



## **Review and Upload Conditions**

Last Updated: 2022.11.09

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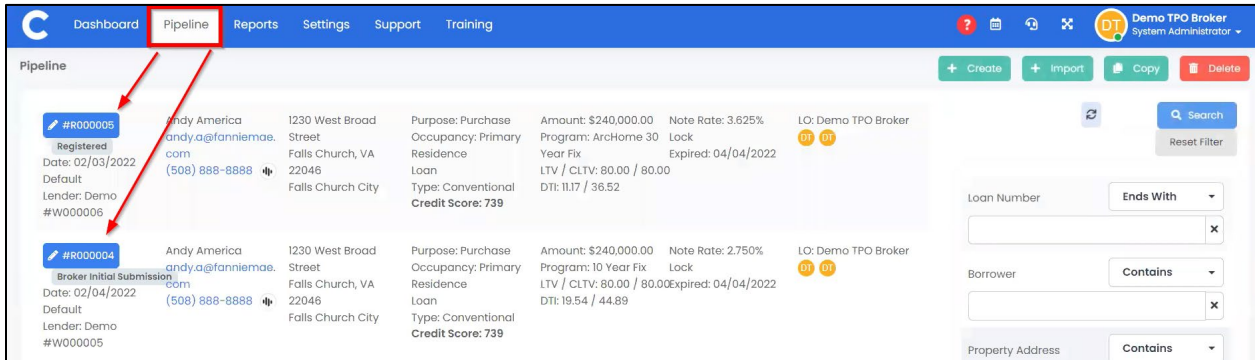
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# 1. Introduction

