

LoanBeam Broker Portal

V2.

June 2026



Contents

Contents	2
Change History	2
Overview.....	2
Overview of Flows.....	3
Section 1: Broker Self-Registration.....	4
Section 2: Broker User Login.....	5
2a – First-Time Login Setup	5
2b – Subsequent Logins	5
Section 3: Creating an Order.....	6
3a – Creating a Single Order	6
3b – Adding Documents After Saving (before checkout).....	7
3c – Creating Multiple Orders (Multi-Order).....	7
Section 4: Checkout & Payment	8
Section 5: Viewing Completed Orders & Resubmitting	10
Scenario A – Completed (No Findings).....	10
Scenario B – Completed (with Findings)	11
Section 6: Payment Success / Submission Failure Scenarios.....	12
Section 7: LoanBeam	12
Understanding the LoanBeam workbook.....	12
Accepted Source Documents and Image Format Specifications.....	12

Change History

Date	Change	Author

Overview

[Type Document Overview]

Broker Portal

Overview of Flows

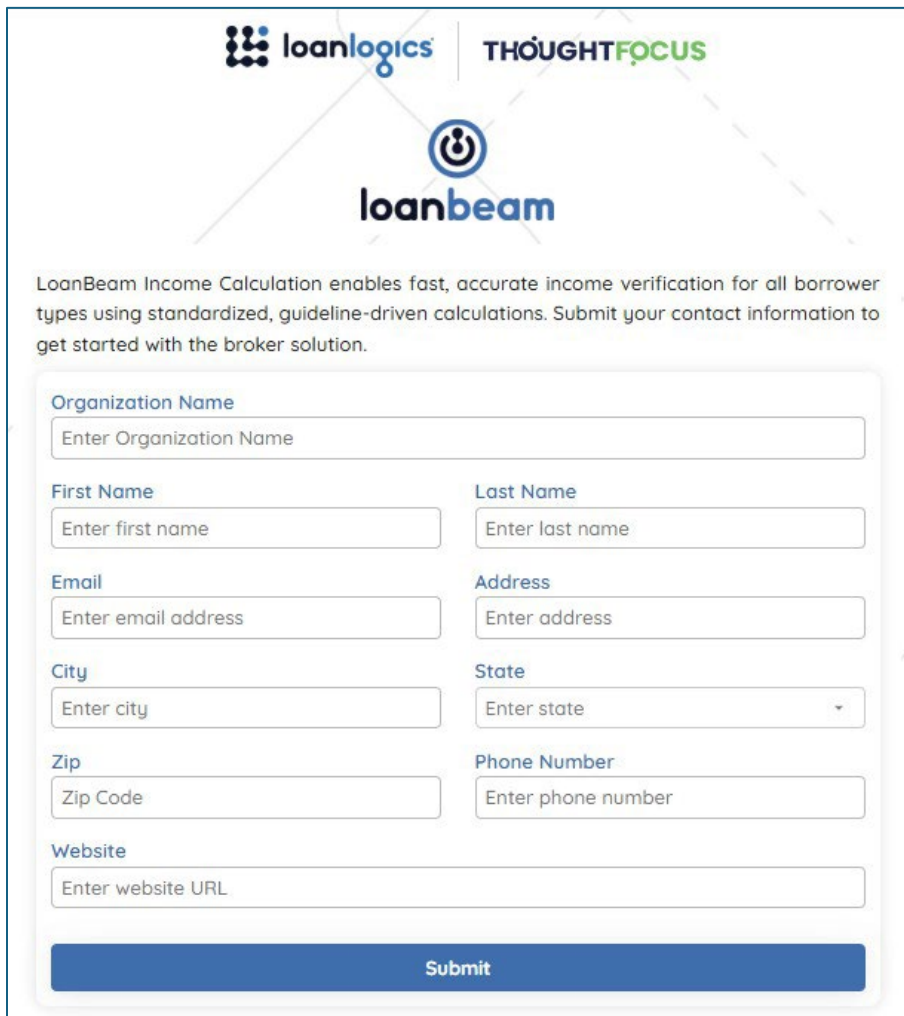
Flow	Who Performs It
Broker Self-Registration	Broker User
Admin Approval of Registration	Portal Admin
Broker Login & Create Order	Broker User
Checkout & Payment	Broker User
View Completed Orders / Resubmit	Broker User
Payment Success / Submission Failure	System (automatic) + Broker User

Section 1: Broker Self-Registration

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

<https://tflloanportal.com/#/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.”



