

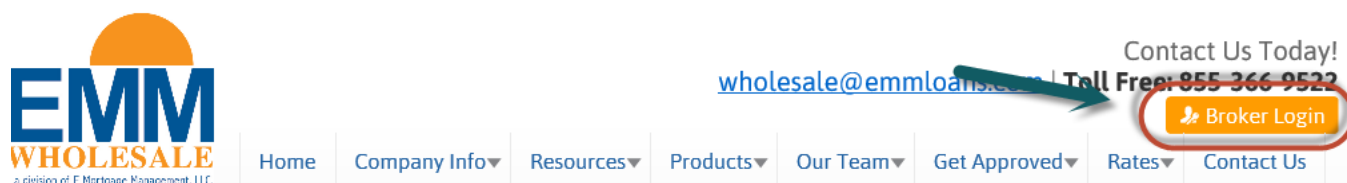
How to register, submit and upload documents via the TPO Portal.

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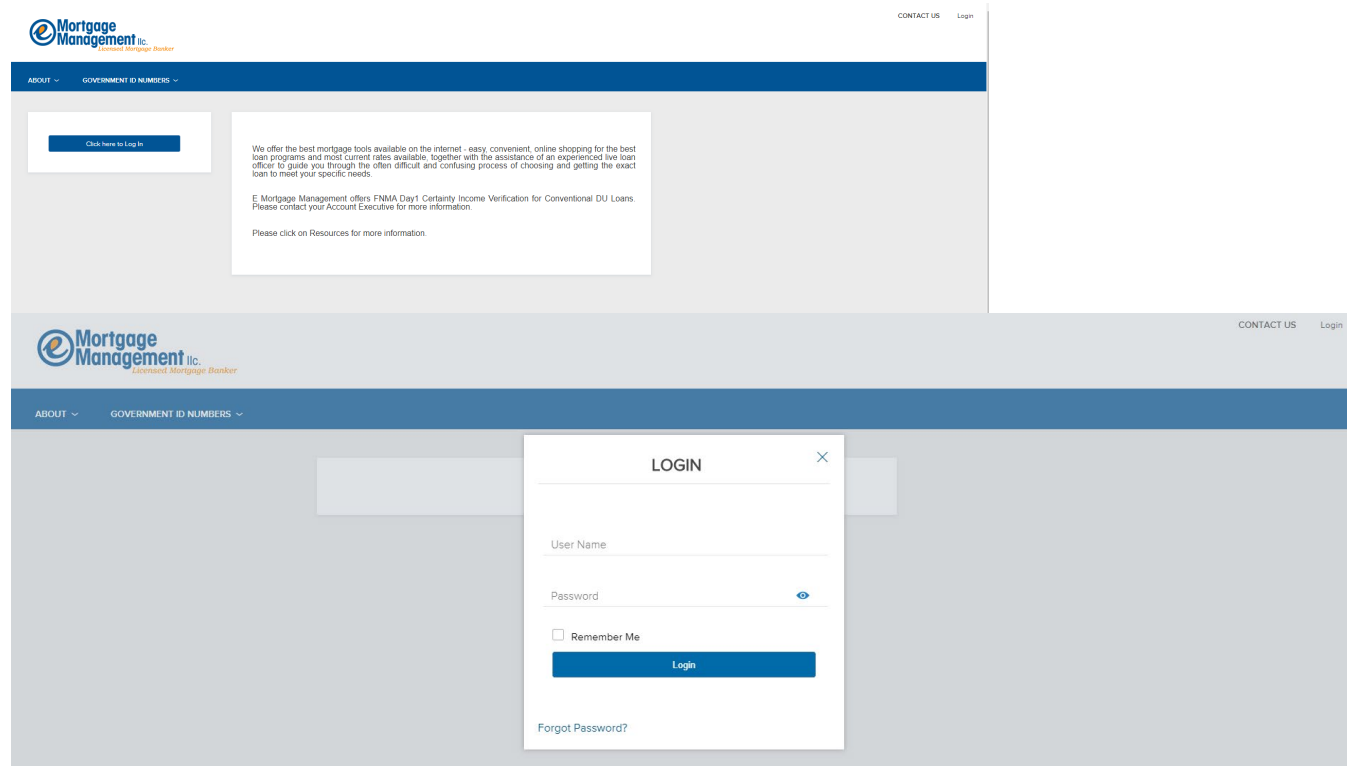
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1. Login Instructions for the Website.

- a. Login to www.emmwholesale.com website.
- b. Click the Broker Login Icon on the top right.



- c. This will redirect you to the TPO Portal Login Screen.
- d. From here you will need to enter your Email address and password.

