Advantage MPP LAS USER GUIDE



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Effective Date 11-01-2022

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1. Glossary of Terms

Advantage MPP (Advantage Mortgage Purchase Program) Program that allows members to sell mortgages directly to FHLBI as an alternative to the traditional secondary market.

Allocation To assign an individual loan to a Mandatory Delivery Contract (MDC).

Document Custodian Entity approved by FHLBI in accordance with Appendix A of the Advantage MPP Guide that verifies and retains custody files in accordance with the Document Custodian Manual and the custodial agreement.

FHLBI (Federal Home Loan Bank of Indianapolis) One of the 11 regional banks that make up the Federal Home Loan Bank System. FHLBanks are government-sponsored enterprises created in 1932 by Congress to ensure access to low-cost funding for their member institutions.

Funding Schedule Report that discloses the allocation of the funding amount to principal, interest, and fees. It is available on the MDC Information page in LAS.

Initial Certification The Document Custodian's certification that it has received all mortgage documents required by Appendix A of the MPP Guide and that all required documents and specified data points are confirmed.

LAS (Loan Acquisition System) Secure online system used by FHLBI Members to sell and deliver mortgage loans to Advantage MPP.

MCC (Master Commitment Contract) A best efforts agreement whereby the Seller agrees to sell to FHLBI a specified aggregate principal balance of mortgages with specified characteristics over a fixed period of time.

MDC (Mandatory Delivery Contract) Transaction that obligates a Seller to sell a specified dollar amount of mortgages with specified characteristics to FHLBI at a specified purchase price on a specified Settlement Date.

MERS (Mortgage Electronic Registration System) An electronic registration system that eliminates the need for additional recorded assignments. Additional information can be found at <u>www.mersinc.org</u>.

PFI (Participating Financial Institution) FHLBI Member who is approved to sells loans to Advantage MPP.

Schedule of Mortgages Report that lists the loans delivered into a Mandatory Delivery Contract (MDC). It is available on the MDC Information page in LAS and should be used as a Cover Letter on the collateral package delivered to your Document Custodian.

Settlement Date The Mandatory Delivery Contract (MDC) funding date.

ULI (Universal Loan Identifier) Identifier for a covered loan or application that can be used to identify and retrieve the covered loan or application file. The ULI is required if the Loan Seller is a HMDA reporter.



2. Introduction

2.1 Overview

LAS (Loan Acquisition System) is the secured online platform used by FHLBI (Federal Home Loan Bank of Indianapolis) Members who participate in Advantage MPP (Mortgage Purchase Program). LAS allows FHLBI Members to efficiently manage their pipelines and execute trades in a secured online environment.

This guide will walk you through the entire process in LAS, from taking out a Mandatory Delivery Contract (MDC) to Settlement.



2.2 Requesting Access to LAS

2.2.1 LAS User ID & Password Request Form

LAS Access is granted via the 'LAS User ID & Password Request' form, which is located on the FHLBI website.

- 1. Navigate to the FHLBI website: <u>https://www.fhlbi.com</u>
- 2. Select 'Advantage MPP' from the top of the site.
- 3. Select 'Advantage MPP Materials' on the right-hand side of the site.
- 4. Scroll down to the 'Forms' section and select the 'LAS User ID & Password Request' form.

Fill out the form, have it signed (e-signature is fine), and email it to mpp@fhlbi.com. The form must be signed by an individual authorized on your corporate resolution for MPP actions.

New LAS users will be assigned a LAS User role from the list below.

0	Manager	Includes viewing pricing, trading authority, uploading and adding loans, search functions, and reporting functions.
0	Trader	Has all the abilities of a manager but is not the main POC for LAS issues.
0	Shipper	Includes viewing pricing, uploading /adding loans, search functions, reporting functions and completing the sale.
0	Document Custodian	Only be able to perform document certification.
0	Pricing Agent	Only able to view pricing.

Once access is requested and confirmed by the MPP department, new LAS users will receive an e-mail from the Service Desk with further details on registering for DUO and signing into LAS. DUO Multi-factor authentication FAQ can be found on the FHLBI website: <u>https://www.fhlbi.com</u>.



2.3 IT Support Contact

For LAS login assistance, including password resets, please reach out directly to the IT Support Team:

IT Support Email: <u>service_desk@fhlbi.com</u> Toll Free Number: 800-288-6697

2.4 MPP Department Contact

For questions about the Advantage MPP Program or this guide, please reach out to the MPP Department:

MPP Department Email: <u>mpp@fhlbi.com</u> Toll Free Number: 800-274-4636

MPP Department Contacts >>



2.5 **Basic Navigation**

The LAS site can be accessed at <u>https://mpp.fhlbi.com</u>, or via the LOGIN menu on <u>https://www.fhlbi.com</u>.

When you first log into LAS, the Master Review screen is displayed. This screen displays a summary of all open Master Commitment Contracts (MCCs). Most of the time, there will be only one contract.

You navigate LAS via the '**Main Menu**', which is located on the left-hand side of the screen. From the Main Menu, you can search for loans or commitments, add loans to the system, view pricing and take out commitments, and run reports to help you manage your Advantage MPP Pipeline. Each item under the main menu will bring up a submenu when you click on the function name.

There is also a '**Quick Search**' function on the top left-hand side of the screen. When you know exactly where you want to go – such as the loan number of the file you want to edit or the MDC you want to deliver, you can simply type the number in the appropriate field in the Quick Search box and click **Go**. You will be taken directly to the Loan, MDC, or MCC.

To exit LAS, choose the 'Exit LAS' option from the main navigation bar—this can be done from any screen.

S FHLBan INDIANAPOL	Adv	vantage <mark>M</mark>	Master Re	use view For Particip	ername: Karen Montgon Dating Financia	Login at: 11/2 Login at: 11/2 al Institution	inancial In:	stitution 1:11 PM	
				Master Commit	ment Contract	S			
	Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
	888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Detail
	99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Detai
in Menu				Mandatory Deli	very Contracts	;			
earch ▼									
ans ▼ mmitments ▼ ports ▼									

BEST PRACTICE: Do not use the 'forward' and 'back' buttons on your browser to navigate LAS. Completely close your browser after you have exited LAS.

NOTE: If there is a period of inactivity for 30 minutes while logged onto LAS, an Inactivity Alert will display on your screen. This alert gives you 25 seconds to click anywhere on the screen to show activity in LAS. If this is not done within 25 seconds, you will be automatically logged off.



3. The Loan Sale Process



LAS Users who have been assigned the role of Manager or Trader in LAS can take out an MDC (Mandatory Delivery Contract – sometimes referred to as a 'trade' or 'rate lock') to sell a loan into Advantage MPP. When you create an MDC, you are committing to sell a loan with a specific term, with a rate that falls within a five-rate band, and that is for a certain dollar amount +/- \$10,000. This five-rate band, the \$10,000 variance, and the fact that MDCs are not tied to a specific borrower, allows flexibility in the event the customer wants a lower rate, or a loan falls through.

To create an MDC, select 'Commitments' and then 'Create MDC' from the Main Menu.

