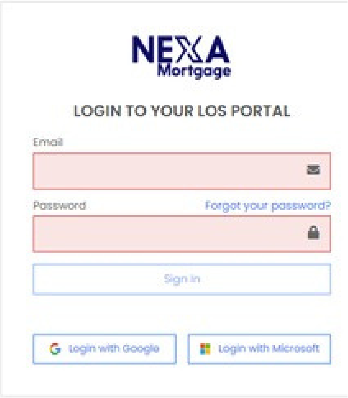
LO Payroll Request Procedure Guide for NEXA Lending Pad (Correspondent)

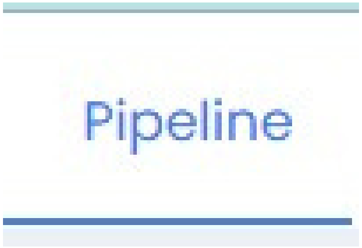
1

Login to your **NEXA** Lending Pad account



2

Click the Pipeline tab.

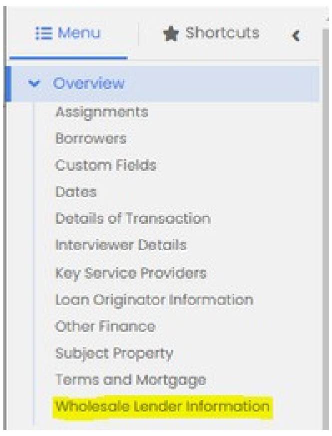


3

Select the file you will be submitting to payroll

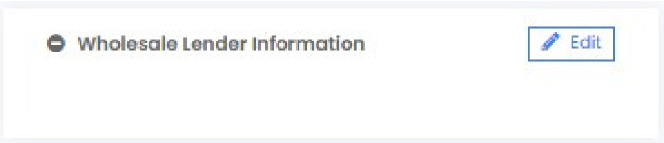
4

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.

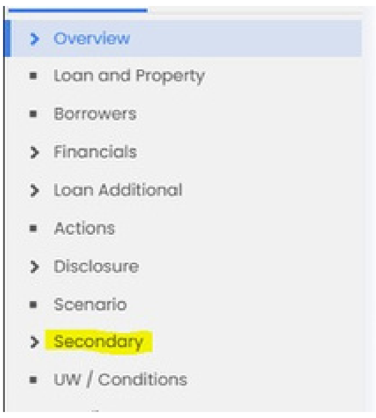


Buy and Sell

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.

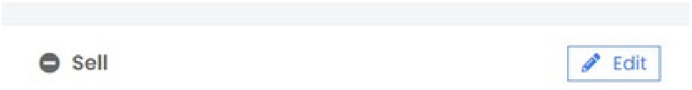


2

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

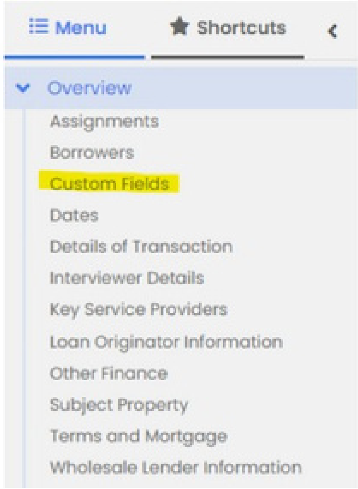
Add your Investor Name and enter the Lock Date. And hit SAVE

