**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:



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Step 3:

Click the File to Upload Button:



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Step 4:

Slecect Preqalification Letter from the Document Type Dropdown listing:



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Step 5:

Slecect the submit button to finish the upload process:



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Step 6:

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



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Step 7: - LAST STEP

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

