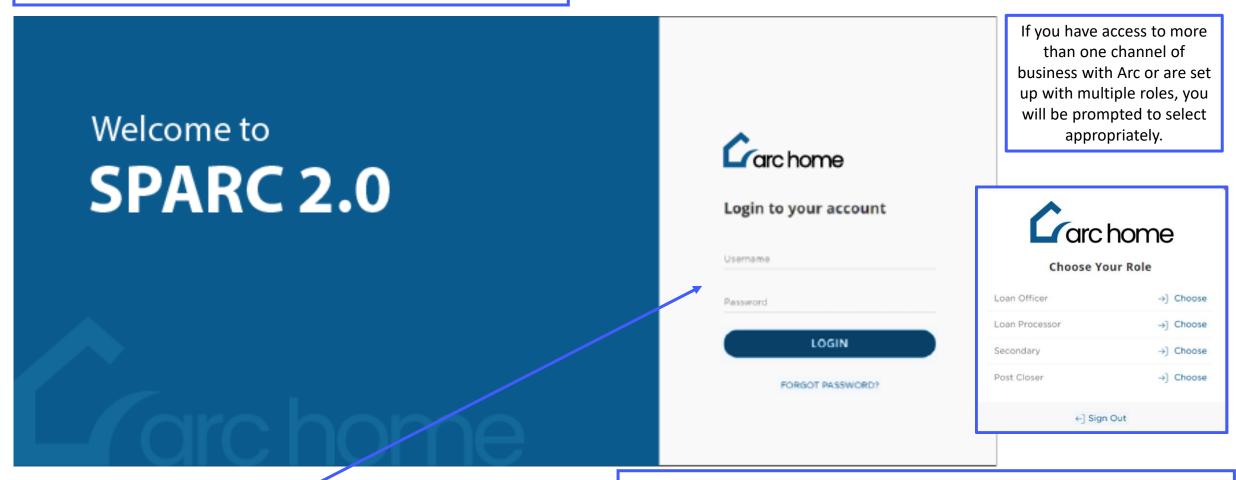
### **SPARC 2.0 User Guide – Delegated Correspondent**



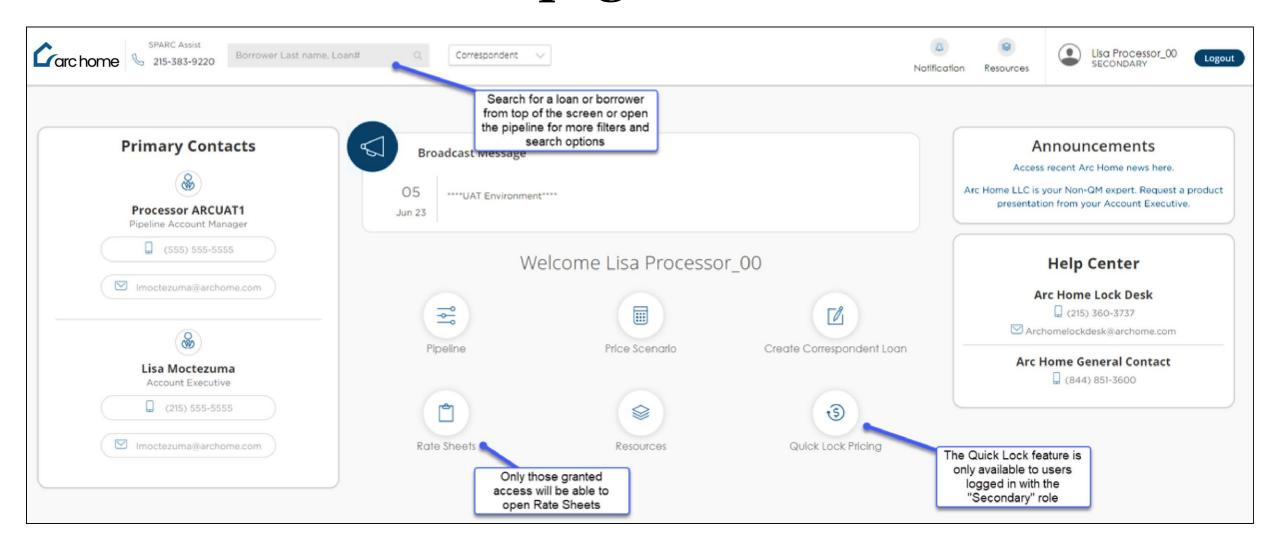
The link to login is **sparc.archome.com** 



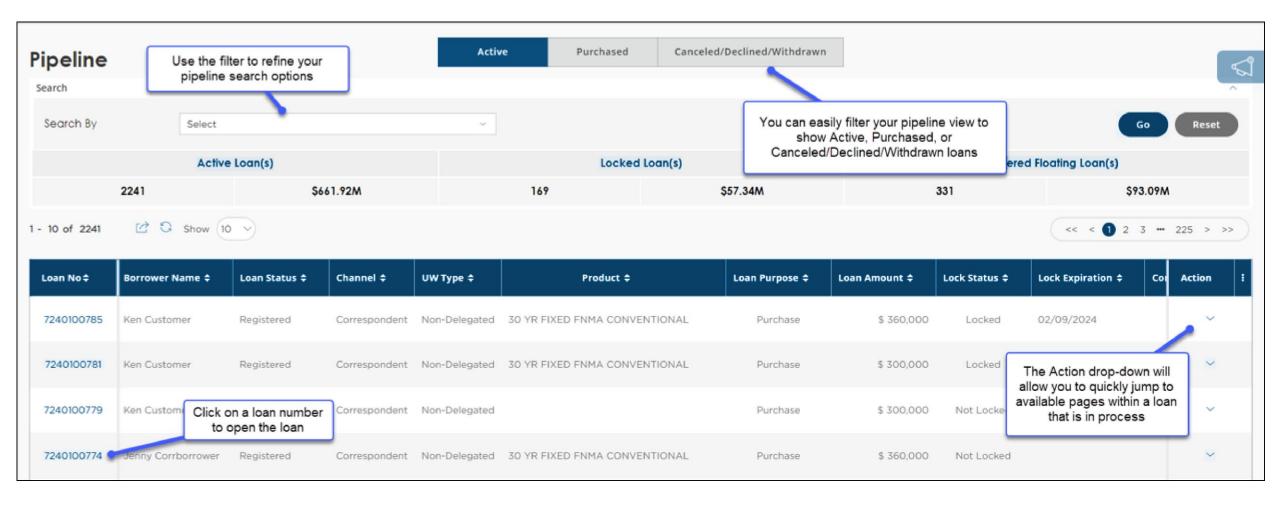
Login with the credentials you were provided by Arc Home