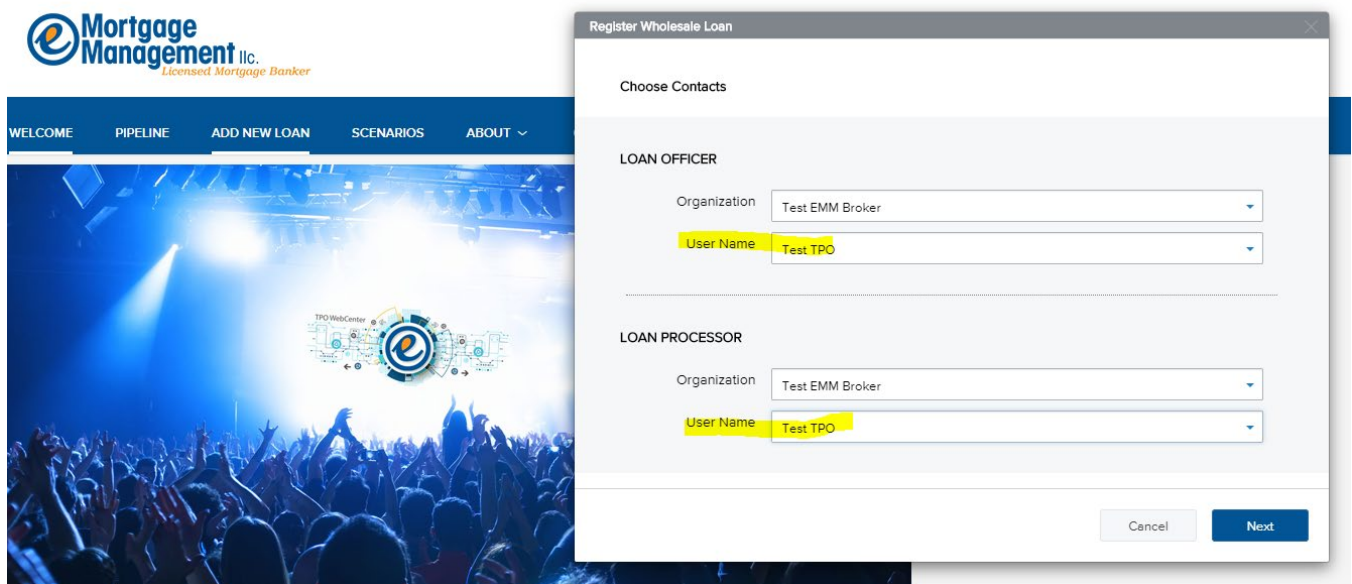


- e. You have now entered the EMM TPO Portal.
- f. You can now view your pipeline and start a new loan.

2. Register a New Loan

- a. Either click on the new loan from TPO on the main menu page or click add new icon from your pipeline view.
- b. Enter the Broker Loan Officer and the Broker Loan Processor (they can be one in the same).

Note: EMM Wholesale will only allow a DU 3.2 File to be uploaded to register the loan



The screenshot displays the Mortgage Management LLC TPO WebCenter interface. The main menu includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'SCENARIOS', and 'ABOUT'. The background image shows a crowd of people at a concert. Overlaid on the right is a 'Register Wholesale Loan' dialog box. The dialog box has a title bar with a close button. Below the title bar is a 'Choose Contacts' section. Under this section, there are two groups of fields: 'LOAN OFFICER' and 'LOAN PROCESSOR'. Each group contains an 'Organization' dropdown menu set to 'Test EMM Broker' and a 'User Name' dropdown menu set to 'Test TPO'. At the bottom right of the dialog box are 'Cancel' and 'Next' buttons.

- Drag and Drop or Browse for your DU File and Click Import

Register Wholesale Loan

☒ Import Loan Data From FNM 3.2 ☐ Import from DO Casefile ID:

☐ Manual

FNM	test frm file.FNM	7114k	12/09/2019 12:14 PM	Test TPO
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Drop Here to Upload or [Click to Browse](#)

[Back](#) [Cancel](#) [Next](#)

3. Your DU file will import.

- Check your loan information to ensure accuracy & completeness. You can update any information on the 1003.
- Impound Waiver, Loan Documentation & County fields are mandatory to Register the Loan.
- Click Register Loan.

Note: You must Register the loan before you can perform any Loan Actions

Mortgage Management LLC
Licensed Mortgage Banker

WELCOME PIPELINE ADD NEW LOAN SCENARIOS ABOUT RESOURCES PRODUCTS OUR TEAM GET APPROVED

Loan Number: - Loan Type: - Rate: -
Total Loan Amt: - Loan Purpose: - LTV/CLTV: -

1003 / Loan Information

Select Borrower Pair
(1) Test TPO Loan [Edit](#)

☐ The income / assets of a person other than the Borrower will be used.
☐ The income / assets of the Borrower's spouse will not be used.

