



Rate Quotes on Contact Records

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Introduction

As the market fluctuates, loan officers want to provide their contacts with the best rates and products possible at any given time. The rate quotes feature in Total Expert allows a user to create a quote containing a loan product for which a selected contact is eligible. The interest rate and payment information generated in the quote is specific to what that loan officer can offer that specific contact. The quote can then be saved on the contact record, run again at a later time, and emailed directly to the contact.

Note

You must have an active and configured integration with a product pricing engine (PPE) to generate a rate quote for a Total Expert contact. Optimal Blue and Polly are currently supported.

Creating a Rate Quote

Getting to the Create Quote Screen

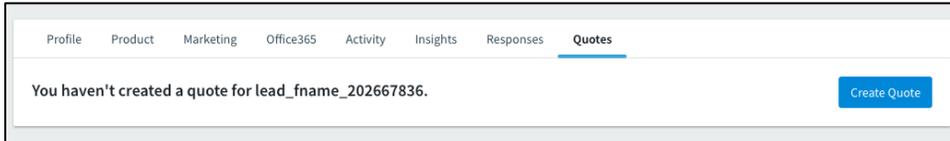
To begin a rate quote:

1. Navigate to **Leads & Contacts** → **Contacts**.
2. Click the name of a contact to open their details page.
3. Click the **Quotes** tab.

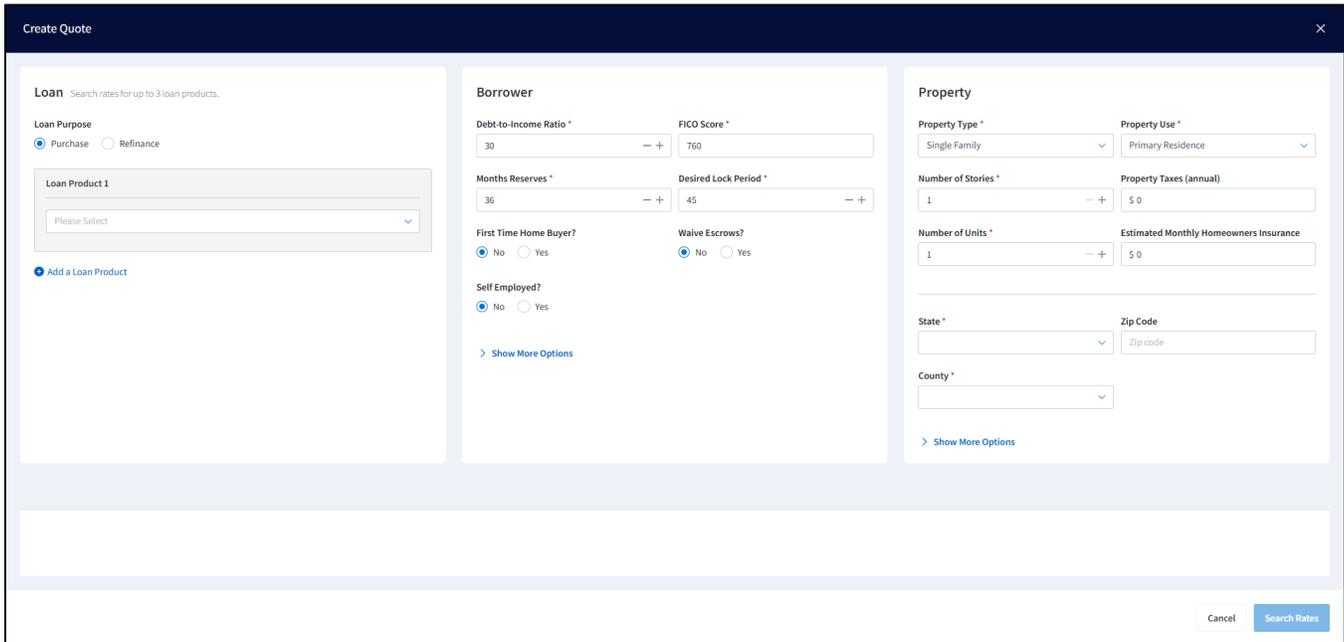




- If a quote has not been created for this contact yet, this tab shows a message to that effect. Click the **Create Quote** button to begin a new quote for this contact.



