

JOB AID: Requesting a Rate Lock Extension/Re-Lock

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 08/25/2025

Community Wholesale Lending parcsupport@cwlend.com | www.cwlend.com

JOB AID: Requesting a Rate Lock Extension/Re-Lock

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1. Overview

This job aid provides step-by-step guidance on requesting rate lock extensions and re-locks within the CWL systems.

2. Step-by-Step Instructions

- 1. Loan Snapshot Screen
 - Navigate to the loan snapshot screen

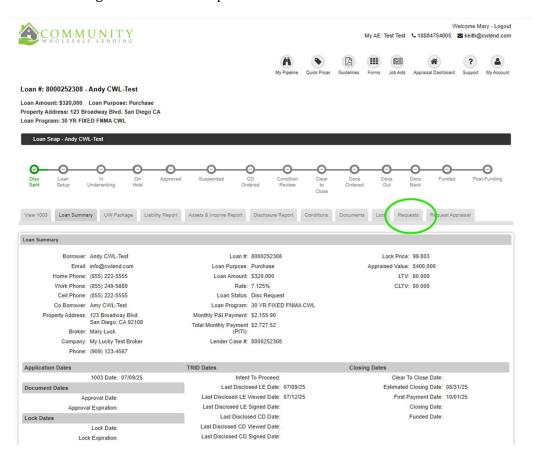


Figure 1. Loan Snapshot screen

2. Request lock extension/re-lock

- Choose the Request option from the loan snap screen

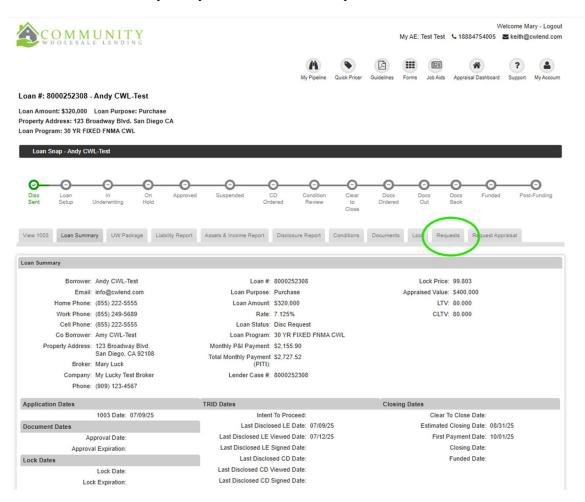


Figure 2. Request screen

3. Request lock extension/re-lock

- Choose the Request option from the loan snap screen

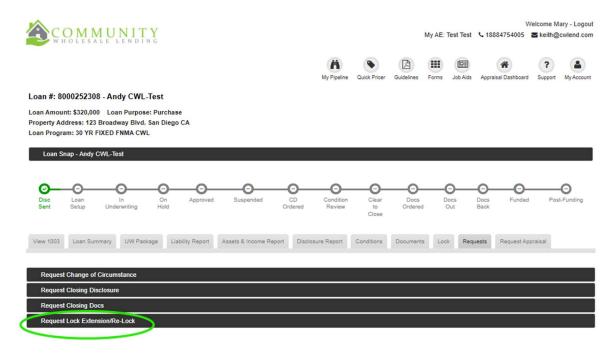


Figure 3. Requesting lock extension/Re-Lock

4. Extension/Re-lock options

- Choose the option to extend or re-lock
- Choose the amount of time you would like to extend/re-lock
- Submit Request

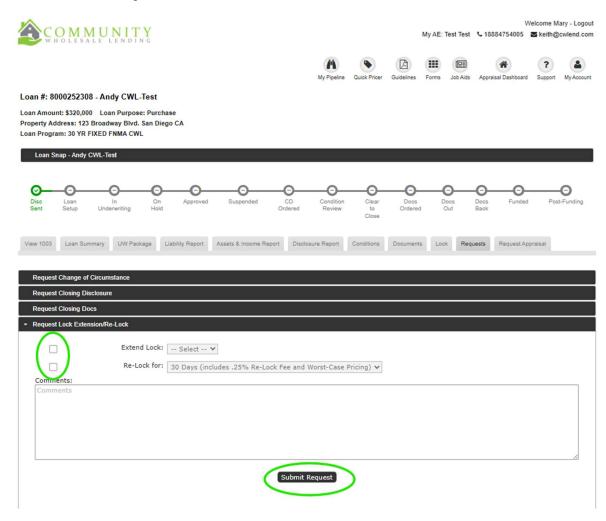


Figure 4. Submitting your request

4. Support

Need help? Contact parcsupport@cwlend.com

Need Pricing Options? Contact lockdesk@cwlend.com