1. **To access the Login screen of LION**, first click on the blue “Client Login” button, located at the top right-hand side of [www.newrezwholesale.com](http://www.newrezwholesale.com).

![Login Screen](image.png)

2. **To Log In**, enter your email address and password, then click Log In.

![Login Page](image.png)

3. **Enter your loan information in the search bar** (i.e., loan number, borrower name, property address etc.). Then click Search.

![Loan Search](image.png)
4. Double click on the borrower’s name.

5. Click the rate lock screen.

6. From the rate lock screen, click “extend Lock”
7. When the window pops up, choose the new expiration date and click Proceed.

8. Confirm that you do want to extend it by clicking OK.

9. Your lock has been extended. You will have a new expiration date, and the comment will be added. Click Lock Confirmation to print out your new confirmation.