FHLBank INDIANAPOLIS	Advantage MPP	
Quick Search	Create MDC for Teach PFI	
Loan Go MCC	Master Commitment	
MDC Go		
Main Menu		
Search *		
Commitments Reports		
Exit LAS		
	LAS Member Portal 2.6.226.0 - © 2021 - Federal Home Loan Bank Indianapolis, All rights reserved	



- 1. From the Commitment Page:
 - a. Choose the MCC you want to use from the drop down.
 - b. Select the Product type/term from the drop down.
 - c. Click Get Prices
 - d. The screen will expand, and you will be able to select the rate and timeframe you want to lock.
 - e. Select a pricing range by choosing a delivery period (7 days, 14 days, etc.) and going down the column to click on the rate you want as the base rate of the 5 rate band.
 - f. The screen will expand, and you will enter a Commitment Amount, choose the Servicer, choose a Document Custodian, and click on Commit.
 - g. You will have 45 seconds to review the MDC information. If the selections look accurate, click on 'Confirm Trade' to confirm the transaction. If you do not confirm the transaction within the allotted time frame, you will have to refresh pricing.
 - h. Once confirmed, LAS will automatically send you an email with the details of the MDC.

k Search				Create MDC for Participatin	og Financial Institution					
en orement		create record or Participating Pinancial Institution								
	Nasiw Contribution 197	80 V Product Type CC	MGRAR 🐱 Gal Press	Pert Place Constinue						
	CENTRAL	Servicing Fee 25 to								
	Plases select a pricing apa	ed by citizing on a price, complete the s	quied fields takes, and dick Con-	set.						
	Martin Darks									
	Prove Party	2	14	20	42	38	let .			
	3.75	96-6082	96.67749	80.52269	S6.48164	96.44D62	96.3042			
<u></u>	3,676	97.24669	97.21925	97:45809	97.11016	\$7.07344	06.90244			
	4	97.68513	97.88298	9779612	97.75068	87.70626	97.58068			
1	4.125	95 52589	98.49073	95.43135	98.58521	98.33600	08.20852			
	4.25	95 16236	09 12847	99,06788	68.01975	85.87168	98.83735			
ain Menu	4.375	9574075	68.10632	99,84473	08.58346	10.54219	58.39935			
	46	100.3194	190 26536	108.22188	180.18715	100.1128	58.90162			
earch *	4.626	103 69606	130 66061	108.78902	180.74892	108.68281	180.02505			
aans -	4.75	101.47973	121,44225	101.20613	101.31465	101.25212	181.09909			
	4,875	101.99454	101.00074	101.8332	10177168	101,710%	101.54252			
one and the other	5	102.34056	182,25725	102.29023	182220871	102.16719	101 39955			
porte *	5.125	102.65015	192-01471	100.71727	100.00714	102.03423	182.4585			
	5.25	103.33796	185.2122	100.00.0		107.06426	182,51304			
II LAS	8.375	103.8	193.8			102.5	183,3983			
	5.5	109.5 0	121.0	Soloct a D	rico	103.5	180.5			
	5.625	109.5	125.5	Selectar	lice	103.6	183.5			
	6.76	109.5	188.6				103.5			
	5.875	105.5	185.5	103.6	100.6	103.5	180.5			
	6	100.5	105.5	100.5	185.5	103.5	180.5			
	6.125	103.8	193.8	108.6	183.5	102.5	163.5			
	6.25	109.6	193.5	100.5	185.5	107.5	183.5			
	6.375	103.6	185.5	100.5	183.5	102.5	163.5			
	6.6	109.6	121.6	108.6	121.5	101.6	183.6			
	6.620	123.8	121.6	101.8	183.8	103.8	102.8			
	6.75	109.5	185.5	100.5	1855	103.5	180.5			

BEST PRACTICE: Select a base rate two steps below what you need since LAS will automatically select the next four higher rates to complete the range. So, if you need a rate of 3.0%, select 2.875% and LAS will lock a rate band of 2.875% to 3.375%

NOTE: The pricing displayed on the screen is live and will be valid for two minutes. If you wait longer than the allotted time to click commit, LAS will instruct you to refresh the pricing.

Pricing is available Monday through Friday from 9:30 – 4:30 EST, excluding Bond Market Holidays.



3.2 Enter Loan Data



There are two ways to load loan data into LAS:

- 1. Upload loans from a Uniform Loan Delivery Dataset (ULDD) file.
- 2. Enter loan level data manually.

3.2.1 ULDD File Upload

FHLBI is in alignment with the Fannie Mae & Freddie Mac ULDD Phase 3 data standard: MISMO Model, Version 3.0 (MISMOReferenceModelIdentifier="3.0.0.263.12"), saved in an XML file format. So, if your system can create a Fannie or Freddie upload file, LAS should be able upload it.

To Upload a ULDD File:

- 1. From the left-side Main Menu, Select 'Loans' and then 'Upload Loans'.
- 2. This will bring up the Loan File Upload screen shown below.

	Advantage Production User, Participating Financi Login at 8/10/2022	ial Institution ? 11:27:32 AM
Quick Search Loan Co MCC	Loan File Upload Filename: Choose File Office chosen Extrus: E	
Go MDC Co Main Menu	Upload File	
Search + Loans +		
Add New Loan Upload Loans Delete Unallocated Loans		

- 3. Click on 'Choose File'. Select the file you wish to upload and click 'Open'.
- 4. Once the file has been selected, click on the 'Upload File' button. LAS will display a rotating red circle while uploading.
- 5. Once the file upload is complete, click on 'View Summary Report' to determine if there were any errors in uploading the loans.

NOTE: LAS will upload and save a loan that has data missing or that is incorrect. It will NOT however, save a loan if the PFI Loan Number is missing.



The report shown below is a sample of the Loan Upload Summary Report. The top right section (circled below in red) summarizes how many loans were in the upload file, how many of these loans were saved on the system and how many loans were rejected. If any loans appear as rejected, LAS was unable to upload it. You must fix the ULDD errors and upload the loans again. If the report shows the loan(s) were uploaded, the loan will be saved in LAS, even if there are data errors to correct.

	Advantage MPP	Username: Demo User, Participating Financial Instituti Login at: 8/10/2022 11:51:21 A
Quick Search	Loan Upload Summary Report	
1	8/10/2022 12:01:29 PM	
Go		Total Loans Uploaded: 1 New Loans Saved: 1 Existing Loans Subdated: 0 Total Loans Reieted: 0
мсс	Allocation Summary	
Go		Total Allocation Attempts: 0 Loans Allocated: 0 Loans Failing Allocation: 0
1000	Exception Summary	Format Loaner 1
		Master Agreement Loans: 0 Fatal Loans: 0
00	Level 1 Check Loan Errors: (Format Violations)	
Main Menu	Loan # Attribute Yalue No Violations Detected	Errer
Second -	Level 1 Check Loan Warnings:	
Search -	Loan # Attribute Value Warning	
Loans *	20220810 InvestorCommitmentIdentifier InvestorCommitmentIdentifier provided is not found. Please upload a valid Investor 20220810 ProjectClassificationIdentifier 999 LAS did not recognize/accept the data input as provided and defaulted it to 'Unknow	CommitmentIdentifier. vn'
Commitments -		
	ULDD file Errors Loan # Datapoint (Sort id) Line Number Rule Type	Error (hover for XPath)
Reports -	No ULDD errors Detected	
Exit LAS	Level 1 Loan Errors: (Master Agreement Violations)	
	Loan # Rule# Description No Violations Detected	
	Level 2 Loan Errors: (Warnings, Fatals and MDC Allocation Violations)	
	Loan # Rule# RuleType No Violations Detected	Description
	L&S Member Partal 2 8.227 0 0.2022 - Federal Home Loss Bank Indiananolis All rinhts reserved	

The remainder of the report details the results of various checks that were performed during the upload process and will point you toward what field in the loan file contains an error that needs corrected.

Allocation Summary Provides allocation details should you attempt to allocate loans with your upload file. If an MDC was not indicated on the upload file, this section will display zeros and no details are shown.

Exception Summary Describes what exceptions were found with the loans from a very high level.

Level 1 Loan Errors: (Master Agreement Violations) Errors in this section indicate that the loan violates the MCC master agreement and may not be sellable to FHLBI.

Once the loan is uploaded, use the Loan '**Quick Search**' function at the top left to quickly navigate to the Loan Maintenance Screen. Simply type the loan number in the Loan Field and click Go.

Once the loan opens, click Save to generate a list of loan-level warnings/errors as shown below. You can then fix the issues and save again. A message of 'Loan Saved Successfully' means that no issues were found.