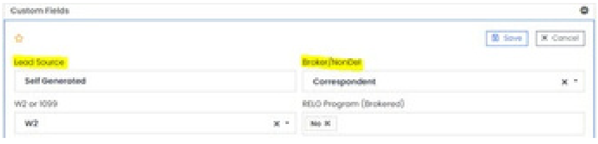
Custom Fields

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



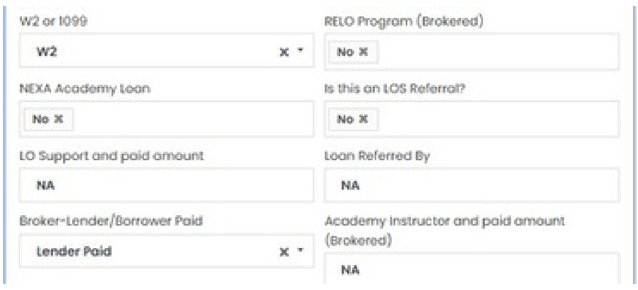


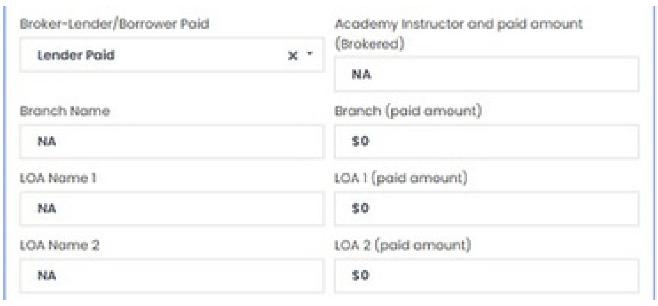
2

Select the Lead Source and the File Type

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.





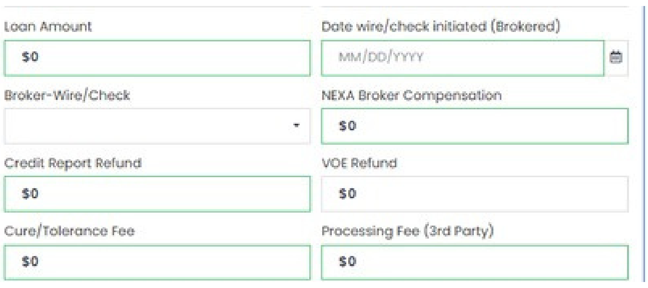
4

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.

5

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

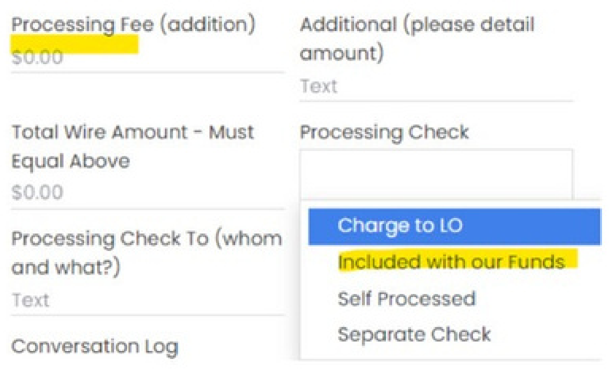


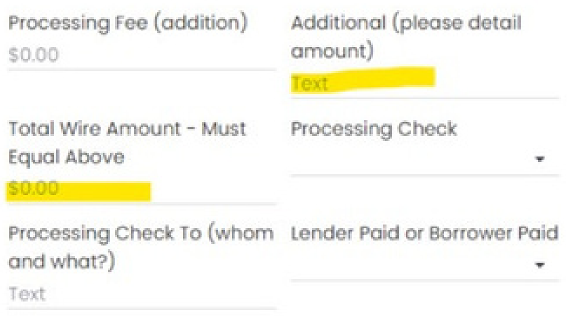
Custom Fields (cont.)

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





7

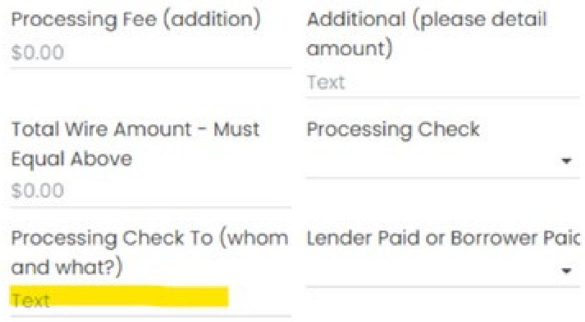
The additional amount is for your other reimbursements like the Appraisal Fee.

