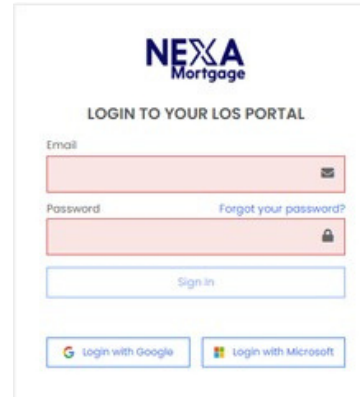


# LO Payroll Request Procedure Guide for NEXA Lending Pad (Correspondent)

1

Login to your **NEXA**  
Lending Pad account



The screenshot shows the NEXA Mortgage login page. At the top is the NEXA Mortgage logo. Below it is the text "LOGIN TO YOUR LOS PORTAL". There are two input fields: "Email" and "Password". The "Password" field has a "Forgot your password?" link to its right. Below the input fields is a "Sign In" button. At the bottom, there are two buttons: "Login with Google" and "Login with Microsoft".

2

Click the Pipeline tab.



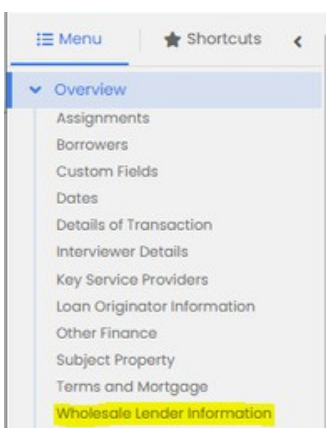
3

Select the file you will  
be submitting to  
payroll



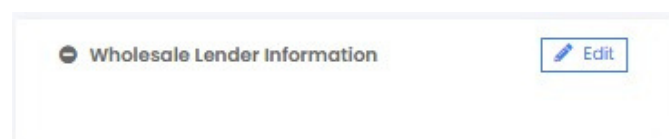
4

Once you open the file, go  
to the Overview section,  
then select Wholesale  
Lender Information.



5

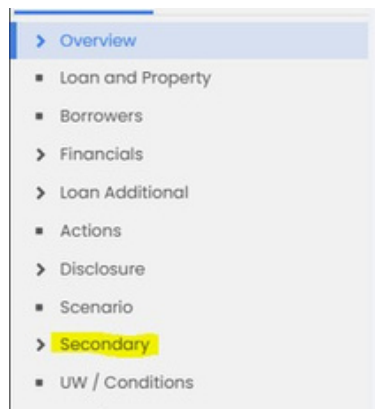
Make sure not to add the  
lender's name to the  
Wholesale Lender  
Information.



# Buy and Sell

The Buy and Sell sections must be completed to finalize the payroll request. Please follow the steps below.

**1** On the left, please select the Secondary tab to fill out the Buy and Sell section.



**2** From the Buy section, click Edit.



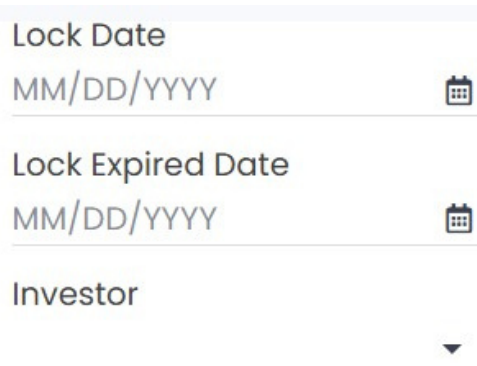
**3** Add your details to the fields :  
-Compensation Factor Type  
-Compensation Amount  
And hit SAVE



**4** Then go to the Sell section and click Edit.



**5** Add your Investor Name and enter the Lock Date. And hit SAVE

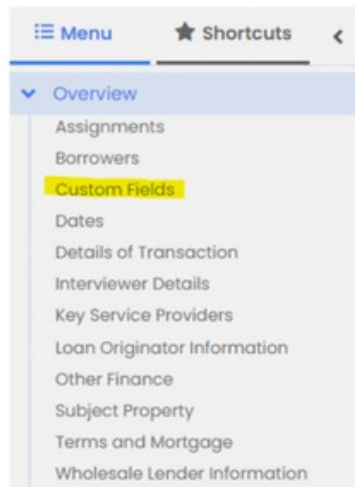


# Custom Fields

The Custom Fields section will need to be completely filled out with no blanks in order to finalize the payroll request.

