

# locking chfa loans

Understanding HomeConnection<sup>sm</sup>



# disclaimer

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# homeconnection<sup>sm</sup>

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- All CHFA Locks must be made and delivered via [HomeConnection](#).
- To request HomeConnection credentials, [complete the form](#) on our website.
- You will receive two emails from the system.
- Follow the instructions to activate your account.

# homeconnection<sup>sm</sup>

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You can perform the following functions:

- View your pipeline
- Lock and edit a loan
- Access reports and forms
- Look at daily rates
- Delivered loan documentation
- Check status of a loan

# lock a chfa loan

- Click on the “lock” tab a top of the screen.
- Use the filter feature to help you choose the correct product for your borrower.
- Only those products with the chosen features will be displayed.

The screenshot shows the CHFA loan lock interface. The top navigation bar includes the CHFA logo, a 'lock' tab (highlighted with a red circle), and other tabs: 'pipeline', 'reports', and 'rates'. The user is logged in as Pam Francil, with options to 'change password' and 'logout'. The main content area is titled 'new lock' and features a sidebar with steps 1-7: product, file upload, loan, property, borrower, lender, and verify. The 'product' step is active. The 'select product' section includes a 'Next' button and a 'Selected Product' field. Below this is a 'Filter' button (highlighted with a red box) and a 'Clear Filters' button. The filter section contains four columns of checkboxes: Purpose (Purchase, Refinance), Loan Type (Conventional - Fannie Mae, Conventional - Freddie Mac, Conventional - Other, FHA, MCC, RD-USDA, VA), Insurance (Insured, Uninsured), and Down Payment (Grant, None, Silent Second). At the bottom, there is a 'Products' section with a search bar and a table with columns for Program, Product, and Description.

Note: “Uninsured” means a conventional loan has an LTV less than or equal to 80% LTV

# verify your product

- Click “select” to choose a product.
- A green dialogue box will appear.
- Verify the selected product is correct.
- Click “Next.”

**select product** [Next](#)

**Selected Product**

CHFA SmartStep > CHFA SmartStep Plus (w/4% 2nd Mtg) > SmartStep Plus-DPA 4% 2nd-FHA 203k (2.872%)

**Filter** [Clear Filters](#)

Purpose	Loan Type	Insurance	Down Payment
<input checked="" type="checkbox"/> Purchase	<input type="checkbox"/> Conventional - Fannie Mae <input type="checkbox"/> Conventional - Freddie Mac <input type="checkbox"/> Conventional - Other <input checked="" type="checkbox"/> FHA <input type="checkbox"/> MCC <input type="checkbox"/> RD-USDA <input type="checkbox"/> VA	<input checked="" type="checkbox"/> Insured <input type="checkbox"/> Uninsured	<input type="checkbox"/> Grant <input type="checkbox"/> None <input checked="" type="checkbox"/> Silent Second

**Products** Search

Program *	Product *	Description	
60 Day Delivery for Purchase	HomeAccess with a 2nd	Home Access with 2nd-FHA 30 Yr Fixed (2.872%)	<a href="#">select</a>
60 Day Delivery for Purchase	CHFA SectionEight Plus (w/4% 2nd Mtg)	SectionEight Plus-DPA 4% 2nd-FHA 30 Yr Fixed (2.872%)	<a href="#">select</a>
CHFA SmartStep	CHFA SmartStep Plus (w/4% 2nd Mtg)	SmartStep Plus-DPA 4% 2nd-FHA 203k (2.872%)	<a href="#">select</a>

# confirm your product

- A pop-up box will open showing the product selection.
- This gives you another opportunity to ensure the product is correct.
- Click “Yes” and the lock process will begin.

chfa. lock pipeline

change password logout

new lock

1 product

2 file upload

3 loan

4 property

5 borrower

1 borrower

6 lender

7 verify

Product Selection Confirmation

Please review the details below

Program: CHFA SmartStep  
Purpose: Purchase  
Loan Type: FHA  
Insurance: Insured  
Down Payment Assistance: Silent Second

Would you like to continue with this product selection?

