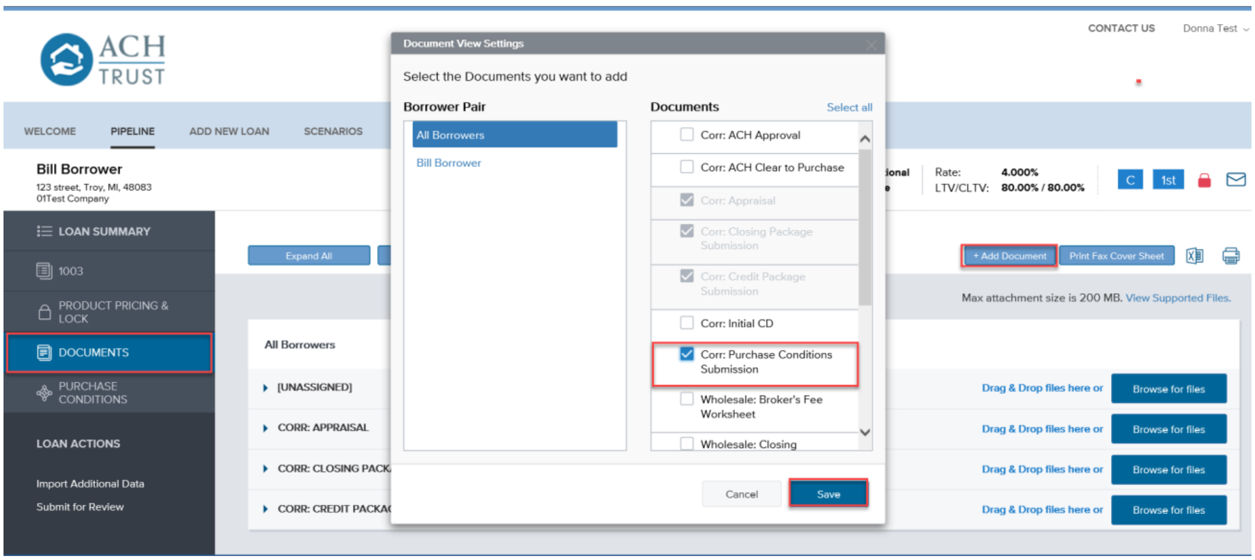
HOW TO: Upload Purchase Conditions

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.



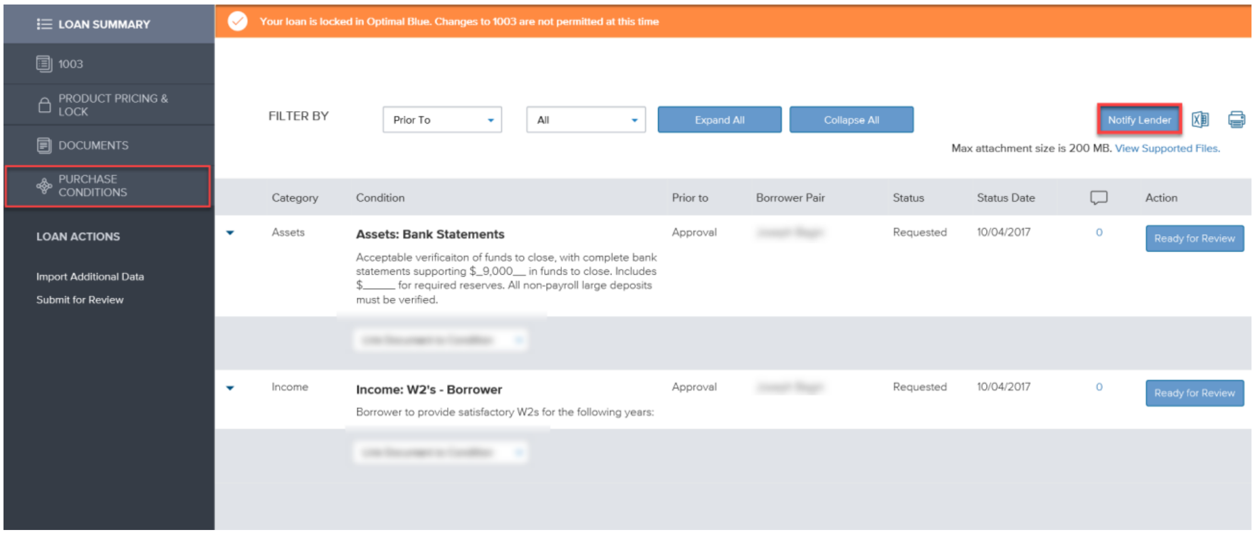
Step 2: Select: "Corr: Purchase Conditions Submission" as the name of the document, and click "Save" at the bottom of the window. (Shown Above)

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

Encompass How To – Upload Purchase Conditions

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.**



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