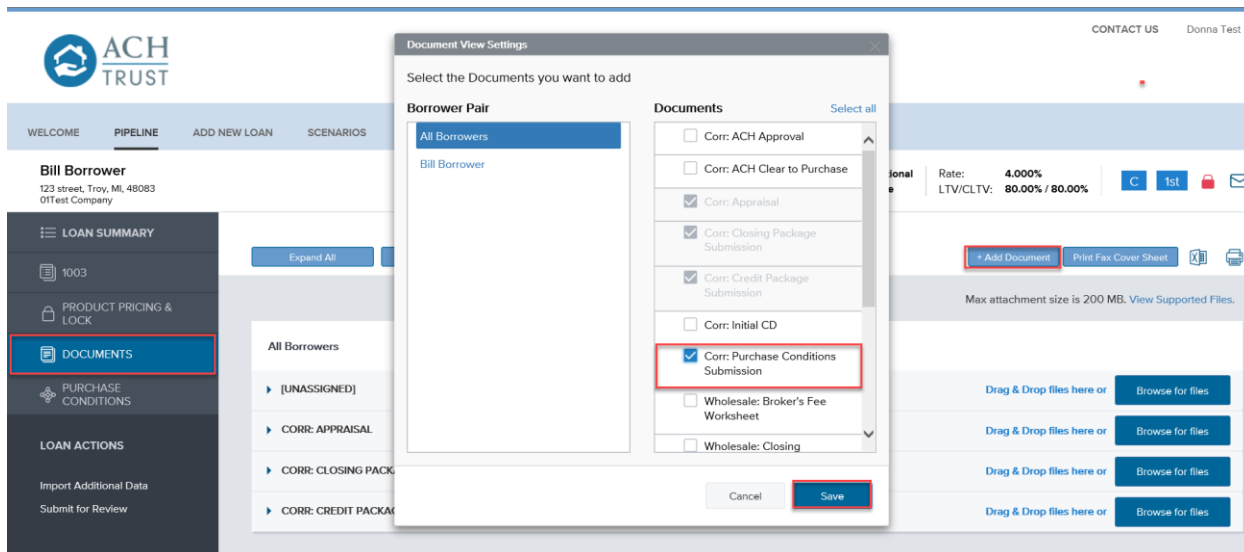




HOW TO: Upload Purchase Conditions

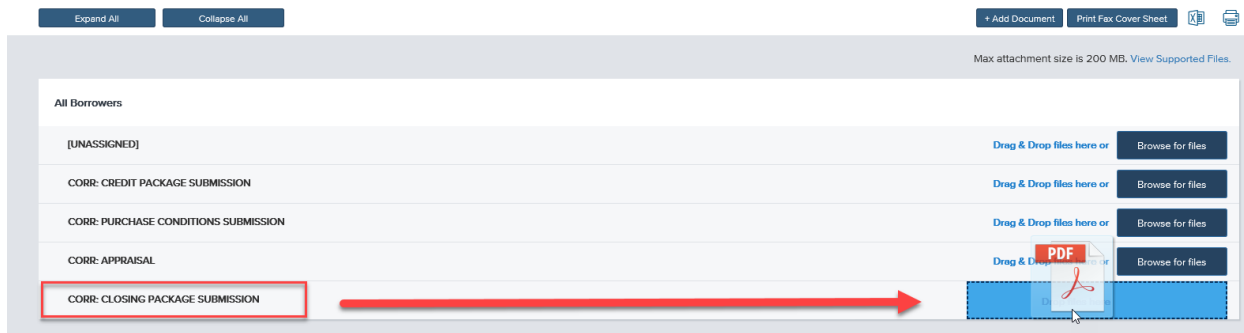
You will be aware of your purchase conditions after you have received an email from ACH Trust stating the loan has been reviewed and a Purchase Suspense has been issued. The “Key Date” will then be entered for Purchase Suspended, and conditions will be ready to view in the Purchase Conditions tab. Follow the steps below to submit documentation to clear the outstanding conditions.

Step 1: Click on **Documents Tab** on the left-hand side, then add a document placeholder using the “+ Add Document” button.



Step 2: Select: “Corr: Purchase Conditions Submission” as the name of the document, and click “Save” at the bottom of the window. (Shown Above)

Step 3: Once the Document placeholder is created you can Drag & Drop, or Browse & Attach the file(s).



NOTE: (Max attachment size is 200 MB and supported files are pdf, doc, docx, txt, tif, jpg, jpeg, emf, htm, html, zip. (Please keep size 20-30MB per attachment it is easier to download into Encompass. You can attach multiple docs to the placeholder)

Step 5: Once the document(s) are uploaded, you will need to go to the Purchase Conditions tab and click on the “**Notify Lender**” button.

Your loan is locked in Optimal Blue. Changes to 1003 are not permitted at this time.

FILTER BY: Prior To, All, Expand All, Collapse All, **Notify Lender**, Max attachment size is 200 MB. View Supported Files.

Category	Condition	Prior to	Borrower Pair	Status	Status Date	Action
Assets	Assets: Bank Statements Acceptable verification of funds to close, with complete bank statements supporting \$9,000,000 in funds to close. Includes \$_____ for required reserves. All non-payroll large deposits must be verified.	Approval	_____	Requested	10/04/2017	0 Ready for Review
Income	Income: W2's - Borrower Borrower to provide satisfactory W2s for the following years:	Approval	_____	Requested	10/04/2017	0 Ready for Review

Note: This will trigger into a Pipeline for ACH to view.