

How to Upload Conditions the Easy Way!

Since 2016, our conditional approval notices have been listed as numbered conditions. Do not worry though as conditions do not need to all be scanned separately to be uploaded. We are all about efficiency here at FSB after all! Please use the following steps to upload your conditions in the most efficient manner possible:

Step 1: Number your conditions to match the Conditional Approval

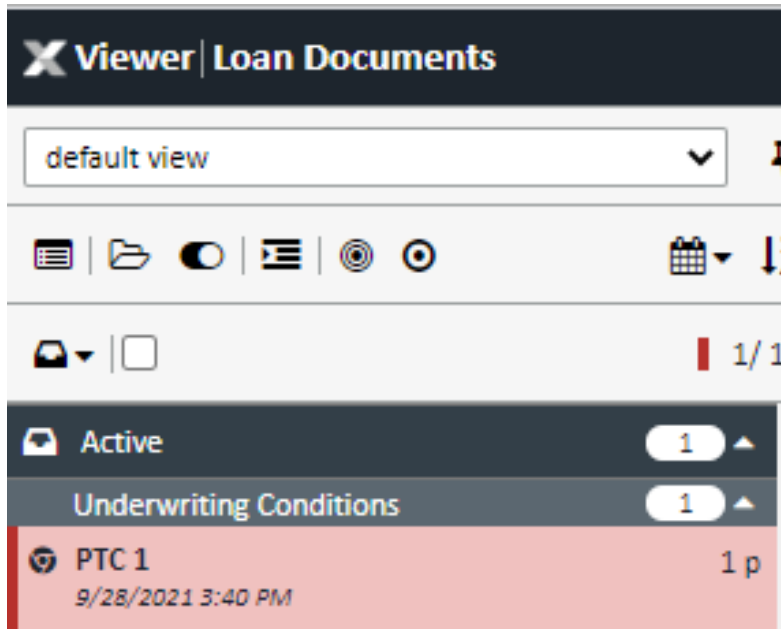
This will help you to keep track of what conditions you have so far and it will become important when viewing the conditions within Imageflow.

Step 2: Upload your conditions in one scan

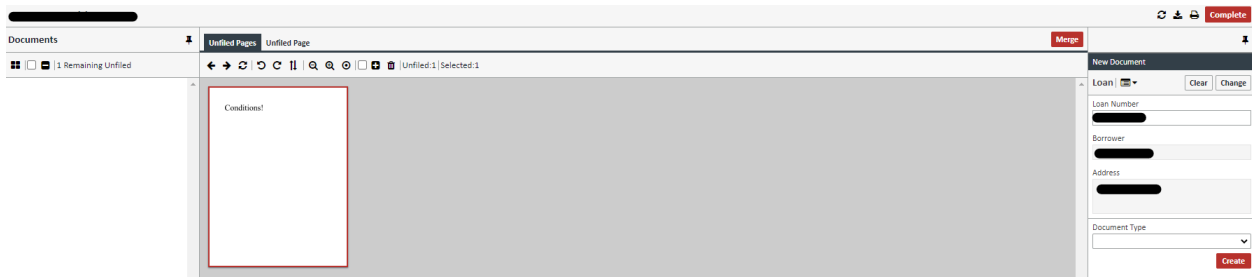
Upload all the conditions you have at that moment to PTC 1.

Step 3: Open up Imageflow and locate PTC 1

It should be located on the top of the screen on the left-hand side. Once you have it, click on Split/Merge in the top right-hand corner.

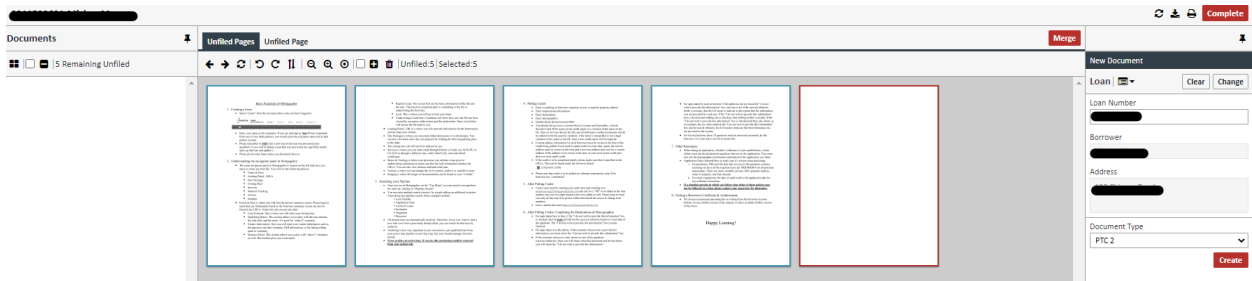


Once clicked, a new screen will pop up allowing you to split out conditions to their rightful label.



Step 4: Split your Conditions according to the Conditional Approval

If you wish to sort multiple pages at once, hold the control button while choosing the pages you will need for the condition you will be labeling. The pages that are chosen will have a blue outline, while the first original document chosen will have a red outline.



Once you have all the pages you need, you will click on the drop-down arrow for the Document Type and select the condition you will be labeling. After it's labeled correctly, click Create and your document is done! Click the red complete button in the top right corner to finish and return to Imageflow.

Important: If you are uploading conditions to meet a suspense or verify that a condition will not cause the file to be denied, please make a note to the underwriter in the file to identify this. Otherwise, we will return the file to you due to not having the majority of the conditions to review.

If you have any further questions, please contact mtgsupportcenter@flanaganstatebank.com, we are always happy to review this with you!