- The Create Quote screen opens.



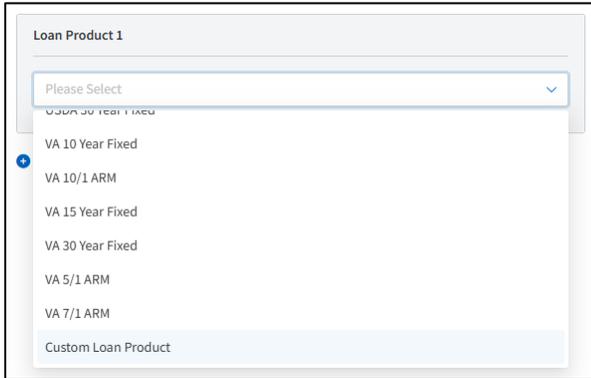
Running a Rate Quote Search

The form on the Create Quote screen has 3 sections: Loan, Borrower, and Property. You must complete all 3 sections to create a quote.

- Loan** – You can include up to 3 loan products in a single search; the information in the Borrower and Property sections is applied to each loan product you select.
 - Loan Purpose** – Select either **Purchase** or **Refinance**.
 - If you choose Refinance, an additional drop-down list appears. In the **Choose a Loan to Compare** field, you can choose an existing loan tied to the selected contact record to compare against. This is not required, but if you do choose one, the search results will be compared against the existing loan to calculate values like estimated monthly savings. If you do not choose a comparison loan here, those fields in the quote will be left blank.
 - Loan Product 1** – Begin by selecting a loan product type from the drop-down list. If your administrator has configured defaults, select 1 of these options or the **Custom Loan Product** option. When you select an option, several fields appear below. These fields would typically be populated with defaults entered by your administrator (on the Pricing Engine Defaults page—see Setting Pricing Engine Defaults (Admin) below). The administrator can determine whether or not you can edit these fields.



If no defaults are configured, you must select **Custom Loan Product** and fill the rest of the fields manually.



i. The basic fields shown are:

1. **Property Price/Appraised Value** (dollar amount)
 - a. If you selected Purchase above, this field is for the purchase price of the property. If you selected Refinance, this field is for the appraised value.
 - b. Adjusting this value automatically adjusts the Down Payment, Loan Amount, and LTV values accordingly.
2. **Down Payment** (dollar amount & percentage of sales price)
 - a. If you selected Refinance above, this field is unavailable (grayed out).
 - b. Adjusting either of these values automatically adjusts the other and the Loan Amount and LTV values accordingly.
3. **Loan Amount** (dollar amount)
 - a. This value is calculated as the difference between the Property Price/Appraised Value and Down Payment fields.
4. **LTV** (percentage)
 - a. This value is calculated as the ratio of the values in the Loan Amount and Property Price/Appraised Value fields; it cannot be edited directly.
5. **Loan Type** (drop-down list)
6. **Amortization Type** (drop-down list)
7. **ARM Fixed Term** (drop-down list)
 - a. This option only appears if you selected ARM in the Amortization Type field.
8. **Loan Term** (drop-down list)
9. **Desired Price** (value)
 - a. Enter a value directly or click the – and + buttons to increment the current value in steps of 0.125.
 - b. You cannot increment past the maximum and minimum values set by the administrator (the applicable button is grayed out when you reach the limit). If you attempt to enter a value outside the allowed range, it is shown with strikethrough formatting (like ~~this~~) and will be set to the nearest value in the allowed range when you click outside the box.
10. **Marketing Materials Name** (text)



