




Advantage  MPP
LAS User Guide

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1. Glossary of Terms

Advantage MPP (Advantage Mortgage Purchase Program) Program that allows members to sell mortgages directly to FHLBI as an alternative to the traditional secondary market.

Allocation To assign an individual loan to a Mandatory Delivery Contract (MDC).

Document Custodian Entity approved by FHLBI in accordance with Appendix A of the Advantage MPP Guide that verifies and retains custody files in accordance with the Document Custodian Manual and the custodial agreement.

FHLBI (Federal Home Loan Bank of Indianapolis) One of the 11 regional banks that make up the Federal Home Loan Bank System. FHLBanks are government-sponsored enterprises created in 1932 by Congress to ensure access to low-cost funding for their member institutions.

Funding Schedule Report that discloses the allocation of the funding amount to principal, interest, and fees. It is available on the MDC Information page in LAS.

Initial Certification The Document Custodian's certification that it has received all mortgage documents required by Appendix A of the MPP Guide and that all required documents and specified data points are confirmed.

LAS (Loan Acquisition System) Secure online system used by FHLBI Members to sell and deliver mortgage loans to Advantage MPP.

MCC (Master Commitment Contract) A best efforts agreement whereby the Seller agrees to sell to FHLBI a specified aggregate principal balance of mortgages with specified characteristics over a fixed period of time.

MDC (Mandatory Delivery Contract) Transaction that obligates a Seller to sell a specified dollar amount of mortgages with specified characteristics to FHLBI at a specified purchase price on a specified Settlement Date.

MERS (Mortgage Electronic Registration System) An electronic registration system that eliminates the need for additional recorded assignments. Additional information can be found at www.mersinc.org.

PFI (Participating Financial Institution) FHLBI Member who is approved to sell loans to Advantage MPP.

Schedule of Mortgages Report that lists the loans delivered into a Mandatory Delivery Contract (MDC). It is available on the MDC Information page in LAS and should be used as a Cover Letter on the collateral package delivered to your Document Custodian.

Settlement Date The Mandatory Delivery Contract (MDC) funding date.

ULI (Universal Loan Identifier) Identifier for a covered loan or application that can be used to identify and retrieve the covered loan or application file. The ULI is required if the Loan Seller is a HMDA reporter.

2. Introduction

2.1 Overview

LAS (Loan Acquisition System) is the secured online platform used by FHLBI (Federal Home Loan Bank of Indianapolis) Members who participate in Advantage MPP (Mortgage Purchase Program). LAS allows FHLBI Members to efficiently manage their pipelines and execute trades in a secured online environment.

This guide will walk you through the entire process in LAS, from taking out a Mandatory Delivery Contract (MDC) to Settlement.



2.2 Requesting Access to LAS

2.2.1 LAS User ID Request Form

LAS Access is granted via the 'LAS User ID Request' form, which is located on the FHLBI website.

1. Navigate to the FHLBI website: <https://www.fhlbi.com>
2. Select 'Mortgage Purchase Program' from the "Products and Services" drop down.
3. Select 'LAS (Loan Acquisition System)' from the Mortgage Purchase Program box on the right-hand side of the site.
4. Scroll down to the 'Requesting Access to LAS' section and select the 'LAS User ID Request' form.

Fill out the form, have it signed (e-signature is fine), and email it to mpp@fhlbi.com. The form must be signed by an individual authorized on your corporate resolution for MPP actions.

New LAS users will be assigned a LAS User role from the list below.

- **Manager** Includes viewing pricing, trading authority, uploading and adding loans, search functions, and reporting functions.
- **Trader** Has all the abilities of a manager but is not the main POC for LAS issues.
- **Shipper** Includes viewing pricing, uploading /adding loans, search functions, reporting functions and completing the sale.
- **Document Custodian** Only be able to perform document certification.
- **Pricing Agent** Only able to view pricing.

Once access is requested and confirmed by the MPP department, new LAS users will receive an e-mail from the Service Desk with further details on registering for DUO and signing into LAS. DUO Multi-factor authentication FAQ can be found on the FHLBI website: <https://www.fhlbi.com>.

2.3 IT Support Contact

For LAS login assistance, including password resets, please reach out directly to the IT Support Team:

IT Support Email: service_desk@fhlbi.com

Toll Free Number: 800-288-6697

2.4 MPP Department Contact

For questions about the Advantage MPP Program or this guide, please reach out to the MPP Department:

MPP Department Email: mpp@fhlbi.com

Toll Free Number: 800-274-4636


[MPP Contact List \(fhlbi.com\)](#)

2.5 Basic Navigation


The LAS site can be accessed at <https://mpp.fhlbi.com>, or via the LOGIN menu on <https://www.fhlbi.com>.

When you first log into LAS, the Master Review screen is displayed. This screen displays a summary of all open Master Commitment Contracts (MCCs). Most of the time, there will be only one contract.

You navigate LAS via the 'Main Menu', which is located on the left-hand side of the screen. From the Main Menu, you can search for loans or commitments, add loans to the system, view pricing and take out commitments, and run reports to help you manage your Advantage MPP Pipeline. Each item under the main menu will bring up a submenu when you click on the function name.

There is also a 'Quick Search' function on the top left-hand side of the screen. When you know exactly where you want to go – such as the loan number of the file you want to edit or the MDC you want to deliver, you can simply type the number in the appropriate field in the Quick Search box and click . You will be taken directly to the Loan, MDC, or MCC.

To exit LAS, choose the 'Exit LAS' option from the main navigation bar—this can be done from any screen.



Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

BEST PRACTICE: Do not use the 'forward' and 'back' buttons on your browser to navigate LAS. Completely close your browser after you have exited LAS.

NOTE: If there is a period of inactivity for 30 minutes while logged onto LAS, an Inactivity Alert will display on your screen. This alert gives you 25 seconds to click anywhere on the screen to show activity in LAS. If this is not done within 25 seconds, you will be automatically logged off.

3. The Loan Sale Process

3.1 Create an MDC



LAS Users who have been assigned the role of Manager or Trader in LAS can take out an MDC (Mandatory Delivery Contract – sometimes referred to as a ‘trade’ or ‘rate lock’) to sell a loan into Advantage MPP. When you create an MDC, you are committing to sell a loan with a specific term, with a rate that falls within a five-rate band, and that is for a certain dollar amount +/- \$10,000. This five-rate band, the \$10,000 variance, and the fact that MDCs are not tied to a specific borrower, allows flexibility in the event the customer wants a lower rate, or a loan falls through.

To create an MDC, select ‘Commitments’ and then ‘Create MDC’ from the Main Menu.



1. From the Commitment Page:
 - a. Choose the MCC you want to use from the drop down.
 - b. Select the Product type/term from the drop down.
 - c. Click Get Prices
 - d. The screen will expand, and you will be able to select the rate and timeframe you want to lock.
 - e. Select a pricing range by choosing a delivery period (7 days, 14 days, etc.) and going down the column to click on the rate you want as the base rate of the 5 rate band.
 - f. The screen will expand, and you will enter a Commitment Amount, choose the Servicer, choose a Document Custodian, and click on Commit.
 - g. You will have 45 seconds to review the MDC information. If the selections look accurate, click on 'Confirm Trade' to confirm the transaction. If you do not confirm the transaction within the allotted time frame, you will have to refresh pricing.
 - h. Once confirmed, LAS will automatically send you an email with the details of the MDC.