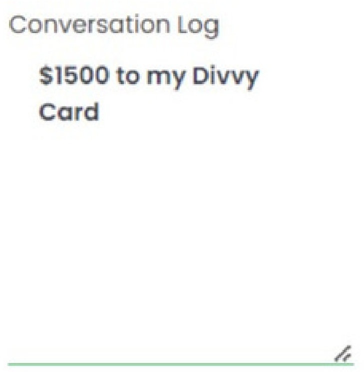
The total wire amount is calculated by adding all of these fees/credits together

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.



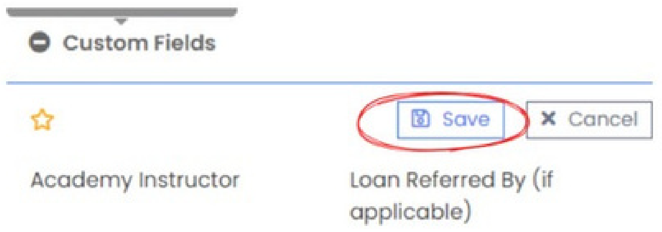


9

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

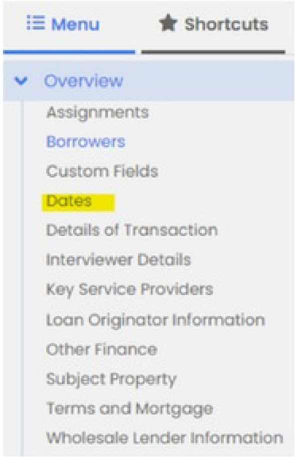


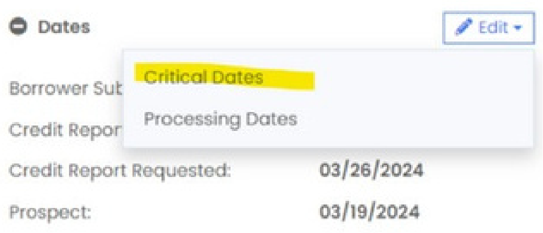
Critical Dates

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”



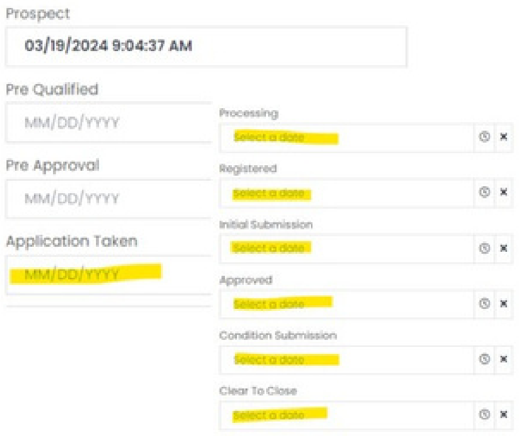


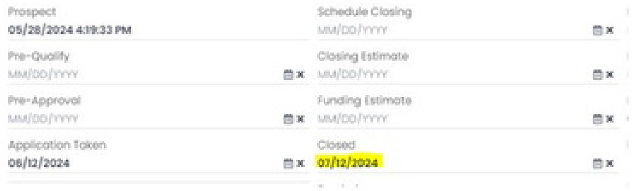
2

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

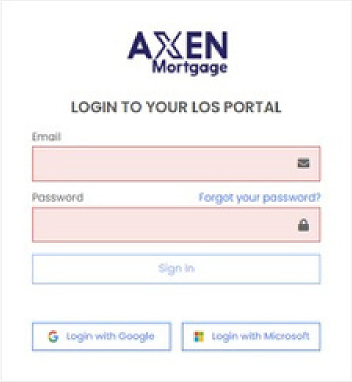
Ensure that the Prospect Date, Application Taken Date, and Closed Date fields are completed.

