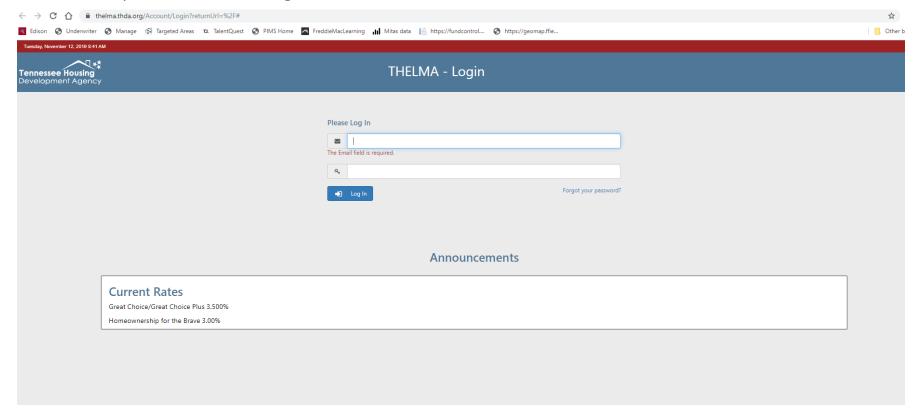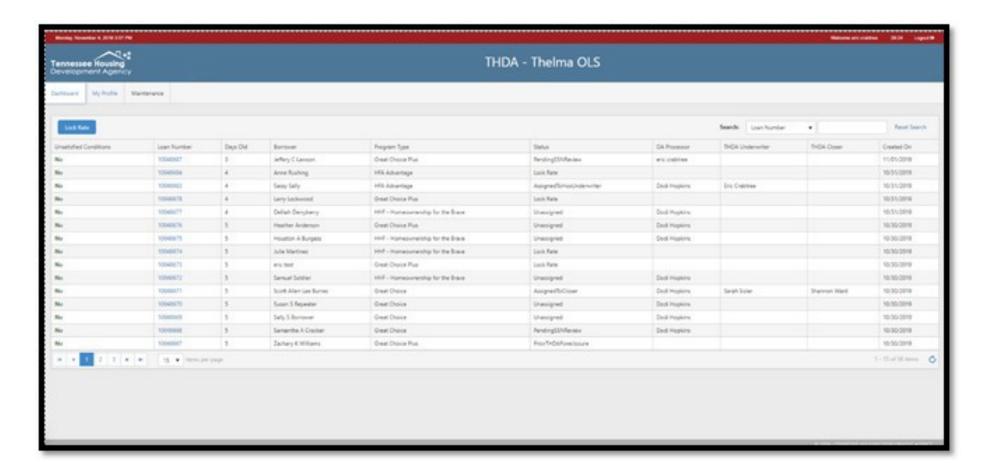# Tennessee Housing Electronic Loan Management Application
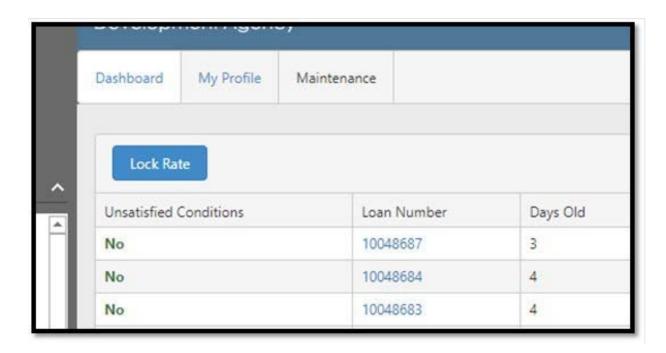# THELMA

Logging in to THELMA

Welcome to the THDA online submission portal, THELMA. If you have your login information from the previous version, you will need to select password reset. If you need access to THELMA, please email Sfask@thda.org. You will need to provide your name, email address, company name & location as well as your title and phone number.

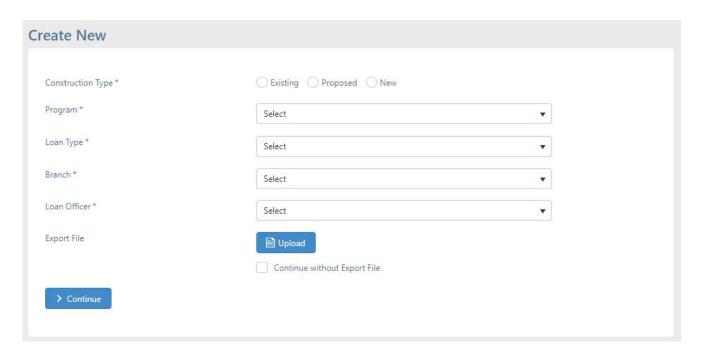Enter your email address and password. Click on **Login**.

Once you log into the THELMA system, the first screen you will see is your dashboard.
Depending on your user access, you will see the pipeline for files you have locked/submitted or the pipeline for your entire company.

Look closely at the upper left hand corner of your dashboard, click on the "**Lock Rate**" button.

