

## **HOW TO: Submit conditions**

When Condition documents have been gathered, the loan is eligible to be Re-Submitted to Underwriting. See steps below to re-submit.

Step 1: Under Loan Actions click Re-Submit Loan for Wholesale, Submit for Review for Delegated, and Submit for Review for Non-Delegated



Step 2: Once you have clicked on the Re-Submit button there will be a placeholder for you to upload conditions to at the bottom of the screen

	Warning			
	You are unable to perform this action because of the following reasons: Document Wholesale: Conditions attachment is missing			
Required Documents				
WHO	DLESALE: CONDITIONS	Comments	Drag & Drop files here or	Browse for files
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TPO Connect How To – Submit Conditions

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**Step 3:** The Re-Submit Loan button will then go from grey to blue, click the Re-Submit Loan button and then click on Continue.



**\*NOTE:** This process only works for the first set of conditions; otherwise, you will need to upload the conditions into the Documents tab under the placeholder. **Wholesale: Conditions.** After you have completed uploading conditions repeat **Step 3**.