>

Manage Borrowers

Please arrange your borrower pairs by selecting a borrower icon and dropping them into the desired borrower pair and position.

Primary Application

Borrower
Andy CWL-Test
info@cwleand.com
Birthdate: 02/28/1967

Additional Application

Borrower
Amy CWL-Test
info@cwleand.com
Birthdate: 01/31/1967

Confirm Pairings

*****IMPORTANT***** If borrowers are on a joint credit report, both must be dragged to primary applicant line. Do not confirm pairs prior to completing.

☐ Confirm Borrower Pairs are Correct

Figure 5. Manage borrowers

5. Multiple borrowers

-If the application has multiple borrowers that are listed on different applications, select the drop down to review each application

Current Borrower Validation

view field Borrower Amy CWL-Test: Demographic Borrower Language Pre

Borrowers: Amy CWL-Test Add Remove

Manage Borrowers Loan & Property Borrower Information Assets & Liabilities

Manage Borrowers

Please arrange your borrower pairs by sel

Figure 6. Additional Applications

6. Select a loan program
-navigate to the initial pricing screen

Loan #: - Andy CWL-Test

Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 123 Broadway Blvd. San Diego CA

Loan Snap - Andy CWL-Test

☒ Validate 1003 ☒ Initial Pricing ☐ Create Loan

Figure 7. Loan program

7. Selecting a loan program
-Confirm channel shows as CorrNonDel
-Enter the Origination Fee being charged

Loan #: 8500253017 - Andy CWL-Test

Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 123 Broadway Blvd. San Diego CA
Loan Program: 30 YR FIXED FNMA CWL

Account Manager
Name: Karla Villela
Email: karla@cwlelend.com
Phone #: (909) 652-0780

Loan Snap - Andy CWL-Test

☒ Edit 1003 ☒ Credit / AUS ☒ Price & Lock ☐ Fees ☐ Disclosure ☐ Submit

Lock / Price

Last Priced On: 2025-09-05 14:57:05 Program: 30 YR FIXED FNMA CWL Rate: 5.990 Price: 99.012

Loan Scenario		Pricing Details	
Mortgage Information		Paid By Seller	
Non-QM	<input checked="" type="radio"/> No <input type="radio"/> Yes	Seller contribution:	0
Loan type *	Conventional	Apply seller contribution to discount?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Loan Purpose *	Purchase	100% of your compensation will be paid by the borrower:	4800
Lien position	<input checked="" type="radio"/> First <input type="radio"/> Second	3rd party closing costs:	8888
Doc type *	Full	Add lender fee:	1890
Loan term	30 Year	Total 3rd party costs:	10778
Amortization	<input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM	Total 3rd party and compensation costs:	15578
Low-Mid FICO	739	Allowable lender credit:	10778
Is there a Co-Borrower?	<input type="radio"/> No <input checked="" type="radio"/> Yes	Amount to be applied:	0
DTI *	0.00	Discount to buy the rate down:	6000
Underwriting Result *	DU Approve/Eligible	Remaining cash from borrower for fees after lender credit:	15578
Liquid Asset *	500	Amount to be built into pricing:	0
Self Employed	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Waive Escrows	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Mtg insurance	None		
First Time Homebuyer?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Agency Program	N/A		
Combined Monthly Income	17500		
AMI / Limit:	160.55% / \$130800		
Property Information			
Property zip *	92108	Property type *	PUD
Property state *	CA	Financed Properties	1
Property city *	San Diego	Occupancy type *	Primary

Figure 8. Loan program

8. Pricing Details

-Allowable lender credit

-Enter how much rebate is being collected

-Discount to buy the rate down

-Enter the discount that is being charged to the buyer

-Select *get pricing*

Pricing Details

	Paid By Seller	Remaining
Seller contribution:	0	
Apply seller contribution to discount?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
100% of your compensation will be paid by the borrower:	4800	4800
3rd party closing costs:	888	
Add lender fee:	1890	
Total 3rd party costs:	10778	10778
Total 3rd party and compensation costs:	15578	15578
Allowable lender credit:	10778	
Amount to be applied:	0	
Discount to buy the rate down:	6000	
Remaining cash from borrower for fees after lender credit:		15578
Amount to be built into pricing:	0	

Figure 9. Pricing Details

-If the information entered into the pricing tab doesn't meet the program requirements, you will see that notification as "ineligible". Select on the icon to see the reason the program is not eligible.

