



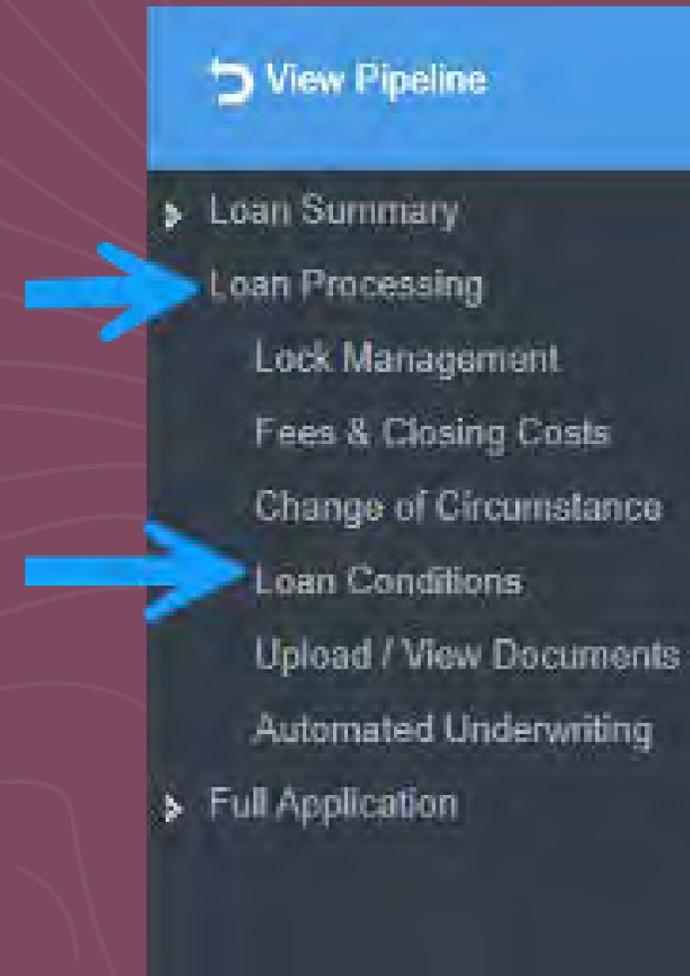
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how to

