How to Link Uploaded Documents to Underwriting Conditions in AFR Loan Center

- When a Loan is underwritten, Loan Conditions will appear in the Underwriter Conditions Tab. Supporting documentation can be attached to the Underwriter's Condition by one of three ways:
    - During Upload: Uploading Documents and assigning it to the Condition(s) during the upload process
    - Document Tab: Expand the Documents Tab and click "Link to Documents"
    - Underwriting Conditions Tab: Expand the Underwriting Conditions Tab and click "Link to Documents"

- In this tutorial, we will show you how to upload the supporting documentation and link it to the applicable condition(s) within AFR Loan Center.

- Upload documentation for a condition by either:
    - ✓ Clicking the Browse Button or
    - ✓ Using the Drag and Drop Method
   - Once the document is uploaded you will have the option to assign the document to a Condition.

- Once the document has uploaded, you will need to link it to a specific Condition. To do this, click the name of the document and a pop-up message will appear and you can select the condition.
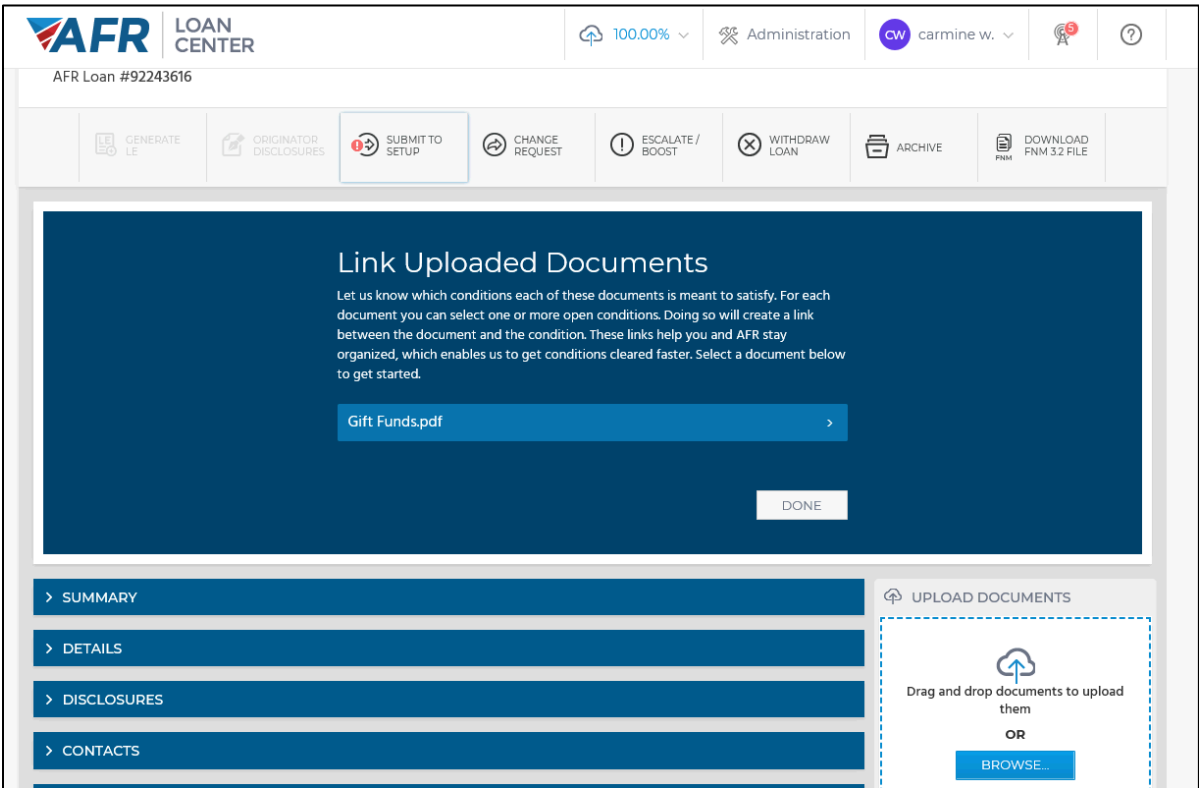
- The Pop-Up Message will list all the Conditions, select the appropriate Condition and click Submit.
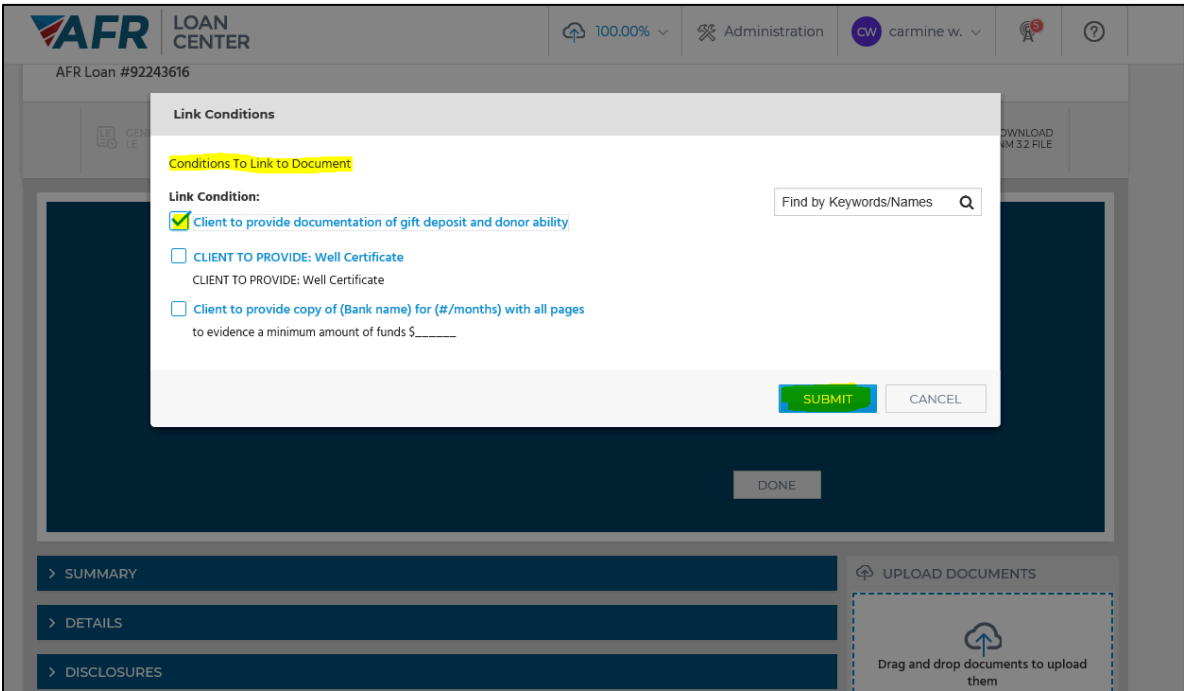
- When finished, click Done.
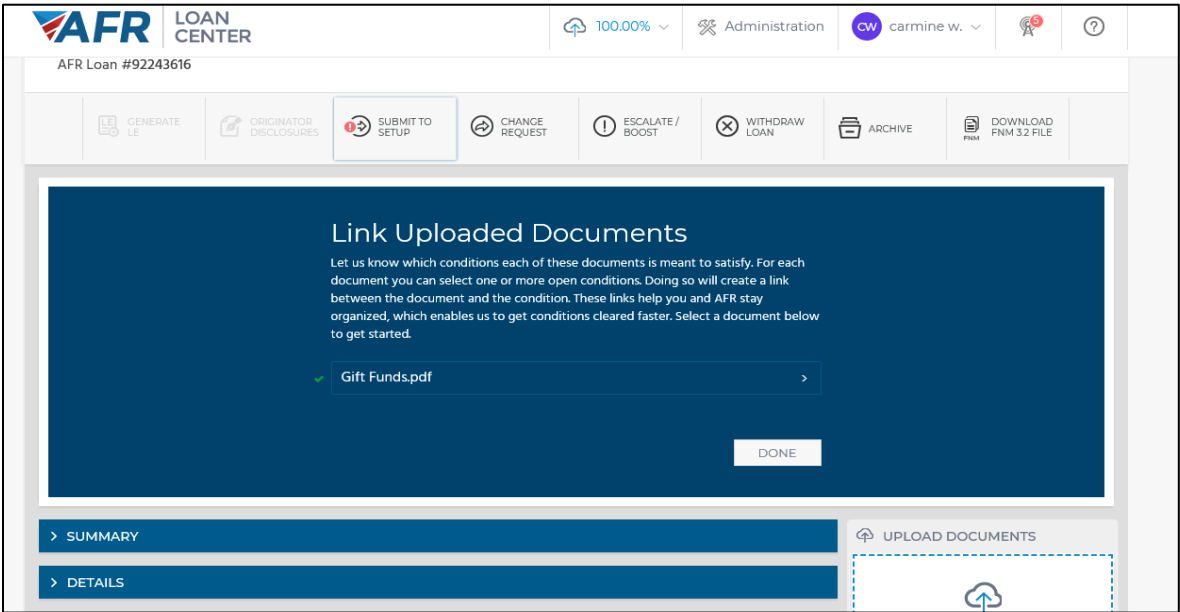
- Another way to attach a condition is click the *Link to Documents* Icon. If the document is already uploaded, you can link it.

- Once you click on the *Link to Documents* icon, a list of documents appears. Select the appropriate document(s) and click submit. Once submitted, the document will be linked to the condition.