The screenshot shows the 'Create MDC for Participating Financial Institution' page. At the top, there are fields for 'Master Commitment' (00000) and 'Product Type' (CCNY-30YR). Below these are buttons for 'Get Prices', 'Get Prices', and 'Commit'. A 'Servicing Fee: 25 bp' is also displayed. A note states: 'Please select a pricing spread by clicking on a price, complete the required fields below, and click "Commit"'. The main area is a table with columns for 'Note Rate' and 'Delivery Option'. A callout box labeled 'Select a Price' points to a rate of 2.875% in the 5-year delivery option column. The table contains various rates and delivery options for different note types (e.g., 3.75, 3.00, 4, 4.125, 4.25, 4.5, 4.625, 4.75, 5, 5.125, 5.25, 5.375, 5.5, 5.625, 5.75, 5.875, 6, 6.125, 6.25, 6.375, 6.5, 6.625, 6.75, 6.875, 7, 7.125, 7.25, 7.375, 7.5, 7.625, 7.75, 7.875, 8, 8.125, 8.25, 8.375, 8.5, 8.625, 8.75, 8.875, 9, 9.125, 9.25, 9.375, 9.5, 9.625, 9.75, 9.875, 10).

BEST PRACTICE: Select a base rate two steps below what you need since LAS will automatically select the next four higher rates to complete the range. So, if you need a rate of 3.0%, select 2.875% and LAS will lock a rate band of 2.875% to 3.375%

NOTE: The pricing displayed on the screen is live and will be valid for two minutes. If you wait longer than the allotted time to click commit, LAS will instruct you to refresh the pricing.

Pricing is available Monday through Friday from 9:30 – 4:30 EST, excluding Bond Market Holidays.

3.2 Enter Loan Data



There are two ways to load loan data into LAS:

1. Upload loans from a Uniform Loan Delivery Dataset (ULDD) file.
2. Enter loan level data manually.

3.2.1 ULDD File Upload

FHLBI is in alignment with the Fannie Mae & Freddie Mac ULDD Phase 4a data standard: MISMO Model, Version 3.0 (MISMOReferenceModelIdentifier="3.0.0.263.12"), saved in an XML file format. So if your system can create a Fannie or Freddie upload file, LAS should be able to upload it.

To Upload a ULDD File:

1. From the left-side Main Menu, Select 'Loans' and then 'Upload Loans'.
2. This will bring up the Loan File Upload screen shown below.

3. Click on 'Choose File'. Select the file you wish to upload and click 'Open'.
4. Once the file has been selected, click on the 'Upload File' button. LAS will display a rotating red circle while uploading.
5. Once the file upload is complete, click on 'View Summary Report' to determine if there were any errors in uploading the loans.

NOTE: LAS will upload and save a loan that has data missing or that is incorrect. It will NOT however, save a loan if the PFI Loan Number is missing.

The report shown below is a sample of the Loan Upload Summary Report. The top right section (circled below in red) summarizes how many loans were in the upload file, how many of these loans were saved on the system and how many loans were rejected. If any loans appear as rejected, LAS was unable to upload it. You must fix the ULDD errors and upload the loans again. If the report shows the loan(s) were uploaded, the loan will be saved in LAS, even if there are data errors to correct.

Loan Upload Summary Report
8/10/2022 12:01:29 PM

Username: Demo User, Participating Financial Institution
Login at: 8/10/2022 11:51:21 AM

Summary:
 Total Loans Uploaded: 1
 New Loans Saved: 1
 Existing Loans Updated: 0
 Total Loans Rejected: 0

Allocation Summary:
 Total Allocation Attempts: 0
 Loans Allocated: 0
 Loans Failing Allocation: 0

Exception Summary:
 Format Loans: 1
 Master Agreement Loans: 0
 Fatal Loans: 0

Level 1 Check Loan Errors: (Format Violations)
 No Violations Detected

Level 1 Check Loan Warnings: (Format Warnings)

Loan #	Attribute	Value	Warning
20220810	InvestorCommitmentIdentifier		InvestorCommitmentIdentifier provided is not found. Please upload a valid InvestorCommitmentIdentifier.
20220810	ProjectClassificationIdentifier	999	LAS did not recognize/accept the data input as provided and defaulted it to 'Unknown'

ULDD File Errors
 No ULDD errors Detected

Level 1 Loan Errors: (Master Agreement Violations)
 No Violations Detected

Level 2 Loan Errors: (Warnings, Fatafs and MDC Allocation Violations)
 No Violations Detected

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The remainder of the report details the results of various checks that were performed during the upload process and will point you toward what field in the loan file contains an error that needs corrected.

- **Allocation Summary** Provides allocation details should you attempt to allocate loans with your upload file. If an MDC was not indicated on the upload file, this section will display zeros.
- **Exception Summary** Describes what exceptions were found with the loans from a very high level.
- **Level 1 Loan Errors: (Master Agreement Violations)** Errors in this section indicate that the loan violates the MCC master agreement and may not be sellable to FHLBI.

Once the loan is uploaded, use the Loan **'Quick Search'** function at the top left to quickly navigate to the Loan Maintenance Screen. Simply type the loan number in the Loan Field and click **Go**.

Once the loan opens, click **Save** to generate a list of loan-level warnings/errors as shown below. You can then fix the issues and save again. A message of 'Loan Saved Successfully' means that no issues were found.

Loan Maintenance

FHLB Loan ID: 62 Date Entered: 8/27/2022 9:35:42 PM **Save** **Delete** Show Tabs

Please pay attention to the following issues/warnings:

Rule Type	Rule #	Rule
Fatal	6280	Monthly income is zero or Invalid

Sub-Total: Level 2 Rules: 1
 Sub-Total: MDC Rules: 0
 TOTAL ERROR COUNT: 1
 Maximum Errors Allowed: 9999

The current changes have been saved.

3.2.2 Manual Loan Entry

To enter loan data manually:

1. Select 'Loans' from the Main Menu and then select 'Add New Loan'.
2. To navigate through the Loan Maintenance screen, simply click on the various tabs such as 'Property Data', 'Note', etc. The Save button is on the top right.
3. Fields with red asterisks * are required for a loan to be allocated to an MDC.

NOTE: 'Show Tabs' (upper right corner) allows you to change the appearance of the Loan Maintenance Screen. You can keep the default Tabs view, or switch to a one-page view.

The screenshot shows the 'Loan Maintenance' interface. On the left, the 'Main Menu' has 'Add New Loan' circled in red. The main form area has a 'Save' button circled in red. The form includes sections for 'General Data' and 'Primary Borrower Data' with various input fields and dropdown menus. The 'PFI Loan Identifier' and 'Universal Loan Identifier' fields are marked with red asterisks. The 'Primary Borrower Data' section includes fields for First Name, Middle Name, Last Name, SSN, Date of Birth, Age, Gender, First Time Buyer?, Self-Employed?, Residency Status, and Race.

The first tab you will see when entering a loan manually is the 'Borrower Data' tab. This is the screen where you will enter specific information about the borrower and the co-borrower (if applicable).

- 'PFI Loan Identifier' – This is the loan number you have assigned to this loan. This field cannot be left blank and is required to save the loan.
- The Universal Loan Indicator (ULI) is required if the Loan Seller is a HMDA reporter. ULIs must:
 - Begin with the institution's 20-digit legal entity identifier (LEI)
 - Follow the LEI with up to 23 additional characters to identify the covered loan or application
 - End with a 2-character check digit
- A warning message will display if the ULI is not the correct length. If the ULI is in error, the loan can be saved but cannot be allocated until corrected.
- The Co-Borrower Data section will only display when the Number of Borrowers is two or more.
- If there are more than 2 borrowers, only the borrower information for the first two borrowers will be entered on this screen.
- Up to 5 Race selections can be chosen for the borrower and the co-borrower.

The second tab is the 'Property Data' tab. If this information is not easily found in your system, it can be found in the appraisal report.