I. Types of Mortgage and Terms of Loan

Base Loan Amount	\$125,000.00	Decision FICO	
Lien Position	First	Interest Rate	4.500 %
Sub Financing	<input type="radio"/> Yes <input checked="" type="radio"/> No	Prepayment Penalty	No
Loan Type	Conventional	MI Coverage	%
Lender Case Number	10066856	MI Months	
Universal Loan Identifier		<input type="checkbox"/> Lender Paid Mortgage Insurance	
MERS MIN		Impound Waiver	Select One
Amortization Term Months	360	Documentation Type	Select One
Due In	360	Application Date	05 / 17 / 2018

Register [Next](#)

Note: If you need to re-import additional information you can do so when the file has been registered.

Note: The loan has been registered with EMM Wholesale but will not be considered or reviewed until the loan has been Submitted to EMM Wholesale with all the required documents.

Once the loan is registered you will receive a Loan #

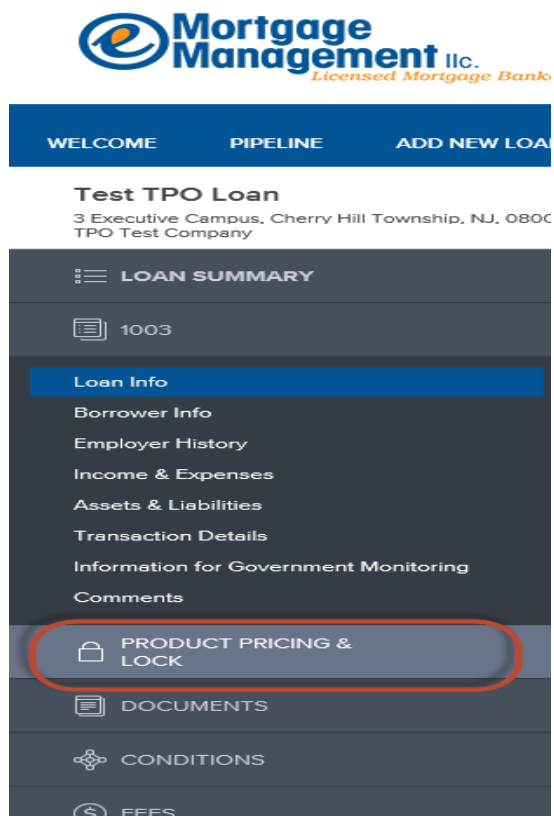
WELCOME PIPELINE ADD NEW LOAN SCENARIOS ABOUT RESOURCES PRODUCTS OUR TEAM GET APPROVED

Test TPO Loan 3 Executive Campus, Cherry Hill Township, NJ, 08002 TPO Test Company	Loan Number: 402200003 Total Loan Amt: \$125,000.00	Loan Type: Conventional Loan Purpose: No Cash-Out Refinance	Rate: 4.500% LTV/CLTV: 50.00% / 50.00%	Wn 1st S...
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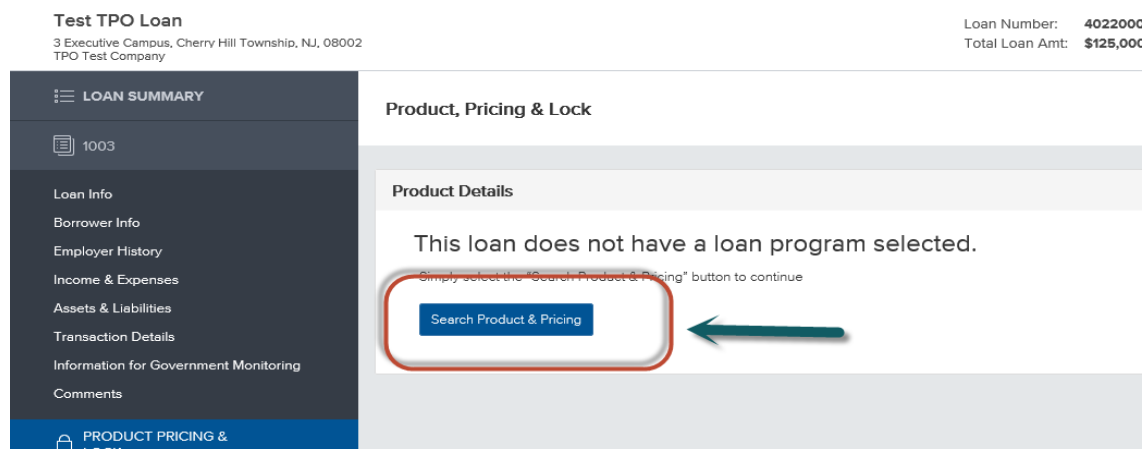
4. Getting Product & Pricing

Note: To submit the loan to EMM Wholesale you will need to price the loan through EMM Product & Pricing engine and import the product and pricing information back into the TPO Portal.

- a. Select Product & Pricing from the side menu



- b. Click Search Product & Pricing.



- c. Please verify and complete all fields.
- d. ***Any field with a red asterisk is mandatory.**
- e. Target Rate or Target Lock period are mandatory.

