



ROYAL
PACIFIC
— FUNDING —



Delegated RPF CONNECT User Guide

December 18, 2020



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Introduction

RPF CONNECT Delegated User Guide provides the necessary instructions for you to work in RPF's Seller Portal, which interfaces directly to our loan origination system (LOS). RPF CONNECT Portal lets you register new loan files, lock loans, import files from a Fannie Mae 3.2 formatted file, upload documents and submit loans for Purchase Review. Once a closed loan is submitted to RPF for review, you can monitor the loan's status in RPF CONNECT Portal.

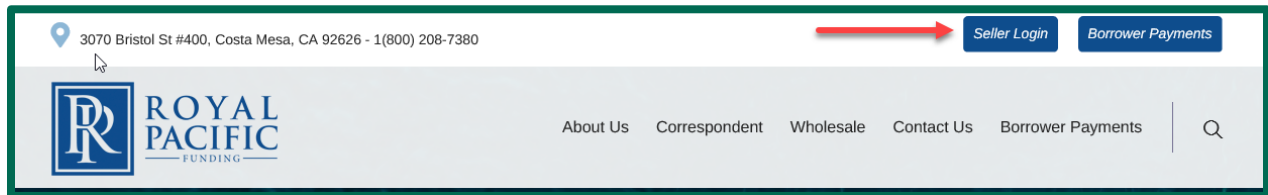
New Loan Process

Accessing RPF Connect

All users will be granted access to RPF Connect by the System Administrator. Once access is granted:

Navigate to: <https://www.rpfcorrespondent.com>

Click on Seller Login



Enter your Login Credentials (supplied via email)

Login

Forgot login?

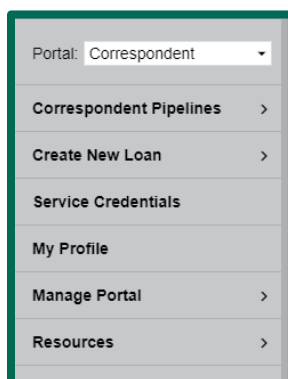
Password

Forgot password?

LOGIN

Navigation Bar

The Navigation Bar may be found on the left side of the screen. In this area, the user will be able to view/configure their pipeline, Create New Loans, and edit their Profile. Each section of the Navigation Bar may be expanded by clicking on the arrow to gain access to more options within the category. The Manage Portal option is only available to users with administrator permissions.





Once your loan has been created and a loan number has been issued, you will complete the following steps in the system.

A loan Summary, including the loan number and basic loan information, may be found across the **top of the screen**. A new loan-specific navigation bar may be found on the **left side of the screen**.

Status and Agents Tab: The Status portion provides the user with a status that visually represents the current loan status and next steps.

In the **Agents** section, these represent users who have been granted access by the administrator. If a name is missing, please contact the administrator to have user created.

NOTE: There **MUST** be a **Secondary User** assigned to register/lock the loan.



Pricing Tab

Select Pricing tab, the user will confirm/complete the required fields.

A vertical sidebar menu with the following items: Status and Agents, Application Information, Closing Costs, Pricing (highlighted with a red arrow), Loan Information, Rate Lock (with a lock icon), Disclosures, E-docs, Tasks (1), Conditions (1), and Order Services.

Loan Program Options

Select Term, Amortization, Product, Payment.

The form is titled "Loan Program Options" and has three tabs: "Applications (1)", "Property & Loan Info", and "PML Options". The "Applications (1)" tab is active. The form contains the following sections and options:

- Term**
 - ☐ 10 Year
 - ☒ 15 Year
 - ☒ 20 Year
 - ☐ 25 Year
 - ☒ 30 Year
 - ☒ Other
- Amortization**
 - ☒ Fixed
 - ☒ 3 Year ARM
 - ☒ 5 Year ARM
 - ☒ 7 Year ARM
 - ☒ 10 Year ARM
 - ☒ Other
- Product**
 - ☒ Conventional
 - ☐ HomeReady
 - ☐ Home Possible
 - ☐ FHA
 - ☐ VA
 - ☐ USDA
- Payment**
 - ☒ P&I
 - ☒ I/O

[Advanced Options](#)



Applications Tab

Select the correct application from the Application drop-down. Confirm all information provided from the loan creation is correct. If not, edit the field(s).