Rate	Price	Rebate/Discount	Fee
30 YR FIXED CONF 1-0 BUYDOWN CWL	Ineligible ⓘ		
30 YR FIXED CONF 2-1 BUYDOWN CWL	Ineligible ⓘ		
30 YR FIXED CONF 3-2-1 BUYDOWN CWL	Ineligible ⓘ		
30 YR FIXED FHLMC CWL	Ineligible ⓘ		
30 YR FIXED FHLMC HIGH BAL CWL	Ineligible ⓘ		
30 YR FIXED FNMA CWL	Ineligible ⓘ		
30 YR FIXED FNMA HIGH BAL CWL	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 1	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 2	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 5	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 6	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 8	Ineligible ⓘ		
30 YR FIXED JUMBO EXPRESS 9	Ineligible ⓘ		

Figure 10. Ineligible results

9. Select rate

- Select the applicable rate
- click select rate

	Rate	Price	Rebate/ Discount	P&I
30 YR FIXED FNMA CWL				
	5.000	98.089	\$12,515	\$1,717.83
	5.125	98.628	\$10,798	\$1,742.38
Select	5.250	97.353	\$8,470	\$1,787.05
Select	5.375	97.943	\$8,582	\$1,791.91
Select	5.499	98.177	\$5,833	\$1,818.72
Select	5.500	98.488	\$4,838	\$1,818.92
Select	5.625	98.943	\$3,382	\$1,842.10
Select	5.750	99.005	\$3,184	\$1,887.43
Select	5.875	99.489	\$1,835	\$1,892.92
Select	5.990	99.720	\$896	\$1,918.50
Select	6.000	99.922	\$249	\$1,918.58
Select	6.125	100.285	(\$911)	\$1,944.35
Select	6.250	100.108	(\$345)	\$1,970.30
Select	6.375	100.556	(\$1,779)	\$1,996.38

Pricing Snapshot

Program Name: 30 YR FIXED FNMA CWL
Comp Source: BorrowerPaid
Lock Term: 30 Day
P&I Payment: 1,842.10
Lender Fee Buyout: No
Borrower discount: \$3382

	Rate	Price
Base	5.625	100.318

Adjustments	Rate	Price
PUR, TERM > 15 YR, SCORE >= 700-719, LTV > 75, LTV <= 80	0.000	-1.375

	Rate	Price
Final	5.625	98.943

Final Price: The pricing engine compares the adjusted price after LLPAs/adjustments and caps at the Max Price allowable per program. LPC (if applicable) is then deducted to calculate the Final Price.

Select Rate

Figure 11. Selecting rate

10. Create Loan

- Complete all required fields
 - Loan Officer, Processor, Purchase Advice (PA) Contact
 - If you have additional users (LOA, additional processor) they can be added under the *additional processor* field

Loan #: - Andy CWL-Test

Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 123 Broadway Blvd, San Diego CA

Loan Snap - Andy CWL-Test

Validate 1003 Initial Pricing Create Loan

Create Loan

Save Delete Create Loan		
Borrower: Andy CWL-Test	Credit Score: 720	Channel: ConNonDel
Co Borrower: Amy CWL-Test	Product: 30 YR FIXED FNMA CWL	Loan Officer: * Mary Luck
Address: 123 Broadway Blvd, San Diego CA	Rate: 5.125	Processor: * Mary Luck
Loan Purpose: Purchase	Price: 100.365	PA Contact: * -- Select --
Purchase Price: 400,000		Additional Processor: * -- Select --
Appraised Value: 400,000		
Loan Amount: 320,000		

Figure 12. Create Loan

⚠ WARNING: Do not skip step 8 as your disclosures and loan fees could be affected.

3. Quick Tips / Common Errors to Avoid

- ✓ Before uploading your MISMO file, be sure your file is complete
- ✓ Confirm all fees listed in the pricing screen to ensure your fees are being charged correctly

4. Support

Need help? Contact parcsupport@cwlend.com