The image shows a registration form for LoanBeam. At the top, there are logos for 'loanlogics' and 'THOUGHTFOCUS' on the left, and a 'loanbeam' logo in the center. Below the logos is a paragraph of text: 'LoanBeam Income Calculation enables fast, accurate income verification for all borrower types using standardized, guideline-driven calculations. Submit your contact information to get started with the broker solution.' Below this text is a registration form with the following fields: 'Organization Name' (text input), 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), 'Address' (text input), 'City' (text input), 'State' (dropdown menu), 'Zip' (text input), 'Phone Number' (text input), and 'Website' (text input). At the bottom of the form is a blue 'Submit' button.

loanlogics | THOUGHTFOCUS

loanbeam

LoanBeam Income Calculation enables fast, accurate income verification for all borrower types using standardized, guideline-driven calculations. Submit your contact information to get started with the broker solution.

Organization Name
Enter Organization Name

First Name
Enter first name

Last Name
Enter last name

Email
Enter email address

Address
Enter address

City
Enter city

State
Enter state

Zip
Zip Code

Phone Number
Enter phone number

Website
Enter website URL

Submit

Section 2: Broker User Login

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

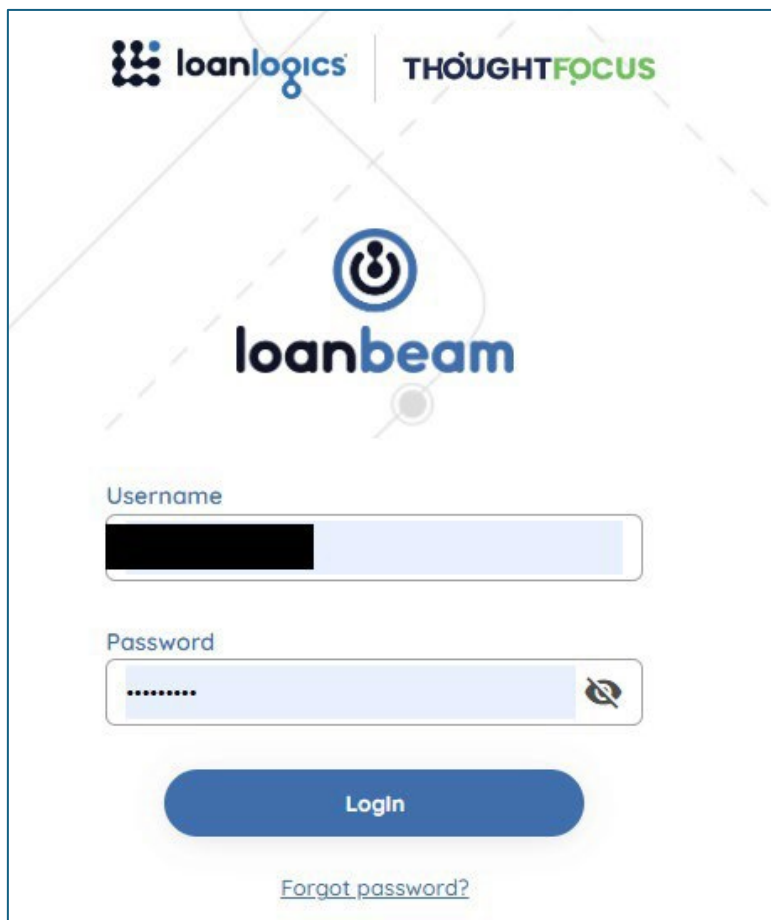
2a – First-Time Login Setup

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://tfloanportal.com/>



The image shows a login form for Loanbeam. At the top, there are logos for 'loanlogics' and 'THOUGHTFOCUS'. Below these is the 'loanbeam' logo, which consists of a blue circle with a white power button symbol inside, followed by the word 'loanbeam' in blue. The form has two input fields: 'Username' and 'Password'. The 'Username' field has a black redaction box at the beginning. The 'Password' field has a black redaction box and a toggle icon on the right. Below the fields is a blue 'Login' button. At the bottom, there is a link that says 'Forgot password?'.

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.

Order Details							
☒	SL NO	FIRST NAME	LAST NAME	LOAN NUMBER	CALCULATION METHOD	DOCUMENTS COUNT	ACTIONS
☒	1	John	Doe	6789	FNMA SEI 1084 [S]	1	 
☒	2	Jack	Anderson	12345	FHA [S]	1	 
Total: 2 Results Rows per page: 5 1 of 1 pages 1							
						Checkout (2)	Cancel

THOUGHTFOCUS

Dashboard
Result
