

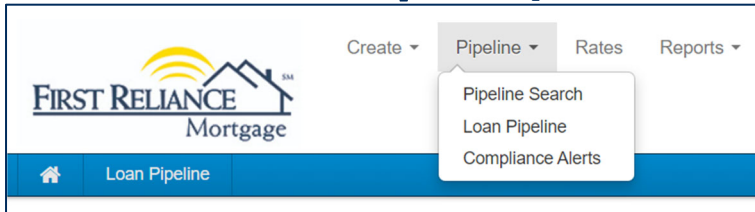
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HOW TO UPLOAD LOAN DOCUMENTS

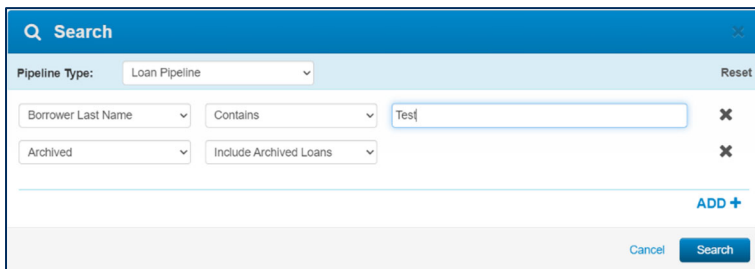


HOW UPLOAD LOAN DOCUMENTS:

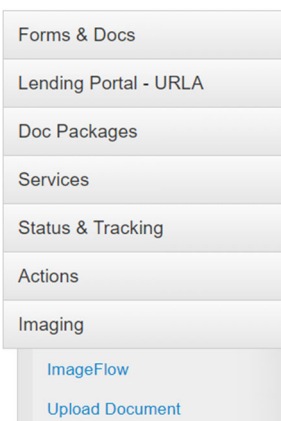
1. Login to <https://firstreliance.mortgagebotlos.com/login>.
2. To locate a loan file click the **Pipeline** dropdown and click **Pipeline Search**.



3. In the **Search** screen, you may layer search criteria to locate a specific loan file.



4. Once your loan file has been located, users can utilize the **Forms & Docs** tab within the **Navigation Panel** to access the **Imaging** tab. From that tab, users need to click **Upload Document**.

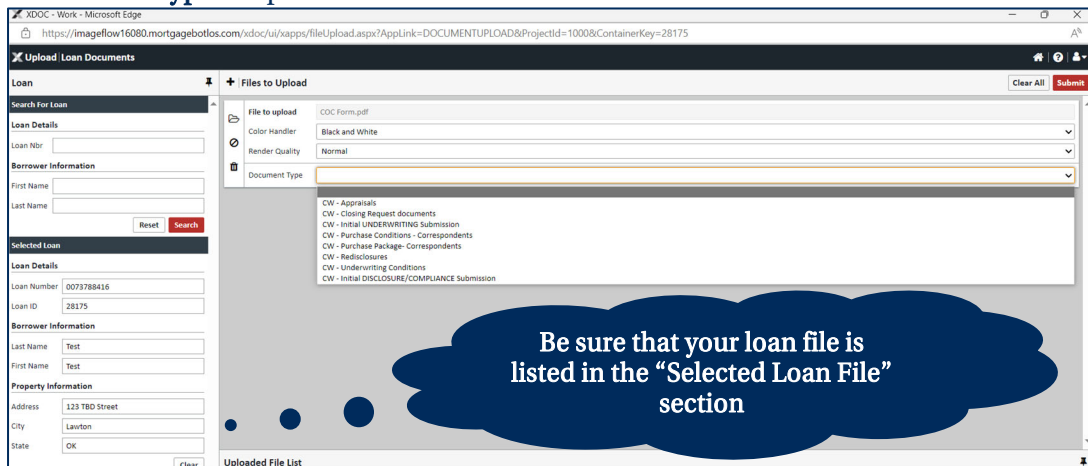


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- The user may then simply drag and drop documents into the upload window. Once a document has been dropped, users can then select the document type from the **Document Type** dropdown.



- Users can then click **Submit** to upload their documentation.
- IMPORTANT NOTE:** Under "Actions", click "Final" when you are ready for FRB to take your file. You must "**Final**" the loan in order for FRB to start the Compliance Review and Underwriting process. We will receive an email notification that this loan has been "Final" and is ready for FRB.
- First Reliance Mortgage Staff will be notified once the documents are submitted. You will receive a notification from Compliance and Underwriting when the loan is conditioned.
- To View Conditions:** Click **UW Conditions** in the **Forms & Docs** of the Navigation Panel.
- Follow the steps outlined above to upload your Appraisal (remember to check the "Color" button to ensure that the Appraisal is uploaded in full color.
- Users should utilize the grid provided on the next page to determine where a specific document or document set should be uploaded. Notifications should be generated for the upload; however, we do recommend, contacting your underwriter or closer to confirm when Underwriting Conditions or a Purchase Package have been uploaded.

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HOW TO UPLOAD LOAN DOCUMENTS



<i>Document(s) Uploaded</i>	<i>Document Type for Upload</i>
Initial Underwriting Package	CW-Initial Underwriting Submission
Initial Disclosure Package	CW-Initial DISCLOSURE/COMPLIANCE Submission
Appraisal and Appraisal Docs	CW-Appraisals
Redisclosures	CW-Redisclosures
Underwriting Conditions	CW-Underwriting Conditions
Closing Request	CW-Closing Request Documents
Loan Purchase Package	CW-Purchase Package - Correspondents
Loan Purchase Conditions	CW-Purchase Conditions - Correspondents