



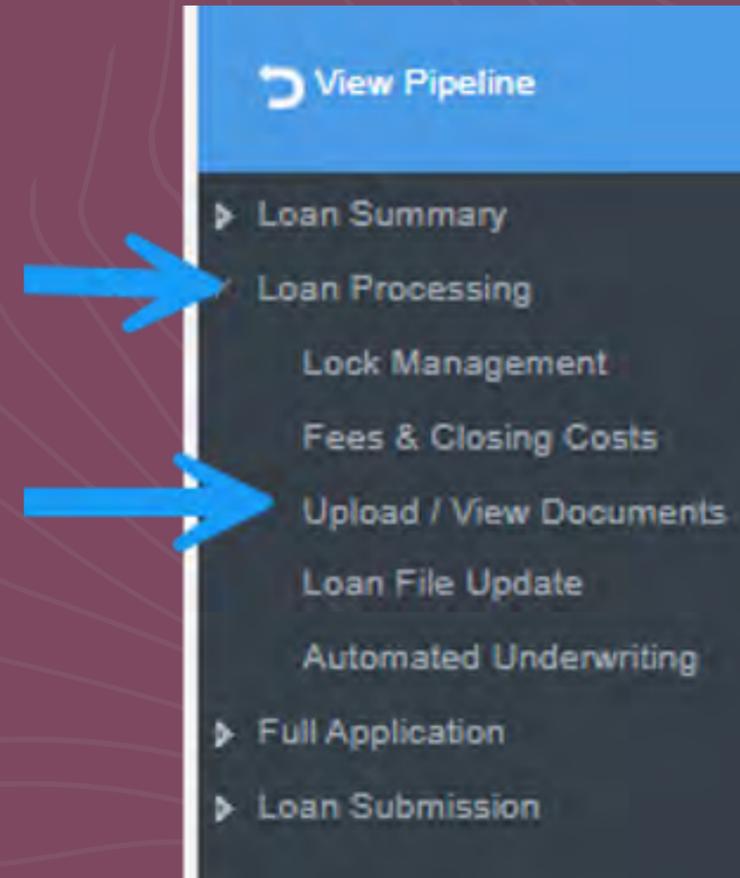
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how to Submit Your Loan

Loan Processing

- After file is registered and disclosed select Loan Processing on the left hand tool bar and click Upload / View Documents

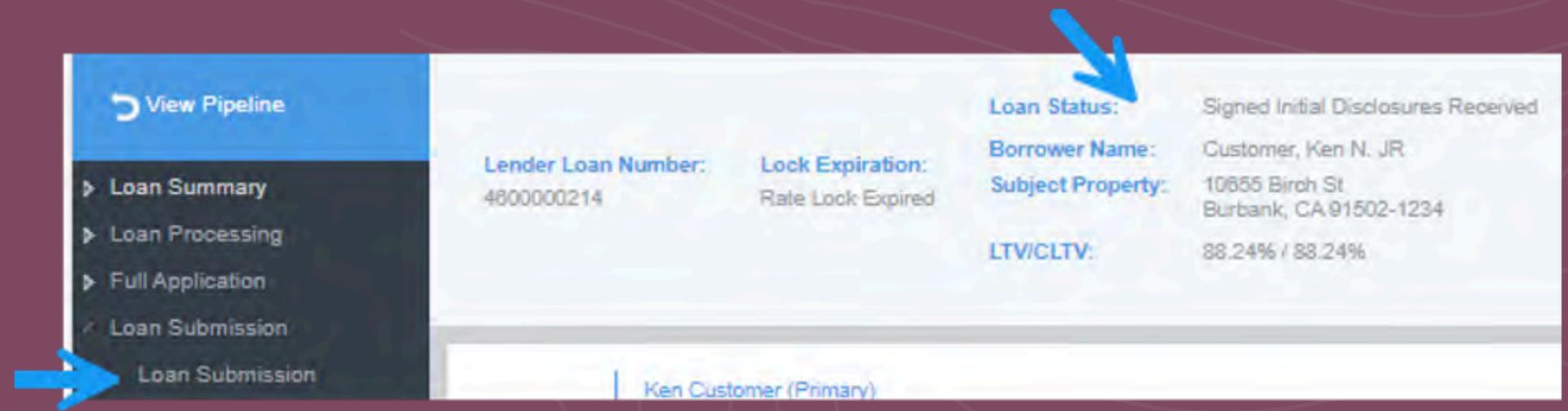
- Upload all document as pdf with doc type "initial submission."
One large pdf is OK



A screenshot of a 'Document Upload' form. The form has a title bar and a close button. Below the title bar, it says 'Only PDF's, TIF's, TXT, HTM, HTML and XML can be uploaded'. The form contains several rows of input fields. The first row has a 'Category' dropdown set to 'Submission Documents', a 'Doc Type' dropdown set to 'Initial Submission Package', a 'Description' text box, a 'Disclosure Date' text box with a calendar icon, and a 'File Name' text box with a 'Browse' button. There are four more rows of similar input fields. At the bottom of the form, there are 'Upload' and 'Cancel' buttons. Blue arrows point to the 'Category' dropdown, the 'Doc Type' dropdown, the 'File Name' text box, and the 'Upload' button.

