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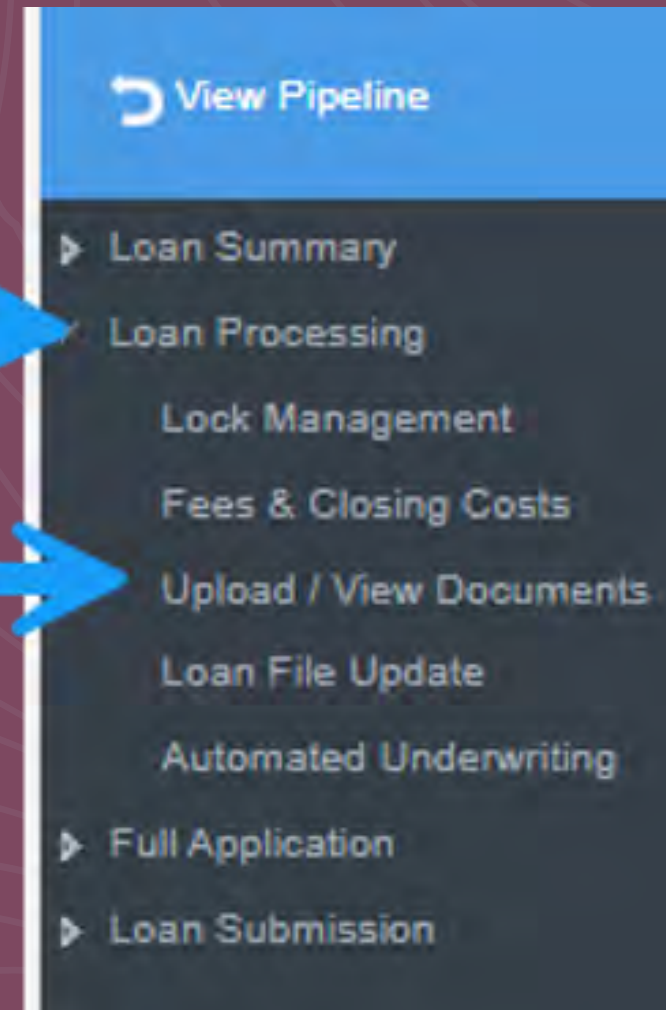
how to Submit Your Loan



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Loan Processing

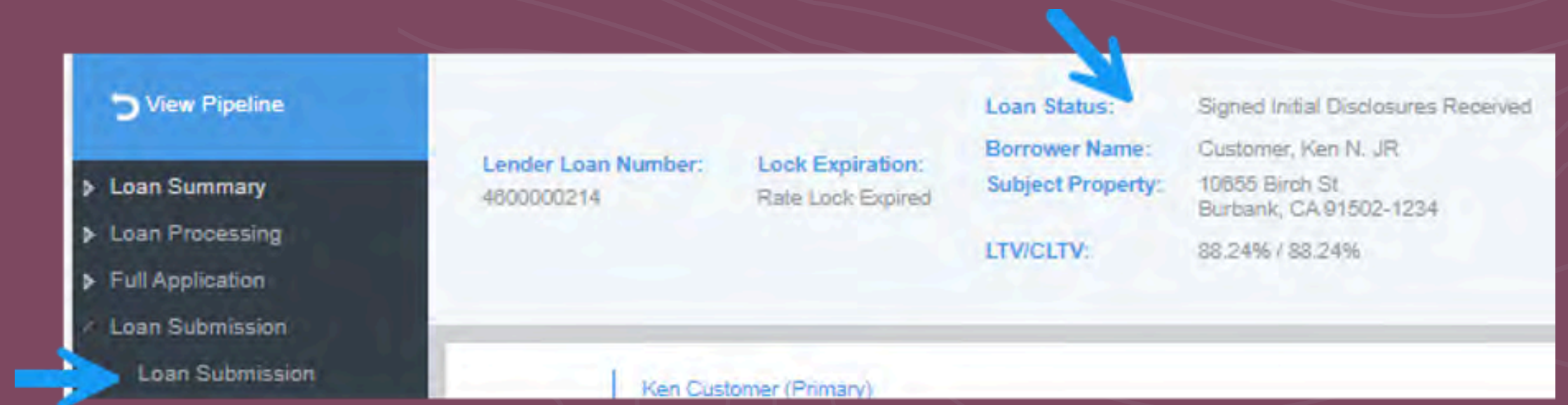
- After file is registered and disclosed select Loan Processing on the left hand tool bar and click Upload / View Documents
- Upload all document as pdf with doc type "initial submission." One large pdf is OK



A screenshot of a 'Document Upload' form. The form has a title bar and a subtitle: 'Only PDF's, TIF's, TXT, HTM, HTML and XML can be uploaded'. It contains several input fields and buttons. The first row has a 'Category:' dropdown menu with 'Submission Documents' selected, a 'Doc Type:' dropdown menu with 'Initial Submission Package' selected, a 'Description:' text field, a 'Disclosure Date:' text field, a 'File Name:' text field, and a 'Browse' button. Below this are four more rows, each with a dropdown menu, a text field, a date field, and a 'Browse' button. At the bottom of the form are 'Upload' and 'Cancel' buttons. Four blue arrows point to the 'Category' dropdown, the 'Doc Type' dropdown, the 'File Name' field, 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

The screenshot shows a web application interface for loan submission. On the left is a dark sidebar with a 'Loan Submission' menu item, indicated by a blue arrow. The main content area is titled 'Loan Submission' and contains several sections:

- Reason for Loan Submission:** Two radio buttons are present: 'Generate Initial Disclosures' and 'Submit Loan to Setup'. The 'Submit Loan to Setup' option is selected, indicated by a blue arrow.
- Loan Licensing Details:** A form with fields for Name, DBA Name, Address Line One, Address Line Two, and Zip City State. The Name field contains 'Company, 30B Vreeland R'. Address Line One contains '30B Vreeland Road'. Address Line Two contains 'Ste 200 & 220'. Zip City State contains '07932' and 'Florha'.
- Partner acknowledges that all six (6) items, that defi**
- 12/09/2024**
- Broker Certifies that an Intent to Proceed was signed**
- 12/09/2024**
- By selecting Submit, you confirm that loan 46000000**
- Click Cancel to stop the submission process**

At the bottom of the form are three buttons: 'Submit Loan', 'Cancel', and 'Anti-Steering Disclosure'. A blue arrow points to the 'Submit Loan' button.

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