

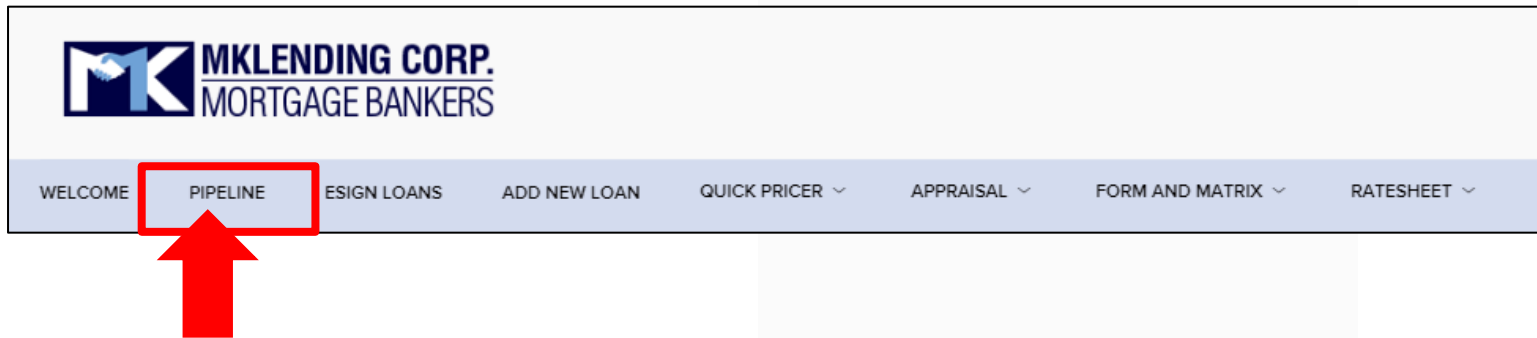


## ***Documents Retrieval/Upload Manual***

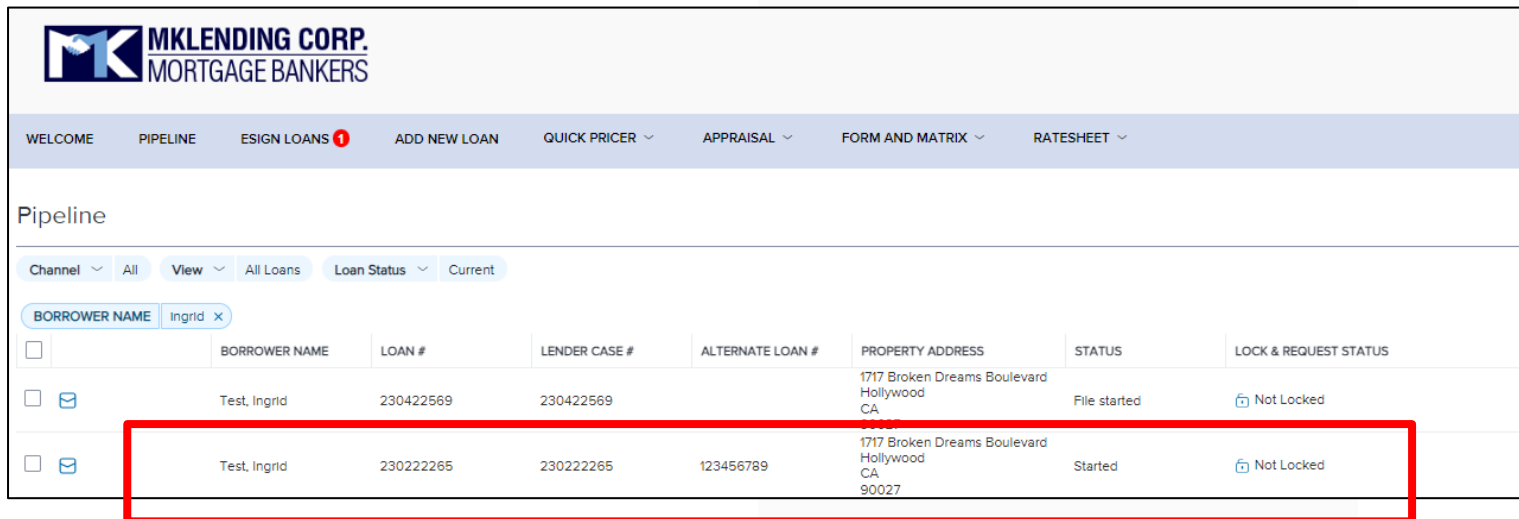


## ***Documents Retrieval Manual***

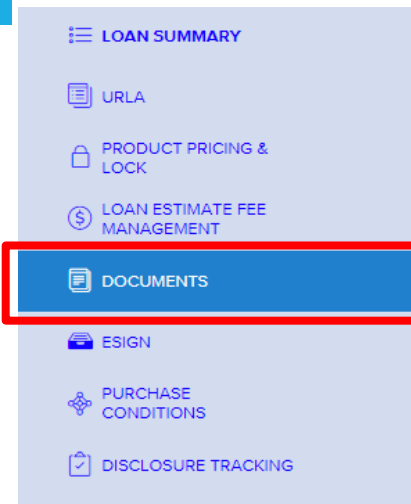
# 1. Click **PIPELINE**



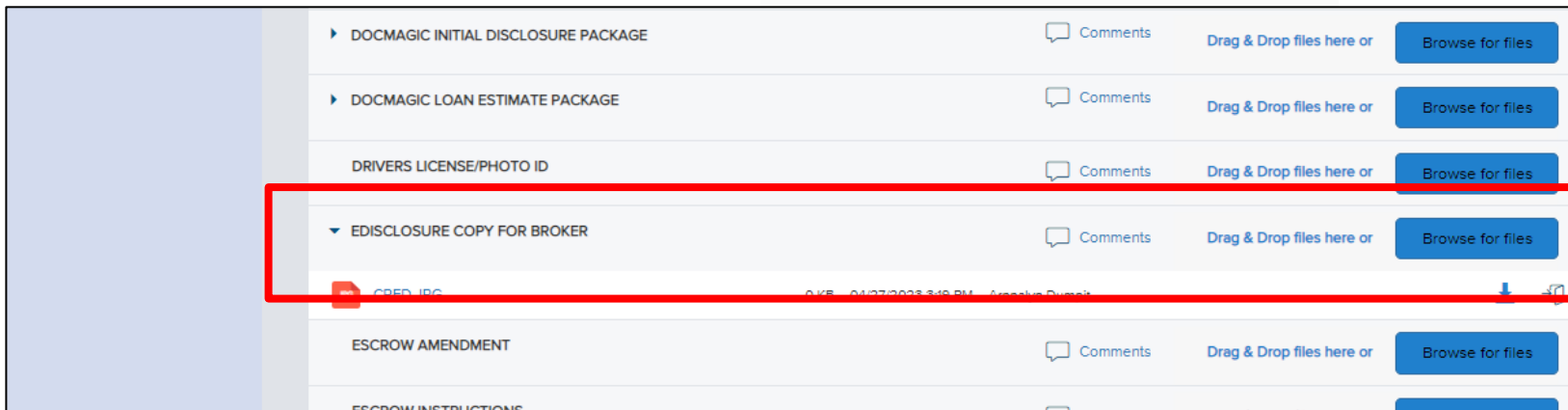
# 2. Select the loan



### 3. On the left side, click on **DOCUMENTS**