- a. Enter a user-friendly name for the loan product that can be used when building email templates.
11. **Interest Only** (Y/N)
12. **Automated Underwriting System** (drop-down list)
 - a. Options are **DU, LP, Not Specified, Investor AUS, and Manual Traditional**. Not Specified is selected by default.
- ii. Click > **Show More Options** to expand the section to view the remaining fields (click **v Show Fewer Options** to collapse this section again):
 1. **Product Type** (drop-down list)
 2. **Exempt from VA Funding Fee** (Y/N)
 3. **Amount of Cash Out** (dollar amount)
 4. **HELOC Drawn Amount** (dollar amount)
 5. **Borrower Paid MI** (Y/N)
 - a. For Polly users, this defaults to Yes and cannot be changed.
 6. **Prepayment Penalty** (Y/N)
 7. **Debt Consolidation** (Y/N)
 8. **Lien Position** (drop-down list)
 9. **Second Lien Amount** (dollar amount)
- iii. (optional) Click **+Add a Loan Product** to activate Loan Product 2 and Loan Product 3 fields.

Note

The fields in the section above are repeated for each loan product you select. Each is followed by a number to clarify which product search it belongs to. For example, you can make the same kind of selection in Loan Product 1 and Loan Product 2, but they apply to separate product searches.

2. **Borrower** – These fields would typically be populated with defaults entered by your administrator (on the Pricing Engine Defaults page – see Setting Pricing Engine Defaults (Admin) below). The administrator can determine whether or not you can edit these fields.
 - a. The basic fields shown are:
 - i. **Debt-to-Income Ratio** (%)
 - ii. **FICO Score** (integer)
 - iii. **Months Reserves** (integer)
 - iv. **Desired Lock Period** (integer)
 - v. **First Time Home Buyer?** (Y/N)
 - vi. **Waive Escrows?** (Y/N)
 - vii. **Self Employed** (Y/N)
 - b. Click > **Show More Options** to expand the section to view the remaining fields (click **v Show Fewer Options** to collapse this section again):
 - i. **VA First Time Use** (Y/N)
 - ii. **First Name** (text)
 - iii. **Last Name** (text)
 - iv. **Monthly Income** (integer)
 - v. **US Citizen** (Y/N)
 - vi. **Time since bankruptcy** (drop-down list)



- vii. **Time since foreclosure** (drop-down list)
 - viii. **Housing Event Type** (drop-down list)
 - ix. **Housing Event Seasoning** (drop-down list)
 - x. **Income Verification Type** (drop-down list)
 - xi. **Mortgage Lates Greater Than 30 Days Last 12 Months** (integer)
 - xii. **Mortgage Lates Greater Than 60 Days Last 12 Months** (integer)
 - xiii. **Mortgage Lates Greater Than 90 Days Last 12 Months** (integer)
 - xiv. **Mortgage Lates Greater Than 120 Days Last 12 Months** (integer)
 - xv. **Mortgage Lates Greater Than 30 Days Last 12 to 24 Months** (integer)
 - xvi. **Mortgage Lates Greater Than 60 Days Last 12 to 24 Months** (integer)
 - xvii. **Mortgage Lates Greater Than 90 Days Last 12 to 24 Months** (integer)
 - xviii. **Mortgage Lates Greater Than 120 Days Last 12 to 24 Months** (integer)
3. **Property** – These fields are for information about the property that the quote is for.
- a. The basic fields shown are:
 - i. **Property Type** (drop-down list)
 - ii. **Property Use** (drop-down list)
 - iii. **Number of Stories** (integer)
 - iv. **Property Taxes (annual)** (dollar amount)
 - v. **Number of Units** (integer)
 - vi. **Estimated Monthly Homeowners Insurance** (dollar amount)
 - vii. **State** (drop-down list)
 - viii. **Zip Code** (integer)
 - ix. **County** (drop-down list)
 1. The list of counties shown depends on the value you selected in the State field. You will not be able to select anything if State is still blank.
 - b. Click > **Show More Options** to expand the section to view the remaining fields (click **v Show Fewer Options** to collapse this section again):
 - i. **New Construction** (Y/N)
 - ii. **Unique Property** (Y/N)
4. Once you have filled out all 3 parts of the form, click the **Search Rates** button in the lower-right corner.

