

Loan Manager

Lock a Loan

1. Go to the Motive's website at www.motivelending.com, click on "Loan Manager" and "Log-In".
2. If successful, you will be on the landing page that contains the icons "View Pipeline", "New Loan", "Product & Pricing" & "Manage Account".
3. Click on "View Pipeline".
4. Click "View/Edit" next to the loan you wish to lock.
5. Click "Lock Request" on left-hand side.
6. On the "Lock Request" page, scroll through the fields to make sure all fields with an "Asterisk" are filled in and accurate.
7. Click "Lock Request".

****If the following statement appears click on "Product & Pricing" in the upper right-hand corner to rerun your rate/price scenario** "The product and pricing information in this request is more than 60 minutes old. Please complete a new product and pricing search and try the request again".**

- a. Scroll through the page to make sure all "Asterisk" fields are completed & accurate.
 - b. Input "Target Rate" and "Target Lock Period"
 - c. Select "Lender" for "Loan Originator is Paid By:"
 - d. Click "Next"
 - e. Select "Eligible Program" by clicking on the "+" button next to the "Program Name".
 - f. Click on "View/Select" next to the applicable "Rate/Price" desired.
 - g. Click the button that only says "Continue".
 - h. Click "Lock Request" as stated in #7 above.
8. If your "Lock Request" was successful you will be returned to the "Loan Details" screen and a "Green" statement will appear saying "Your lock request has been placed".