



Emporium TPO, LLC

Review and Upload Conditions

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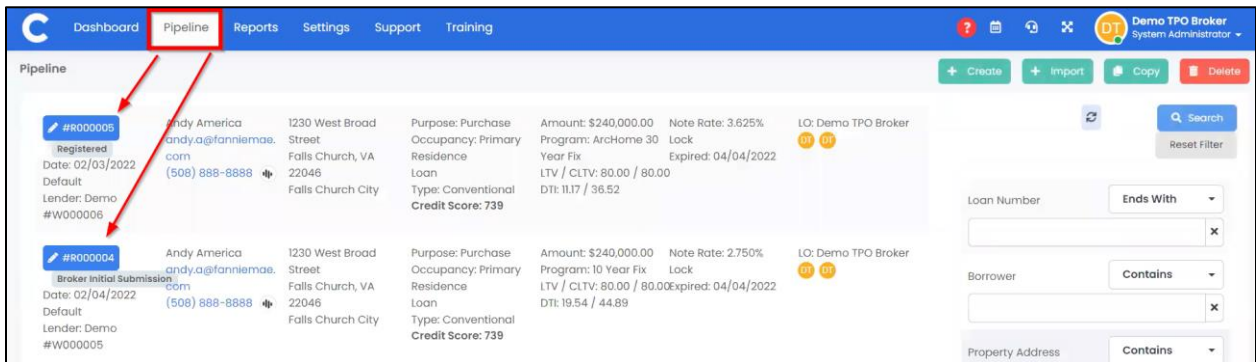
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1. Introduction

Emporium clients can utilize this tutorial to walk through how to review and upload conditions

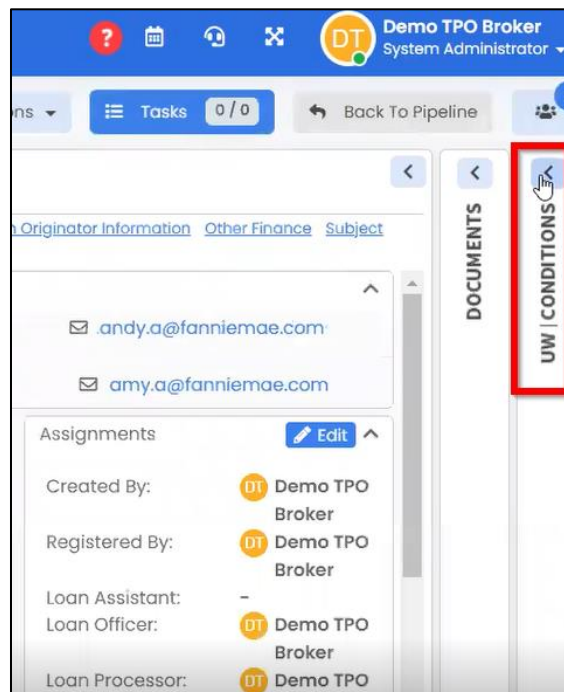
2. Pipeline

Go to your Pipeline and click on the loan you want to view or upload conditions for.

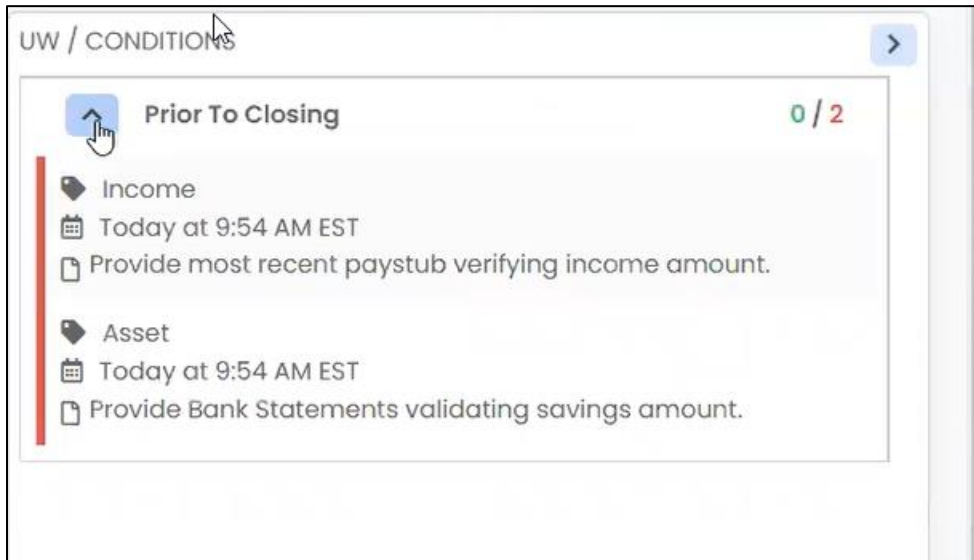


3. View Conditions

Expand the UW | Conditions section on the right-hand side.

