LoanBeam Broker Portal

V1.

March 20, 2026

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Contents

Change History

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Overview

[Type Document Overview]

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Broker Portal

Overview of Flows

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Broker Self-Registration	Broker User
Admin Approval of Registration	Portal Admin
Broker Login & Create Order	Broker User
Checkout & Payment	Broker User
View Completed Orders / Resubmit	Broker User
Payment Success / Submission Failure	System (automatic) + Broker User

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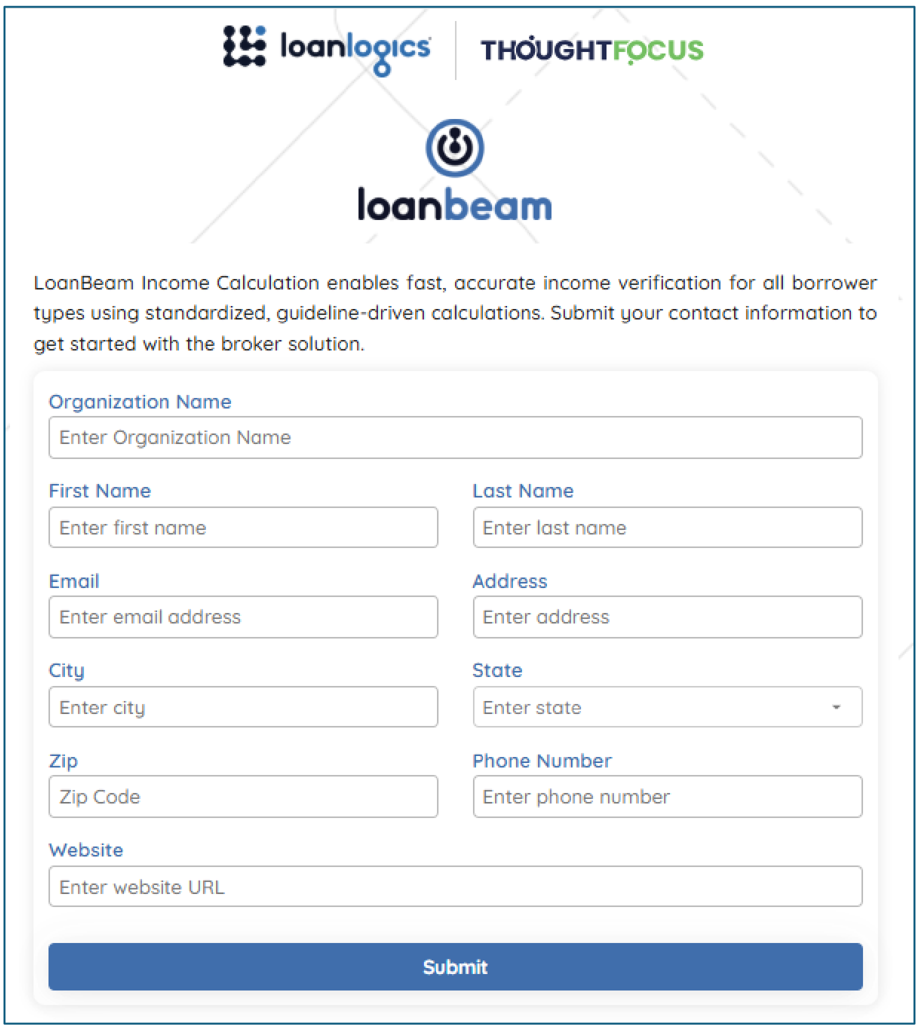
Section 1: Broker Self-Registration

Use this self-registration URL to request access to Broker Portal -

https://app-tfcrasaas-uat-adminui.azurewebsites.net/#/selfregistration

- Open the self-registration URL. *No login is needed — the page opens immediately.*
- Fill in all required details on the registration form.
- Click Submit.
- Read the Privacy Policy that appears on screen and click Agree.
- Confirm the on-screen success message: “Successfully Submitted.”



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Section 2: Broker User Login

After registration is approved, the broker receives a welcome email with a link to set up their credentials.

2a – First-Time Login Setup

1. Open the welcome email received after admin approval.
2. Click the link (or button) in the email to activate the account. A verification code will be sent via email. Enter the code to be directed to the login page.
3. Create your User ID and Password.
4. Click Login to access the portal.

