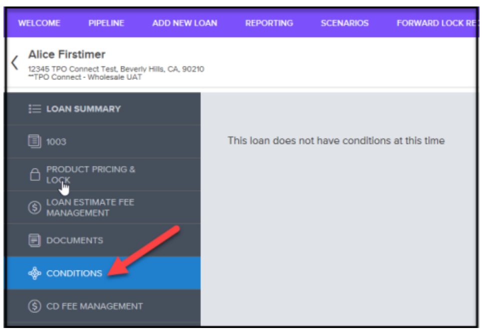
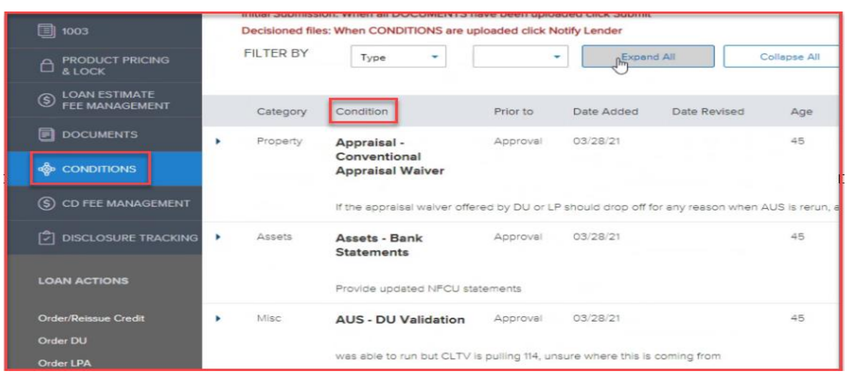
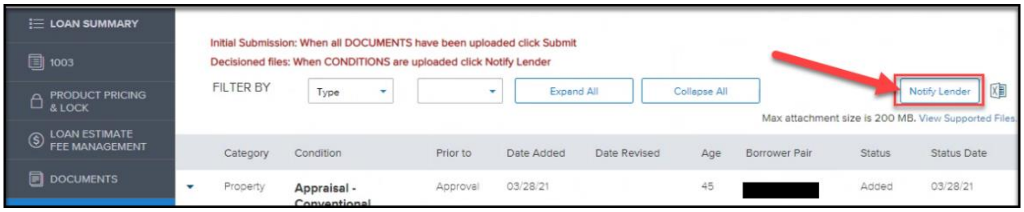
Effective immediately below Document Upload changes are taking place:

- Certain Folders are removed within the DOCUMENT tab within the portal.
- All *Initial Submission* documents uploaded can be found in CONDITIONS under the appropriate condition after initial approval.
- Conditions are required to be uploaded directly into the CONDITIONS tab
- No bulk uploads after *Initial Submission* will be accepted.

Steps for Uploading Conditions

Step	Action
1	Go to the CONDITIONS tab 
2	Scroll to appropriate Condition 
3	Select 'browse' or 'drag and drop' to upload document 

<table>
<tr><td>4</td><td>Move to next condition and follow Steps 1-5</td></tr>
<tr><td>5</td><td>Click on ‘notify lender’ button

</td></tr>
<tr><td>6</td><td>Once all conditions are uploaded the Account Manager will review within the next business day. The Account Manager will send notification via email if any conditions are missing or will submit to Underwriter for review.</td></tr>
</table>

Notes:

- Expand the folder options to view condition box
- If ‘Notify Lender’ box is grayed out, this indicates prior documents are under review by the Account Manager (documents are still all visible to the AM)
- When additional conditions are requested to be sent, and or the Underwriter overlooks a condition, please upload to any available condition.
- If the client needs to upload expired documentation after CTC. All Account Managers should follow the CTC correction procedure.