

Capital Access Advantage DPA Tips for WHEDA-Connect

How to Register or Rate Lock a WHEDA Capital Access Advantage DPA loan in WHEDA-Connect:

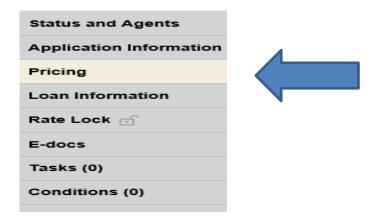
1. It is required to register the first mortgage, prior to registering and locking the WHEDA Capital Access Advantage loan.

Registering your loan in WHEDA Connect Job Aid

If registered, go <u>here</u>.

If the first mortgage is "locked", please contact lockdesk@wheda.com to add the WHEDA Capital Access Advantage

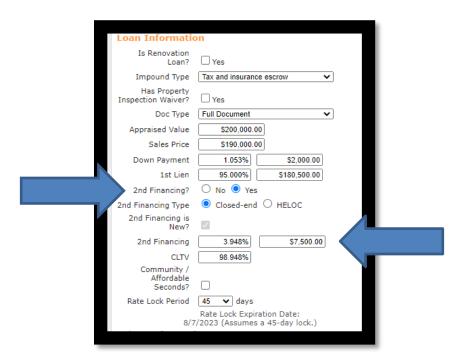
2. Once completed, go into "Pricing" tab



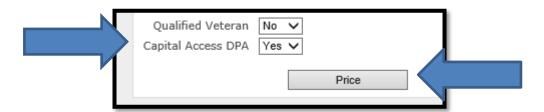
If registered

3. Go to "Property Information" tab and identify there is a second mortgage under Loan Information: by checking "yes" for "Secondary Financing?

- 4. Enter the loan amount for the 2nd mortgage loan amount.
 - NOTE: The Loan Amount MUST be \$7,500.



5. Change the "Capital Access DPA" drop box to "Yes" before you click on the Price button



- 6. Click on Price
- 7. When pricing comes up it will say "Go To 2^{nd} Lien" before each available first mortgage



8. When you click on "go to 2nd Lien" next to your chose 1st mortgage rate, the Capital Access will open as the Eligible DPA Loan Program.