

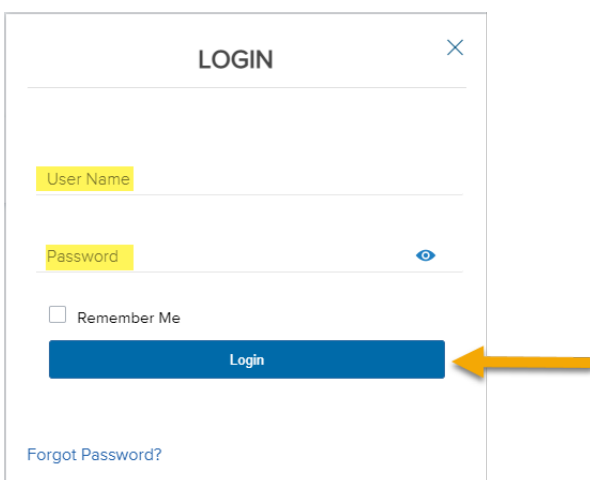
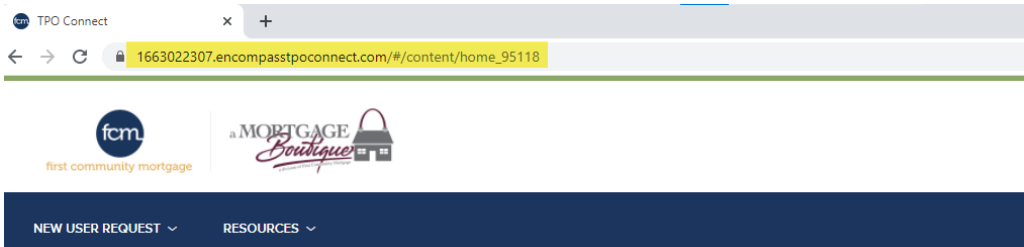


SUBMITTING A LOAN FOR UNDERWRITING

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](#)

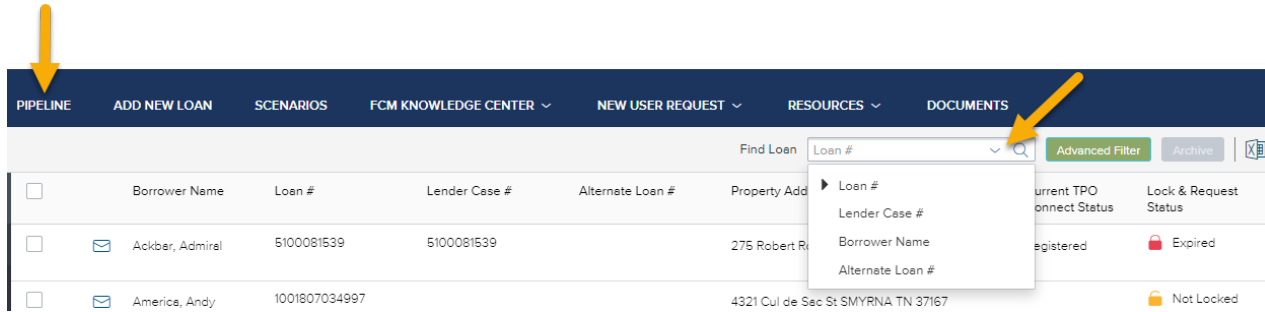




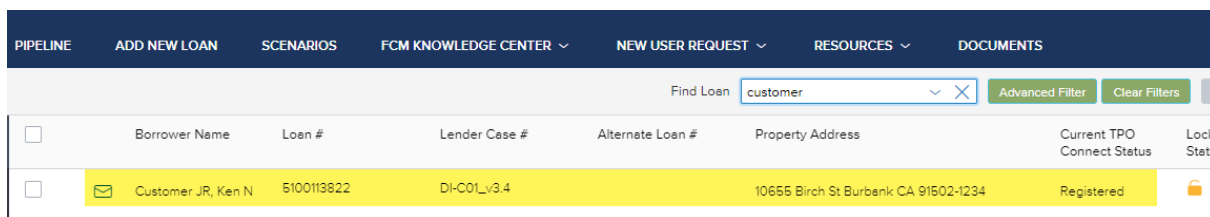
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first community mortgage