This button begins the process to either "**Accept & Lock Rate**" only or to "**Lock Rate and Submit Loan**" which is to both lock the rate and submit your complete underwriting submission package at the same time.
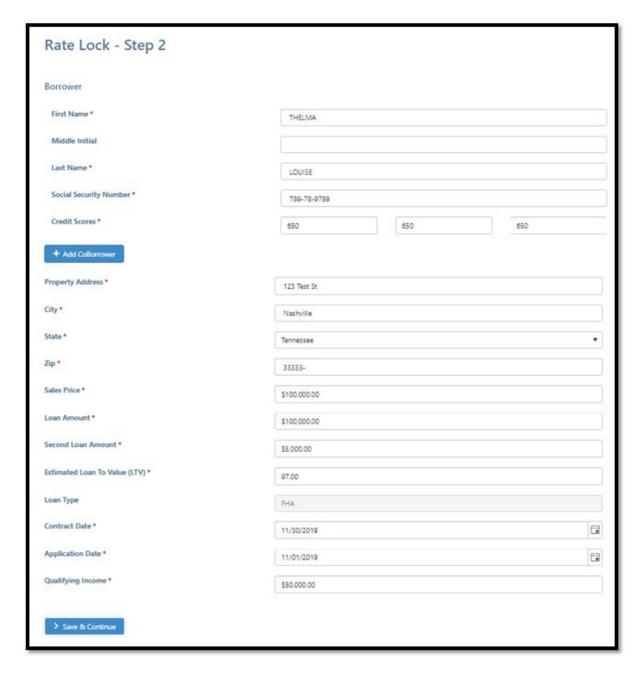
After clicking the "Lock Rate" button, you will see the "**Create New**" screen.
Click the appropriate selection and drop downs for
"**Construction Type, Program, Loan Type, Branch and Loan Officer**".

2 Options:
If using a ".fnm" file from your LOS system, click "**Upload**", select your applicant's ".fnm" file and upload to prepopulate fields on the next page. If using manual entry, check the box "**Continue without Export File**"

Click "**Continue**"

Please Note: A countdown timer on each screen is displayed in the top right corner.

Rate Lock - Step 2

Borrower

Field	Value
First Name *	THELMA
Middle Initial	
Last Name *	LOUISE
Social Security Number *	789-78-9789
Credit Scores *	650 650 650

+ Add CoBorrower

Field	Value
Property Address *	123 Test St
City *	Nashville
State *	Tennessee
Zip *	33333-
Sales Price *	$100,000.00
Loan Amount *	$100,000.00
Second Loan Amount *	$5,000.00
Estimated Loan To Value (LTV) *	97.00
Loan Type	FHA
Contract Date *	11/30/2019
Application Date *	11/01/2019
Qualifying Income *	$50,000.00

> Save & Continue

Step 2, you will enter the information about the loan.

Please complete all fields.
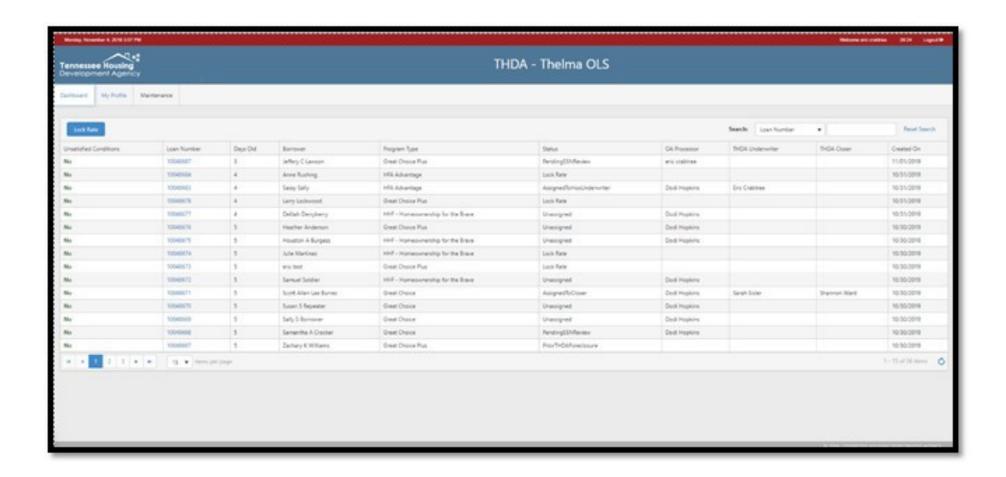
Click "**Save & Continue**".