The screenshot displays the 'Loan Maintenance' interface for FHLBank Indianapolis Advantage MPP. The page includes a header with the bank logo, 'Advantage MPP' branding, and user information (Username: , Login at: 10/10/2023 11:14:37 AM). On the left, there is a 'Quick Search' section with input fields for Loan, MCC, and MDC, each with a 'Go' button. Below this is a 'Main Menu' with links for Search, Loans, Commitments, Reports, and Exit LAS. The main content area is titled 'Loan Maintenance' and shows a form for a new loan with the following details: FHLB Loan ID: New, Date Entered: 10/10/2023 11:17:23 AM, and a 'Save' button. A tabbed interface is present, with 'Property Data' selected and circled in red. Other tabs include Borrower Data, Note, Underwriting, and Loan Sale. The 'Property Data' section contains various input fields: Street, State, City, Zip Code, Project Classification, Number of Units, Occupancy Status (set to Owner), Property Sales Price, Property Appraisal Amount, Property Appraisal Type, Property Appraisal Date, Flood Area?, Flood Insurance?, Co-Op Mortgage, and Property Estate Type. Below this is a 'Project Data' section with fields for Attachment Type, PUD Indicator, Construction Method, Project Legal Structure Type, and Project Design Type. At the bottom of the page, a small footer reads: 'LAS Member Portal 2.6.459.0 - © 2023 - Federal Home Loan Bank Indianapolis, All rights reserved'.

The third tab is the 'Note' tab. If this information is not easily found in your system, it can be found on the Note itself.

The screenshot shows the 'Loan Maintenance' interface for FHLBank Indianapolis Advantage MPP. The 'Note' tab is highlighted with a red circle. The form includes the following fields:

- Product Type:** Conventional
- Amortization Type:** Fixed Rate
- Loan Purpose:** Purchase
- Lien Position:** 1st
- Secondary Lien Amount:** \$
- Current Principal Balance:** \$
- Original Principal Balance:** \$
- Principal and Interest Payment:** \$
- Current Note Rate:** 0.000
- Amortization Term (Months):** 0
- Note Date:**
- First Payment Date:**
- Maturity Date:** 1/1/0001
- High Cost Mortgage:** No
- Loan Originator Type:**
- Temporary Buy down?:** No
- Interest Only?:** No
- Prepayment?:** No
- Balloon?:** No
- eNote?:**
- MERS ID (MIN):** If provided, must be 18 digits
- eRegistry Number:** If provided, must be 18 digits

- If the eNote answer is 'Yes', the eRegistry Number is a required field.
- If the loan is a MOM loan or the loan has been assigned to MERS as Mortgagee, the MERS ID (MIN) and eRegistry Number will match.
- If the loan is not assigned to MERS as Mortgagee, and the Loan Seller uses MERS for eNotes tracking only, the MERS ID (MIN) should be left blank, and only the eRegistry Number should be saved.

The MERS ID (MIN) is required for Servicing Released loans.

The fourth tab is the 'Underwriting' tab.

The screenshot shows the 'Loan Maintenance' interface for FHLBank Indianapolis Advantage MPP. The 'Underwriting' tab is selected and highlighted with a red circle. The form contains the following fields:

- Loan Maintenance Header:** FHLB Loan ID, New, Date Entered: 11/27/2018 1:15:02 PM, Save, Show Tabs.
- Borrower Data Tab:** -PFI Loan Identifier is required.
- Navigation Tabs:** Borrower Data, Property Data, Notes, **Underwriting** (highlighted), Loan Sale.
- Underwriting Section:**
 - LTV: 0 %
 - CLTV: 0 % (round up to nearest whole number)
 - Borrower Monthly Income: \$
 - Co-Borrower Monthly Income: \$
 - Monthly Income: \$
 - Original PITI: \$
 - Housing Ratio: 0.00 %
 - Total Monthly Debt (excluding PITI): \$
 - Escrow?: No
 - Total Debt Ratio: 0.00 %
 - DU Case ID/PLP Key:
 - Asset Verification:
 - Borrower Source of FICO:
 - Date of FICO:
 - Co-Borrower Source of FICO:
 - Date of FICO:
 - MI Certificate Number:
 - MI Coverage:
 - Nbr of Months in Reserves at Closing:
 - MI Premium Source: Borrower
 - MI Company:

- The Monthly Income amount is a combination of the Borrower Monthly Income and the Co-Borrower Monthly Income.
- For 3 or more borrowers, update the number of borrowers (Borrower tab) and save the loan. Once the borrower count is saved, you will be able to edit the total Monthly income on the Underwriting tab.
- Original PITI pertains to this loan only, not the loan the borrower is refinancing or the loan for another home.
- For MI Coverage requirements, refer to the Advantage MPP Guide: [MPP Guide and Other Resources \(fhlbi.com\)](https://www.fhlbi.com/mpp-guide)

The fifth tab is the 'Loan Sale' tab.

The screenshot displays the 'Loan Maintenance' interface for FHLBank Indianapolis Advantage MPP. The 'Loan Sale' tab is highlighted with a red circle. The interface includes a 'Quick Search' section on the left with fields for Loan, MCC, and MDC. The main area shows the 'Loan Sale' tab with various input fields: 'Actual Paid to Date', 'Scheduled Paid to Date', 'Servicer Name', 'MDC ID', 'Loan Originator NMLS ID', 'Appraiser ID', and six 'Special Feature Code' fields. A 'Save' button and 'Show Tabs' link are visible at the top right. The footer contains the text: 'LAS Member Portal 2.6.459.0 - © 2023 - Federal Home Loan Bank Indianapolis. All rights reserved.'

- The 'Actual Paid to Date' field represents the date the loan is actually paid through.
- The 'Scheduled Paid to Date' field will be calculated by LAS and is based upon the month in which the MDC settles.
- The Special Feature Code fields are not used at this time unless you are instructed otherwise by FHLBI.
- Appraiser ID should be the Appraiser's license number.

Saving Loan Data

Once you are finished entering data, click the **Save** button at the top of the screen. Remember, the loan will NOT be saved if the PFI Loan Number is missing. Once the Save button is pressed, a data integrity check will automatically run.

The screenshot displays the 'Loan Maintenance' interface. At the top, the user is identified as 'Karen Montgomery, Participating Financial Institution' with a login time of '10/30/2018 1:18:54 PM'. The main content area shows the loan details: 'FHLB Loan ID' 250334 and 'Date Entered' 10/30/2018 2:18:09 PM. A 'Save' button is circled in red. Below the loan details, a list of errors is displayed: 'P&I differs from computed P&I by more than \$ 01', 'LTV Calculation does not match entry value', 'NMLS ID is missing', 'Appraiser ID is missing', 'Universal Loan Identifier is required when PFI member associated with Loan is an HMDA Reporter', 'Invalid Origination Date', 'Co-Borrower FICO Source is not provided when No. of Borrowers is greater than 1', and 'Co-Borrower FICO Score missing and number of borrowers greater than 1'. A message at the bottom states 'The current changes have been saved.' The interface includes a 'Quick Search' section on the left and a 'Main Menu' section below it.

- If there are any fields in error, the loan will be saved but errors will display. The errors will need to be corrected before the loan can be allocated. Although the error messages are straight forward, do not hesitate to reach out to the MPP staff if you are having trouble finding where or how to correct an error.
- Once a loan is successfully saved without errors, the message 'Loan Saved Successfully' will be displayed.

3.3 Allocate Loans to an MDC



To ‘allocate a loan’ in LAS means you are assigning the loan to a specific MDC. Keep in mind that loan allocation can be performed either through the loan allocation screen, or directly from the ULDD upload.

3.3.1 Selecting Loans for Allocation

To access the Loan Allocation screen, select ‘Commitments’ from the Main Menu and click ‘Loan Allocation’. All your active MCCs and unallocated loans will be displayed.