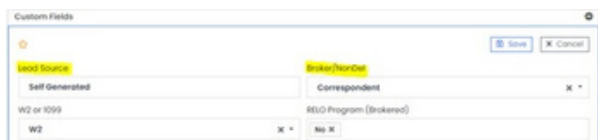
1

Open the Overview section on the left and select Custom Fields



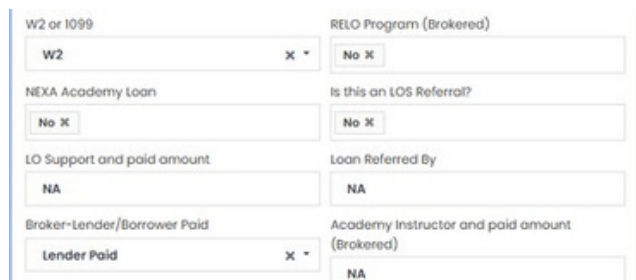
2

Select the Lead Source and the File Type

A screenshot of a 'Custom Fields' form. It has two columns of dropdown menus. The first column is labeled 'Lead Source' and has options 'Self Generated', 'W2 or 1099', and 'W2'. The second column is labeled 'Broker/Borrower' and has options 'Correspondent' and 'RELO Program (Brokered)'. There are 'Save' and 'Cancel' buttons at the top right.

3

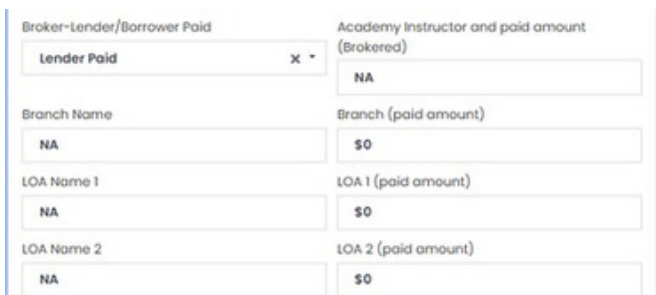
In this section, please indicate whether you are W2 or 1099. If you are part of the RELO Program, LOS Support, or Academy Program, include that information as well.

A screenshot of a form section with two columns. The first column has a dropdown for 'W2 or 1099' with 'W2' selected. The second column has a dropdown for 'RELO Program (Brokered)' with 'No X' selected. Below these are several other dropdowns: 'NEXA Academy Loan' (No X), 'Is this an LOS Referral?' (No X), 'LO Support and paid amount' (NA), 'Loan Referred By' (NA), and 'Broker-Lender/Borrower Paid' (Lender Paid).

4

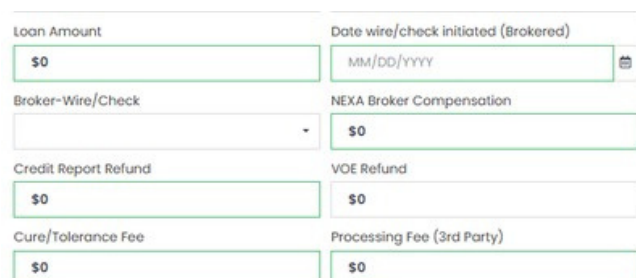
In this section Please list your Branch or LOA (if N/A please say so) and paid amount (if N/A please put 0)

The upper section is for the Academy Instructor. And please indicate whether it's Lender Paid or Borrower Paid.

A screenshot of a form section with two columns. The first column has a dropdown for 'Broker-Lender/Borrower Paid' with 'Lender Paid' selected. The second column has a dropdown for 'Academy Instructor and paid amount (Brokered)' with 'NA' selected. Below these are four rows of dropdowns for 'Branch Name', 'LOA Name 1', and 'LOA Name 2', each with a corresponding 'paid amount' field set to '\$0'.

5

In this section, you need to input the Loan Amount, Commission Paid date and any other dollar amounts listed in the Final CD.

A screenshot of a form section with two columns. The first column has dropdowns for 'Loan Amount' (\$0), 'Broker-Wire/Check', 'Credit Report Refund' (\$0), and 'Cure/Tolerance Fee' (\$0). The second column has dropdowns for 'Date wire/check initiated (Brokered)' (MM/DD/YYYY), 'NEXA Broker Compensation' (\$0), 'VOE Refund' (\$0), and 'Processing Fee (3rd Party)' (\$0).

# Custom Fields (cont.)

The Custom Fields section will need to be completely filled out with no blanks in order to finalize the payroll request.