Next, you will see your "**Rate Lock-Confirmation**" acknowledgement. At this point you can select either to:

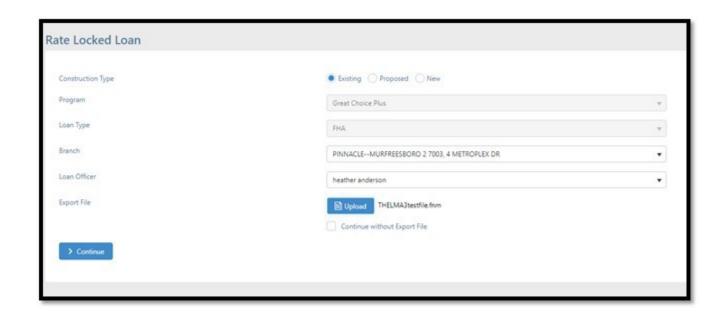"**Accept and Lock Rate**" (which will only lock the rate)

or you can select

"**Lock Rate and Submit Loan**" (which will take you to the loan submission screen to submit your complete underwriting package.
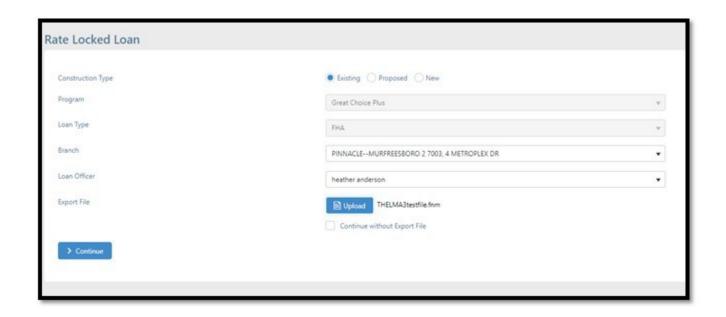
Please Note: Information used to "**Lock Rate**" must match the information used in your ".fnm" file upload or errors will be displayed.

If you select "**Accept and Lock Rate**" only, you will be directed back to your dashboard.
You will receive a "**Rate Lock – Confirmation**" emailed to you detailing terms of the lock confirmation.
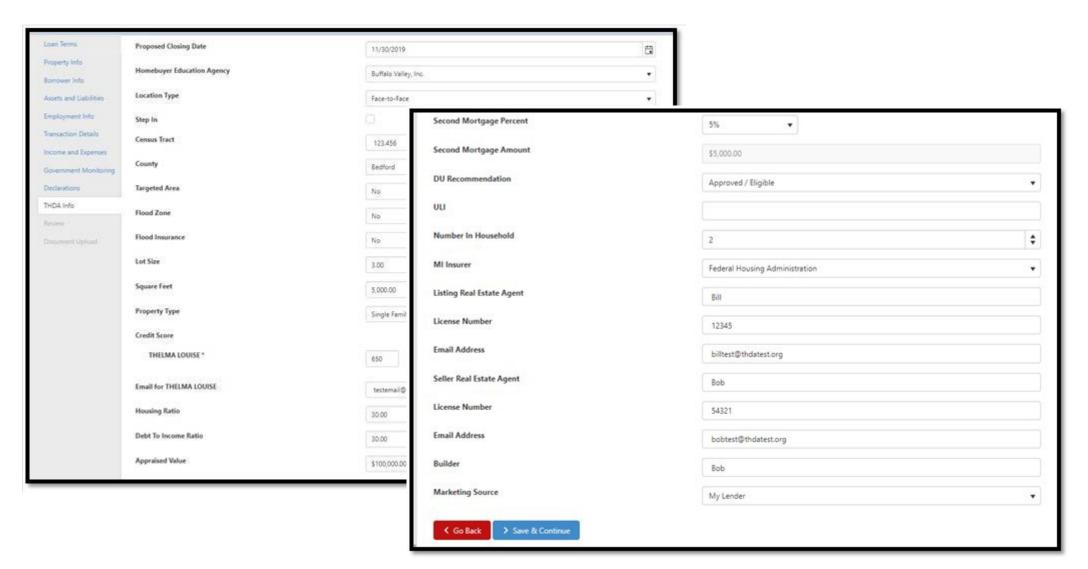
If you select "**Lock Rate and Submit Loan**", it will take you to the loan submission screen to upload the applicant's .fnm file.

Select the "**Construction Type, Program Type, Loan Type, Branch** (the branch loan was originated in), and **Loan Officer**. If using a ".fnm" file from your LOS system, click "**Upload**", select your applicant's ".fnm" file and upload to prepopulate fields on the next pages. If using manual entry, check the box "**Continue without Export File**"

Click "**Continue**"

Fill in all fields for the THDA information page. Click "**Save & Continue**" to submit the file or "**Go Back**" to correct any errors.

Once file has been submitted, you will be able to review the information you entered for accuracy.

Finally, you will come to the page to upload your loan submission package.
Please make sure it is in the proper stacking order and contains the information
on the **Great Choice Underwriting Submission Checklist**.

Once submitted you will receive an email for "**Rate Lock/Loan Submission**" confirmation.

FAQ

When did this new process go into effect? November 12th 2019

Who has access to lock loans? Processors, secondary marketing and managers. MLO's do not have access to lock loans. If you need access, please email SFAsk@thda.org

When can I lock my rate? You can lock the rate anytime after you take the application. Loan must be locked when submitting the underwriting package to THDA.

Will I receive a lock confirmation? Yes. It will also include the expiration date. All bond loans must close by the expiration date.

How long is my lock for? For existing construction lock is good for 90 days, for proposed/new construction lock is good for 180 days.

When does my commitment expire? Commitments expire on the lock expiration date.