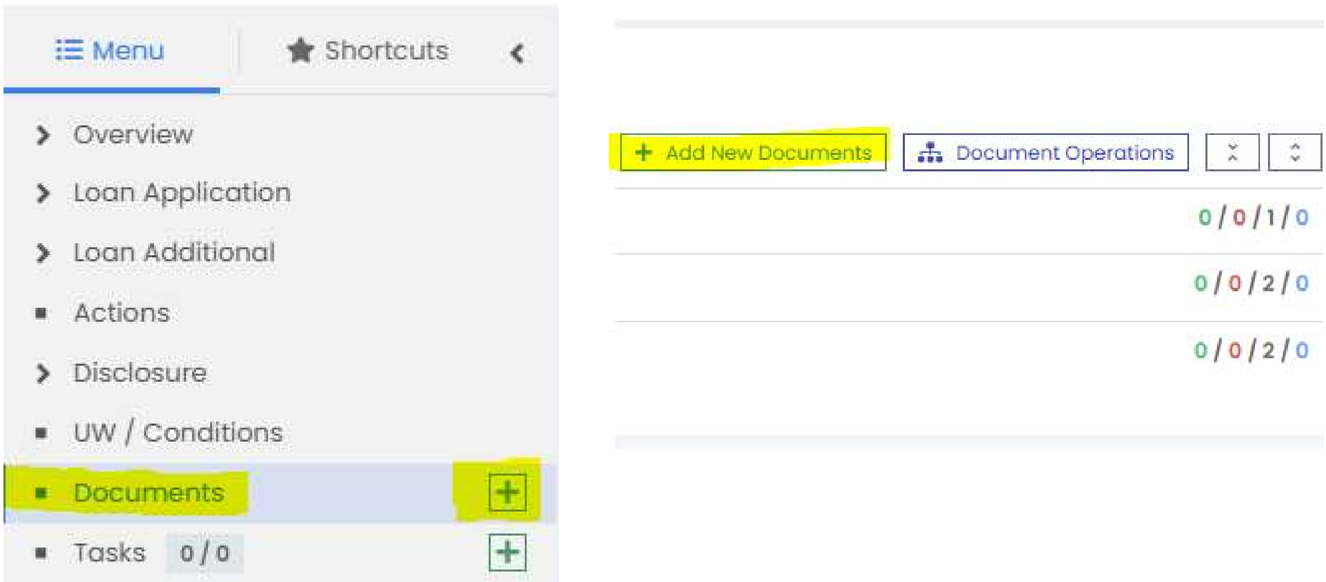
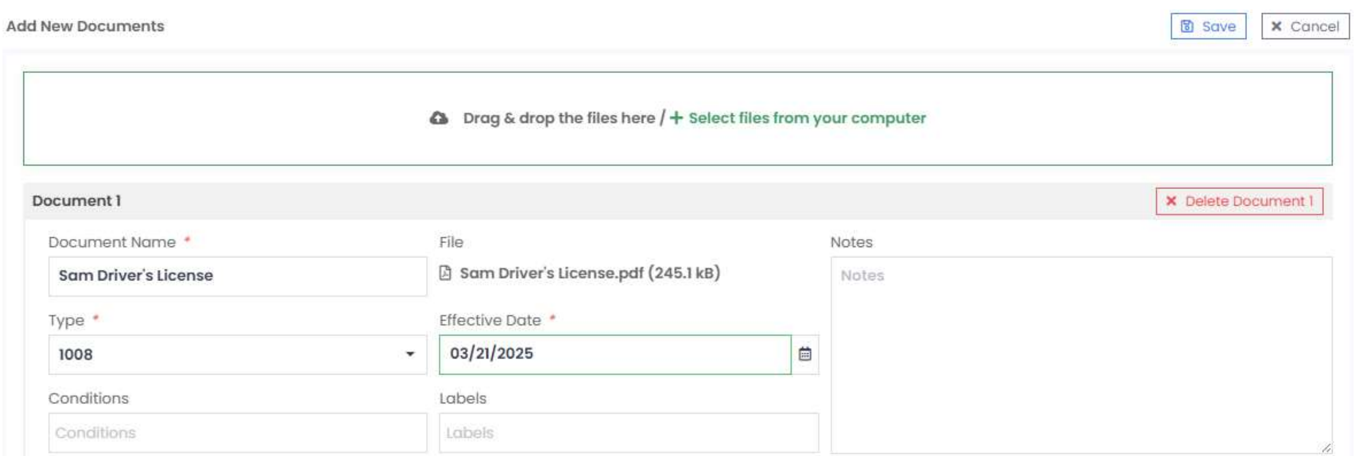
Uploading Documents and Underwriting Conditions

Step 1: Open the loan and navigate to the *Documents* tab. Select the *+Add New Documents* button to open the document upload menu (see below):



Step 2: On the next screen, drag and drop a document or multiple documents into the box, or press *Select files from your computer*.



<u>Step 3:</u> For each document, there are a few options you can select before pressing *Save* to complete the upload. You can rename the document or change the effective date. You can also select the *Type* dropdown to organize the document(s) into folders such as income, credit, etc. Finally, you can select a corresponding underwriting condition under the *Conditions* dropdown to attach the file to a specific condition (see below). Press *Save* at the top right when finished.