FHLB Loan ID 62	Date Entered 8/27/	2022 9:35:42 PM	Save	Delete	
v attention to the following issues	/warnings:				
le Type	Rule #	Rule			
atal	6280	Monthly income is zero or	Invalid		Sub-Total: Level 2 Rules
					Sub-Total: MDC Rules
					TOTAL ERROR COUNT
					Maximum Errors Allowed

3.2.2 Manual Loan Entry

To enter loan data manually:

- 1. Select 'Loans' from the Main Menu and then select 'Add New Loan'.
- 2. To navigate through the Loan Maintenance screen, simply click on the various tabs such as 'Property Data', 'Note', etc. The Save button is on the top right.

NOTE: 'Show Tabs' (upper right corner) allows you to change the appearance of the Loan Maintenance Screen. You can keep the default Tabs view, or switch to a one-page view.

	Advantage MP	P			Username: Demo User, Participating Financ Login at: 8/10/202	cial Institution 12 11:51:21 AM
Quick Search Loan Go MCC Go MDC	Loan Maintenance FHLB Loan ID Borrower Data Prop General Data	New Date Enter	red 8/10/2022 12:11:31 PM ng Loan Sale	Gave	Show Tabs	
Go Main Menu Search ← Loans ←	PFI Loan Identifier: * Number of Borrowers: * Primary Borrower Data First Name: *	Univ	ersal Loan Identifier:			
Add New Loan Upload Loans	Last Name: * SSN: *	Show/Edit SSN	Suffix: Date of Birth: *			
Delete Unallocated Loans	Age: Ethnicity: Residency Status: * Race:	Data Not Provided - mail, telephon v Asian Black or African American Native Hawailan or Other Pacific Islande White Data Not Provided - mail, telephone or i	Gender: First Time Buyer?: Self-Employed?: r nternet application	Data Not Provided v No v No v		

NOTE: Fields with red asterisks * are required for a loan to be allocated to an MDC.

The first tab you will see when entering a loan manually is the 'Borrower Data' tab. This is the screen where you will enter specific information about the borrower and the co-borrower (if applicable).

- 'PFI Loan Identifier' This is the loan number you have assigned to this loan. This field cannot be left blank and is required to save the loan.
- The Universal Loan Indicator (ULI) is required if the Loan Seller is a HMDA reporter. ULIs must:
 - Begin with the institution's 20-digit legal entity identifier (LEI)
 - Follow the LEI with up to 23 additional characters to identify the covered loan of application
 - End with a 2-character check digit
- A warning message will display if the ULI is not the correct length. If the ULI is in error, the loan can be saved but cannot be allocated until corrected.
- The Co-Borrower Data section will only display when the Number of Borrowers is two or more.
- Up to 5 Race selections can be chosen for the borrower and the co-borrower.

The second tab is the 'Property Data' tab. If this information is not easily found in your system, it can be found in the appraisal report.

	Advantage MPP		Username	: Demo User, Participating Financial Institution Login at: 6/25/2021 2:53:11 PM	1
Quick Search Loan 60 MCC 60	Loan Maintenance FHLB Loan ID Borrower Data Prope	New Date En	ered 6/25/2021 2:53:16 PM	Save	K2Show Tabs
MDC Go Main Menu Search ~ Loans ~ Commitments ~ Benorts ~	Property Data Street: * (State: * (Occupancy Status: (Property Sales Price: (Property Appraisal Type: (Co-Op Mortgage:	Owner S	City: * Zip Code: * Project Classification: Number of Units: * Property Appraisal Amount: * Property Appraisal Date:		
Exit LAS	Project Data Attachment Type: * PUD Indicator: * Construction Method: *	× × ×	Project Legal Structure Type: Project Design Type:	v	

• Property Appraisal Date needs to be entered.

The third tab is the 'Note' tab. If this information is not easily found in your system, it can be found on the Note itself.

	Advantage MPP	User	name: Demo User, Participating Fi Login at: 6/2	nancial Institution 5/2021 2:53:11 PM
Quick Search	Loan Maintenance			
Loan Go	FHLB Loan ID New	Date Entered 6/25/2021 2:53:16 PM	E	Save Save
MCC Go	Borrower Data Property Date Note	nderwriting Loan Sale	_	
MDC	Note			
Go	Product Type:	Conventional ~	Amortization Type:	Fixed Rate Y
	Loan Purpose:	Purchase V	Lien Position:	1st 🗸
Main Menu	Secondary Lien Amount:	\$		
Search *				
Loans -	Current Principal Balance: *	\$	Original Principal Balance: *	\$
Commitments -	Principal and Interest Payment: *	\$		
Reports -	Current Note Rate: *	0.000 %		
Exit LAS	Amortization Term (Months): *	0]	
	Note Date: *			
	First Payment Date: *			
	Maturity Date:	1/1/0001	1	
	High Cost Mortgage:	No Y		
	Correspondent Loan (Y/N) (Broker loans not allowed):	No V		
	Temporary Buy down?:	No Y		
	Interest Only?:	No Y		
	Prepayment?:	No		
	Balloon?:	No		
	eNote?*	•		
	MERS ID (MIN):	It provided, must be 18 digits	eRegistry Number:	If provided, must be 18 digits

- If the eNote answer is 'Yes', the eRegistry Number is a required field.
- If the loan is a MOM loan or the loan has been assigned to MERS as Mortgagee, the MERS ID (MIN) and eRegistry Number will match.
- If the loan is not assigned to MERS as Mortgagee, and the Loan Seller uses MERS for eNotes tracking only, the MERS ID (MIN) should be left blank, and only the eRegistry Number should be saved.
- The MERS ID (MIN) is required for Servicing Released loans.



The fourth tab is the 'Underwriting' tab.

Advantage MPP			Usemame:	Karen Montgomery, Participating Financial Institution Login at: 11/27/2018 1:01:37 PM	
Loan Maintenance	•				
FHLB	Loan ID New	Dat	e Entered 11/27/2018 1:15:02 PM	Save	Show Tabs
Borrower Data Tab: -PFI Loan Identifier is required		\frown			
Borrower Data Pro	perty Data Not	Underwriting	ban Sale		
Underwriting					
	ITV:*		CI TV: *	0 8	
				(round up to nearest whole number)	
Borrower Monthly Inc.	ome: ^	\$			
Co borrower monutily inc	Ane:	S	Total Monthly Debt (arcluding DITD: 1		
Ordenal		3	Total montally Debt (excluding PTT).	\$	
Unguna		5	Escrow?:		
Housing Underwriting	vpe: *	3	Dil Casa IDI R Key:	0.00	
	7		bu case in LP Key.		
Primary Borrower F	ICO:*		Borrower Source of FICO: *	· · · ·	
			Date of FICO		
Со-Воггожег	FICO:		Co-Borrower Source of FICO:	· · · · ·	
			Date of FICO		
MI Certificate Nu	mber:		MI Coverage:	x	
			Nbr of Months in Reserves at Closing:		
MICom	pany:	~	MI Premium Source:	Borrower	

- The Monthly Income amount is a combination of the Borrower Monthly Income and the Co-Borrower Monthly Income.
- Original PITI pertains to this loan only, not the loan the borrower is refinancing or the loan for another home.
- For MI Coverage requirements, refer to the Advantage MPP Guide which can be found on the FHLBI website <u>https://www.fhlbi.com</u>



The fifth tab is the 'Loan Sale' tab.

	Advantag	e MPP	Username: Karen Montgomery, Partici	pating Financial Institution n at. 10/30/2018 1:18:54 PM
uick Search	Loan Maintenance	(
an	FHLB Loan ID N	W Date Entered 10/30/2	018 1:36:18 PM	e Show Tabs
	Borrower Data Pro	perty Data Note Underwritin	g Loan Sale	
c	Loan Sale			
	Actual Paid to Date: *		Scheduled Paid to Date:	
	Servicer Name: *	Rushmore Loan Management Servi 🗸		
ain Menu	MDC ID:	Do Not Allocate To MDC V		
earch -	NMLS ID: *		Appraiser ID: *	
oans -	Special Feature Code 1:		Special Feature Code 4:	
ommitments -	Special Feature Code 2:		Special Feature Code 5:	
eports -	Special Feature Code 3:		Special Feature Code 6:	
	1			

- The 'Actual Paid to Date' field represents the date the loan is actually paid through.
- The 'Scheduled Paid to Date' field will be calculated by LAS and is based upon the month in which the MDC settles.
- The Special Feature Code fields are not used at this time unless you are instructed otherwise by FHLBI.
- Appraiser ID should be the Appraiser's license number.