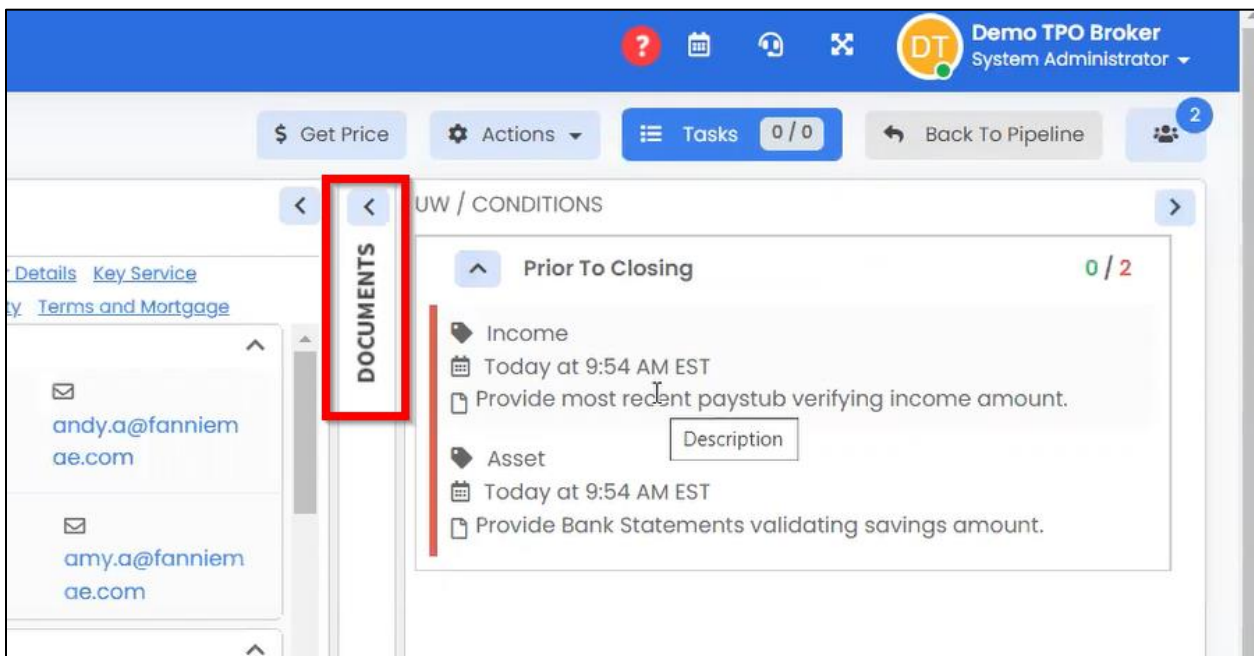


Click on the drop down and you will see any relevant conditions.

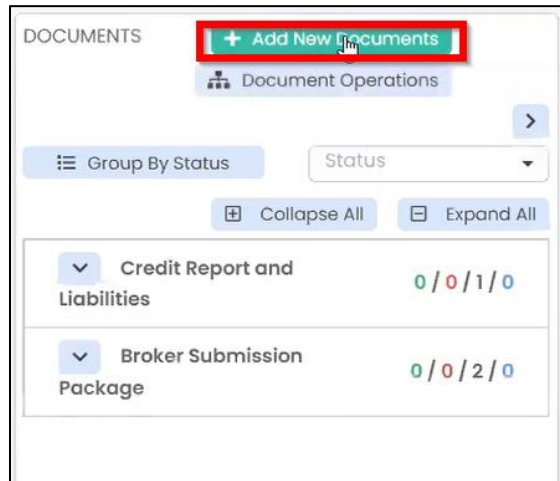


4. Upload Conditions

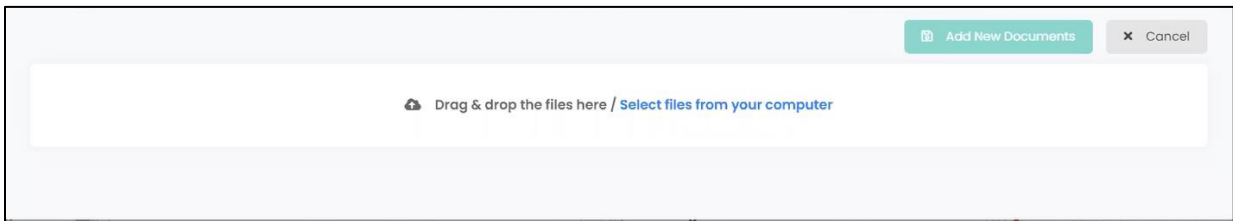
Expand the Documents section.



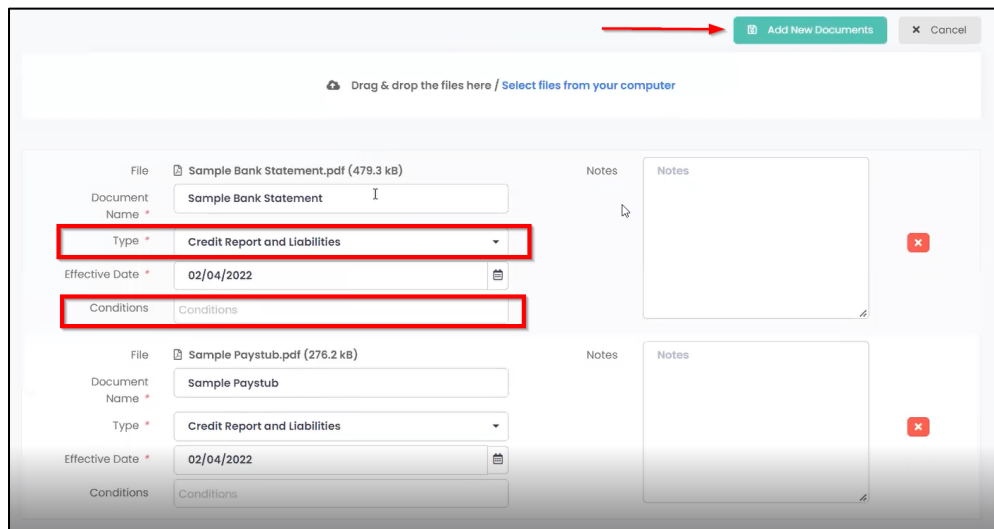
Click 'Add New Documents'



Drag and drop or select files from your computer. You can Add multiple documents in a single upload.



Select the appropriate document type and related condition. Add any notes if you wish. To finish, click 'Add New Documents'.



Your Account Manager will review the upload to determine if it is ready for the Underwriter.