2b – Subsequent Logins

Login URL to Broker Portal:

https://app-tfcrasaas-uat-adminui.azurewebsites.net/#/auth/brokerlogin

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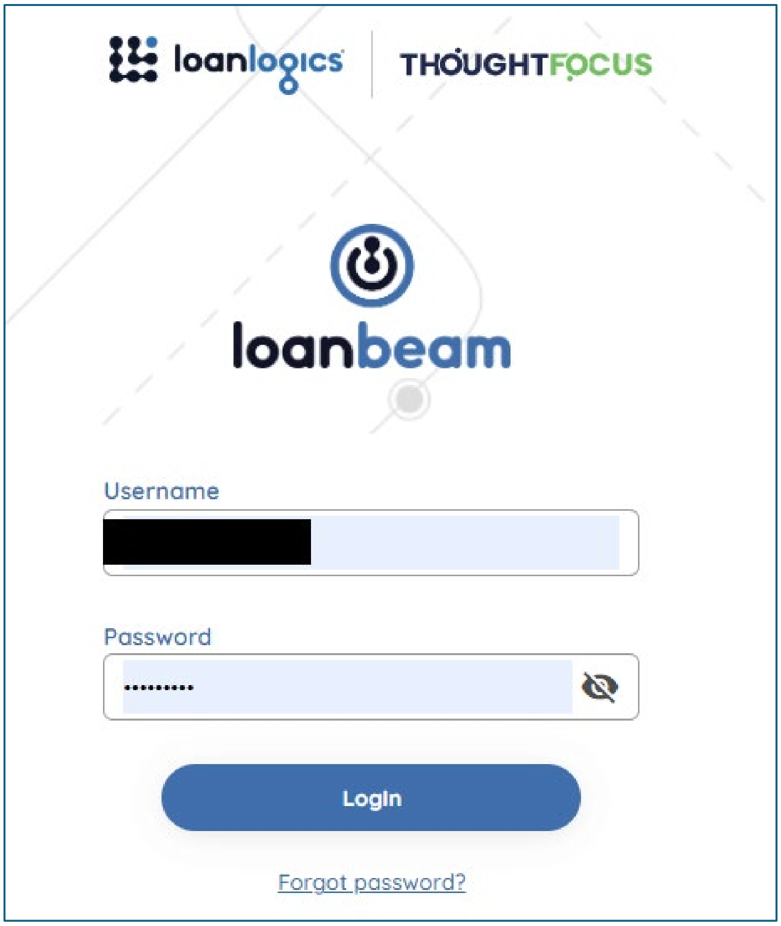

Section 3: Creating an Order

3a – Creating a Single Order

- From the left navigation panel, click Create Order.
- Enter all required borrower information.
- Select the Calculation Method.
- Upload the required documents from your computer.
- Click Save Order. A confirmation dialog will appear, advising ‘Borrower details, calculation method, and uploaded files cannot be edited after saving.’.
- Click Proceed. The order appears in the Order Details list.

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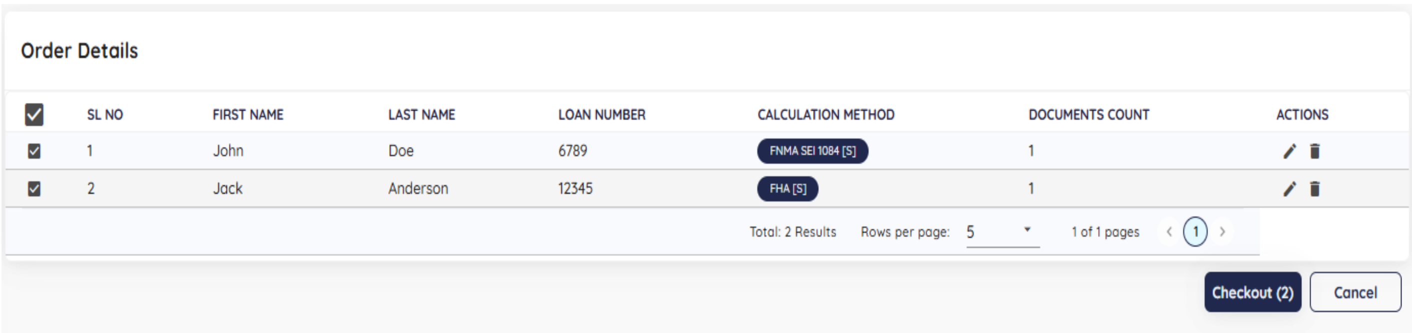