Saving Loan Data

Once you are finished entering data, click the Save button at the top of the screen. Remember, the loan will NOT be saved if the PFI Loan Number is missing. Once the Save button is pressed, a data integrity check will automatically run.

FHLBank INDIANAPOLIS	Advantage MPP	Usemame: Karen Montgomery, Participating Financial Institution Login at: 10/30/2018 11:18:54 PM
Quick Search	Loan Maintenance FHLB Loan ID 250334 Date Entered 10/30/2018 2:18:09 PM	Save Delete Stow Tabs
	Please pay attention to the following issues: P&I differs from computed P&I by more than \$.01	
MDC GOO	L IV Calculation does nortmatch entry value NMLS ID is missing. Appraiser ID is missing Universal Loan lidentifier is required when PPI member associated with Loan is an HMDA Reporter Invalid Origination Date Co-Sorrover FICO Source is not provided when No. of Borrowens is greater than 1.	
Main Menu _{Search} ≁	Co-Borrower FICO Score missing and number of borrowers greater than 1 The current changes have been saved.	
Loans -	Borrower Data Property Data Note Underwriting Loan Sale	Delivery

- If there are any fields in error, the loan will be saved but errors will display. The errors will need to be corrected before the loan can be allocated. Although the error messages are straight forward, do not hesitate to reach out to the MPP staff if you are having trouble finding where or how to correct an error.
- Once a loan is successfully saved without errors, the message 'Loan Saved Successfully' will be displayed.

3.3 Allocate Loans to an MDC



To 'allocate a loan' in LAS means you are assigning the loan to a specific MDC. Keep in mind that loan allocation can be performed either through the loan allocation screen, or directly from the ULDD upload.

3.3.1 Selecting Loans for Allocation

To access the Loan Allocation screen, select 'Commitments' from the Main Menu and click 'Loan Allocation'. All your active MCCs and unallocated loans will be displayed.

			Loar					
			Master C	commitment Contract				
			Expand the	MCC to view and select an MDC				
711100								
MDC ID#	Product Type	Settlement Date	Current Commitmen	t Amount Allocated	Amount Remaining	Min Note R	ate Max	Note Rate
40	MRAA-30YR	08/31/2022	\$3	00,000.00 \$0.00	\$300,000.00	5.000		5.500
711101								
			AI	located Loans				
ere are no Allocate	ed Loans associated with this i	MDC						
ere are no Allocate	ed Loans associated with this	MDC.						
ere are no Allocate	ed Loans associated with this I	MDC.	Una	allocated Loans				
ere are no Allocate	ed Loans associated with this	MDC.	Una	allocated Loans				
ere are no Allocate	ed Loans associated with this i	MDC.	Una	allocated Loans				
ere are no Allocate	ed Loans associated with this in the state of the state o	MDC. MDC # 40	Una	allocated Loans				
ere are no Allocate These Ioans h .oan ID	ad Loans associated with this i have been filtered for Property Address	MDC. MDC # 40 (1) City	Una State Last Name	allocated Loans MDC Settlement Balance	Current Loan Amount	Note Rate %	Loan Type	Term
ere are no Allocate	ad Leans associated with this i have been filtered for Property Address Water Way	MDC. MDC # 40 (3) City Indianapolis	Una State Last Name IN User	Allocated Loans MDC Settlement Balance \$250,000.00	Current Loan Amount \$250,000.00	Note Rate % 5.000	Loan Type Conventional	Term 360
ere are no Allocate These Ioans h .oan ID 20220824-1 20220824-2	ad Leans associated with this in ave been filtered for Property Address Water Way Fire Way	MDC. #40 MDC #40 City Indianapolis Indianapolis	Una State Last Name IN User IN User	Allocated Loans MDC Settlement Balance \$250,000 00 \$300,000.00	Current Loan Amount \$250,000.00 \$300,000.00	Note Rate % 5.000 5.000	Loan Type Conventional Conventional	Term 360 380
ere are no Allocate These Ioans h .oan ID 20220824-1 20220824-2 20220824-3	ad Loans associated with this is aver been filtered for Property Address Water Way Fire Way Road Way	MDC. #40 () MDC #40 () City Indianapolis Indianapolis Indianapolis	Una State Last Name IN User IN User IN User	Allocated Loans MDC Settlement Balance S250,000 00 S300,000,00 S250,000 00	Current Loan Amount \$250,000.00 \$300,000.00 \$250,000.00	Note Rate % 5.000 5.000 5.000	Loan Type Conventional Conventional Conventional	Term 360 360
These Ioans h coan ID 20220824.1 20220824.3 20220824.4	ad Leans associated with this in aver been filtered for Property Address Water Way Fire Way Road Way Wind Way	MDC: #40 City Indianapolis Indianapolis Indianapolis Indianapolis	Una State Last Name IN User IN User IN User IN User	Allocated Loans MDC Settlement Balance S250,000 00 S300,000 00 S250,000 00 S500,000 00 S500,000 00	Current Loan Amount \$250,000.00 \$300,000.00 \$250,000.00 \$500,000.00	Note Rate % 5.000 5.000 5.000	Loan Type Conventional Conventional Conventional Conventional	Term 360 360 360 360
ere are no Allocato These Ioans In .oan ID 20220824-1 20220824-2 20220824-3 20220824-4	ad Leans associated with this is have been filtered for Property Address Water Way Fire Way Read Way Wind Way	MDC: # 40 (2) MDC: # 40 (2) City Indianapolis Indianapolis Indianapolis	Una State Last Name IN User IN User IN User IN User	Allocated Loans MDC Settlement Balance S250,000,00 S300,000,00 S250,000,00 S500,000,00	Current Loan Amount \$250,000.00 \$300,000.00 \$250,000.00 \$500,000.00	Note Rate % 5.000 5.000 5.000 5.000	Loan Type Conventional Conventional Conventional Conventional	Term 360 360 360 360

Click next to the MCC number to display all the available MDC IDs. Clicking on the MDC ID filters loans for that MDC. Loans are color-coded to show if they are compatible with the selected MCC and MDC.

Green - Loans that comply with the rules of the selected MCC and MDC and pass all business rules.

Orange - Loans that do not comply with the rules of the selected MCC and MDC but do pass the business rules check. You can use the compliance checker to see what MCC or MDC rules the loan violates.

Red - Loans that have business rule violations – there is a data integrity issue, and a required field may be blank.

Gray – The loan is too large to fit into the MDC although it has a matching term and rate. FHLBI can increase the MDC amount to accommodate a larger loan amount.

NOTE: From the Allocation page, you can click on a loan number to go to Loan Maintenance. The Save button on the Loan Maintenance screen runs a validation to show loan-level warning and errors.



3.3.2 Allocating Loans

To allocate the loan(s), select the checkbox by the loan and click on Add TO MDC # #]. This will move the loan from the Unallocated Loans section to the Allocated section.

earch					Loan /	Allocatio	n Page				
					Master Co	ommitme	ent Contract				
					Expand the M	CC to view and	d select an MDC				
Ĩ	888888										
	MDC ID#	Product Type	Settlement Date		Current Commitment A	Amount	Amount Allocated	Amount Remaining	Min Note R	ate Ma	x Note Rat
	72055	CONV-15YR	03/04/2019		\$1,000	,000.00	\$0.00	\$1,000,000.00	4.625		5.125
	99999										
enu	MDC ID#	Product Type	Settlement Date		Current Commitment A	Amount	Amount Allocated	Amount Remaining	Min Note R	ate Ma	x Note Ra
	72054	CONV-30YR	03/04/2019		\$200	00.000	\$200,000.00	\$0.00	5.500		6.000
					Allo	notod L	oanc				
nents -					Allu		uans				
51											
	These loans	have been allocat	ted to MDC # 7205	4							
	Loan ID	Property Address	City	State	Last Name	MDC Se	ttlement Balance	Current Loan Amount	Note Rate %	Loan Type	T
	99887766	987 Main Street	Indianapolis	IN	Jones		\$200,000.00	\$200,000.00	5.750	Conventional	13
											<< 1

3.3.3 Un-allocating Loans

There may be a situation where you accidently allocate a loan to the wrong MDC, or a deal falls through and you will no longer be able to sell the loan to FHLBI. Should this happen, LAS allows you to un-allocate loans prior to delivering the MDC.