Saving a Rate Quote

On the results screen, an expandable section appears for each loan product you filled out in the Loan section of the Create Quote screen.

1. Click each section name to expand or collapse it.
 - a. If the search found products that match your parameters, they are shown in a table.
 - b. If no products were found, a message appears alerting you of this. You will need to click the **Back to Search** button at the bottom of the page and try again with different parameters.
 - c. Each column in the table is sortable.



Note

Optimal Blue users will see the mortgage insurance (MI) information in this table. However, due to a limitation with requests via the Polly integration, Polly users will always see a 0 in the MI column. Once you select your product(s) and save the quote, the MI value can be retrieved and is accounted for when the quote information is shown on the contact record.

- For each product search, click the radio button (in the leftmost column of the table) associated with the desired product. The rate quote will be built using the information from these results (and the comparison loan, if you selected one).

1 Select Loan Product 1

	Product Name
<input checked="" type="radio"/>	NMSI, Inc. - Wholesale - HomeReady 30 Yr Fixed
<input type="radio"/>	NMSI, Inc. - Wholesale - Home Possible 30 Yr Fixed

Note

The selected search result is summarized in the header row for the section. This is still shown even if you collapse the section.

1 Select Loan Product 1	Investor NMSI, Inc. - Wholesale -	Rate 8	Price 100.038	APR 8	Total Payment 4225.9	Edit >
2 Select Loan Product 2	Investor Citibank, N.A. Correspondent -	Rate 7.5	Price 95.39	APR 8.279	Total Payment 5055.17	Edit >
3 Select Loan Product 3	Investor U.S. Bank National Association - Correspondent -	Rate 7.75	Price 99.795	APR 8.322	Total Payment 3882.53	Edit >

- Click the **Save Quote** button at the bottom of the Search Loan Products screen.

Your rate quote is now saved on the Quotes tab on the contact record you started from.

Estimated Monthly Payments

TE calculates the monthly payments of your quote using the following calculation:

$$P\&I + MI + HI + T$$

- P&I** = The monthly principal and interest payment (from the PPE response)
- MI** = The monthly mortgage insurance amount (from the PPE response)
- HI** = The monthly homeowners insurance amount (from your search)
- T** = The annual property taxes (from your search) divided by 12 to get the monthly value

If any of those values are not present, they are not included in the calculation.

When you select an existing loan record as a comparison for a refinance quote, the monthly payment of your comparison loan is calculated as follows:



1. Check the loan record's Payment Amount w/ MI field (`monthly_pi_with_mi_payment`).
 - a. If this field is populated, simply use this value as the estimated monthly payment (and do not calculate anything).
 - b. If this field is not populated, go to the next step:
2. Check the Payment Amount (`monthly_pi_payment`) and Monthly MI (`monthly_mi`) fields.
 - a. If both fields are populated, add them together and use the result as the estimated monthly payment.
 - b. If `monthly_mi` is populated, but `monthly_pi_payment` is not, calculate the monthly payment using the standard formula below and add `monthly_mi` to it. Use the result as the estimated monthly payment.
 - c. If `monthly_pi_payment` is populated, but `monthly_mi` is not, use the `monthly_pi_payment` value as the estimated monthly payment (and do not calculate anything).
 - d. If neither of these fields is populated, calculate the monthly payment using the standard formula:

$$M = P \frac{r(1+r)^n}{(1+r)^n - 1}$$

M: monthly mortgage payment
P: principal loan amount
r: monthly interest rate
n: number of payments

When taxes and insurance are included in the quote search, they are included in the monthly payment as follows:

- The value from the Property Taxes (annual) field is divided by 12 and added to the monthly payment calculated or retrieved above.
 - When running a refinance quote, this is assumed to apply equally to both the comparison and refinance loans.
- The value from the Estimated Monthly Homeowners Insurance field is added to the monthly payment calculated or retrieved above.
 - When running a refinance quote, this is assumed to apply equally to both the comparison and refinance loans.