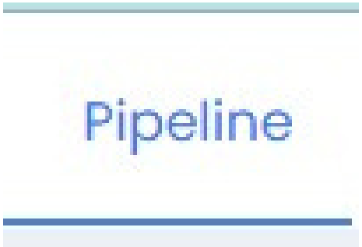
Please note that once the closing date is entered, the file will be submitted to Payroll, and further edits to the information will no longer be possible on the LO's end.

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

1

Login to your **AXEN** Lending Pad account



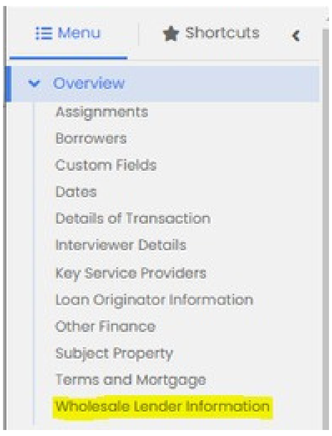


2

Click the Pipeline tab.

3

Select the file you will be submitting to payroll

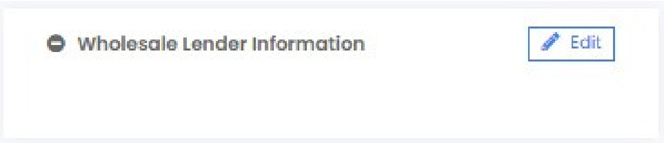


4

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.

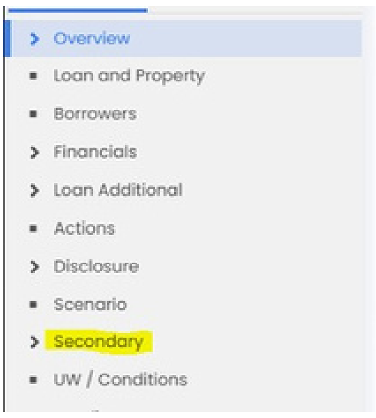


Buy and Sell

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.

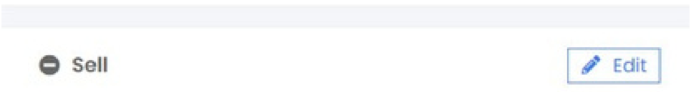


2

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

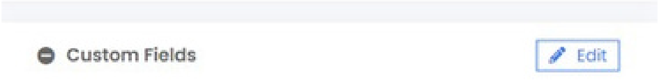
Add your Investor Name and enter the Lock Date. And hit SAVE

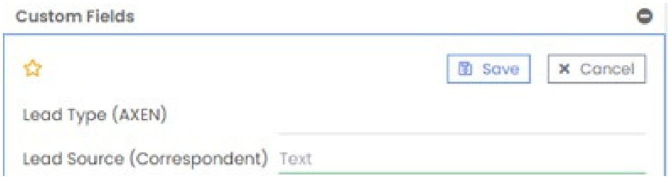
Custom Fields

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.



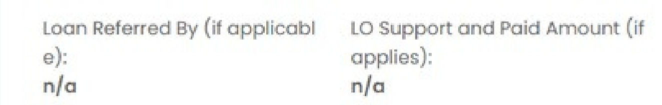


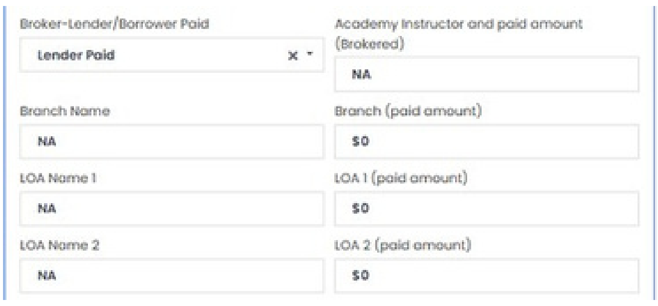
2

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

3

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



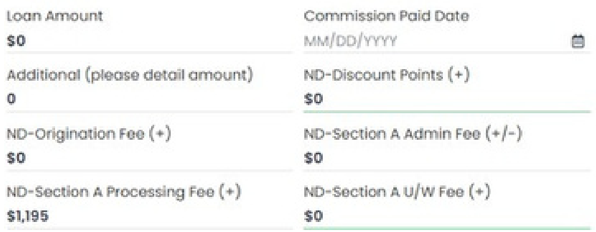


4

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.