### 4. Find the folder to retrieve the documents → Click the Download button

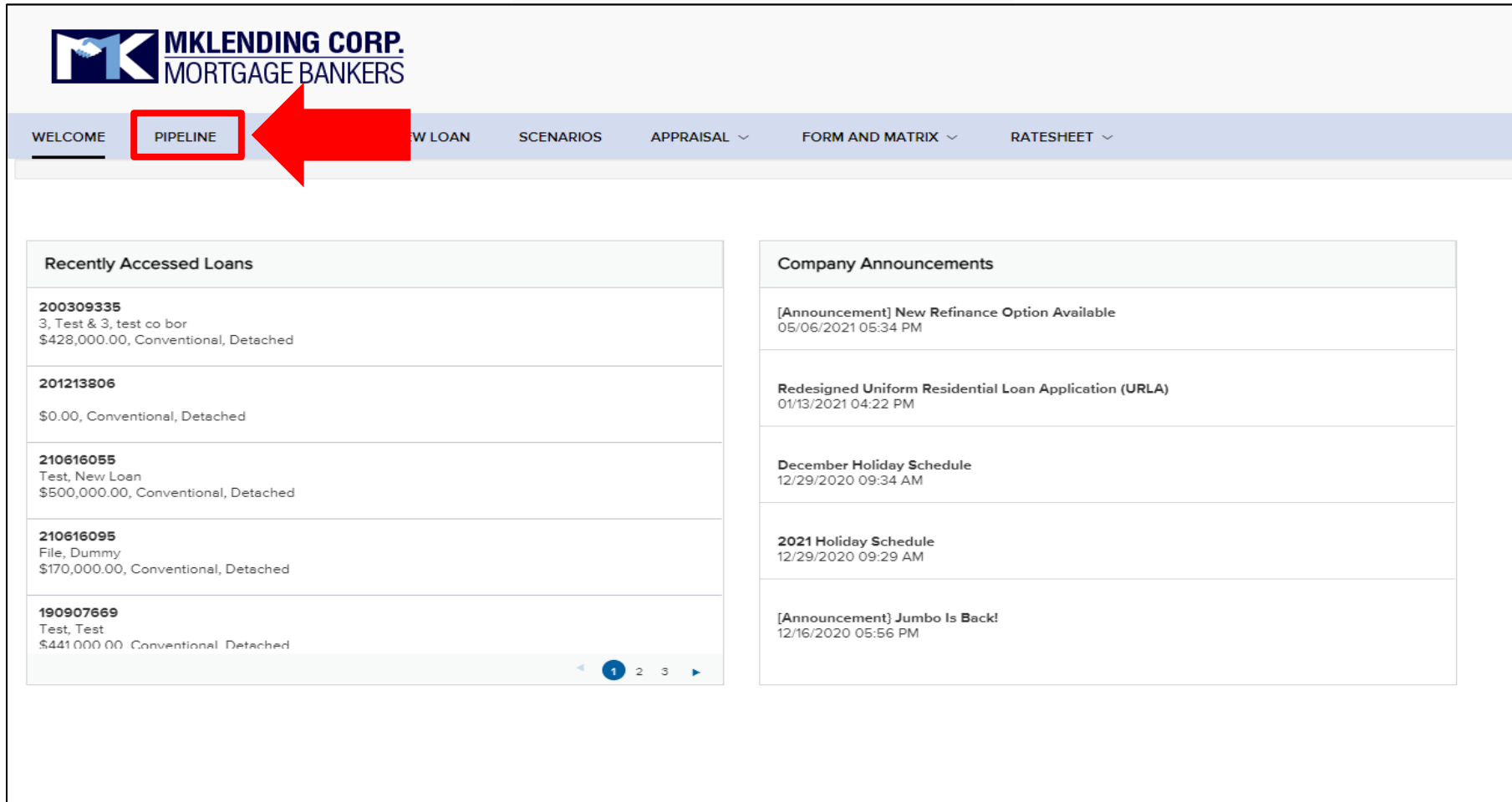




**MK LENDING CORP.**  
**MORTGAGE BANKER**

***Condition Upload Manual***

# 1. Click *PIPELINE*



**MKLENDING CORP.**  
MORTGAGE BANKERS

WELCOME **PIPELINE** NEW LOAN SCENARIOS APPRAISAL ▾ FORM AND MATRIX ▾ RATESHEET ▾

### Recently Accessed Loans

<b>200309335</b> 3, Test & 3, test co bor \$428,000.00, Conventional, Detached
<b>201213806</b> \$0.00, Conventional, Detached
<b>210616055</b> Test, New Loan \$500,000.00, Conventional, Detached
<b>210616095</b> File, Dummy \$170,000.00, Conventional, Detached
<b>190907669</b> Test, Test \$441,000.00, Conventional, Detached

