

CONDITION UPLOAD INSTRUCTIONS

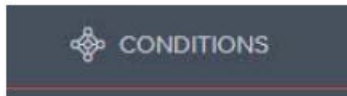
Please limit the number of times you are uploading conditions to max 3 times. **Do not** piece upload.

1st Upload - Appraisal or majority of PTD's

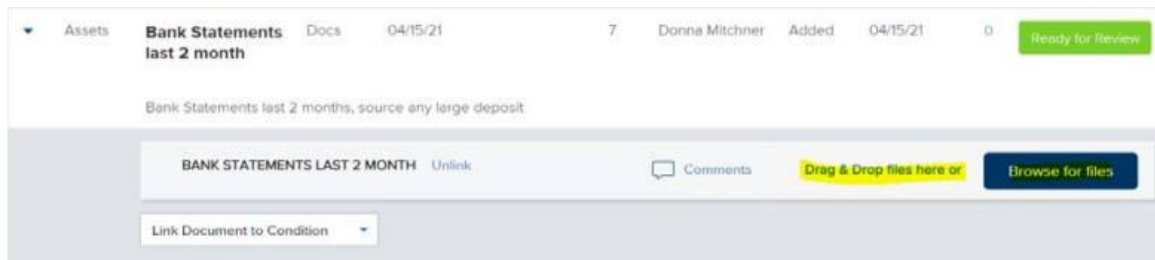
2nd Upload - To be completed after the "updated" approval from 1st upload is issued by the u/w.

This upload should include ALL final PTD's for clear to close.

1. Login to TPO Connect (Click Here) and locate file by going to pipeline.
2. Click on the loan to open.
3. Click on the "Conditions" tab (**DO NOT UPLOAD IMAGES TO THE DOCUMENTS TAB**)



4. Upload each document to the appropriate conditions, using the "browse file" or "drag and drop" Feature. Click the "ready for review" button located on the top right section of the document once the condition is ready for review.



5. Once you have clicked the "ready for review" button the status of that condition will go from "Added" to "Fulfilled". If the conditions do not show "Fulfilled" your AM will not be able to locate the image provided for the condition.



6. Move on to the next condition and follow the steps above until all the conditions have been satisfied with a document.

7. **FINAL STEP:** Scroll to the top of the page and towards the upper right of the screen click the “**NOTIFY LENDER**” button. This will send a notification of confirmation of the conditions uploaded to Be In Mortgage, Account Executive, and broker.
 - a. Be sure all conditions are uploaded that you want reviewed **BEFORE** you hit “**Notify Lender**”.
8. Once you click the “Notify Lender” button, conditions will be reviewed by an Account Manager within 1 business day.



9. After the Account Manager has reviewed conditions, you will receive an email from the AM notifying you the file has been sent to the underwriters Queue for Review/Signoff.

*** PLEASE DO NOT PIECE MAIL YOUR CONDITIONS. DOING SO DELAYS THE PROCESS OF GETTING YOU A “CLEAR TO CLOSE” ***