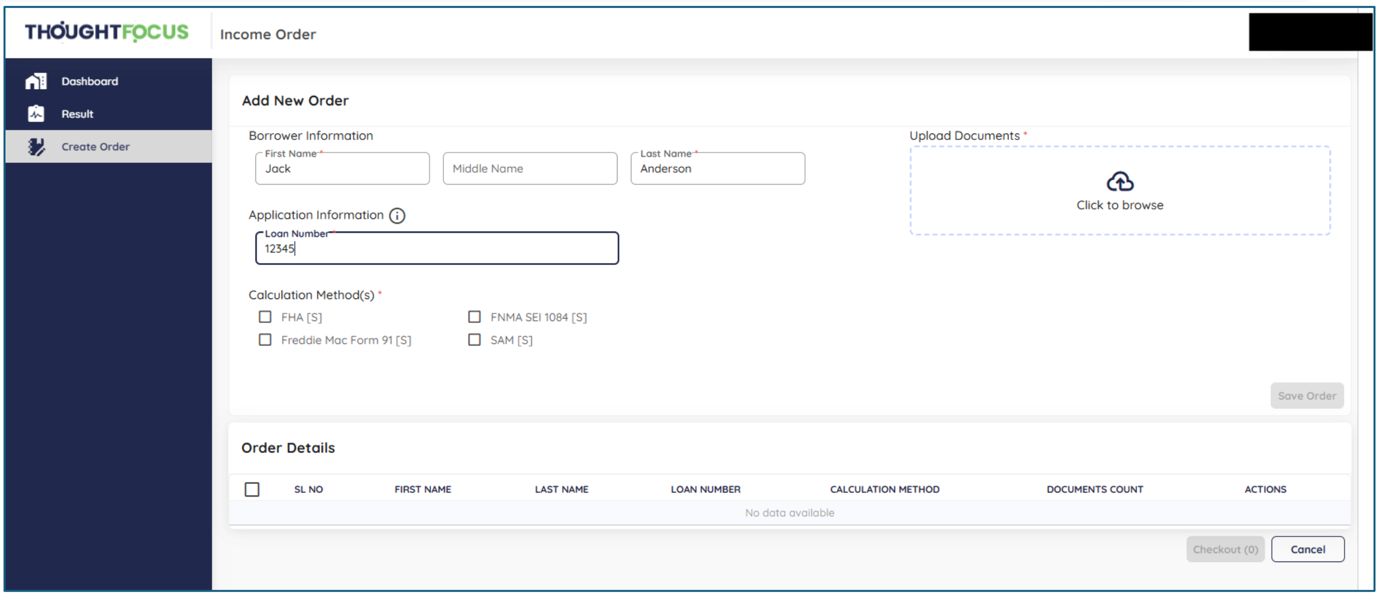

3b – Adding Documents After Saving (before checkout)

- From the Order Details list, Click the pencil icon to Edit the saved order.
- The borrower's information is locked but documents can still be added.
- Click Browse and select the additional file(s).
- Click Save to confirm.

Note: Previously uploaded documents can be viewed and deleted until the order is saved for the first time. After first save, you can only add new documents.

3c – Creating Multiple Orders (Multi-Order)

- Repeat steps in Section 3b for each borrower to create additional orders.
- All orders appear in the order list. By default, none are pre-selected.
- To place orders, check the box(es) next to the order(s) you want to submit.
- Select all: click the Select All checkbox at the top.
- Select one: check only the desired order.
- Unselected orders remain as drafts and can be submitted later.
- Click Checkout to proceed.

