

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.

AFR

LOAN CENTER

Administration

CW carmine w.

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> DETAILS

> DISCLOSURES

> CONTACTS

> DOCUMENTS

> UNDERWRITER CONDITIONS

Prior To Docs

Include Cleared

Condition	Status	Link to Documents	Date
Client to provide documentation of gift deposit and donor ability 12 Linked Documents	Open		Feb 23, 2017
CLIENT TO PROVIDE: Well Certificate CLIENT TO PROVIDE: Well Certificate 21 Linked Documents	Open		Feb 23, 2017
Client to provide copy of (Bank name) for (#/months) with all pages to evidence a minimum amount of funds \$_____ 18 Linked Documents	Open		Feb 23, 2017

LOAN FEED

AFR

The status of the loan changed from Dormant to Registered.
26 minutes ago

jeff sansone

jeff sansone Uploaded a Document.
IMG_00000295.jpg

Jeff test

Jeff test Uploaded a Document via MyLoanCenter™.
test.pdf

10/18/17 12:30 PM

- 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.

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Test Family Loan

AFR Loan #92243616

GENERATE LE

ORIGINATOR DISCLOSURES

SUBMIT TO SETUP

CHANGE REQUEST

ESCALATE / BOOST

WITHDRAW LOAN

ARCHIVE

DOWNLOAD FNM 3.2 FILE

> SUMMARY

> DETAILS

> DISCLOSURES

> CONTACTS

> DOCUMENTS

> UNDERWRITER CONDITIONS

Prior To Docs

Include Cleared

Condition	Status	Link to Documents	Date
Client to provide documentation of gift deposit and donor ability 12 Linked Documents	Open		Feb 23, 2017
CLIENT TO PROVIDE: Well Certificate	Open		Feb 23, 2017

UPLOAD DOCUMENTS

Drag and drop documents to upload them

OR

BROWSE

Accepted File Types: pdf, doc, docx, txt, tif, jpg, jpeg, jpe, emf, htm, html, xps

