



JOB AID: Creating a new loan

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 08/27/2025

Community Wholesale Lending
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1. Overview

This job aid provides step-by-step guidance on creating a new loan within the CWL System

2. Step-by-Step Instructions

1. Pipeline view

- From your pipeline view, select Start a new loan

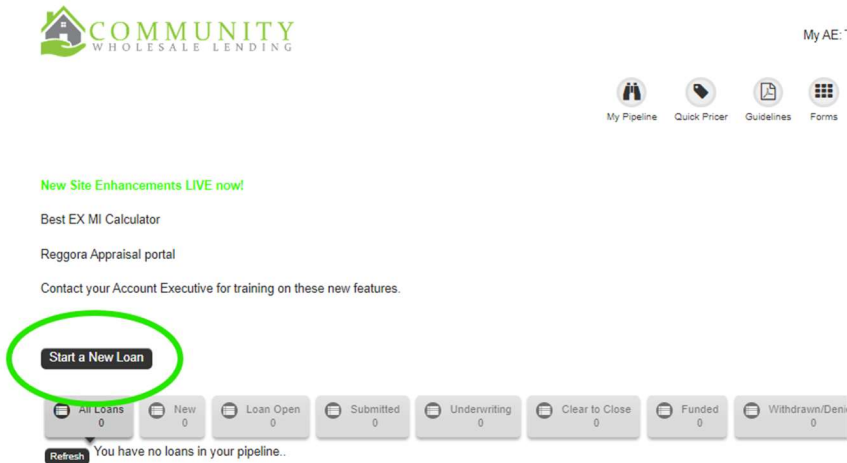


Figure 1. Pipeline view

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.

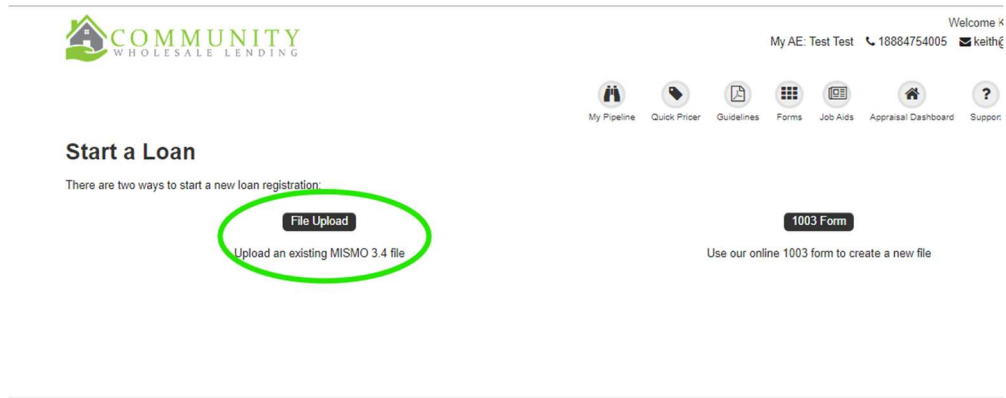


Figure 2. Start a loan

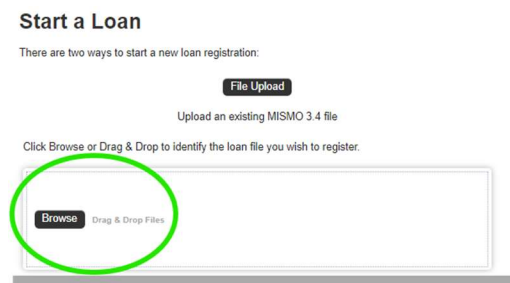


Figure 3. Browse and upload

3. Validate your borrowers' information

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

Current Borrower Validation

- I view field** Please Confirm Borrower Pairs
- I view field** Borrower Andy CWL-Test: Age of Dependents is required.
- I view field** Borrower Andy CWL-Test: Military Duty Status is required.
- I view field** Borrower Andy CWL-Test: Demographic Borrower Language Preference is required.
- I view field** Estimated Closing Date Must be in the Future

Other Borrower Validation

Borrowers: Andy CWL-Test **Add** **Delete** **Save** **Validate** **Share** **Share**

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@cwlelend.com
Birthdate: 02/28/1967
- Co-Borrower**
Amy CWL-Test
info@cwlelend.com
Birthdate: 01/31/1967

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** **Share** **Share**

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

Manage Borrowers

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info@cwlelend.com
Birthdate: 02/28/1967
- Co-Borrower**
Amy CWL-Test
info@cwlelend.com
Birthdate: 01/31/1967

Additional Application

- Borrower**
Amy CWL-Test
info@cwlelend.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

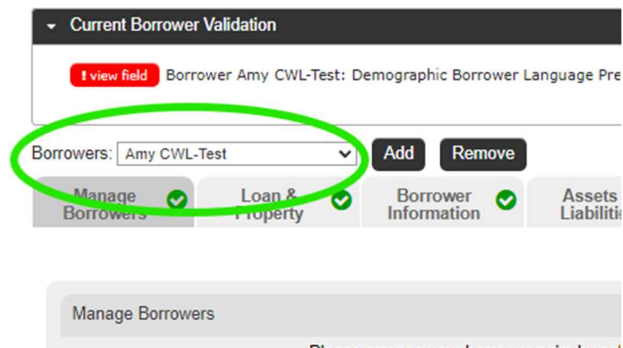


Figure 6. Additional Applications

6. Selecting a loan program

-navigate to the initial pricing screen
-complete all fields with the red asterisk (*)
-select get pricing
-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.



Figure 7. Loan program

7. Initial Pricing Screen

- complete all fields with the red asterisk (*)
- select get pricing

Initial Pricing

Loan Scenario

Mortgage Information

Non-QM ☒ No ☐ Yes

Channel

Loan type BP: 2,000

Loan Purpose Full-time price 400000

Lien position ☒ First ☐ Second

Doc type Est value 400000

Loan term Loan amount 320000

Amortization ☒ Fixed ☐ ARM Sub Financing 0

Low-Mid FICO CLTV 80,000

Is there a Co-Borrower? ☐ No ☒ Yes

DTI

Underwriting

Waive Escrows ☒ No ☐ Yes

Mtg insurance

First Time Homebuyer? ☒ No ☐ Yes

Agency Program

Combined Monthly income

AMI / Limit: 175.73% / \$119500

Property Information

Property zip Property type

Property state Financed Properties

Property city Occupancy type

Lock Term: 30 Day

Get Pricing

Today's pricing has expired and is no longer available. Pricing will be available from 8:30am PST to 5:00pm PST the following business day. Please come back during that time to request the lock.

Figure 8. Initial Pricing

-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	Number Discount	Rate
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 8	Ineligible		
30 YR FIXED JUMBO EXPRESS 8	Ineligible		
30 YR FIXED JUMBO EXPRESS 9	Ineligible		

Figure 9. Ineligible results

8. Select rate

- Select the applicable rate
- under pricing snapshot 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	\$895	\$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 10. Selecting rate

9. Create Loan

- select create loan. This step will assign a loan number to your file.

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: 710	Channel: Wholesale
Co Borrower: Amy CWL-Test	Product: 30 YR FIXED FNMA CWL	Loan Officer: Keith Test
Address: 123 Broadway Blvd. San Diego CA	Rate: 5.625	Processor: -- N/A --
Loan Purpose: Purchase	Price: 98.943	
Purchase Price: 400,000		
Appraised Value: 400,000		
Loan Amount: 320,000		

 **TIP: Always confirm borrower pairing before proceeding.**

4. Support

Need help? Contact parcsupport@cwlend.com