

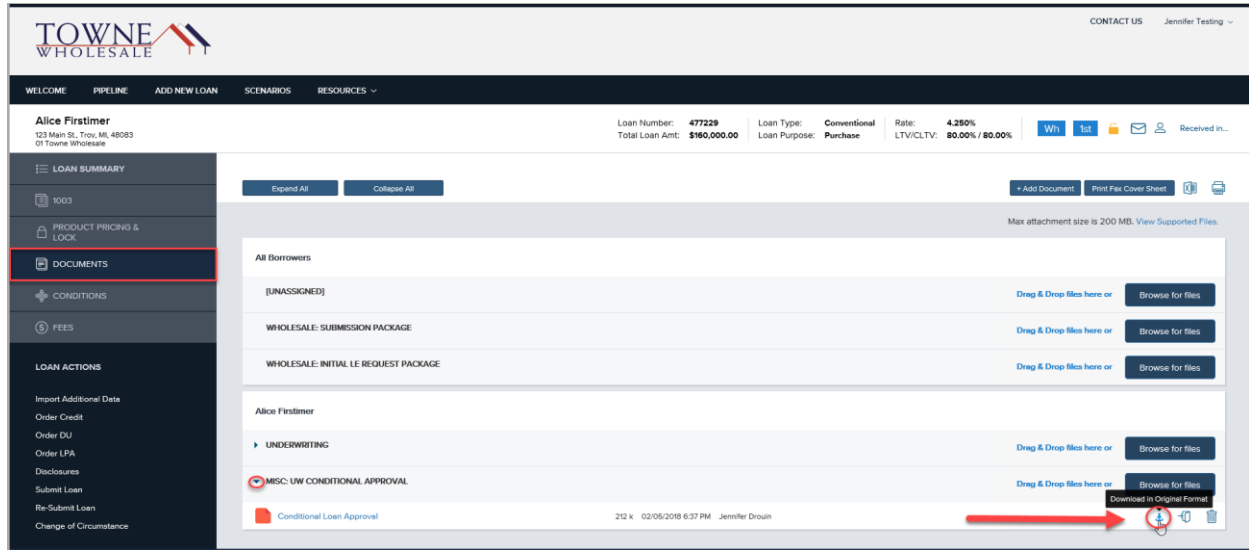


## HOW TO: Print Documents from TPO Connect

Follow the steps below in order to print documents that reside within TPO Connect.

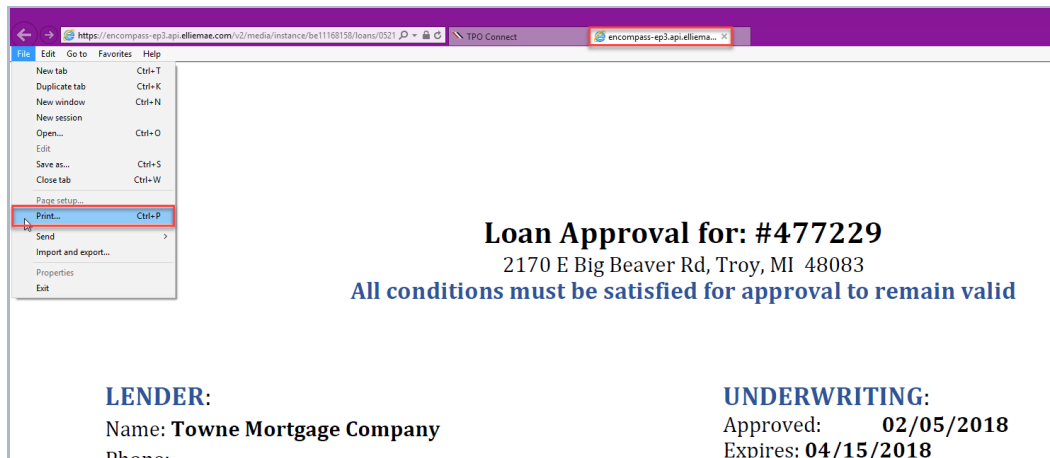
Step 1: Click on the Documents Tab in the selected loan.

Step 2: Click on the arrow next to the Document name to display the attachment(s).



Step 3: Click on the “Download in Original Format” icon on the far-right.

