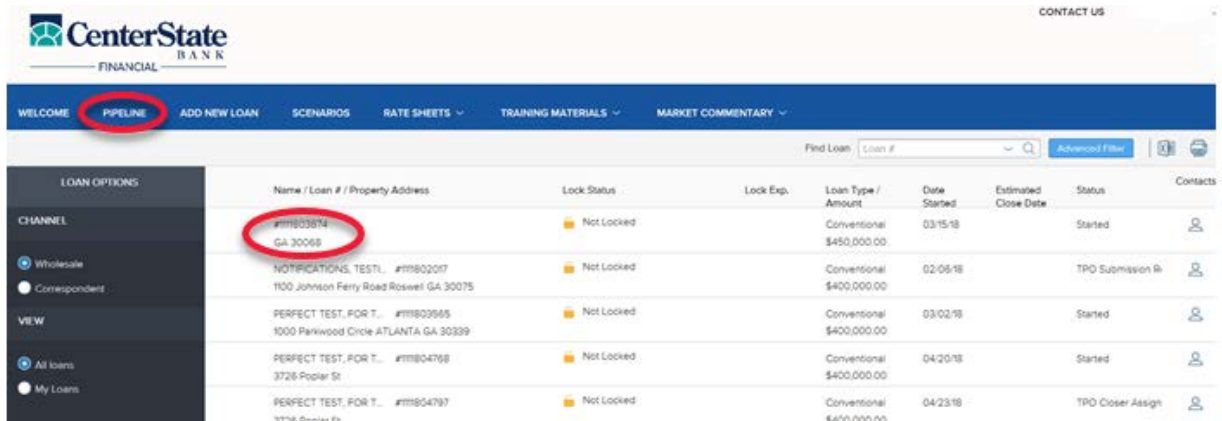


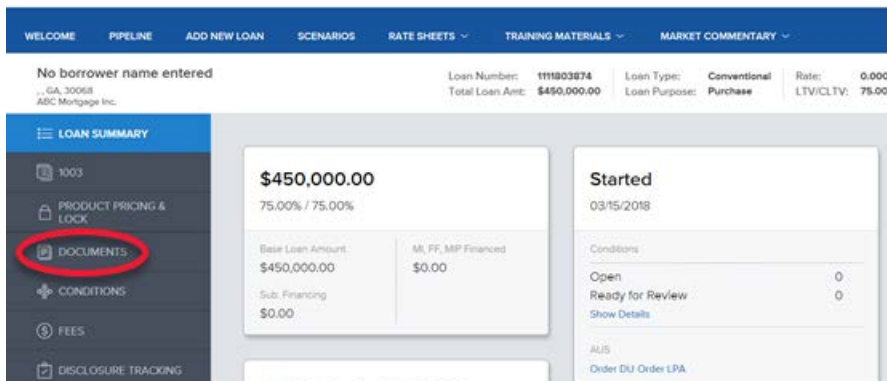
## Submitting a Loan

- 1 Click **Pipeline** in the menu bar and select the desired loan from the Pipeline view



Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Status	Contacts
#111803874 GA 30068	Not Locked		Conventional \$450,000.00	03/15/18		Started	
NOTIFICATIONS, TESTL... #111802017 1100 Johnson Ferry Road Roswell GA 30075	Not Locked		Conventional \$400,000.00	02/05/18		TPO Submission R	
PERFECT TEST, FOR T... #111802985 1000 Parkwood Circle ATLANTA GA 30339	Not Locked		Conventional \$400,000.00	03/02/18		Started	
PERFECT TEST, FOR T... #111804768 3726 Poplar St	Not Locked		Conventional \$400,000.00	04/20/18		Started	
PERFECT TEST, FOR T... #111804797 3726 Poplar St	Not Locked		Conventional \$400,000.00	04/23/18		TPO Closer Assign	

- 2 Once in the loan, select **Documents** from the left hand menu



No borrower name entered  
GA, 30068  
ABC Mortgage Inc.