6

You only put the amount of the processing fee here if it is included with the funds sent to NEXA

Processing Fee (addition) \$0.00  
Additional (please detail amount) Text  
Total Wire Amount - Must Equal Above \$0.00  
Processing Check  
Processing Check To (whom and what?)  
Text  
Conversation Log

Charge to LO  
Included with our Funds  
Self Processed  
Separate Check

Processing Fee (addition) \$0.00  
Additional (please detail amount) Text  
Total Wire Amount - Must Equal Above \$0.00  
Processing Check  
Processing Check To (whom and what?) Lender Paid or Borrower Paid  
Text

7

The additional amount is for your other reimbursements like the Appraisal Fee.

The total wire amount is calculated by adding all of these fees/credits together

8

If NEXA needs to cut the check to the processor please list the company name and amount.

Please use the drop down to select Lender or Borrower Paid.

Processing Fee (addition) \$0.00  
Additional (please detail amount) Text  
Total Wire Amount - Must Equal Above \$0.00  
Processing Check  
Processing Check To (whom and what?) Lender Paid or Borrower Paid  
Text

Conversation Log  
\$1500 to my Divvy Card

9

The conversation log is to put information you need to relay to payroll such as a request for funds to be added to your Divvy Card or other details regarding the file.

10

Completely filled out with no spots left blank select Save at the top and continue

Custom Fields  
Academy Instructor  
Loan Referred By (if applicable)

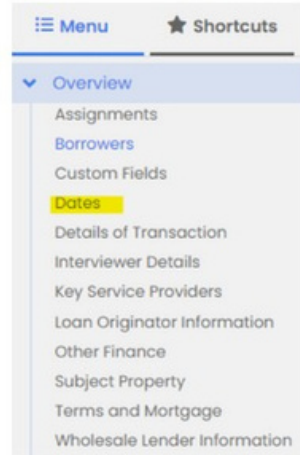
Save Cancel

# Critical Dates

The Critical Dates section will need to be filled out correctly in order to finalize the payroll request.

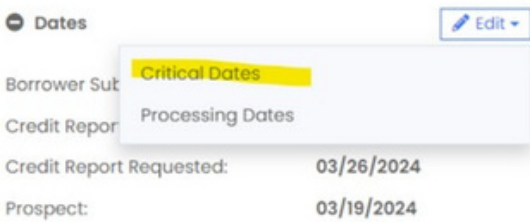
1

On the left hand side, under the Overview section, select “Dates”



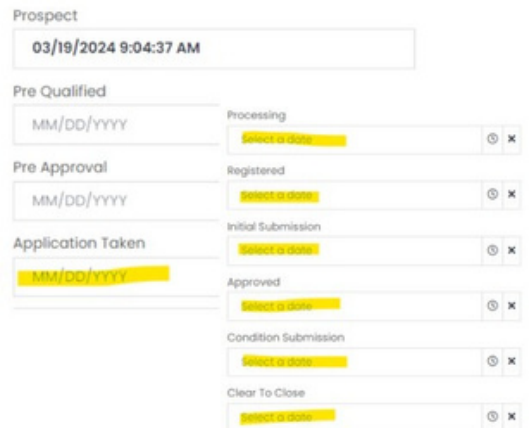
2

You will select to edit the Critical Dates



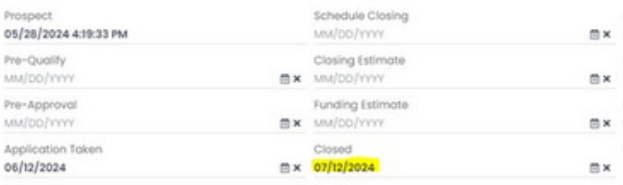
3

Your processor may or may not have entered these dates for you. If they did not, it is your responsibility to fill them in.



4

Ensure that the Prospect Date, Application Taken Date, and Closed Date fields are completed.

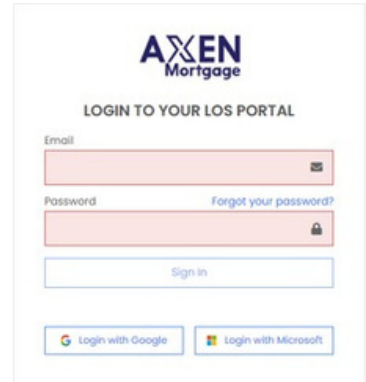


Please note that once the closing date is entered, the file will be submitted to Payroll, and further edits to the information will no longer be possible on the LO's end.