For help with login credentials, please email SPARCassist@archome.com. If you know your username but have forgotten your password, click the "FORGOT PASSWORD?" link for support.

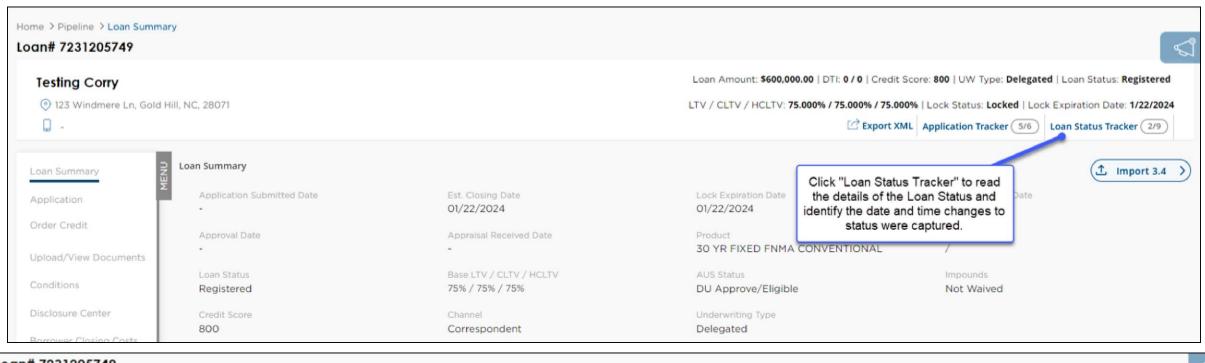
### SPARC 2.0: Homepage

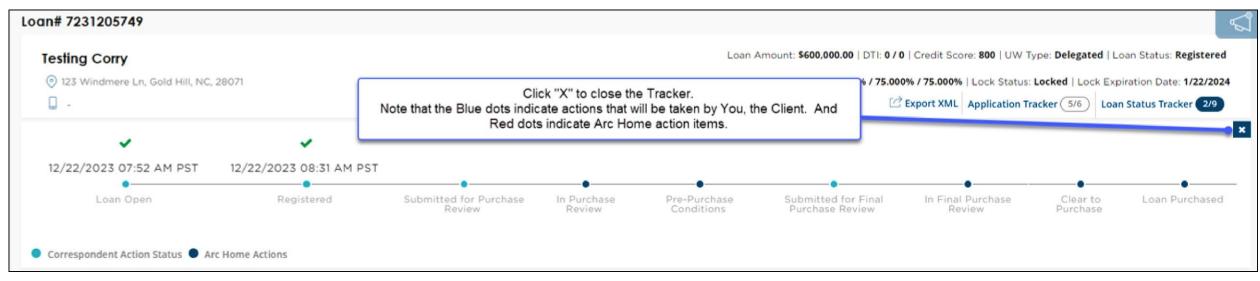


## SPARC 2.0: Pipeline

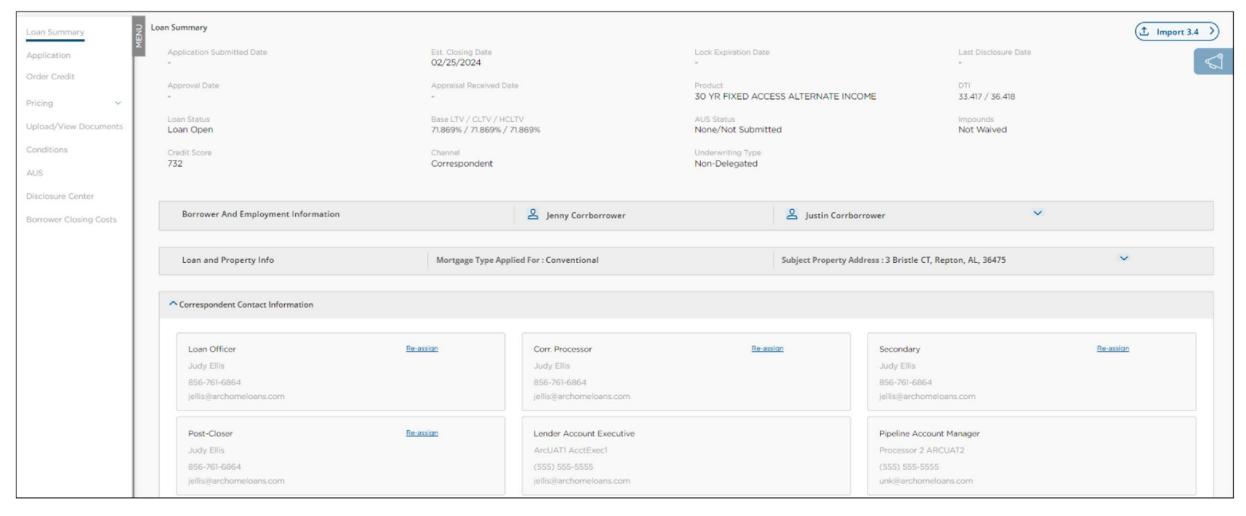


### SPARC 2.0: Loan Status Tracker





# SPARC 2.0: Loan Summary Correspondent Contact Information



You can reassign your company contacts from this screen and identify certain Arc Home contacts.

