

## **HOW TO: Resubmit Conditions**

- **Note:** Keep in mind that throughout the process as you collect items from the borrower, you can add them to the Wholesale Conditions placeholder and wait to officially Resubmit the loan when you have the majority of the Conditions to be reviewed.
- **Step 1:** Under the Documents tab, click the Add Document button to create the Wholesale: Conditions placeholder and click Save.

TOWNE MORTGAGE COMPANY		Document View Settings	×	
		Select the Documents you want to add		
WELCOME PIPELINE ADD NE	EW LOAN SCENAR	Borrower Pair	Documents Select all	
		All Borrowers	Wholesale: Broker's Fee Worksheet	
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S LOAN ESTIMATE FEE	All Borrowers		Wholesale: Post Closing Condition	
	• [UNASSIGNED]		Wholesale: Previous Conditions Uploaded	Drag & Drop files I
CONDITIONS	WHOLESALE: INI		Wholesale: Submission Package	Drag & Drop files I
(\$) FEES	WHOLESALE: SU			Drag & Drop files I
	_		Cancel Save	
	Alice Firstimer			

**Step 2**: Add your conditions to be reviewed by clicking Browse for Files or using the Drag and Drop functionality.

All Borrowers		
[UNASSIGNED]	Drag & Drop files here or	Browse for files
WHOLESALE: CONDITIONS	Drag & Drop files here or	Browse for files
WHOLESALE: INITIAL LE REQUEST PACKAGE	Drag & Drap files have as	D

TPO Connect - How to Resubmit Conditions

Step 3: When you are ready to have the Underwriter review the items, go under Loan Actions, and click on Resubmit Loan. Confirm by clicking Continue on the popup you receive.

LOAN ACTIONS	
Import Additional Data	
Order Gedit	
Order [	
Order I A	
Disclos	Are you sure you want to Resubmit
Submission	Loan this loan at this time?
Resubmit Loan	S . Cancel Continue
Change of Circumsta	Cancer
	492000 LUan Type. Conventional Rate.

**Note**: To ensure the request went through successfully, the Resubmit Loan under Loan Actions will now be grayed out.

