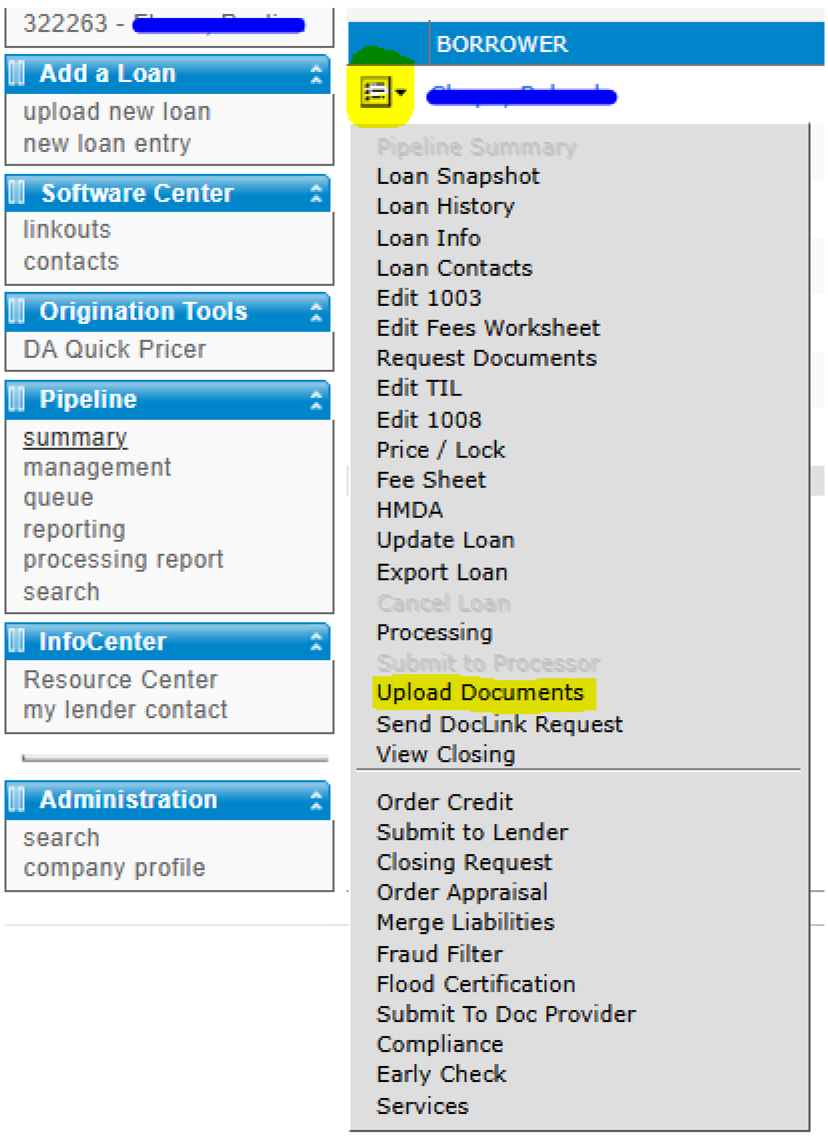
Submit to lender

i.e. Initial submission to underwriting

- From **Pipeline**> **summary** select the Loan Actions menu button and **Upload Documents**