# LO Payroll Request Procedure Guide for AXEN Lending Pad (Correspondent)

1

Login to your **AXEN**  
Lending Pad account



The screenshot shows the AXEN Mortgage login page. At the top is the AXEN Mortgage logo. Below it is the text "LOGIN TO YOUR LOS PORTAL". There are two input fields: "Email" and "Password". The "Password" field has a "Forgot your password?" link to its right. Below the input fields is a "Sign In" button. At the bottom, there are two buttons: "Login with Google" and "Login with Microsoft".

2

Click the Pipeline tab.



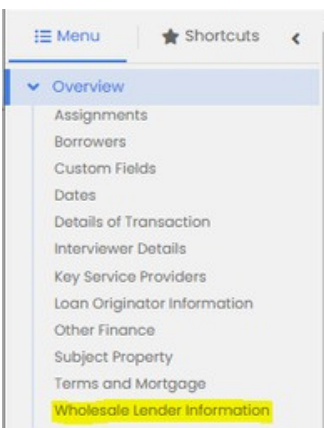
3

Select the file you will  
be submitting to  
payroll



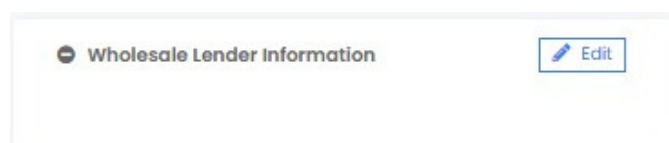
4

Once you open the file, go  
to the Overview section,  
then select Wholesale  
Lender Information.



5

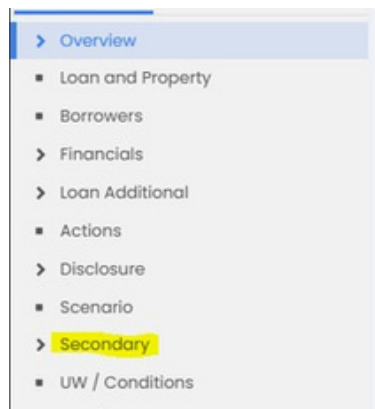
Make sure not to add the  
lender's name to the  
Wholesale Lender  
Information.



# Buy and Sell

The Buy and Sell sections must be completed to finalize the payroll request. Please follow the steps below.

**1** On the left, please select the Secondary tab to fill out the Buy and Sell section.



**2** From the Buy section, click Edit.



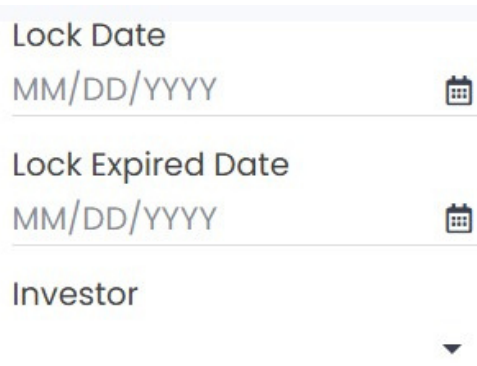
**3** Add your details to the fields :  
-Compensation Factor Type  
-Compensation Amount  
And hit SAVE



**4** Then go to the Sell section and click Edit.



**5** Add your Investor Name and enter the Lock Date. And hit SAVE

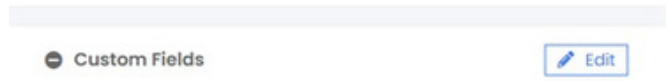


# Custom Fields

The Custom Fields section will need to be completely filled out with no blanks in order to finalize the payroll request.

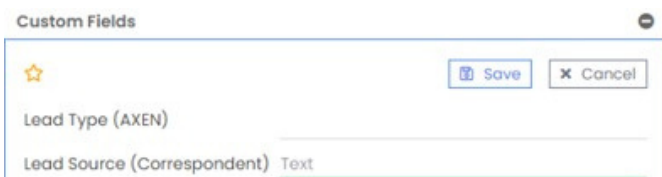
1

From the Secondary Tab of your file, click the CUSTOM FIELDS.



2

Ensure you enter the correct **Lead Source** for the file.



