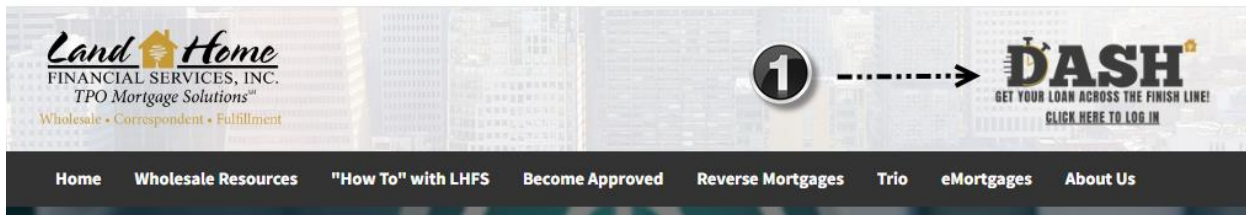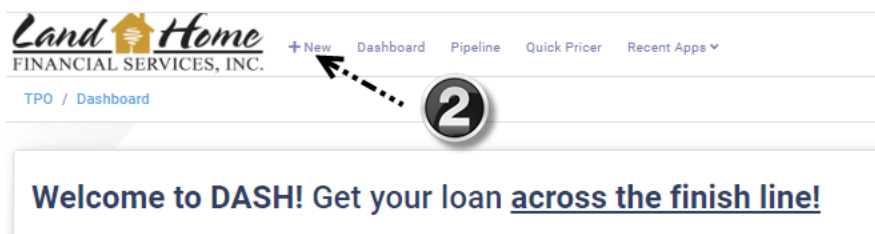# HOW TO LOCK A LOAN BEFORE SUBMISSION