User will select the radio button to Re-Issue Credit Report

Applicant Info

First Name
Middle Name
Last Name
Suffix
SSN
E-mail
Citizenship
Monthly Income [Explain](#) Self Employed? ☐
Is Eligible for VA Loan? ☐ [Determine](#)
Has Co-Applicant ☐

Please select an option

All Borrowers Have Authorized Credit Check ☐ [Determine](#)
Total Payment / month [Edit Liabilities](#)
Liquid Assets [Explain](#)
Negative Cash Flow from Other Properties [Explain](#)

☐ Order New Credit Report
☒ Re-Issue Credit Report
☐ Upgrade Existing Credit Report to Tri-Merge Report
☐ Manually Enter Credit Report

Credit Provider Information

Credit Provider: [Is my credit provider supported?](#)

Property Information Tab

Confirm all information provided from the loan creation is correct. If not, edit the field(s).

Applications (1) Property & Loan Info PML Options

Property Information

Street Address
Zip Code State
County
City
In Rural Area? ☐ Yes [explain](#)
Property Use
Property Type
Structure Type
New Construction? ☐ Yes
Additional Monthly Housing Expenses [calculate](#)



Loan Information Tab

Confirm all information provided from the loan creation is correct. If not, edit the field(s).

Loan Information

Refinance Type	Refi Rate/Term	
Current Loan P&I Payment	\$1,922.48	<input type="checkbox"/> Modify
Current MIP/Month	\$0.00	
Impound?	<input checked="" type="checkbox"/> Yes	
Doc Type	Full Document	
Home Value	\$550,000.00	
Equity	64.673%	\$355,700.00
1st Lien	35.328%	\$194,300.00
2nd Financing?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Rate Lock Period	30	days
Rate Lock Expiration Date: 1/15/2021 (Assumes a 30-day lock.)		

Other Information

Confirm all information provided from the loan creation is correct. If not, edit the field(s).

Other Information

Underwriting Type	<input checked="" type="radio"/> Delegated <input type="radio"/> Prior Approved	
Is TPO Loan?	<input type="checkbox"/> Yes	
Lender Fee Buyout Requested?	No	
Expected AUS Response	DU Approve/Eligible	
Is DU Refi Plus?	<input type="checkbox"/> Yes	
Number of Financed Properties	1	explain
Conv Loan PMI Type	No MI	
Is UFMIP/FF Financed?	<input type="checkbox"/> Yes	Override Auto-Calculated UFMIP/FF? <input type="checkbox"/> Yes
FHA UFMIP	1.750%	VA Funding Fee 0.000%
		USDA Rural Guarantee Fee 1.000%
Is Debt Consolidation?	No	



Price My Loan (PML)

Select all loan attributes that apply. Select Advanced Filter Options and select any that may apply. After all items have been chosen, click “Run Price My Loan.”

Loan Program Options

Term

☐ 10 Year ☒ 20 Year ☒ 30 Year
☒ 15 Year ☐ 25 Year ☒ Other

Amortization

☒ Fixed ☒ 5 Year ARM ☒ 10 Year ARM
☒ 3 Year ARM ☒ 7 Year ARM ☒ Other


Product

☒ Conventional ☐ Home Possible ☐ VA
☐ HomeReady ☐ FHA ☐ USDA

Payment

☒ P&I ☒ I/O

[Advanced Options](#)

 [Run Price My Loan](#)

Eligible and Ineligible Programs

Eligible Loan Program options will be returned. The user may register or lock the rate. Loan Programs will be listed after the eligible loan programs with details as to why the program is not eligible. The loan may be updated at this time. Click the “Run Price My Loan” button to re-run pricing.