Yes No

Next

Purpose  
 Purchase

Loan Type  
 Conventional - Fannie Mae  
 Conventional - Freddie Mac  
 Conventional - Other  
 FHA  
 MCC  
 RD-USDA  
 VA

Insurance  
 Insured  
 Uninsured

Down Payment  
 Grant  
 None  
 Silent Second

Clear Filters

Products Search

# file upload

- Upload the URLA or data file to populate data automatically.
- Or click “Next” to manually input loan information.

The screenshot shows the 'new lock' interface on the CHFA website. The top navigation bar includes the CHFA logo, links for 'lock', 'pipeline', 'reports', and 'rates', and a user profile for 'Pam Francil' with options for 'change password' and 'logout'. The main content area is titled 'new lock' and features a vertical progress indicator on the left with steps: 1 product, 2 file upload (highlighted), 3 loan, 4 property, 5 borrower, 1 borrower, 6 lender, and 7 verify. The 'file upload' step is active, displaying a 'file upload' heading and a 'Previous' button. Below the heading is a message: 'don't have a file to upload? click next to continue.' A dashed blue box contains the text 'drag and drop a data file here or click here to choose a file' above a blue cloud icon with an upward arrow. Below the icon, it lists 'acceptable data file types are: .fnm, .fnma, .1003, .dat, .txt'. At the bottom right of the form area, there are 'Previous' and 'Next' buttons. A small asterisk note '\* = required' is located at the bottom left of the form area.



# loan information

- Items with a red asterisk (\*) are required.
- Input loan information.
- The second loan amount will automatically calculate and autofill.
  - You can change to a lower amount.
  - However, it may never exceed the calculated amount.
- If DPA is a grant, the verbiage will show as "Grant Loan Amount."
  - Grant is only available with select programs.
- Click "Next" at top or bottom of screen.

new lock

chfa. lock pipeline reports rates

change password logout

1 product

2 file upload

3 loan

4 property

5 borrower

6 lender

7 verify

### loan information

Previous **Next**

Loan Amount \*  
\$ Loan Amount

Second Loan Amount \*  
\$ Second Loan Amount

Purchase Price \*  
\$ Purchase Price

Loan Underwriting

Decision Credit Score \*  
Decision Credit Score

Debt To Income Ratio \*  
Debt To Income Ratio

AUS Type \*  
FHA Total Scorecard

Manual Underwrite?

Household

Monthly Gross Qualifying Income \*  
\$ Monthly Gross Qualifying Income

Total # Occupying Property \*  
Total # Occupying Property

Previous **Next**

\* = required

# property information

- Input property information.
- Click "Next" at top or bottom of screen.

The screenshot shows the 'new lock' application interface. On the left is a vertical progress indicator with steps 1 through 7: product, file upload, loan, property (highlighted in blue), borrower, lender, and verify. The main content area is titled 'property' and contains the following fields and options:

- Property is? \***: Radio buttons for 'New' and 'Existing' (selected).
- This Property is a Land Trust
- Dwelling Type \***: Dropdown menu with '-- Select One --'.
- Actual Appraised Value \***: Text input field with a '\$' symbol and the text 'Actual Appraised Value'.
- Property exceeds 50 acres?
- Street Address 1 \***: Text input field with 'Street Address 1'.
- Street Address 2**: Text input field with 'Street Address 2'.
- Unit Number**: Text input field with 'Unit Number'.
- City \***: Dropdown menu with '-- Select One --'.
- State \***: Dropdown menu with 'Colorado'.
- Zip \***: Text input field with 'Zip'.
- County \***: Dropdown menu with '-- Select One --'.
- Census Tract \***: Text input field with 'Census Tract'.

At the bottom right, there is a link: 'Click here for FFIEC Geocoding System'. A legend at the bottom left indicates '\* = required'. 'Previous' and 'Next' buttons are located at the top right and bottom right, with the 'Next' buttons highlighted by red boxes.

# borrower and co-borrower information

- Input all applicable borrower information.
- Click “add co-borrower” to add a co-borrower and corresponding information.
- Note: Once you input the number of dependents, the system will require you to input the ages of those dependents.

links & forms chfainfo.com

chfa lock pipeline reports rates

change password logout

new lock

1 product

2 file upload

3 loan

4 property

5 borrower

6 lender

7 verify

1 borrower

Previous Next

**borrower**

**add co-borrower**

First Name \*

Middle Name

Last Name \*

Suffix

Social Security Number \*

Disabled?