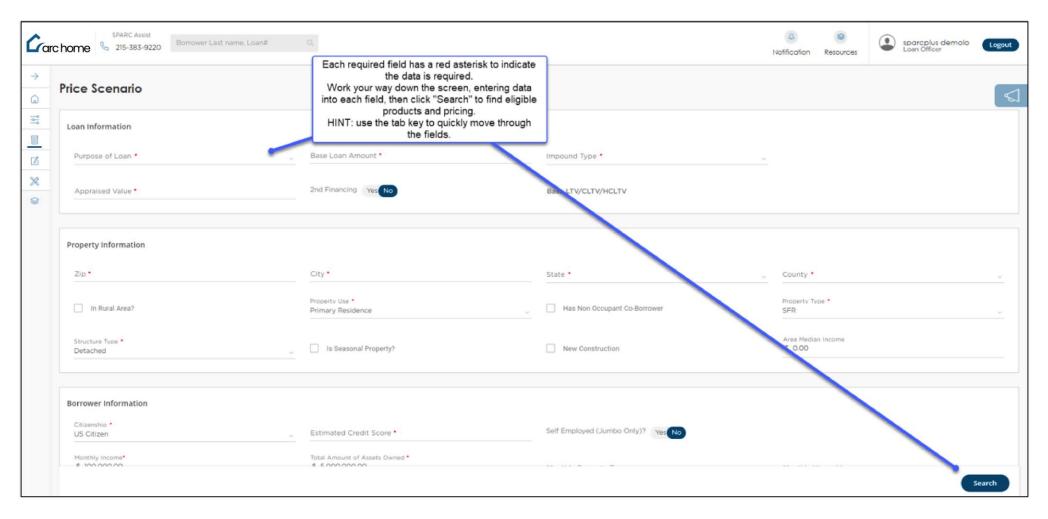


#### Quick Lock

NOTE: If you are approved to submit Delegated and Non-Delegated loans to Arc Home, the Quick Lock function will only accept **Delegated** loans at this time.

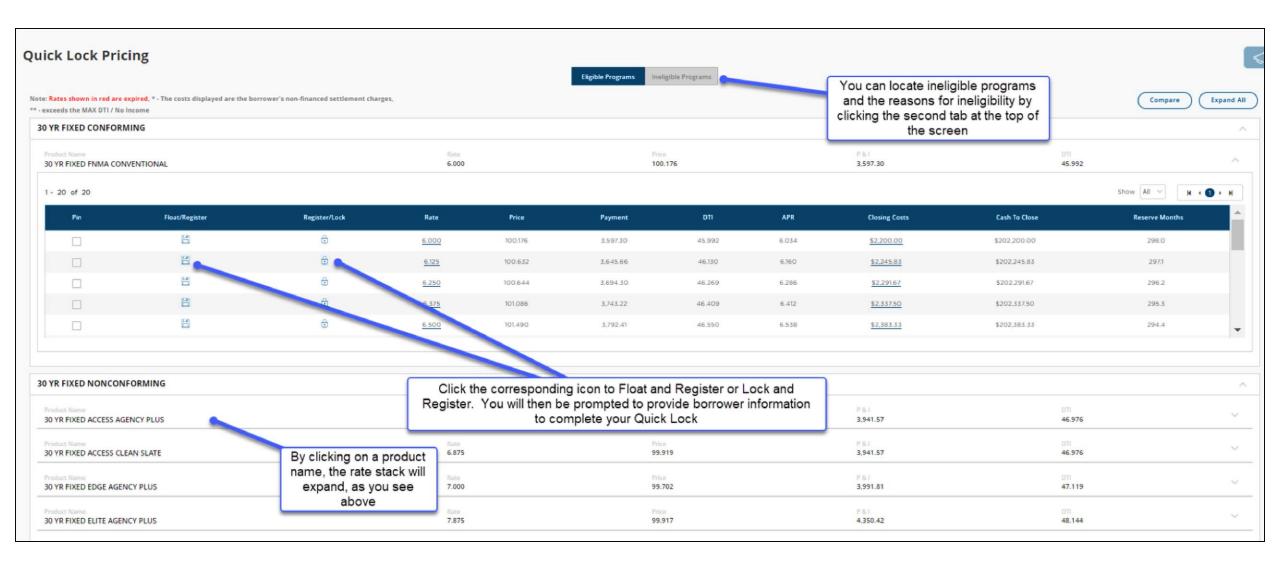
# SPARC 2.0: Quick Lock Pricing

NOTE: Pricing Access of any kind is only available to users logged in with the "Secondary" role.



Once you click "Search," you will be taken to the Price Results page, where you will see more details about eligible and ineligible programs.

# SPARC 2.0: Pricing – Results



Click a Rate to see the details for the pricing. Once you Float or Lock, you will be taken to a pop-up window where you will provide details about the borrower to complete the Quick Lock.

## SPARC 2.0: Complete the Quick Lock

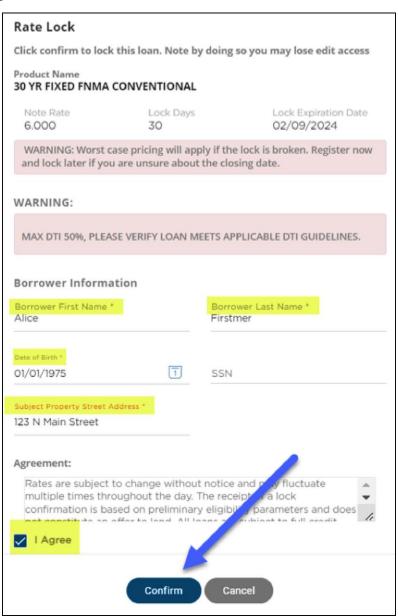
You are required to complete the fields identified with an asterisk:

- Borrower First Name
- Borrower Last Name
- Date of Birth
- Subject Property Street Address

NOTE: The SSN is optional

Please read the agreement, check the box to indicate, "I Agree" and then click the button to "Confirm."

