

CalHFA MAS User Guide: Locking a rate

How do I lock a loan rate?

1. From the main menu select **“Loan Inquiry.”**
2. Enter CalHFA loan number, Borrower Name or Property Address and press **“Search.”**
3. On the following screen locate your loan and click **“Select.”**
4. On the Loan Details screen click **“Lock Rate.”**
5. The Lock Rate screen will allow you three minutes to complete the process. A countdown timer will show the remaining time. Verify the loan information. If it is correct and the rate is acceptable click **“Submit Rate Lock.”**
6. On the pop-up Rate Lock Submission Confirmation window again click **“Submit Rate Lock.”**
7. You will receive a confirmation email that your rate is locked.



CalHFA Mortgage Access System
Hello Eric Johnson
Sign Out

CalHFA Lender Access

Loan Inquiry

New Loan Reservation

Update Loan Description

MAS



1303137	CalHFA Conventional	RATELOCK	500 CAPITAL MALL	Select
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Locate your loan and click “Select”

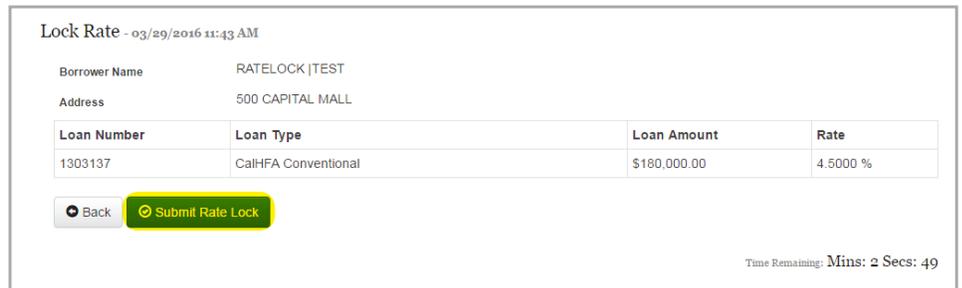


Loan Details

Loan Number	1303137
Status Description	120 - New Reservation as of 03/29/2016
Loan Type	CalHFA Conventional
Borrower Name	RATELOCK TEST
Lender	999 - CalHFA
Address	500 CAPITAL MALL
Lender Loan #	55555
Loan Amount	\$180,000
Reviewer Name	
Comments	

Back View or Upload Supporting Loan Documents Lock Rate Edit Loan Cancel Loan

Click “Lock Rate” on the Loan Details screen



Lock Rate - 03/29/2016 11:43 AM

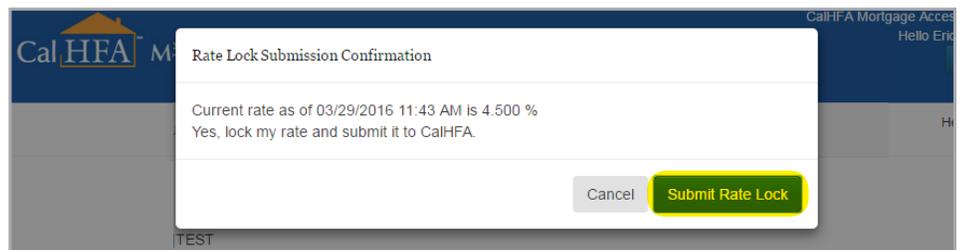
Borrower Name	RATELOCK TEST
Address	500 CAPITAL MALL

Loan Number	Loan Type	Loan Amount	Rate
1303137	CalHFA Conventional	\$180,000.00	4.5000 %

Back Submit Rate Lock

Time Remaining: Mins: 2 Secs: 49

Verify your information and click “Submit Rate Lock”



Rate Lock Submission Confirmation

Current rate as of 03/29/2016 11:43 AM is 4.500 %
Yes, lock my rate and submit it to CalHFA.

Cancel Submit Rate Lock

Confirmation message and final “Submit Rate Lock” button