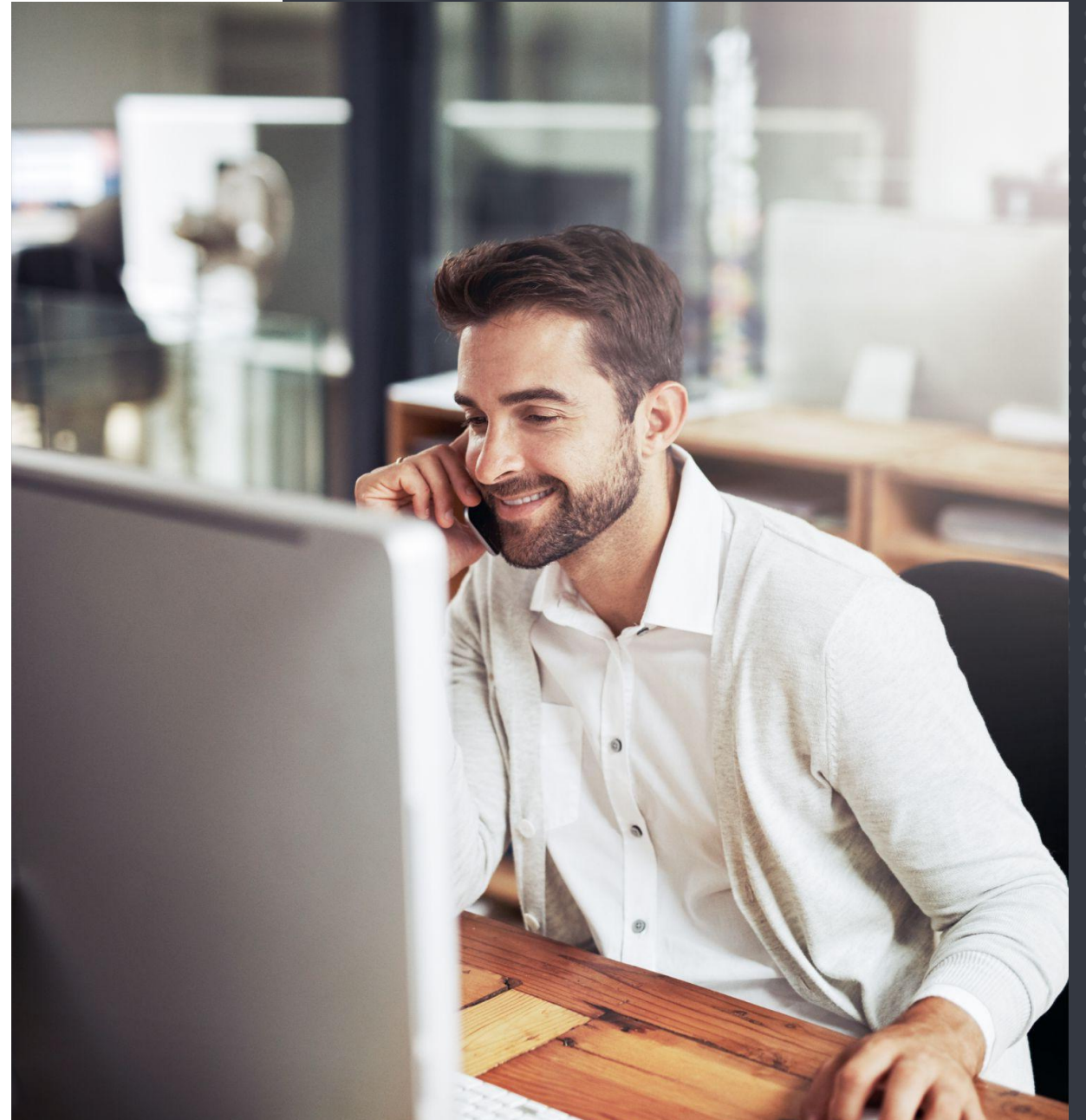


Submitting a Scenario in Octane

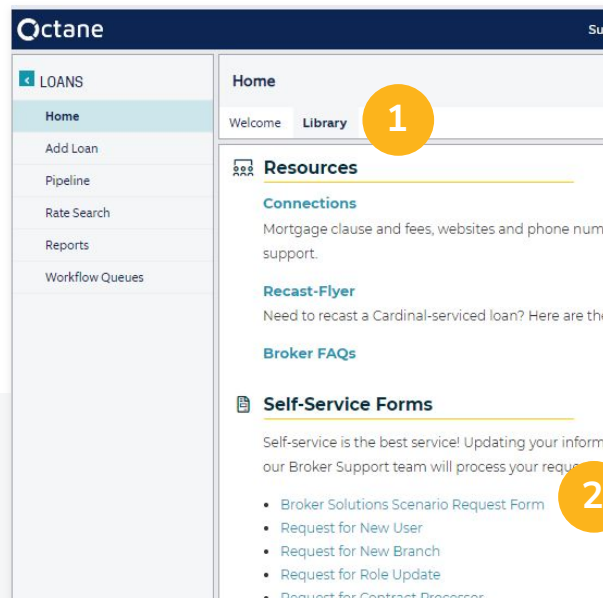
Your step-by-step guide



Submitting a Scenario

1. Click on **Library**.
2. In the dropdown, click on **Broker Solutions Scenario Request Form**.
3. **Complete the form fields** with the appropriate information. Highlighted areas are required to submit.

Note: Be as thorough as possible when submitting into the *Scenario Request Form*. Attach any documents that you think will help clarify before hitting **Submit**.



The screenshot shows the 'Broker Solutions Scenario Request Form' with a yellow circle and the number '3' indicating the form fields. The form is divided into several sections:

- Request Form:** A text area for a message to the support team.
- Requester name*:** Fields for 'Requester First & Last Name', 'Requester Company', and 'Requester Email'.
- Account Executive*:** Fields for 'Acct Exec First Name' and 'Acct Exec Last Name'.
- Borrower Name (if applicable):** Fields for 'Borrower First Name', 'Borrower Last Name', and 'Borrower Email'.
- Loan Program:** A field for the loan program name.
- Property Type*:** A dropdown for 'Property Type', a dropdown for 'Choose Transaction Type*', a dropdown for 'Choose Occupancy Type*', and text fields for 'FICO', 'Monthly Income', 'Choose Income Type', 'Reserve/Assets*', 'DTI*', and 'LTV*'. Below these is a text area for 'Scenario Ask - Explain the Request*'. A yellow circle with the number '3' is placed over the 'Request Form' and 'Requester name*' fields.
- Upload Attachment(s):** A section with a 'Drag & Drop' area and a 'Submit' button.

Submitting a Scenario

(cont'd)

Once you submit the **Scenario Request Form**,
you'll get an immediate confirmation email.

We aim to respond to scenarios within 2-3 hours.

If you need specific details regarding a scenario, you can always submit a TBD file.

Submitting a Scenario

(cont'd)

Questions?

Our Scenario Desk is a great resource that is available to help you with:

General guideline questions

Generic scenario questions

Active loans with scenario questions

Thank you!

Questions? Get in touch anytime.



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