3

In this section, please indicate if you are part of LOS Support

Loan Referred By (if applicable):  
n/a

LO Support and Paid Amount (if applies):  
n/a

Broker-Lender/Borrower Paid Lender Paid x	Academy Instructor and paid amount (Brokered) NA
Branch Name NA	Branch (paid amount) \$0
LOA Name 1 NA	LOA 1 (paid amount) \$0
LOA Name 2 NA	LOA 2 (paid amount) \$0

4

In this section Please list your Branch or LOA (if N/A please say so) and paid amount (if N/A please put 0)

5

In this section, you need to input the Loan Amount, Commission Paid date and any other dollar amounts listed in Section A.

Loan Amount \$0	Commission Paid Date MM/DD/YYYY
Additional (please detail amount) 0	ND-Discount Points (+) \$0
ND-Origination Fee (+) \$0	ND-Section A Admin Fee (+/-) \$0
ND-Section A Processing Fee (+) \$1,195	ND-Section A U/W Fee (+) \$0



# Custom Fields (cont.)

The Custom Fields section will need to be completely filled out with no blanks in order to finalize the payroll request.

## 6

Enter the correct amounts in these fields based on the Final Purchase Reconciliation under Expenses.

ND-Lender Credit \$0	ND-YSP/SRP (+/-) \$0
ND-Comp Total \$0	ND-Ledger Total \$0

NEXA 100 Quick Pay Acknowledgement (NEXA100 SOP)

Yes

## 7

Select YES if the file is eligible for NEXA 100 Quick Pay.

## 8

Enter the correct amounts in these fields if reimbursement is required.

Processing Check To (Whom and What?) NA	Credit Refund (addition) 0
Processing Fee (addition) \$0	VOE Refund (addition) 0

## ND-Notes

## 9

The ND Note is used to provide information you need to relay to payroll, such as a request for funds to be added to your Divvy Card or details regarding the file.

## 10

Ensure this section is completely filled out with no blank fields. Click the 'Ready for Payroll' button to submit the file to payroll, and then select Save at the top.

Ready for Payroll?

Yes

 Save

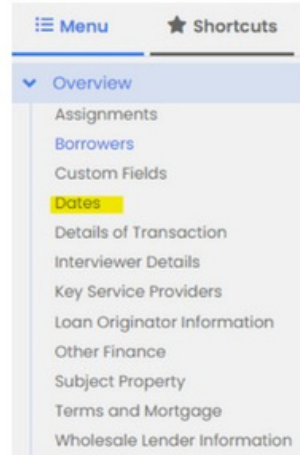
 Cancel

# Critical Dates

The Critical Dates section will need to be filled out correctly in order to finalize the payroll request.

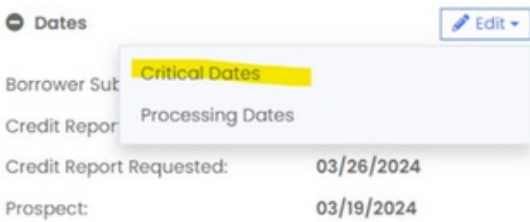
1

On the left hand side, under the Overview section, select “Dates”



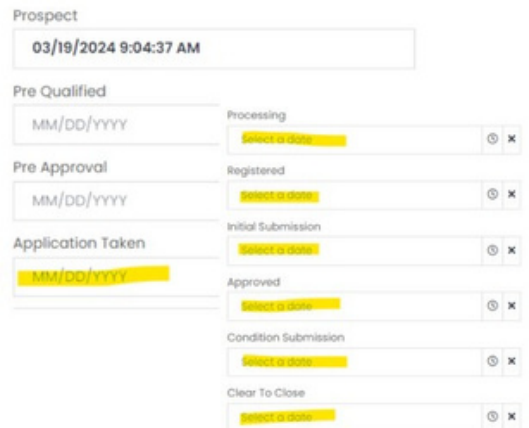
2

You will select to edit the Critical Dates



3

Your processor may or may not have entered these dates for you. If they did not, it is your responsibility to fill them in.



4

Ensure that the Prospect Date, Application Taken Date, Closed Date and Funded Date fields are completed.

Lead	Schedule Closing	MM/DD/YYYY	✖
10/22/2024 1:17:35 PM			
Pre-Qualify	Closing Estimate	MM/DD/YYYY	✖
MM/DD/YYYY			
Pre-Approval	Funding Estimate	MM/DD/YYYY	✖
MM/DD/YYYY			
Application Taken	Closed	12/04/2024	✖
10/29/2024			
Loan Locked	Funded	12/09/2024	✖



Please note that once the closed date and funded date are entered, the file will be submitted to Payroll, and further edits to the information will no longer be possible on the LO's end.