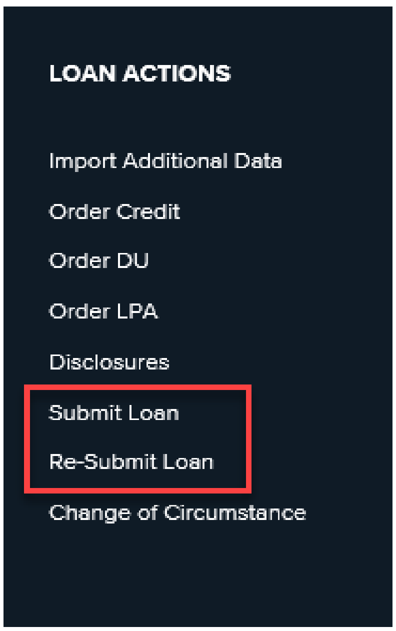
HOW TO: Submit conditions

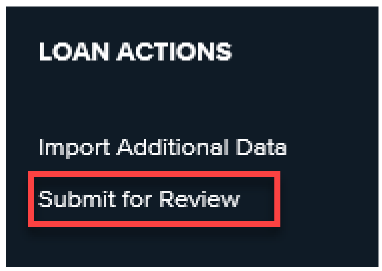
When Condition documents have been gathered, the loan is eligible to be Re-Submitted to Underwriting. See steps below to re-submit.

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

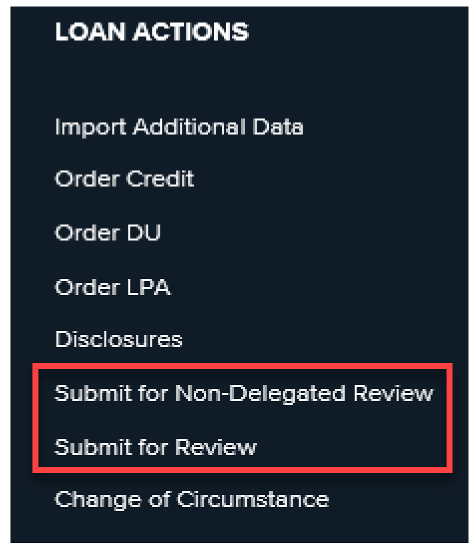
Wholesale



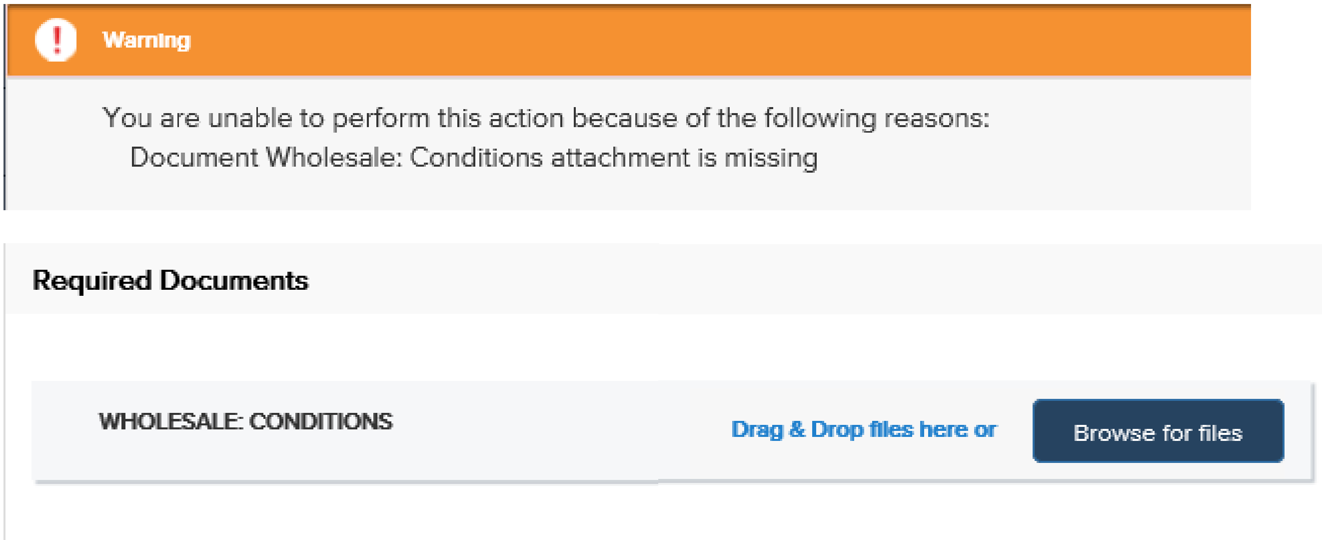
Delegated



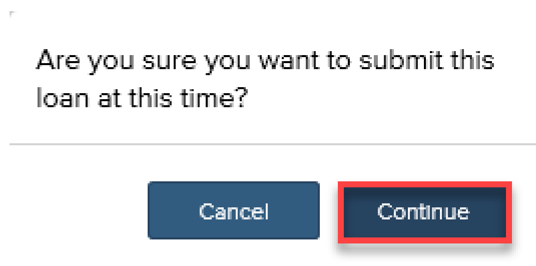
Non-Delegated



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



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**.