Pricing

Run Scenario in DO

Run Scenario in DU

Submit to LPA (Seamless)

Applications (1)

Property & Loan Info

PML Options

Loan Program Options

Term

☐ 10 Year ☒ 20 Year ☒ 30 Year
☒ 15 Year ☐ 25 Year ☒ Other

Amortization

☒ Fixed ☒ 5 Year ARM ☒ 10 Year ARM
☒ 3 Year ARM ☒ 7 Year ARM ☒ Other

Product

☒ Conventional ☐ Home Possible ☐ VA
☐ HomeReady ☐ FHA ☐ USDA

Payment

☒ P&I ☒ I/O

[Advanced Options](#)

[Run Price My Loan](#)
Number of Programs: 9

Alert Messages

- Credit has not been ordered for Application: Sanchez, Juan. Please order credit for more accurate results.
- There currently is no mortgage liability marked to be paid off with refinance funds. Cash to borrower and reserve months calculations will be artificially high until refi payoffs are on file.

Loan Program Results (9 Programs)

Number of Pinned Results to Compare: 0 [Generate Comparison Report](#)

Eligible Loan Programs

* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds the MAX DTI / No Income

	RATE	DTI	APR	
- 15 YR FIXED CONFORMING				
register	2.875	34.246	2.893	Conn-RPF Conforming 15 Year Fixed
- 20 YR FIXED CONFORMING				
register	2.875	29.068	2.889	Conn-RPF Conforming 20 Year Fixed
- 30 YR FIXED CONFORMING				
register	2.875	23.094	2.885	Conn-RPF Conforming 30 Year Fixed
	RATE	DTI	APR	
+ 15 YR FIXED CONFORMING				
+ 30 YR FIXED CONFORMING				



Register Loan

Click radio button **Register Loan and Lock Rate**.

After selecting register or lock rate, a confirmation page will pop up. Confirm the choice, agree to the confirmation concerning the lock policy and select **CONFIRM**.

Click Confirm to register this loan. Note that by doing so you may lose edit access.

Product Name Corr-RPF Conforming 30 Year Fixed
Rate Lock Expiration Date 1/15/2021 (Assumes a 30-day lock.)

Request Type ☒ Register Loan ☐ Lock Rate (MIN 45 DAYS ON REGISTERED LOANS)

Message to Lender

Message to Lender

Warning

MAX DTI 50%, PLEASE VERIFY LOAN MEETS APPLICABLE DTI GUIDELINES.

Confirm Cancel

A Lock confirmation will pop up. This document is automatically emailed to the Seller. The user may print or close the screen. A copy of this document will be retained within the E-Docs of the loan.

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RATE LOCK CONFIRMATION

Date: 12/11/2020 3:33:42 PM PST Borrower: Jesse Cox Reference #: 42201200658

Rate Lock

Loan Program	Payment Type	Loan Amount	Rate	Point	Lock Date	Lock Period	Expire Date
Corr-RPF FHLMC 30 Year Fixed	P&I	\$467,000.00	2.500%	-2.003	12/11/2020	30 days	1/11/2021

The following adjustments were made to create the above pricing.

	Rate	Point	Description
	0.000%	0.250	TERM >15 YRS: SCORE >=740, LTV > 70, LTV <= 75
	0.000%	0.500	REFINANCE
Total	0.000%	0.750	



Uploading Loan File Documents

Select E-docs Tab. From the Upload Docs tab, the user may upload the complete credit and closing packages. The user may upload one large package or up to twelve individual loan files at one time with a maximum upload size of 100MB.

Select the loan file(s) or drag and drop from your desktop. Once the item(s) have been uploaded, you will need to select a Doc Type and then click Upload Docs. If the “upload Doc” button is grayed out, the Doc Type has not been selected.

