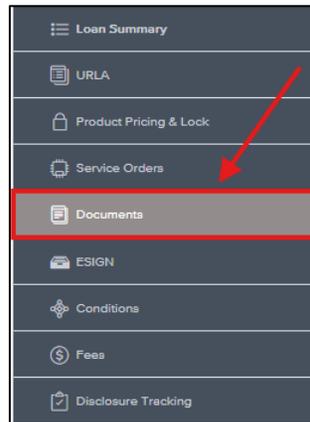


## TPO – How to Upload Conditions

**Purpose:** This job aid serves as a comprehensive guide for users involved in the uploading conditions once the application is in process. This job aid begins once you have entered the loan you are looking to work on after it is Conditionally Approved

1. Select **Documents** from the left sidebar menu



2. Upload conditions into the **Unassigned** folder by doing a **Drag and Drop** or click to **Browse for files**



3. Once all documents have been uploaded, click the red **Re-Submit Loan** button in the upper right corner – this will notify the Account Executive and Account Manager via email letting them know documents have been uploaded and loan has been resubmitted for review
  - a. NOTE: if the Resubmit Loan button is not clicked, the AE and AM will not be notified