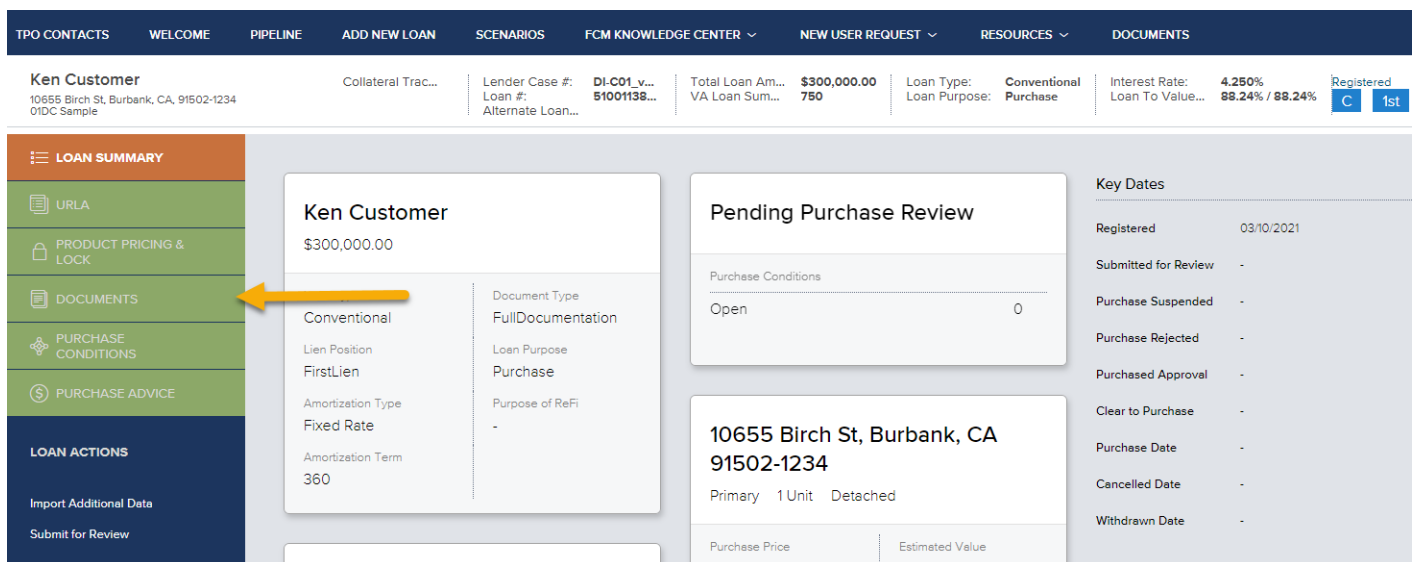
Step 2: Click **PIPELINE** from the menu bar at the top. Search for your loan by last name or loan number by using the dropdown in **Find Loan**.



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 UW SUBMISSION 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 pre-closing underwriting submission checklist.**

Ken Customer Collateral Trac... Lender Case #: DI-C01_v... Total Loan Am... \$300,000.00 Loan Type: Conventional Interest Rate: 3.500% Registered

10655 Birch St, Burbank, CA, 91502-1234 Loan #: 51001149... VA Loan Sum... 760 Loan Purpose: Purchase Loan To Value... 88.24% / 88.24% 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
*CORRESPONDENT UNDERWRITING APPROVAL		Comments	Drag & Drop files here or	Browse for files
*CORRESPONDENT UW SUBMISSION PACKAGE		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
*CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET		Comments	Drag & Drop files here or	Browse for files
*CORRESPONDENT UNDERWRITING APPROVAL		Comments	Drag & Drop files here or	Browse for files
▼ *CORRESPONDENT UW SUBMISSION PACKAGE		Comments	Drag & Drop files here or	Browse for files

TEST UNDERWITI... X

16.11 KB

100 %

Completed

[Close and Refresh](#)

TEST UNDERWRITING SUBMISSION PACKAGE.pdf 17 KB 03/19/2021 6:37 PM User, DC



SUBMITTING A LOAN FOR UNDERWRITING

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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.