User can also click the SEARCH Tab functionality and type in a specific Doc Type.

NOTE: The Upload Docs button will not become available until a Doc Type has been selected for each uploaded item.



Select a Doc Folder ✕

Search for: SEARCH Q

Choose a Doc Folder:

Folder
NEW FILE UPLOAD
OUTSTANDING CONDITIONS
APPLICATION
APPRAISAL
ASSETS
BORROWER
COMPLIANCE/EA
CREDIT
DATA VERIFY
DISCLOSURES
DOCMAGIC

Select a Doc Type ✕

Search for: SEARCH Q

Matching Doc Types:

Doc Type	Folder
W2'S BORROWER	INCOME
W2'S CO-BORROWER	INCOME

Submit for Purchase Review

The Correspondent Seller user must advance the status of the loan to Submit for Purchase Review to submit the closed loan package. From the Status and Agents tab select Change Loan Status.

The loan **MUST** be locked prior to submitting the loan for Purchase review. Additionally, the following steps to change the loan status to Purchase Review may not be completed until the Seller has closed the loan and the closed loan package is ready to be submitted to RPF.

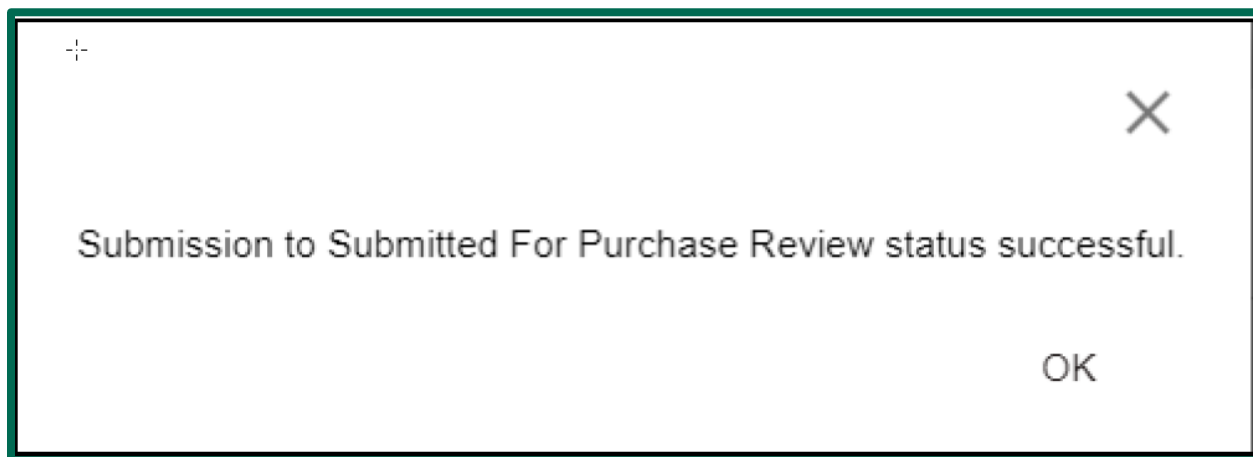
Status and Agents

Status

Current Status: Registered Status Date: 12/16/2020 Action: view status certificate CHANGE LOAN STATUS

Loan Open	Registered	Submitted for PR	Loan Purchased
12/14/2020	12/16/2020		

The user will receive the following message to confirm that the status update was successful:



Status: In Purchase Review

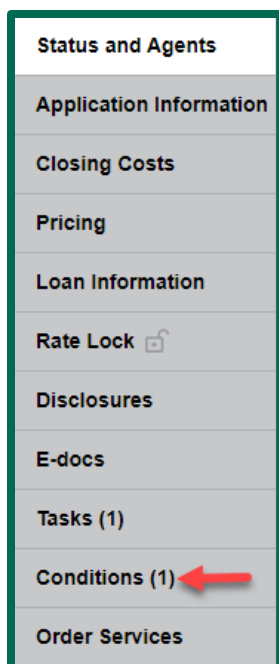
Once RPF receives the closed loan package, the loan status bar will reflect “In Purchase Review”. RPF will review the closed loan package for compliance and Loan Eligibility-credit review.