Loan Number: 111803874    Loan Type: Conventional    Rate: 0.000%  
Total Loan Amt: \$450,000.00    Loan Purpose: Purchase    LTV/CLTV: 75.00%

**\$450,000.00**  
75.00% / 75.00%

Base Loan Amount: \$450,000.00    M, FF, MP Financed: \$0.00  
Sub. Financing: \$0.00

**Started**  
03/15/2018

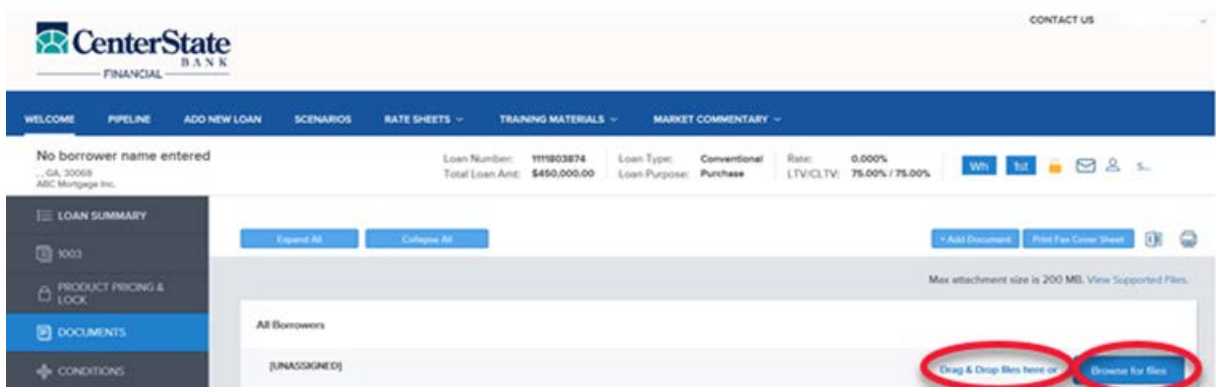
Conditions

Open	0
Ready for Review	0

Show Details

AUS  
Order DU Order LPA

- 3 **Drag and Drop** file(s) to the **[UNASSIGNED]** document placeholder or click **Browse for Files** to upload files



No borrower name entered  
GA, 30068  
ABC Mortgage Inc.

Loan Number: 111803874    Loan Type: Conventional    Rate: 0.000%  
Total Loan Amt: \$450,000.00    Loan Purpose: Purchase    LTV/CLTV: 75.00% / 75.00%

Export All    Collapse All    Add Document    Print Fax Cover Sheet

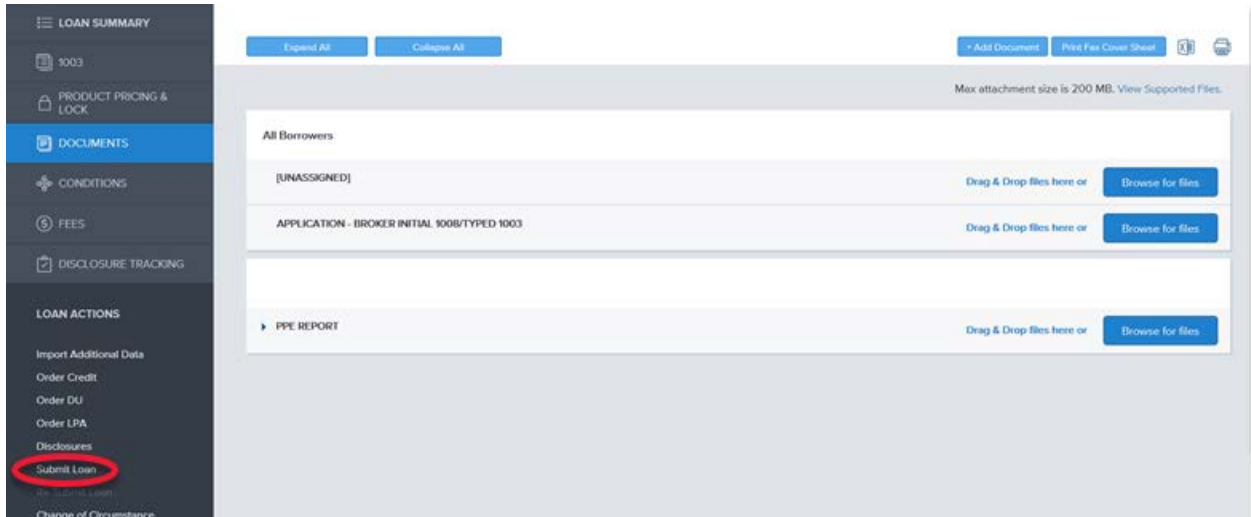
Max attachment size is 200 MB. Only Supported Files.