Updating an Existing Rate Quote

1. To update a rate quote, click the **Open Quote** button in the Quotes tab of the contact record.
2. The Create Quote screen opens with the search parameters from your saved quote pre-populated. You can edit them first or simply click the **Search Rates** button.
3. The results page displays updated search results.
4. As when creating a quote from scratch, you can select your desired loan products.
5. You can now click **Back to Search**, to further modify your search, click the **X** in the upper-right corner to close the screen without saving, or click **Save Quote**.



If you made changes to your search, and close the screen without saving, your changed values will not be saved. The values from your original saved rate quote will remain and the next time you open the screen, those values will be populated.

If you save your quote by clicking Save Quote, the new quote values will be saved to the contact record. They will replace your last saved quote.

Warning

You can only save a single quote on the contact record at a time. If you run another search and click Save Quote, it will override any previous quote. This action cannot be undone.

Creating an Email Template for Rate Quotes

Administrators should create individual email templates for each Loan Purpose (Purchase or Refinance), and the number of quotes they allow users to send (up to 3).

Administrators should include disclaimers in the email template or apply additional override disclaimers to the email signature content block.

Standalone emails should be published to users for the purpose of sending quotes directly to individual contacts.

Tip

Unless rate quotes are formatted in a content block in the email template, it is best practice to disable user editing to avoid any potential manual errors prior to sending.

Emailing a Rate Quote

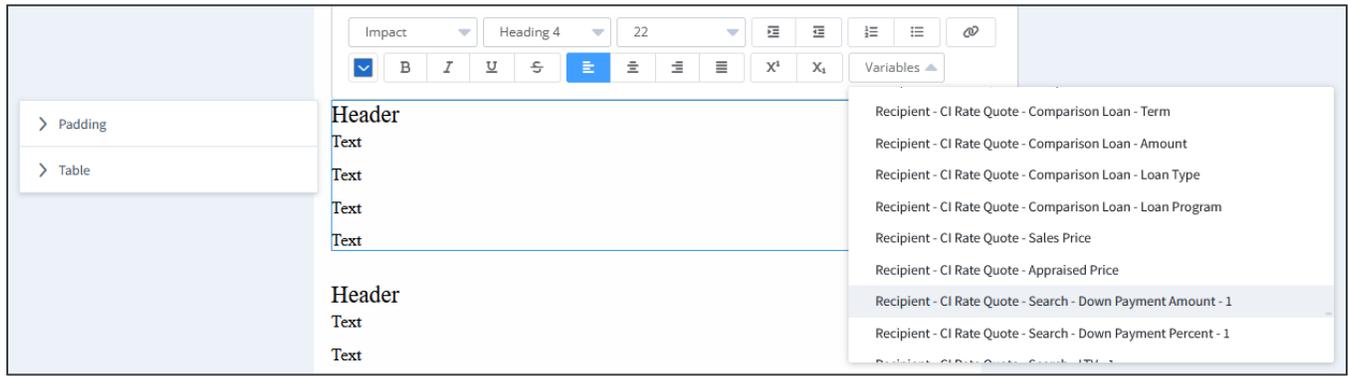
1. Once a rate quote has been saved, you can use all the data in an email template.
 - a. You must select an email template with Rate Quote email variables to populate data from a quote.
 - b. See the table in Available Email Variables below
2. From the Quotes tab of the contact record, click the **Email Quote** button. This will take you to your email template gallery.
3. Select an email template with the corresponding loan purpose and number of quotes that were saved to the contact's record.

Tip

A user cannot select a specific saved quote to email. Selecting a template with only 1 scenario will most likely default to the first quote (Rate Quote - 1). For example, if the user only wants to send the second quote (Rate Quote - 2), they should save only that quote or save it as Rate Quote - 1. Then, they can select an email template that accommodates sending a single quote.

Available Email Variables

You can insert the following variables into an email template from the Variables menu in the email editor, just as you would with any other variables in an email template.