LOAN FEED

AFR

The status of the loan changed from Dormant to Registered.
26 minutes ago

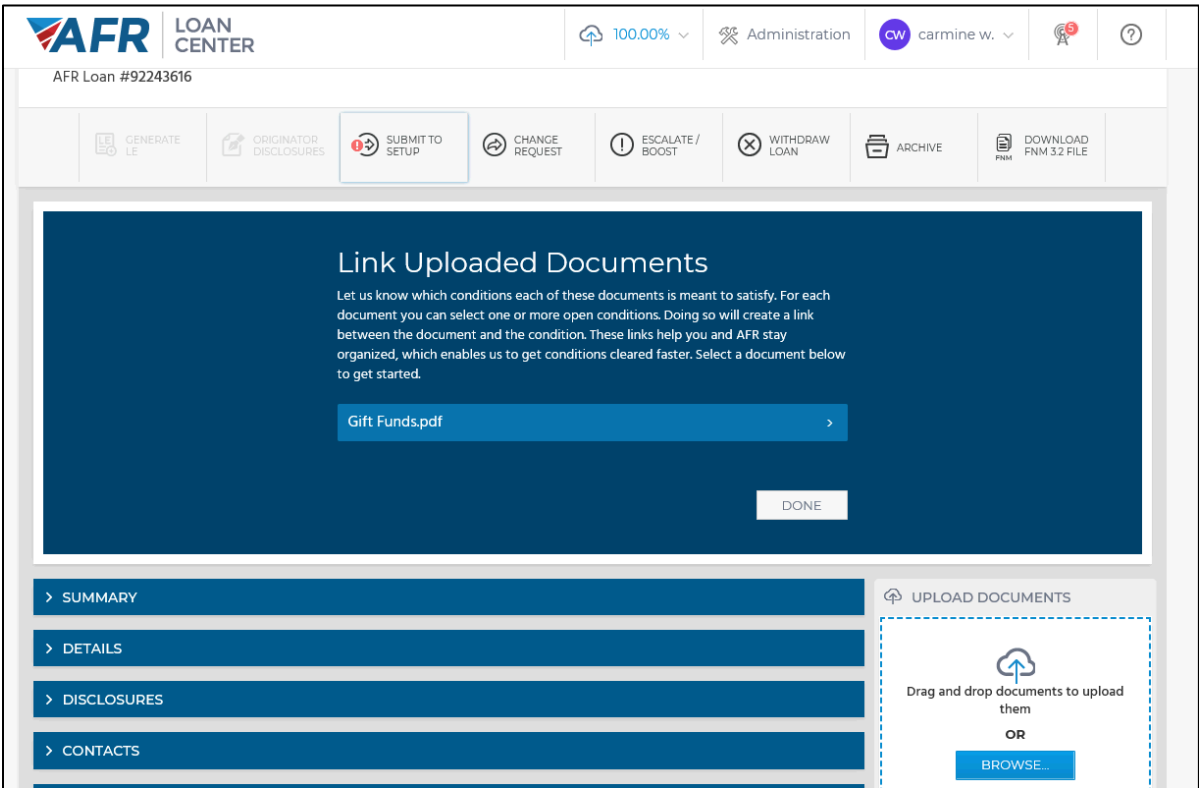
jeff sansone

jeff sansone Uploaded a Document.