Search Product and Pricing

TPO Loan

Conventional

360

360

* Borrower SSN

***-**-2222

* Loan Documentation Type

(F) Full Documentation

* Amortization Type

Fixed Rate

* Borrower Citizenship Status

U.S. Citizen

* Loan Purpose

No Cash-Out Refi

* Lock Period

30

* Purpose of Refinance

No Cash-Out Other

Subordinate Financing Balance

\$

4

* Base Loan Amount

\$125,000.00

+

MI, MIP, FF Financed

\$

=

* Total Loan Amount

\$125,000.00

LTV

50.00

CLTV

50.00

* Address

3 Executive Campus

* City

Cherry Hill Township

* Subject Property State

New Jersey

* County

Camden

* Postal Code

08002

* Number of Units

1

* Property Type

Detached

* Occupancy Type

Primary

Front End DTI

24.17

Back End DTI

24.17

* Total Monthly Income

\$5,000.00

5

Impound Waiver

No

Prepayment Penalty

No

Self-Employed

No

Interest Only

No

* LO Compensation Paid By

Lender

AUS Findings

Engine

DU

Recommendation (DU)

Approve Eligible

Price

4.500 %

Cancel

Search Product & Pricing

All Fields marked with a red asterisk must be completed for the Search Product & Pricing button to become available

- f. Click Search Product & Pricing

- g. The Optimal Blue Pricing & Product Search screen will appear
- i. Admin Fee is mandatory (Yes or No)
 1. Yes = EMM Wholesale will charge Admin Fee
 2. No = EMM Wholesale will not charge Admin Fee
 - ii. Automated U/W System is mandatory
 1. DU
 2. LP
 3. Investor AUS
 4. Manual/Traditional
 - iii. Lender Paid Compensation is mandatory
 1. Yes = Lender will pay the broker compensation
 2. No = Borrower will pay the broker compensation

150000 Search for First	0 Search for Second	0 Search for HELOC	0
Loan Information			
Price/Estimated Value 220000 LTV 68.18 Waive Escrows No	Appraisal Amount 250000 CLTV 0 Current Servicer Not Applicable	Loan Purpose Purchase HCLTV (Line Amt) 0	Cash-Out Amount 0 HCLTV (Drawn Amt) 0 Admin Fee Yes
Borrower Information			
Borrower First Name Peter Income Documentation Verified Citizenship Non-Perm. Resident Alien	Borrower Last Name Sample Asset Documentation Verified First Time Home Buyer No	FICO 700 Employment Documentation Verified Non-Occupant Coborrower No	Self Employed No DTI Ratio 25.707
Property Information			
Occupancy Primary Residence State New Jersey (NJ) Property Zip 08002	Property Type Single Family County Camden	Number of Units 1 Unit Construction No	Number of Stories 1 Corporate Relocation No
First Lien Search Criteria			
Loan Type(s): <input checked="" type="checkbox"/> Conforming <input type="checkbox"/> NonConforming <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Alt-A/Exp. Crit. <input type="checkbox"/> USDA Max: 3			
Loan Term(s): <input checked="" type="checkbox"/> 30 Yr <input type="checkbox"/> 25 Yr <input type="checkbox"/> 20 Yr <input type="checkbox"/> 15 Yr <input type="checkbox"/> 10 Yr <input type="checkbox"/> 7 Yr <input type="checkbox"/> 5 Yr <input type="checkbox"/> 40 Yr <input type="checkbox"/> 4 Yr <input type="checkbox"/> 2 Yr Max: 3			
Amortization Type(s): <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM <input type="checkbox"/> Balloon <input type="checkbox"/> Option ARM Max: 3			
ARM Fixed Term(s): <input type="checkbox"/> 1 Mo <input type="checkbox"/> 3 Mo <input type="checkbox"/> 6 Mo <input type="checkbox"/> 1 Yr <input type="checkbox"/> 2 Yr <input checked="" type="checkbox"/> 3 Yr <input checked="" type="checkbox"/> 5 Yr <input type="checkbox"/> 7 Yr <input type="checkbox"/> 10 Yr Max: 3			
Desired Price Buydown None FHA Case # Assigned On or after 1/1/2016	Desired Rate 4.25 Borrower Pays MI (if required) Yes Lender Paid Compensation Yes (Lender Paid)	Desired Lock Period 30 Automated U/W System DU	Interest Only No Prepayment Penalty None
Save As Prospect		Submit	

- f. Hit Submit.
- g. Eligible EMM Wholesale product plans will appear.
- h. Select the rate.
- i. If you need to change the lock period, you can change the view by selecting the lock term.

