



Rate Lock Tutorial

In an effort to provide you with the best customer service, we have provided a tutorial that will walk you through the process of locking your loans.

Attached is a step by step guide to assist with this process.

Step 1.

First, you must log onto our website. <http://www.michiganmutual.com>
Enter your username and password (case sensitive) then click “Login”. If you do not have a login to our web site please e-mail our client relations department at clientrelations@michiganmutual.com.



STEP 2

On the left portion of our website you will see a list of broker tools. On this list there is a “Rate Lock” option. Select this.

Michigan Mutual, Inc. - Windows Internet Explorer
https://www.michiganmutual.com/login.asp

Michigan Mutual, Inc.
MICHIGAN MUTUAL, INC.
YOUR HOME LOAN PARTNER

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Welcome, TESTUSER

Please choose an option from the navigation on the left to begin.
Please remember to [logout](#) when you are finished.

We are currently locking loans on Ratesheet022409 as of 10:40 am
Current Underwriting Production (as of 02/24/09 11:00 AM)

Conventional Loans	02/20/09
FHA Loans	02/19/09
Conditions	02/20/09

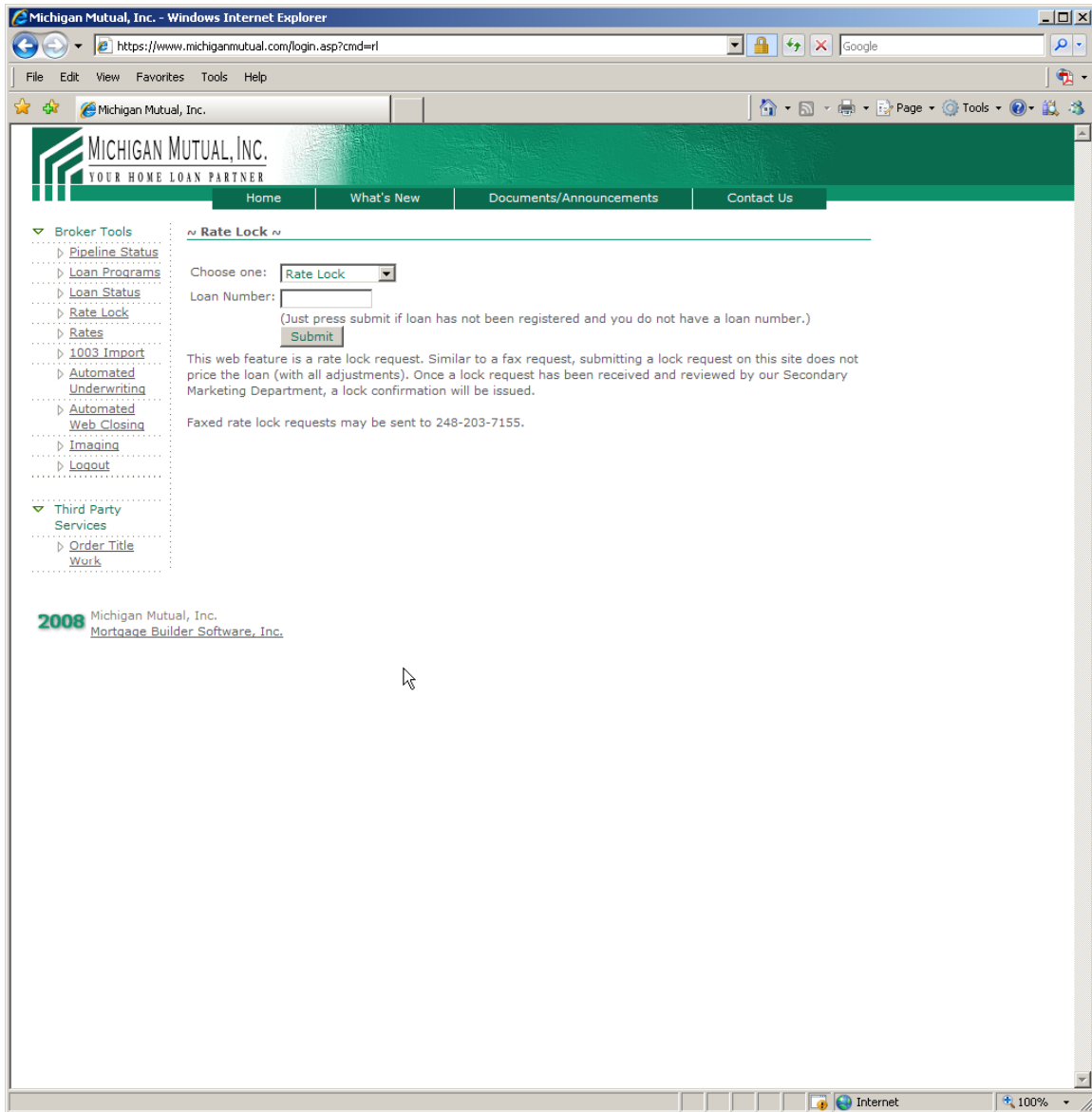
**** RATES ARE SUBJECT TO CHANGE AT ANY TIME**