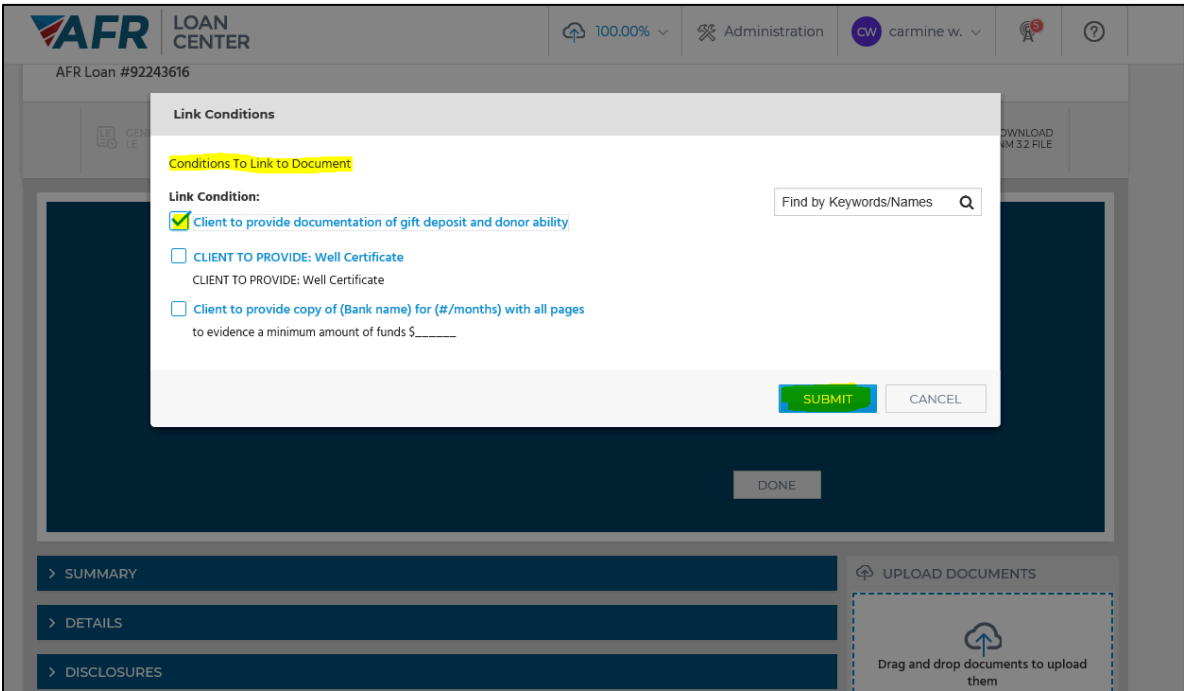
How to Upload Conditions in AFR Loan Center
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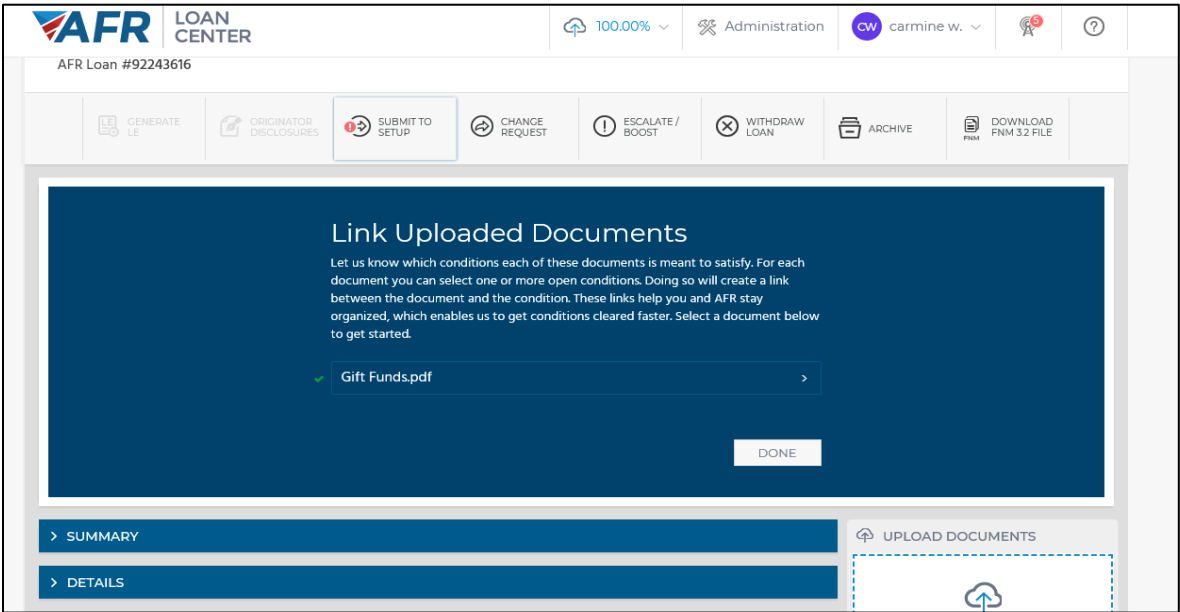
- Once the document has uploaded, you will need to link it to a specific Condition. To do this, click the name of the document and a pop-up message will appear and you can select the condition.



- 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.

UNDERWRITER CONDITIONS

Include Cleared

Prior To Docs

Condition	Status	Link to Documents	Date
Client to provide documentation of gift deposit and donor ability ▶ 13 Linked Documents	Open		Feb 23, 2017
CLIENT TO PROVIDE: Well Certificate CLIENT TO PROVIDE: Well Certificate ▶ 21 Linked Documents	Open		Feb 23, 2017
Client to provide copy of (Bank name) for (#/months) with all pages to evidence a minimum amount of funds \$_____ ▶ 18 Linked Documents	Open		Feb 23, 2017

- 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.

Link Documents

Documents to Link to Condition

Link Condition:

☐ IMG_00000295.jpg

☐ IMG_00000294.jpg

☐ IMG_00000294.jpg

☐ IMG_00000294.jpg

☐ Loan documents.docx

☐ IMG_00000294.jpg

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☐ IMG_00000294.jpg

☐ IMG_00000294.jpg

☐ Loan documents.docx

☐ IMG_00000293.jpg

☐ Test Document.pdf

☐ Gift Funds.pdf

☒ Gift Funds.pdf

Find by Keywords/Names

SUBMIT

CANCEL