Print Full Product Listing... Full Product Listing Top Products by Type Side-by-Side Compari... Blended Comparison Best Pricing

Links	Eligible Product	Rate	Price	Discount/Rebate(\$)	APR	P&I	Detail	Compare
	E Mortgage Retail Conf 21-29 Yr Fixed Term Saver	4.375	97.806	\$2,194	4.701	\$499	Show	<input type="checkbox"/>
	E Mortgage Retail Conforming 30 Yr Fixed	4.375	97.806	\$2,194	4.701	\$499	Hide	<input type="checkbox"/>

View Pricing for lock period: [15](#) [30](#) [45](#) [60](#) | Expiration: [12/13/17](#)

Pricing Last Updated: 11/13/17 10:43 AM
Search Timestamp: 11/13/17 1:28 PM

Rate	Price	Discount/Rebate(\$)	APR	P&I	Select
3.250	91.091	\$8,909	4.149	\$435	
3.375	92.154	\$7,846	4.181	\$442	
3.500	93.228	\$6,772	4.213	\$449	
3.625	93.874	\$6,126	4.284		
3.750	94.829	\$5,171	4.327		
3.875	95.442	\$4,558	4.401		
4.000	96.058	\$3,942	4.474		
4.125	96.607	\$3,393	4.553	\$485	
4.250	97.280	\$2,720	4.620	\$492	
4.375	97.806	\$2,194	4.701	\$499	
4.500	98.264	\$1,736	4.787	\$507	
4.625	98.706	\$1,294	4.874	\$514	
4.750	99.210	\$790	4.956	\$522	
4.875	99.758	\$242	5.033	\$529	

*Once you have selected the rate and price click on the Lock icon to the right.

Note: “Update Encompass” into the LOS does not mean the loan is locked. If you need to lock the loan you need to select “Request Lock” and that will lock the loan and import the information back into the EMM Connect.

Select Update Encompass to import product and Pricing (Float)

Select Request Lock if you want to lock the loan

Borrower Information

Borrower First Name Peter	Borrower Last Name Sample	Borrower DOB 1980-02-14	Borrower SSN 999887777
FICO 700	DTI Ratio 25.707	Self Employed No	Citizenship Non-Perm. Resident Alien
Encompass Loan Number 10016854			

Once selected, the Product & Pricing information will be imported back into the loan. You can now submit the loan to EMM Wholesale.

Sample screen print of the lock information

Test TPO Loan
3 Executive Campus, Cherry Hill Township, NJ, 08002
TPO Test Company

Loan Number: 402200003
Total Loan Amt: \$125,000.00

Loan Type: Conventional
Loan Purpose: No Cash-Out Refinance

Rate: 4.500%
LTV/CLTV: 50.00% / 50.00%

Wh 1st

View Lock History

LOAN SUMMARY

1003

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

FEEES

DISCLOSURE TRACKING

LOAN ACTIONS

Import Additional Data

Order Credit

Order DU

Product, Pricing & Lock

Product & Lock Details

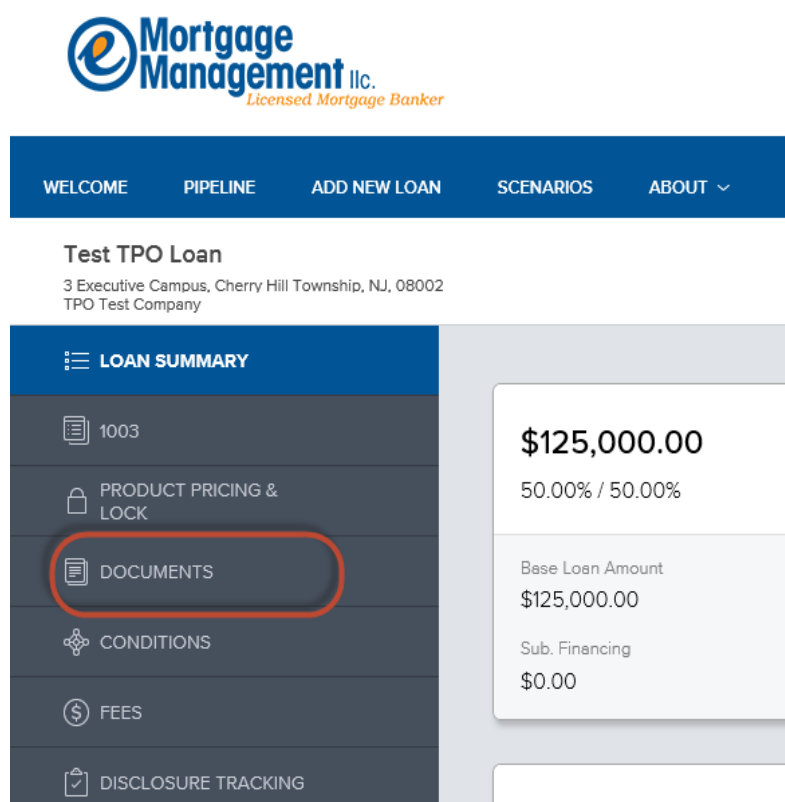
Conforming 30 Yr Fixed

ADJUSTMENTS	RATE	PRICE	PRICE(\$)
Base	4.750	99.796	\$(255.00)
Admin Fee is No & Loan Amount is Between \$120,000-\$149,999		-0.770	\$(962.50)
State is New Jersey (NJ)		0.100	\$125.00
Net	4.750	99.126	\$(1092.50)

Lock Requested Date 05/17/2018	Delivery Type NA	Lock Effective Date //	Lock Expiration Date 06/18/2018	Lock Period 30 days
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5. Adding Documents to the TPO Portal.

