Step 1:



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.

Click on **Documents Tab** on the left-hand side, then add a document placeholder using the "+ Add Document" button.

ACH		Document View Settings		×	CONTACT US Donna Test ~
TRUST		Select the Documents you want to add			
		Borrower Pair	Documents Select	all	
WELCOME PIPELINE ADD	NEW LOAN SCENARIOS	All Borrowers	Corr: ACH Approval	^	
Bill Borrower		Bill Borrower	Corr: ACH Clear to Purchase	ional	Rate: 4.000%
123 street, Troy, MI, 48083 01Test Company			Corr: Appraisal	P	LTV/CLTV: 80.00% / 80.00%
IE LOAN SUMMARY	Evened All		Corr: Closing Package Submission		A Add Downwood Dide Eau Course Shout 🕅 🚍
1003	Expand Air		Corr: Credit Package		Add Document Print Pax Cover Sneet
A PRODUCT PRICING &					Max attachment size is 200 MB. View Supported Files.
			Corr: Initial CD		
	All Borrowers		Corr: Purchase Conditions		
PURCHASE CONDITIONS	[UNASSIGNED]		Wholesale: Broker's Fee		Drag & Drop files here or Browse for files
LOAN ACTIONS	CORR: APPRAISAL		Wholesale: Closing	~	Drag & Drop files here or Browse for files
Import Additional Data	CORR: CLOSING PACE CORR: CREDIT PACKA	с 			Drag & Drop files here or Browse for files
Submit for Review			Cancel Save		Drag & Drop files here or Browse for files

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).

Expand All Collapse All	+ Add Document Print Fax Cover Sheet
	Max attachment size is 200 MB. View Supported Files.
All Borrowers	
[UNASSIGNED]	Drag & Drop files here or Browse for files
CORP. CREDIT PACKAGE SUBMISSION	Drag & Drop files here or Browse for files
CORP. PURCHASE CONDITIONS SUBMISSION	Dreg & Drop files here or Browse for files
CORP. APPRAISAL	Drog & Drog Drog To Gr Browse for files
CORR: CLOSING PACKAGE SUBMISSION	

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.

E LOAN SUMMARY	🤣 Your Ioan is locked in Optimal Blue. Changes to 1003 are not permitted at this time								
1003									
	F	ILTER 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	\Box	Action
LOAN ACTIONS Import Additional Data Submit for Review	•	Assets	Assets: Bank Statements Acceptable verification of funds to close, with complete bank statements supporting \$_9,000 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	inser finge	Requested	10/04/2017	0	Ready for Review
			an fearge of tables 1						

This will trigger into a Pipeline for ACH to view.

Note: