

HELOC 1st Lien Product Tip Sheet – Listed below are additional instructions for the **HELOC 1st Lien** Product.

When importing the FNMA 3.4 file the product name **to select is HELOC 1st Lien**, per the current procedures of **Importing/Reimporting FNMA 3.4 files**. Access the loan(s) via the pipeline; choose the Lending Portal - URLA from the left side navigation menu.

- Continue with the current process of **Editing MB Lending Portal URLA**, which is to go through each screen of the **Lending Portal URLA** before you Register or Lock the loan in OB.

Lending Portal - URLA

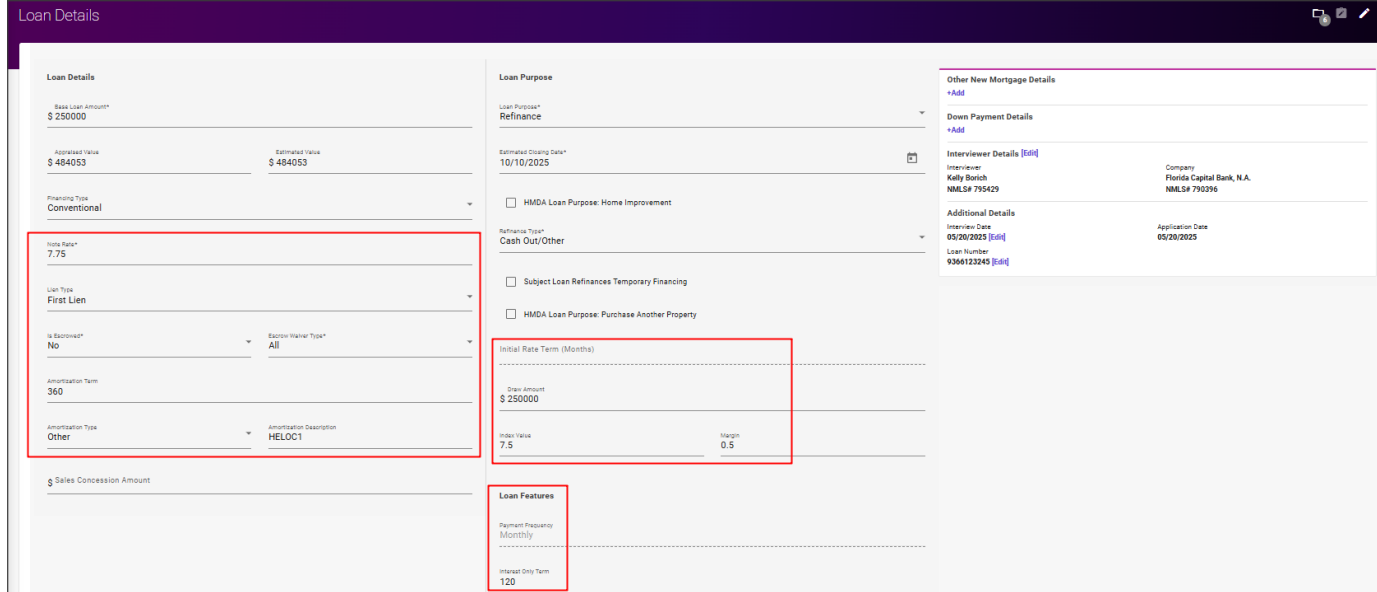
Borrower Screen: Go to each Borrower and/or Co-Borrower screen to ensure the data imported correctly. Each Borrower and/or Co-Borrower(s) will have their own screen; this is where the data can be updated.

- The **Declarations** and **Demographics** are color coded; you know when all the data has been collected at a glance. **Green** when all fields have been collected and **Red** if not.
- Make sure you update each Borrower and Co-Borrower(s) email address. **Note:** Borrower and Co-Borrower(s) email addresses are required for FLCBank to release the initial disclosures via e-sign method.

Loan Details Screen: For the URLA/1003 data to be correct, ensure the following fields are verified/updated if incorrect on the Loan Details screen.