- a. Click Document on the Side Menu.



- b. You have two document buckets that you can upload to
 - i. TPO Unassigned Attachments
 - ii. TPO CIC Docs

Note: All submission documents should be uploaded to TPO Unassigned and EMM will split them out. If you have documentation for a CIC, they should be uploaded to TPO CIC Docs.

- c. You can either drop and drag your file or click browse and attached.

The screenshot shows the TPO Portal interface. At the top, there are buttons for 'Expand All' and 'Collapse All'. To the right, there are buttons for '+ Add Document' and 'Print Fax Cover Sheet', along with icons for a document and a printer. Below these, a message states 'Max attachment size is 200 MB. View Supported Files.' The main section is titled 'All Borrowers' and contains a table with the following data:

Test TPO Loan	
*TPO UNASSIGNED ATTACHMENTS	
Credit Package.pdf	28,406 k 05/17/2018 2:41 PM Peter Rochford
*TPO CIC DOCS	

At the bottom right of the table, there is a button labeled 'Drag & Drop files here or Browse for files'. A green arrow points to this button.

6. Ordering Credit

Brokers can order a Credit Report or reissue a Credit Report directly through the TPO Portal. The Credit can populate the 1003 with the liabilities. If the Credit is Ordered or Re-issued in the TPO Portal, it will automatically load into the Encompass EFolder.

- Under Loan Actions select "Order Credit"
- Select Credit Provider from the dropdown list
- Check the radio buttons for "New Credit Order or Reissue Credit"
 - If Reissue enter Reference Number

d. Enter your Username and Password and Click Order.

The screenshot shows the 'Order Credit' form. On the left is a dark sidebar with navigation links: 1003, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, FEES, DISCLOSURE TRACKING, and LOAN ACTIONS (Import Additional Data, Order Credit, Order DU, Submit Loan, Change of Circumstance). The main form has a 'Select Borrower Pair' dropdown set to '(f) Test TPO Loan'. Below this is the 'Choose Provider' section with a 'Credit Provider' dropdown set to 'Universal Credit National'. A callout 'Click New Order or Reissue' points to the 'New Credit Order' radio button. Another callout 'Select Credit Provider' points to the 'Credit Provider' dropdown. The 'Request Type' is set to 'Individual' and 'Report Type' is 'Tri-Merge'. Under 'Credit Bureaus', 'Experian', 'Equifax', and 'Trans Union' are all checked. A 'Reference Number' field is empty. Below this is the 'Provider Details' section with 'User Name' (P.Rochford) and 'Password' (masked with dots). A callout 'Add Credentials' points to the password field. There is a 'Save Login Information' checkbox which is checked. At the bottom right, the 'Order Credit' button is circled in red. Below the provider details is the 'Borrower Information' section with fields for Borrower (Test TPO Loan), Present Address (3 Executive Campus, Cherry Hill Township, NJ 08002), Date of Birth, and SSN (***-**-2222). An 'Edit Info' button is in the top right of this section.

e. Once credit has been retrieved you can view credit report and/or import Liabilities

The screenshot shows the 'Last Order' summary table. It has two columns: 'Borrower' and 'Order Details'. The first row shows 'Test TPO Loan' as the borrower and 'Universal Credit - National' as the order details. The second row shows the 'Order Date' as '05-17-2018 11:57:44 AM' and 'Requested By' as 'Peter Rochford'. To the right of the table, there are two buttons: 'View Credit Report' and 'Import Liabilities'. A green arrow points from the 'Order Details' column to these buttons, which are circled in red.

7. Order DU

Brokers can order a DU directly through the TPO connect and can view their Findings. If ordered through TPO Portal the findings will automatically show up in Encompass EFolder.




- Select Order DU from the side menu
- Enter Credit credentials
- Enter Credit Reference #
- Order DU

Test TPO Loan
3 Executive Campus, Cherry Hill Township, NJ, 08002
TPO Test Company

Loan Number: 402200003
Total Loan Amt: \$125,000.00

Loan Type: Conventional
Loan Purpose: No Cash-Out Refinance

Rate: 4.750%
LTV/CLTV: 50.00% / 50.00%

Wh 1st    S...

