

ADD NEW LOAN TO PORTAL

1. Login to Client Portal
2. Click the Upload Data/Image Files button

Board Images / Data Files To 3214 - Acra NON-DEL Underwriting

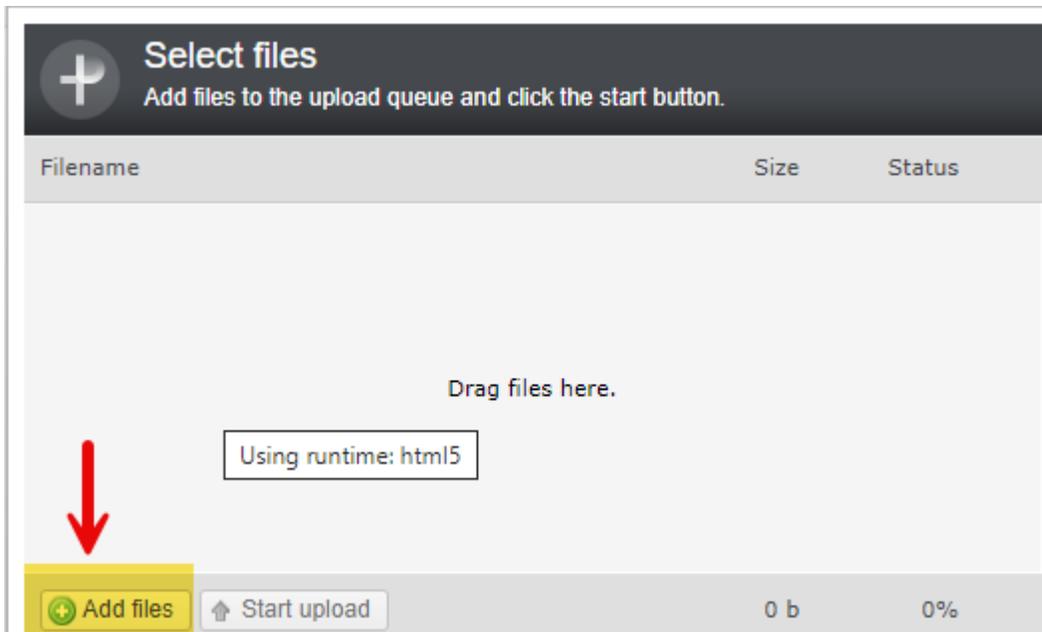
This upload feature is used to on-board data and images to this job (please verify that you are in the correct job). Also, please ensure you using the appropriate naming convention of **loannumber.PDF** for image files or **loannumber.FNM** for 3.2 data files or **loannumber.XML** for 3.4 data files in these uploads. *You can send everything to this job at once if you use the correct naming.*

Upload Data/Image Files to 3214 (Acra NON-DEL Underwriting)

*** - To Upload TDOC images please use the loan search above and NOT this feature.
Please note that individual files cannot exceed 115 MB in size; files above 115 MB may not be processed.**

Please [click here](#) for examples of our file naming convention and our complete upload guide.

3. Click Add Files



4. Locate and select the XML(s) and Images(s) you would like to upload

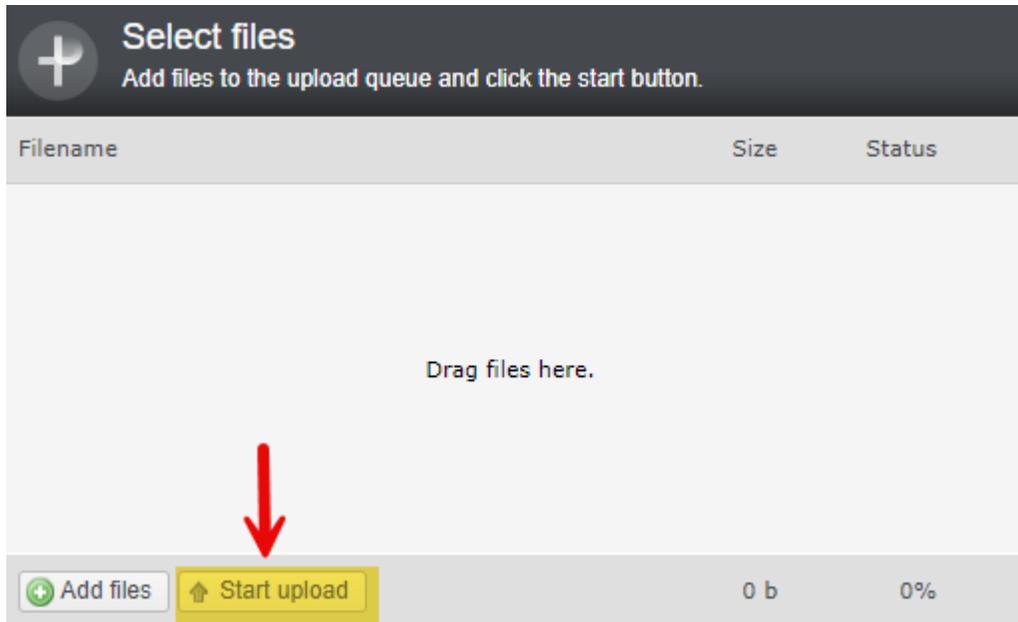
5. NOTE: The XML(s) and document(s) MUST have file names as follows:

a. SellerLoanNumber_BorrowerName_DocumentName

Note: No spaces (as shown below)

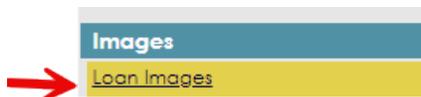
a. SellerLoanNumber_BorrowerName_DocumentName

6. Click the Start Upload button to start processing the files



7. Search by Borrower Name

8. Click Loan Images



9. If document do not appear in Loan Images, Click on Images Not Matching / No Loan Data Report Tab

Standard Reports

- [Project Snapshot Summary](#)
- [Escalation Log Detail](#)
- [Escalation Log Details Report](#)
- [Deficiency Details](#)
- [Images Not Matching / No Loan Data Report](#)
- [Activity Report](#)
- [Active Products Report](#)

10. Enter CLIENT # (3214 for Non-Del), and LOAN NUMBER (Evolve Loan Number) and press UPDATE. This will send the documents to the loan file that was created by the XML File.

a. Note: This step must be completed on all documents in Images Not Matching

Seller Files not Matching

Enter a valid Job ID and/or Loan Number to match the image document with the loan.

Job ID	Corr ID	Corr Name	Seller Loan Nu...	File Name	Image Id	File Received Da...	Uploaded By	Client J...	Loan Number
3214	28	Interlinc Mortgage	APPRAISAL ACK...	APPRAISAL ACKNOWLEDG...	74709676	01/11/2024 09:02:35	Karla Andrade	3214	900100190
3214	28	Interlinc Mortgage	1008	1008_090234.pdf	74709675	01/11/2024 09:02:34	Karla Andrade		