Loan Allocation Page

Master Commitment Contract
Expand the MCC to view and select an MDC

711100

MDC ID#	Product Type	Settlement Date	Current Commitment Amount	Amount Allocated	Amount Remaining	Min Note Rate	Max Note Rate
40	MRAA-30YR	08/31/2022	\$300,000.00	\$0.00	\$300,000.00	5.000	5.500

711101

Allocated Loans

There are no Allocated Loans associated with this MDC.

Unallocated Loans

These loans have been filtered for MDC # 40

Loan ID	Property Address	City	State	Last Name	MDC Settlement Balance	Current Loan Amount	Note Rate %	Loan Type	Term
<input type="checkbox"/> 20220824-1	Water Way	Indianapolis	IN	User	\$250,000.00	\$250,000.00	5.000	Conventional	360
<input type="checkbox"/> 20220824-2	Fire Way	Indianapolis	IN	User	\$300,000.00	\$300,000.00	5.000	Conventional	360
<input type="checkbox"/> 20220824-3	Road Way	Indianapolis	IN	User	\$250,000.00	\$250,000.00	5.000	Conventional	360
<input type="checkbox"/> 20220824-4	Wind Way	Indianapolis	IN	User	\$500,000.00	\$500,000.00	5.000	Conventional	360

Buttons: Add to MDC # 40, Delete Loans

Click **+** next to the MCC number to display all the available MDC IDs. Clicking on the MDC ID filters loans for that MDC. Loans are color-coded to show if they are compatible with the selected MCC and MDC.

Green - Loans that comply with the rules of the selected MCC and MDC and pass all business rules.

Orange - Loans that do not comply with the rules of the selected MCC and MDC but do pass the business rules check. You can use the compliance checker to see what MCC or MDC rules the loan violates.

Red - Loans that have business rule violations – there is a data integrity issue, and a required field may be blank.

Gray – The loan is too large to fit into the MDC although it has a matching term and rate. FHLBI can increase the MDC amount to accommodate a larger loan amount.

NOTE: From the Allocation page, you can click on a loan number to go to Loan Maintenance. The **Save** button on the Loan Maintenance screen runs a validation to show loan-level warning and errors.

3.3.2 Allocating Loans

To allocate the loan(s), select the checkbox by the loan and click on **Add To MDC #**. This will move the loan from the Unallocated Loans section to the Allocated section.

Loan Allocation Page

Master Commitment Contract
Expand the MCC to view and select an MDC

MDC ID#	Product Type	Settlement Date	Current Commitment Amount	Amount Allocated	Amount Remaining	Min Note Rate	Max Note Rate	
888888	72055	CONV-15YR	03/04/2019	\$1,000,000.00	\$0.00	\$1,000,000.00	4.625	5.125
999999	72054	CONV-30YR	03/04/2019	\$200,000.00	\$200,000.00	\$0.00	5.500	6.000

Allocated Loans

These loans have been allocated to MDC # 72054

Loan ID	Property Address	City	State	Last Name	MDC Settlement Balance	Current Loan Amount	Note Rate %	Loan Type	Term
<input type="checkbox"/> 99887766	987 Main Street	Indianapolis	IN	Jones	\$200,000.00	\$200,000.00	5.750	Conventional	360

Un-allocate from MDC # 72054 Deliver

Unallocated Loans

3.3.3 Un-Allocating Loans

There may be a situation where you accidentally allocate a loan to the wrong MDC, or a deal falls through and you will no longer be able to sell the loan to FHLBI. Should this happen, LAS allows you to un-allocate loans prior to delivering the MDC.

However, if the MDC has already been delivered, you will need to contact an MPP staff member to have the MDC put back into active status so you can un-allocate the loan. Once back in Active Status, you can select the loan and click the 'Un-allocate from MDC...' button. The loan will no longer be allocated to the MDC and will display under the 'Unallocated Loans' section.

3.4 Deliver the MDC



Once you have finished allocating loans to the MDC, it needs to be delivered. You can click **Deliver** directly from the Loan Allocation Page, or from the MDC Information screen. The loan delivery step essentially locks the loan data in the system, generates the Schedule of Mortgages, and enables the MDC to receive its Initial Certification.

1. Comments are required by LAS to deliver and MDC. You can enter whatever information you find helpful such as your initials, the tracking number, or borrower name.
2. Click **Confirm Deliver** to update the MDC status to 'Delivered'.

Quick Search

Loan **Go**

MCC **Go**

MDC **Go**

Main Menu

- Search ▾
- Loans ▾
- Commitments ▾
- Reports ▾
- Exit LAS

MDC Information

Commit Number	72054	Current Status	DELIVERED
MCC ID	99999	MCC Commitment Amount	\$200,000.00
Current Commitment Amount	\$200,000.00	Product Type	CONV-30YR
Original Commitment Amount	\$200,000.00	Trade Date	12/3/2018
Delivery Option	91	Servicing Fee	25 bp
Settlement Date	3/4/2019	Expiration Date	3/4/2019
Servicer	Participating Financial Institution	Document Custodian	US Bank Corp Trust Services
PFI Name	Participating Financial Institution	Servicing Released?	No
Remittance Type	S/S		

MDC Funding Information

Commit Amount	\$200,000.00	Base Price and Rate indicated in Bold	
Variance	\$10,000.00	Note Rates	Prices
Amount Allocated	\$200,000.00	5.5	103.5
No Pair-off Information		5.625	103.5
		5.75	103.5
		5.875	103.5
		6	103.5

MDC Activities

Comments

Once the MDC is in Delivered status, the buttons shown below will be available on the MDC information screen.



The Schedule of Mortgages should be used as a cover sheet to deliver custodial documents to your custodian. To print a copy:

1. Press the “Run/Download Schedule of Mortgages” button. The schedule will pop up in a new window.
2. Press the “download as” button from within this new window. There are multiple options, but the easiest is to select Excel.
3. Open the file in Excel, select print, and choose the option to “fit sheet on one page”.

3.5 MDC Certification



Prior to funding, the Document Custodian must certify that the custodial file has been received, and the mortgage documents are complete and correct.

Advantage MPP sellers either utilize the approved third party Document Custodian or their own trust department. Only persons granted the role of Document Custodian in LAS have the ability to certify an MDC.

Collateral file documents for each loan should be in a manila file folder, clearly labeled with the current loan number and the borrower’s name. For information on what is required to be sent to the Document Custodian, refer to Appendix A of the Advantage MPP Guide: [MPP Guide and Other Resources \(fhlbi.com\)](https://www.fhlbi.com)

Advantage MPP Document Custodian Address:

U.S. Bank Document Custody Services
 1133 Rankin Street, Suite 100
 St. Paul, MN 55116
 Attn: Agency Certifications

If your organization has been approved to act as its own custodian, refer to Appendix A of the Advantage MPP Guide for detailed information on the expectations for the Document Custodian.

Please remember that the MDC will not be funded unless it is certified.

When the Document Custodian logs into LAS, the ‘Search for MDC’ screen is displayed. The MDC ID can be entered in the MDC field on the Quick Search section or by entering search criteria to find the needed MDC.

Once the Document Custodian has reached the MDC Information page, the Schedule of Mortgages is used to verify that the note data is accurate.

