Freddie Mac
MULTIFAMILY

SBL PMT Job Aid

Version 8.4

September 17, 2021

EXTERNAL USER GUIDE

Contents

1 Overview

The purpose of this document is to provide an overview of the SBL Pipeline Manager Tool (SBL PMT) application and to provide a guide that describes how to use the application. For the remainder of the document we refer to the tool as “SBL PMT” or “the tool.”

2 Background

SBL PMT is an externally hosted, web-based tool that enables Sellers and Freddie Mac to monitor the pipeline of Small Balance loans. The objective of this too is to improve the efficiency of entering new small balance deals into the pipeline, updating information on these deals, and reporting on the pipeline.

3 Application Overview

SBL PMT is a website that provides Sellers and Freddie Mac with information about Small Balance deals. It creates a centralized location to store this data with a uniform method to create the data. It allows all users to review and update their pipeline of deals.
SBL PMT provides users with a combination of standard and custom reporting capabilities. Most of the reports are interactive in nature, allowing the user to apply custom settings to the report and export report content into various formats.

4 Minimum Browser Requirements

The minimum required browser is IE 7. Users on IE6 and below WILL NOT be able to access SBL PMT. The minimum browser version outside of IE is unknown (eg.: Chrome, Firefox).

5 SBL PMT Support

Servicer user support for SBL PMT:

- For any SBL PMT issues, please contact email to SBL_Production@freddiemac.com

6 Accessing SBL PM

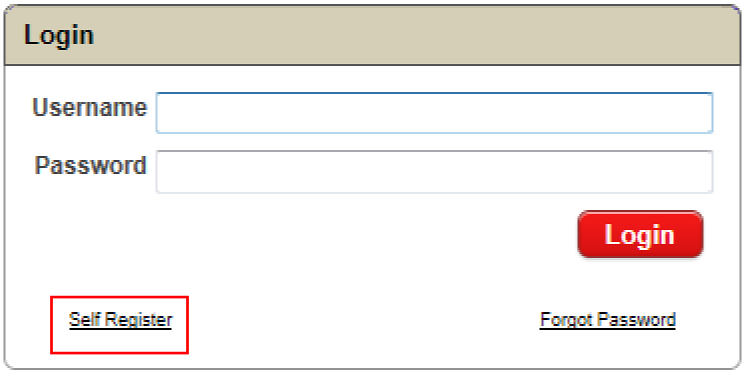
This section describes how to access SBL PMT.

6.1 Website URL

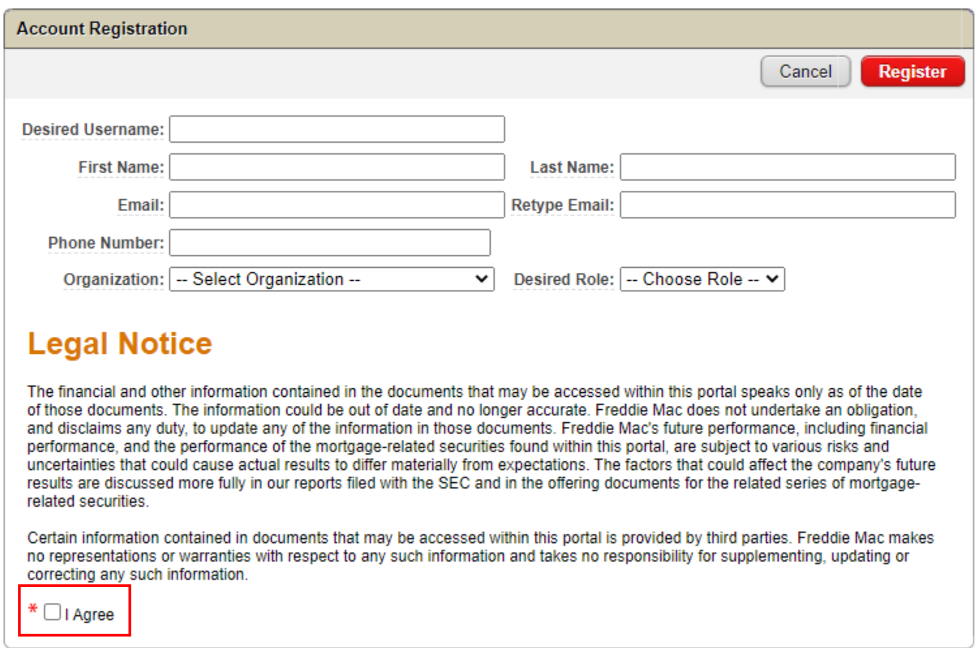
Users can access the application via the following URL:https://sbl.fm-apps.com. If the application fails to load, ensure the URL is using the https protocol.

6.2 Initial Registration and Login

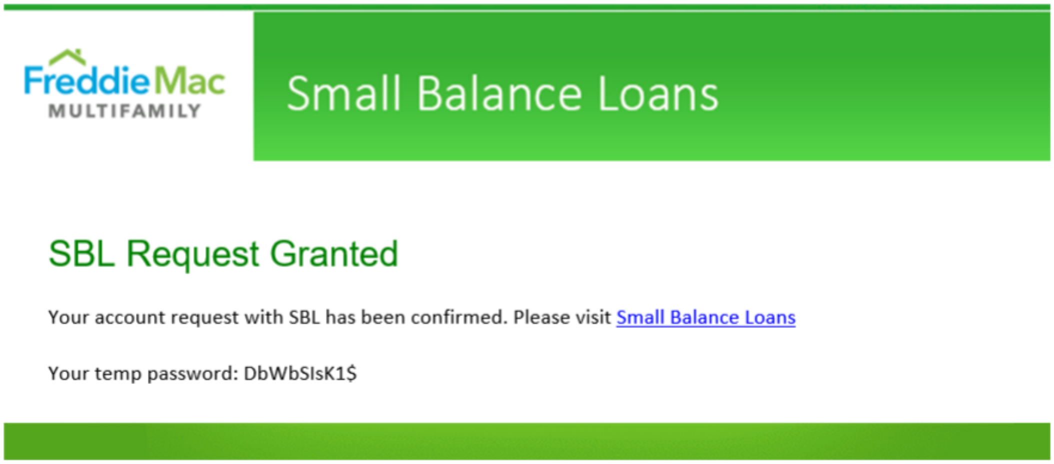
Users can self-register for the application using the Self Register link on the Login screen:



Clicking the self-registration link will display the Account Registration form below. The users must enter all data on the screen. The user is required to accept the terms and conditions of use as part of the registration process by clicking the 'I Agree' box at the bottom of the screen. After populating all data, click 'Register' to submit an access request, or 'Cancel' to discard changes.

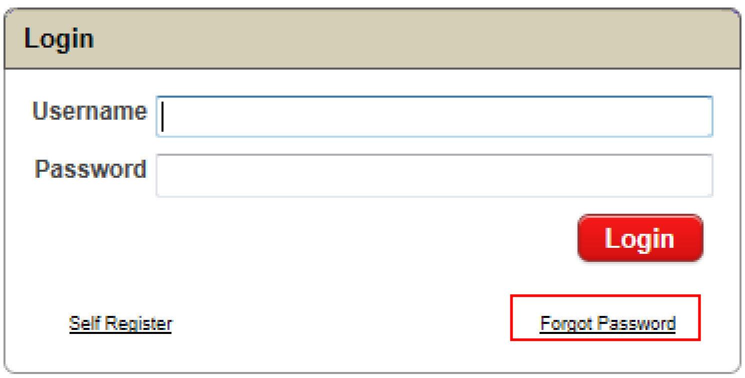


Selecting the 'Register' button will notify Administrators of the system of a request for access. Once a user is confirmed and granted access by an Administrator, the user will receive the email below indicating their account is ready for use with a temporary password. Once user has logged in with the temporary password, the user will be instructed to update their password to one the follows SBL PMT's security rules:

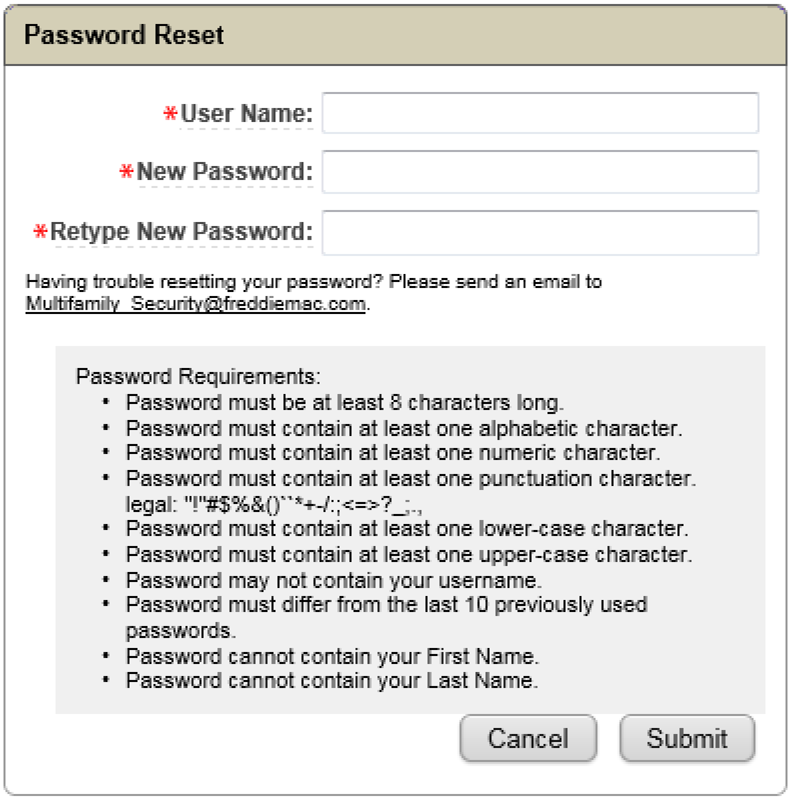


6.3 Forgotten Passwords

A user can click on the ‘Forgot Password’ link on the SBL PMT Login page as indicated below to request a password reset.



Clicking on ‘Forgot Password’ will bring the user to the Password Reset page. The user enters their User Name and a new password. Clicking ‘Submit’ will generate an email to the account associated with the User Name. ‘Cancel’ will discard the action.



As of SBL PMT 2.0, the Password requirements are displayed at the bottom of every page where a password is created.

Additional PMT SBL login features include:

- Maximum of four (4) login attempt failures.
- (5 seconds X n) lockout period between failed login attempts where N is the number of failed login attempts.

