

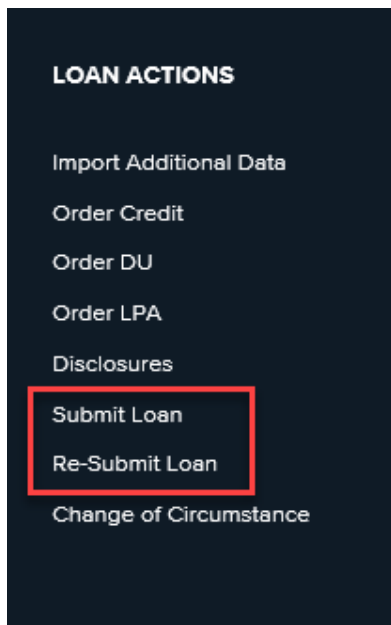


## HOW TO: Submit conditions

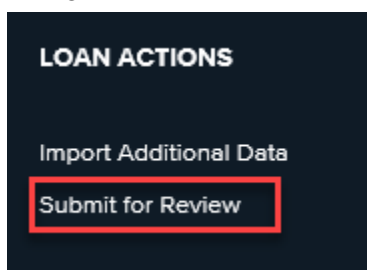
When Condition documents have been gathered, the loan is eligible to be Re-Submitted to Underwriting. See steps below to re-submit.

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

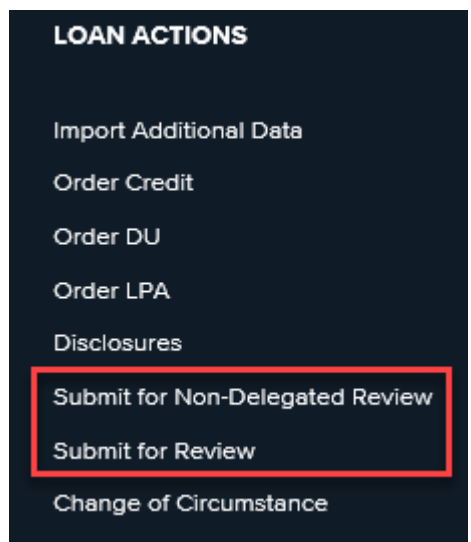
### Wholesale



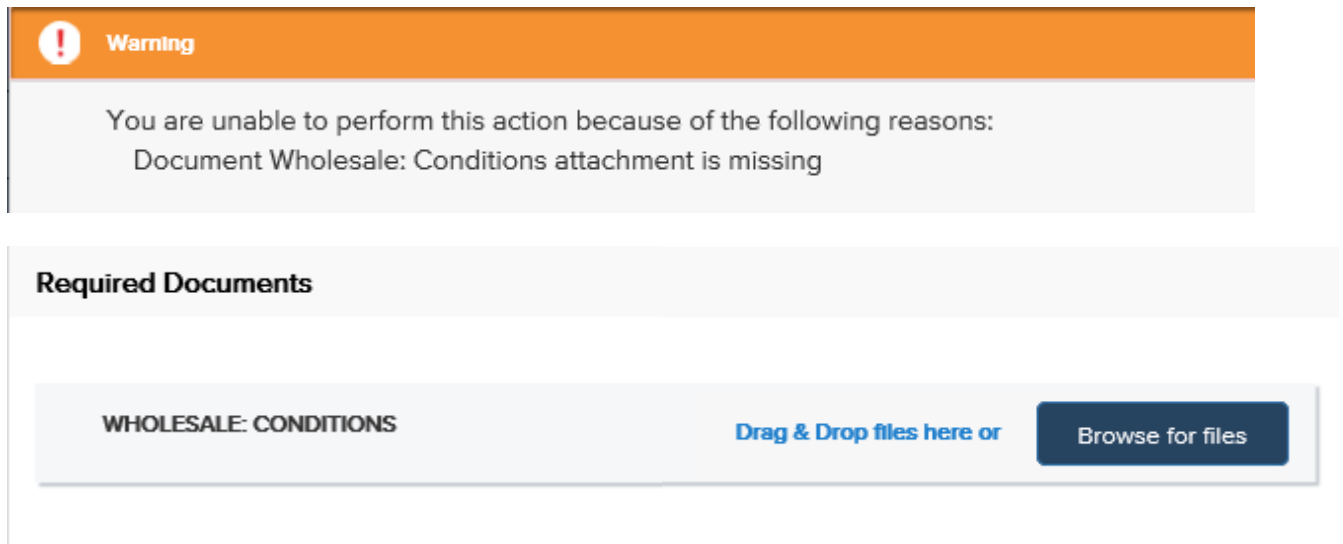
### Delegated



### Non-Delegated

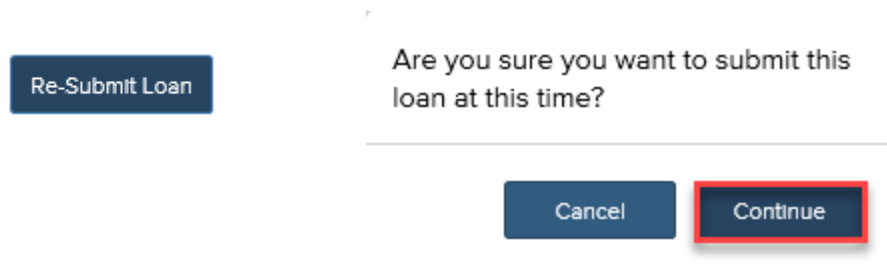


**Step 2:** Once you have clicked on the Re-Submit button there will be a placeholder for you to upload conditions to at the bottom of the screen



The image shows a warning message in an orange box: "Warning: You are unable to perform this action because of the following reasons: Document Wholesale: Conditions attachment is missing". Below this is a section titled "Required Documents" with a placeholder for "WHOLESALE: CONDITIONS". The placeholder includes the text "Drag & Drop files here or" and a "Browse for files" button.

**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.



The image shows a "Re-Submit Loan" button on the left. To its right is a confirmation dialog box with the text "Are you sure you want to submit this loan at this time?". At the bottom of the dialog are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red border.

**\*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.**