PFI		PFI Number	Custodian			Servicer			Service #	Mand. Del. Commit. #	Master Comm. Contract #	Settlement Date		
Participating Financial Institution		20210324	US Bank Corp Trust Services			Participating Financial Institution			20210324	5	711100	8/31/2022		
Borrower(s)	PFI Loan #	Address	City	State	Zip	Orig. Balance	1st Pmt Date	Note Rate	P & I Payment	Note Date	Maturity Date	Term	eNote	eRegistryNumber
Speedwagon, Mario R	20220810	1490 Rocky Inlet	Hasty	MN	55844-0321	\$300,000.00	10/1/2022	3.875%	\$1,410.71	7/3/2022	9/1/2052	360	No	
Total	1					\$300,000.00			\$1,410.71					
Average Orig. Bal.						\$300,000.00								

Report run at: 3/13/2024 11:22:02 AM Page: 1 of 1

After the Document Custodian finishes verifying the note data and reviewing the custodial file, they then enter a Certification Comment and click **Grant IC**.

MDC Information

Commit Number	5	Current Status	DELIVERED
MCC ID	711100	MCC Commitment Amount	\$50,000,000.00
Current Commitment Amount	\$300,000.00	Product Type	MRAA-30YR
Original Commitment Amount	\$300,000.00	Trade Date	3/24/2021
Delivery Option	7	Servicing Fee	25 bp
Settlement Date	8/31/2022	Expiration Date	8/31/2022
Servicer	Participating Financial Institution	Document Custodian	US Bank Corp Trust Services
PFI Name	Participating Financial Institution	Servicing Released?	No
Remittance Type	A/A	Stock Req Opt-In:	No

MDC Funding Information		MDC Pricing Information	
Commit Amount	\$300,000.00	Base Price and Rate indicated in Bold	
Variance	\$10,000.00	Note Rates	Prices
Amount Allocated	\$300,000.00	3.625	103.5
		3.75	103.5
No Pair-off Information		3.875	103.5
		4	103.5
		4.125	103.5

MDC Activities

[Run/Download Schedule of Mortgages](#)
[Download Schedule of Mortgages- Tab Delimited](#)
[Run/Download MDC Activity History](#)

Certification Comments

Grant IC

Once the MDC is in Certified and Delivered status, the **Run/Download Funding Schedule** button will be available on the MDC information screen.

MDC Information

Commit Number	4	Current Status	CERTIFIED AND DELIVERED
MCC ID	711100	MCC Commitment Amount	\$50,000,000.00
Current Commitment Amount	\$300,000.00	Product Type	MRAA-30YR
Original Commitment Amount	\$300,000.00	Trade Date	3/24/2021
Delivery Option	7	Servicing Fee	25 bp
Settlement Date	3/31/2021	Expiration Date	3/31/2021
Servicer	Participating Financial Institution	Document Custodian	US Bank Corp Trust Services
PFI Name	Participating Financial Institution	Servicing Released?	No
Remittance Type	A/A	Stock Req Opt-In:	No

MDC Funding Information		MDC Pricing Information	
Commit Amount	\$300,000.00	Base Price and Rate indicated in Bold	
Variance	\$10,000.00	Note Rates	Prices
Amount Allocated	\$300,000.00	3.625	103.5
		3.75	103.5
No Pair-off Information		3.875	103.5
		4	103.5
		4.125	103.5

MDC Activities

[Run/Download Schedule of Mortgages](#)
[Download Schedule of Mortgages- Tab Delimited](#)
[Run/Download Funding Schedule](#)
[Run/Download MDC Activity History](#)

3.6 MDC Settlement




FHLBI will fund the MDC on the settlement date if it is in 'Certified and Delivered' status. Once funded, the status in the upper right-hand corner of the MDC Information screen will change to FUNDED. If the MDC is NOT certified by the funding deadline, it will be extended; additional fees/pricing adjustments may be incurred.

BEST PRACTICE: If your loan is ready to sell earlier than expected, FHLBI can pull the settlement date forward to fund earlier than originally planned. HOWEVER, this can only be done prior to certification of the MDC. Once an MDC is in Certified and Delivered status, the settlement date cannot be changed. If you would like to pull a settlement date forward, please contact an MPP team member.

4. How to Edit or Delete an Existing Loan

4.1 Editing a Loan


You can modify existing information or add new information to any loan that has not been allocated to an MDC and delivered. Once an MDC has been delivered, you will need to contact FHLBI to have the MDC put back into active status so you can make changes. It is not uncommon for the document custodian to find an error in LAS and ask you to update LAS so the MDC can be certified.

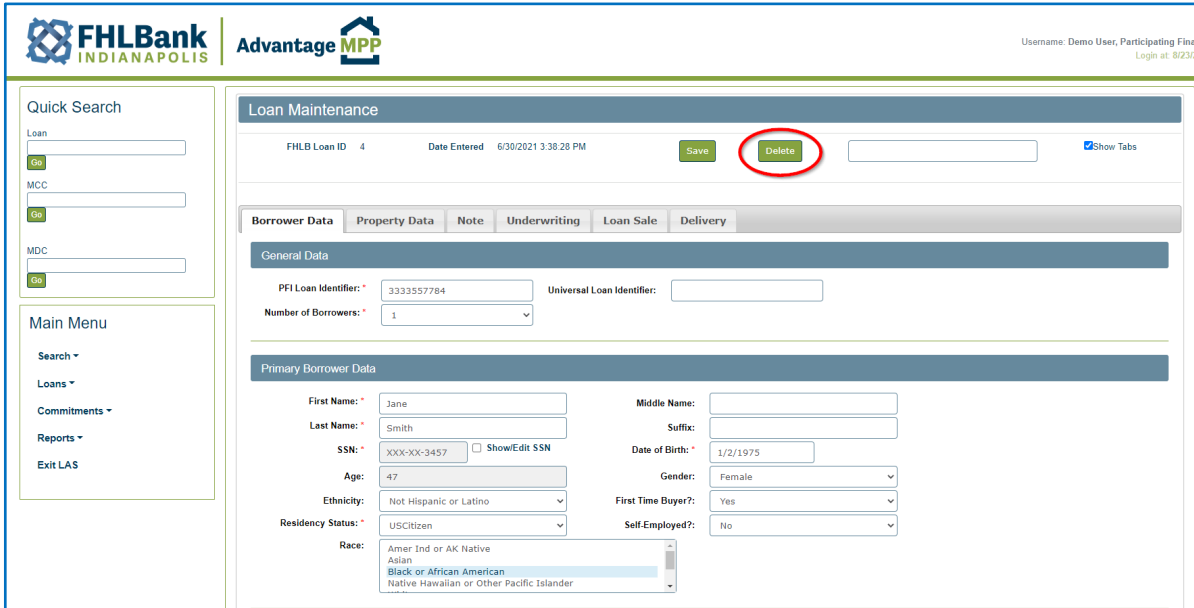
Find a specific loan by searching for the loan using the Quick Search menu option or the Main Menu Option. Make any needed changes or additions to the loan and click .

4.2 Deleting a Loan

Sometimes a loan will be entered into LAS but the sale to FHLBI does not take place - maybe you decide to hold the loan in your portfolio or maybe you find the loan does not meet our guidelines. No matter the reason, it is a good practice to delete loans that will not be sold to FHLBI.

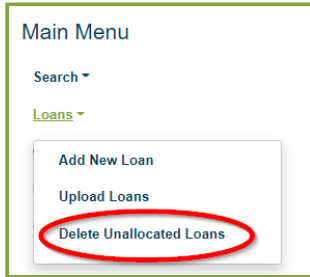
You can delete any existing, un-allocated loan in LAS. If you need to delete a loan that is allocated to an MDC, please reach out to the MPP Department for assistance.

If you have just one loan to delete, the easiest way is to open it as if you are going to edit it. You can do this by entering the loan number in the Quick Search menu option and clicking . Once the Loan Maintenance screen appears, click the Delete button, enter comments, and click 'OK' when asked to confirm.