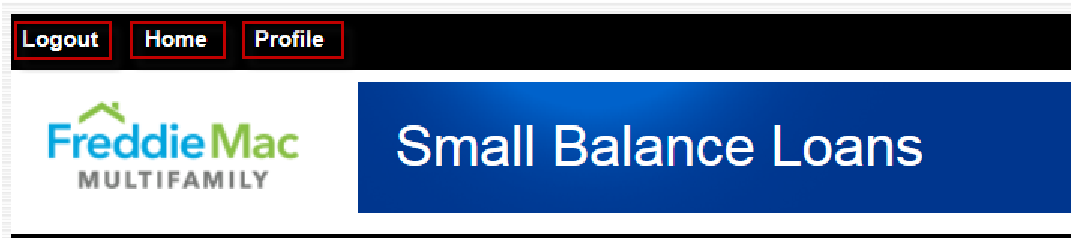
7 Application Navigation

7.1 Overview of Application Navigation

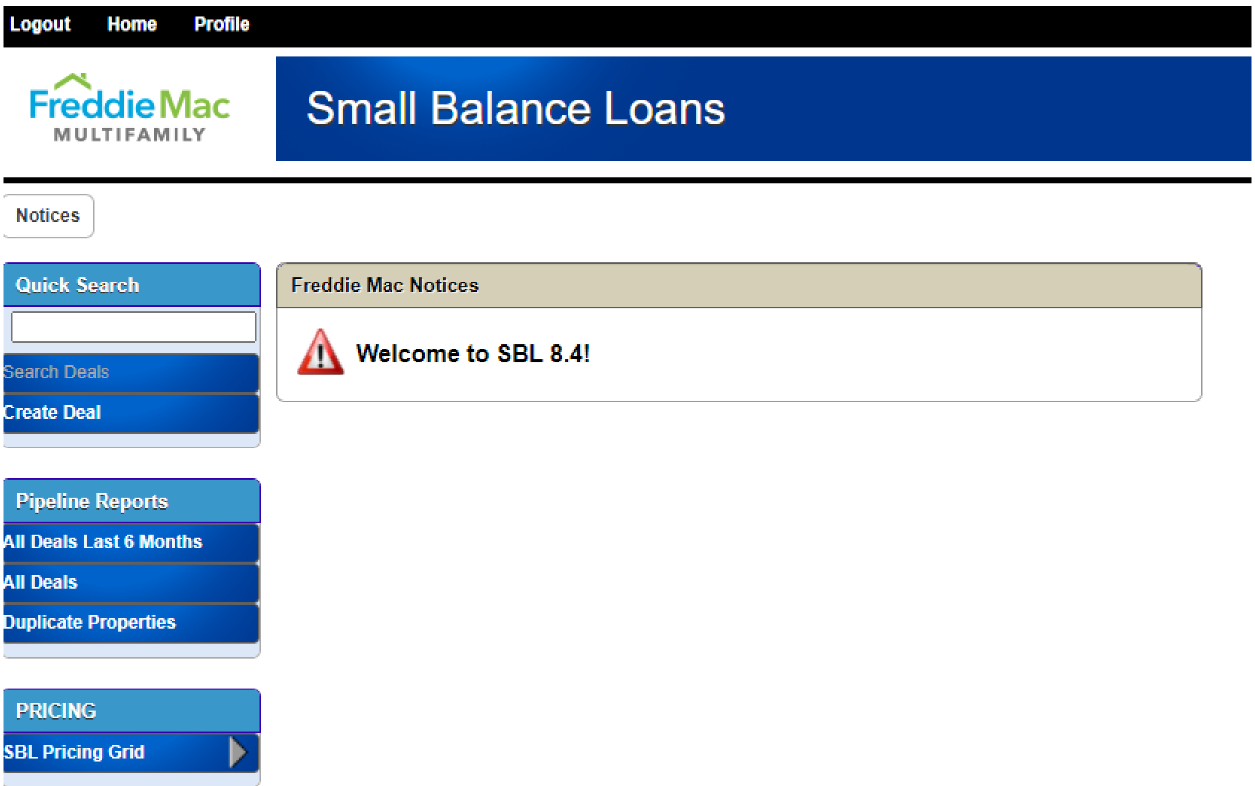
Application navigation is primarily from the menus at the top and left side of the screen. The top menu consists of the Logout, Home and Profile menu choices. The left side menu consists of navigation sections, with menu commands grouped by function as defined by the section header, such as Main Menu, Pipeline Reports, and Administrator Menu (Admins only). The left side menu is what the user will use most often.

7.2 Top Menu

The top menu contains the Logout, Home, and Profile options. These buttons are available from any web page in the Tool.

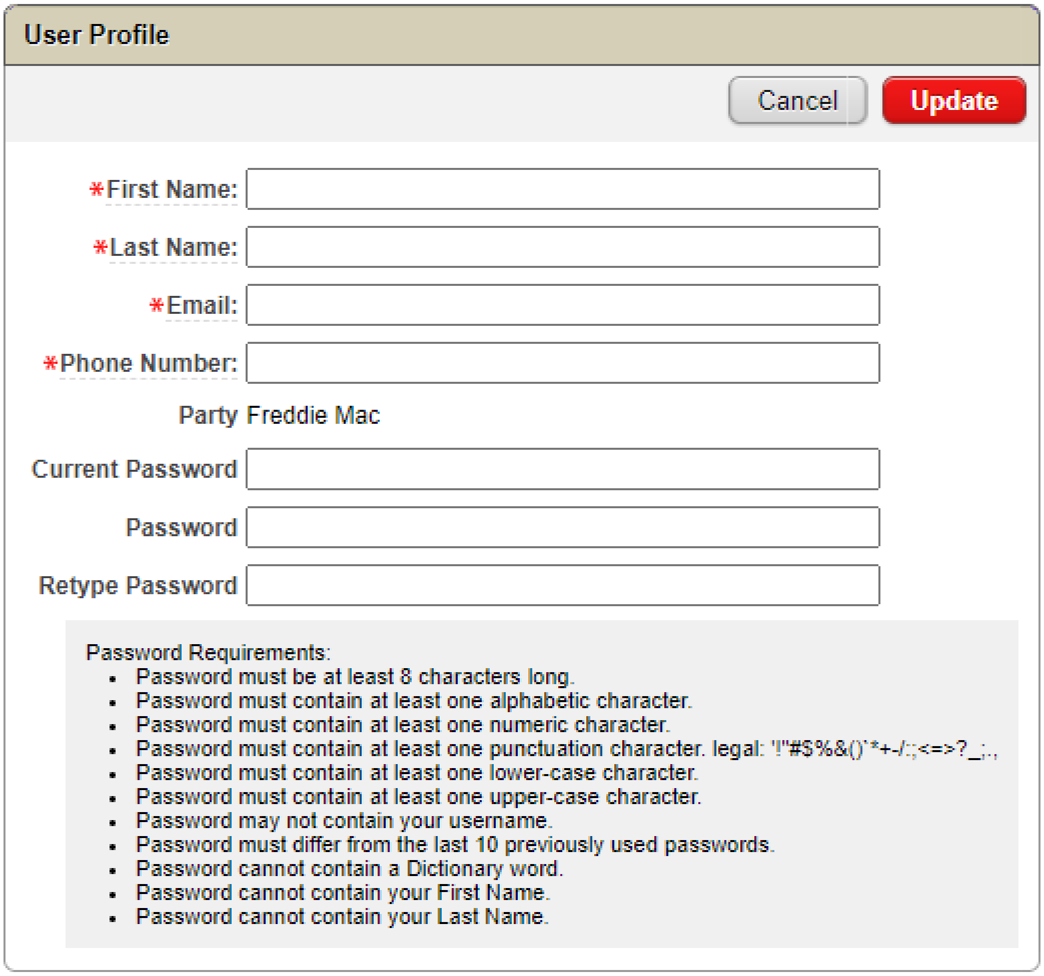


Logout: Selecting logout allows users to end their session at any time.
Home: Selecting Home brings users to the Notices page. The home screen displays notices that are pertinent to all users, such as system maintenance schedules, and user support options.
Profile: Selecting Profile allows users to see their user information. See section 7.3 for more details.



7.3 Updating the User Profile and Changing Your Password After Login

After logging in, users can change their passwords and update other profile information at any time by clicking on the Profile link in the upper left-hand corner of the screen. Users can modify their First Name, Last Name, email address, phone number, or update their password. Users cannot modify their Role, Access Type or Party. Administrators can edit these properties for each user if necessary; see section 7.8 for more details.



7.4 Left-Side Menu Bar Options

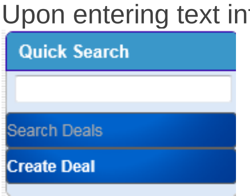
The left-side menu is where most of the functionality, commands and navigation links reside. The sections of the menu bar consist of Quick Search, Pipeline Reports, and Administrator Menu.

7.5 Quick Search

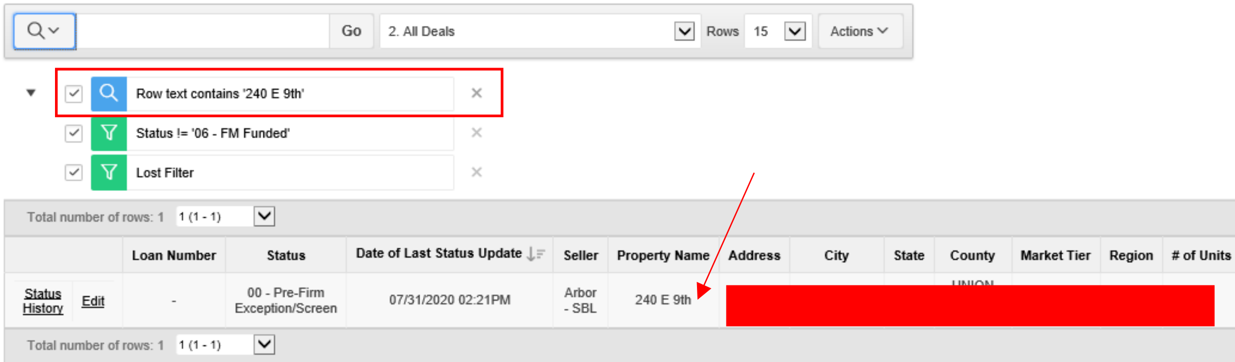
The Quick Search menu has two options, Search Deals and Create Deals.

7.5.1 Search Deals

Upon entering text into the search box, the Search Deals button activates.



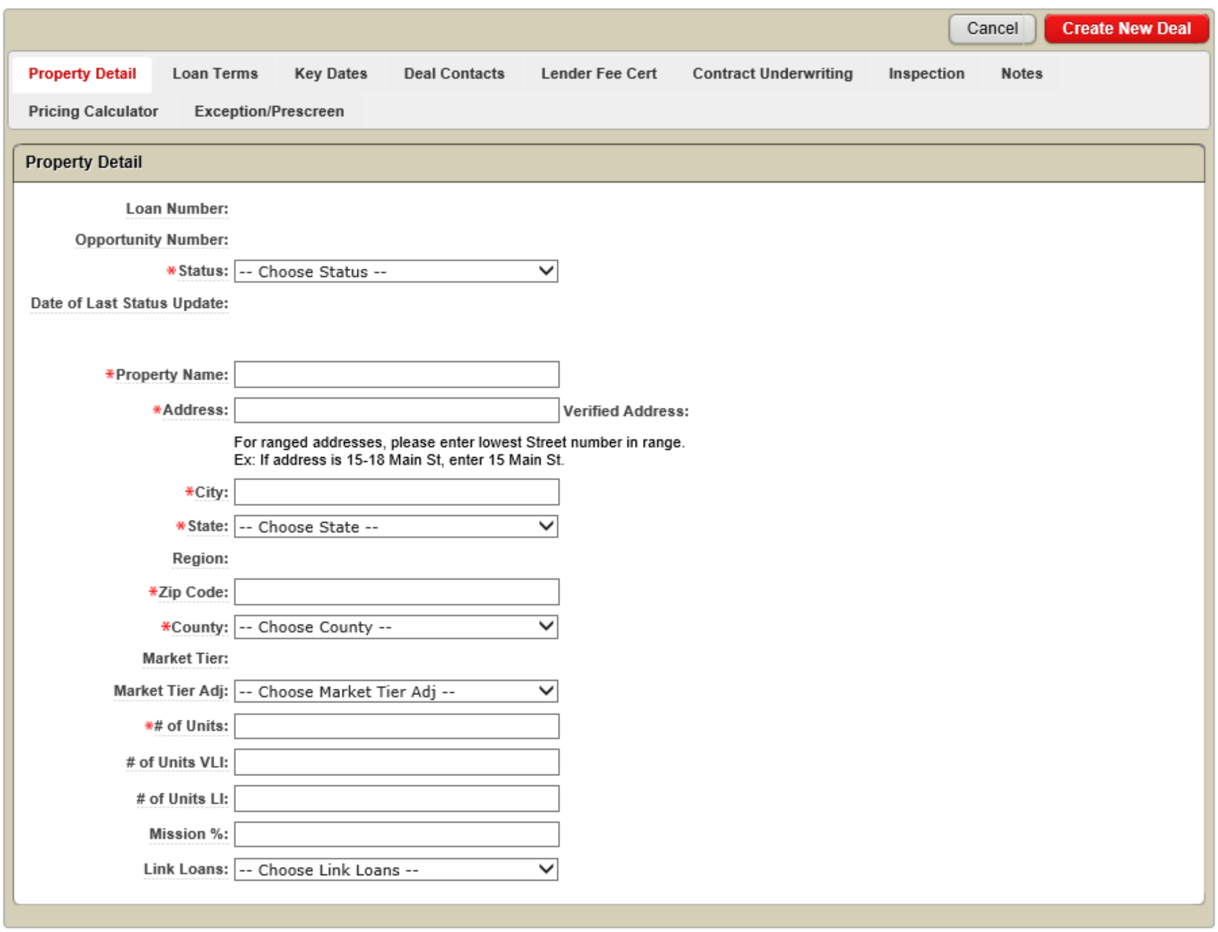
Clicking Search Deals will search all columns in the default pipeline view for the word in the search box.



