

HOW TO REQUEST A LOCK

Production>Lock>Request

The screenshot shows a software interface with a top navigation bar. The 'Production' menu is open, and the 'Lock' option is selected, which has opened a sub-menu where the 'Request' option is highlighted. The background shows a 'Borrower Information' section with a table of borrower details.

Number	First Name	Middle Name
<input type="checkbox"/> 1	[REDACTED]	[REDACTED]
<input type="checkbox"/> 2	[REDACTED]	[REDACTED]

Lock Request Note RATE LOCK. Got bottom of the screen and click request lock

Lock Request

The 'Lock Request' form contains the following fields:

- Request Type: Initial
- Lock Expiration: [Empty]
- Cancel Reason: [Empty]
- Float Down Option: ☐
- Lock Request Note: [Text Area]
- Lock Request Date/Time: [Empty]
- Lock Date: [Empty]
- Cancel Date: [Empty]
- Float Down Date: [Empty]
- Lock Request Rate: 8.125%
- Lock Period: 15
- Extension Period: [Empty]

Lock Confirmation

The 'Lock Confirmation' form contains the following fields:

- Lock Confirmation Date: [Empty]
- Lock Confirmation Note: [Text Area]

The bottom navigation bar contains the following buttons:

- Save
- Request Lock*
- Lock Update Request
- Relock Request*
- Lock Cancellation Request
- Lock Extension Request
- Lock Request - Optimal Blue