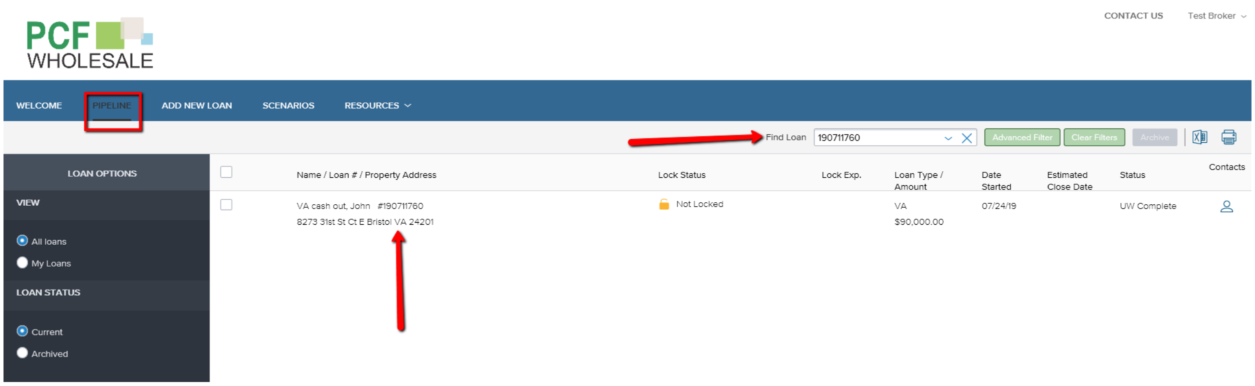
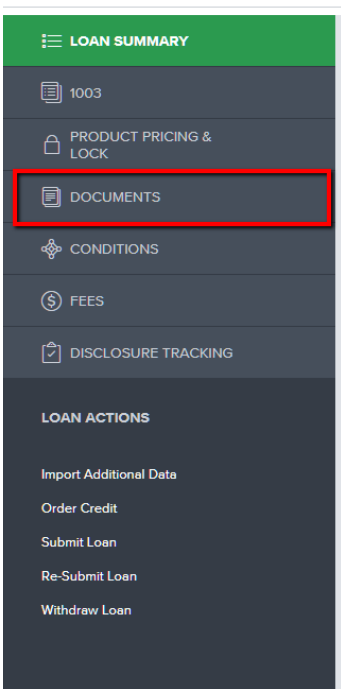
How to Upload Conditions | Cheat Sheet

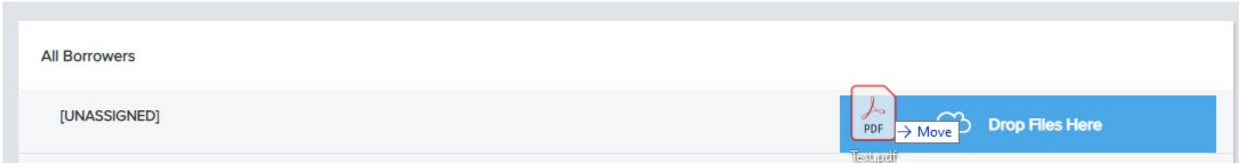
- Once you have Logged in.
- Go to your "Pipeline".
- From there you can search for your Loan on the top right by.
- Loan Number or Borrower first name or last name.



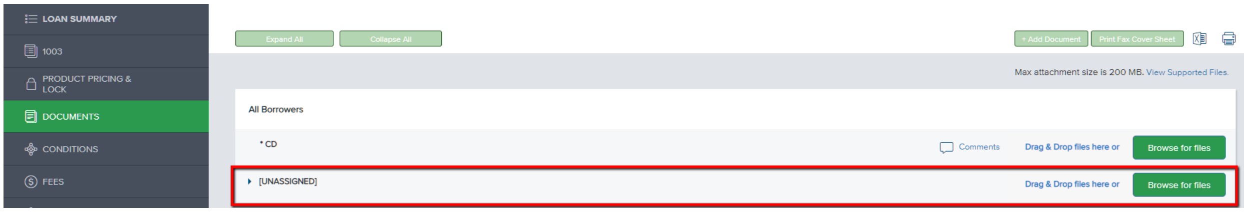
- Find your loan and click on it.
- On the next screen navigate to Documents on the left hand side of the page.



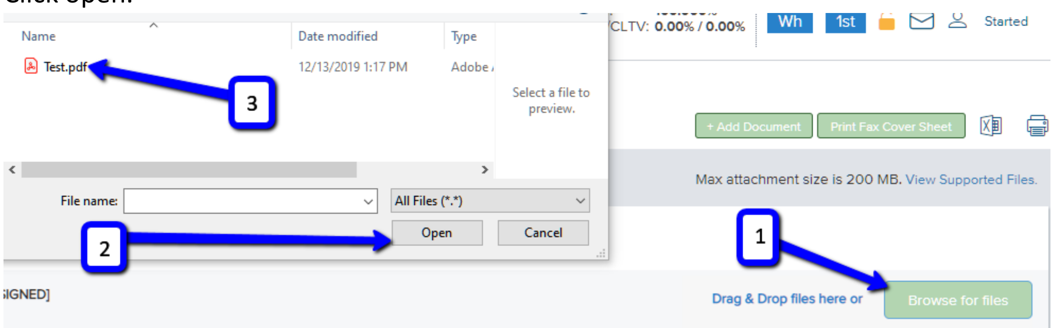
- By default, you will see all your Conditions.
- Please Use the "Unassigned" Folder for your Account Manager to Assign it to the correct Condition.
- You can Drag and Drop the document(s) you want to upload



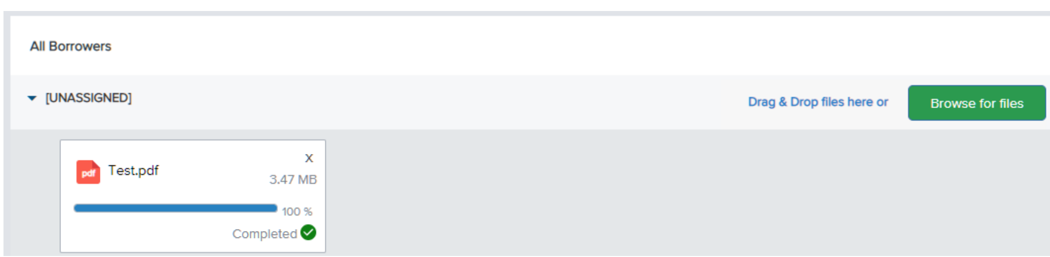
OR   you can click the Green "Browse for files" button as follows:



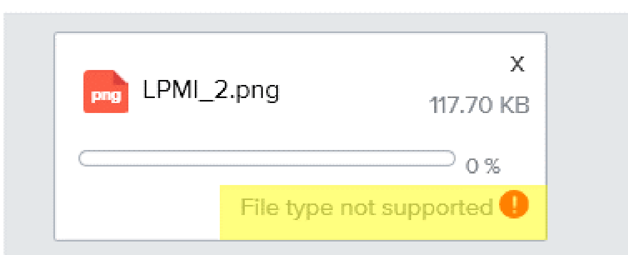
- If you click on the "Browse for files".
  - Navigate to the folder you have the document to:
- Select the file.
- Click open.



- You will see the document successfully uploaded if you see the document like this.



- Please see the error that you get if you get one and if you have any questions consult with your Account Manager.



Other type of allowed formats the system allows are:

- Word documents (.doc, .docx)
- Images (.JPG)
- PDF (.PDF)
- Text file (.TXT)