However, if the MDC has already been delivered, you will need to contact an MPP staff member to have the MDC put back into active status so you can un-allocate the loan. Once back in Active Status, you can select the loan and click the 'Un-allocate from MDC...' button. The loan will no longer be allocated to the MDC and will display under the 'Unallocated Loans' section.



3.4 **Deliver the MDC**



Once you have finished allocating loans to the MDC, it needs to be delivered. You can click Deliver directly from the Loan Allocation Page, or from the MDC Information screen. The loan delivery step essentially locks the loan data in the system, generates the Schedule of Mortgages, and enables the MDC to receive its Initial Certification.

- 1. Comments are required by LAS to deliver and MDC. You can enter whatever information you find helpful such as your initials, the tracking number, or borrower name.
- 2. Click Confirm Deliver to update the MDC status to 'Delivered'.

Once the MDC is in Delivered status, the buttons shown below will be available on the MDC information screen.

```
Run/Download Schedule of Mortgages Download Schedule of Mortgages- Tab Delimited
```

The Schedule of Mortgages should be used as a cover sheet to deliver custodial documents to your custodian. To print a copy:

- 1. Press the "Run/Download Schedule of Mortgages" button. The schedule will pop up in a new window.
- 2. Press the "download as" button from within this new window. There are multiple options, but the easiest is to select Excel.
- 3. Open the file in Excel, select print, and choose the option to "fit sheet on one page".



3.5 **MDC Certification**



Prior to funding, the Document Custodian must certify that the custodial file has been received, and the mortgage documents are complete and correct.

Advantage MPP sellers either utilize the approved third party Document Custodian or their own trust department. Only persons granted the role of Document Custodian in LAS have the ability to certify an MDC.

Collateral file documents for each loan should be in a manila file folder, clearly labeled with the current loan number and the borrower's name. For information on what is required to be sent to the Document Custodian, refer to Appendix A of the Advantage MPP Guide which can be found here: <u>FHLBI | Advantage MPP Materials</u>

Advantage MPP Document Custodian Address:

U.S. Bank Document Custody Services 1133 Rankin Street, Suite 100 St. Paul, MN 55116 Attn: Agency Certifications

If your organization has been approved to act as its own custodian, refer to Appendix A of the Advantage MPP Guide for detailed information on the expectations for the Document Custodian.

Please remember that the MDC will not be funded unless it is certified.

When the Document Custodian logs into LAS, the 'Search for MDC' screen is displayed. The MDC ID can be entered in the MDC field on the Quick Search section or by entering search criteria to find the needed MDC.

Once the Document Custodian has reached the MDC Information page, the Schedule of Mortgages is used to verify that the note data is accurate.

QQFH	IL Ban	k				Sched	ule of	Mortg	ages				
CQ IND	IANAPOL	IS				Federal Hom	e Loan Ba	nk of Indian	apolis EST				
PFI Participating Finance	ial Institution	PFI Number 199999	Ci US Bank C	ustodian orp Trust	Services	Participating	Servicer 9 Financial In	stitution	Service # 69126	Mand Comr 720	Del. Ma nit.# 36	ester Comm. Contract # 99999	Settlement Date 1/31/2019
Borrower(s)	PFI Loan #	Address	City	State	Zip	Orig. Balance	1st Pmt Date	Note Rate	P & I Payment	Note Date	Maturity Date	Term	
Bristow,Sydney E5176 Tippert,Will	181101001	3341 Celon Dr	Corpus Christi	ΤX	78418	\$140,000.00	1/1/2019	4.500%	\$709.36	12/1/2018	12/1/2048	360	
Total	1					\$140,000.00	2		\$709.36				
Average Orig. Bal.						\$140,000.00		1					



After the Document Custodian finishes verifying the note data and reviewing the custodial file, they then enter a Certification Comment and click Grant IC.

		MDC Information	
Commit Number	5	Current Status	DELIVERED
MCC ID	711100	MCC Commitment Amount	\$50,000,000.00
Current Commitment Amount	\$300,000.00	Product Type	MRAA-30YR
Original Commitment Amount	\$300,000.00	Trade Date	3/24/2021
Delivery Option	7	Servicing Fee	25 bp
Settlement Date	8/31/2022	Expiration Date	8/31/2022
Servicer	Participating Financial Institution	Document Custodian	US Bank Corp Trust Services
PFI Name	Participating Financial Institution	Servicing Released?	No
Remittance Type	A/A	Stock Reg Opt-In:	No
MI	DC Funding Information	ME	OC Pricing Information
Commit Amount	\$300,000.00	Bas	e Price and Rate indicated in Bold
Variance	\$10,000.00	Note Rates	Prices
Amount Allocated	\$300,000.00		
		3.625	103.5
No Pair-off Information		3.875	103.5
		4	103.5
		4.125	103.5
		MDC Activities	
	Run/Download Schedule of Mortgages Dow	nload Schedule of Mortgages- Tab Delimited Run/Download MDC	Activity History
	Certification Comments		
		Grant IC	

Once the MDC is in Certified and Delivered status, the Run/Download Funding Schedule button will be available on the MDC information screen.

Commit Number	4	Current Status	CERTIFIED AND DELIVERED
MCC ID	711100	MCC Commitment Amount	\$50,000,000.00
Current Commitment Amount	\$300,000.00	Product Type	MRAA-30YR
Original Commitment Amount	\$300,000.00	Trade Date	3/24/2021
Delivery Option	7	Servicing Fee	25 bp
Settlement Date	3/31/2021	Expiration Date	3/31/2021
Servicer	Participating Financial Institution	Document Custodian	US Bank Corp Trust Services
PFI Name	Participating Financial Institution	Servicing Released?	No
Remittance Type	A/A	Stock Req Opt-In:	No
Commit Amount	\$300,000.00	Base Pr	rice and Rate indicated in Bold
Commit Amount	\$300,000.00	Base P	rice and Rate indicated in Bold
Variance	\$10,000.00	Note Rates	Prices
Amount Allocated	\$300,000.00	3.625	103.5
No Daix off Information		3.75	103.5
No Pair-on Information		3.875	103.5
		4	103.5
		4.125	103.5



3.6 MDC Settlement



FHLBI will fund the MDC on the settlement date if it is in 'Certified and Delivered' status. Once funded, the status in the upper right-hand corner of the MDC Information screen will change to FUNDED. If the MDC is NOT certified by the funding deadline, it will be extended; additional fees/pricing adjustments may be incurred.

BEST PRACTICE: If your loan is ready to sell earlier than expected, FHLBI can pull the settlement date forward to fund earlier than originally planned. HOWEVER, this can only be done prior to certification of the MDC. Once an MDC is in Certified and Delivered status, the settlement date cannot be changed. If you would like to pull a settlement date forward, please contact an MPP team member.



4. How to Edit or Delete an Existing Loan

4.1 Editing a Loan

You can modify existing information or add new information to any loan that has not been allocated to an MDC and delivered. Once an MDC has been delivered, you will need to contact FHLBI to have the MDC put back into active status so you can make changes. It is not uncommon for the document custodian to find an error in LAS and ask you to update LAS so the MDC can be certified.

Find a specific loan by searching for the loan using the Quick Search menu option or the Main Menu Option. Make any needed changes or additions to the loan and click Save.

4.2 **Deleting a Loan**

Sometimes a loan will be entered into LAS but the sale to FHLBI does not take place - maybe you decide to hold the loan in your portfolio or maybe you find the loan does not meet our guidelines. No matter the reason, it is a good practice to delete loans that will not be sold to FHLBI.

