SPARC 2.0 User Guide – Non-Delegated Correspondent

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

If you have access to more than one channel of business with Arc or are set up with multiple roles, you will be prompted to select appropriately.

Welcome to
SPARC 2.0

ARC HOME

Login to your account

Username

Password

LOGIN

FORGOT PASSWORD?

ARC HOME

Choose Your Role

Loan Officer	→] Choose
Loan Processor	→] Choose
Secondary	→] Choose
Post Closer	→] Choose

←] Sign Out

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

Home > Pipeline > Loan Summary
Loan# 7240100301

Ken Customer
21783 Twilight St, Ninilchik, AK, 99639
(342) 342-3423   ken.c@fanniemae.com

Loan Amount: **$300,000.00** | DTI: **15.821 / 19.148** | Credit Score: **639** | UW Type: **Non-Delegated** | Loan Status: **Loan Open**

LTV / CLTV / HCLTV: **88.236% / 88.236% / 88.236%** | Lock Status: **None**

Export XML | Application Tracker 6/6 | Loan Status Tracker 1/17

Loan Summary
Application
Order Credit
Pricing
Upload/View Documents
Conditions

MENU

Loan Summary

Application Submitted Date
-

Est. Closing Date
02/18/2024

Lock Expir[...]
-

[...]Disclosure Date

Re-import 3.4

Approval Date
-

Appraisal Received Date
-

Product
-

DTI
15.821 / 19.148

Loan Status
Loan Open

Base LTV / CLTV / HCLTV
88.236% / 88.236% / 88.236%

AUS Status
None/Not Submitted

Impounds
Not Waived

Credit Score
639

Channel
Correspondent

Underwriting Type
Non-Delegated

> Click "Loan Status Tracker" to read the details of the Loan Status and identify the date and time changes to status were captured.

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Export XML | Application Tracker 6/6 | Loan Status Tracker **1/17**

> Click "X" to close the Tracker.
>
> Note that the Blue dots indicate actions that will be taken by You, the Client. And Red dots indicate Arc Home action items.

✔

1/4/2024 03:47 AM PST

Loan Open — Registered — Document Check — Submitted — In Underwriting — Approved — Condition Review — Final Underwriting — Pre-Doc QC — Clear to Close — Submitted for Purchase Review

● Correspondent Action Status   ● Arc Home Actions

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.

Rate Lock

Click confirm to lock this loan. Note by doing so you may lose edit access

Product Name
30 YR FIXED FNMA CONVENTIONAL

Note Rate	Lock Days	Lock Expiration Date
6.000	30	02/09/2024

WARNING: Worst case pricing will apply if the lock is broken. Register now and lock later if you are unsure about the closing date.

WARNING:

MAX DTI 50%, PLEASE VERIFY LOAN MEETS APPLICABLE DTI GUIDELINES.

Borrower Information

Borrower First Name *
Alice

Borrower Last Name *
Firstmer

Date of Birth *
01/01/1975

SSN

Subject Property Street Address *
123 N Main Street

Agreement:

Rates are subject to change without notice and may fluctuate multiple times throughout the day. The receipt of a lock confirmation is based on preliminary eligibility parameters and does not constitute an offer to lend. All loans are subject to full credit

