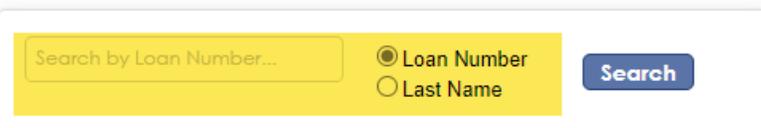


UPLOADING TDOCS TO PORTAL

1. Login to Client Portal
2. Click on the Reports Menu, search for the Loan using the Search feature by Loan Number or Last Name

Reports Menu



Search by Loan Number... Loan Number Last Name [Search](#)

3. Under the Loan Conditions section, click the Upload Files to Clear Link to open the upload tool

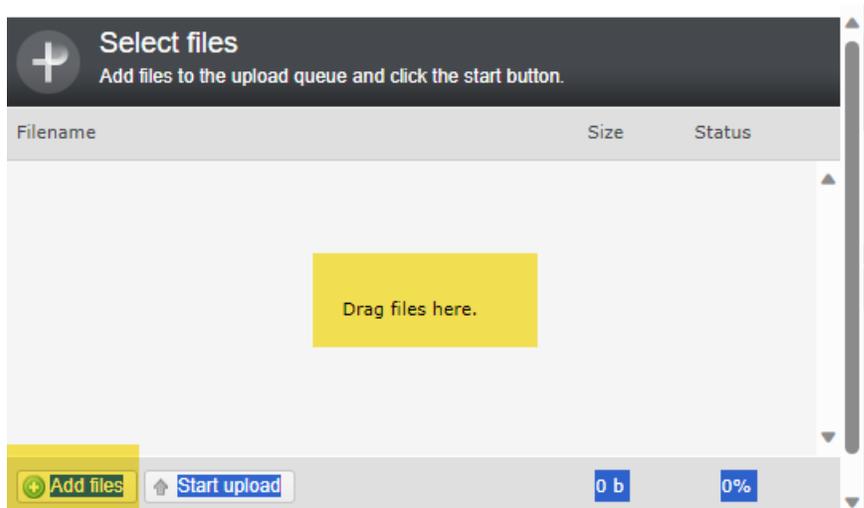
Loan Conditions

[Hide](#)

Prior to Doc Conditions

1.	Provide evidence Earnest Money Deposit of \$10,000 has cleared borrowers bank account. Upload Files To Clear
2.	Provide a processor certification to satisfy Fraud Alert shown on credit report. Upload Files To Clear
3.	Provide insured closing letter or closing protection letter. Upload Files To Clear

4. Drop and Drag File and Click Add Files Tab



5. Click on Start Upload Tab