You can delete any existing, un-allocated loan in LAS. If you need to delete a loan that is allocated to an MDC, please reach out to the MPP Department for assistance.

If you have just one loan to delete, the easiest way is to open it as if you are going to edit it. You can do this by entering the loan number in the Quick Search menu option and clicking Go. Once the Loan Maintenance screen appears, click the Delete button, enter comments, and click 'OK' when asked to confirm.

	Advantage P	Participating Fina Login at 8/23/7
Quick Search Loan MCC OO MDC	Loan Maintenance FHLB Loan ID 4 Date Entered 600020133828 PM Save Detec Borrower Data Property Data Note Underwriting Loan Sale Delivery General Data	àbs
Co Main Menu Search +	PFI Loan Identifier: Number of Borrowers: 1 Primary Borrower Data	
Commitments - Reports -	First Name: * Jane Middle Name: Last Name: * Gmith Saffac Saffac SSR* VYY-YY-TARY ShowlEdit SSN Date of Birthe * 1/2/1075	
Exit LAS	Age 67 Gender: Female Ethnicity: tot Hilpanic or Latino v First Time Buyer?: Yes Residency Status: USCitizen v SatiEmployed?: No	
	Race: Amer Ind or AK Native Asian Black or African American Black or African American Native Havrailan or Other Pacific Islander •	



To Delete multiple loans, go to the Main Menu, select 'Loans' then 'Delete Unallocated Loans'.

Main Menu
Search -
Loans -
Add New Loan
Upload Loans
Delete Unallocated Loans

This will bring up the Search for unallocated Loans Function where you can search by:

- 1. Loan Number
- 2. Note Rate
- 3. Date Uploaded into LAS
- 4. Loans with errors

NOTE: The 'Date Uploaded into LAS' field has a timestamp – so to find a loan uploaded on 8/23/2022 10:08 AM, you would filter from 8/23/2022 to 8/24/2022.

To delete ALL filtered loans shown on the screen, Click 'Delete Loans' then 'OK' to confirm.

		Search for Unallocate	d Loans		
PFI Loan ID		Loans	with errors		
Note Rate					
Date Uploaded into LAS	From	То			
	Search				
Showing 1 to 3 of 3 entries					
Loan ID	11 Status	Note Rate(%)	† Product Lt	Settlement Balance	J1
20220824-2		5	CONV-30YR		\$0.00
20220824-3		5	CONV-30YR		\$0.00
20220824-4	no errors	5	CONV-30YR		\$0.00
Show 50 v entries	Delete Loans]		First Previous 1 Next	Last



5. Compliance Checker

The Compliance Checker function in LAS allows you to check saved loans against an MCC or MDC. Running the Compliance Checker will let you know whether a specific loan meets the criteria of an MDC such as: note rate range, loan amount, and loan term.

It is especially helpful as a troubleshooting tool when you are unable to allocate a loan.

5.1 Navigating Compliance Checker

To access the Compliance Checker, select 'Commitments' from the Main Menu and then select 'MCC Compliance Checker'.

	Advantag	e MPP		Usemar	ne: Karen Montgomery, Parti Lo	cipating Financial Institu jin at. 11/20/2018 3:21:11	ation 1 PM		
Quick Search			Master F	Review For Participa	iting Financial Ins	itution			
(0)	5			Master Commitm	ent Contracts				
MCC	Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
Go	888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
MDC	99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details
Main Menu Search *				Mandatory Delive	ery Contracts				
Commitments *									
Master Review View Pricing Create MDC									
MCC Compliance Checker Loan Allocation Historical Pricing	LAS Member F	Portal 2.0.159.0 - © 2018 - Federal Ho	tte Loan Bank Indianapolis, All rights ret	erved					



5.2 **Checking Loans Against an MDC**

You can use the Compliance Checker to check individual loans or groups of loans against single or multiple MDCs.

Click et a next to the MCC number to display all the available MDCs. The unallocated saved loans will be displayed on the lower portion of the screen.

				And in case of the local division of the loc			
k Search			MCC	Compliance Che	cker		
			Select either an MCC o	r expand the MCC to view a	and select its MDCs		
	888888						
	MDC ID	Product	Date of Expiration	Settlement Date		Commitment Amount	Amount Allocate
	₽ 72055	CONV-15YR	03/04/2019	03/04/2019		\$1,000,000.00	\$0.0
	99999						
	MDC ID	Product	Date of Expiration	Settlement Date		Commitment Amount	Amount Allocate
Menu	2 72054	CONV-30YR	03/04/2019	03/04/2019		\$200,000.00	\$0.0
h •			Ur	allocated Loans	5		
-							
	1						
nitments *			s Loon Turnes		Borrower Last Name:		
nitments * rts *	PFI Loan ID:	Note Rate	Loan Type.				
nitments * ns * AS	PFI Loan ID:	Note Rate	ALL .	~		Filter Loans	
nitments * 15 * AS	PFI Loan ID:	Note Rate %	ALL Loan Type	∠ Term	Last Name	Filter Loans	Settlement Balance (
nitments ▼ ts ▼ AS	PFI Loan ID:	Note Rate % 4.625	ALL Loan Type Conventional	Term 360	Last Name Doe	Filter Loans	Settlement Balance (

- 1. After selecting the MCC, click on the box next to the MDCs you want to test the loan(s) against.
- 2. Checkmark the loans you want to check, then click Submit to Compliance Checker .
- 3. When LAS is finished, it will display the message 'Processing Completed. Click below to Refresh Compliance Checker Results'.
- 4. Press Click here to Refresh Compliance Checker results to display the results.

5.3 **Compliance Checker Results**

The results of the Compliance Checker will be displayed which will show the Loan Number, the MCC Number and whether the loan passed the rules for the MCC and MDC. Compliance Checker will list all the issues with the loan that would prevent it from being allocated.

In the example below, the Loan Number 99887766 passes the rules for both MCCs, meaning they do not violate any rules or limitations in your contract. However, it only passes the rules for one MDC. Notice that for MDC 72055, this loan will not fit because the rate and term are different than the rates and term for the MDC.

FHLBank	Advantage MPP	Username: Karen Montgomery, Participating Financial Institution Logn at: 123/2018 12:54-28 PM
Quick Search		MCC Compliance Checker Results
	Back	Loan # 99887766
60	MCC # 99999	
MDC Go		Passes Rules
Main Menu		MDC # 72054
Loans *		Passes Rules
Reports -	MCC # 888888	
		Passes Rules
		MDC # 72055 Note Rate Not in Pricing Spread
		Loan Term Outside Product GuideLines
		The items listed above are preventing delivery of this MDC.



What do the compliance checker errors mean?

Compliance Checker checks the loan against the MCC limitations, program restrictions, and the MDC characteristics. Below are the common errors the compliance checker will display.