☑ I Agree

Confirm   Cancel

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

SPARC 2.0: Order Credit

Full Loan Submission Process

SPARC 2.0: Create New Loan - Loan Submission

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 page > Loan and Property Info Section > Enter **Est. Closing Date**
4. Work down the left-hand navigation to first validate your **Application** is accurate and complete
5. Navigate to **the Loan Info tab** of your application and confirm/complete the **Lender Loan Number**. This number will match the Lender Case number listed on the 1003 or what will be reflected on the Note.
6. Click "**Order Credit**" to Reissue your Credit
7. Click **"Pricing"** then click **"Pricing Input"** to validate loan information, complete mandatory fields, verify the Underwriting Type = Non-Delegated , then **Search** program options. **Note: You will only have access to the Pricing Screen if you are logged in as a Secondary user**
8. Register or Lock your loan by clicking the corresponding icon
9. If your loan requires AUS findings, Open the **AUS** page from the left-hand navigation
10. Select the type of AUS and complete the required fields to run your findings
11. You will be prompted to validate the URLA in the **Application** pages
12. AUS findings will be available in the **Upload/View Documents** screen > View Documents tab as well as within the AUS page
13. Upload Initial Docs to **Upload/View Documents** > identify Doc Folder 001 Corr Initial Docs > and select Doc Type Corr Initial Credit/Registration package to upload. Click **"Upload"** at the bottom of the screen to upload your docs
14. Click "**Submit to Document Check**" when you are ready to send your loan to the setup team and then onto the underwriter (Demographics and Declarations **MUST** be complete to advance status)

| **Application** (Import your 3.4 file and validate your URLA data) | **Order Credit** (re-issue your borrower's credit) | **Pricing** – Secondary Role (input the fields to generate pricing and register or lock your loan) | **Upload Documents** (Upload your Initial Credit Package and Submit to Document Check) | **Manage Conditions** (Manage Conditions to receive CTC) | **Submit to Purchase Review** (Upload Closed Loan Package) | **Submit to Final Purchase Review** (Manage Conditions) |

SPARC 2.0: Enter Lender Loan Number and Est. Closing Date: Application > Loan Info

The **Lender Loan Number** and the **Est. Closing Date** must be entered in the Application screen. The fields, which are 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: Order Credit

Credit Authorization

☐ Consent For Borrower

Date Authorized
05/15/2023

Authorization Method
Face To Face

☐ Consent From Co-Borrower

Date Authorized
05/15/2023

Authorization Method
Face To Face

Check the box to acknowledge your borrower's consent

Credit Order

Order Summary

Credit Provider

Request Type
Reissue

Reference Number

Action Type
○ Individual ● Joint

Report Type
Tri-Merge

User ID

Password

Autopopulate liabilities from the credit report to 1003?

○ Yes   ● No

Identify the Credit Provider then enter your User ID, Reference Number, and Password. Identify if you want the liabilities to populate into the loan file and then click "Request Credit Report"

Credit Information

Credit Score For Decision Making
-

Refresh   **Go to 1003 Liabilities**   **Request Credit Report**

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 SPARCAssist@archome.com for assistance with your level of system access.

SPARC 2.0: Float or Lock

Price Loan

Eligible Programs | Ineligible Programs

> If you do not see the product of interest, you may view Ineligible Products and identify the reason for ineligiblity

Note: **Rates shown in red are expired,** * - The costs displayed are the borrower's non-financed settlement charges, ** - exceeds the MAX DTI / No Income

Compare | Expand All

15 YR FIXED NONCONFORMING

> Click a product name to expand open the full rate stack (as seen below)

Product Name	Rate	Price	P & I	DTI
15 YR FIXED ACCESS CLEAN SLATE	7.000	99.669	1,797.66	21.076

30 YR FIXED NONCONFORMING

> Float/Register or Register/Lock by clicking the corresponding icon

Product Name	Rate	Price	P & I	DTI
30 YR FIXED ACCESS CLEAN SLATE	7.000	99.669	1,330.60	17.763

1 - 34 of 34

Show All

Pin	Float/Register	Register/Lock	Rate	Price	Payment	DTI	APR	Closing Costs	Cash To Close	Reserve Months
☐	🖫	🔒	6.250	96.763	1,231.43	17.060	6.280	$3,375.00	$129,175.00	78.9
☐	🖫	🔒	6.375	97.388	1,247.74	17.175	6.405	$3,387.50	$129,187.50	78.2
☐	🖫	🔒	6.500	97.951	1,264.14	17.292	6.531	$3,400.00	$129,200.00	77.5
☐	🖫	🔒	6.625	98.451	1,280.62	17.409	6.657	$3,412.50	$129,212.50	76.9
☐	🖫	🔒	6.750		20	17.526	6.783	$3,425.00	$129,225.00	76.3

> click a Rate to see the pricing detail certificate

> Click "Back" if you need to change search parameters

Back

Upload Documents

SPARC 2.0: Upload Initial Credit Package

NOTE: You must **SUBMIT TO DOCUMENT CHECK** for your loan to move to the next status. You will later use this same screen to upload your closed loan package and Submit to Purchase Review.

