**Uploading Prequal Letters**

Step 1:

Please create a prequalification letter to upload. This is used for compliance examinations, to prove you made your decision, and informed the borrower.

Next Steps: See the Screen Shots below to Upload your Prequal Letters to MBOT:

Step 2:

Go to Imaging and select Upload Document:

Graphical user interface, application

Description automatically generated

CONTINUE TO NEXT PAGE

Step 3:

Click the File to Upload Button:

Graphical user interface, text, application

Description automatically generated

CONTINUE TO NEXT PAGE

Step 4:

Slecect Preqalification Letter from the Document Type Dropdown listing:

Graphical user interface, application

Description automatically generated

CONTINUE TO NEXT PAGE

Step 5:

Slecect the submit button to finish the upload process:

Graphical user interface, application

Description automatically generated

CONTINUE TO NEXT PAGE

Step 6:

Now check to make sure your letter is in IMAGE FLOW in MBOT. Go to Imaging again, and click on Image Flow.

Graphical user interface, application

Description automatically generated

CONTINUE TO NEXT PAGE

Step 7: - LAST STEP

View the letter in Image flow to make sure it uploaded properly.

Graphical user interface, application, Word

Description automatically generated