7.5.2 Create Deals

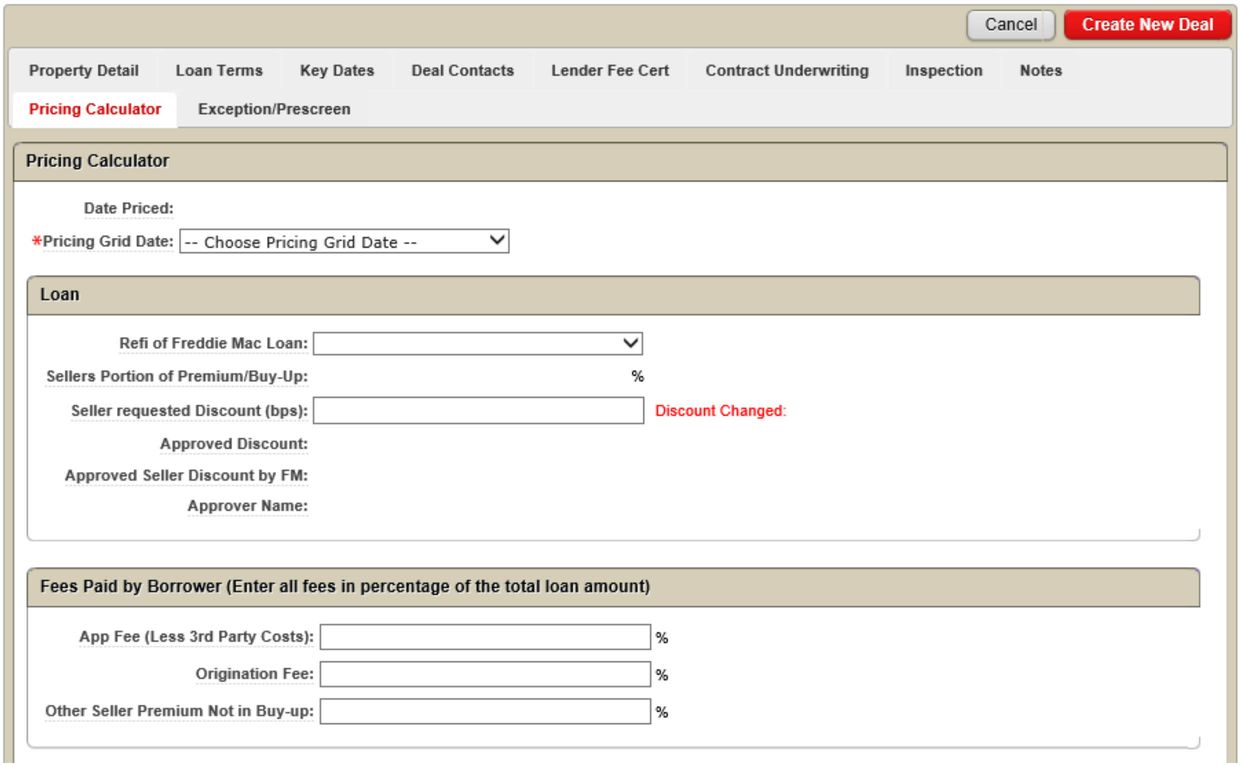
The Create Deal button will load the Create/Edit Deal screen.

Create/Edit Deal

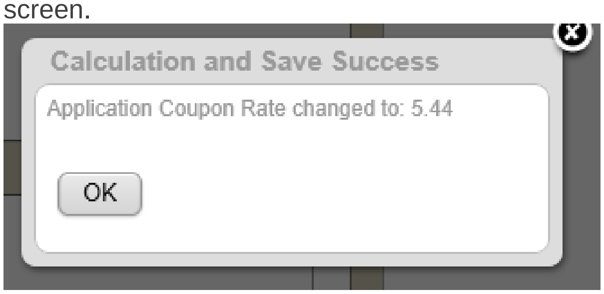


Create Deal is 2 step processes:
Step 1: Users must enter a value in every field marked with a red asterisk.
Upon entering the required data, the user can click the Create New Deal button. This will create a new record in the system and bring the user to Create/Edit Deal screen. Clicking the Cancel button will return the user to the Pipeline screen without creating a new record.

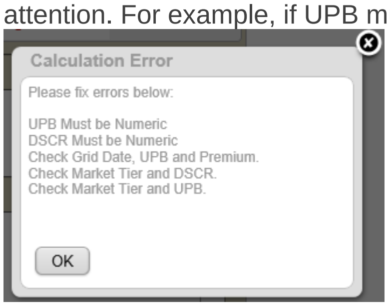
Create/Edit Deal



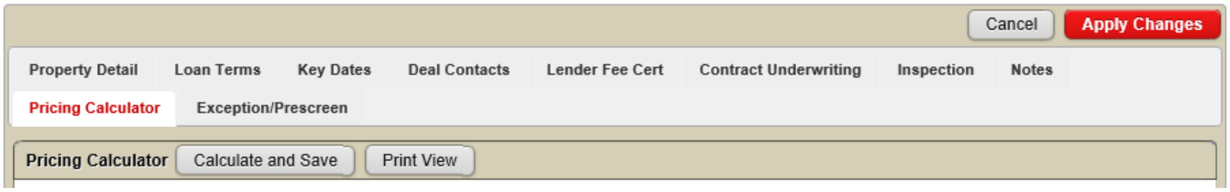
Step 2: Click on **Pricing Calculator** Tab. You will now see "Calculate and Save" button. Click on "Calculate and Save" button. In case of no errors "Calculation and Save Success" message box will be displayed with updated "Application Coupon Rate" and Pricing calculation history is saved. Click OK. If you Click the Apply Changes button will update record in the system and bring the user to the Pipeline screen.



In case of errors, Calculation Error message box will display with the possible fields that needs user attention. For example, if UPB must be numeric, you need to enter valid number for UPB.

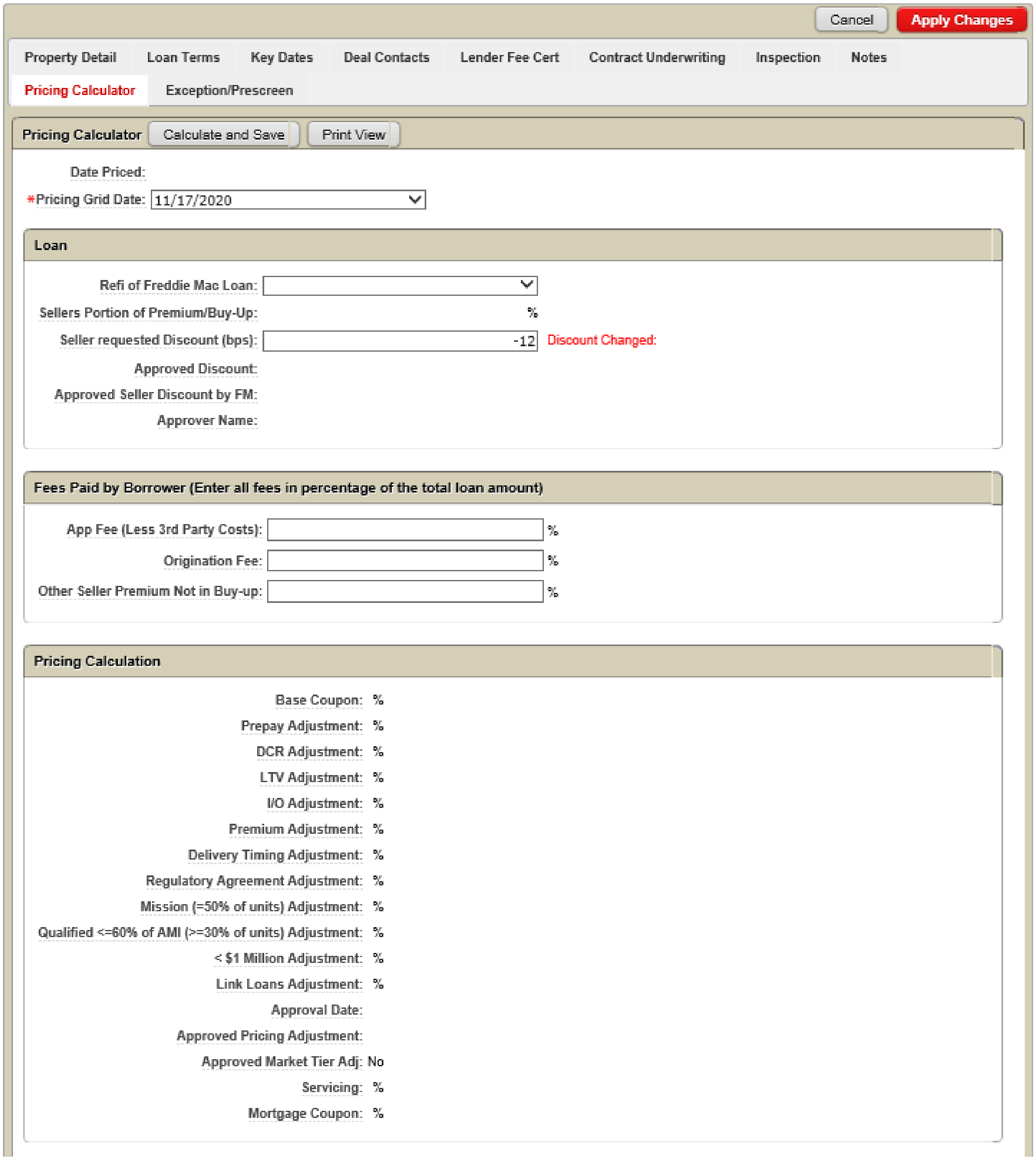


Calculate and Save Button:



If you Click the Calculate and Save button, will do all the Pricing calculations and will save the history. You can see all the calculations as shown below picture.

Create/Edit Deal


Cancel Apply Changes

Property Detail | Loan Terms | Key Dates | Deal Contacts | Lender Fee Cert | Contract Underwriting | Inspection | Notes

Pricing Calculator | Exception/Prescreen

Pricing Calculator | Calculate and Save | Print View

Date Priced:

*Pricing Grid Date: 11/17/2020

Loan

Refi of Freddie Mac Loan:

Sellers Portion of Premium/Buy-Up: %

Seller requested Discount (bps): -12 Discount Changed:

Approved Discount:

Approved Seller Discount by FM:

Approver Name:

Fees Paid by Borrower (Enter all fees in percentage of the total loan amount)

App Fee (Less 3rd Party Costs): %

Origination Fee: %

Other Seller Premium Not in Buy-up: %

Pricing Calculation

Base Coupon: %

Prepay Adjustment: %

DCR Adjustment: %

LTV Adjustment: %

I/O Adjustment: %

Premium Adjustment: %

Delivery Timing Adjustment: %

Regulatory Agreement Adjustment: %

Mission (=50% of units) Adjustment: %

Qualified <=60% of AMI (>=30% of units) Adjustment: %

< $1 Million Adjustment: %

Link Loans Adjustment: %

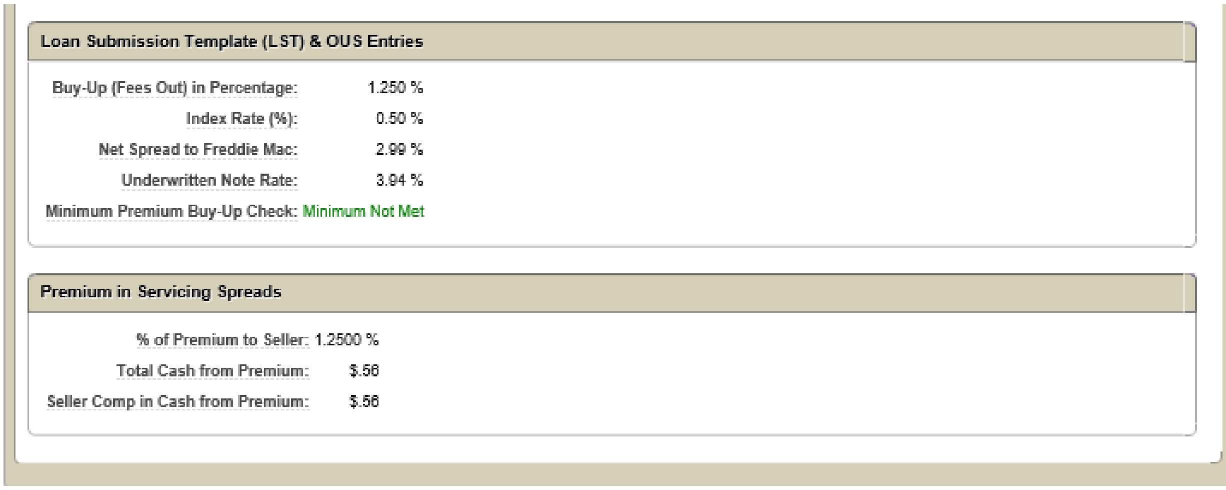
Approval Date:

Approved Pricing Adjustment:

Approved Market Tier Adj: No

Servicing: %

Mortgage Coupon: %



Print View Button:
Clicking on the Print View button will open SBL Pricing Calculator in a print view screen as shown below. On the print view screen, clicking on the Output PDF button to export data to PDF file.