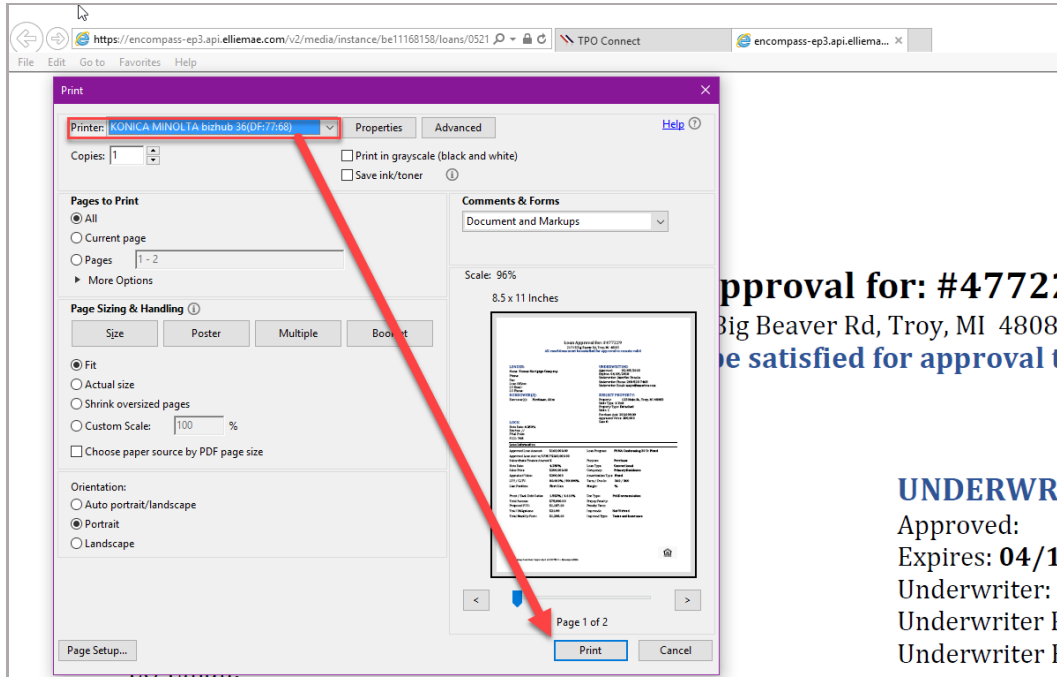
Step 4: The document will open up in a separate internet window.



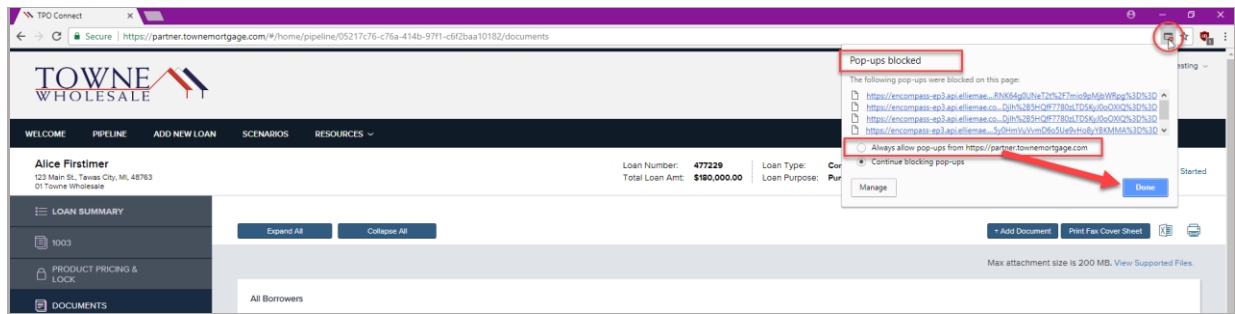
# TPO Connect – Printing Documents from TPO Connect

Step 5: Click “Ctrl-P” or select the “Print” from the settings.

Step 6: Select the printer and click “Print”



**NOTE:** Please disable all pop-up blockers for TPO Connect. If the attachment doesn't open in a separate window for you, look for pop-ups that have been blocked, and click “Always Allow”. Then go back to the attachment to click on the link, and it will bring up the document in a new internet window.



**NOTE:** If you are only seeing a blank document when you try to print, this means you have right-mouse clicked on the attachment link and selected print. The document will only print properly if printed from the webpage. You must click the “Download in Original Format” icon and print from a new window.