

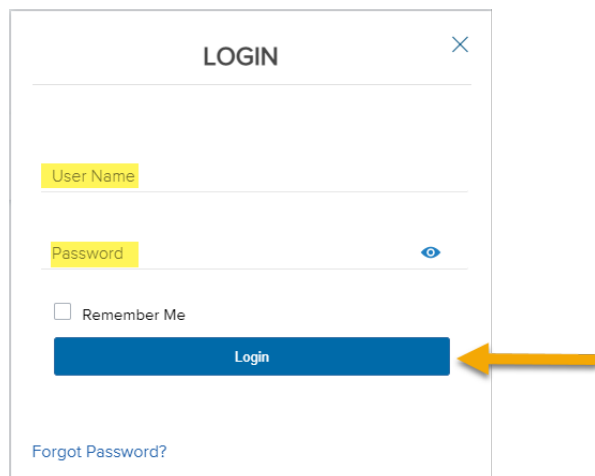


SUBMITTING A CLOSED LOAN

first community mortgage

Step 1: Log into TPO Connect using the site address below. Your username will always be your email address.

[TPO Connect Link](#)





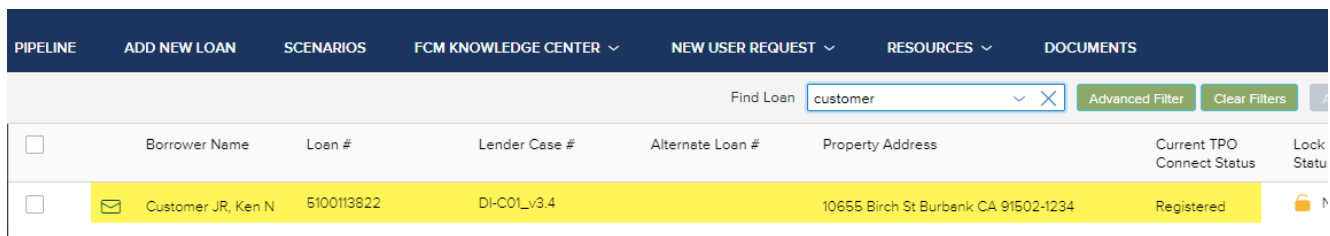
SUBMITTING A CLOSED LOAN

first community mortgage

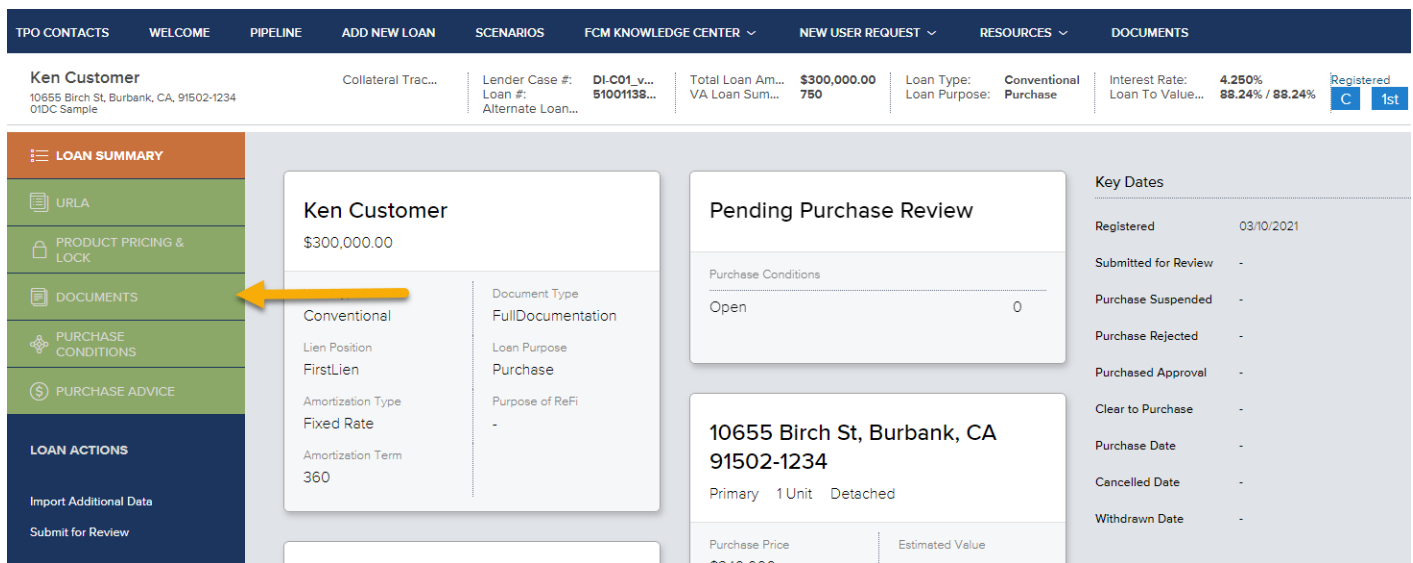
Step 2: Click **PIPELINE** from the menu bar at the top. Search for your loan by last name or loan number by using the dropdown in **Find Loan**.



