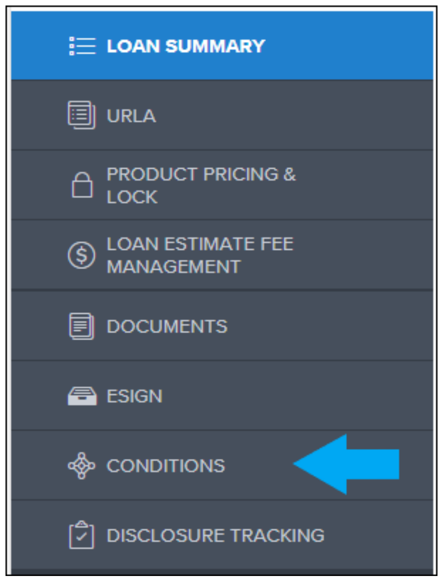
Managing Conditions

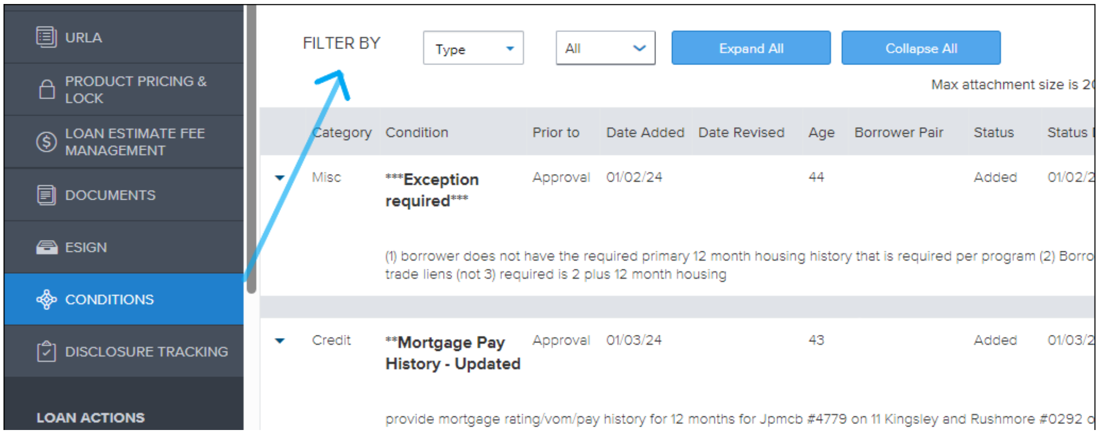
All conditions are housed and managed in the Conditions tab of the TPO Portal.

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



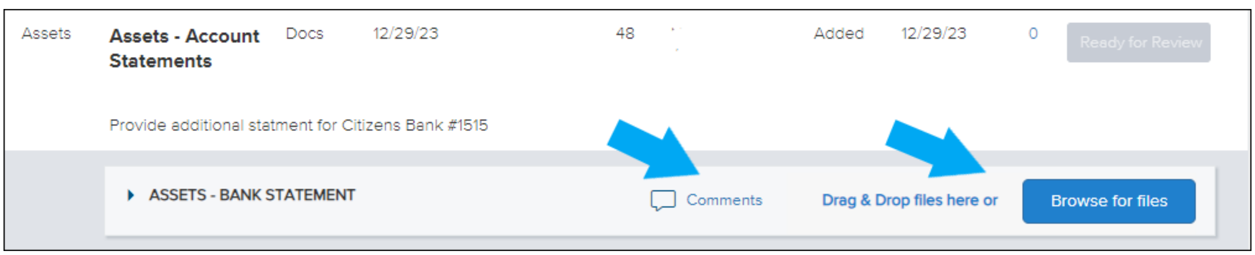
Uploading Documents

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.



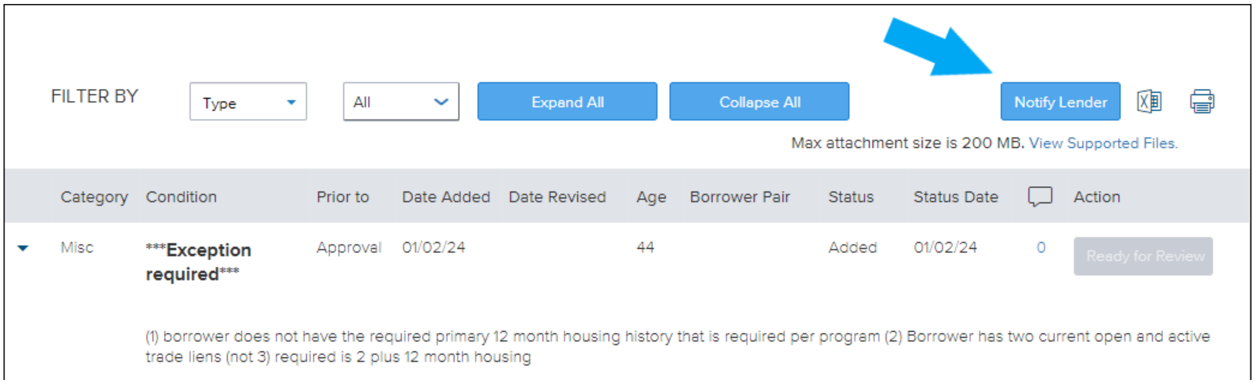
2. Each condition will display an upload function.

    - 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.



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