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

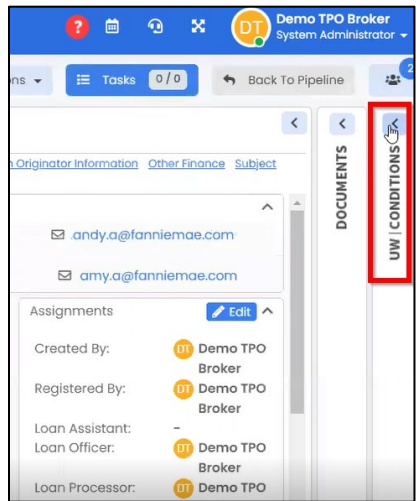
# 2. Pipeline

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

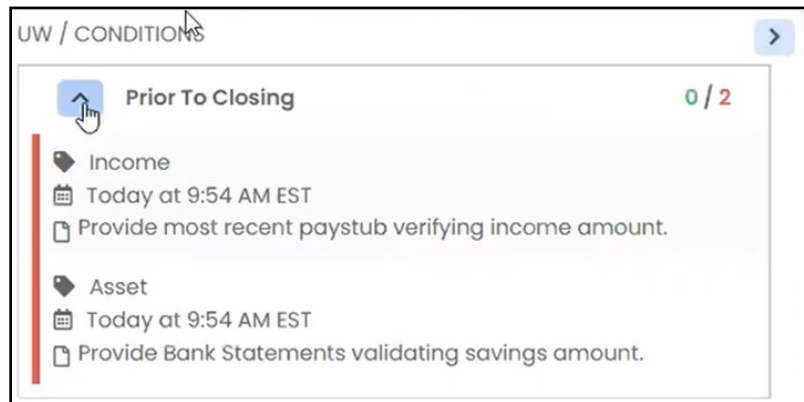


# 3. View Conditions

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



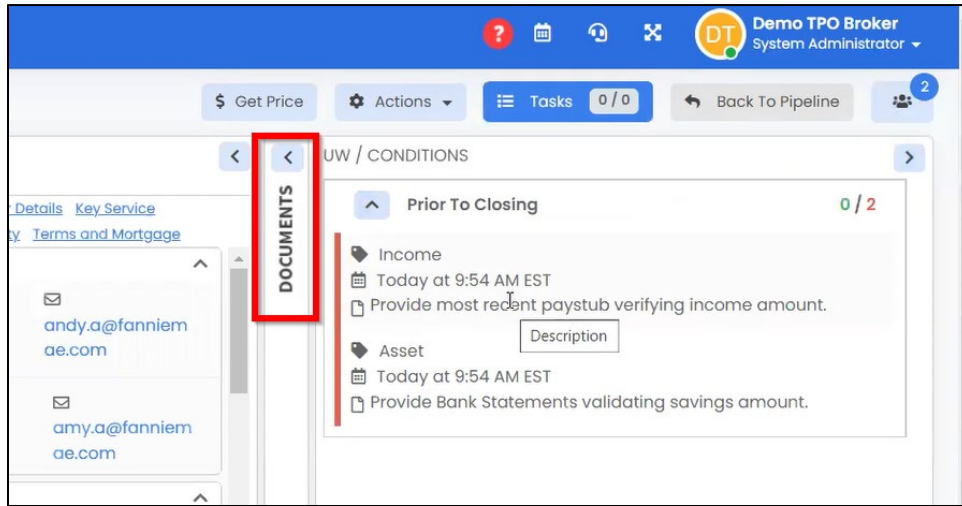
Click on the drop down and you will see any relevant conditions.



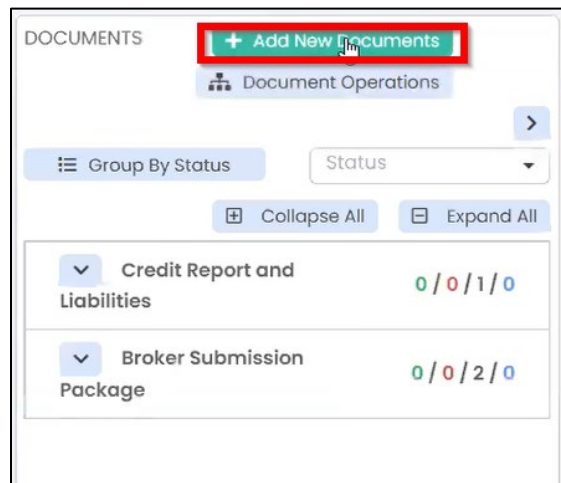
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## 4. Upload Conditions

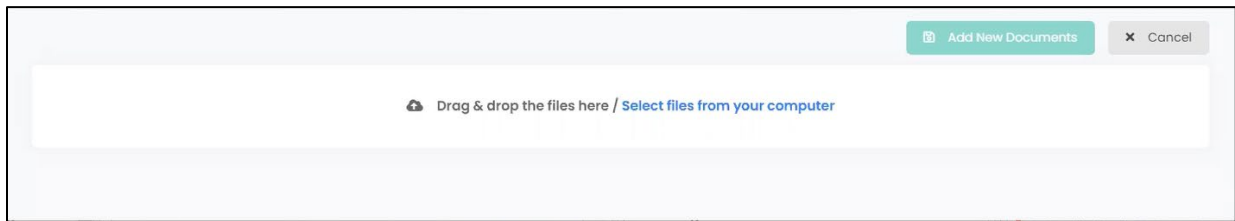
Expand the Documents section.



Click 'Add New Documents'



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



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

The screenshot shows a document upload interface with two document entries. At the top right, there is a green button labeled "Add New Documents" with a red arrow pointing to it, and a grey "Cancel" button. Below this is a drag-and-drop area with the text "Drag & drop the files here / Select files from your computer".

The first document entry is for "Sample Bank Statement.pdf (479.3 kB)". It has a "Document Name" field containing "Sample Bank Statement". The "Type" dropdown menu is highlighted with a red box and set to "Credit Report and Liabilities". The "Effective Date" is "02/04/2022". The "Conditions" field is also highlighted with a red box and contains "Conditions". To the right of these fields is a "Notes" text area, which is currently empty. A red "X" icon is visible to the right of the notes area.

The second document entry is for "Sample Paystub.pdf (276.2 kB)". It has a "Document Name" field containing "Sample Paystub". The "Type" dropdown menu is set to "Credit Report and Liabilities". The "Effective Date" is "02/04/2022". The "Conditions" field contains "Conditions". To the right of these fields is another "Notes" text area, which is currently empty. A red "X" icon is visible to the right of the notes area.

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