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SBL Pricing Calculator

FM Loan Number:	[redacted]		**Date Under App:**
Property Name:		**Date Priced:**	12/03/2020
Property State:			**Delivered to FRE:**
Property County:		**Pricing Grid Date:**	01/25/2021
Property MSA:		11/17/2020	**Business Days UA:**
			37

Loan		
UPB	$2,500,000	*Freddie Mac - Internal Use Only:*
Market Tier	Standard	
Acquisition/Refinance[1]	Refinance	*Delivery Type:*
Refi of Freddie Mac Loan		Standard delivery (Full Underwriting)
Loan Type	Fixed - 10 YR	
Total Premium/Buy-Up	0.750%	
Seller's Portion of Premium/Buy-Up	0.750%	
Prepayment Option	YM	
DCR	1.35	
LTV	62.00%	
I/O Term →	2 YR	
Delivery Timing (20 Days = Standard Delivery)		
Regulatory Agreement	No	
Is Qualified Mission	Yes	
Qualified Mission	50	
Qualified ≤60% of AMI(≥30% of Units)	No	
< $1 Million	No	
Link Loans	No	
Market Tier Adjustment		

Fees Paid by Borrower		
	Percentage of UPB(%)	
App Fee (Less 3rd Party Costs)*	%	***Enter all fees in a**
Origination Fee*	%	**percentage of total**
Other Seller Premium Not In Buy-Up*	%	**loan amount**

Pricing Calculation	
Base Coupon	3.28%
Prepay Adjustment	-0.20%
DCR Adjustment	-0.06%
LTV Adjustment	-0.08%
IO Adjustment	-0.04%
Premium Adjustment	0.12%
Delivery Timing Adjustment	0.00%
Regulatory Agreement Adjustment	0.00%
Mission (≥50% of units) Adjustment	-0.15%
Qualified ≤60% of AMI(≥30% of Units) Adjustment	0.00%
< $1 Million Adjustment	0.00%
Link Loans Adjustment	0.00%
Approval Date	
Approved Pricing Adjustment	%
Approved Market Tier Adjustment	No
Mortgage Coupon[2]	3.34%

Loan Submission Template (LST) & OUS Entries		**Minimum Premium Buy-Up Check**
Buy-Up (Fees Out) in Percentage	0.75%	**Minimum Not Met**
Index Rate(%)[3]	0.90%	
Net Spread to Freddie Mac[4]	1.97%	
Servicing Fee (bps)	47	
Underwritten Note Rate	3.34%	

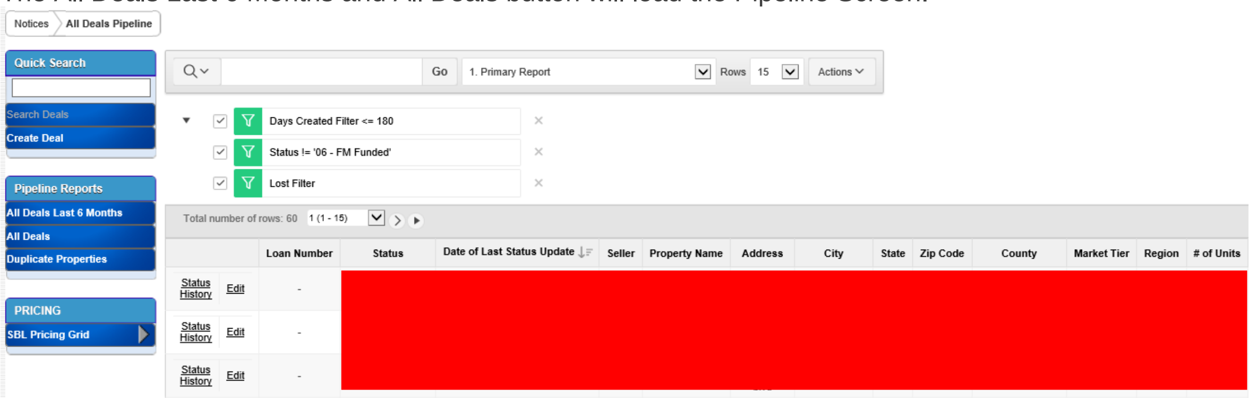
Premium in Servicing Spreads	
% of Premium to Seller	0.75%
Total Cash from Premium	$18,750
Seller Comp in Cash from Premium	$18,750

Notes:
1 For a Freddie Mac refinance, please contact your SBL Regional Manager
2 Final mortgage coupon adjusted for premium/buyups
3 Coupon per pricing grid but including add-ons for premium/buyups and servicing
4 Indicative spread based on final coupon less servicing and index

7.6 Pipeline Reports

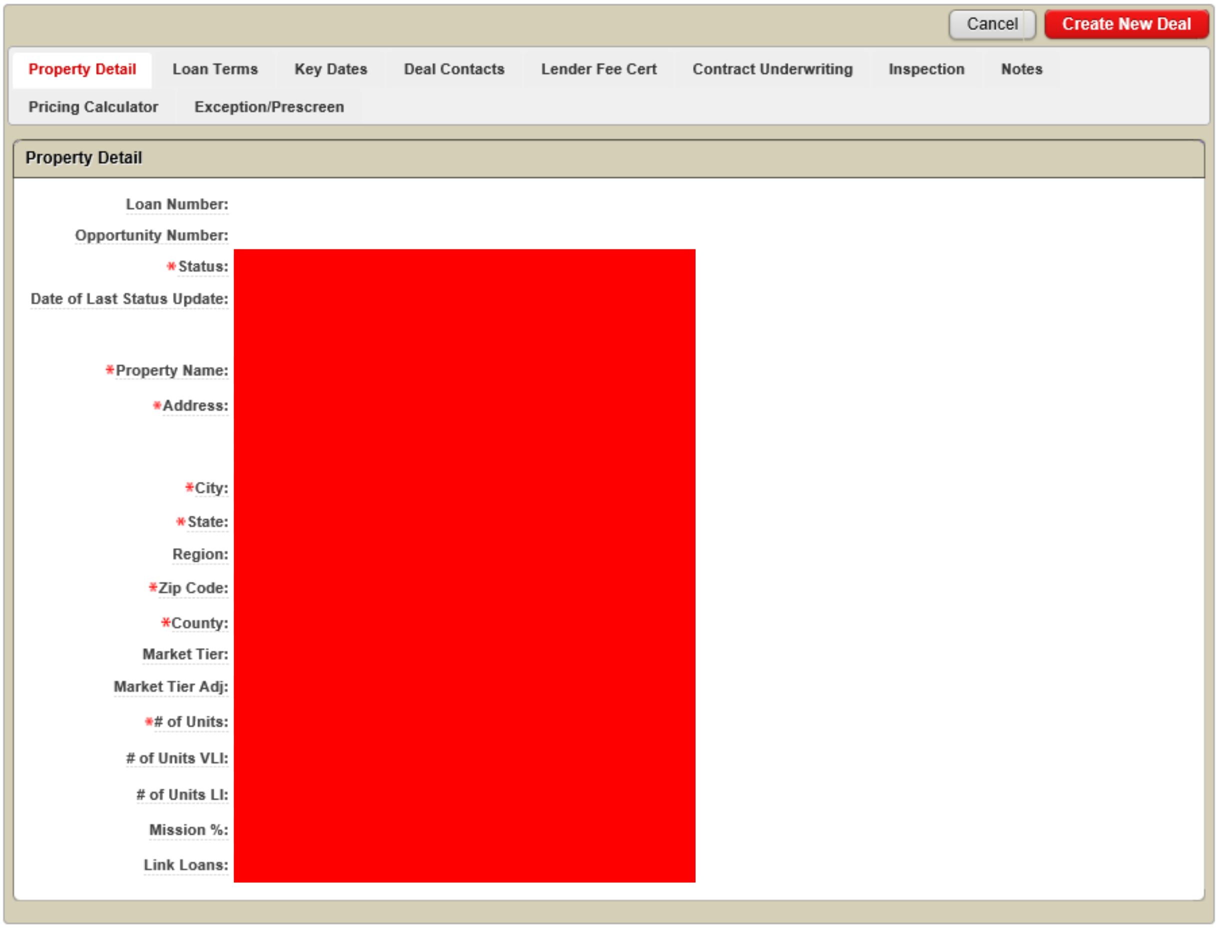
The Pipeline Reports menu has three buttons, All Deals Last 6 Months, All Deals and Duplicate Properties.

The All Deals Last 6 Months and All Deals button will load the Pipeline Screen.



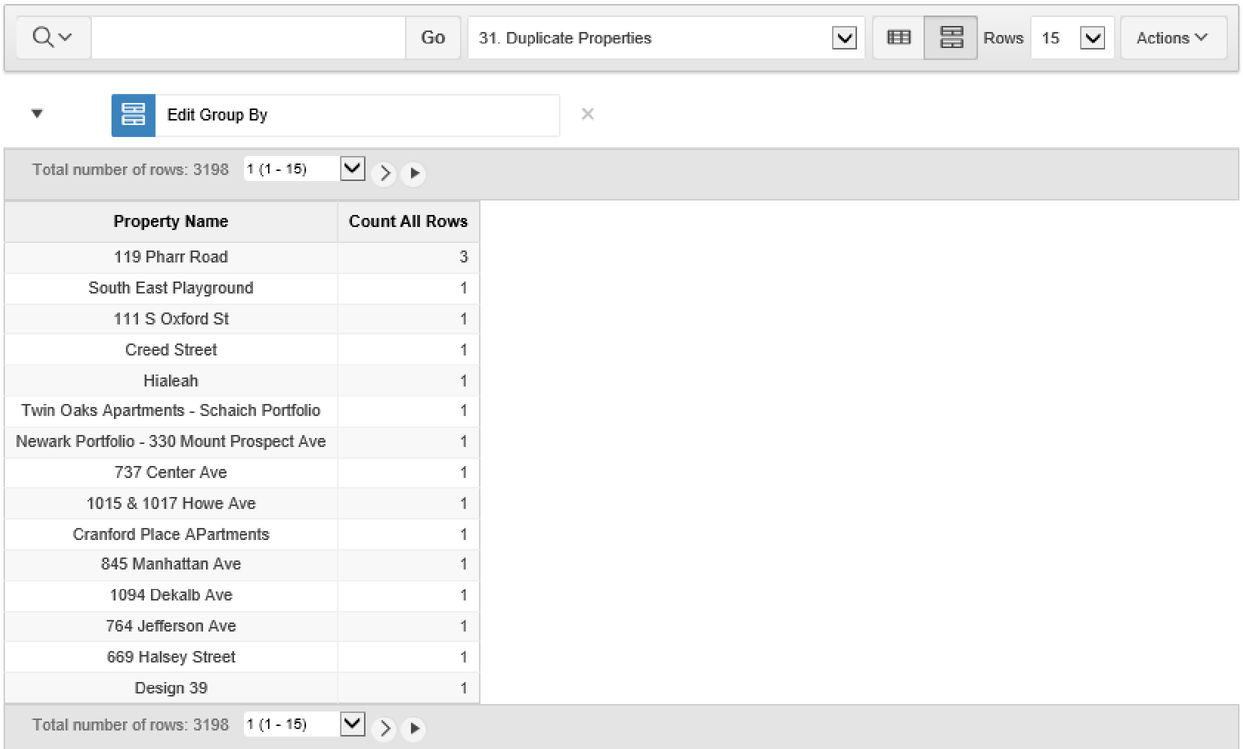
Each deal in the Pipeline has a Status History and Edit Link. The Edit link will load the Create/Edit Deal screen for the selected deal allowing the user to update and save the deal.

