

## 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:
  - o During Upload: Uploading Documents and assigning it to the Condition(s) during the upload process
  - $\circ$   $\:$  Document Tab: Expand the Documents Tab and click "Link to Documents"
  - o 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	🗙 carmine w. 🗸 🥵 🕜
DETAILS DISCLOSURES				Drag and drop documents to upload them OR
DOCUMENTS				BROWSE Accepted File Types: pdf, doc, docx, txt, tif, jpg, jpeg, jpe, emf, htm, html, xps
UNDERWRITER CONDITIONS			Include Cleared	E LOAN FEED
Condition	Status 👻	Link to Documents	Date	The status of the loan changed from <b>Dormant</b> to <b>Registered</b> . 26 minutes ago
Client to provide documentation of gift deposit and donor ability 12 Linked Documents	Open	\$	Feb 23, 2017	<ul> <li>jeff sansone</li> <li>jeff sansone Uploaded a Document.</li> </ul>
CLIENT TO PROVIDE: Well Certificate CLIENT TO PROVIDE: Well Certificate > 21 Linked Documents	Open	<u>\$</u>	Feb 23, 2017	IMG_00000295.jpg
Client to provide copy of (Bank name) for (#/months) with all pages to evidence a minimum amount of funds \$ > 18 Linked Documents	Open	23	Feb 23, 2017	<ul> <li>Jeff test</li> <li>Jeff test Uploaded a Document via MyLoanCenter™.</li> <li>         E test.pdf     </li> <li>         10/18//7 12:30 PM     </li> </ul>

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.

	N ITER				% Administration	$\stackrel{\mbox{\scriptsize cw}}{\mbox{\scriptsize carmine w.}}$ $\sim$	§ <mark>5</mark>	?
lest Family AFR Loan #92243616	Loan					✓ SUBS	CRIBED	•
		SUBMIT TO SETUP	CHANGE REQUEST	() ESCALATE/ BOOST	WITHDRAW LOAN	ARCHIVE PNM	DOWNLOAD FNM 3.2 FILE	
> SUMMARY							MENTS	
> DETAILS							3	
> DISCLOSURES						Drag and drop docu ther	m	load
> CONTACTS								
						Accepted File Types: tif, jpg, jpeg, jpe, em		
✓ UNDERWRITER CON	DITIONS					E LOAN FEED		
Prior To Docs					Include Cleared	AFR The status of the I	oon chongod	
Condition			Status 👻	Link to Documents	Date	from Dormant to 26 minutes ago		
Client to provide doo donor ability	umentation of gift depos	it and	Open	\$3	Feb 23, 2017	<b>3</b> jeff sansone		
12 Linked Documents						jeff sansone Uplo Document.	aded a	
CLIENT TO PROVIDE:	Wall Cartificate		Open	S'E	Eab 22, 2017			

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.

<b>AFR</b>	.OAN CENTER				% Administration	cw carmine	w. ~ 🕵	?
AFR Loan #922436		SUBMIT TO SETUP	CHANGE REQUEST	O ESCALATE / BOOST	WITHDRAW LOAN	ARCHIVE	DOWNLOAD FNM 3.2 FILE	
		Let us know which con document you can sel- between the documen	nditions each of th ect one or more o nt and the conditio	OCUMENTS nese documents is mear pen conditions. Doing s on. These links help you litions cleared faster. Se	nt to satisfy. For each so will create a link			
		Gift Funds.pdf			DONE			
> SUMMARY						令 UPLOAD	DOCUMENTS	
> DETAILS						Drag and dr	op documents to up	pload
> CONTACTS							them OR BROWSE	

• The Pop-Up Message will list all the Conditions, select the appropriate Condition and click Submit.

<b>AFR</b>	LOAN CENTER	← 100.00% ~	% Administration	cw carmine w. ~	P 0	
AFR Loan #9224	3616					
	Link Conditions				DWNLOAD	
	Conditions To Link to Document				VM 3.2 FILE	
	Link Condition:	ility	Find by K	eywords/Names Q		
	CLIENT TO PROVIDE: Well Certificate					
	Client to provide copy of (Bank name) for (#/months) with all to evidence a minimum amount of funds \$	pages				
			SUBM	(IT CANCEL		
			DONÉ			
> SUMMARY				P UPLOAD DOCUM	1ENTS	
> DETAILS					5	
> DISCLOSURES	;			Drag and drop docur them		

• When finished, click Done.

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	SUBMIT TO SETUP	CHANGE REQUEST	ESCALATE / BOOST	WITHDRAW LOAN	ARCHIVE	ENM ENM 3	NLOAD 3.2 FILE
	Let us know which co		ocuments nese documents is mea				
	between the docume	ent and the conditi	pen conditions. Doing : on. These links help you fitions cleared faster. So				

 Another way to attach a condition is click the *Link to Documents* Icon. If the document is already uploaded, you can link it. How to Upload Conditions in AFR Loan Center
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NDERWRITER CONDITIONS					
Prior To Docs			Include Cleared		
Condition	Status 👻	Link to Documents	Date		
Client to provide documentation of gift deposit and donor ability 13 Linked Documents	Open	<mark>. 33 -</mark>	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 \$	Open	S	Feb 23, 2017		
18 Linked Documents					

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:	Find by Keywords/Names Q
MG_00000295jpg	
MG_00000294.jpg	
MG_00000294.jpg	
MG_00000294.jpg	
Loan documents.docx	
MG_00000294.jpg	
Loan documents.docx	
MG_00000293.jpg	
Test Document.pdf	
Gift Funds.pdf	
✓ Gift Funds.pdf	
	SUBMIT CANCEL

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