



how to Upload Conditions & Submit your file to UW for Review

a Mortgage Boutique is a division of first community mortgage

- Once the loan is conditionally approved, select Loan Processing on left had tool bar
- Click Loan Conditions tab to upload documents

#### **D** View Pipeline

- Loan Summary
- Loan Processing
  - Lock Management
  - Fees & Closing Costs
  - Change of Circumstance
  - Loan Conditions
  - Upload / View Documents
  - Automated Underwriting
- Full Application

- Click the Green Upload Arrow and either select documents from your desktop or drag and drop conditions into upload box.
- \*\* Please Note\*\* Upload documents individually to their specific corresponding conditions. Please do not bulk upload your conditions together. You can upload at any time and use this area as a staging area. Your Conditions will not submit to UW until you have click Submit for Review at the bottom of the page.



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• With each upload the system will notify you that upload was successful and add a paper clip icon to indicate your attachment.



#### Documents updated successfully

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### OK



- Once you have uploaded the conditions that you want the UW to review, please be sure to check the submit colum to far right to ensure it has a check mark indicating which conditions you would like to have reviewed
- Click the SUBMIT for REVIEW at the bottom of the page to send item to uw.
- Once you submit for review a confirmation notice will pop up.





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