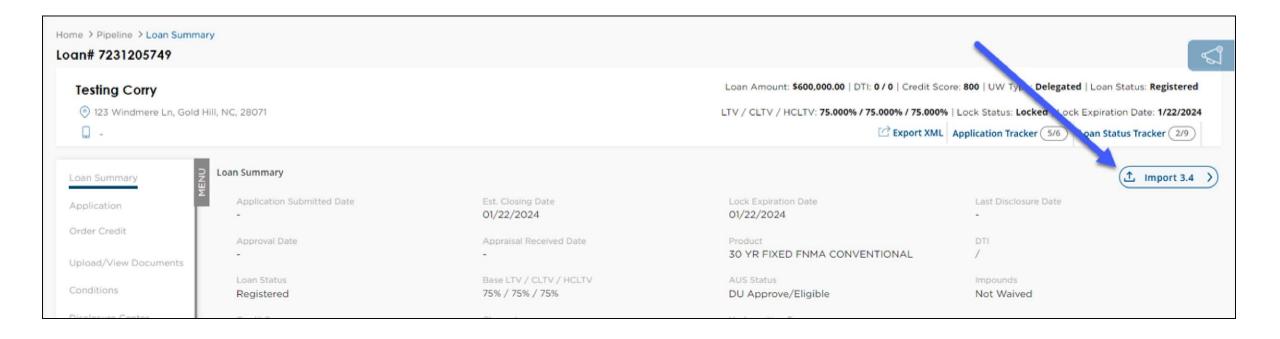
Your lock will be confirmed, and a loan will be created. The appropriate member of your team can now find that loan in the pipeline and proceed with uploading the 3.4 file, uploading the documents package, and submitting to Arc Home.



### SPARC 2.0: After a Quick Lock

After a loan has been registered or locked via the Quick Lock feature, a user will need to access the loan from the Pipeline view and proceed with the 3.4 MISMO import.

This can be found on the Loan Summary or the Application page:





# Loan Submission Process (Previously Locked or Registered)

#### SPARC 2.0: Loan Submission



#### **Application**

(Import your 3.4 file and validate your URLA data)

View/Upload Documents (Upload your Initial Credit Package)

**Submit to Purchase Review** 

Manage any Conditions and Submit to Final Purchase Review



# Full Loan Submission Process

#### SPARC 2.0: Submit Closed Loan to Arc Home

- 1. Create New Correspondent Loan from the home page
- 2. Import your 3.4 file and associate required contacts for your loan
- 3. Navigate to the Loan Summary Screen > Loan & Property Info and confirm/complete the LenderLoan Number. This number will match the Lender Case number listed on the Note.
- 4. Click "Order Credit" to manually enter your borrower(s) credit scores
- 5. Click"Pricing" then click "Pricing Input" to validate loan information, complete mandatory fields, verify the Underwriting Type = Delegated, then Search program options.

#### Note: You will only have access to the Pricing Screen if you are logged in as a Secondary user

- 6. Register or Lock your loan by clicking the corresponding icon
- 7. Upload your origination, credit and closing packages to **Upload/View Documents** screen, being careful to identify the correct Document Folder> 001 Corr Initial Docs > Document Type **Initial Closed Loan Package**. Click **"Upload"** at the bottom of the screen to upload your docs.
- 8. Click button "Submit to Purchase Review" when you are ready to send your loan to the setup team and then onto the Purchase Review team. (Loan MUST be locked and Demographics and Declarations MUST be complete to advance status)
- 9. If conditions are placed on the loan resulting from the Compliance or Credit/Legal Review, upload all "Prior to Purchase" conditions in the **Conditions** section of your loan
- 10. Click the button "Submit to Final Purchase Review"
- 11. The loan reviewer will review documentation uploaded. Once all Prior to Purchase conditions are reviewed and accepted the loan will move to "In Final Purchase Review."
- 12. The loan reviewer will verify that all conditions related to receipt of the Original Collateral are cleared. The loan will be moved to "Clear to Purchase".
- 13. Status will be updated to "Loan Purchased". This will indicate the wire has been disbursed. A copy of the Purchase Advice will be available in the Upload/View Documents screen, on the View Documents tab under the Corr Purchase Documents Folder in the Doc Type Corr Purchase Advice by the Post Closer

#### Application

(Import your 3.4 file and capture your Lender Loan Number )

Order Credit

Manually enter your borrower's credit

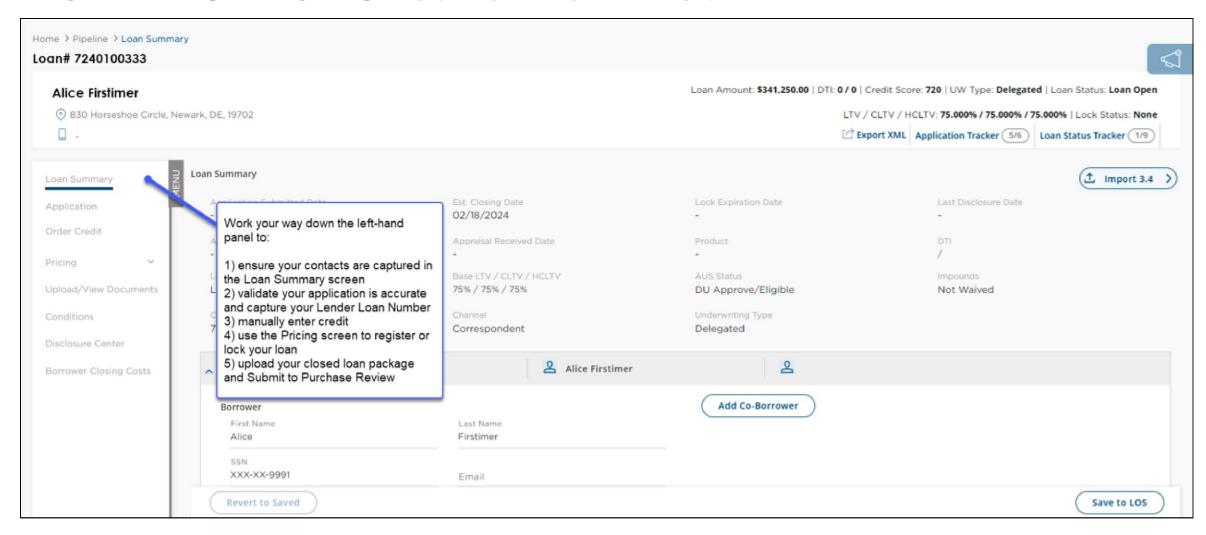
Pricing – Secondary Role (input the fields to generate pricing and register or lock your loan) Upload Documents (Upload your Closed Loan Package and Submit to