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[Mortgage Builder Software, Inc.](#)

Internet 100%

STEP 3

After clicking on the “Rate Lock” link, you will be brought to the first page of the rate lock process. From this screen you can choose to Lock or Extend your rate lock. If you are locking a loan and do not have a loan number simply click the “Submit” button. If you have your loan number (found on the new submission form or underwriting disposition) enter your loan number in the “Loan Number” field and click “Submit”.



STEP 4

Your screen will look like this:

The screenshot displays a web browser window titled "Michigan Mutual, Inc. - Windows Internet Explorer". The address bar shows the URL "https://www.michiganmutual.com/login.asp?cmd=rl". The page header includes the Michigan Mutual, Inc. logo and navigation links: Home, What's New, Documents/Announcements, and Contact Us. A left-hand navigation menu lists various tools and services, including "Broker Tools" (Pipeline Status, Loan Programs, Loan Status, Rate Lock, Rates, 1003 Import, Automated Underwriting, Automated Web Closing, Imaging, Logout) and "Third Party Services" (Order Title Work). The main content area is titled "Rate Lock" and contains a form with the following sections:

- LOCK**
- Company Information**
 - Company Name: TEST GENERIC BROKER
 - Loan Officer: [Dropdown] * Email Address: [Text Box]
 - Alternate Contact: [Dropdown] * Email Address: [Text Box]
- Borrower(s) Information**
 - Borrower Information**
 - Last*: [Text Box] First*: [Text Box] Middle: [Text Box] Social Security*: [Text Box] FICO*: [Text Box]
 - No dashes - please enter numbers only!
 - Co-Borrower Information**
 - Last: [Text Box] First: [Text Box] Middle: [Text Box] Social Security: [Text Box] FICO*: [Text Box]
 - No dashes - please enter numbers only!
- Property Information**
 - Property Address**
 - Street Number*: [Text Box] Street Name*: [Text Box]
 - City*: [Text Box] State*: [Dropdown] Zip Code*: [Text Box]
 - Occupancy**: [Dropdown] *
 - Property Type**: [Dropdown] *
- Loan Detail**
 - Loan Amount*: [Text Box] Appraised Value*: [Text Box] Purchase Price: [Text Box] Rate*: [Text Box]
 - If government loan type, enter base amount without UFMP
 - Subordinate Financing Amount: [Text Box] LTV: [Text Box] CLTV: [Text Box] Loan Purpose: [Dropdown] * Waive Escrows*: [Dropdown]
 - Base Price*: [Text Box] Expected Net Price*: [Text Box]
 - Loan Type: [Dropdown] * (Please select a Loan Type)
 - Loan Program: [Dropdown] * (Please select a Loan Program)
 - Underwriting Type: [Text Box]

Once the information has been completed click "Lock Rate" in the in the lower right hand corner of the screen. If you provided a loan number in the step above most of the information will auto fill based on the information provided when the loan was submitted.

STEP 5

Print this screen as conformation your lock was submitted.