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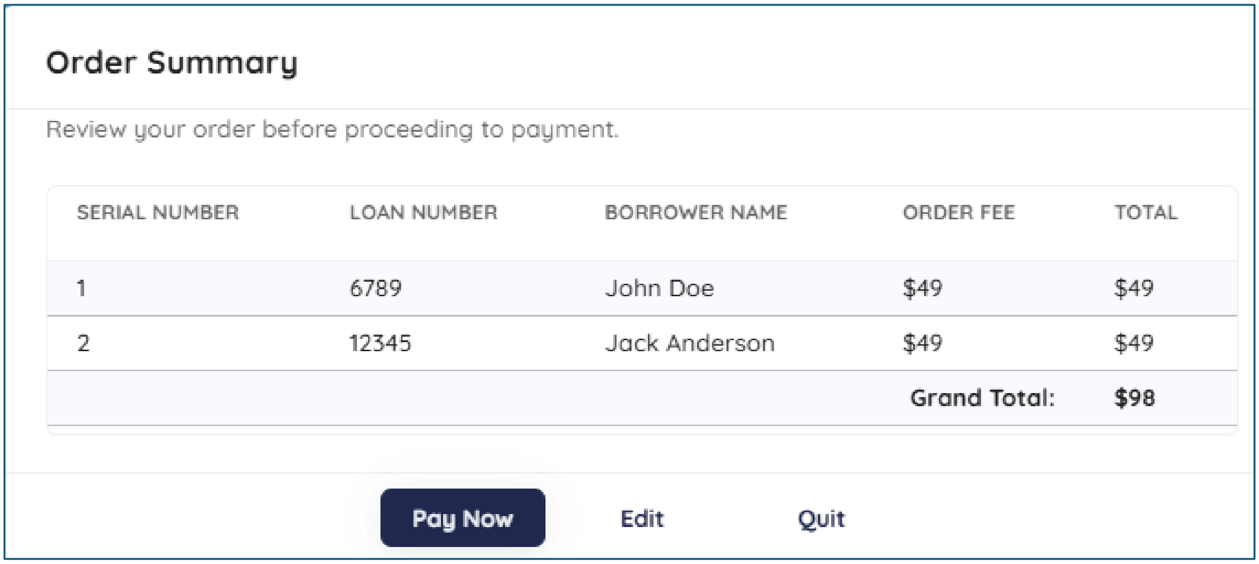
Section 4: Checkout & Payment

- Review the Order Summary page (shows order fields, totals, and details).



Order Summary

Review your order before proceeding to payment.

SERIAL NUMBER	LOAN NUMBER	BORROWER NAME	ORDER FEE	TOTAL
1	6789	John Doe	$49	$49
2	12345	Jack Anderson	$49	$49
			Grand Total:	**$98**

Pay Now Edit Quit

- Click Edit to go back and modify selections.
- Click Quit to exit without placing the order.
- Click Pay Now.
- Click Process to confirm and submit the order and proceed to payment.
- Enter your card (credit/debit) details and billing address.