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

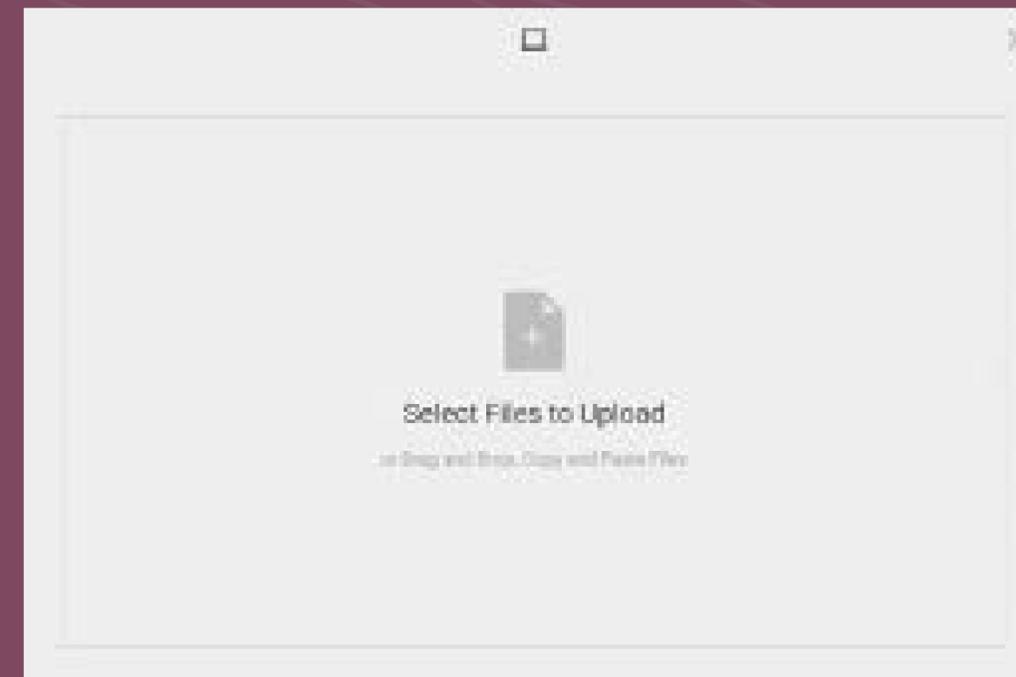
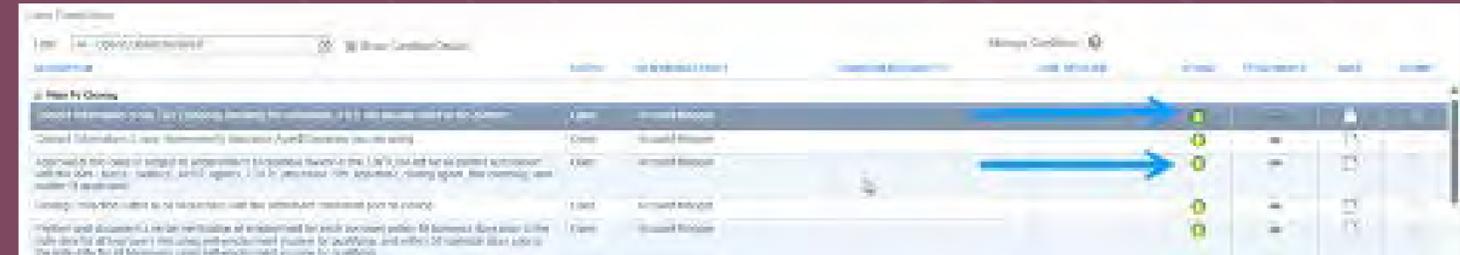
# Upload Conditions & Submit your file

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



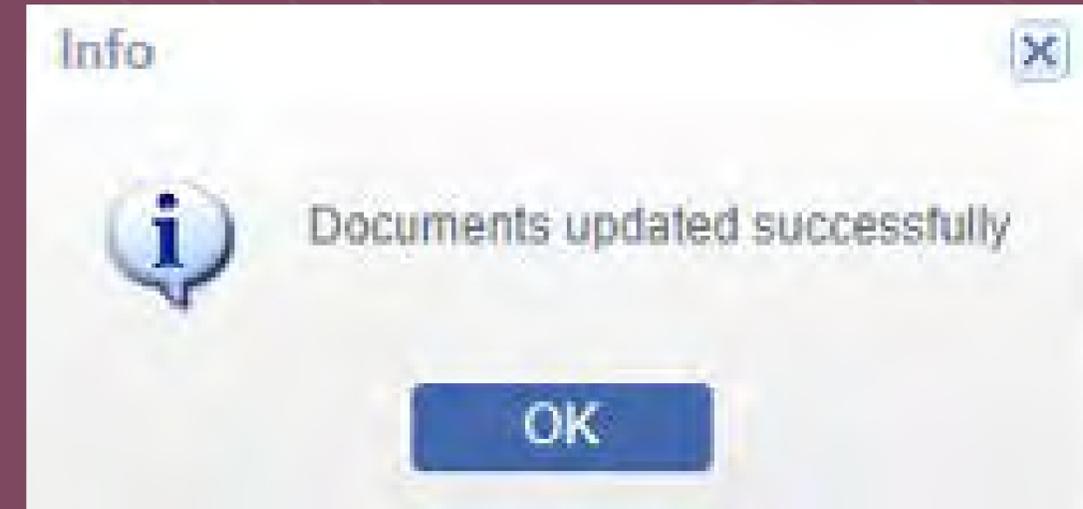
# Upload Conditions & Submit your file

- 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.



# Upload Conditions & Submit your file

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





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