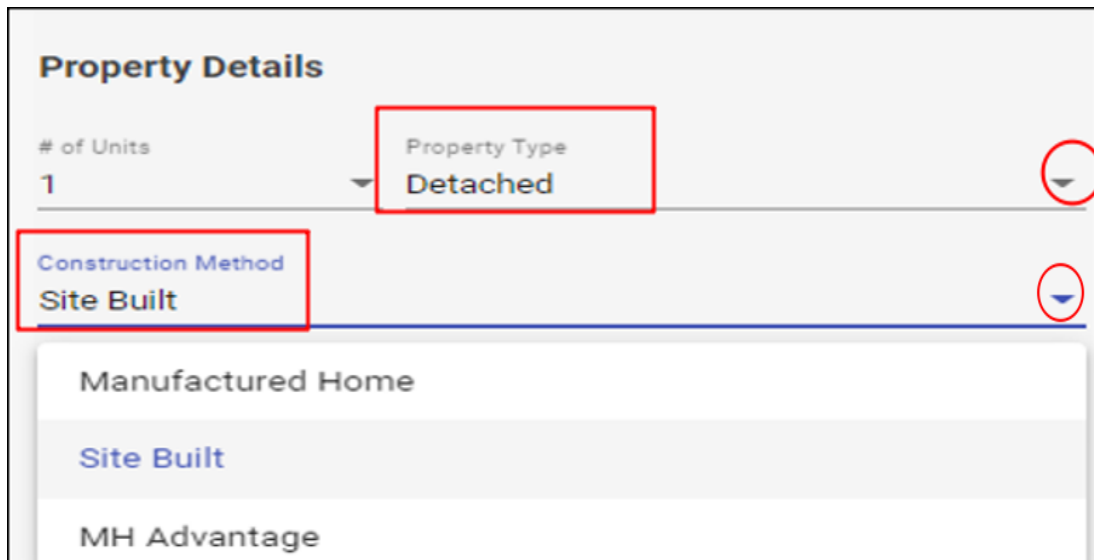
- **Note Rate** – Enter the rate listed on HELOC Rate Sheet
- **Lien Type** – First Lien
- **Purchase Money Second** – box should not be checked
- **Is Escrowed** – No
- **Amortization Term** – 360
- **Amortization Type** – Other
- **Amortization Description** – HELOC1
- **Estimated Closing Date is Required**
- **Draw Amount** – Enter amount of the draw
- **Index Value and Margin** – will be blank; will auto populate once registered/locked
- **Loan Features**
 - **Payment Frequency** – Monthly will auto populate (not an editable field)
 - **Interest Only Term** - enter 120 (10-year term)
- **Important:** Once you Register/Lock the loan you will revisit the Lending Portal-URLA Loan Details screen to ensure the “Index and Margin” populated.

Example: **AFTER** the loan has been registered/locked, the Loan Details screen in the URLA will display as noted below.



Property Details Screen: Confirm the Property Details screen populates all the data correctly; update if needed. **Review each section:** Property Address, Title Details, Rental Details, Transaction Details and Additional details if applicable.

- **Property Details Section:** Ensure the Property Type and Construction Method are correct as **each have multiple selections in the drop down** and could populate incorrectly. **Update if incorrect.**



1. Go through each screen in the Lending Portal – URLA to ensure the data populated correctly when imported into the LOS. **Very important to perform this function before you Register/Lock your loan.**
2. HELOC 1st Lien product requires manual underwriting. **Do not run AUS.**
3. The tips below will guide you through the differences of registering/locking the HELOC 1st Lien loan. **Refer to the Resource Center – How to Submit a Loan Section, OB Register-Update Registration and Lock procedures to assist with entire process.**