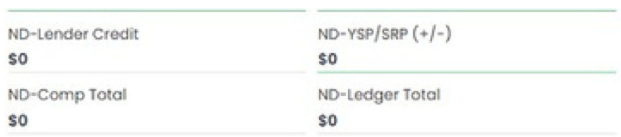


Custom Fields (cont.)

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.

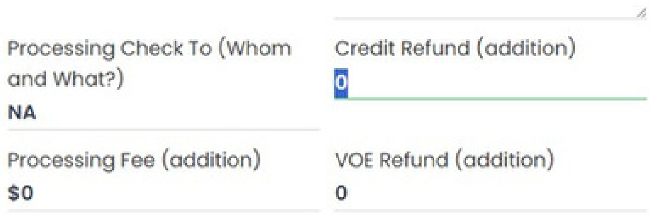


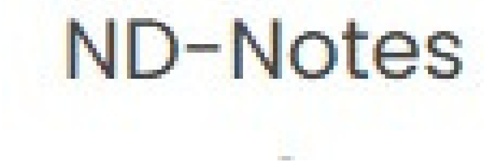
7

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

8

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



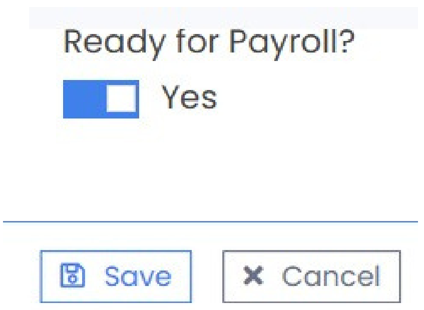


9

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.



Critical Dates

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1

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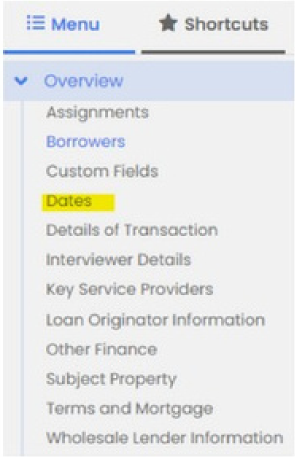

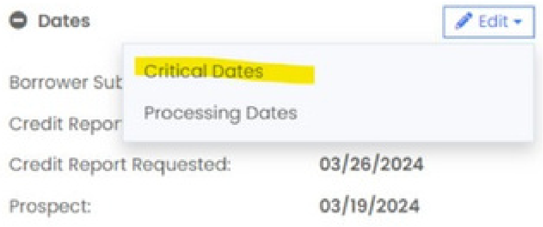

2

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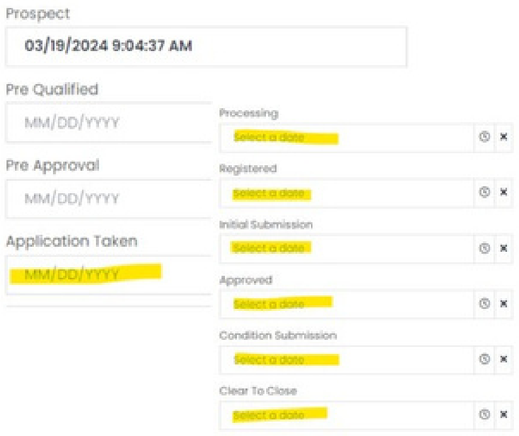
Your processor may or may not have entered these dates for you. If they did not, it is your responsibility to fill them in.



4

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

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.