Status: Pre-Purchase Conditions

Once the file has been reviewed, the Seller will receive a Loan Purchase Disposition with all outstanding conditions. All Pre-purchase conditions are the responsibility of the seller to obtain and submit to RPF for review.

Clearing Conditions

All prior to purchase conditions that have been assigned to the loan may be found by selecting the Conditions tab from the Navigation bar.





Locate the required item. Select to upload or drag and drop the document from the user's desktop.

Loan Details:
Loan Number: 7200500144
Borrower Name: Manic Monday
Loan Amount: \$248,000.00
DTI: 44.742%
Gross / Base LTV: 96.313% / 94.657%
Gross / Base CLTV: 96.313% / 94.657%
Gross / Base HCLTV: 96.313% / 94.657%
Property Address: 77 Monday Drive, Dawson, IA 50066
Loan Type: FHA
Credit Score: 681

Conditions:
Display Condition assigned to: Anyone
Condition #
SEARCH

Open Conditions:

Status	Condition Category	Subject	Supporting Documents	Due Date / Assigned To
<input type="checkbox"/>	Active	PXXJGN / PRIOR TO PURCHASE	The Final Closing Disclosure is missing.	06/09/2020 Judy T Ellis
<input type="checkbox"/>	Active	PXXJGM / PRIOR TO PURCHASE	TRID CD- Need proof CD was received 3 days prior to consummation	06/09/2020 Judy T Ellis

After uploading document, confirm **Doc Type**. If incorrect, select new Doc Type from the drop down and click the Upload Document tab.

Upload Docs

Condition	Category	Subject	Required DocType
PXXJGN	PRIOR TO PURCHASE	The Final Closing Disclosure is missing.	None

Please select document(s) to upload and associate with this condition.

File Name	Doc Type	Description	Application
Sample for Training - Signed 1003.pdf	EXECUTED CLOSING DOCUMENTS : EXECUTED FINAL CD SIGNED change Doc Type		Manic Mon remove

CANCEL UPLOAD DOCUMENT



Check the box and click **Resolve Tab**.

The screenshot shows a loan management interface. On the left, there is a checkbox with the number '7' next to it, and a red box highlights the 'RESOLVE' button. The status is 'Active' and 'PXXJGN / PRIOR TO PURCHASE'. A message states 'The Final Closing Disclosure is missing.' On the right, under 'Requirement: None', it says 'Association:'. Below this, there are links for 'unlink' and 'associate previously uploaded'. The 'EXECUTED CLOSING DOCUMENTS : EXECUTED FINAL CD SIGNED' is listed with the date '06/09/2020' and the name 'Judy T Ellis'. At the bottom, there is a file upload section with a dashed border, containing the text 'Drag and Drop Files Here' and 'Files to Upload (Max 12):', and a button labeled 'OR SELECT FILES TO UPLOAD'.

NOTE: Repeat this process until all Prior to Purchase Conditions are uploaded.

Status: In Final Purchase Review

Once the user submits the Prior to Purchase Conditions the status of the loan will advance to “In Final Purchase Review” for RPF to review and clear the conditions.

Status: Clear to Purchase

Once RPF has cleared all Prior to Purchase conditions, including the conditions related to receipt of the Original Collateral without exceptions from the Custodian-U.S. Bank, the loan status will be moved to Clear to Purchase (CTP).

RPF will prepare the Purchase Advice.

Status: Loan Purchased

RPF will disburse the wire per the Bailee Letter provided by the Seller. After the wire is disbursed, the loan status will be moved to “Loan Purchased.”