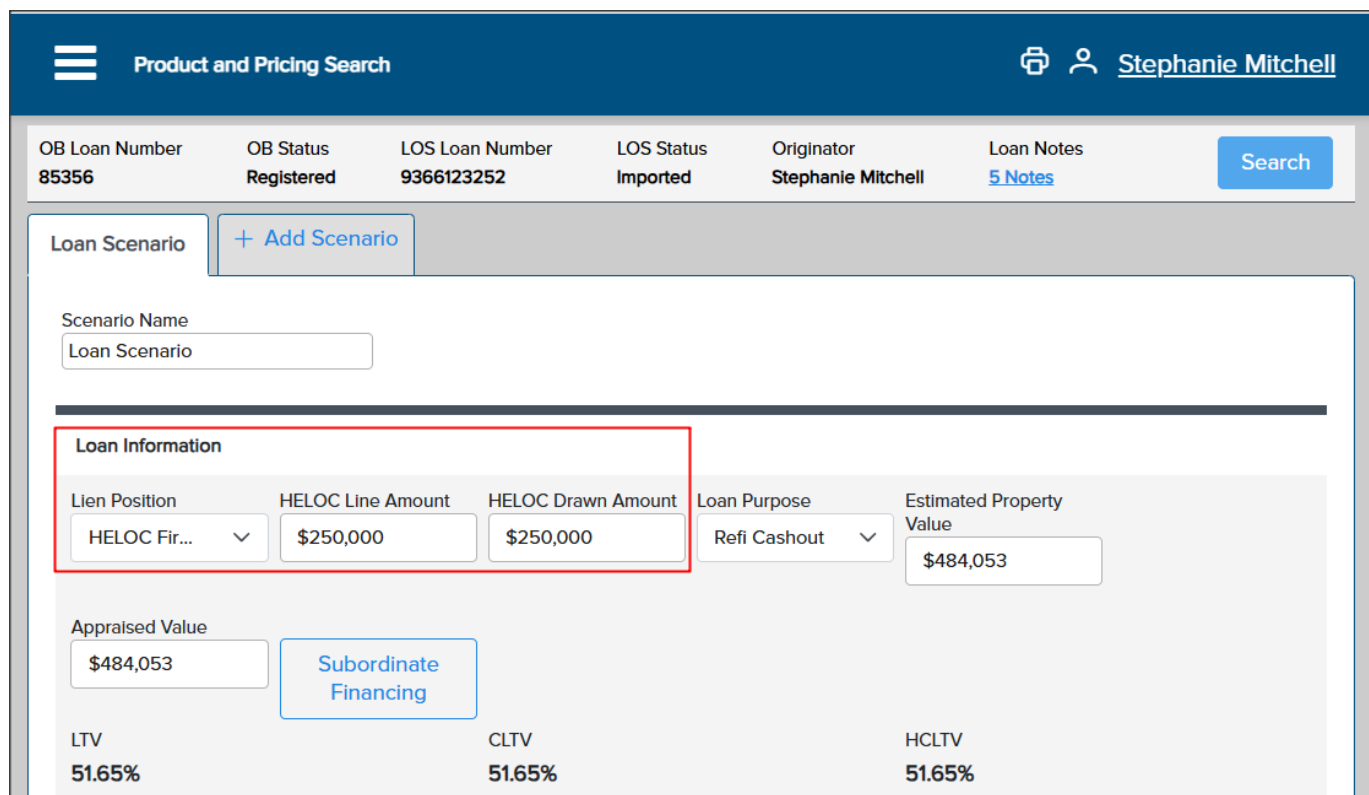
Optimal Blue (OB) Registering/Locking:

The HELOC 1st Lien **must be locked** before submission to underwriting. Ensure the following are fields are selected when locking the loan.

Loan Information Section:

On the OB Product and Pricing Search screen in the [Loan Information](#) section ensure the following fields are correct.

- **Lien Position** – should show [HELOC Fir...](#)
- **HELOC Line Amt** – ensure the [HELOC Line Amount](#) populated correctly
- **HELOC Drawn Amt** – ensure the [HELOC drawn amount](#) populated correctly



Product and Pricing Search Stephanie Mitchell

OB Loan Number	OB Status	LOS Loan Number	LOS Status	Originator	Loan Notes
85356	Registered	9366123252	Imported	Stephanie Mitchell	5 Notes

[Search](#)

Loan Scenario [+ Add Scenario](#)

Scenario Name
Loan Scenario

Loan Information

Lien Position	HELOC Line Amount	HELOC Drawn Amount	Loan Purpose	Estimated Property Value
HELOC Fir... ▼	\$250,000	\$250,000	Refi Cashout ▼	\$484,053

Appraised Value
\$484,053

[Subordinate Financing](#)

LTV	CLTV	HCLTV
51.65%	51.65%	51.65%

Filters and Additional Pricing Variables section: The following fields should be as follows:

- **Term** – 30 Years
- **Amortization Type** – ARM
- **ARM Fixed Term** – 1 Month
- **Interest Only** – Yes
- **Buydown** - None
- **Waive Escrows** – Yes
- **Include Compensation in Pricing** – always select No (Buyer Paid)

Filters and Additional Pricing Variables

Product Filters

2 Selected

Term

30 Years

Amortization Type

ARM

ARM Fixed Term

1 Month

Desired Price

Desired Rate

%

Desired Lock Term

Interest Only

Yes

Buydown

None

Waive Escrows

Yes

Automated U/W System

Not Specifi...