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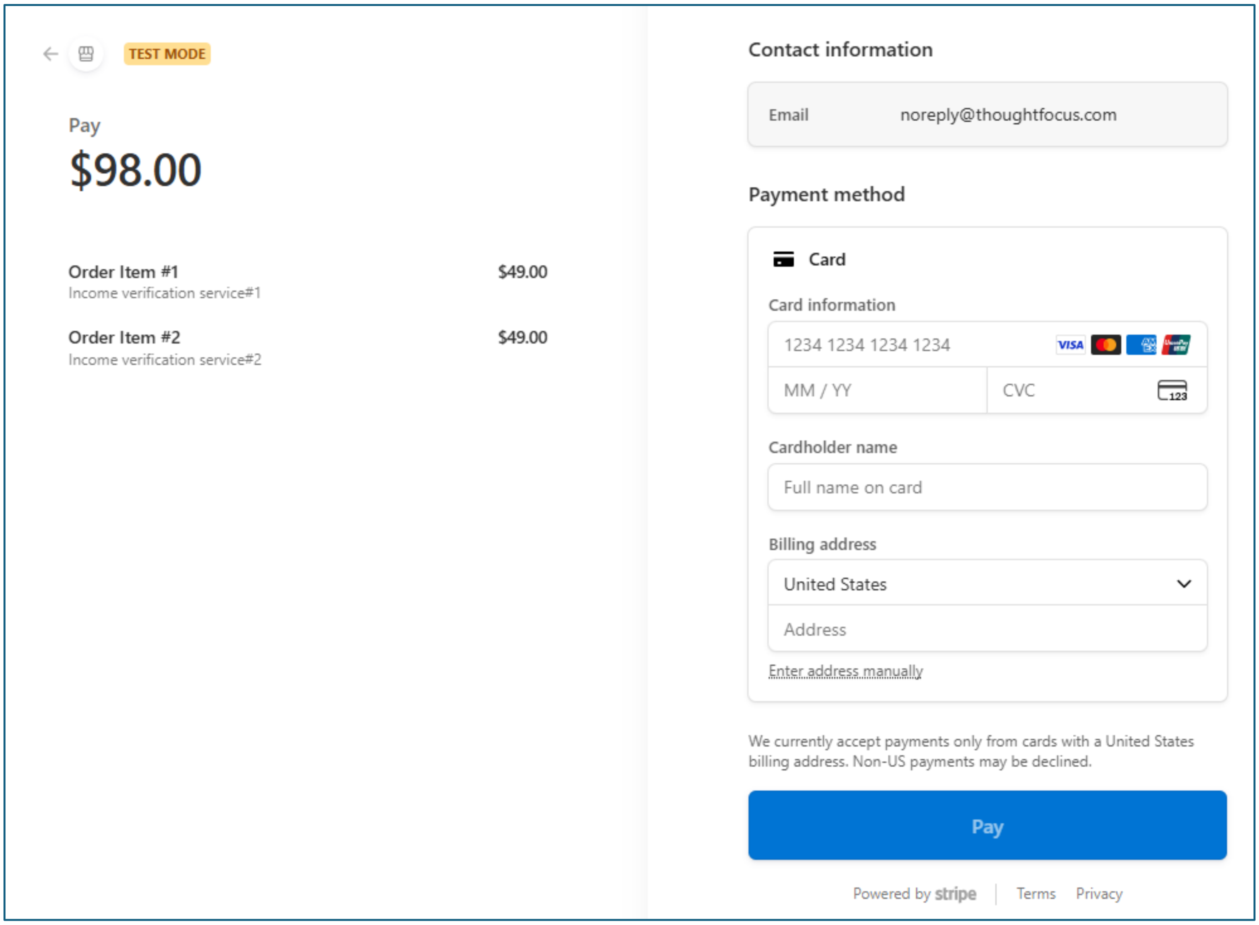
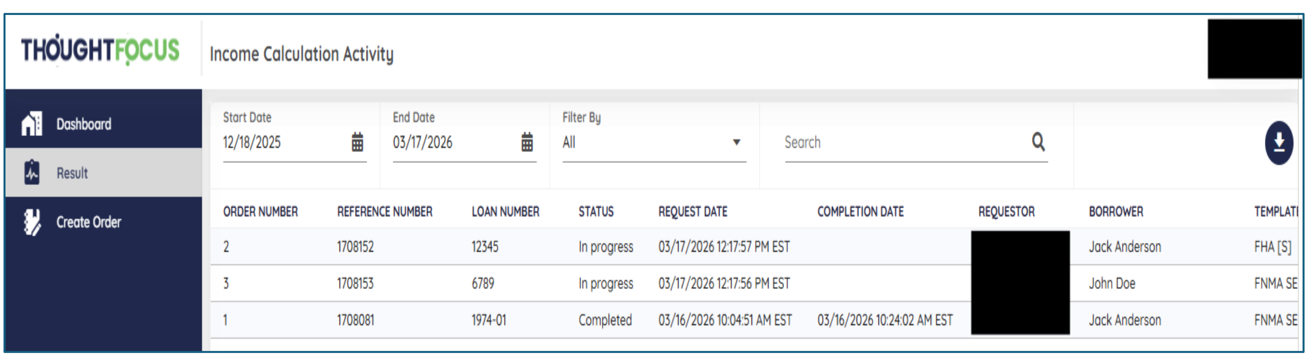


- The system can auto-fetch the billing address; you may also enter it manually.
- Click Pay.
- The system will display an on-screen message: “Payment Successful.”
- An email from no-reply@tfqualify.com will be sent with the subject ‘Income calculation service - Order successfully processed – Loan#’
- You are automatically redirected to the Activity page. Where you can see your order and view the current Status.