Variables with - 2 or - 3 at the end instead of - 1 simply refer to the 2nd or 3rd products returned in the quote search instead of the 1st. Variables listed without a number appended use the same value for all the products in the search.

Variable Name	Variable Description
Recipient - CI Rate Quote - Search - DTI	The debt-to-income ratio used in the quote search
Recipient - CI Rate Quote - Search - FICO	The FICO Score used in the quote search
Recipient - CI Rate Quote - Search - Down Payment Amount - 1	The down payment amount used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Down Payment Percent - 1	The down payment percentage used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - LTV - 1	The loan-to-value ratio used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Loan Amount - 1	The loan amount used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Product Type - 1	The product type used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Loan Type - 1	The loan type used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Amortization Type - 1	The amortization type used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - ARM Fixed Term - 1	The ARM fixed term used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Term - 1	The loan term used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Desired Price - 1	The desired price used in loan product 1 of the quote search
Recipient - CI Rate Quote - Search - Loan Display name - 1	The customer-friendly name of the loan (populated in the Marketing Materials Name field on the search screen) used in loan product 1 of the quote search
Recipient - CI Rate Quote - Product name - 1	The product name for loan product 1 in the pricing engine response



Variable Name	Variable Description
Recipient - CI Rate Quote - Rate - 1	The interest rate for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - APR - 1	The APR for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Price - 1	The price for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Monthly P and I - 1	The monthly principal and interest payment for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Rate Difference - 1	The rate difference between the comparison loan and the rate for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Estimated Monthly Payment - 1	The estimated monthly payment for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Estimated Monthly Savings - 1	The difference between the estimated monthly payment of the comparison loan and estimated monthly payment of loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Loan Amount - 1	The loan amount for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Down Payment Amount - 1	The down payment amount for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Down Payment Percent - 1	The down payment percentage for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Loan Display Name - 1	The customer-friendly name of the loan (populated in the Marketing Materials Name field on the search screen) used in loan product 1 of the pricing engine response
Recipient - CI Rate Quote - Monthly MI - 1	The monthly mortgage insurance amount for for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Closing Cost - 1	The closing cost for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Amortization Term - 1	The amortization term for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Amortization Type - 1	The amortization type for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - ARM Index - 1	The ARM index for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - ARM Margin - 1	The ARM margin for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Discount - 1	The discount value for loan product 1 in the pricing engine response



Variable Name	Variable Description
Recipient - CI Rate Quote - Rebate - 1	The rebate value for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Rate Creation Date - 1	The date on which the quote was created
Recipient - CI Rate Quote - Cash Out Amount - 1	The cash out amount for loan product 1 in the pricing engine response
Recipient - CI Rate Quote - Comparison Loan - Loan Number	The loan number of the comparison loan
Recipient - CI Rate Quote - Comparison Loan - Rate	The interest rate of the comparison loan
Recipient - CI Rate Quote - Comparison Loan - Term	The term of the comparison loan
Recipient - CI Rate Quote - Comparison Loan - Amount	The loan amount of the comparison loan
Recipient - CI Rate Quote - Comparison Loan - Loan Type	The loan type of the comparison loan
Recipient - CI Rate Quote - Comparison Loan - Loan Program	The loan program of the comparison loan
Recipient - CI Rate Quote - Search - Sales Price	The sales price of the property used as the basis of the rate quote
Recipient - CI Rate Quote - Search - Appraised Price	The appraised price of the property used as the basis of the rate quote
Recipient - CI Rate Quote - Comparison Loan - Monthly Payment	The monthly payment estimated for the comparison loan.
Recipient - CI Rate Quote - Estimated 3 Year Savings – 1	The difference in cost estimated between the comparison loan and loan product 1 over the next 3 years.
Recipient - CI Rate Quote - Estimated 5 Year Savings – 1	The difference in cost estimated between the comparison loan and loan product 1 over the next 5 years.
Recipient - CI Rate Quote - Estimated 10 Year Savings – 1	The difference in cost estimated between the comparison loan and loan product 1 over the next 10 years.
Recipient - CI Rate Quote - Taxes	The estimated annual tax payment used in loan product 1 of the quote search
Recipient - CI Rate Quote – Homeowners Insurance	The estimated monthly insurance payment used in loan product 1 of the quote search

Note

While rate quote data can be used in email templates, rate quotes do not create rate alert insights, so the data is not available for use in journeys with insight-related components.