Create Order

Income Order

Add New Order

Borrower Information

First Name* Jack
Middle Name
Last Name* Anderson

Application Information ⓘ

Loan Number 12345

Calculation Method(s) *

☐ FHA [S]
☐ FNMA SEI 1084 [S]
☐ Freddie Mac Form 91 [S]
☐ SAM [S]

Upload Documents *


Click to browse

Save Order

Order Details

☐	SL NO	FIRST NAME	LAST NAME	LOAN NUMBER	CALCULATION METHOD	DOCUMENTS COUNT	ACTIONS
No data available							

Checkout (0)
Cancel

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.

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.

←

TEST MODE

Pay

\$98.00

Order Item #1

Income verification service#1

\$49.00

Order Item #2

Income verification service#2

\$49.00

Contact information

Email

noreply@thoughtfocus.com

Payment method

Card

Card information

1234 1234 1234 1234

VISA

MM / YY

CVC

123

Cardholder name

Full name on card

Billing address

United States

Address

Enter address manually

We currently accept payments only from cards with a United States billing address. Non-US payments may be declined.

Pay

Powered by stripe | Terms Privacy

- 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.

THOUGHTFOCUS		Income Calculation Activity						
Dashboard Result Create Order	Start Date		End Date		Filter By		Search	
	12/18/2025		03/17/2026		All			
ORDER NUMBER	REFERENCE NUMBER	LOAN NUMBER	STATUS	REQUEST DATE	COMPLETION DATE	REQUESTOR	BORROWER	TEMPLATI
2	1708152	12345	In progress	03/17/2026 12:17:57 PM EST			Jack Anderson	FHA [S]
3	1708153	6789	In progress	03/17/2026 12:17:56 PM EST			John Doe	FNMA SE
1	1708081	1974-01	Completed	03/16/2026 10:04:51 AM EST	03/16/2026 10:24:02 AM EST		Jack Anderson	FNMA SE

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.

Income Calculation - Order Details

Borrower Information

Borrower Name:

jack anderson

Order Number:

4

Reference Number:

1708155

Request Date:

03/17/2026 12:30:06 PM EST

Completion Date:

03/17/2026 12:32:01 PM EST

Loan Number:

4567

Requestor:

Renee Abendroth

Status:

Completed

Calculation Methods:

Freddie Mac Form 91 [S]

Audit Findings (0)

Output Files (1)

Input Files (1)

FILE	CREATED ON	ACTIONS
4567_jack_anderson_2024-2023 Freddie Mac (Form 91).xlsx	03/17/2026 12:32:01 PM EST	

Total: 1 Results

Rows per page: 5

1 of 1 pages

1

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

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.



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