



HERO 2.0 Broker Portal Training:

How to Submit a Change Request



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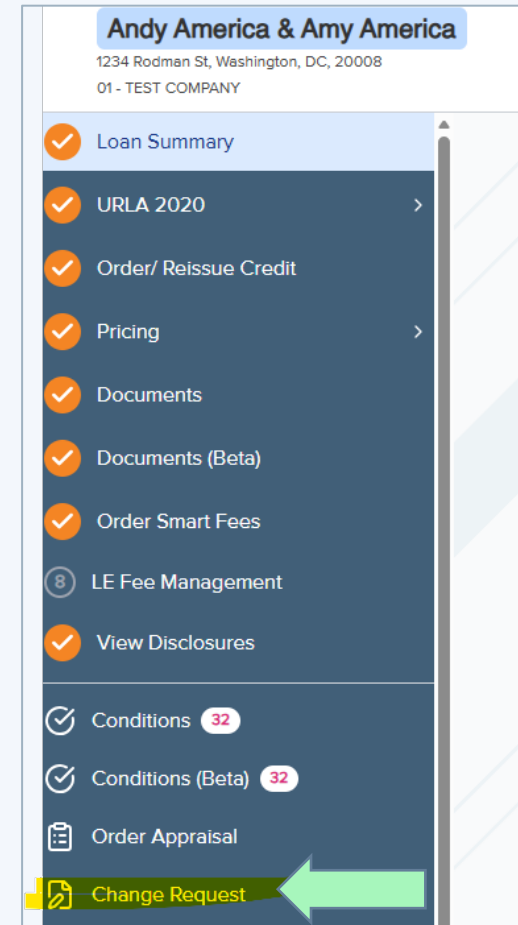


How to Submit a Change Request

HERO 2.0 Dashboard



From the HERO 2.0 Loan Dashboard, select **Change Request** from the left-side bar.



How to Submit a Change Request

Reason for Change Request



Change Request

Details of Requested Change

Date of Requested Change:
08/05/2026

Loan Number:
12605002780

Borrower(s) Name:
Andy America & Amy America

Lender accepted change of circumstance may be subject to underwriter and lock desk review. Failure to meet program guidelines will require additional redisclosure be sent.

Please choose the following reason(s) that changed or was found to be inaccurate:

☒ Loan Amount

☐ Appraised Value

☐ Program

☐ Term

☐ Rate

☐ Loan Purpose

☐ Property Type

☐ Occupancy

☐ Sales Price

☐ Recording Fees

☐ Other

☐ Lender/Borrower Paid

Notes:^{*}

Please update loan amount to \$400,000

Choose the reason for your change request and enter any additional notes if needed.

How to Submit a Change Request

Submit Change Request



Please update loan amount to \$400,000



Click on the **Submit** button.

Your change request has now been submitted and will route to the appropriate department to execute the change.

Our Winning Philosophy at Champs TPO ▼



At Champs we believe Decision Makers should communicate with Decision Makers. Your Champ's Account Manager will be your primary point of contact through the life cycle of the loan file.

We are your partners in success. Please contact your Account Executive or your Champs Operations team for assistance.

Thank you for your partnership and business!