Create/Edit Deal



The Cancel button will discard the user's changes and return to the Pipeline screen. The Apply Changes will update the deal and return to the Pipeline screen.

The Duplicate Properties button will open the Duplicate Properties report. This report displays all Property Name with a Count of each name. This screen will allow users to easily identify duplicate property names.



Property Name	Count All Rows
119 Pharr Road	3
South East Playground	1
111 S Oxford St	1
Creed Street	1
Hialeah	1
Twin Oaks Apartments - Schaich Portfolio	1
Newark Portfolio - 330 Mount Prospect Ave	1
737 Center Ave	1
1015 & 1017 Howe Ave	1
Cranford Place APartments	1
845 Manhattan Ave	1
1094 Dekalb Ave	1
764 Jefferson Ave	1
669 Halsey Street	1
Design 39	1

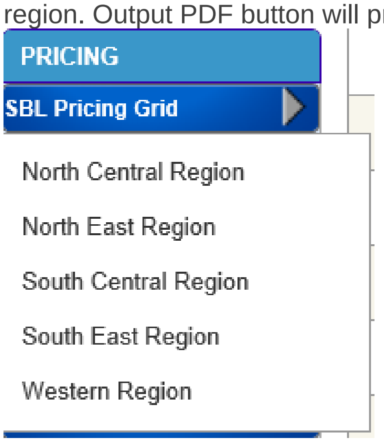
Total number of rows: 3198 1 (1 - 15)

7.7 Pricing Menu

The Pricing Menu has a button called SBL Pricing Grid.

7.7.1 SBL Pricing Grid

The SBL Pricing Grid button has five options, North Central Region, North East Region, South Central Region, South East Region and Western Region. All buttons will open Pricing Grid Data for selected region. Output PDF button will print the SBL Pricing Grid data into pdf file.



Region: NC Output PDF

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* As of 5/29/2018, note rate excludes primary servicing fee.

egion Pricing Grid - Top/Standard Markets Effective: 11/17/2020

Section A - Base Available Loan Structures						
Loan Type	Hybrid	Hybrid	Hybrid	Fixed	Fixed	Fixed
Fixed Term	5	7	10	5	7	10
Floating Term	15	13	10	0	0	0
Balloon/Amortization	20/30	20/30	20/30	5/30	7/30	10/30
Max IO Period (Yrs)[1]	1	2	3	1	2	3
Prepay During Fixed	54321	5544321	5544332211	54321	5544321	5544332211
Prepay During Floating	1%	1%	1%	N/A	N/A	N/A
LTV/DSCR - Top Markets	80/1.20	80/1.20	80/1.20	80/1.20	80/1.20	80/1.20
LTV/DSCR - Standard Markets	80/1.25	80/1.25	80/1.25	80/1.25	80/1.25	80/1.25
Section B - Base Loan Pricing Coupon*						
Fixed Pricing (Standard Markets)	3.10%	3.13%	3.28%	3.10%	3.13%	3.28%
Fixed Pricing (Top Markets)	3.00%	3.13%	3.23%	3.00%	3.13%	3.23%
Section C - Loan Pricing Adjustments						
Qualified Mission Loans						
Standard Markets ≥50% | ≥80%	-15 | -30	-15 | -30	-15 | -30	-15 | -30	-15 | -30	-15 | -30
Top Markets ≥50% | ≥80%	-15 | -30	-15 | -30	-15 | -30	-15 | -30	-15 | -30	-15 | -30
Qualified ≤60% of AMI(≥30% of Units)	-10	-10	-10	-10	-10	-10
Alternative Prepay Protections						
Alternative 1	YM,1%	YM,1%	YM,1%	YM	YM	YM
Pricing Change	-15	-20	-20	-10	-20	-20
Alternative 2[2]	321(3),1%	3(2),2(2),1(3),1%	3(3),2(3),1(4),1%	321(3)	3(2),2(2),1(3)	3(3),2(3),1(4)
Pricing Change	20	20	15	25	20	15
Alternative 3[2]	310(3),0%	N/A	N/A	310(3)	N/A	N/A
Pricing Change	30			30		
Loan Size <$1M	15	15	15	15	15	15
Regulatory Agreement[3]	10	10	10	10	10	10
LTV ≤ 70% | ≤ 65% | ≤ 55%	-4 | -8 | -12	-4 | -8 | -12	-4 | -8 | -12	-4 | -8 | -12	-4 | -8 | -12	-4 | -8 | -12
DSCR ≥ 1.30 | ≥ 1.40 | ≥ 1.50	-6 | -12 | -16	-6 | -12 | -16	-6 | -12 | -16	-6 | -12 | -16	-6 | -12 | -16	-6 | -12 | -16
Section D - Excess Premium (Buy-Up or Ongoing Spread)						
BPs Per Point of Premium	25	20	15	25	20	15

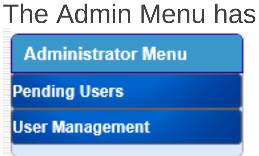
Notes

- UST Index Yields (For Seller LST Submission and Internal Freddie Mac Purposes only. Do not use for quoting.)

All 5-yr	All 7-yr	All 10-yr
50	66	90

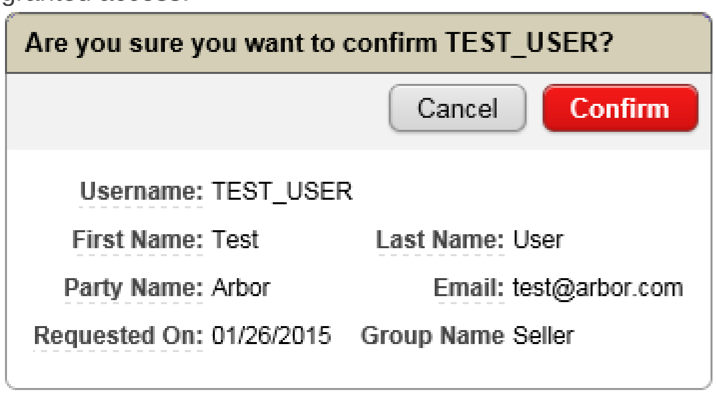
7.8 Admin Menu

The Admin Menu has two buttons, Pending Users and User Management.



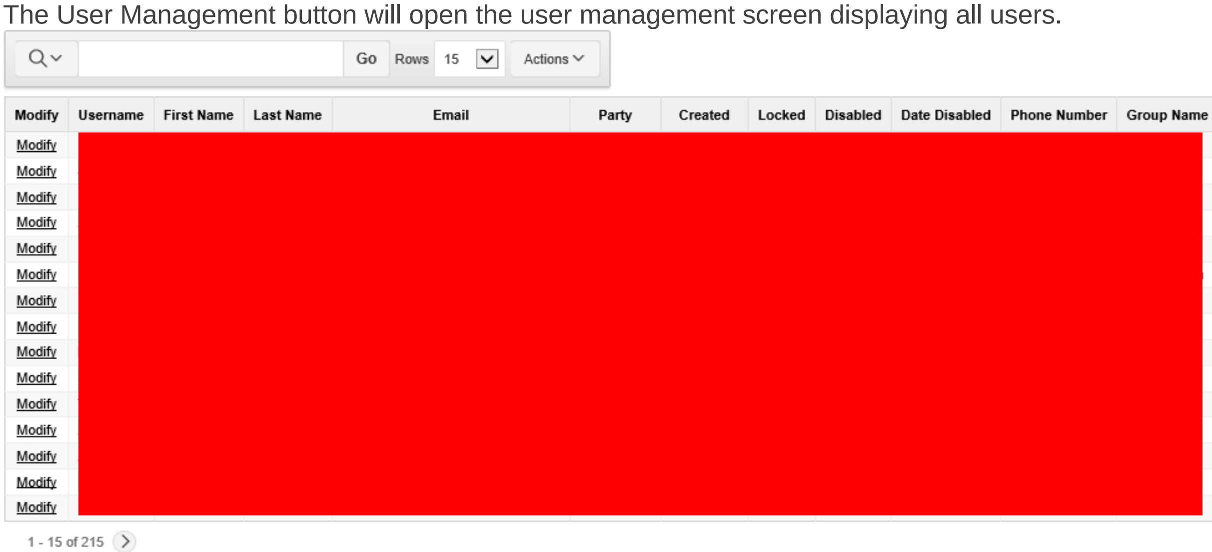
The Pending Users button will open the pending users screen. From this screen, Admins can confirm or reject pending users.

The Confirm link will display a confirmation message. Upon clicking the Confirm button, the user will be granted access.

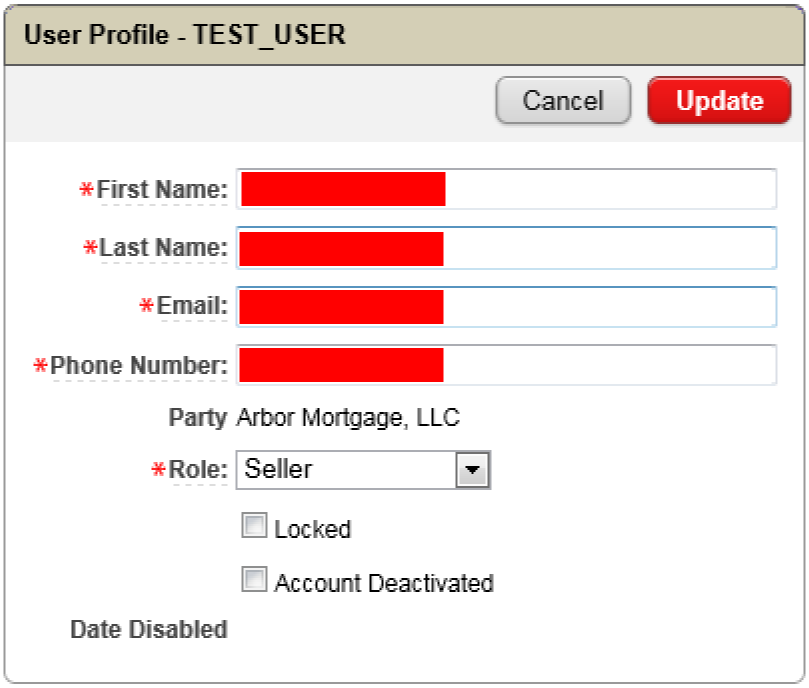


The Reject link will display a confirmation message requiring a reason for rejecting the user access. Upon clicking reject, the pending user will not be granted access and will be removed from the Pending Users list.

The User Management button will open the user management screen displaying all users.



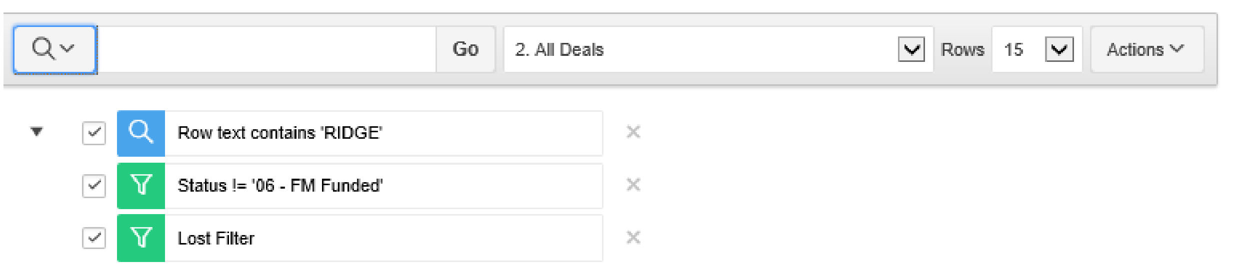
Each user has a modify link. The modify link will open the user profile for the selected user.



Admins can update the user's name, email, phone number, and role. Admins can also lock and deactivate users from this screen. The Update button will save the changes and return the admin to the User Management screen. The Cancel button will discard all changes and return the admin to the User Management screen.