First Time Homebuyer?

Home Phone \*

Ownership of Other Real Property \*

Credit Score \*

Alternative Credit

Number of Dependents

Language Preference \*

Residency \*

Position/Title/Type of Business \*

Self Employed?

# lender information

- Input lender and loan officer information.
  - "Colorado | Corporate" will be the only branch available in most instances (some exceptions apply).
  - A loan officer must be selected.
  - Other staff need not be selected at time of lock.
- Click "Next."

The screenshot displays the 'new lock' interface for a CHFA loan. The top navigation bar includes the CHFA logo and links for 'lock', 'pipeline', 'reports', and 'rates'. On the right, there are links for 'change password' and 'logout'. The main content area is titled 'new lock' and features a vertical progress indicator on the left with steps 1 through 7: product, file upload, loan, property, borrower, lender, and verify. Step 6, 'lender', is currently active. The 'lender' section contains several dropdown menus: 'Branch \*' (with a red error message 'Branch is Required'), 'Loan Officer \*' (with a red error message 'Loan Officer is Required'), 'Processor', 'Underwriter', 'Closer', and 'Post Closer'. Each dropdown menu currently shows '-- Select One --'. A red box highlights the 'Next' button in the top right corner, and another red box highlights the 'Next' button in the bottom right corner. A legend at the bottom indicates '\* = required'.

# review and verify

- Make sure names are spelled correctly and middle names and/or initials are added, if applicable.
- Double-check the address.
  - Upon submission, you cannot go back and edit the address field.
  - This error will require emailing CHFA Form 704 along with a copy of the contract to the CHFA Lock Desk.
- If the information is correct, hit “Submit Lock.”

new lock

1 product

2 file upload

3 loan

4 property

5 borrower

6 lender

7 verify

1 Jimmy Jones

## verify

Review all information below. To finish lock press the ["Submit Lock"](#) button located at the bottom of the screen.

**product**

program: CHFA SmartStep

product: CHFA SmartStep Plus (w/4% 2nd Mtg)

loan type: FHA

purchase/refinance: Purchase

rate: 2.872%

has down payment assistance: Yes

**loan**

loan amount: \$172,000.00

second loan amount: \$8,880.00  
you have elected to take the maximum second loan amount of \$8,880.00

purchase price: \$180,000.00

**property**

property type: Existing

dwelling type: Single Family

address: 2323 Home Lane  
Delta, CO 81102  
Delta

**borrower(s)**

borrower 1: Jones, Jimmy  
001019872

**lender**

branch: CHFA Support Branch

loan officer: Francil, Pam

processor:

underwriter:

closer:

post closer:

Previous **Submit Lock**

# lock complete

- “Lock Complete” message will appear if there are no errors.
- You will also receive an email confirmation.
- Click "Return to Pipeline" to get a copy of the Lock Letter.
- You can obtain a copy of the Lock Letter by clicking on the “forms” icon.
- Or "Start New Lock" to lock another CHFA loan.

### Lock Complete

Lock complete. If you need to edit or reference the loan(s) in the future, please refer to loan number(s) below. To print a lock confirmation, please refer to the lock letter that was sent to your email or go to documents within the pipeline to access the lock letter.

First Loan

Loan #	0050073748
Product	CHFA SmartStep
Loan Rate	2.872%
Expiration Date	10/27/2020
Loan Amount	\$172,000.00
Borrower	Jimmy Jones
Address	2323 Home Lane, Delta, CO 81102 Delta

