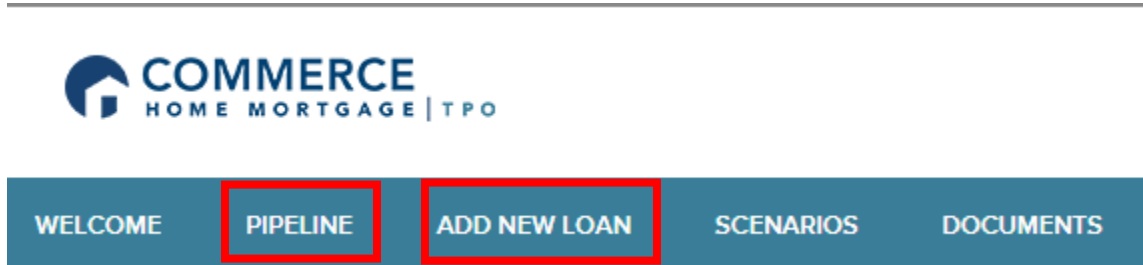


Uploading Initial Borrower Documents into TPO Connect

Required borrower documentation to be uploaded can be found on the *Minimum Items to Submit to Underwriting* document.

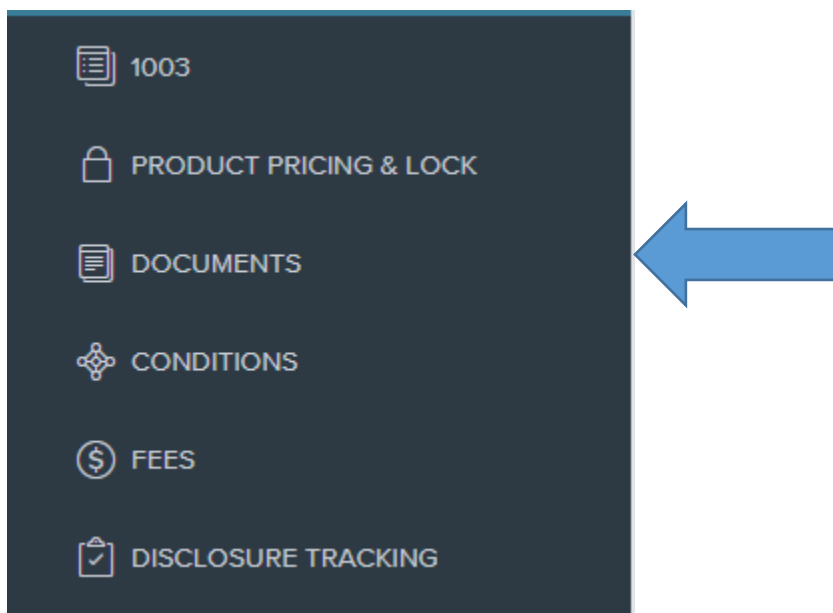
Step 1: When logging into TPO Connect you will click on the Pipeline link to access your loans or you may conduct this process when you are adding a new loan:



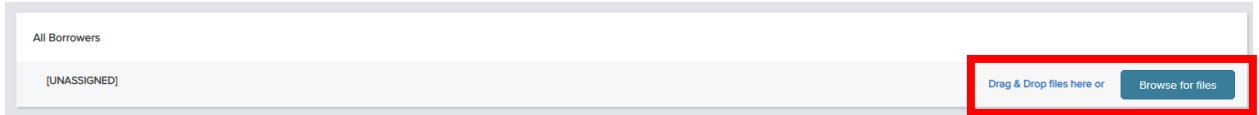
Step 2: From your pipeline view you will click on the loan you wish to upload documents for:

LOAN OPTIONS	Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Status	Contacts
<input type="checkbox"/>	America, Andy #6000000184 3130 Crow Canyon San Ramon CA 94583	Not Locked		VA \$421,000.00	01/31/19	12/15/17	Started	
<input type="checkbox"/>	Binder, Kate #6000000187 123 main Street Jacksonville FL 32257	Not Locked		Conventional \$150,000.00	01/31/19		Started	
<input type="checkbox"/>	Binder, Kate #6000000186 123 main Street Jacksonville FL 32257	Not Locked		Conventional \$150,000.00	01/31/19		Started	
<input type="checkbox"/>	Customer, Ken #6000000181 1234 Any Street Irvine CA 92604	Not Locked		Conventional \$650,000.00	01/28/19		Started	