7.9 Search Functionality

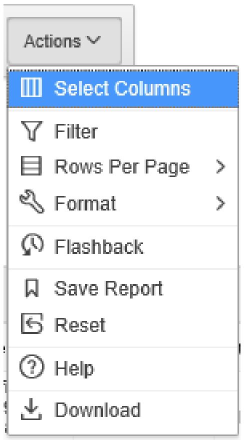
The Search capability in SBL PMT allows users to easily aggregate, filter and find data. Users may enter any number, text or date in the Search field and click 'Go' to see the records containing their search criteria.



Once a search filter is applied, the criteria appear below the Action Bar. To lift the criteria, users can uncheck the green check box. This will allow users to apply the criteria at a later point. To remove the filter entirely, users can click the red x filter button.

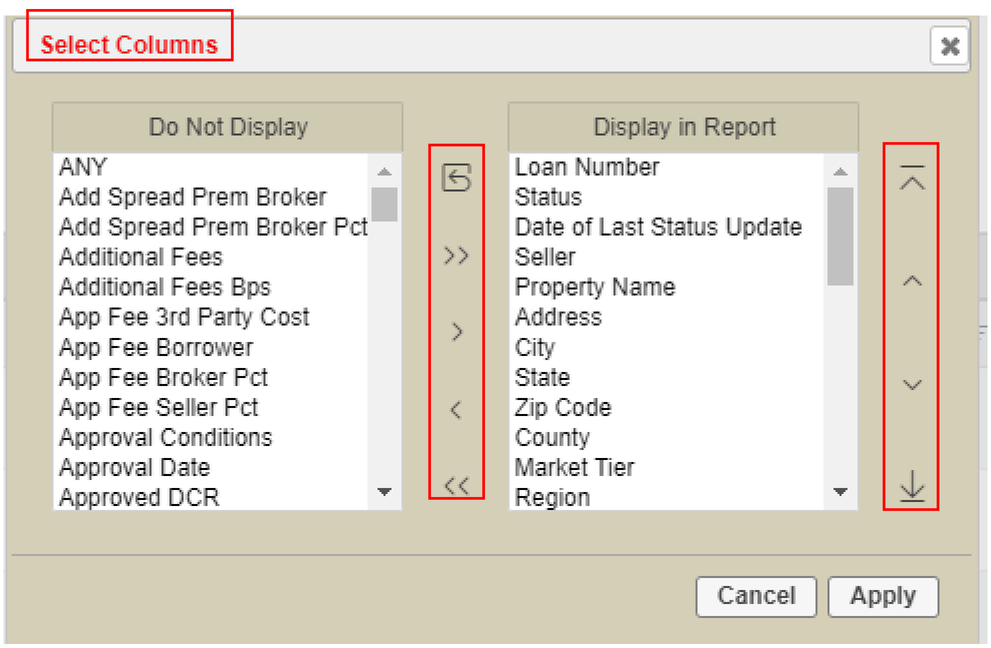
7.10 Actions Button Functionality

Users can click on the 'Actions' button to display a menu of possible actions. **Make sure to use the 'Save Report' action after each report change and prior to moving to a different report. If you move to a different report without saving the report, all changes will be lost. There will not be any warning message.**



7.10.1 Select Columns

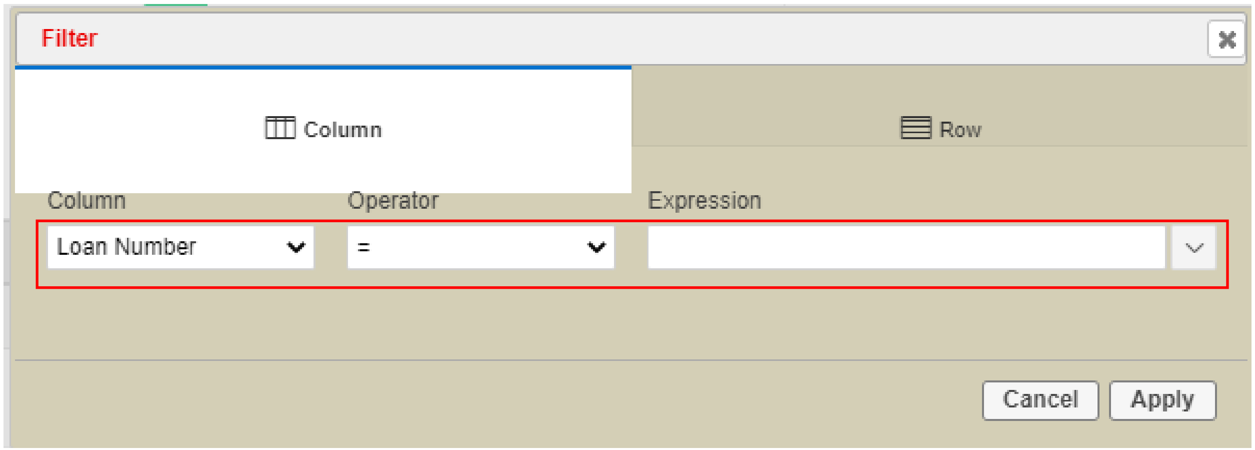
Users will see two boxes, one representing columns that are not displayed on the left, the other representing the columns and order of the data that is displayed in the report on the right. Users can use the buttons in between the boxes to control what data displays on their screen. The double arrow moves all items from one box to the other. A single arrow moves only selected items to the other box. To select multiple items, press-and-hold the Ctrl key. The arrows to the right move the order of columns. The arrow with a line above or below moves a selected item to the top or bottom of the list on the right. The arrow without a line moves the selected column up or down by one space. Users can select and arrange data to their preference using this function. Clicking 'Apply', will implement the changes. 'Cancel' will discard changes to the display.



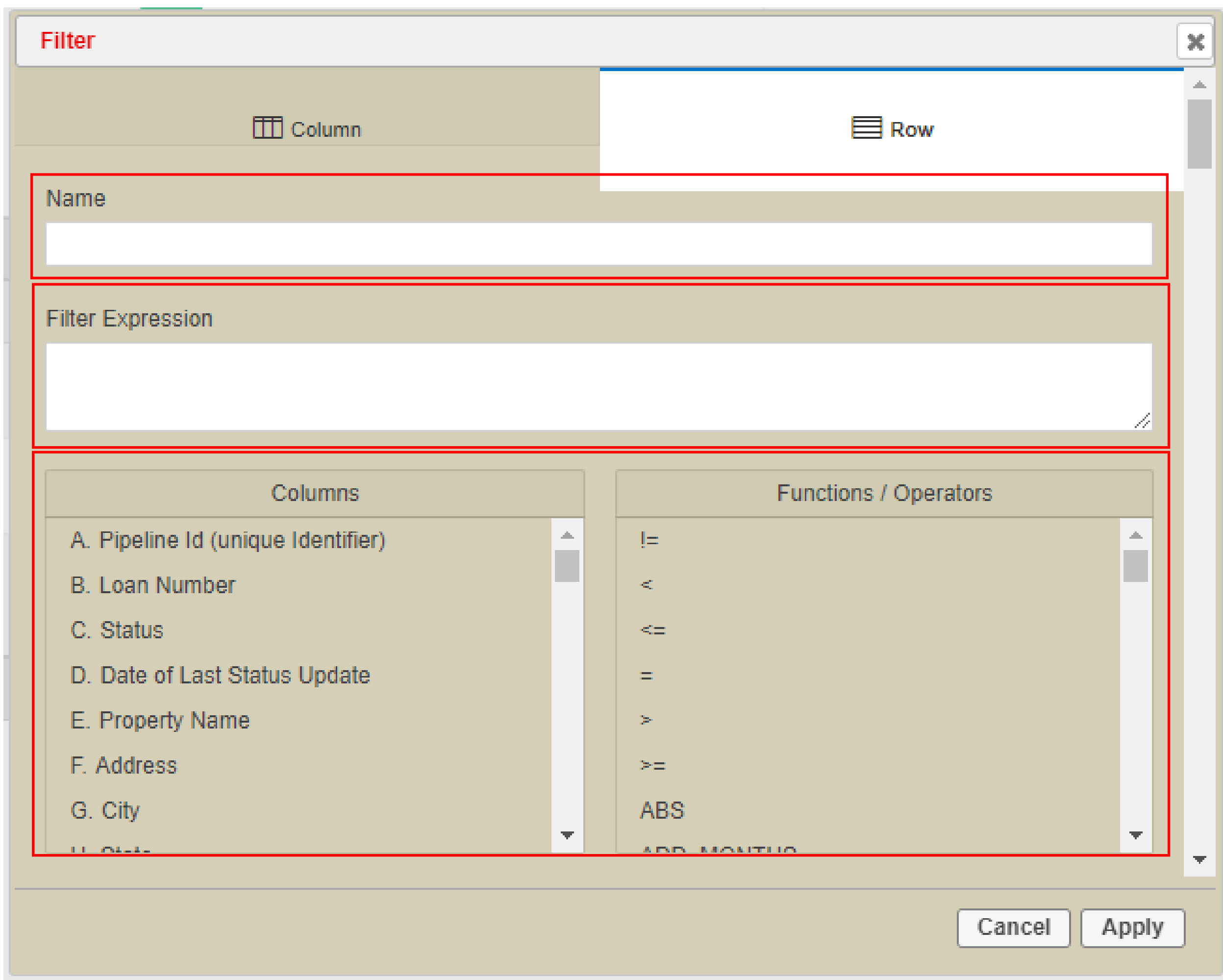
7.10.2 Filter

The filter function allows users to filter the data displayed. Users may opt to filter information by either Column or by Row.

Filter by column: provides a dropdown of all columns available to filter data on. The Operator allows the user to select the correct filter function. The Expression populates with relevant data depending on which column the user has selected to filter. Users can choose 'Apply' to implement changes, or 'Cancel' to discard any changes.

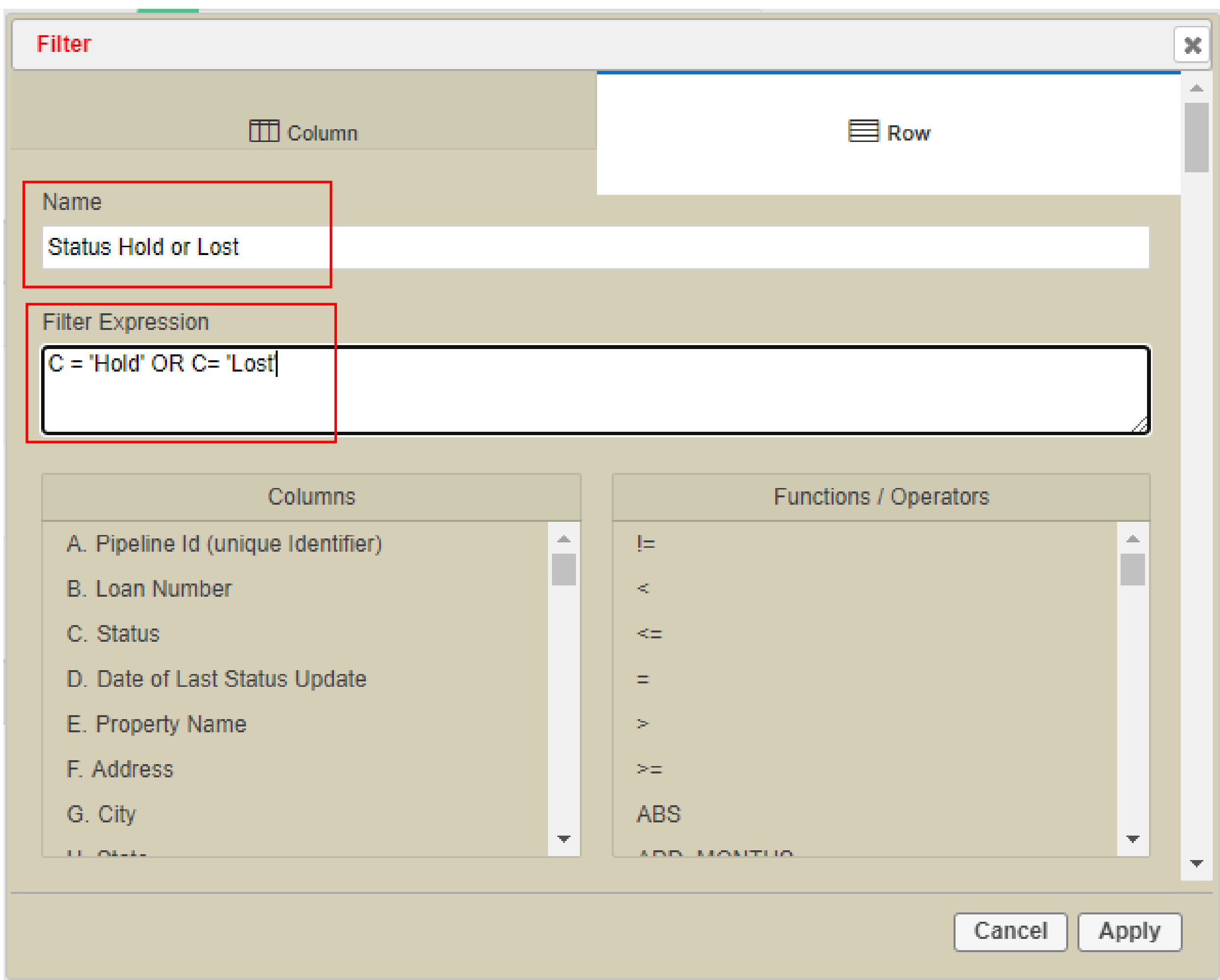


Filter by Row: users can enter the name of their filter. This name will display on the screen after the filter is applied. Users can click on items in the 'Columns' box and operators in the 'Functions / Operators' box to build a filter expression. The Eraser button next to 'Filter Expression' will erase the expression. 'Apply' will implement the change, 'Cancel' will discard changes.