LOAN SUMMARY

1003

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

FEEES

DISCLOSURE TRACKING

LOAN ACTIONS

Import Additional Data

Order Credit

Order DU

Submit Loan

Change of Circumstance

Order DU

DU Order

Request Type: New

Credit Provider: Universal Credit - National

*Credit Provider User Name: PRochoford

*Credit Provider Password:

☒ Save Login Information

Test TPO Loan

Reference Number: 13873638

Product Description: Standard LCOR

If you order or reissue credit in TPO connect it will automatically populate the credit reference number

(1) Test TPO Loan

View Credit Report

Import Liabilities

Order DU

DU Result

DU Underwriting Findings

SUMMARY

Recommendation	Approve/Eligible		
Primary Borrower	Test TPO Loan	Co-Borrower	
Lender Loan Number	402200003	Casefile ID	1371900825
Submission Date	05/17/2018 05:39PM	Submitted By	p3bxkp1w
First Submission Date	05/17/2018 05:39PM	DU Version	10.2
Submission Number	1		

Mortgage Information

LTV/CLTV/HCLTV	50.00% / 50.00% / 50.00%	Note Rate	4.750%
Housing Expense Ratio	24.24%	Loan Type	Conventional
Debt-to-Income Ratio	24.24%	Loan Term	360
Total Loan Amount	\$125000.00	Amortization Type	Fixed Rate
Sales Price	\$0.00	Loan Purpose	Refinance
Actual/Estimated Appraised Value	\$250000.00	Refi Purpose	Limited Cash-Out

Property Information

Property Address	3 Executive Campus Cherry Hill Township, NJ 08002	Number of Units	1
Property Type	Detached	Occupancy Status	Primary Residence

RISK/ELIGIBILITY

- The risk profile of this loan casefile appears to meet Fannie Mae's guidelines.
- This loan casefile appears to meet Fannie Mae's eligibility requirements.
- This loan casefile has been underwritten as a limited cash-out refinance. If the first mortgage being paid off with this transaction was originated less than six months prior to the disbursement date of the new mortgage loan, the lender must review the short-term financing guidelines and determine whether this transaction is still eligible for delivery to Fannie Mae as a limited cash-out refinance. In addition, the property must not be currently listed for sale. Refer to

Go to Loan Summary
Go to Documents
Close

8. Submit Loan to EMM Wholesale

Brokers will need to submit the loan to EMM Wholesale. We will not review or accept the loan until the broker submits it.

- Select Submit Loan on Loan Actions
- Click Submit

Note: If there are any fields that are mandatory that are not completed you will get a Yellow Warning message box and you will need to go back to the 1003 and input the missing items

The screenshot shows the 'HMDA Rochford' loan entry. A yellow warning banner at the top states: 'Warning: You are unable to perform this action because of the following reasons: Trans Details Impounds Waived is not specified, Fannie Mae Loan Doc Type Code is not specified'. Below the warning, the 'Submit Loan' button is visible in the bottom right corner.

Once the loan has been submitted all Loan Actions will be grayed out except for Change of Circumstance

The screenshot displays the 'Test TPO Loan' details. The loan amount is \$125,000.00 at a rate of 4.750%. The 'LOAN ACTIONS' sidebar on the left is highlighted with a red box, showing options like 'Import Additional Data', 'Order Credit', 'Order DU', 'Submit Loan', and 'Change of Circumstance'. The main content area shows various loan metrics, including 'Started' on 05/17/2018, 'Locked 4.750%', and 'Decision FICO 700'. The 'Assignment Information' section on the right lists the Loan Officer and Processor as Peter Rochford.

9. Change of Circumstance

Brokers must submit their Change Circumstance through the web portal. EMM Wholesale will not accept any Change Circumstance via Email

- Select Change of Circumstance
- Select Change Circumstance from the Dropdown
- Enter a description on what is changing
- Check the Disclosure reasons. As many as apply

Test TPO Loan

3 Executive Campus, Cherry Hill Township, NJ, 08002

TPO Test Company

Loan Number: 402200003

Total Loan Amt: \$125,000.00

Loan Type: Conventional

Loan Purpose: Cash-Out Refinance

Rate: 4.750%

LTV/CLTV: 50.00% / 50.00%

Wh

1st

Started

LOAN SUMMARY

1003

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

FEEs

DISCLOSURE TRACKING

LOAN ACTIONS

Import Additional Data

Order Credit

Order DU

Submit Loan

Change of Circumstance

Change of Circumstance

Request Change

Borrower Information

Select Borrower Pair

(f) Test TPO Loan

Changed Circumstance

Select Reason category from the drop-down

Request Status: Sent

* Changed Circumstance

Change in loan amount

Loan Amount change from \$125,000 to \$130,000

Enter Description on what exactly is changing

check all Reason boxes that apply

Disclosure Reasons

☒ Changed Circumstance - Settlement Charges

☐ Changed Circumstance - Eligibility

☒ Revision requested by the Consumer

☐ Interest Rate dependant changed (Rate Lock)

☐ Expiration (Intent to Proceed received after 10 business days)

☐ Delayed Settlement on Construction Loans

☐ Other

10. Viewing Conditions and Filtering Conditions.

*Brokers can view and filter Conditions.

