## How to Cancel Loan Broker and Correspondent Job Aid | SPARC 2.0



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Objective: This cheat sheet was designed to assist brokers in canceling loans that are in a Loan Open status.

Step 1: Login to SPARC: https://sparc.archome.com/

Step 2: Find your loan in the "Active" Pipeline

Step 3: Expand the "Action" tab

## Step 4: Click "Cancel Loan"

Pipel	line				Active Funded	Canceled/Declined/	Withdrawn				
Search	ch By	Select								(	Go Reset
	Active Loan(s)			Locked Loan(s)			Registered Floating Loan(s)				
		580	\$213.5	7M	79	\$28.6	7M	21	5	\$76	54M
1 - 10 of	580	S Show 10 🗸								<< < <b>(</b>	2 3 ••• 58 > >>
Loar	in No≑	Borrower Name 🗢	Loan Status ≑	Channel 🗢	Product 🗢	Loan Purpose 🕈	Loan Amount 🗢	Lock Status 🖨	Lock Expiration 🗢	Conditions 🖨	Action
924	40102397	Ben Cardamon	Registered	Wholesale	30 YR FIXED ACCESS AGENCY PLUS	Purchase	\$ 375,000	Not Locked		NA	~
2 9240	0400509	Betty Quick	Loan Open	Wholesale		Purchase	\$ 400,000	Not Locked		NA	9240400509 × A
924	40400251	ALiceQL Firstime	Registered	Wholesale	FNMA/FHLMC 30 Yr Fixed Investment	RT - Refi	\$ 130,000	Locked	05/13/2024	NA	Lock
9240	40400146	AliceOH FirstimerDSCR	Loan Open	Wholesale	30 YR FIXED ACCESS DSCR	Purchase	\$ 259,000	Not Locked		NA	Update Loan Info
924	40300819	Alice Firstimer	Registered	Wholesale	40 YR FIXED IO ACCESS AGENCY PLUS	Purchase	\$ 333,750	Not Locked		NA	Cancel Loan

## Step 5: Click "Yes" to cancel this loan

\land Cancel A	×	
Borrower Name Betty Quick	Loan No 9240400509	
Are you sure, you w	No	

This loan can now be found in your "Canceled/Declined/Withdrawn" Pipeline