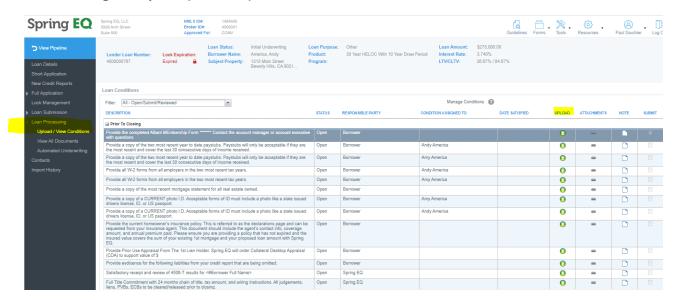


## **Upload and Viewing Conditions**

On the left, navigate to:

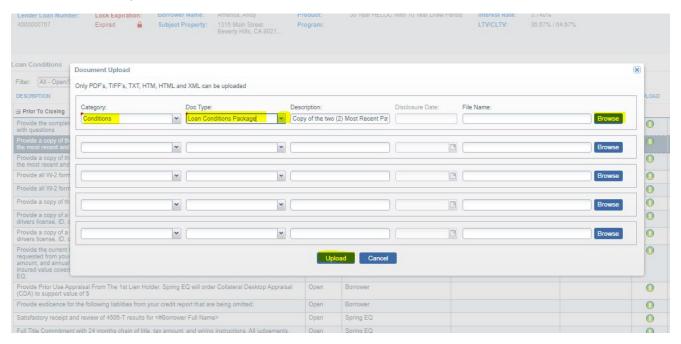
- Loan Processing
- Upload / View Conditions

Then select the green upload (UP arrow) within each condition:



\*\*\* If Category & Doc Type are blank – select "Conditions" for Category and select "Loan Conditions Package" for Doc Type then type a Description (example: AUS Findings)

Browse, attached, upload.



Note: If you are uploading documents and the Doc Type, etc. does not pre-populate, *refresh the screen*, and then try again. The Doc type and category should now populate!

When a condition is uploaded, a paperclip will appear in the attachment section, and a checkmark will appear in the box in the submit column.

When all conditions are uploaded and ready, **click the blue "Submit for Review" button in the lower left-hand corner to push the conditions to be reviewed.** After you submit for review, the "status" will change from "open" to "submitted".