Click on the loan to open



Step 3: Once you open the loan from the pipeline, the screen below will appear. Click on **DOCUMENTS** on the left side of the screen.





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Step 4: Upload your pdf file to the ***CORRESPONDENT CLOSED LOAN PACKAGE** placeholder. Drag the pdf file from your desktop and release over **Drag & Drop files here** or **click to browse** and select the pdf file you saved. *Be sure to include the purchase review checklist.*

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... Lender Case #: DI-C01_v... 51001138... Total Loan Am... \$300,000.00 VA Loan Sum... 750 Loan Type: Conventional Loan Purpose: Purchase Interest Rate: 4.250% Loan To Value... 88.24% / 88.24% Registered C 1st

Max attachment size is 200 MB. View Supported Files. Expand All Collapse All Print Fax Cover Sheet

All Borrowers

[UNASSIGNED] Drag & Drop files here or Browse for files

Ken Customer

***CORRESPONDENT CLOSED LOAN PACKAGE** Comments Drag & Drop files here or Browse for files

*CORRESPONDENT CONDITIONS TO BE REVIEWED Comments Drag & Drop files here or Browse for files

*CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET Comments Drag & Drop files here or Browse for files

Once your pdf is imported, click **Close and Refresh**.

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... Lender Case #: DI-C01_v... 51001138... Total Loan Am... \$300,000.00 VA Loan Sum... 750 Loan Type: Conventional Loan Purpose: Purchase Interest Rate: 4.250% Loan To Value... 88.24% / 88.24% Registered C 1st

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▼ ***CORRESPONDENT CLOSED LOAN PACKAGE** Comments Drag & Drop files here or Browse for files

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
Close and Refresh

TEST CLOSING PACKAGE.pdf 15 KB 03/10/2021 6:33 PM User, DC



SUBMITTING A CLOSED LOAN

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Step 5: The “” next to the placeholder indicates there are documents in a placeholder. Click the arrow to open the folder to see your successfully imported documents.

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... Lender Case #: DI-C01_v... 51001138... Total Loan Am... \$300,000.00 VA Loan Sum... 750 Loan Type: Conventional Loan Purpose: Purchase Interest Rate: 4.250% Loan To Value... 88.24% / 88.24%

Registered C 1st

- LOAN SUMMARY
- URLA
- PRODUCT PRICING & LOCK
- DOCUMENTS
- PURCHASE CONDITIONS
- PURCHASE ADVICE
- LOAN ACTIONS**
 - Import Additional Data
 - Submit for Review

Max attachment size is 200 MB. View Supported Files. Expand All Collapse All Print Fax Cover Sheet

All Borrowers

[UNASSIGNED] Drag & Drop files here or Browse for files

Ken Customer

*CORRESPONDENT CLOSED LOAN PACKAGE Comments Drag & Drop files here or Browse for files

TEST CLOSING PACKAGE.pdf 15 KB 03/10/2021 6:33 PM User, DC

*CORRESPONDENT CONDITIONS TO BE REVIEWED Comments Drag & Drop files here or Browse for files

Step 6: Once your closed loan package has been imported, click **Submit for Review** under loan actions on the left side of the screen.

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... Lender Case #: DI-C01_v... 51001138... Total Loan Am... \$300,000.00 VA Loan Sum... 750 Loan Type: Conventional Loan Purpose: Purchase Interest Rate: 4.250% Loan To Value... 88.24% / 88.24%

Registered C 1st

- LOAN SUMMARY
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All Borrowers

[UNASSIGNED] Drag & Drop files here or Browse for files

Ken Customer

*CORRESPONDENT CLOSED LOAN PACKAGE Comments Drag & Drop files here or Browse for files

TEST CLOSING PACKAGE.pdf 15 KB 03/10/2021 6:33 PM User, DC

*CORRESPONDENT CONDITIONS TO BE REVIEWED Comments Drag & Drop files here or Browse for files

*CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET Comments Drag & Drop files here or Browse for files



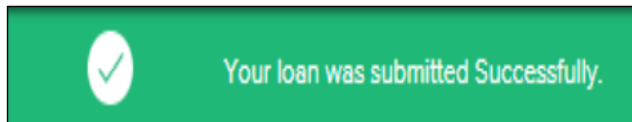
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The following pop up will appear to confirm you are ready to submit the loan. Click **Continue**.

The screenshot shows the FCM web interface. At the top, there is a navigation bar with 'PO CONTACTS', 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'SCENARIOS', and 'FCM'. Below this is a header for 'Ken Customer' with address '10655 Birch St, Burbank, CA, 91502-1234' and '01DC Sample'. A pop-up window asks 'Are you sure you want to submit this loan at this time?' with 'Cancel' and 'Continue' buttons. An orange arrow points to the 'Continue' button. Below the pop-up, the 'Submit for Review' page is visible, showing a 'Submission Overview' table with 'Application Date: 01/06/2019' and 'Submission Status: Not Submitted'. The 'Borrower Information' section shows 'Select Borrower Pair' with '(1) Ken Customer' selected. The 'Borrower' section shows 'Borrower First Name: Ken' and 'Co-Borrower: Co-E'.