All Borrowers

[UNASSIGNED]

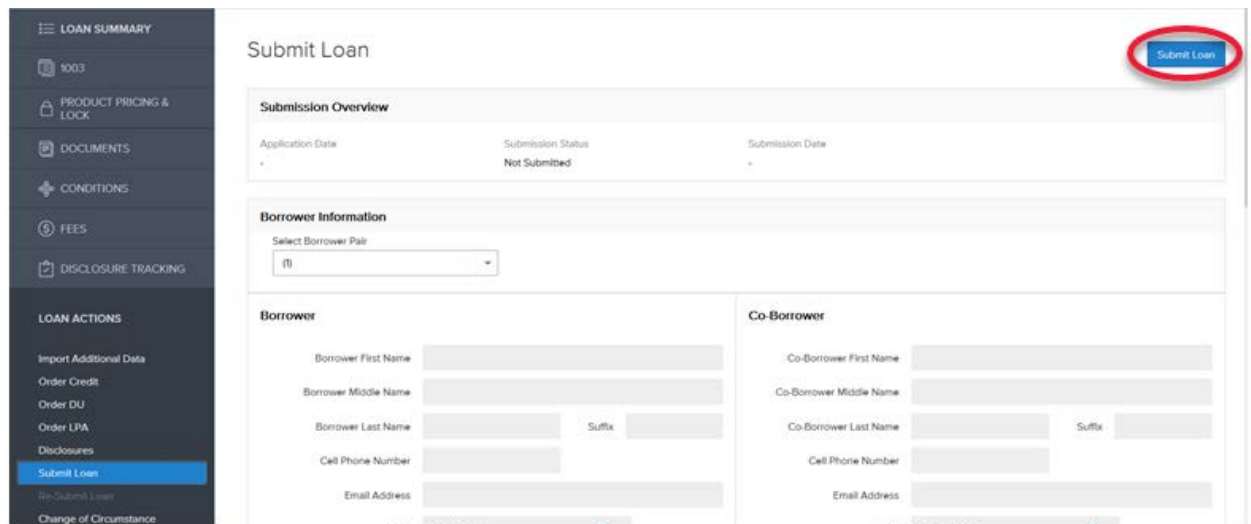
Drag & Drop Files here or    Browse for Files

4 Once all loan documents are uploaded, click **Submit Loan** in the **Loan Actions** menu.



The screenshot shows a web interface for loan document management. On the left is a dark sidebar with a menu. Under the 'LOAN ACTIONS' section, the 'Submit Loan' option is highlighted with a red circle. The main content area has a header with 'Expand All' and 'Collapse All' buttons, and 'Add Document' and 'Print Fee Cover Sheet' buttons. Below this is a table titled 'All Borrowers' with columns for document name and actions. The table contains three rows: '[UNASSIGNED]', 'APPLICATION - BROKER INITIAL 1008/TYPED 1003', and 'PPE REPORT'. Each row has a 'Drag & Drop files here or Browse for files' button.

5 Click the **Submit Loan** button



The screenshot shows the 'Submit Loan' form. The 'Submit Loan' button in the top right corner is circled in red. The form is divided into several sections: 'Submission Overview' with fields for Application Date, Submission Status (Not Submitted), and Submission Date; 'Borrower Information' with a 'Select Borrower Pair' dropdown; and 'Borrower' and 'Co-Borrower' sections, each with input fields for First Name, Middle Name, Last Name, Suffix, Cell Phone Number, and Email Address.