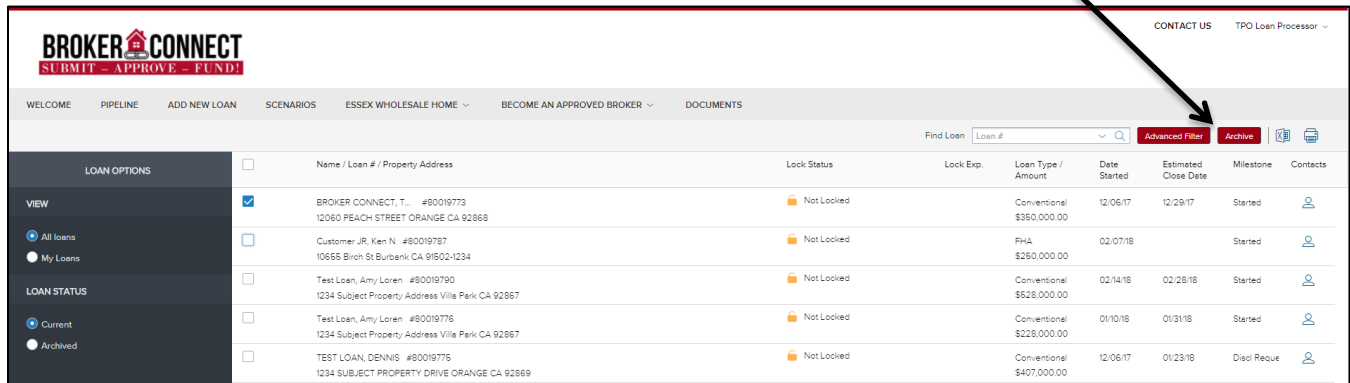


### Archiving Loans

Our Broker Connect portal has an archiving feature which allows you to archive loans and remove them from your main, (current), pipeline view. The [Archive] button is located below the navigation bar, on the right hand side of the main pipeline page.

**BROKER CONNECT**  
 SUBMIT - APPROVE - FUND!

WELCOME PIPELINE ADD NEW LOAN SCENARIOS ESSEX WHOLESALE HOME BECOME AN APPROVED BROKER DOCUMENTS

Find Loan:

LOAN OPTIONS	Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Milestone	Contacts
<input checked="" type="checkbox"/>	BROKER CONNECT, T... #80019773 12060 PEACH STREET ORANGE CA 92868	Not Locked		Conventional \$350,000.00	12/06/17	12/29/17	Started	
<input type="checkbox"/>	Customer JR, Ken N #80019787 10655 Birch St Burbank CA 91502-1234	Not Locked		FHA \$250,000.00	02/07/18		Started	
<input type="checkbox"/>	Test Loan, Amy Loren #80019790 1234 Subject Property Address Villa Park CA 92867	Not Locked		Conventional \$528,000.00	02/14/18	02/28/18	Started	
<input type="checkbox"/>	Test Loan, Amy Loren #80019776 1234 Subject Property Address Villa Park CA 92867	Not Locked		Conventional \$228,000.00	01/10/18	01/31/18	Started	
<input type="checkbox"/>	TEST LOAN, DENNIS #80019775 1234 SUBJECT PROPERTY DRIVE ORANGE CA 92869	Not Locked		Conventional \$407,000.00	12/06/17	01/23/18	Discr Reque	

The [Archive] button by default, is disabled. To enable it, you must select the loan, (or loans), you want to archive by checking the box to the left of the loan(s).

<input type="checkbox"/>	Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Milestone	Contacts
<input type="checkbox"/>	Borrower, Amy Loren #80019776 1234 Subject Property Address Villa Park CA 92867	Not Locked		Conventional \$228,000.00	01/10/18	01/31/18	Started	
<input checked="" type="checkbox"/>	BROKER CONNECT, B... #80019773 12060 PEACH STREET ORANGE CA 92868	Not Locked		Conventional \$350,000.00	12/06/17	12/29/17	Started	
<input type="checkbox"/>	Customer JR, Ken N #80019787 10655 Birch St Burbank CA 91502-1234	Not Locked		FHA \$250,000.00	02/07/18		Started	
<input type="checkbox"/>	HOMEBUYER, DENNIS #80019775 1234 SUBJECT PROPERTY DRIVE ORANGE CA 92869	Not Locked		Conventional \$407,000.00	12/06/17	01/23/18	Discr Reque	

The following popup message will appear, allowing you to cancel or continue archiving the loan.