Once a filter is applied, it will display on the screen with the name the user entered.

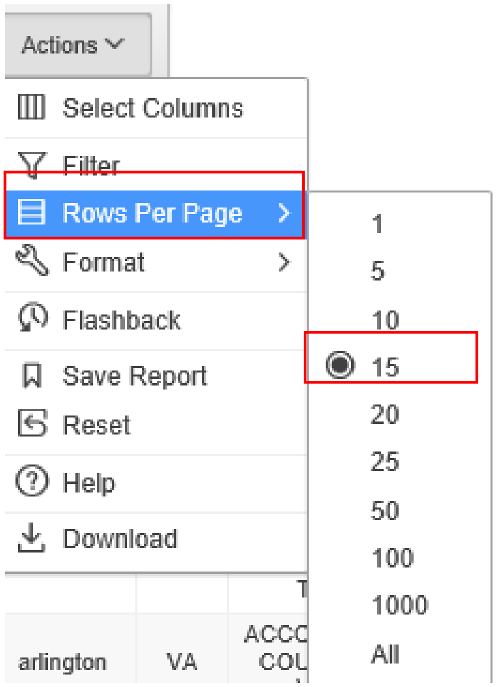
Multiple filters may be applied to a report, but they must be created one at a time. When filters are created, care must be taken to ensure that the filters don't overly restrict the viewable data. For example, if you want to filter a report by a value in a drop-down box, for example Request Type, you can create a column filter and select the value you want to filter by. However, if you want to display more than one value, you can create a second filter and apply them both to the report. To avoid "over filtering" the report, the user can utilize the Row Filter and manually type an expression in the Filter Expression text box of the Row Filter Type. As shown in the below screen shot, you can use the OR operator in the expression to filter on multiple values. In the expression below, C is the column for Status. The values in quotes are the desired filters. The values must be spelled exactly as displayed in the Request Type column of the report. You could also use the LIKE operator if you are unsure of the exact spelling, however, this may also return unwanted records.



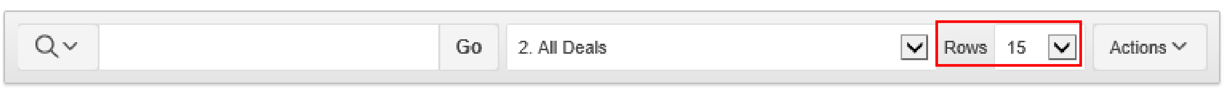
Users can lift the filter by un-checking the check box. This removes the filter from the data, but leaves the filter displayed for the user to apply at a later point. Users can delete the filter entirely by clicking the red x over the filter. Once deleted, users would have to rebuild the filter to use it again.

7.10.3 Rows Per Page

Rows per page allows the user to determine the number of rows to display on a page. Users can select the desired number of rows to display. Remember however, that displaying many records may impact the performance of the web page. When the report is saved as explained below, the setting for Rows Per Page will be saved as well.

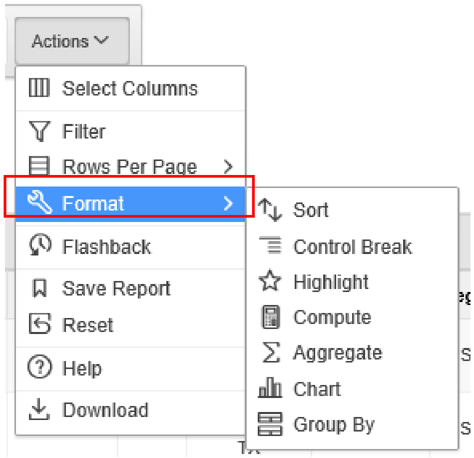


Rows can also be altered using the dropdown in the tool bar:



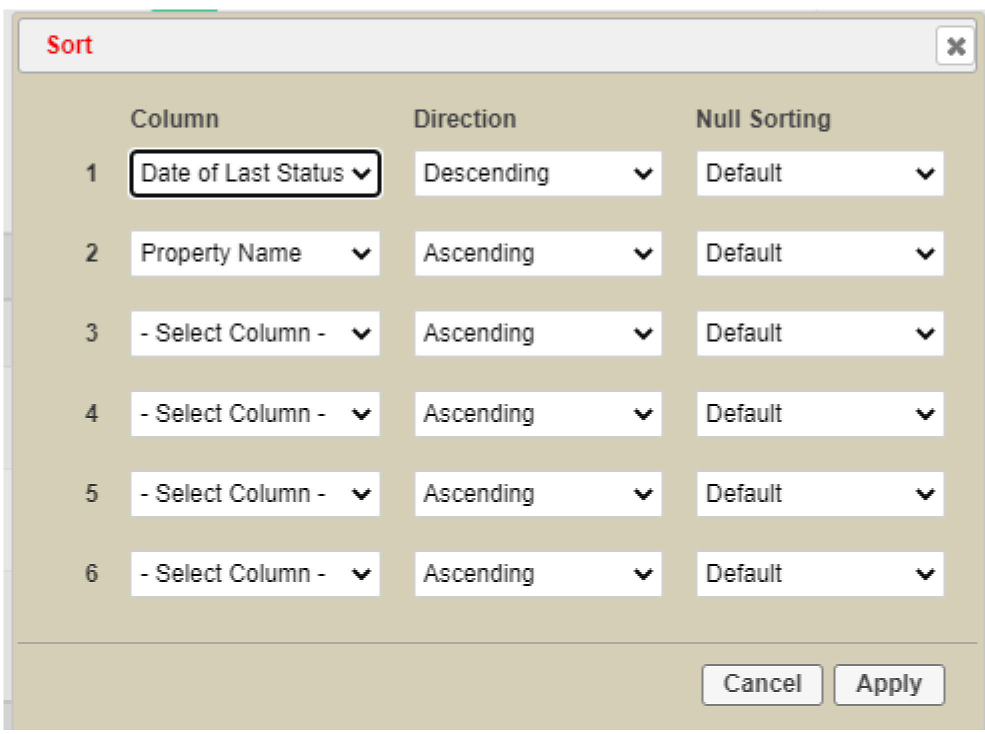
7.10.4 Format

Users can select from a menu of Format options.



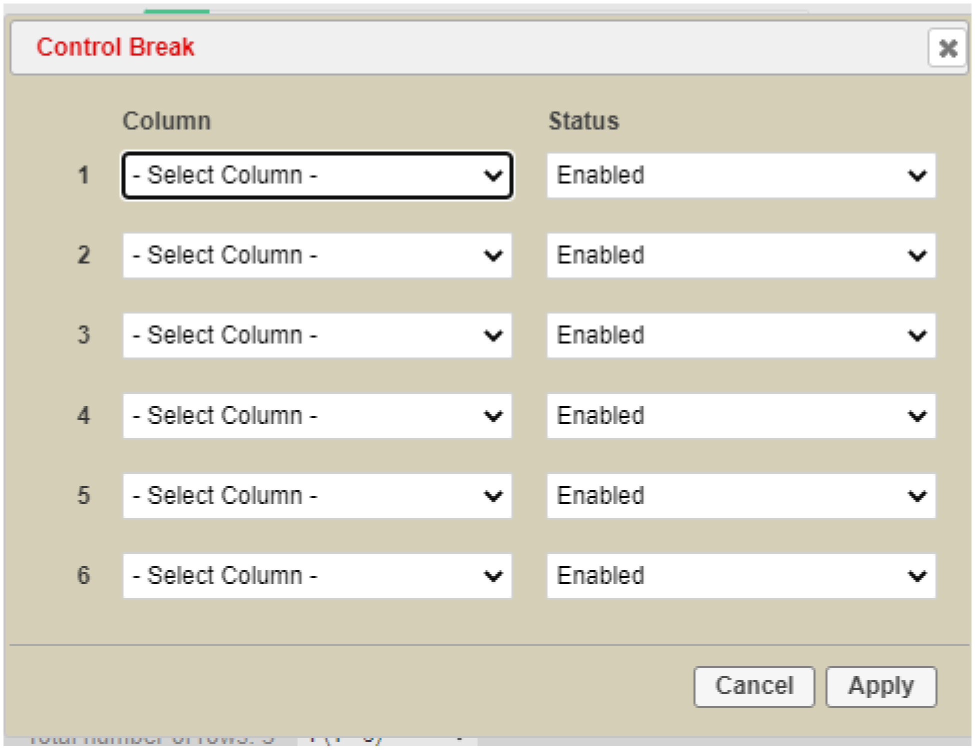
7.10.5 Sort

Sort provides up to six columns from which users can sort data for display. Users can designate a direction for each column. Clicking ‘Apply’ will implement the changes, clicking ‘Cancel’ will discard changes.



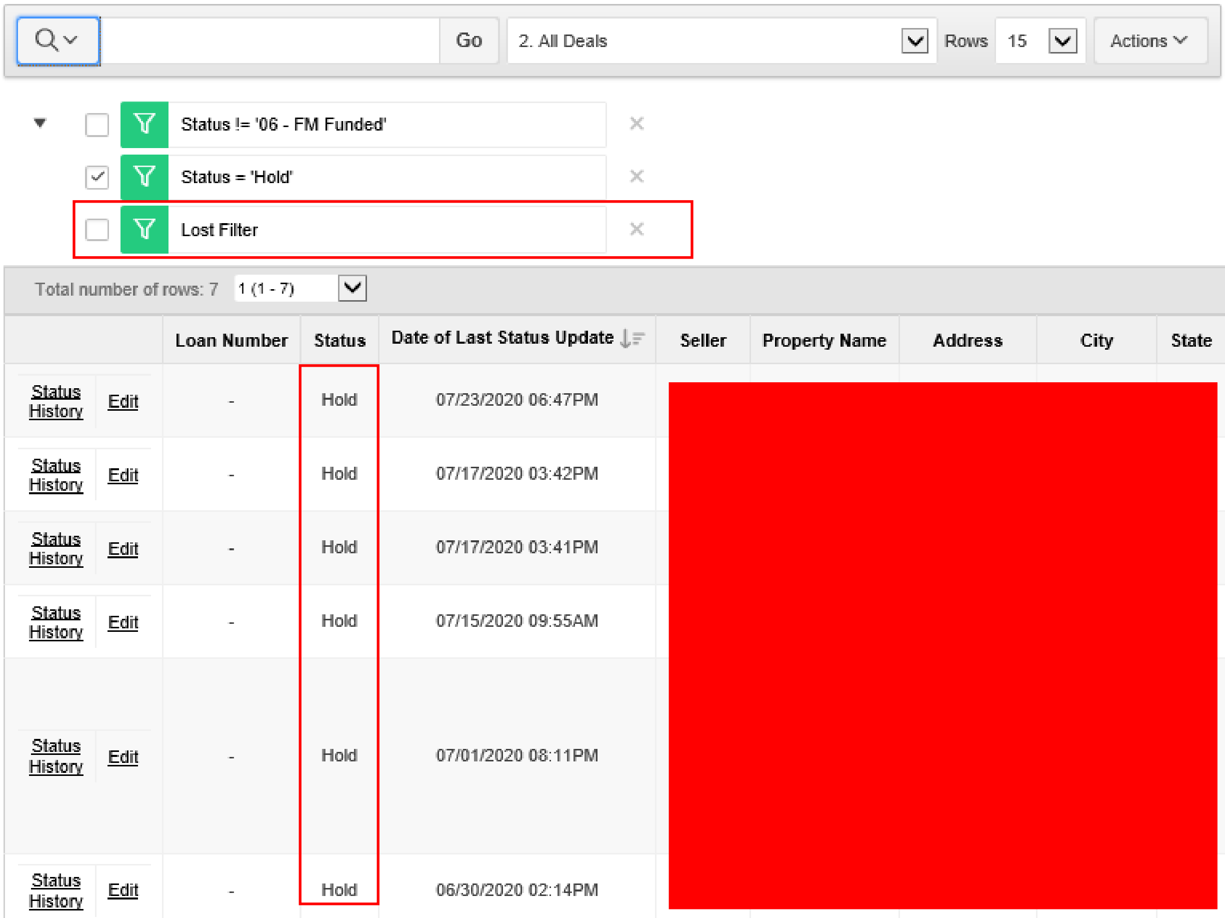
7.10.6 Control Break

Control break will provide users up to 6 columns to implement breaks in the data set. A user can apply a control break, which will appear on the home page below the Tool Bar.



