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**From:** Toni Pierce  
**Sent:** Tuesday, May 10, 2022 12:09 PM  
**To:** Sales; Mortgage Support Center  
**Cc:** Dave Weber; Josh Heinrich; Justin Yahnig; Rebecca Moorehead; Robert Anderson; Toni Pierce; Wayne Pierce  
**Subject:** Mortgage Support Updates - 5.10.22

On this day in history in 1969 the Apollo 10 sent the very first color pictures of Earth back to NASA. Today's NASA is getting pictures of Saturn's Moon, Titan and solar caps from Mars just to name a few of the many images they are studying....I would say we have come a long way!

On to the updates!

#### **Loan Numbers**

Loan numbers MUST be changed to the final loan number prior to locking the loan. Changes in the loan numbers after locking will create problems with our hedge and our loans in Surefire. Please pay attention to this detail! Change your loan numbers first...then lock!

#### **Surefire Reports**

A few key points when managing your pipelines!

1. When you start a new loan in Mortgagebot, the old loan and the new loan will be in Surefire. You can remove the old loan!
2. Keep your Mortgagebot pipeline cleaned up! If you have old files that are approvable but not moving, please archive them.
3. Make sure to mark your purchase loans as Pre-Approved and change the loan numbers to PR. This keeps the file from having an application date and showing up on the Surefire report

#### **Today's Training**

Understanding the Prequal – today at 2PM CST! If you need an invite...email Mtg Support!

Let me know if you have any questions!!!

**Please allow 24 hours for a full response from Mtg Support!**

***Toni Pierce***

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