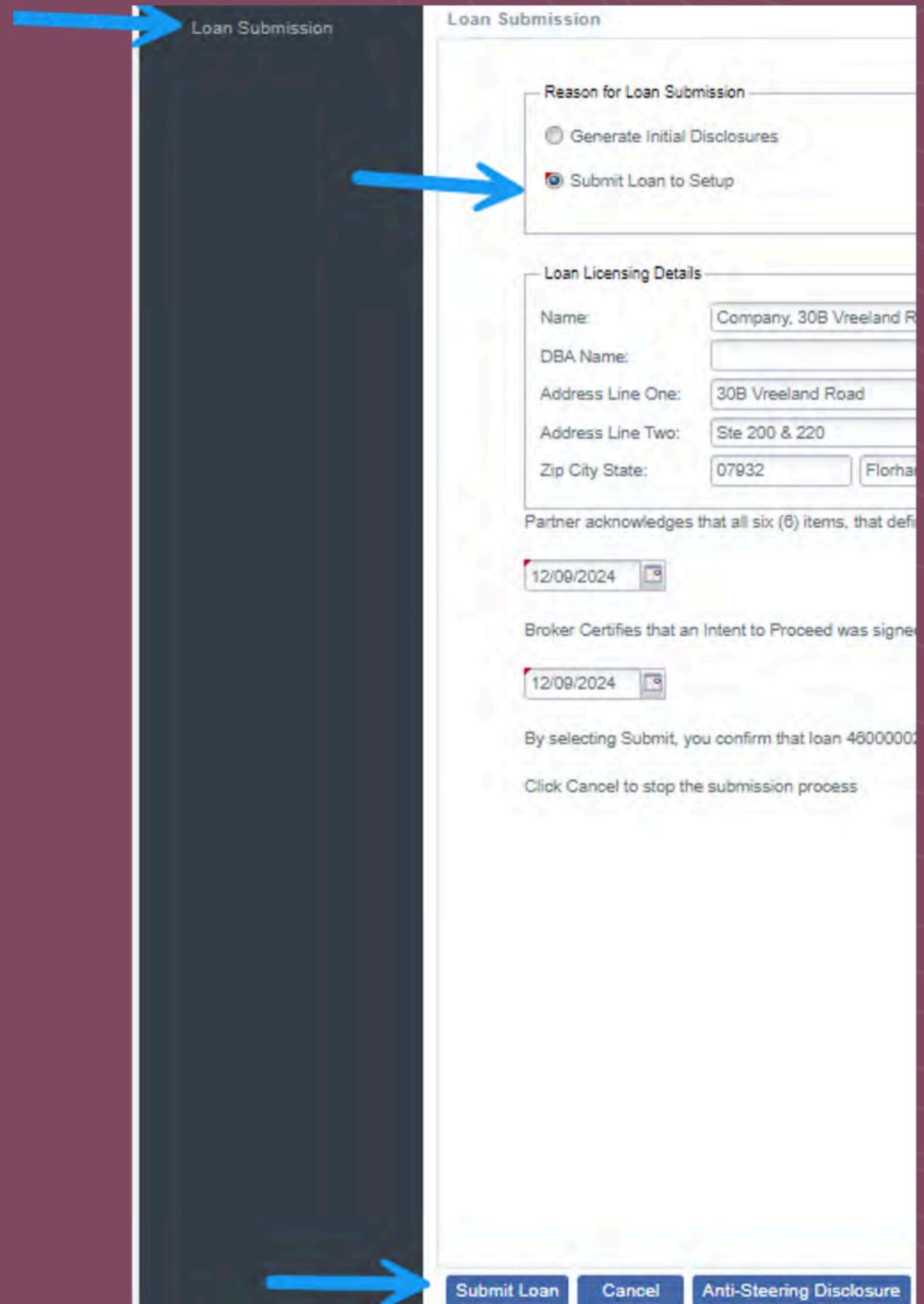
Loan Submission

- Once documents and initial disclosures have been signed the loan submission button will reappear in the left hand tool bar. On the top tool bar, Loan Status will reflect if initial disclosures have been signed. Please note file cannot be submitted before disclosures have been signed.



Loan Submission

- Click Loan Submission on left side of screen. Click Submit loan to Setup and then Submit Loan at bottom of screen



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