1 2 3

### Company Announcements

- [Announcement] New Refinance Option Available**  
05/06/2021 05:34 PM
- Redesigned Uniform Residential Loan Application (URLA)**  
01/13/2021 04:22 PM
- December Holiday Schedule**  
12/29/2020 09:34 AM
- 2021 Holiday Schedule**  
12/29/2020 09:29 AM
- [Announcement] Jumbo Is Back!**  
12/16/2020 05:56 PM

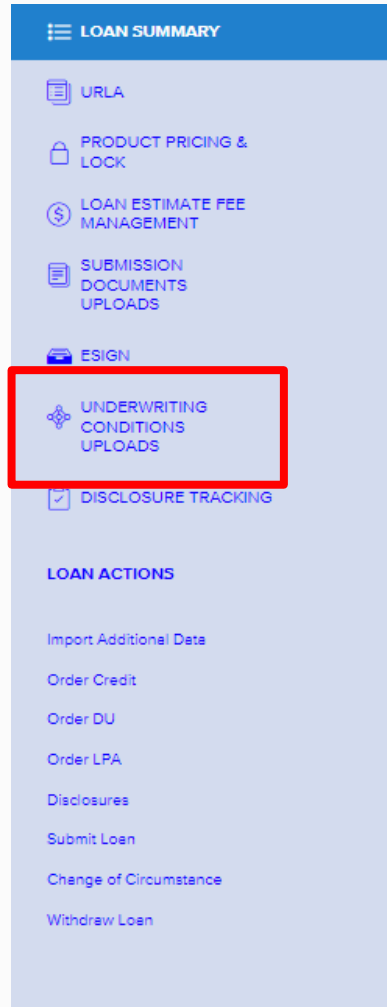
## 2. Select the *Loan*

**MKLENDING CORP.**  
MORTGAGE BANKERS

WELCOME PIPELINE ESIGN ADD NEW LOAN SCENARIOS APPRAISAL ▾ FORM AND MATRIX ▾ RATESHEET ▾

LOAN OPTIONS	<input type="checkbox"/>	Borrower Name	LOAN #	LENDER CASE #	Alternate Loan #	Property Address
<b>CHANNEL</b>	<input type="checkbox"/>		201213806			
<input checked="" type="radio"/> All	<input type="checkbox"/>	3, Test	200309335	200309335		1624 West Roseway Street West Covina CA 9...
<input type="radio"/> Wholesale	<input type="checkbox"/>	6, test	200309331	200309331		5873-5875 INSKEEP AVENUE LOS ANGELES...
<input type="radio"/> Correspondent Non-Delegated	<input type="checkbox"/>	File, Dummy	210616095	210616095		5680 EAST COLLIER ROAD ACAMPO CA 95...
<b>VIEW</b>	<input type="checkbox"/>	NGUYEN, CALVIN MIN	21021463	201214037		15601 MONROE ST Midway City CA 92655
<input checked="" type="radio"/> All loans	<input type="checkbox"/>	RRRR, TEST BBBB	210515826	190306096		2587 COVENTRY CIRCLE #102 FULLERTON ...
<input type="radio"/> My Loans	<input type="checkbox"/>	Test 11, Test 11	201013159	200912723		5662 Belle Avenue Cypress CA 90630
<b>LOAN STATUS</b>	<input type="checkbox"/>	Test 7, Test	200309457	200309457		6008 Templeton St Huntington Park CA 90255
<input checked="" type="radio"/> Current	<input type="checkbox"/>	tEST File, Test Test	210616096	210616096		5680 EAST COLLIER ROAD ACAMPO CA 95...
<input type="radio"/> Archived						