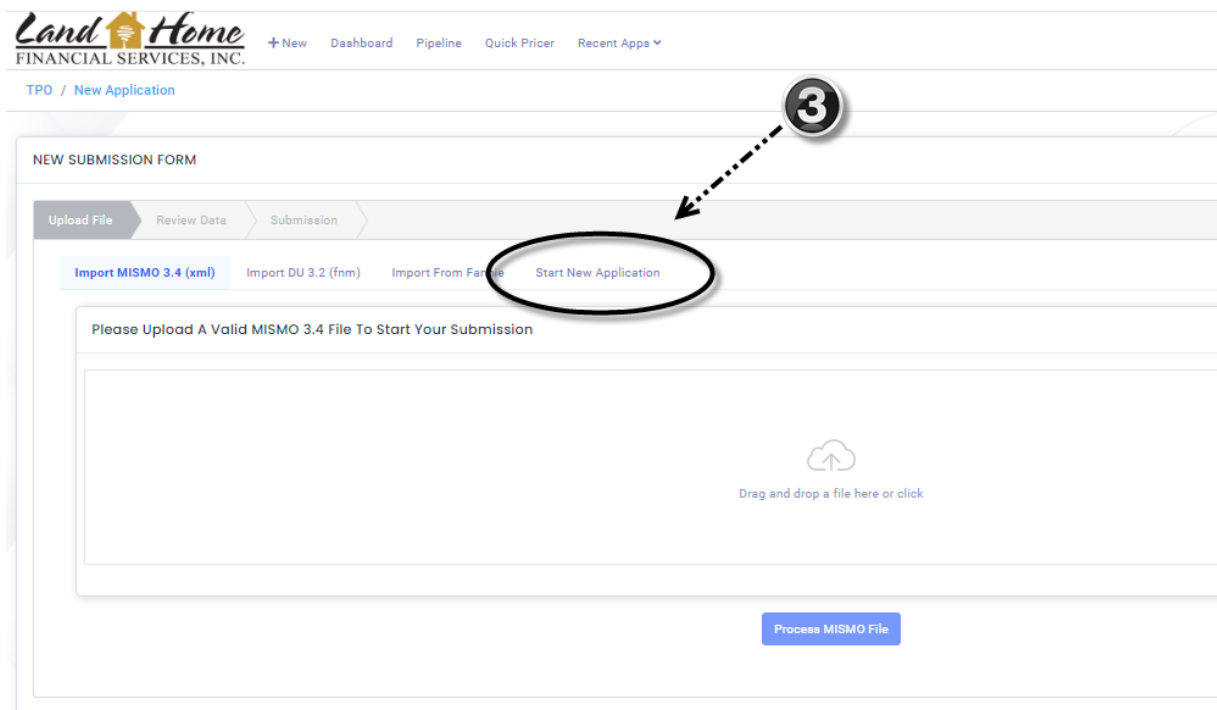1. **Log into DASH Portal**

2. **Click "New"**

3. **Click "Start New Application"**

4. **Complete Borrower and Property Information**
    A. **Select Loan Purpose and Loan Type**
    B. **Complete Borrower Information**
    C. **Complete Property Address (TBD's Not Allowed)**
    D. **Click Proceed to Review Data**

5. **Review Data Screen**
    A. **Loan Purpose Correct?**
    B. **Select Loan Type**
    C. **Click "proceed To Missing Information**

6. Mission Information – Click Proceed To Loan Characteristics

7. Loan Characteristics – Click Proceed to Borrower Characteristics

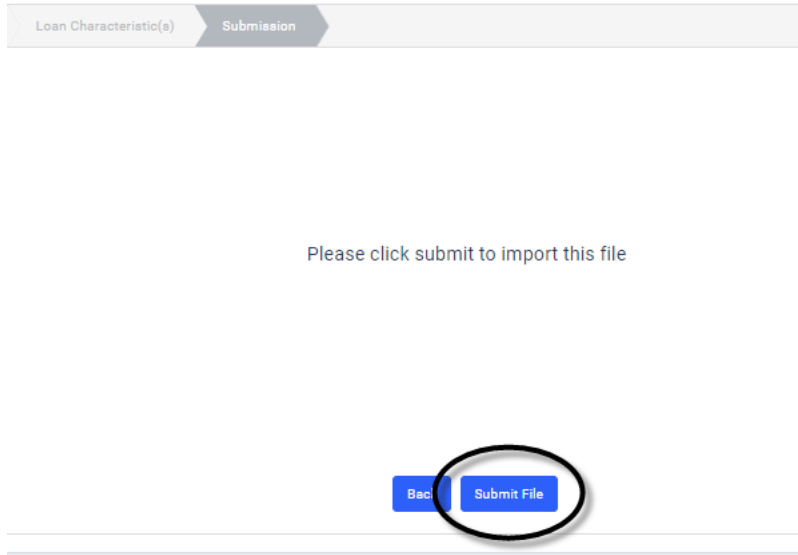**8. Submission – Click Submit File**

Loan Characteristic(s)   Submission

Please click submit to import this file

Back   Submit File

9. On The Loan Summary Page – Click "Pricing"

Test Forward Lock

Address

Lead - New
Loan Status

Loan Number

Wholesale
Channel

Loan Summary
URLA 2020
Services
  Credit
    VOI/VOE
    VOA
  AUS
    Appraisal
Fees
Pricing
Conditions
Submission
Additional

Borrowers(1)

Forward Lock, Test
1355 Williow Way #250   Test@email.com
(M) (303) 591-9938

Loan Details

Conventional   Purchase   ---
Loan Type   Loan Purpose   Purchas

                                            Down P

---   ---
Product   Term

Origination Info

---   ---   ---
Origination Date   Lock Expiration Date CD Issue

CD Signed Date

TPO Mortgage Solutions
Wholesale - Correspondent - Fulfillment

10. Click Search Products

11. Click Arrow to Expand

Click To
Expand

12. Complete Screen All necessary information must be completed.

    A. Do Not Complete Income Section

    B. When Form is Complete Click on Search Products

13. Click on desired program

14. Select Rate and Click OK

15. Click Apply

16. Click Apply

17. Request Lock
  ### A. Make sure pricing is valid
  - **If Not valid – Click on red and it will show you what is wrong**
  ### B. Click Request Lock

Please contact your LHFS Account Executive or
Sales Support at Support@LHFSWholesale.com or (800) 398-0865 regarding any questions.