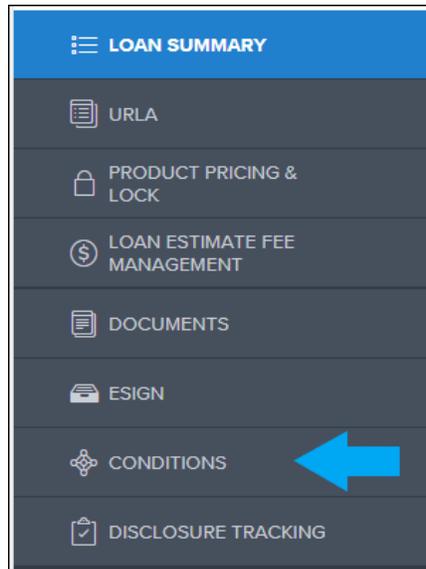


Managing Conditions

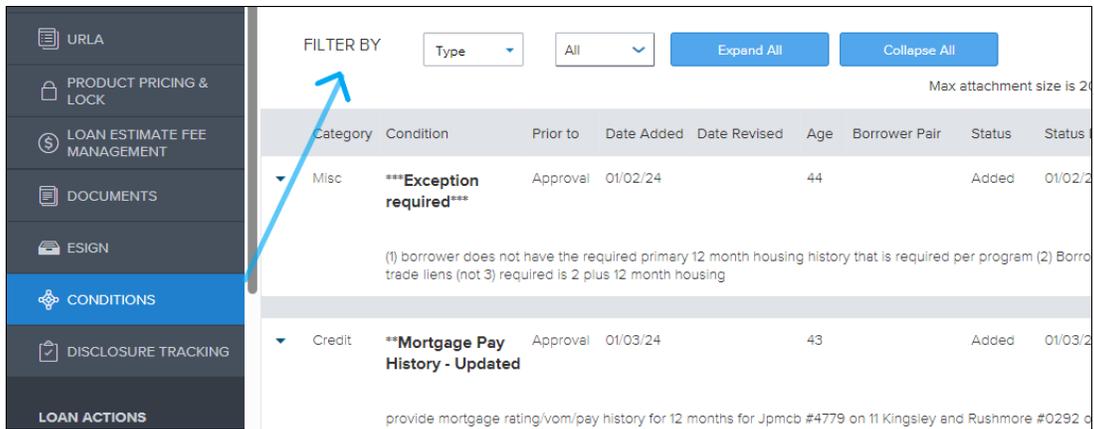
All conditions are housed and managed in the Conditions tab of the TPO Portal.

- Conditions must be uploaded to the Conditions tab, upon resubmission.
- Files will only be returned to Underwriter for review, when **all** PTD conditions have been received.
- Always click on the Notify Lender button, once all conditions have been uploaded.



Uploading Documents

1. Click on the Conditions tab from the left-hand menu, to display all the open conditions.
 - You may filter the conditions by type or category for easier viewing.
 - Each condition will be listed as an individual line item.



2. Each condition will display an upload function.

- Only upload documents that pertain to each condition.
- You may click on the **Browse for Files** button, to select the documents that need to be uploaded. Or simply drag & drop the documents to the condition.
- Comments may be added to each condition for Account Manager to review, if needed.



3. Once all conditions have been uploaded, click on the **Notify Lender** button at the top right.

- Once button is clicked, a notification will be sent to Account Manager to review the new documentation uploaded and resubmit file to the Underwriter.
- Failure to click on the Notify Button will result in a processing delay.

FILTER BY  

Max attachment size is 200 MB. [View Supported Files.](#)

Category	Condition	Prior to	Date Added	Date Revised	Age	Borrower Pair	Status	Status Date	Action
▼ Misc	***Exception required***	Approval	01/02/24		44		Added	01/02/24	0 <input type="button" value="Ready for Review"/>

(1) borrower does not have the required primary 12 month housing history that is required per program (2) Borrower has two current open and active trade liens (not 3) required is 2 plus 12 month housing

4. A confirmation will appear once Notify lender has been successfully triggered.