Setting Pricing Engine Defaults (Admin)

The Pricing Engine Defaults page is only available to users with access to the Organization Admin menu in the navigation menu.



Values entered in the fields on this page will appear in the corresponding fields on the Create Quote screen by default. Leaving these fields blank here will not remove them from that screen; this just means that no value will appear in those fields by default.

To configure the Pricing Engine Defaults page:

1. Navigate to **Organization Admin → Pricing Engine Defaults**.
2. (if applicable) In the upper-right corner of the page, select the pricing engine for which you are configuring options from the drop-down list next to the Save button. If you only have 1 PPE configured, this does not appear.

The screenshot shows the 'Pricing Engine Defaults' page. On the left, there are tabs for 'Marketing' and 'Contacts'. The 'Contacts' tab is selected. The page is divided into four main sections:

- Custom Loan Products:** Includes a toggle for 'Users can create custom loan products' (set to 'Yes'), and three input fields for 'Desired Price Default' (100), 'Desired Price Minimum' (95), and 'Desired Price Maximum' (105).
- Default Borrower Information:** A table with fields for 'Debt-to-Income Ratio' (30) and 'FICO Score' (740), both marked as 'Editable?'. The table has columns for 'Field', 'Value', and 'Editable?'.
- Default Loan Products:** A list of loan products with 'Edit' and 'Delete' buttons for each. Products include 'test ARM loan product', 'Conforming 15 Year Fixed', 'Conforming 30 Year Fixed edit', 'Conforming 3/1 ARM', 'some default loan product', 'New Quote Test', and 'here's a new loan product'.
- Custom Fields:** A section for adding custom fields to pass additional information to the pricing engine.

In the top right corner, a dropdown menu is open, showing three pricing engine options: 'Pricing Engine: Optimal Blue', 'Pricing Engine: Optimal ...', and 'Pricing Engine: Polly'. A red arrow points to this dropdown. A 'Save' button is located to the right of the dropdown.

3. On the left side of the page, click the **Contacts** tab.
4. The page is split into 4 sections.

Note

These are the same sections visible with the Marketing tab selected, but you can select different values in each tab. The Marketing tab selections apply to users building a rate flyer; the Contacts tab selections apply to users building rate quotes from a specific contact record.

- a. **Custom Loan Products**
 - i. **Users can create custom loan products** – If you want users to have the option of using the default loan products you create or configuring their own loan products on the Create Quote screen, select the **Yes** option. If you want to limit users to running searches only with the default loan products you create, then select the **No** option. You can only select No after you have created at least 1 default loan product.
 - ii. **Desired Price Default** – The value you enter here will appear in the Desired Price field when a user opens the Create Quote screen. This value must be greater than or equal to the Desired Price Minimum, and less than or equal to the Desired Price Maximum.
 - iii. **Desired Price Minimum** – A user will not be able to set a value lower than this in the Desired Price field on the Create Quote screen.



- iv. **Desired Price Maximum** – A user will not be able to set a value higher than this in the Desired Price field on the Create Quote screen.

Note

You can set both Desired Price Minimum and Desired Price Maximum anywhere between 0.125 and 999. The form can be submitted as long as both of the following are true:

- The maximum is greater than (or equal to) the minimum.
- Desired Price Default is at least as high as the minimum and no higher than the maximum.

Tip

If you do not want the default Desired Price field to be editable on the Create Quote screen, set the default, minimum, and maximum to the same value.