Users can lift the control break buy unselecting the green check mark. This will lift the break from the data but allow the user to re-apply it if they wish. Users can completely remove the control break by clicking the red x mark.

Control breaks separate the data by control break category.



Go | 2. All Deals | Rows 15 | Actions

- Status != '06 - FM Funded'
- Status = 'Hold'
- Lost Filter

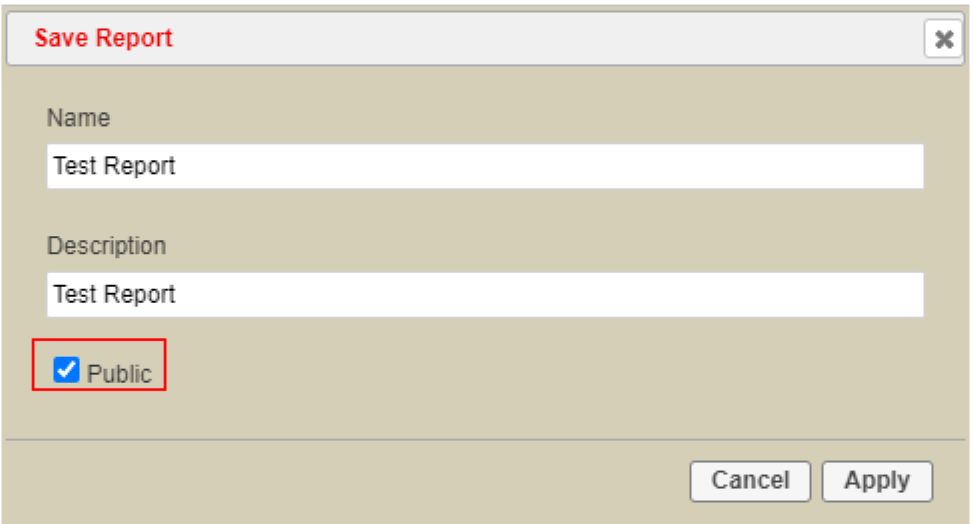
Total number of rows: 7 1 (1 - 7)

		Loan Number	Status	Date of Last Status Update	Seller	Property Name	Address	City	State
Status History	Edit	-	Hold	07/23/2020 06:47PM	[redacted]				
Status History	Edit	-	Hold	07/17/2020 03:42PM					
Status History	Edit	-	Hold	07/17/2020 03:41PM					
Status History	Edit	-	Hold	07/15/2020 09:55AM					
Status History	Edit	-	Hold	07/01/2020 08:11PM					
Status History	Edit	-	Hold	06/30/2020 02:14PM					

7.10.7 Save Report

Make sure to use the ‘Save Report’ action after each report change and prior to moving to a different report. If you move to a different report before saving, all changes will be lost. There will not be any warning message.

Users can use all the tools and functions described to compile data as they desire. Users can then save these parameters to use the next time they log into SBL PMT. Save Report allows users to save these parameters and provide a report name and description. This report will be available every time the user logs into SBL PMT. Clicking on ‘Apply’ will save the report under the specified name, clicking on ‘Cancel’ will discard the action.

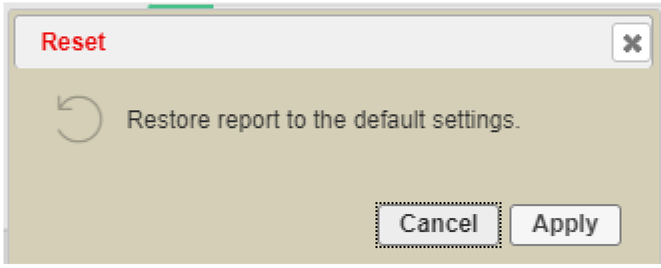


Once a report is saved, it will be available in the Reports drop down selection.

To delete a Saved Report, click the Red X next to the name of the report as shown below.

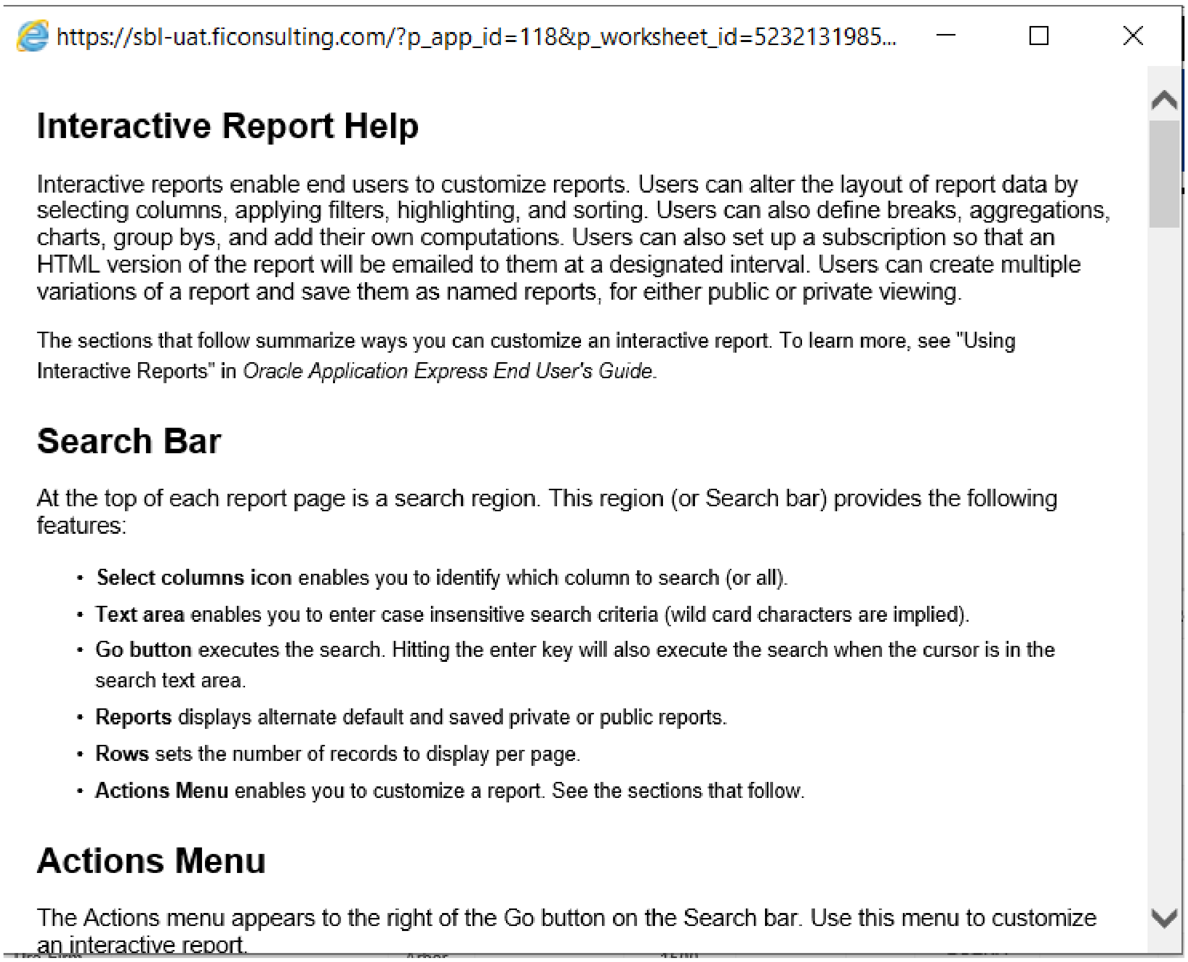
7.10.8 Reset

Reset allows a user to revert back to the last time the report was saved. Clicking ‘Apply’ will revert to default settings, clicking ‘Cancel’ will not revert to default settings.



7.10.9 Help

Help provides a pop-up window with helpful tips on creating a report (performing actions) on the data.



Interactive Report Help

Interactive reports enable end users to customize reports. Users can alter the layout of report data by selecting columns, applying filters, highlighting, and sorting. Users can also define breaks, aggregations, charts, group bys, and add their own computations. Users can also set up a subscription so that an HTML version of the report will be emailed to them at a designated interval. Users can create multiple variations of a report and save them as named reports, for either public or private viewing.

The sections that follow summarize ways you can customize an interactive report. To learn more, see "Using Interactive Reports" in *Oracle Application Express End User's Guide*.

Search Bar

At the top of each report page is a search region. This region (or Search bar) provides the following features:

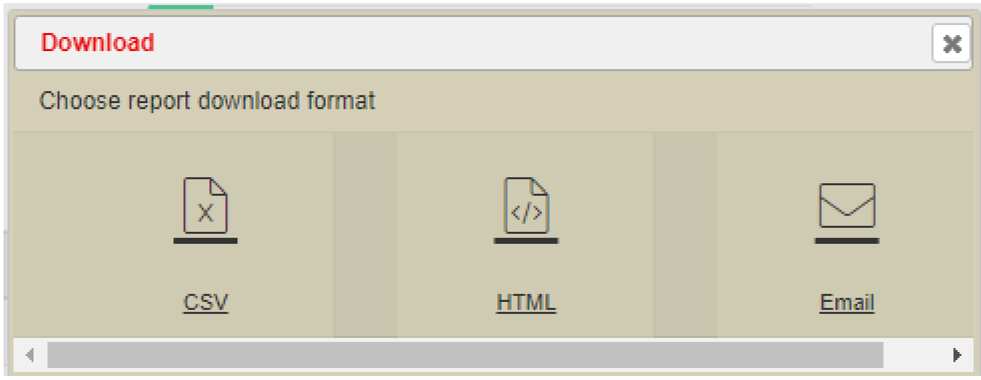
- **Select columns icon** enables you to identify which column to search (or all).
- **Text area** enables you to enter case insensitive search criteria (wild card characters are implied).
- **Go button** executes the search. Hitting the enter key will also execute the search when the cursor is in the search text area.
- **Reports** displays alternate default and saved private or public reports.
- **Rows** sets the number of records to display per page.
- **Actions Menu** enables you to customize a report. See the sections that follow.

Actions Menu

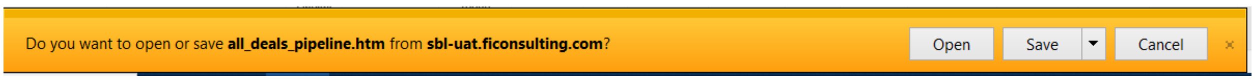
The Actions menu appears to the right of the Go button on the Search bar. Use this menu to customize an interactive report.

7.10.10 Download

Download allows users to download the data into .csv, .html, or email.



Selecting CSV or HTML will provide a pop-up file download box providing users the option to open, save or cancel.



Selecting 'Email' will provide users the option to enter one or multiple email addresses. Users can edit the prepopulated subject line.

An email will be sent with an attached .htm file containing the data.