- Select Conditions from the side menu
- There are various filters to be able narrow down conditions by Status, Category or Prior to
- You can also Expand or Collapse conditions for better viewing

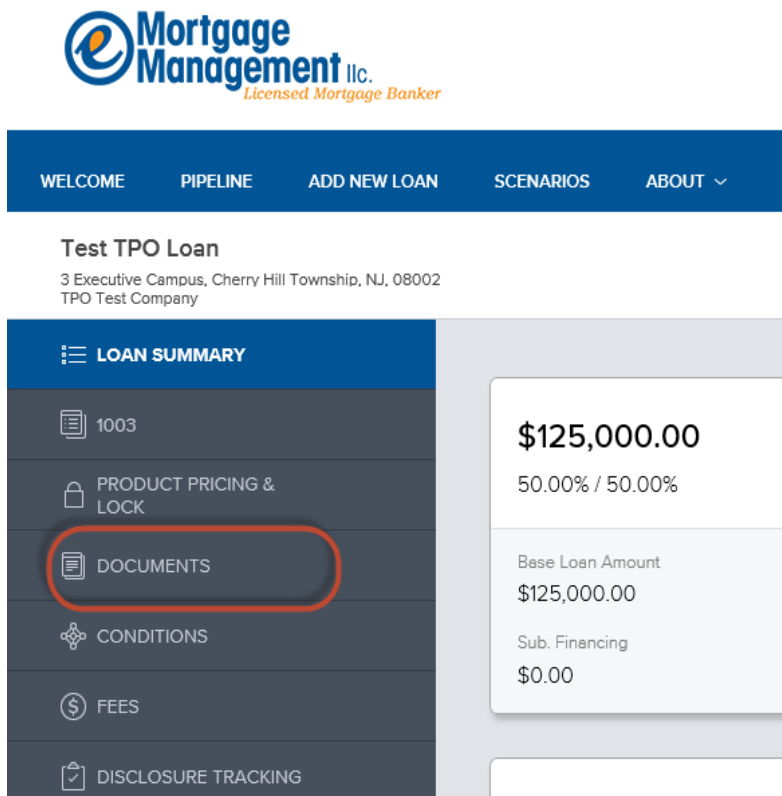
The screenshot shows a yellow filter bar at the top with the text "FILTER BY". Below it are two dropdown menus: "Prior To" and "All". To the right of these are two green buttons: "Expand All" and "Collapse All". Below the filter bar is a table with the following columns: Category, Condition, Prior to, Date Added, Date Revised, Age, Borrower Pair, and Status. The first row shows "Property" as the Category, "Appraisal" as the Condition, "Approval" as the Prior to, "10/12/17" as the Date Added, and "217" as the Age. The Borrower Pair is "Neal Rochford" and the Status is "Cleared". Below the table, there is a text description: "Appraisal including photos from an EMM approved appraiser."

- Any conditions that has been cleared you will not be able upload a document or view the document that cleared the condition.
- Any conditions that are in Added, Fulfilled or Received status you can view the documents related to that condition
- Click on arrow > next to the condition to expand to see full description of the conditions
- Click on arrow > next to the document placeholder to see if any PDF's are attached to the conditions

The screenshot shows the expanded details for the "Appraisal" condition. The table has columns: Category, Condition, Prior to, Date Added, Date Revised, Age, Borrower Pair, Status, Status Date, and Action. The first row shows "Property" as the Category, "Appraisal" as the Condition, "Approval" as the Prior to, "10/12/17" as the Date Added, "217" as the Age, "Neal Rochford" as the Borrower Pair, "Cleared" as the Status, "05/14/18" as the Status Date, and "0" as the Action. Below the table, there is a text description: "Appraisal including photos from an EMM approved appraiser." The second row shows "Property" as the Category, "Appraisal: Borrower Appraisal Acknowledgement" as the Condition, "Approval" as the Prior to, "10/12/17" as the Date Added, "217" as the Age, "Neal Rochford" as the Borrower Pair, "Received" as the Status, "05/15/18" as the Status Date, and "0" as the Action. Below the table, there is a text description: "Provide evidence the appraisal acknowledgement form has been received by the borrower(s) within 3 days prior to closing or provide a fully executed 3 day waiver for appraisal receipt." Below the description, there is a section titled "APPRAISAL: AIR - APPRAISAL ACKNOWLEDGEMENT" with a "Drag & Drop files here or" button and a "Browse for files" button. Below this section, there are two document entries: "Asset Docs.pdf" (6,625 k, 10/12/2017 1:29 PM, Peter Rochford) and "Barcomb_Hud1.pdf" (455 k, 05/15/2018 2:37 PM, Peter Rochford). Below the document entries, there is a dropdown menu labeled "Link Document to Condition".

11. Adding Documents Prior to and after Approval to the TPO Portal.

- d. Click Document on the side menu



- e. You have two document buckets that you can upload to
- i. TPO Unassigned Attachments
 - ii. TPO CIC Docs
- f. You can either drop and drag your file or click browse and attached

Note: All submission and condition documents should be uploaded to TPO Unassigned and EMM will split them out. If you have documentation for a CIC it should be uploaded to TPO CIC Docs