- Second Home Cash Out FICO < 720: The loan is a second home, cash out, but the FICO is below the required 720 score.
- Limit 90%+ LTV to 5% of Pool: The loan has an LTV of 90%+ and you have already reached the limit allowed by your MCC. In this instance, it is 5% of what you sell to Advantage MPP.
- Borrower 2 FICO < 680: The coborrower on the loan has a credit score below the required 680 score.
- **CLTV max 90% for loans with 2nd liens:** There is a second lien indicated in LAS and the CLTV of the loan is greater than 90% allowed per the Advantage MPP Guide.
- **Condo 15% > 60 LTV:** The loan entered is a Condo with and LTV greater than 60% and you have already reached the limit allowed by your MCC. In this instance it is 15% of what you sell to Advantage MPP.
- Min FICO 1 720 COR 75%+ LTV: The loan entered is a Cash Out Refinance with an LTV greater than 75% and the borrower credit score is below the minimum required score of 720 for this type of loan per the Advantage MPP Guide.
- Min FICO 2 720 COR 75%+ LTV: Same as above, but it refers to the coborrower score.
- **25-30 Year Term Max Pool 85%:** The loan entered has a term of 30 years and you have reached the limit allowed by your MCC. In this instance, it is 85% of what you sell to Advantage MPP.
- **2-4 Family Limit 5%:** The loan entered is a 2,3 or 4 family unit you have reached the limit allowed by your MCC. In this instance, it is 5% of what you sell to Advantage MPP.
- No Guam, Mariana Island, Puerto Rico, or Virgin Island Loans: The loan entered is from one of these areas which is not eligible for sale per the Advantage MPP Guide.
- **Requires third party code:** There is a third-party code on the 'Note' Tab. This field cannot be blank when you allocate.
- COR Max pool 50% w LTV > 60: The loan entered is a Cash Out Refinance with an LTV greater than 60% and you have reached the limit allowed by your MCC. In this instance, it is 50% of what you sell to Advantage MPP.
- Second Home Max pool 30 over 60 LTV: The loan entered is a Second Home with an LTV greater than 60% and you have reached the limit allowed by your MCC. In this instance, it is 30% of what you sell to Advantage MPP.
- **No Third-Party Loans:** The third-party code field on the 'Note' Tab is marked 'yes' that this is a third party originated loan and the MCC does not allow third party loans.
- **75-80 LTV COR Max Pool %**: The loan entered is a Cash Out Refinance with an LTV between 75%-80% and you have reached the limit allowed by your MCC.



- Second lien over 75 CLTV max pool 30%: The loan entered has a second lien which puts the CLTV over 75% and you have reached the limit allowed by your MCC. In this instance, it is 30% of what you sell to Advantage MPP.
- **DTI Max** The loan entered has a Debt-to-Income ratio higher than allowed by the contract.
- Note Rate Not in Pricing Spread The interest rate of the loan is not a rate that is in the MDC. Contact MPP for assistance.
- Loan Term Outside of Product Guidelines The term of the loan is greater than the term of the MDC. For instance, the loan is a 30yr term and the MDC is a 15yr term.
- Age of Loan > 120 days The note date is more than 120 days from the MDC settlement date. Contact MPP for assistance.



6. Master Review Screen

6.1 View MCC Information

The first screen displayed when you log into LAS is called 'The Master Review Screen'. This screen displays a summary of your MCCs – the contract number, when it expires, how much it is for, how much has been committed, along with how much has been funded.

With a few simple clicks, you can display additional information such as which MDCs are contained in this MCC, their status, and what loans have been allocated to those MDCs.

	k Adv	vantage MI	PP	Use	ername: Karen Montgon	nery, Participating F Login at: 11/2	inancial In: 20/2018 3:2	stitution 1:11 PM	
Quick Search			Master Re	view For Particip	pating Financia	al Institution			
Go				Master Commit	ment Contract	S			
MCC	Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
Go	888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
MDC Go	99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventiona	Details
Main Menu				Mandatory Deli	very Contracts	\$			
Search ▼ Loans ▼									
Commitments -									
Reports ▼ Exit LAS									
LAS Member	Portal 2 0 159 0 @ 20	18 Eadaral Home Loan Ban	k Indiananolie. All righte raes	arread					

To view more detailed information on your Master Commitment Contract (MCC), click the 'Details' link on the right-side to go to the 'MCC Information' page.



6.2 View MDC Information

To display the MDCs contained within an MCC, click on the 'Commit#' (MCC ID) located under the 'Master Commitment Contracts' ribbon.

ok Soorah	1		Mac	tor Poviou	Eor Dortioino	ting Einopoial	Institutio	à			
SK OCAIGIT			IVIdo		r or Farticipa	ung i manolar	monution	1			
				Mast	er Commitme	ent Contracts					
	Commit#	Expiration	Date Master A	mount Amo	unt Committed	Amount Funded	Balance	Status	Product	Туре	View
	888888	12/03/20	19 \$10,000,	,000.00	\$1,000,000.00	\$0.00	\$10,000,000.00 Active		Conventional		Details
(99999	12/03/20	19 \$2,000,	00.00 \$200,000.00		\$0.00	\$2,000,000.00	Active	Conventional		Details
n Menu	¢.										
in mond	2			Man	datory Delive	ery Contracts					
rch 🔻	MDC ID#	Product Type	Commitment Date	Settlement Date	Amount Committe	d Amount Allocated	Balance	Note Rate	Price	Status	View
ns *	72054	CONV-30YR	12/03/2018	03/04/2019	\$200,000.0	0 \$200,000.00	\$0.00	5.500	103.50000	Delitered	View
nmitments *										<<	1>>
orts -											
LAS											

The MDCs associated with the selected MCC will display under the 'Mandatory Delivery Contracts' ribbon. The MDC ID, Term, date it was taken out, the settlement date, the amount of the MDC, the amount of any loans already allocated to the MDC, along with the base rate, price, and status of the MDC are displayed.

To view more detailed information on your MDC, click the 'View' link on the right-side. This will take you to the 'MDC Information' page.



6.3 View Loan Information

To view allocated loans for a selected MDC, click on the desired 'MDC ID#' under the 'Mandatory Delivery Contracts' ribbon. LAS will display a list of the loans allocated to the MDC.



To view more detailed information on a loan, click the 'View' link on the right-side. This will take you to the 'Loan Maintenance' page where you can view the loan information and make changes if needed.

)	c										
Search				Master Rev	view For Participating	g Financial Institu	tion				
				1	Master Commitment	Contracts					
	Commit#	Expiration Date	Master	Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View	
	888888	12/03/2019	\$10,00	0,000.00	\$1,000,000.00	\$0.00	\$10,000,000.00	Active	Conventional	Details	
	99999	12/03/2019	\$2,001	0,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details	
enu					Mandatory Delivery	Contracts					
	MDC ID#	Product Type	Commitment Date	Settlement Date	Amount Committed	Amount Allocated	Balance	Note Rate	Price Status	View	
	72054	CONV-30YR	12/03/2018	03/04/2019	\$200,000.00	\$200,000.00	\$0.00	5.500	103.50000 Delivere	d View	
nts *										< 1	
					Allocated Loa	ans					
	Loan #	Property Address	City	State	Borrower Name	Current Loan Amount	Note Rate	Loan Type	Term (mths)	View	
	99887766	987 Main Street	Indianapolis	IN	Jones	\$200,000.00	5.750	CONV-30YR	360	View	

NOTE: Loans allocated to Delivered MDCs cannot be edited. Contact Advantage MPP for assistance should you need to edit a loan that has already been delivered.



7. Search Function

The '**Quick Search**' (top left) is the easiest way to search for a specific loan, MCC, or MDC. Simply enter the PFI Loan ID, MCC ID, or by MDC ID that you would like to view and click **Go**.

Quick Search	
Loan	
Go	
мсс	
Go	
MDC	
Go	

The Main Menu Search allows for a more detailed search using additional filter fields. Under Main Menu, click on 'Search', then 'MCCs', 'MDCs', or 'Loans'.

Main Menu	
Search -	
MCCs	
MDCs	
Loans	
LAILLAS	

Search For MDC allows you to perform a variety of searches including searching by MDC ID, Trader Name, Settlement Date, Expiration Date, and Product Type. For example, you can view MDCs with a settlement Date between 12/01/2020 and 02/28/2021 which were taken out by a specific individual.

Search For a Loan allows you to perform a variety of different searches, which can be as broad or narrow as you choose. You can also use these search items together to fine tune a search. You could also search for loans for a specific borrower or was funded during a specific time frame.