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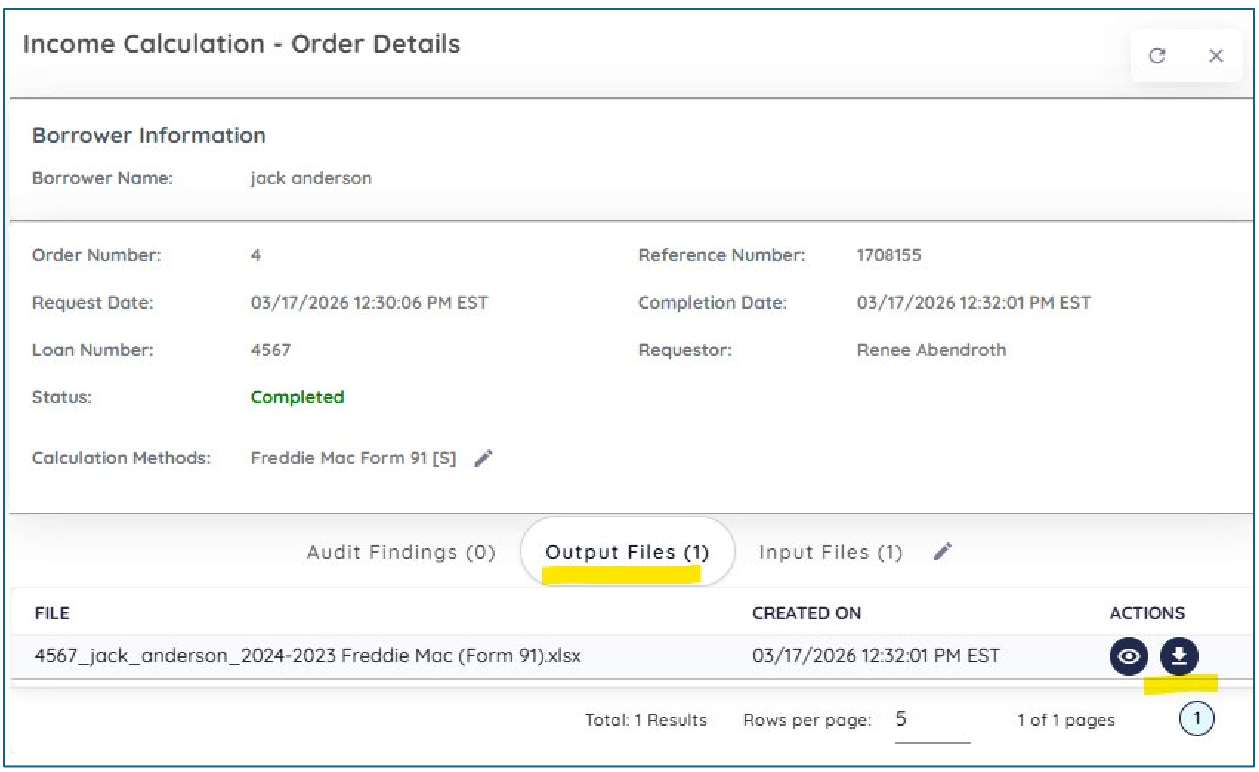
Section 5: Viewing Completed Orders & Resubmitting

Completed orders appear on the Income Calculation Activity page. Click on your completed order to see the order details. There are two outcomes:

Scenario A – Completed (No Findings)

- Navigate to Result / Income Calculation Activity and locate the completed order.
- Click on the order to open it.
- Review the 3 Tabs. In the screen cap below -
    - Audit Findings – 0 indicates no Findings
    - Output Files – 1 indicates one LB workbook is available for download
    - Input Files - 1 indicates the number of documents you uploaded
- Since the order completed with no finding click the download action button to retrieve your LoanBeam workbook and review your calculated, qualifying income
- Note:
    - PDF files can be viewed directly in the browser.
    - Excel files are automatically downloaded when you click View.