The following green banner will appear indicating your loan has been submitted successfully.



The following page will appear confirming the initial submittal date.

The screenshot shows the FCM web interface. At the top, there is a navigation bar with 'PO CONTACTS', 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'SCENARIOS', and 'FCM'. Below this is a header for 'Ken Customer' with address '10655 Birch St, Burbank, CA, 91502-1234' and '01DC Sample'. A 'Submission Overview' table is highlighted in yellow, showing 'Application Date: 01/06/2019', 'Submission Status: Submitted', 'Initial Submittal Date: 03/10/2021', and 'Last Submittal Date: 03/10/2021'. The 'Borrower Information' section shows 'Select Borrower Pair' with '(1) Ken Customer' selected. The 'Borrower' section shows 'Borrower First Name: Ken' and 'Co-Borrower: Co-E'.




SUBMITTING A CLOSED LOAN

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Step 7: An email notification will be sent when the loan has been reviewed. Access the loan from the pipeline as previously shown. Click on the **documents** tab on the left side of the screen.

The arrow “” next to the ***CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET** indicates there are documents in the placeholder. Click the arrow next to the placeholder ***CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET**.

Click on “” to the right of the document to open the document in a new window, which allows you to view, print or save the document.

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... | Lender Case #: DI-C01_v...
Loan #: 51001138... | Total Loan Am... \$300,000.00
VA Loan Sum... 750 | Loan Type: Conventio
Loan Purpose: Purchase

- LOAN SUMMARY
- URLA
- PRODUCT PRICING & LOCK
- DOCUMENTS**
- PURCHASE CONDITIONS
- PURCHASE ADVICE
- LOAN ACTIONS
 - Import Additional Data
 - Submit for Review

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All Borrowers

[UNASSIGNED]

Ken Customer

- *CORRESPONDENT CLOSED LOAN PACKAGE
- *CORRESPONDENT CONDITIONS TO BE REVIEWED
- *CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET

*CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET

Comments | [Drag & Drop files here or](#) [Browse for files](#)

3/5 Purchase Suspense Conditions | 423 KB | 03/05/2021 2:55 PM | Sherry Vega



SUBMITTING A CLOSED LOAN

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Step 8: To upload documents for review, click on the **DOCUMENTS** tab on the left side of the screen.

Upload your pdf file to the ***CORRESPONDENT CONDITIONS TO BE REVIEWED** placeholder. Drag your pdf file from your desktop and release over **Drag & Drop files here** or **click to browse** and select the pdf file you saved.

Ken Customer
10655 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... | Lender Case #: DI-C01_v...
Loan #: 51001138... | Total Loan Am... \$300,000.00
VA Loan Sum... 750 | Loan Type: Conventional
Loan Purpose: Purchase | Interest Rate: 4.250%
Loan To Value... 88.24% / 88.24%

Registered C 1st

- LOAN SUMMARY
- URLA
- PRODUCT PRICING & LOCK
- DOCUMENTS**
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- PURCHASE ADVICE
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 - Import Additional Data
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Max attachment size is 200 MB. [View Supported Files.](#) Expand All Collapse All Print Fax Cover Sheet

All Borrowers

[UNASSIGNED] [Drag & Drop files here or](#) Browse for files

Ken Customer

- *CORRESPONDENT CLOSED LOAN PACKAGE Comments [Drag & Drop files here or](#) Browse for files
- *CORRESPONDENT CONDITIONS TO BE REVIEWED Comments [Drag & Drop files here or](#) Browse for files
- CONDITIONS TO BE REVIEWED.pdf 16 KB 03/10/2021 6:44 PM User, DC 🗑️
- *CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET Comments [Drag & Drop files here or](#) Browse for files

Once your pdf is imported, click **Close and Refresh**.

Ken Customer

- *CORRESPONDENT CLOSED LOAN PACKAGE Comments [Drag & Drop files here or](#) Browse for files
- *CORRESPONDENT CONDITIONS TO BE REVIEWED Comments [Drag & Drop files here or](#) Browse for files

CONDITIONS TO B... 15.16 KB

100 %

Completed ✓

Close and Refresh




SUBMITTING A CLOSED LOAN


first community mortgage

Step 9: When all conditions are cleared and the loan is purchased, an email notification will be sent indicating the purchase advice has been published.

Access the loan as previously shown and click on the **DOCUMENTS** tab on the left side of the screen.

The arrow next to the **CORRESPONDENT PURCHASE ADVICE** placeholder indicates there are

documents in the placeholder. click the arrow “” next to the placeholder **CORRESPONDENT PURCHASE ADVICE**.

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