Second Loan

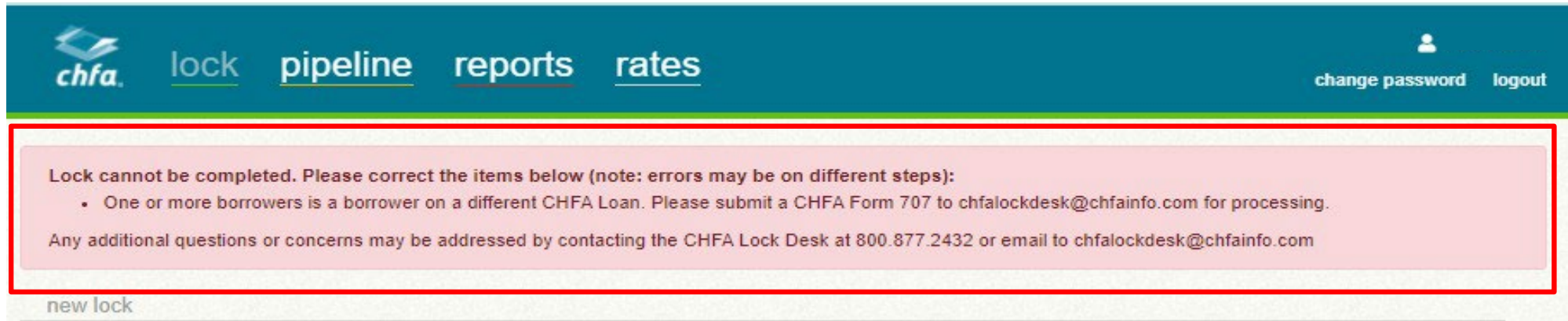
Loan #	0050073757
Loan Amount	\$8,880.00
Loan Rate	0%

[Return to Pipeline](#) [Start New Lock](#)

# validation errors

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- A "Validation Errors" message will appear if any errors were made during the process.
- Any error must be corrected prior to moving forward to complete the lock.

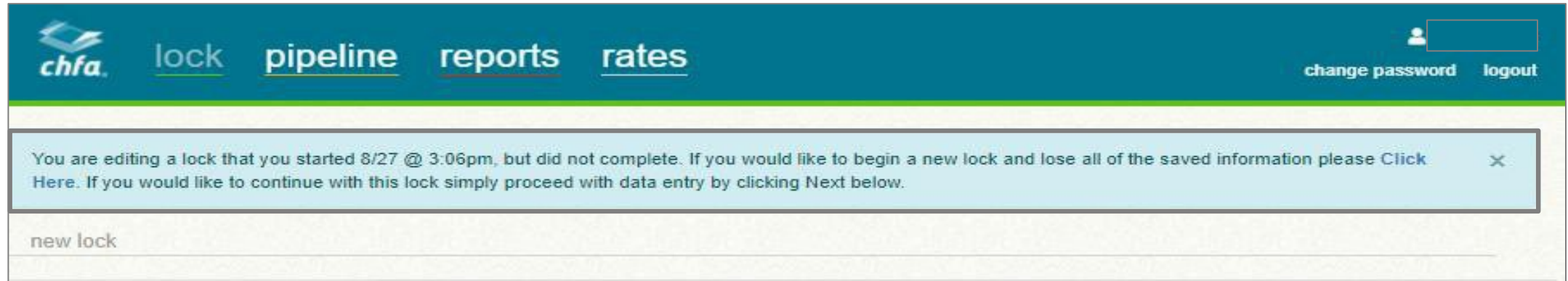


The screenshot shows a web application interface with a teal header. On the left, the CHFA logo is followed by navigation links: [lock](#), [pipeline](#), [reports](#), and [rates](#). On the right, there is a user profile icon and links for [change password](#) and [logout](#). A red-bordered box highlights a pink error message area. The message reads: "Lock cannot be completed. Please correct the items below (note: errors may be on different steps):". Below this, a bullet point states: "One or more borrowers is a borrower on a different CHFA Loan. Please submit a CHFA Form 707 to [chfalockdesk@chfainfo.com](mailto:chfalockdesk@chfainfo.com) for processing." A second line of text says: "Any additional questions or concerns may be addressed by contacting the CHFA Lock Desk at 800.877.2432 or email to [chfalockdesk@chfainfo.com](mailto:chfalockdesk@chfainfo.com)". At the bottom left of the page, there is a link for [new lock](#).

