

## Online Lock Procedures Summit Bank Partners

1. Go to [www.summitbankportal.com](http://www.summitbankportal.com)
2. Click on the LoanLibrary/Pricing Link.
3. On the LoanLibrary page click the Electronic Loan Finder (ELF) and Current Prices Link.
4. When the login page appears type in your Bank Partner user id and password.
5. Click on the Product Search Link.
6. Fill in all information including Borrower Name etc. on the Product Scenario Screen and click the submit button to obtain current pricing. If you are doing a Product Search only, borrower information is not required.
7. Click on the Product that you would like to select and a pricing table appears.
8. Click on the rate and lock period you desire and you will be directed to the lock form.
9. Fill in all requested information on the lock form and click Request Lock.
10. You will see a confirmation that your lock was submitted.
11. Once your lock is accepted by Summit Secondary Department, you will receive a lock confirmation by email.
12. Print your lock confirmation.
13. Your new loan will remain in your Pipeline which you can view after logging into the Electronic Loan Finder and Pricing area on [summitbankportal.com](http://summitbankportal.com).