Borrower Pays MI (if applicable)

Yes

Include Compensation in Pricing

No (Buyer ...)

Yes (Lender Paid)

No (Buyer Paid)

☐ Fees In

Custom Fields section: The following fields should be as follows:

- **Exception?** - No
- **ACH** – Defaulted to Yes

Custom Fields

Exception?

No

ACH

Yes

PUD Type

Select

Click the “**Search**” button at the top of the screen.

Product and Pricing Search




Stephanie Mitchell

OB Loan Number	OB Status	LOS Loan Number	LOS Status	Originator	Loan Notes	
85356	Registered	9366123252	Imported	Stephanie Mitchell	3 Notes	<div>Search</div>




The **Eligible Products** will appear for selection. Ensure the **First Lien HELOC** product with the correct I/O and repay features is chosen.

- Click on the **Product Name** to show the rates
- Select the applicable rate by clicking on the **Lock** icon for the correct selection

ELIGIBLE PRODUCTS (1)			RATE	PRICE	DISCOUNT/REBATE	LOCK DAYS	P&I
<input type="checkbox"/>	FLCBank - Correspondent - Choice HELOC First Lien 5 Yr Draw (10 Yr I/O) 25 Yr Repay ARM (HIO)	<div>i</div>	7.750%	99.500	0.500% \$1,250	45	N/A <div>lock</div>
INELIGIBLE PRODUCTS		DISQUALIFIERS					

ELIGIBLE PRODUCTS (1)				RATE	PRICE	DISCOUNT/REBATE	LOCK DAYS	P&I
<input type="checkbox"/>	FLCBank - Correspondent - Choice HELOC First Lien 5 Yr Draw (10 Yr I/O) 25 Yr Repay ARM (HIO)				7.750%	99.500	0.500% \$1,250	45 N/A
Lock Period	Lock Expiration	Last Pricing Update		Search Timestamp				
45	11/3/2025	9/19/2025 10:21:31 AM ET		9/19/2025 2:18:44 PM ET				
Rate		Price	P&I	Discount/Rebate		LO Comp		
<input type="checkbox"/>	7.750%	99.500	N/A		0.500% \$1,250.00	0.000% \$0.00		
<input type="checkbox"/>	7.875%	100.000	N/A		0.000% \$0.00	0.000% \$0.00		

- The Lock Form will open; choose to **Update LOS** or **Request Lock**.


Lock Form
  Stephanie Mitchell

OB Loan Number
85356
Originator
Stephanie Mitchell

OB Status
Registered
Loan Notes
[4 Notes](#)

LOS Loan Number
9366123252

LOS Status
Imported




[Printer Friendly Version](#)

Modify Search

Update LOS

Request Lock

- Once the loan is Registered or Locked a **Confirmation** message will appear; click **OK** on the message and **Close** at the bottom of the screen to **return to the pipeline**.


Lock Form
  Stephanie Mitchell

OB Loan Number
85356
Originator
Stephanie Mitchell

OB Status
Registered
Loan Notes
[4 Notes](#)

LOS Loan Number
9366123252

LOS Status
Imported


[Printer Friendly Version](#)

Modify Search


Update LOS

Request Lock

Lock Contact Email


Confirmation

Loan update successfully submitted. Optimal Blue has successfully pushed the data to the LOS.



Product Information

Search Timestamp
9/19/2025 2:28 PM ET

Product
FLC Bank - Correspondent - Choice HELOC First Lien 5 Yr Draw (10 Yr I/O) 25 Yr Repay ARM