# continuation of a lock

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- If your screen timed out or you had to leave the lock process, the system will hold/cache the information you've submitted
- Follow the information message at the top of the page to continue with the lock process



The screenshot shows a web application interface with a teal header. On the left, the 'chfa.' logo is followed by navigation links: 'lock', 'pipeline', 'reports', and 'rates'. On the right, there is a user profile icon, a 'change password' link, and a 'logout' link. Below the header, a light blue notification box contains the following text: 'You are editing a lock that you started 8/27 @ 3:06pm, but did not complete. If you would like to begin a new lock and lose all of the saved information please Click Here. If you would like to continue with this lock simply proceed with data entry by clicking Next below.' The notification box has a close button (X) in the top right corner. Below the notification, there is a text input field with the placeholder text 'new lock'.



# pipeline

Displays a lender's locks, showing:

- CHFA Loan Number
- Borrower Name
- Lock Status
- Product
- Options/Actions

chfa. lock **pipeline** reports rates

change password logout

find a loan

my branch my loans all branches recent expiring expired cancelled advanced

bold loan number = lock to purchase review; all other loans require a CHFA pre-closing program compliance review

show 10 entries

loan number	borrower	status	product	options/actions
> 0050073686		Reserved	CHFA SmartStep	
> 0050073677		Reserved	CHFA SmartStep	
> 0050073659		Compliance - In Process	CHFA FirstStep	
> 0050073631		Reserved	CHFA SmartStep	
> 0050073613		Reserved	CHFA SmartStep	
> 0050073597		Reserved	CHFA FirstStep	
> 0050073588		Reserved	CHFA SmartStep	

# pipeline

- Click on the plus arrow icon to view additional loan information.

chfa lock **pipeline** reports rates change password logout

find a loan

my branch my loans all branches recent expiring expired cancelled advanced

bold loan number = lock to purchase review; all other loans require a CHFA pre-closing program compliance review

show 10 entries

loan number	borrower	status	product	options/actions
> 0050073686	Tyler Tree	Reserved	CHFA SmartStep	[icons]
> 0050073677	Rowdy Yates	Reserved	CHFA SmartStep	[icons]
> 0050073659	Crow VanderHugh	Compliance - In Process	CHFA FirstStep	[icons]

### first loan

address	44930 N Santa Fe Place, Eads, CO 81340, Kiowa
lock date	8/24/20
borrower ssn	###-##-0605
loan amount	\$180,000.00
loan rate	2.872%
expiration date	10/23/20
due date	8/26/2020

### second loan

loan #	0050073686
loan amount	\$7,200.00
loan rate	0%

# search for a lock

- Click on the “advanced” tab.
- Use the various search features to find the lock, i.e., “branch,” “CHFA loan number,” “borrower name,” “property address,” etc.
- Click "Search."

chfa. lock **pipeline** reports rates

change password logout

find a loan

my branch my loans all branches recent expiring expired cancelled **advanced**

Hide Criteria

search term: by status: -- Select One --

by branch:

- Select All
- CHFA Support Branch
- Secondary Marketing

locked start date: MM / DD / YYYY

locked end date: MM / DD / YYYY

my loans only

Search

Clear All

# self-service

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- Lenders can now alter the following while a loan is in “Reserved” status:
  - Change a program.
  - Change a loan product.
  - Update a loan, sales, or down payment amount.
  - Change a FICO score.
  - Extend a lock.
  - Cancel a lock.
  - Reinstate a lock (within a 60-day lock window).
  - Re-lock a cancelled lock (must be for same borrower, same property with in 30-day lock window).

# self-service

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- Anyone that has access to update a lock can update a lock.
- Click on the applicable icon associated with the lock in the right column of the “Pipeline” screen to make necessary edits.
- Important: Always click on the “Update Lock” button once all changes have been made.
  - This saves your changes and ensures the lock still meets CHFA requirements.










# self-service

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- Once all the fields are accurate and will not change, you can disable editing.
- Click on the “Data Validation” icon in the pipeline view in HomeConnection.
- No one can edit the lock once this has occurred.
- CHFA can release the lock by request only.
  - Individual making request will be notified
  - Please ensure you have your company’s authority to make a request.
    - For example, some companies only want underwriters making this request.

# options/actions icon descriptions

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	Document delivery
	Edit lock information
	Data validation   Disable lock edit
	Request lock edit re-enabled
	Lock extension
	Documents and forms
	Cancel lock
	Reinstate lock
	<b>Relock canceled lock</b> Relock may only be for the same borrower and property



# thank you

*Business Development, Home Finance*

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