FHLBank INDIANAPOLIS	Advantage MPP					Us	sername: Demo User, Participating Fi Login at: 8/28
Quick Search			Search for LOAN	1			
Loan	PFI Loan ID 20220810	FHLB M	CC ID				
Go	MDC ID		Loans with errors				
MCC	Product Type	~	Unallocated Loans				
Go	Note Rate	ō	Allocated Loans				
MDC	Borrower First Name		Funded Loans				
Go	Borrower Last Name		Locked Loans				
	Date Uploaded into LAS	ō					
Main Menu	FHLB Loan ID						
Search ~			Search				
MCCs	Show 50 V entries						
MDCs	Loan ID 👔 PFI Name	11 MDC ID 11 N	IDC Status 🕼 Last Name 🕼	First Name	Note Rate(%)	Product 11	Settlement Balance
Loans	20220810 Click Loan L	D to	livered Speedwagon	Mario	3.875	CONV-30YR	\$300,000.00
LAILLAIS	Showing 1 to 1 of 1 entr	Data				First Pr	evious 1 Next Last

NOTE: The 'Date Uploaded into LAS' field contains a timestamp – so to find a loan uploaded on 8/23/2022 10:08 AM, you would filter from 8/23/2022 to 8/24/2022.

8. View Pricing

Pricing is available Monday through Friday from 9:30 – 4:30 EST, excluding Bond Market Holidays. LAS Users can view pricing in LAS without taking out a commitment.

FHLBank	Advantag			Usemai	ne: Karen Montgomery, Parti Lo	cipating Financial Institu gin at: 11/20/2018 3:21:1	ation 1 PM		
uick Search			Master I	Review For Participa	ating Financial Ins	titution			
				Master Commitm	ent Contracts				
	Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
	888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Detail
	99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Detail
n Menu ∝h ≁				Mandatory Delive	ery Contracts				
ns *									
nmitments *									
Master Review									
View Pricing									
Create MDC									
MCC Compliance Checker	LAS Member	Portal 2.9.159.0 - © 2018 - Federal Ho	me Loan Bank Indianapolis, All rights re	served					
Loan Allocation									
Historical Pricing									

To view pricing, select 'Commitments' then 'View Pricing' from the Main Menu.

You will be directed to the 'View Pricing' screen. To view current pricing:

- 1. Select the MCC Commitment Number from the pull-down menu.
- 2. Select the Product Type.
- 3. Click on 'Get Prices'.

The current pricing will display. Pricing is live and refreshes every two minutes. In addition to viewing the pricing, you can also print or download the information to a .csv file.

S FHLBank	Advantage MPP	Username: Karen Montgomery, Participating Financial Institution Login at 11/26/2018 3:21:11 PM
Quick Search		View Pricing for Participating Financial Institution
Loan Go MCC	Master Commitment V Pr	oduct Type Cat Prices Cowinicad vicing Fee
MDC		
Main Menu		
Loans -		
Commitments * Reports * Exit LAS		
	LAS Member Portal 2.0.159.0 - © 2018 - Federal He	mu Loon Bank fullannjuda, All nghte senerved



9. LAS Reports

The reporting function in LAS was designed to provide helpful information in a report format that is easy to print. You will find that much of the information available through the reporting function can also be obtained through various screens in the Master Review. However, the reporting functionality allows for ease of both access and printing.

9.1 MCC Aging Report

To run the MCC aging report, click on 'Reports' then 'MCC Aging Report'. This will display all the information regarding your MCCs. You can include all, active, inactive, or closed MCCs.

Main Menu	14 4 1	of 1 👂	♦ 4 1009	• •	Fin	d Next 🔍 🗸	،						
Search 🕶		MCC AGING REPORT Mcc.Aging											
Loans ▼ Commitments ▼	PFI Name	MCC Status	Close Date	Expiration Date	MCC ID	Creation Date	Master Amount	MDCs Funded	Unfunded Amount	Committed Not Funded	Remaining Amount		
Demoste a	Participating	Active	11/3/2019	11/3/2019	99999	11/3/2018	\$2,000,000.00	\$0.00	\$2,000,000.00	\$200,000.00	\$1,800,000.00		
Reports *	Institution	Active	11/19/2019	11/19/2019	888888	11/19/2018	\$10,000,000.00	\$0.00	\$10,000,000.00	\$2,000,000.00	\$8,000,000.00		
MCC Asian Depart	instructori						\$12,000,000.00	\$0.00	\$12,000,000.00	\$2,200,000.00	\$9,800,000.00		
MICC Aging Report	Total						\$12,000,000	\$0	\$12,000,000	\$2,200,000	\$9,800,000		
MDC Aging Report			· · · ·										
Other Reports	11/21/2018 12:52:	26 PM									Page 1 of 1		

9.2 MDC Aging Report

To run the MDC Aging report, click on 'Reports' then 'MDC Aging Report'. This report summarizes the status, expiration information, and remaining balances of all active MDCs on a particular business date.

Main Menu	14 4 1]of1 ▷ ▷I	\$ 100%	~	Find Next 🐱	• 💿 🖨	i.					_	
Search -		MDC AGING REPORT											
Loans 👻	PFI Name	MCC ID	MDC ID	MDC Expire	MDC Settlement	Status	MDC Amount	Amount Delivered	Remaining Balance	Product	Base Price	Base Rate	
Commitments -	Participating	888888	71981	11/28/2018	11/28/2018	Active	\$1,000,000.00	\$0.00	\$1,000,000.00	CONV-15YR	101.58226	4.625	
_	Financial		71982	2/20/2019	2/20/2019	Active	\$1,000,000.00	\$0.00	\$1,000,000.00	CONV-20YR	101.79841	4.875	
Reports -	Institution	99999	71962	11/26/2018	11/26/2018	Active	\$200,000.00	\$0.00	\$200,000.00	CONV-30YR	103.50000	5.500	
MCC Aging Report		Sub Total					\$2,200,000.00	\$0.00	\$2,200,000.00				
moo Aging Report	Total		,,				\$2,200,000	\$0	\$2,200,000				
MDC Aging Report									4				
Other Reports	11/21/2018 1:01:18	РМ									1	of 1	

9.3 Other Reports

Various other reports can be displayed by clicking on 'Reports' then 'Other Reports'.

- Loan Upload Summary Reports displays the ULDD upload reports. These are the reports that were generated each time a loan upload was attempted.
- **PFI Daily Activity Report** displays all the LAS activity for the day who took out an MDC, which MDCs were delivered, etc.
- Historical Pricing displays the pricing for a particular day.

10. Common Questions/Scenarios

I saved my loan without errors. Why is it displayed in red instead of green when I try to allocate?

There are various levels of checks in LAS. When you save a loan, LAS performs basic checks to ensure the math is correct based on the dates and amounts entered, and that all the mandatory fields necessary for saving are filled. When you go to allocate, LAS runs another level of checks to make sure the loan complies with some basic business rules. It is possible that a loan which was saved without error may have business rule violations - such as the DTI being too high for Advantage MPP, or a field required for allocation has been left blank. You can run the compliance checker to find out the exact reason the loan is in red.

What should I do if I cannot fill an MDC?

Contact an MPP team member to discuss your options. They may be able to extend the MDC settlement date or adjust the MDC rate band/amounts to accommodate replacement loan(s). If replacement loan(s) cannot be found, the MDC will need to be paired-off.

I have delivered the MDC. What do I do now?

Print out the Schedule of Mortgages from the MDC info screen and use it as a cover letter to send your collateral package to your document custodian. Refer to the 'MDC Certification' section for more information.

How do I request LAS access for a new employee?

Refer to Section 2.2 of this document has step by step instructions for requesting access.

I have allocated my loan, but I do not see the deliver button.

Each MDC has a \$10,000 variance up/down. If the loan is outside the variance amount, LAS will not allow you to deliver until the MDC is adjusted to accommodate the loan. Please contact an MPP team member for assistance.

Can I allocate more than one loan to an MDC?

Yes, as long as the loans are within the rate band for the MDC. Some sellers prefer to have one loan per MDC, other prefer to put multiple loans in one MDC. It is all up to how you want to manage your pipeline.

Can I allocate one large loan to two smaller MDCs in order to fill them since a loan fell out?

No. MDCs can contain multiple loans, but each loan can only be allocated to one MDC.

The MDC funded today. Where can I find the report that tells me how much was paid?

The report you need is called 'The Funding Schedule'. Type the MDC number in the Quick Search box and click 'Go'. This will take you to the MDC Information Screen. Click the green 'Run/Download Funding Schedule' towards the bottom of the page.