Rate
7.750%

Price
99.500

Discount/Rebate (%)
0.500%

ARM Fixed Term
1 Month

ARM Margin
0.500%

ARM Index
Prime

Loan Information

Lien Position
First


Closed End Subordinate Mortgage Total
\$

Community/Affordable 2nd
No

Total Open End (HELOC) Credit Limit
\$250,000

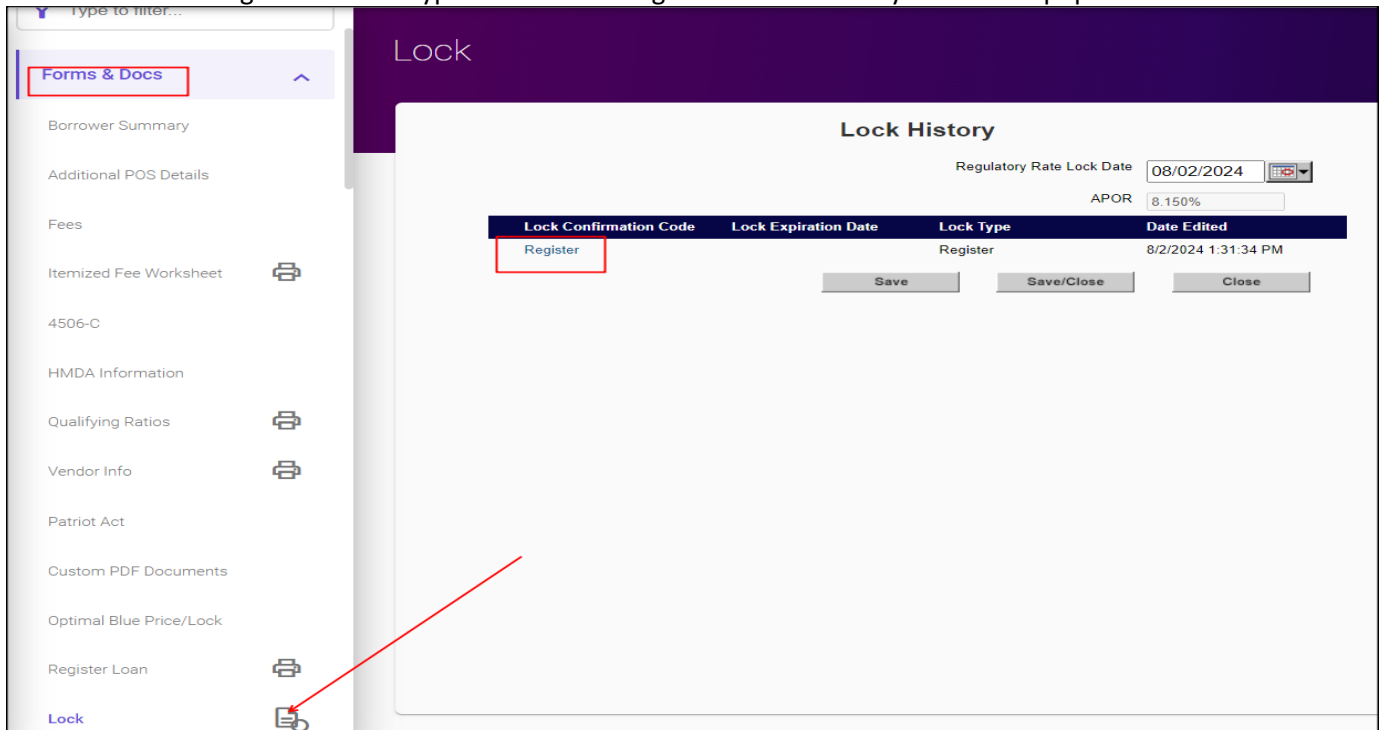
HELOC Drawn Amount
\$250,000

Estimated Property Value
\$484,053



Go to **Forms & Docs** on the left navigation pane; click the Lock paper icon to view the Locked/Registered loan.

- Click the Register or Lock hyperlink and the Register or Lock History screen will populate