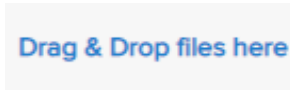
Step 3: From the options menu you will select *Documents*:



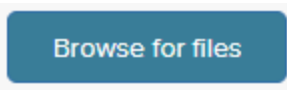
Step 4: Documents may be uploaded in two ways, *Drag & Drop* or *Browse for files*:



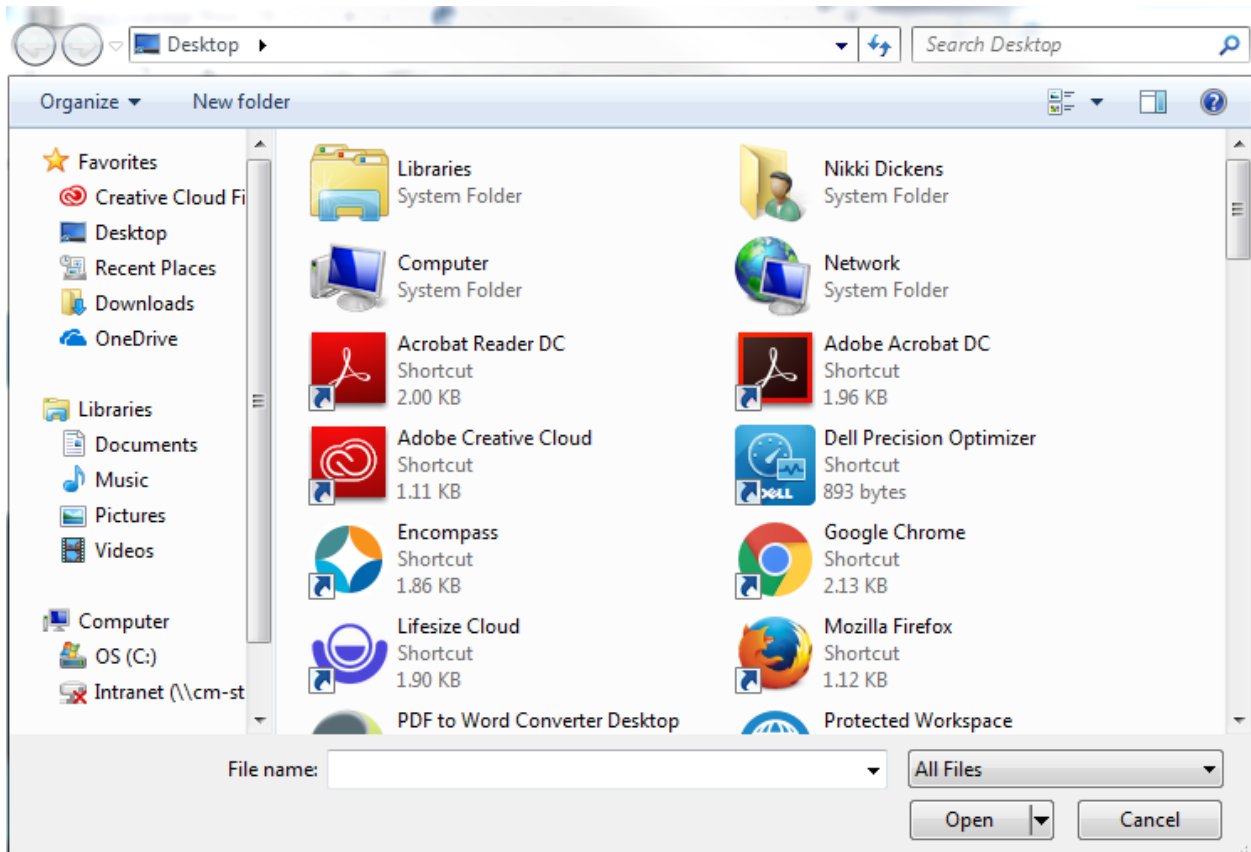
Option 1: Drag & Drop Option





Option 2: Browse for files Option



Clicking on the *Browse for files* button will open up your computer menu where you may attach the document from its storage place. Once you click on the *Open* button, the document will download into the *Documents* section of TPO Connect



Step 5: Once you have dropped your document, you will see it in the *Documents* section.

All Borrowers			
▼ [UNASSIGNED]			
	Borrower Paystub.pdf	152 k	02/06/2019 2:11 PM Dickens, Nikki
	Borrower Documents.pdf	84 k	02/06/2019 2:33 PM Dickens, Nikki