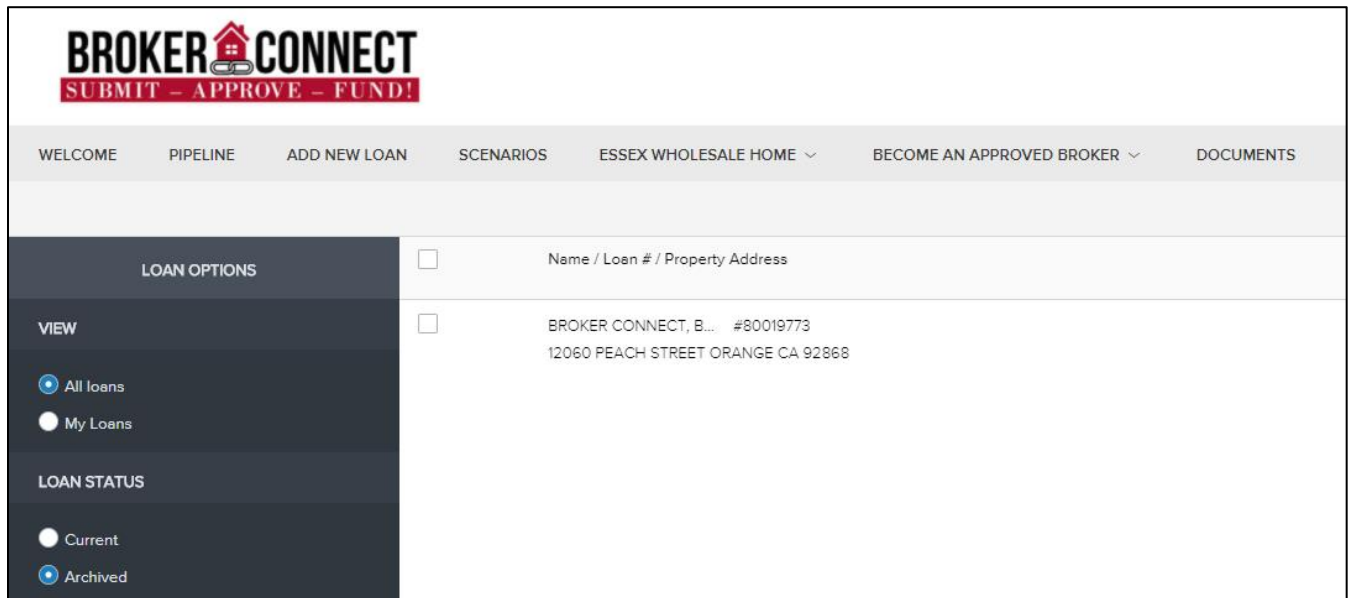
Are you sure you want to Archive the selected loan(s)? Archived loans are uneditable.  
**1 selected**

Archived loans are moved from the main pipeline page to an archived pipeline page. Archived loans can be unarchived when desired, by following the steps on page 2.

### Unarchiving Loans

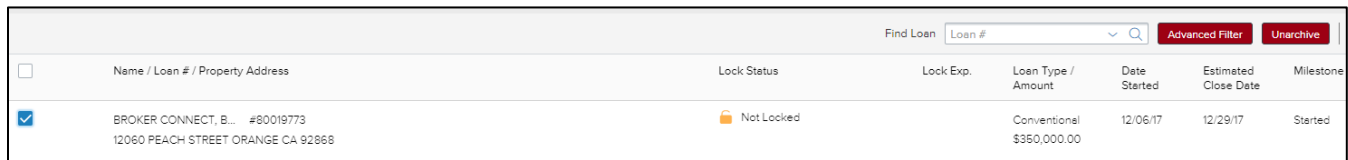
When desired, a loan that has been archived can be unarchived, making it visible and accessible on the main pipeline page. To unarchive a loan, follow the steps below.

STEP 1: Select the “Archived” option in the LOAN STATUS section of the LOAN OPTIONS taskbar. This will open the archived pipeline page, itemizing all loans that were previously archived.



The screenshot shows the Broker Connect dashboard. The top navigation bar includes: WELCOME, PIPELINE, ADD NEW LOAN, SCENARIOS, ESSEX WHOLESALE HOME (dropdown), BECOME AN APPROVED BROKER (dropdown), and DOCUMENTS. The left sidebar has a 'LOAN OPTIONS' section with a 'VIEW' sub-section containing 'All loans' (selected) and 'My Loans'. Below that is the 'LOAN STATUS' section with 'Current' and 'Archived' (selected) options. The main content area shows a list of loans with checkboxes, the first of which is selected.

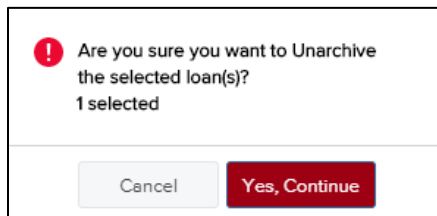
STEP 2: Place a checkmark in the box to the left of the loan you want to unarchive. This will enable the [Unarchive] button. Click on the [Unarchive] button to continue unarchiving the loan.



The screenshot shows a table of loans. The first row is selected with a blue checkmark. The table has columns for Name / Loan # / Property Address, Lock Status, Lock Exp., Loan Type / Amount, Date Started, Estimated Close Date, and Milestone. The 'Unarchive' button is visible in the top right corner of the table area.

Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Milestone
<input checked="" type="checkbox"/> BROKER CONNECT, B.L. #80019773 12060 PEACH STREET ORANGE CA 92868	Not Locked		Conventional \$350,000.00	12/06/17	12/29/17	Started

The following popup message will appear, allowing you to cancel or continue unarchiving the loan.



The popup message is a white box with a red exclamation mark icon. It contains the text: "Are you sure you want to Unarchive the selected loan(s)? 1 selected". At the bottom, there are two buttons: a grey "Cancel" button and a red "Yes, Continue" button.

Unarchived loans are moved from the archived pipeline page to the main pipeline page.