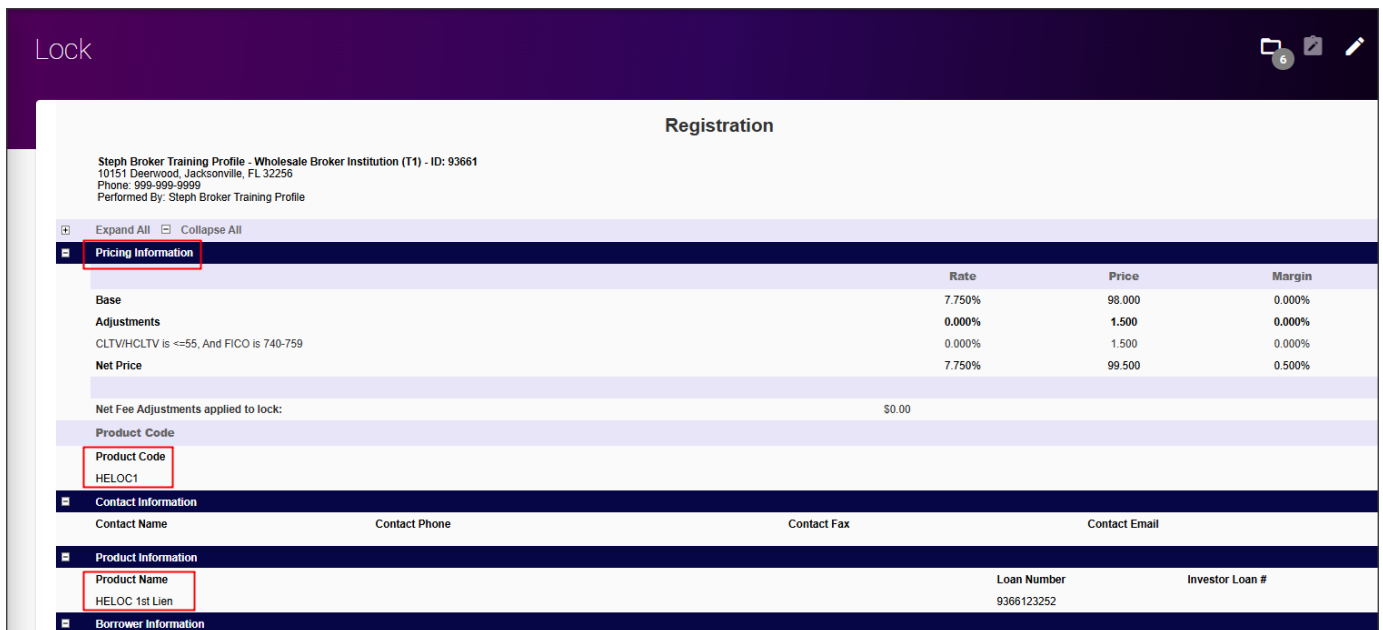
Lock History

Regulatory Rate Lock Date: 08/02/2024
APOR: 8.150%

Lock Confirmation Code	Lock Expiration Date	Lock Type	Date Edited
Register		Register	8/2/2024 1:31:34 PM

Buttons: Save, Save/Close, Close

Verify the Registered or Locked loan data to ensure the correct product, rate, and/or price was chosen.



Registration

Steph Broker Training Profile - Wholesale Broker Institution (T1) - ID: 93661
10151 Deenwood, Jacksonville, FL 32256
Phone: 904-999-9999
Performed By: Steph Broker Training Profile

Expand All Collapse All

Pricing Information

	Rate	Price	Margin
Base	7.750%	98.000	0.000%
Adjustments	0.000%	1.500	0.000%
CLTV/HCLTV is <=55, And FICO is 740-759	0.000%	1.500	0.000%
Net Price	7.750%	99.500	0.500%

Net Fee Adjustments applied to lock: \$0.00

Product Code

Product Code: HELOC1

Contact Information

Contact Name	Contact Phone	Contact Fax	Contact Email

Product Information

Product Name	Loan Number	Investor Loan #
HELOC 1st Lien	9366123252	

Borrower Information

4. Wholesale/Broker customers: Refer to **Set up & Fee Entry Process** located on the FLCBank Resource Center. FLCBank will key your fees and release the initial disclosures to the consumer/applicant. HELOC Loan Fees are listed on the next page.

- The HELOC 1st Lien must go through the Broker channel.

5. **OB Change Requests are not permitted for the HELOC 1st Lien product.** Once you have **locked your loan**, any changes to the loan must be made as follows:

- **Lock Extensions or Relocks** – contact secondary@flcb.com
- **Profile Changes** -
 - Upload the updated URLA/Application to the UW Conditions ImageFlow Doc Type folder.
 - Complete the COC screen with the changes in LOS.
 - OB Profile Changes are subject to UW Approval.
 - Once the underwriter reviews/approves the changes; they will contact secondary to make the OB Profile changes.
 - The LO will receive an automated email notification once the OB Change Request has been completed by Secondary.

HELOC Loan fees:

- FLCBank Administration Fee \$545
- Flood Determination \$11.10
- Wire Fee \$10

State Restrictions: Properties located in the following states are ineligible for financing of the HELOC:

- Alaska
- Hawaii
- Tennessee
- Texas
- New York

Properties located in North Carolina: The total amount of lender fees cannot exceed 1% of the credit limits.