The screenshot shows the FHLBank Advantage MPP interface. On the left, there is a 'Quick Search' sidebar with input fields for Loan, MCC, and MDC, each with a 'Go' button. Below that is a 'Main Menu' with options: Search, Loans, Commitments, Reports, and Exit LAS. The main content area is titled 'Loan Maintenance' and shows details for FHLB Loan ID 4, entered on 6/30/2021 at 3:38:28 PM. There are 'Save' and 'Delete' buttons; the 'Delete' button is circled in red. Below this are tabs for Borrower Data, Property Data, Note, Underwriting, Loan Sale, and Delivery. The 'Borrower Data' tab is active, showing 'General Data' with fields for PFI Loan Identifier (3333557784), Universal Loan Identifier, and Number of Borrowers (1). The 'Primary Borrower Data' section includes fields for First Name (Jane), Middle Name, Last Name (Smith), Suffix, SSN (XXX-XX-3457), Date of Birth (1/2/1975), Age (47), Gender (Female), Ethnicity (Not Hispanic or Latino), First Time Buyer? (Yes), Residency Status (US Citizen), Self-Employed? (No), and Race (Black or African American).

To Delete multiple loans, go to the Main Menu, select 'Loans' then 'Delete Unallocated Loans'.



This will bring up the Search for unallocated Loans Function where you can search by:

1. Loan Number
2. Note Rate
3. Date Uploaded into LAS
4. Loans with errors

NOTE: The 'Date Uploaded into LAS' field has a timestamp – so to find a loan uploaded on 8/23/2023 10:08 AM, you would filter from 8/23/2023 to 8/24/2023.

To delete **ALL** filtered loans shown on the screen, Click 'Delete Loans' then 'OK' to confirm.

The screenshot shows the 'Search for Unallocated Loans' interface. It includes search filters for 'PFI Loan ID', 'Note Rate', and 'Date Uploaded into LAS' (with 'From' and 'To' sub-fields). There is a 'Search' button and a checkbox for 'Loans with errors'. Below the filters, it says 'Showing 1 to 3 of 3 entries'. A table displays the results with columns for Loan ID, Status, Note Rate(%), Product, and Settlement Balance. At the bottom, there is a 'Delete Loans' button and pagination controls (First, Previous, 1, Next, Last).

Loan ID	Status	Note Rate(%)	Product	Settlement Balance
20220824-2		5	CONV-30YR	\$0.00
20220824-3		5	CONV-30YR	\$0.00
20220824-4	no errors	5	CONV-30YR	\$0.00

5. Compliance Checker

The Compliance Checker function in LAS allows you to check saved loans against an MCC or MDC. Running the Compliance Checker will let you know whether a specific loan meets the criteria of an MDC such as: note rate range, loan amount, and loan term.

It is especially helpful as a troubleshooting tool when you are unable to allocate a loan.

5.1 Navigating Compliance Checker

To access the Compliance Checker, select 'Commitments' from the Main Menu and then select 'MCC Compliance Checker'.

The screenshot displays the FHLBank Advantage MPP interface. The top header includes the FHLBank Indianapolis logo, the Advantage MPP logo, and user information: "Username: Karen Montgomery, Participating Financial Institution" and "Login at: 11/29/2018 3:21:11 PM".

On the left side, there is a "Quick Search" section with input fields for "Loan", "MCC", and "MDC", each with a "Go" button. Below this is a "Main Menu" section with a "Search" dropdown and a "Commitments" dropdown menu. The "Commitments" dropdown is expanded, showing options: "Master Review", "View Pricing", "Create MDC", "MCC Compliance Checker" (highlighted with a red circle), "Loan Allocation", and "Historical Pricing".


The main content area is titled "Master Review For Participating Financial Institution" and contains a table of "Master Commitment Contracts". The table has the following columns: Commit#, Expiration Date, Master Amount, Amount Committed, Amount Funded, Balance, Status, Product Type, and View. Two rows of data are visible:

Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
88888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

Below the table is a section for "Mandatory Delivery Contracts". At the bottom of the page, there is a footer: "LAS Member Portal 2.0.150.0 - © 2016 - Federal Home Loan Bank Indianapolis, All rights reserved".

5.2 Checking Loans Against an MDC

You can use the Compliance Checker to check individual loans or groups of loans against single or multiple MDCs.

Click  next to the MCC number to display all the available MDCs. The unallocated saved loans will be displayed on the lower portion of the screen.



Quick Search

Loan

MCC

MDC

Main Menu

- Search ▾
- Loans ▾
- Commitments ▾
- Reports ▾
- Exit LAS

MCC Compliance Checker

Select either an MCC or expand the MCC to view and select its MDCs

888888

MDC ID	Product	Date of Expiration	Settlement Date	Commitment Amount	Amount Allocated
<input checked="" type="checkbox"/> 72955	CONV-15YR	03/04/2019	03/04/2019	\$1,000,000.00	\$0.00

999999


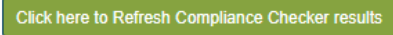
MDC ID	Product	Date of Expiration	Settlement Date	Commitment Amount	Amount Allocated
<input checked="" type="checkbox"/> 72954	CONV-30YR	03/04/2019	03/04/2019	\$200,000.00	\$0.00

Unallocated Loans

PFI Loan ID: Note Rate: Loan Type: Borrower Last Name:

Loan ID	Note Rate %	Loan Type	Term	Last Name	Settlement Balance (\$)
<input checked="" type="checkbox"/> 199999	4.625	Conventional	360	Doe	\$
<input checked="" type="checkbox"/> 99887766	3.750	Conventional	360	Jones	\$

Displaying 1 to 2 of 2 loans

1. After selecting the MCC, click on the box next to the MDCs you want to test the loan(s) against.
2. Checkmark the loans you want to check, then click .
3. When LAS is finished, it will display the message 'Processing Completed. Click below to Refresh Compliance Checker Results'.
4. Press  to display the results.

5.3 Compliance Checker Results

The results of the Compliance Checker will be displayed which will show the Loan Number, the MCC Number and whether the loan passed the rules for the MCC and MDC. Compliance Checker will list all the issues with the loan that would prevent it from being allocated.

In the example below, the Loan Number 99887766 passes the rules for both MCCs, meaning they do not violate any rules or limitations in your contract. However, it only passes the rules for one MDC. Notice that for MDC 72055, this loan will not fit because the rate and term are different than the rates and term for the MDC.

The screenshot shows the 'MCC Compliance Checker Results' page for Loan # 99887766. The page header includes the FHLBank Indianapolis logo, the Advantage MPP logo, and user information: 'Username: Karen Montgomery, Participating Financial Institution' and 'Login at: 12/3/2018 12:54:28 PM'. On the left, there is a 'Quick Search' section with input fields for Loan, MCC, and MDC, each with a 'Go' button. Below that is a 'Main Menu' with links for Search, Loans, Commitments, Reports, and Exit LAS. The main content area displays the results for three MCCs and two MDCs. MCC # 99999 and MCC # 888888 both show 'Passes Rules'. MDC # 72054 shows 'Passes Rules', while MDC # 72055 shows 'Note Rate Not in Pricing Spread' and 'Loan Term Outside Product GuideLines'. A footer note states: 'The items listed above are preventing delivery of this MDC.'

What do the compliance checker errors mean?

Compliance Checker checks the loan against the MCC limitations, program restrictions, and the MDC characteristics. Below are the common errors the compliance checker will display.