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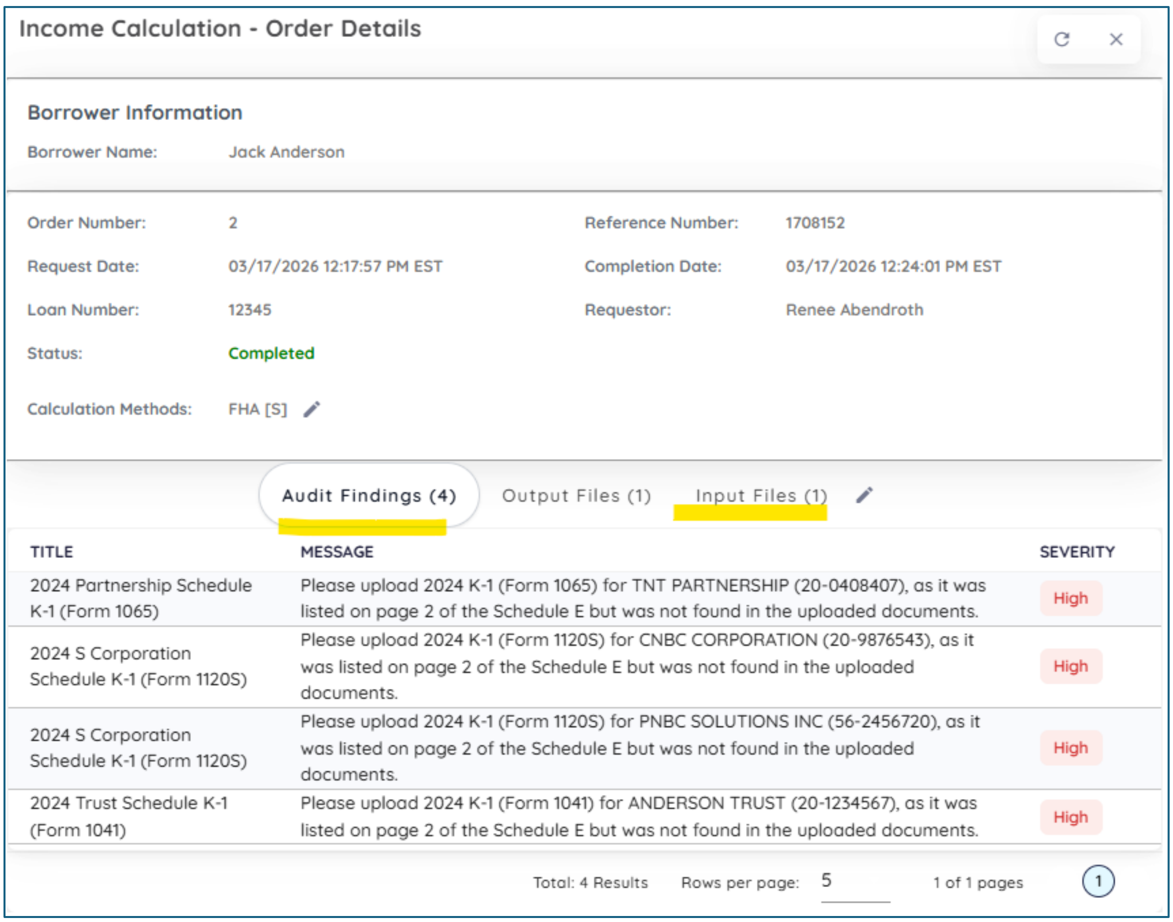
Scenario B – Completed (with Findings)

Orders with audit findings will show a status of Completed. You must open the order to see whether action is required.

- Navigate to Result / Income Calculation Activity and locate the completed order.
- Under the Output Files section click the download action button to retrieve your LoanBeam workbook and review the details used to calculate qualifying income.
- Review the Audit Findings section for listed observations and action items.
- Under the Input Files section, click to upload any additional requested documents noted in the Audit Findings section. *No additional documents can be added while the order is in 'Processing' status.*
- Once all required files are uploaded, click Resubmit.
- The order status changes to In Progress.