- b. Default Borrower Information
 - i. **Value** – The values you enter here will appear in the corresponding fields on the Create Quote screen.
 - ii. **Editable?** (checkbox) – If you want users to be able to search only using your default values, leave this box unchecked. The default values will be visible in the corresponding fields on the Create Quote screen, but they will not be editable. If you want the default values to appear in the corresponding fields on the Create Quote screen but allow the user to edit that value if they choose, check this box. The search will run with the value the user enters into the field. If they do not change the default value, the search will run with the default.
- c. Default Loan Products
 - i. Click **+ Add Default Loan Product** to add a default loan product. In the slide-out panel, fill out the following information:
 1. **Menu Title** (text box) – This is the name as it will appear in the Loan Product drop-down lists on the Create Quote screen. It should be descriptive enough so users can differentiate among the loan products in the list.
 2. **Marketing Materials Display Name** (text box)
 3. **Loan Type** (drop-down list)
 4. **Loan Term** (drop-down list)
 5. **Amortization Type** (drop-down list)
 6. **ARM Fixed Term** (drop-down list) – This option only appears if you selected ARM as the Amortization Type.
 7. **Desired Price Default** (Number)
 8. **Desired Price Minimum** (Number)
 9. **Desired Price Maximum** (Number)
 10. **Interest Only** (Y/N)
 11. **Automated Underwriting System** (drop-down list)
 12. **Custom Fields** – (optional) Click **+ Add Custom Field** to create custom field value pairs for this default loan product. Enter text for the **Field Name** and **Field Value** for each custom field you add.



- a. This information is not shown on the Create Quote screen, but it is passed through when the quote is created.

Note

Due to a limitation with requests via the Polly integration, Polly users cannot submit custom fields directly via the Default Loan Products section (and should leave this blank). Polly users should use the separate Custom Fields section (see below).

13. Click the **Add** button.

The screenshot shows a form for configuring a loan product. It includes the following sections:

- Menu Title:** Text input field containing "Conforming 10 Year Fixed".
- Flyer Display Name:** Text input field containing "Conforming 10 Year Fixed".
- Loan Type:** Dropdown menu with "Conforming" selected.
- Loan Term:** Dropdown menu with "10 years" selected.
- Amortization Type:** Dropdown menu with "Fixed" selected.
- Desired Price Default:** Numerical input field with "100" and increment/decrement buttons.
- Desired Price Minimum:** Numerical input field with "100" and increment/decrement buttons.
- Desired Price Maximum:** Numerical input field with "100" and increment/decrement buttons.
- Interest Only?:** Radio buttons for "No" (selected) and "Yes".
- Custom Fields:** A table with one row:

Field Name	Value	Action
CustomList2	592	Delete

Note

You cannot set default values for Loan Amount, Down Payment amount, or Down Payment %, because they are calculated values and depend on the value of the home.

- ii. To add another default loan product, click **+ Add Default Loan Product** and fill out the form again.
- iii. Click **Edit** next to a default loan product to change its saved values. The same form appears as when adding a loan product with the saved values populated. Make your changes and click the **Confirm** button.
- iv. Click **Delete** next to a default loan product to delete it from the list. Click the **Delete** button in the confirmation box to complete the action.
- v. Drag and drop default loan products into your preferred order. The order they appear on this page is the order in which they will appear in the Loan Product drop-down list on the Create Quote screen.



d. Custom Fields

- i. These are organization-level custom fields, and will apply to all searches.
- ii. Polly users should use this feature in lieu of the +Add Custom Field option in the slide-out panel from the Default Loan Products section above.

Note

Polly users require custom fields for AudienceID and either TE - External User ID or TE - Branch ID. Other custom fields can be added as necessary.

5. Click **Save** in the upper-right corner of the page to save your defaults.

Warning

Changing your default values after they have been set up can have downstream impacts. The new default values may conflict with users' saved quote values. When this happens, those saved quotes will be invalidated, and users will need to re-run them. For example, if your Desired Price Minimum is 97 and you change it to 98; any saved quote with a desired price of 97 will be invalidated.