Purchase Review)

Manage Conditions

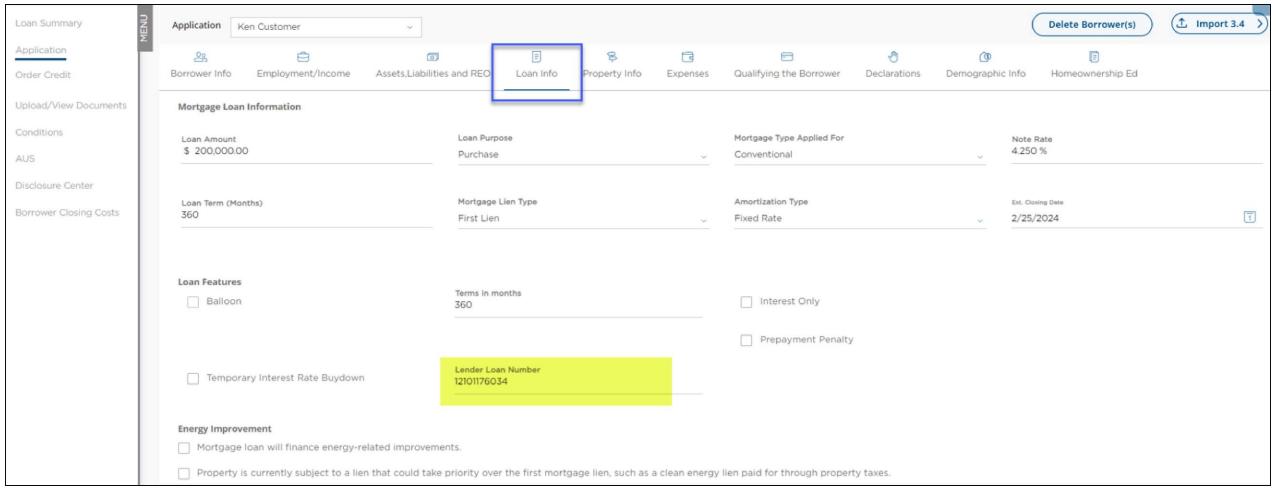
Submit to Final Purchase Review (Manage Conditions)

#### SPARC 2.0: Create New Loan



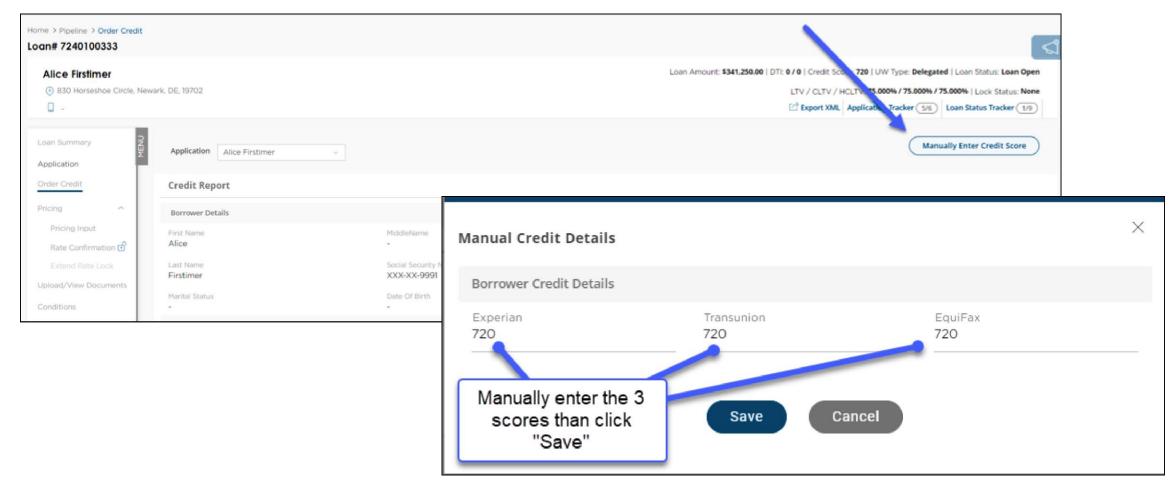
NOTE: The Pricing screen is only available to users logged in with the Secondary role. If you need assistance with your role or your access, please contact your company admin or <a href="mailto:SPARCAssist@archome.com">SPARCAssist@archome.com</a>

# SPARC 2.0: Enter Lender Loan Number: Application > Loan Info



The **Lender Loan Number** must be entered in the Application screen. The field, which is highlighted above, can be found on the Loan Info tab. Be sure to save your changes before proceeding to the next screen.