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

All Borrowers

[UNASSIGNED] Drag & Drop files here

Kent Customer

- *CORRESPONDENT CLOSED LOAN PACKAGE Comments Drag & Drop files here
- *CORRESPONDENT CONDITIONS TO BE REVIEWED Comments Drag & Drop files here
- *CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET Comments Drag & Drop files here
- *CORRESPONDENT UNDERWRITING APPROVAL Comments Drag & Drop files here
- ▼ *CORRESPONDENT UW SUBMISSION PACKAGE Comments Drag & Drop files here
 - TEST UNDERWRITING SUBMISSION PACKAGE.pdf 17 KB 03/19/2021 6:37 PM User, DC
- CORRESPONDENT CD Comments Drag & Drop files here

Step 6: Now that your Underwriting Submission package has been imported, click **Submit for Review** under the loan actions on the left side of your screen. A window will appear to confirm you are ready to submit, click **Continue**. Once you click Continue, the following Green Banner will appear indicating your Loan was submitted Successfully.

Kent Customer
10555 Birch Street, Burbank, CA, 91502
01DC Sample

Collateral Trac... Lender Case #: 5100116133 Total Loan Am... \$300,000.00 Loan Type: Conventional
Loan #: 5100116133 VA Loan Sum... 750 Loan Purpose: Purchase

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.

All Borrowers

[UNASSIGNED]

Kent Customer

- *CORRESPONDENT CLOSED LOAN PACKAGE Comments
- *CORRESPONDENT CONDITIONS TO BE REVIEWED Comments
- *CORRESPONDENT UNDERWRITING APPROVAL Comments
- ▼ *CORRESPONDENT UW SUBMISSION PACKAGE Comments
 - TEST UNDERWRITING SUBMISSION PACKAGE.pdf 17 KB 04/13/2021 9:57 PM DC User

Are you sure you want to submit this loan at this time?

Cancel Continue

PO CONTACTS WELCOME PIPELINE ADD NEW LOAN SCENARIOS FCM

Kent Customer
10555 Birch St, Burbank, CA, 91502-1234
01DC Sample

Collateral Trac... Lender Case #: 5100116133 Total Loan Am... \$300,000.00 Loan Type: Conventional
Loan #: 5100116133 VA Loan Sum... 750 Loan Purpose: Purchase

Submit for Review

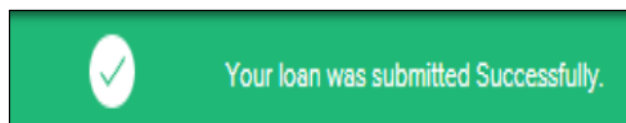
Submission Overview

Application Date: 01/06/2019 Submission Status: Not Submitted Initial Submitte: -

Borrower Information

Select Borrower Pair: [v] Kent Customer

Borrower: Borrower First Name: Ken Co-Borrower: Co-B





SUBMITTING A LOAN FOR UNDERWRITING

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Step 7: Once the loan has been underwritten, the conditions will be published under the ***CORRESPONDENT UNDERWRITING APPROVAL** placeholder, located in the documents tab. A notification email will be sent to advise the conditional approval has been published.

To upload documents for review, click **DOCUMENTS** and upload your pdf file to the ***CORRESPONDENT CONDITIONS TO BE REVIEWED** placeholder. Drag the pdf file from your desktop and release over **Drag & Drop file here** or **click to browse** and select the pdf file you saved.

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

The screenshot displays a loan management interface for 'Ken Customer'. At the top, there is a header with loan details: Collateral Trac..., Lender Case #: DI-C01_v..., Total Loan Am...: \$300,000.00, Loan Type: Conventional, and Loan Purpose: Purchase. Below this is a sidebar menu with options: LOAN SUMMARY, URLA, PRODUCT PRICING & LOCK, DOCUMENTS (highlighted), PURCHASE CONDITIONS, PURCHASE ADVICE, and LOAN ACTIONS. The main content area shows a list of documents under the heading 'All Borrowers'. The list includes: [UNASSIGNED], Ken Customer, *CORRESPONDENT CLOSED LOAN PACKAGE, *CORRESPONDENT CONDITIONS TO BE REVIEWED, *CORRESPONDENT PURCHASE SUSPENSE CONDITION SHEET, *CORRESPONDENT UNDERWRITING APPROVAL, and *CORRESPONDENT UW SUBMISSION PACKAGE. Two orange arrows point from the 'LOAN ACTIONS' sidebar to the '*CORRESPONDENT CONDITIONS TO BE REVIEWED' and '*CORRESPONDENT UNDERWRITING APPROVAL' entries in the list.