SPARC 2.0: Upload Closed Loan Package

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 DOCUMENT CHECK** 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 SPARCAssist@archome.com.

Run AUS

SPARC 2.0: AUS

AUS

Indicate which AUS you want to run.

Select AUS Type

○ DU   ○ LPA

Credit Report Information

Credit Pull Type

○ Order New Credit   ○ Reissue   ○ Previous Credit Submission

Credit Provider Company ⌄

Credit Provider Credential

User ID   Password

                     This Credentials will not be shared or stored by Client

Autopopulate liabilities from the credit to the 1003?

○ Yes   ● No

Identify which type of Credit Pull and fill in the required fields.

If you are reissuing credit, you'll need to identify your credit provider and enter your User ID and Password for your selected Credit Provider.

Determine if you want to auto populate the liabilities from the credit report to the 1003. Note: if you've previously reissued credit to run pricing, the liabilities should already be in the 1003.

When you run the AUS, the system will validate there are no errors in the URLA that will prevent the AUS from running.

The findings will appear at the bottom of this page.

Run AUS

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 re-open 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.
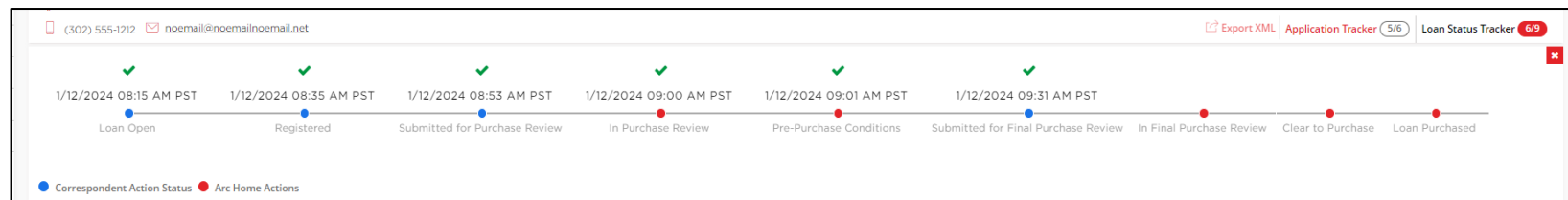
Arc Home: Mortgagee Clauses, Loss Payee, & Lender IDs

Channel	Product	Funding Fee	Tax Service Fee	Flood Certification Fee[1]	Collateral Desktop Analysis (CDA)	Re-Underwrite Fee	LLC & Corporation Vesting Review Fee	Trust Vesting Review Fee	Condo Review Fee – Full Review Only
Non-Delegated	30 YR Fixed Conventional Investment, Conventional Conforming Fixed, ARMs, FNMA/FHLMC 30 YR Fixed Investment & FNMA/FHLMC 30 YR Fixed Second Home	$695	$85	$13	$125	$250	Not Applicable	$125	FNMA/FHLMC (GSE) $300 Existing $650 New Construction FHA $750 Existing $1250 New Construction
	FHA & VA Full Doc	$795	$85	$13	Not Applicable		Not Applicable	$125	
	FHA Streamline and VA IRRRL	$495	$85	$13	Not Applicable		Not Applicable	$125	
	Jumbo	$825	$85	$13	$125		Not Applicable	$125	
	Access NQM Edge NQM Elite QM Foreign National	$1,495	$85	$13	$125		$150 Business Purpose Investment Transactions Only	$125	

[1] 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. See Chapter 9 for more information.

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

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