- **Second Home Cash Out FICO < 720:** The loan is a second home, cash out, but the FICO is below the required 720 score.
- **Limit 90%+ LTV to 5% of Pool:** The loan has an LTV of 90%+ and you have already reached the limit allowed by your MCC. In this instance, it is 5% of what you sell to Advantage MPP.
- **Borrower 2 FICO < 680:** The coborrower on the loan has a credit score below the required 680 score.
- **CLTV max 90% for loans with 2nd liens:** There is a second lien indicated in LAS and the CLTV of the loan is greater than 90% allowed per the Advantage MPP Guide.
- **Condo 15% > 60 LTV:** The loan entered is a Condo with an LTV greater than 60% and you have already reached the limit allowed by your MCC. In this instance it is 15% of what you sell to Advantage MPP.
- **Min FICO 1 720 COR 75%+ LTV:** The loan entered is a Cash Out Refinance with an LTV greater than 75% and the borrower credit score is below the minimum required score of 720 for this type of loan per the Advantage MPP Guide.
- **Min FICO 2 720 COR 75%+ LTV:** Same as above, but it refers to the coborrower score.
- **25-30 Year Term Max Pool 85%:** The loan entered has a term of 30 years and you have reached the limit allowed by your MCC. In this instance, it is 85% of what you sell to Advantage MPP.
- **2-4 Family Limit 5%:** The loan entered is a 2,3 or 4 family unit you have reached the limit allowed by your MCC. In this instance, it is 5% of what you sell to Advantage MPP.
- **No Guam, Mariana Island, Puerto Rico, or Virgin Island Loans:** The loan entered is from one of these areas which is not eligible for sale per the Advantage MPP Guide.
- **COR Max pool 50% w LTV > 60:** The loan entered is a Cash Out Refinance with an LTV greater than 60% and you have reached the limit allowed by your MCC. In this instance, it is 50% of what you sell to Advantage MPP.
- **Second Home Max pool 30 over 60 LTV:** The loan entered is a Second Home with an LTV greater than 60% and you have reached the limit allowed by your MCC. In this instance, it is 30% of what you sell to Advantage MPP.
- **75-80 LTV COR Max Pool %:** The loan entered is a Cash Out Refinance with an LTV between 75%-80% and you have reached the limit allowed by your MCC.
- **LifeEstate Type is not Allowed:** The Life Estate Type entered is not allowed. The Life Estate Type field is found on the Property Tab. For more information on this subject, refer to the Advantage MPP Guide: [MPP Guide and Other Resources \(fhlbi.com\)](#)
- **Loan Originator Type is Not Allowed:** The Loan Originator Type entered is not allowed. The Loan Originator Type field is found on the Note Tab.

- **Second lien over 75 CLTV max pool 30%:** The loan entered has a second lien which puts the CLTV over 75% and you have reached the limit allowed by your MCC. In this instance, it is 30% of what you sell to Advantage MPP.
- **DTI Max:** The loan entered has a Debt-to-Income ratio higher than allowed by the contract.
- **Note Rate Not in Pricing Spread:** The interest rate of the loan is not a rate that is in the MDC. Contact MPP for assistance.
- **Loan Term Outside of Product Guidelines:** The term of the loan is greater than the term of the MDC. For instance, the loan is a 30yr term and the MDC is a 15yr term.
- **Age of Loan > 180 days:** The note date is more than 180 days from the MDC settlement date. Contact MPP for assistance.

6. Master Review Screen

6.1 View MCC Information

The first screen displayed when you log into LAS is called 'The Master Review Screen'. This screen displays a summary of your MCCs – the contract number, when it expires, how much it is for, how much has been committed, along with how much has been funded.

With a few simple clicks, you can display additional information such as which MDCs are contained in this MCC, their status, and what loans have been allocated to those MDCs.

Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
888888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

To view more detailed information on your Master Commitment Contract (MCC), click the 'Details' link on the right-side to go to the 'MCC Information' page.

6.2 View MDC Information

To display the MDCs contained within an MCC, click on the 'Commit#' (MCC ID) located under the 'Master Commitment Contracts' ribbon.

The screenshot displays the FHLBank Indianapolis Advantage MPP interface. At the top, the user is identified as Karen Montgomery, a Participating Financial Institution, with a login time of 12/4/2018 12:49:44 PM. The main content area is titled 'Master Review For Participating Financial Institution' and contains two primary sections: 'Master Commitment Contracts' and 'Mandatory Delivery Contracts'.

Master Commitment Contracts Table:

Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
888888	12/03/2019	\$10,000,000.00	\$1,000,000.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	12/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

Mandatory Delivery Contracts Table:

MDC ID#	Product Type	Commitment Date	Settlement Date	Amount Committed	Amount Allocated	Balance	Note Rate	Price	Status	View
72054	CONV-30YR	12/03/2018	03/04/2019	\$200,000.00	\$200,000.00	\$0.00	5.500	103.50000	Delivered	View

The '99999' MDC ID in the Master Commitment Contracts table and the 'View' link in the Mandatory Delivery Contracts table are circled in red in the original image.

The MDCs associated with the selected MCC will display under the 'Mandatory Delivery Contracts' ribbon. The MDC ID, Term, date it was taken out, the settlement date, the amount of the MDC, the amount of any loans already allocated to the MDC, along with the base rate, price, and status of the MDC are displayed.

To view more detailed information on your MDC, click the 'View' link on the right-side. This will take you to the 'MDC Information' page.

6.3 View Loan Information

To view allocated loans for a selected MDC, click on the desired 'MDC ID#' under the 'Mandatory Delivery Contracts' ribbon. LAS will display a list of the loans allocated to the MDC.

The screenshot shows the 'Master Review For Participating Financial Institution' page. On the left is a 'Quick Search' and 'Main Menu' sidebar. The main content area has three sections: 'Master Commitment Contracts', 'Mandatory Delivery Contracts', and 'Allocated Loans'. The 'Mandatory Delivery Contracts' table has the MDC ID '72054' circled in red.

Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
88888	12/03/2019	\$10,000,000.00	\$1,000,000.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	12/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

MDC ID#	Product Type	Commitment Date	Settlement Date	Amount Committed	Amount Allocated	Balance	Note Rate	Price	Status	View
72054	CONV-30YR	12/03/2018	03/04/2019	\$200,000.00	\$200,000.00	\$0.00	5.500	103.50000	Delivered	View

Loan #	Property Address	City	State	Borrower Name	Current Loan Amount	Note Rate	Loan Type	Term (mths)	View
99687766	967 Main Street	Indianapolis	IN	Jones	\$200,000.00	5.750	CONV-30YR	360	View

To view more detailed information on a loan, click the 'View' link on the right-side. This will take you to the 'Loan Maintenance' page where you can view the loan information and make changes if needed.

The screenshot shows the 'Master Review For Participating Financial Institution' page. The 'Mandatory Delivery Contracts' table has the MDC ID '72054' circled in red. The 'Allocated Loans' table has the 'View' link circled in red.

MDC ID#	Product Type	Commitment Date	Settlement Date	Amount Committed	Amount Allocated	Balance	Note Rate	Price	Status	View
72054	CONV-30YR	12/03/2018	03/04/2019	\$200,000.00	\$200,000.00	\$0.00	5.500	103.50000	Delivered	View

Loan #	Property Address	City	State	Borrower Name	Current Loan Amount	Note Rate	Loan Type	Term (mths)	View
99687766	967 Main Street	Indianapolis	IN	Jones	\$200,000.00	5.750	CONV-30YR	360	View

NOTE: Loans allocated to Delivered MDCs cannot be edited. Contact Advantage MPP for assistance should you need to edit a loan that has already been delivered.

7. Search Function

The **‘Quick Search’** (top left) is the easiest way to search for a specific loan, MCC, or MDC. Simply enter the PFI Loan ID, MCC ID, or by MDC ID that you would like to view and click **Go**.

Quick Search

Loan

Go

MCC

Go

MDC

Go

The Main Menu Search allows for a more detailed search using additional filter fields. Under Main Menu, click on **‘Search’**, then **‘MCCs’**, **‘MDCs’**, or **‘Loans’**.