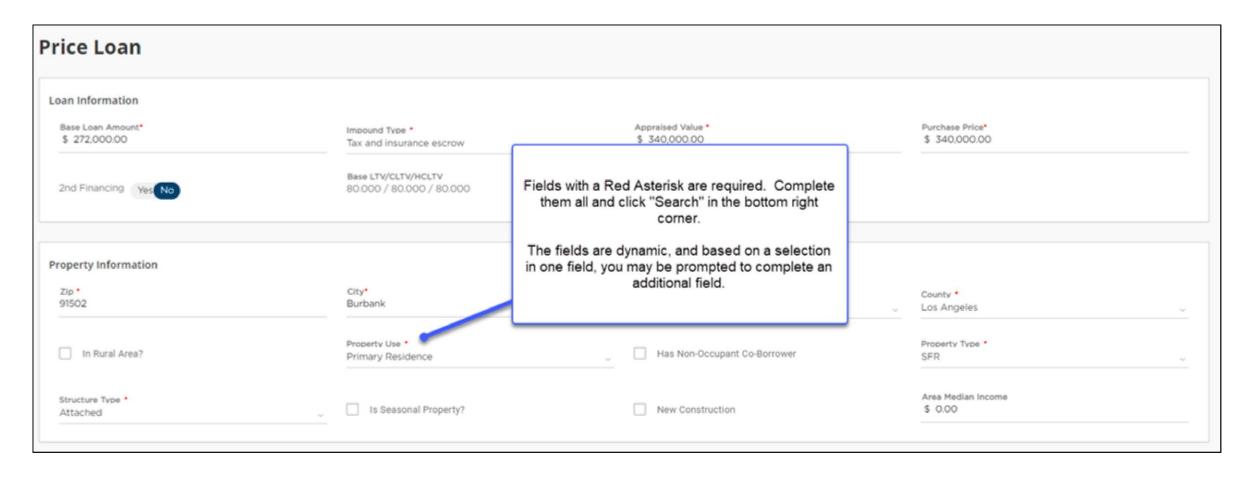
# SPARC 2.0: Manually Enter Credit



When you click the button to "Manually Enter Credit Score," the pop-up window will appear. Enter the scores and click "Save."

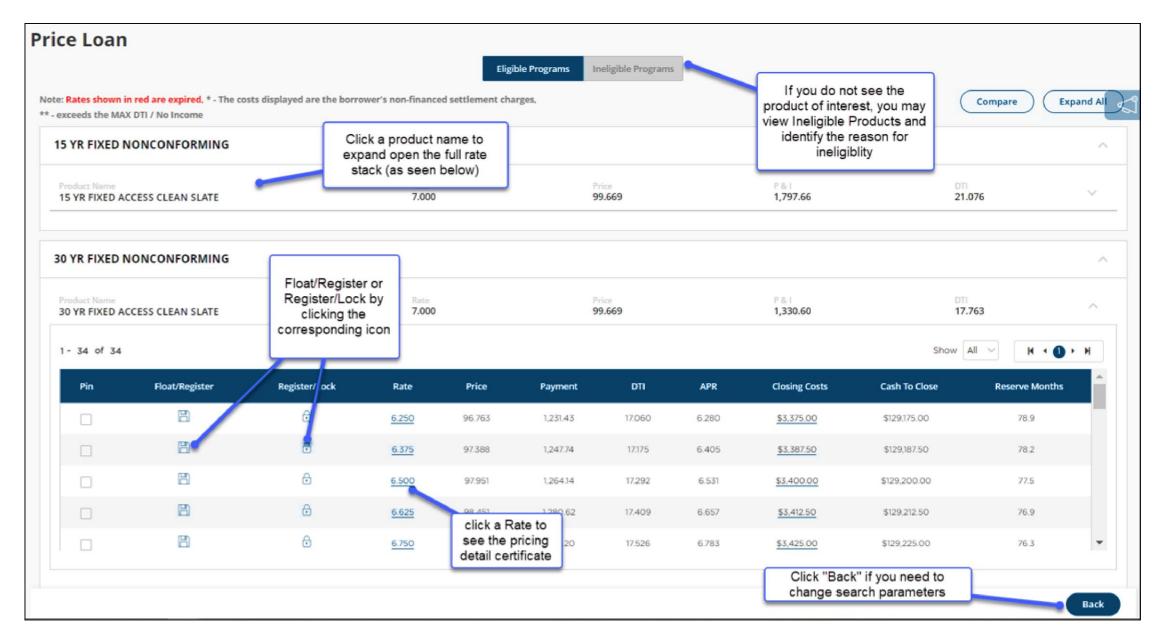
NOTE: if your borrower has derogatory credit or credit events that will impact eligibility or pricing, you will need to contact the <a href="mailto:ArcHomeLockDesk@archome.com">ArcHomeLockDesk@archome.com</a> to capture those details for accurate program selection and pricing.

### SPARC 2.0: Pricing Input (Requires Secondary Role)



You must be logged into SPARC with a "Secondary" user role to access the **Pricing** screens. If you do not see a Pricing option from the left-hand navigation, please logout and then log back in with your Secondary role or contact your company admin or <a href="mailto:SPARCAssist@archome.com">SPARCAssist@archome.com</a> for assistance with your level of system access.