Income Calculation - Order Details

Borrower Information

Borrower Name: Jack Anderson

Order Number:	2	Reference Number:	1708152
Request Date:	03/17/2026 12:17:57 PM EST	Completion Date:	03/17/2026 12:24:01 PM EST
Loan Number:	12345	Requestor:	Renee Abendroth
Status:	Completed		
Calculation Methods:	FHA [S]		

Audit Findings (4) Output Files (1) Input Files (1)

TITLE	MESSAGE	SEVERITY
2024 Partnership Schedule K-1 (Form 1065)	Please upload 2024 K-1 (Form 1065) for TNT PARTNERSHIP (20-0408407), as it was listed on page 2 of the Schedule E but was not found in the uploaded documents.	High
2024 S Corporation Schedule K-1 (Form 1120S)	Please upload 2024 K-1 (Form 1120S) for CNBC CORPORATION (20-9876543), as it was listed on page 2 of the Schedule E but was not found in the uploaded documents.	High
2024 S Corporation Schedule K-1 (Form 1120S)	Please upload 2024 K-1 (Form 1120S) for PNBC SOLUTIONS INC (56-2456720), as it was listed on page 2 of the Schedule E but was not found in the uploaded documents.	High
2024 Trust Schedule K-1 (Form 1041)	Please upload 2024 K-1 (Form 1041) for ANDERSON TRUST (20-1234567), as it was listed on page 2 of the Schedule E but was not found in the uploaded documents.	High

Total: 4 Results Rows per page: 5 1 of 1 pages 1

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Section 6: Payment Success / Submission Failure Scenarios

If payment goes through but the order submission fails, the system handles three possible states:

#	Status	What to Do
1	Submission Failed – Refund Successful	No action required. Refund will be returned to your account automatically.
2	Submission Failed – Refund Initiated	Wait. The refund is in progress and will either succeed (see Status 1) or fail (see Status 3).
3	Submission Failed – Refund Failed	Open the order. The system will display a message with a contact email address. Send an email to that address to initiate manual investigation.

Section 7: LoanBeam

Understanding the LoanBeam workbook

- LoanBeam calculates Qualified Income (QI) from FEDERAL TAX RETURNS.
    - LoanBeam Tax templates are designed to support ONE Individually filed Tax Return or ONE Joint Tax Return.
    - LoanBeam Tax templates are designed to support up to 2 years of tax return
- LoanBeam Fundamentals – 10-minute video training
- LoanBeam 101 – a longer, more in depth training video on core LoanBeam functionality

Accepted Source Documents and Image Format Specifications

- Individual tax returns, K-1's and Business Tax Returns can be submitted to LoanBeam in one combined PDF file or split into separate PDF files in any order.
    - However, we require that the pages of each tax return be submitted in sequential order
    - Each document should be on a single page. Do NOT scan multiple documents to a single page
- Non-image file formats (Microsoft Word, Excel) will NOT be accepted
- Photocopies are NON-SUPPORTED documents, as the software is unable to read or extract any data from a photocopy (i.e. pictures of documents converted to PDF)
- LoanBeam does NOT recognize handwritten documents.
- LoanBeam is not able to read password-protected files.

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Accepted Source Documents:

- Form 1040 - U.S. Individual Income Tax Return
- Form 1040 SR - U.S. Individual Income Tax Return
- Form 1040A – Income Tax Return for Single and Joint Filers with No Dependents
- Form 1040EZ - U.S. Individual Income Tax Return
- Form 1040 - W-2 Wages Reported on Line #7 of Tax Returns
- Schedule A - Itemized Deductions
- Schedule B - Interest and Ordinary Dividends
- Schedule C - Profit or Loss from Business
- Schedule C-EZ - Net Profit from Business
- Schedule D - Capital Gains and Losses
- Schedule E - Supplemental Income and Loss
- Schedule E - Supplemental Statements Pages Income and Loss
- Schedule F - Profit or Loss from Farming
- Form 2106 - Employee Business Expenses
- Form 2106-EZ - Employee Business Expenses
- Form 4562 – Depreciation & Amortization
- Form 4797 – Sale of Business Property
- Form 6252 - Installment Sale Income
- Form 8829 Business Use of Home
- Corporation Tax Return (Form 1120)
- Corporation Tax Return (Form 1125E)
- Partnership Tax Return (Form 1065)
- S Corp. Tax Return (Form 1120S)
- Form 8825 - Rental Real Estate Income and Expenses of a Partnership or an Corporation
- Partnership Schedule K-1 (Schedule K-1 1065) - Federal K-1's Only
- S Corporation Schedule K-1 (Schedule K-1 1120S) - Federal K-1's Only
- Business Returns Supplemental Statements Pages Income and Loss
- Trust K-1 (Schedule K-1 1041) - Federal K-1's Only

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