### 3. Click ***UNDERWRITING CONDITIONS UPLOADS***



The screenshot shows a vertical menu on the right side of a screen. At the top is a blue header with a hamburger menu icon and the text "LOAN SUMMARY". Below this are several menu items, each with an icon and text: "URLA" (document icon), "PRODUCT PRICING & LOCK" (lock icon), "LOAN ESTIMATE FEE MANAGEMENT" (dollar sign icon), "SUBMISSION DOCUMENTS UPLOADS" (document icon), "ESIGN" (signature icon), "UNDERWRITING CONDITIONS UPLOADS" (crosshair icon), and "DISCLOSURE TRACKING" (checkbox icon). A red arrow points from the left towards the "UNDERWRITING CONDITIONS UPLOADS" item, which is also enclosed in a red rectangular box. Below these items is a section titled "LOAN ACTIONS" containing a list of actions: "Import Additional Data", "Order Credit", "Order DU", "Order LPA", "Disclosures", "Submit Loan", "Change of Circumstance", and "Withdraw Loan".



4. Go to the condition, Drag & Drop files here or click **Browse for files**, and upload the condition.
5. After condition is uploaded, click **Ready for Review** to save the document
6. When you are done uploading all the conditions, click **Notify Lender** to submit conditions

The screenshot displays a table with columns: Category, Condition, Prior to, Date Added, Date Revised, Age, Borrower Pair, Status, Status Date, and Action. The table contains four rows of conditions. The first row is for '2nd Subordination' (Docs, 11/21/23, Fulfilled). The second row is for '2nd Subordination Agreement' (Funding, 11/21/23, Fulfilled). The third row is for 'Application - COC' (Docs, 11/21/23, Fulfilled). The fourth row is for 'Application-FHA - Final 1003' (Funding, 11/21/23, Added). The interface includes a 'FILTER BY' section with dropdowns for 'Type' and 'All', and buttons for 'Expand All' and 'Collapse All'. A 'Notify Lender' button is highlighted with a red box and a red arrow labeled '6'. A 'Browse for files' button is highlighted with a red box and a red arrow labeled '4'. A 'Ready for Review' button is highlighted with a red box and a red arrow labeled '5'. A red arrow labeled '6' points to the 'Notify Lender' button. A red arrow labeled '4' points to the 'Browse for files' button. A red arrow labeled '5' points to the 'Ready for Review' button.

Category	Condition	Prior to	Date Added	Date Revised	Age	Borrower Pair	Status	Status Date	Action
Credit	2nd Subordination	Docs	11/21/23		21	MK TEST	Fulfilled	11/21/23	Re-Open
Credit	2nd Subordination Agreement	Funding	11/21/23		21	MK TEST	Fulfilled	11/21/23	Re-Open
Misc	Application - COC	Docs	11/21/23		21	MK TEST	Fulfilled	11/21/23	Re-Open
Legal	Application-FHA - Final 1003	Funding	11/21/23		21	MK TEST	Added	11/21/23	Ready for Review

If you can not find the folder, please upload to MISC- UW Document – Additional Documents Folder below



The screenshot displays a document management interface. At the top, a folder named "Misc - UW Documents" is shown with a dropdown arrow on the left. Below this folder, there is a sub-section titled "All Additional UW Documents". A prominent blue button labeled "ADDITIONAL DOCUMENTS" is located in the lower-left area of this section. To the right of this button, there are options for "Comments" (with a speech bubble icon), "Drag & Drop files here or" (with a plus icon), and a "Browse for files" button. The top of the interface shows a header with various details: "Misc", "Misc - UW Documents", "Docs", "11/21/23", "21", "MK TEST", "Fulfilled", "11/21/23", "0", and a "Re-Open" button.