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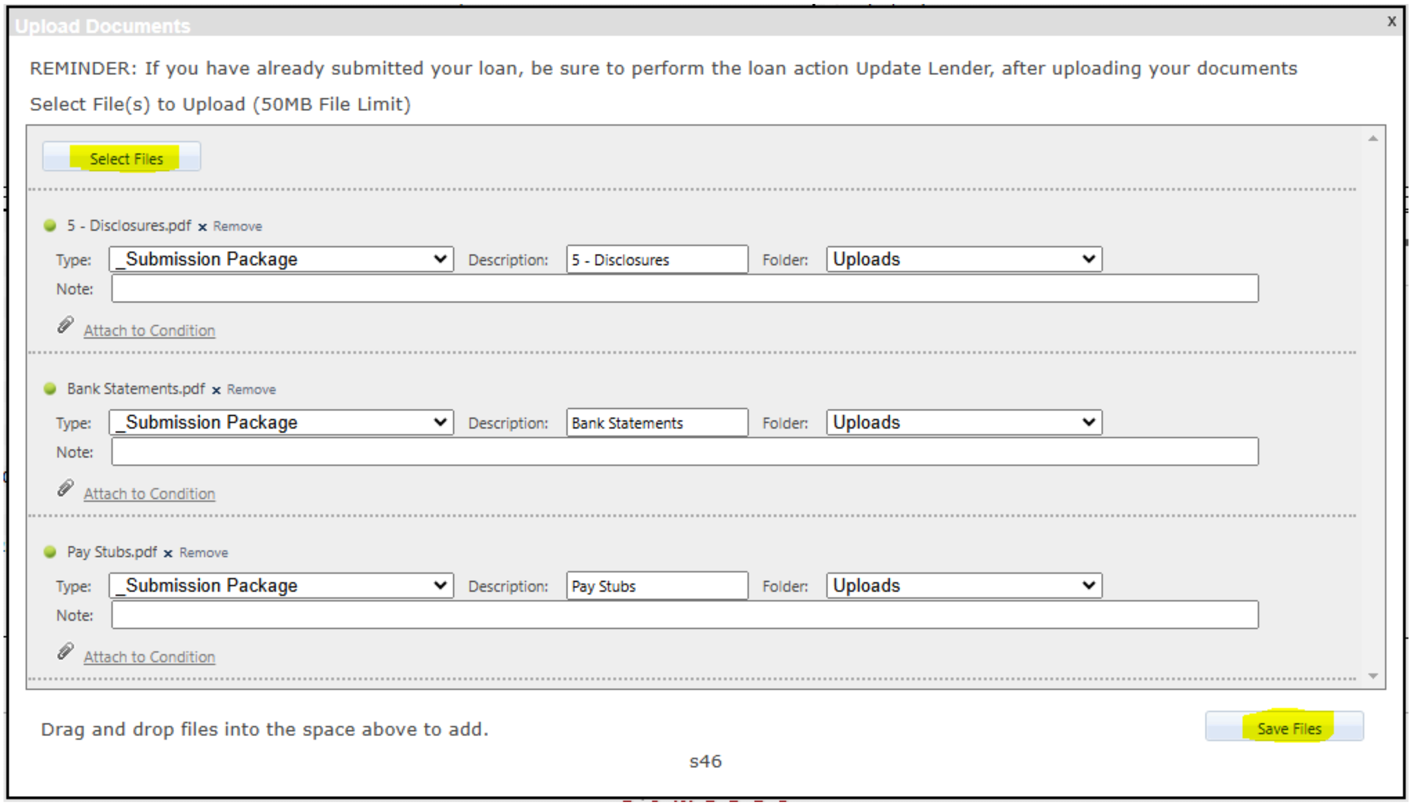
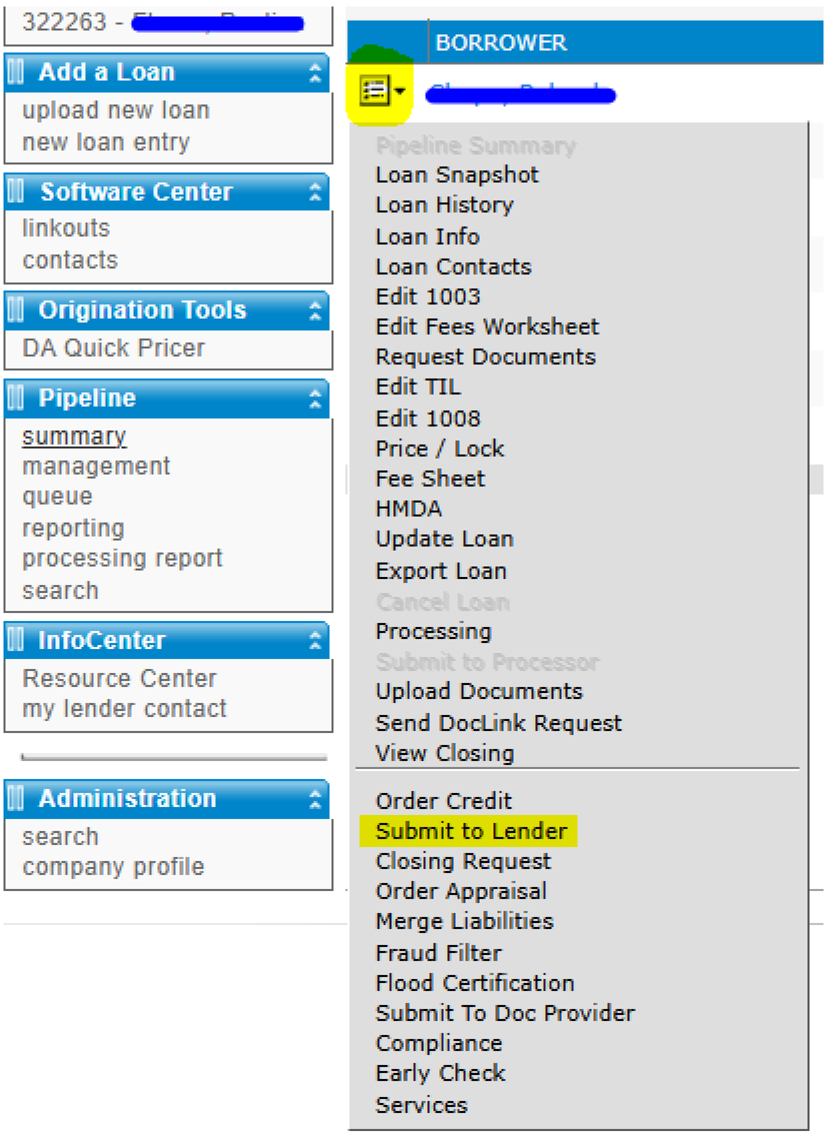
- **Select Files** or you can Drag and Drop PDFs anywhere on the screen.
    - Leave the **Type** field as **"Submission Package"** for all files.
    - Leave the **Folder** field as **"Uploads"** for all files.
    - Select **Save Files** at the bottom of the page.



    - Please **DO NOT** user the NOTES section above as the underwriters cannot see this field. Instead, please upload a processor or LO certification.

Continue on next page>>>

- From **Pipeline**> **summary** select the Loan Actions menu button and **Submit to Lender**



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- Scroll down and select **Send Loan** at the bottom of the page