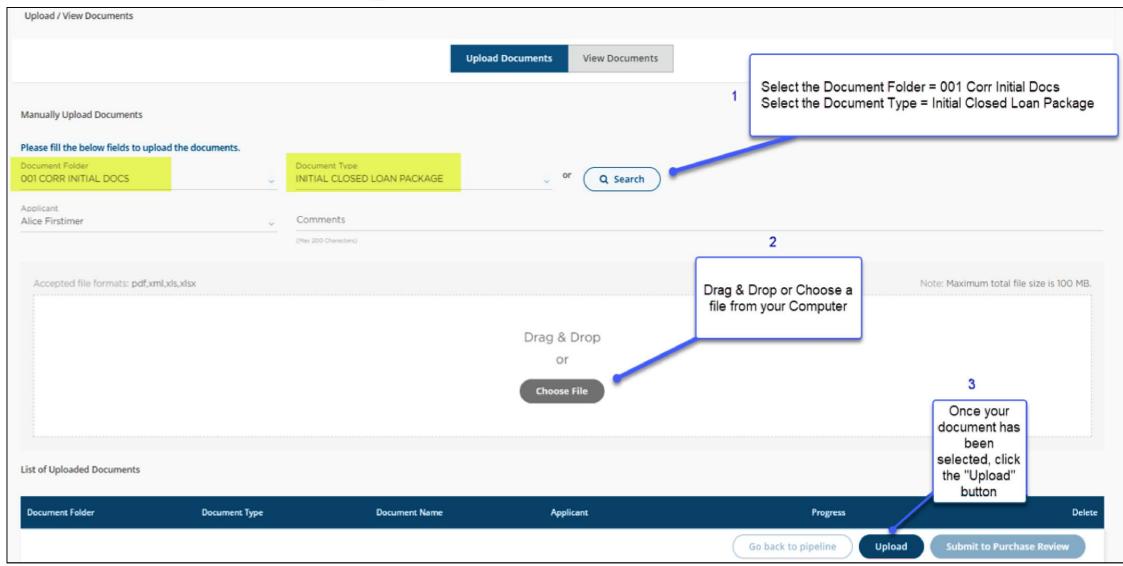
#### SPARC 2.0: Float or Lock





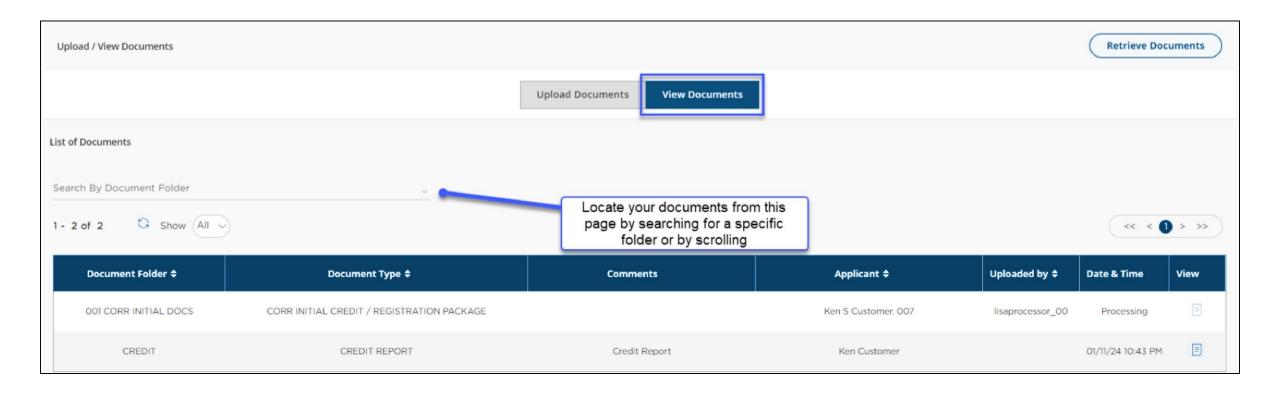
# Upload Documents

# SPARC 2.0: Upload Documents



NOTE: You must **SUBMIT TO PURCHASE REVIEW** for your loan to move to the next status. You will later use this same screen to Submit to Final Purchase Review.

#### **SPARC 2.0: View Documents**



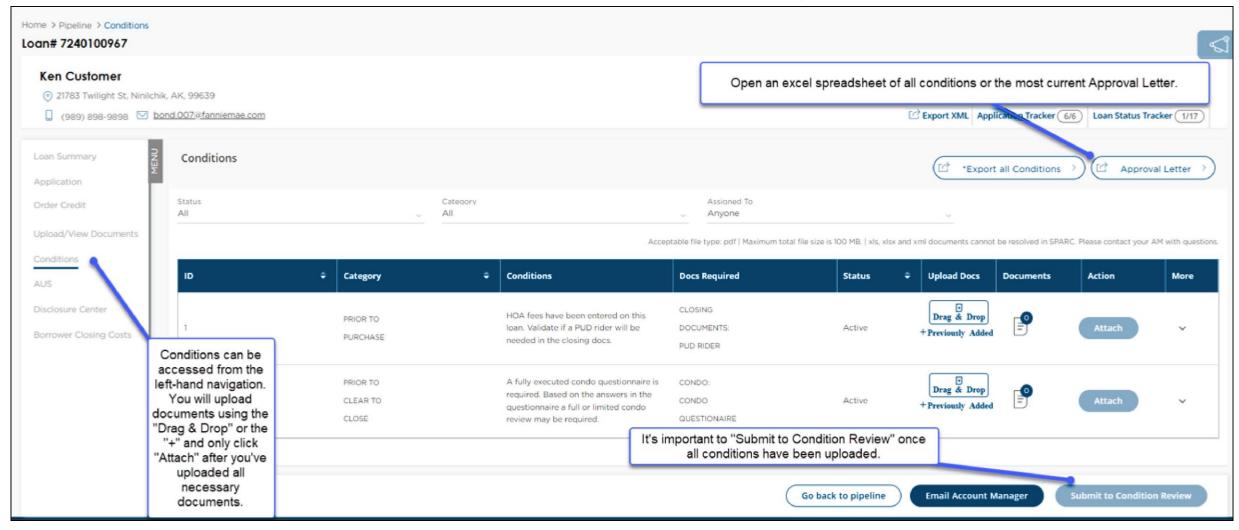
NOTE: You must **SUBMIT TO PURCHASE REVIEW** for your loan to move to the next status.

Please be aware that the Purchase Advice will only be visible to users logged in with the "Post Closer" role, and Pricing Registration Certificates and Lock Confirmations will only be visible to users logged in with the "Secondary" role. For assistance with your access, contact your company admin or <a href="mailto:SPARCAssist@archome.com">SPARCAssist@archome.com</a>.