Main Menu

Search ▾

- MCCs
- MDCs
- Loans

Search For MDC allows you to perform a variety of searches including searching by MDC ID, Trader Name, Settlement Date, Expiration Date, and Product Type. For example, you can view MDCs with a settlement Date between 12/01/2020 and 02/28/2021 which were taken out by a specific individual.

Search For a Loan allows you to perform a variety of different searches, which can be as broad or narrow as you choose. You can also use these search items together to fine tune a search. You could also search for loans for a specific borrower or was funded during a specific time frame.

FHLBank INDIANAPOLIS | Advantage MPP

Username: Demo User, Participating FI
Login at: 8/28

Quick Search

Loan

Go

MCC

Go

MDC

Go

Main Menu

Search ▾

- MCCs
- MDCs
- Loans

Search for LOAN

PFI Loan ID: 20220810 FHLB MCC ID:

MDC ID:

Product Type:

Note Rate: To

Borrower First Name:

Borrower Last Name:

Date Uploaded into LAS: To

FHLB Loan ID:

Loans with errors
 Unallocated Loans
 Allocated Loans
 Funded Loans
 Locked Loans

Search

Show 50 entries

Loan ID	PFI Name	MDC ID	MDC Status	Last Name	First Name	Note Rate(%)	Product	Settlement Balance
20220810		5	Delivered	Speedwagon	Mario	3.875	CONV-30YR	\$300,000.00

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click Loan ID to view Loan Data

NOTE: The **‘Date Uploaded into LAS’** field contains a timestamp – so to find a loan uploaded on 8/23/2023 10:08 AM, you would filter from 8/23/2023 to 8/24/2023.

8. View Pricing

Pricing is available Monday through Friday from 9:30 – 4:30 EST, excluding Bond Market Holidays. LAS Users can view pricing in LAS without taking out a commitment.

To view pricing, select 'Commitments' then 'View Pricing' from the Main Menu.

The screenshot shows the FHLBank Indianapolis Advantage MPP interface. The user is logged in as Karen Montgomery. The main content area displays a table of Master Commitment Contracts. The 'View Pricing' option in the Main Menu is circled in red.

Commit#	Expiration Date	Master Amount	Amount Committed	Amount Funded	Balance	Status	Product Type	View
88888	11/19/2019	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	Active	Conventional	Details
99999	11/03/2019	\$2,000,000.00	\$200,000.00	\$0.00	\$2,000,000.00	Active	Conventional	Details

You will be directed to the 'View Pricing' screen. To view current pricing:

1. Select the MCC Commitment Number from the pull-down menu.
2. Select the Product Type.
3. Click on 'Get Prices'.

The current pricing will display. Pricing is live and refreshes every two minutes. In addition to viewing the pricing, you can also print or download the information to a .csv file.

The screenshot shows the FHLBank Indianapolis Advantage MPP interface. The user is logged in as Karen Montgomery. The main content area displays the 'View Pricing for Participating Financial Institution' screen. The 'Get Prices' button is highlighted.

9. LAS Reports

The reporting function in LAS was designed to provide helpful information in a report format that is easy to print. You will find that much of the information available through the reporting function can also be obtained through various screens in the Master Review. However, the reporting functionality allows for ease of both access and printing.

9.1 MCC Aging Report

To run the MCC aging report, click on 'Reports' then 'MCC Aging Report'. This will display all the information regarding your MCCs. You can include all, active, inactive, or closed MCCs.

MCC AGING REPORT										
PFI Name	MCC Status	Close Date	Expiration Date	MCC ID	Creation Date	Master Amount	MDCs Funded	Unfunded Amount	Committed Not Funded	Remaining Amount
Participating Financial Institution	Active	11/3/2019	11/3/2019	99999	11/3/2018	\$2,000,000.00	\$0.00	\$2,000,000.00	\$200,000.00	\$1,800,000.00
	Active	11/19/2019	11/19/2019	888888	11/19/2018	\$10,000,000.00	\$0.00	\$10,000,000.00	\$2,000,000.00	\$8,000,000.00
						\$12,000,000.00	\$0.00	\$12,000,000.00	\$2,200,000.00	\$9,800,000.00
Total						\$12,000,000	\$0	\$12,000,000	\$2,200,000	\$9,800,000

9.2 MDC Aging Report

To run the MDC Aging report, click on 'Reports' then 'MDC Aging Report'. This report summarizes the status, expiration information, and remaining balances of all active MDCs on a particular business date.

MDC AGING REPORT											
PFI Name	MCC ID	MDC ID	MDC Expire	MDC Settlement	Status	MDC Amount	Amount Delivered	Remaining Balance	Product	Base Price	Base Rate
Participating Financial Institution	888888	71981	11/28/2018	11/28/2018	Active	\$1,000,000.00	\$0.00	\$1,000,000.00	CONV-15YR	101.58226	4.625
		71982	2/20/2019	2/20/2019	Active	\$1,000,000.00	\$0.00	\$1,000,000.00	CONV-20YR	101.79841	4.875
		99999	71962	11/26/2018	11/26/2018	Active	\$200,000.00	\$0.00	\$200,000.00	CONV-30YR	103.50000
		Sub Total				\$2,200,000.00	\$0.00	\$2,200,000.00			
Total						\$2,200,000	\$0	\$2,200,000			

9.3 Other Reports

Various other reports can be displayed by clicking on 'Reports' then 'Other Reports'.

- **Loan Upload Summary Reports** displays the ULDD upload reports. These are the reports that were generated each time a loan upload was attempted.
- **PFI Daily Activity Report** displays all the LAS activity for the day – who took out an MDC, which MDCs were delivered, etc.
- **Historical Pricing** displays the pricing for a particular day.

10. Common Questions/Scenarios

I saved my loan without errors. Why is it displayed in red instead of green when I try to allocate?

There are various levels of checks in LAS. When you save a loan, LAS performs basic checks to ensure the math is correct based on the dates and amounts entered, and that all the mandatory fields necessary for saving are filled. When you go to allocate, LAS runs another level of checks to make sure the loan complies with some basic business rules. It is possible that a loan which was saved without error may have business rule violations - such as the DTI being too high for Advantage MPP, or a field required for allocation has been left blank. You can run the compliance checker to find out the exact reason the loan is in red.

What should I do if I cannot fill an MDC?

Contact an MPP team member to discuss your options. They may be able to extend the MDC settlement date or adjust the MDC rate band/amounts to accommodate replacement loan(s). If replacement loan(s) cannot be found, the MDC will need to be paired-off.

I have delivered the MDC. What do I do now?

Print out the Schedule of Mortgages from the MDC info screen and use it as a cover letter to send your collateral package to your document custodian. Refer to the 'MDC Certification' section for more information.

How do I request LAS access for a new employee?

Refer to Section 2.2 of this document has step by step instructions for requesting access.

I have allocated my loan, but I do not see the deliver button.

Each MDC has a \$10,000 variance up/down. If the loan is outside the variance amount, LAS will not allow you to deliver until the MDC is adjusted to accommodate the loan. Please contact an MPP team member for assistance.

Can I allocate more than one loan to an MDC?

Yes, as long as the loans are within the rate band for the MDC. Some sellers prefer to have one loan per MDC, other prefer to put multiple loans in one MDC. It is all up to how you want to manage your pipeline.

Can I allocate one large loan to two smaller MDCs in order to fill them since a loan fell out?

No. MDCs can contain multiple loans, but each loan can only be allocated to one MDC.

The MDC funded today. Where can I find the report that tells me how much was paid?

The report you need is called 'The Funding Schedule'. Type the MDC number in the Quick Search box and click 'Go'. This will take you to the MDC Information Screen. Click the green 'Run/Download Funding Schedule' towards the bottom of the page.