APPLICATION GENERATION INSTRUCTIONS

GENWORTH FINANCIAL HOME EQUITY ACCESS, INC.

10951 White Rock Road
Suite 200
Rancho Cordova, CA 95670

phone 866 871.1353
fax 866 375.6139
genworth.com/reversepartner

FHA Sponsor ID: 2110900005

Refer to the "How to Guide - Using the Reverse Mortgage Software" for additional detail on this process as needed. Also, reference our Daily Price Sheet , available on the private side of our website www.genworth.com/reversepartner, to confirm available margin, index and service fee and any program specific Broker Premium (YSP) being paid.

The "pencil" icon, where shown indicates edit option.

PLEASE NOTE:
Broker pricing is not locked until hard copy of file is received by Genworth, meeting minimum requirements and a lock option **(if an ARM)** is selected on the submission checklist.

STEP 1: LOG IN SCREEN
1. Visit www.genworth.com/reversepartner
2. Log in

STEP 2: PIPELINE VIEW
1. Select "New Quote"

STEP 3: INITIAL INFORMATION SCREEN
1. Input all starred (*) items
2. Select desired products to compare
3. Select "Build Quote"

STEP 4: LOAN COMPARISON SCREEN
1. On the Loan Comparison screen, confirm the margin, monthly service fee, and origination fee are correct for each scenario (click pencil icon at top of any column you want to edit)
2. Confirm/modify the payment plan for each scenario; click "Update Comparison" button to save your changes
3. Confirm selection of the desired loan scenario
4. Select "Save"
   Note: Effective with Quotes & Applications generated 9/30/2009 or later, the new PLFs will be used in all calculations. Refer to Step 7 for additional information on accessing old PLFs as needed

STEP 5: LOAN INFORMATION SCREEN
Note: Loan will not show in your pipeline until this step is completed.
1. Input all starred (*) items
2. Select "Save"

STEP 6: LOAN SUMMARY SCREEN
1. Select the "Calculations" tab
2. Select the "GFE/HUD" sub-tab
3. Scroll through GFE/HUD fees to verify they are correct, modify as necessary.
   Note: Effective January 1, 2010, new RESPA requirements are in place, requiring all fees be accurately disclosed on the initial GFE. Please ensure all fees are accurate.
4. Once correct, select the "Update Calculations" button at top or bottom of the screen
5. Select "Save"

STEP 7: LOAN COMPARISON SCREEN
1. Select the "1009" tab
2. Use sub-tab menu to navigate through 1009 elements to verify info and enter all known 1009 data
3. If you need to use old PLF tables (because FHA Case Assignment occurred 9/30/09 or prior) select the "Additional Information" sub tab and insert the "FHA Case No Date" If date is 9/30/09 or prior, calculations will update to use old PLF tables
4. Select "Save"

STEP 8: 1009 SCREEN
1. Select "Documents"
2. Select "Generate Application Package"
3. To update/view the status of your package, select "Refresh"

STEP 9: DOCUMENTS SCREEN
1. When the package is ready, the pending request icon will be replaced by a PDF icon (click the refresh link at top of screen). Click on the PDF icon to view your package
   Note: The package will also be saved in the document repository on the Documents screen

STEP 10: APPLICATION REVIEW
1. Review and print your document package