# Conditions Management

# SPARC 2.0: Conditions Management



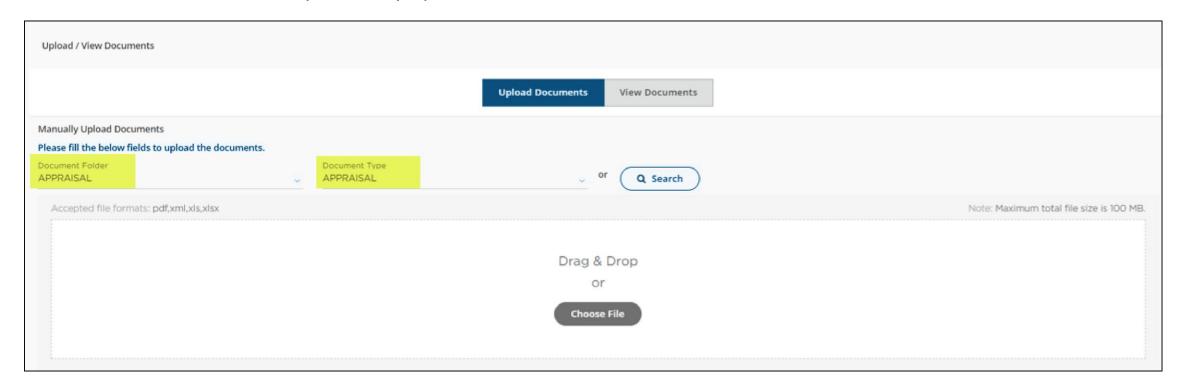
Note: if you need to add more documents to a condition, you will be able to click "Re-activate" after attaching docs to reopen the condition attachment functionality. If you are not able to Re-activate a condition, please contact your Arc Home Account Manager or Loan Purchaser for support. You will use this same screen to later Submit to Final Purchase Review.

## SPARC 2.0: Appraisal Condition Upload

Note: XML Appraisal Documents cannot be uploaded to the Conditions page so must be uploaded to the **Upload/View Documents** Screen.

If you are uploading an XML formatted document:

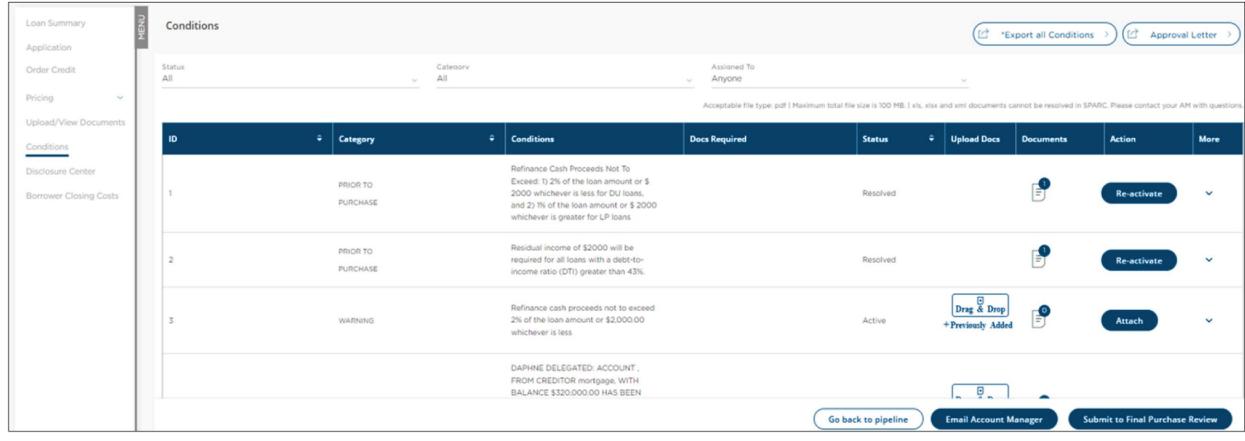
- Upload to the Upload/View Documents Screen via the Upload Documents Tab, selecting Document Folder = Appraisal and Document Type = Appraisal (as seen below)
- Navigate to the Conditions Screen
- Associate the condition to a previously uploaded document and Attach to the condition





# Submit for Purchase Review

#### **SPARC 2.0: Purchase Review**



**Submit to Final Purchase Review** from the Conditions screen of SPARC after uploading all final conditions. You will be able to track the progress from the Loan Status Tracker at the top of the screen.



#### **Arc Home: Information & Fees**

Channel	Product	Funding Fee	Tax Service Fee	Flood Certification Fee <sup>1</sup>	Collateral Desktop Analysis (CDA)	Re-Underwrite Fee	Condo Questionnaire Fee – Full Review Only	Condo Review Fee – Full Review Only	TX 50(a)6
Delegated	Conventional Conforming, Government, FNMA/FHLMC 30 YR Fixed Investment & FNMA/FHLMC 30 YR Fixed Second Home	\$400	\$85	\$13	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$115
	Arc Access NQM Edge Arc Elite QM Conv Investment Property Foreign National Elite Jumbo	\$695	\$85	\$13	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$115

<sup>1</sup>If the seller provides a Life of Loan SFHA Determination Certificate from Servicelink (except for Government) or CoreLogic Flood Services, the Flood Certification Fee does not apply. If the file does not include a Life of Loan SFHA Determination Certificate, or it is from a vendor other than CoreLogic, the fee will apply.

Please access current resources on our webpage at: <a href="https://correspondent.archomellc.com/page/policies-forms-resources">https://correspondent.archomellc.com/page/policies-forms-resources</a>
The Correspondent Seller's Guide can be found here: <a href="https://correspondent.archomellc.com/page/correspondent-policies">https://correspondent.archomellc.com/page/correspondent-policies</a>

### **Arc Home: Resources**

Support Type	Phone	Email
Loan Submission Assistance	215-383-9220, Option 1	SPARCassist@archome.com
Technical Support	215-383-9220, Option 2	ITHelpDesk@archome.com
Lock Desk	215-360-3737	ArcHomeLockDesk@archome.com
Help with Loans in Process	Your Account Manager or Account Executive	Please see your SPARC 2.0 homepage for details
Help with Purchase Review Process	Your Account Manager or Arc Home Purchaser	Find the contact person's name and contact details from within the loan, in the Loan Summary screen