How to Re-submit a file

When re-submitting, only resubmit when you have the majority or all of the conditions. This keeps us from re-visiting files over and over again when we could just touch the file one or two times after the initial review.

Effective 5/24/16 you will see that we will now be numbering conditions on the approval notice. Please upload according to the number and type (ex: Compliance/PTC/PTF) of the condition. This will assist us in identifying the documentation you feel meets the condition the best and will eliminate confusion on our end as to what was (or not submitted) to meet the condition.

➢ Click on Imaging on left hand side of screen
➢ Click on Upload document (same as you did for submission package)
➢ Document type you will select for example if it is Compliance Condition 1 or if it is PTC 1 (u/w condition) or PTF 1 (prior to funding) and the corresponding number, then click submit.
➢ When you are done, **REMEMBER** to go to Actions on the left side and click **FINAL** in order to send the file to us so reminder hitting Final is the only way we know that it is ready for review.

Document Type Compliance Condition 1   ▽

Document Type PTC 1   ▽

Document Type PTF 1   ▽

IMPORTANT NOTES

When your file is in submission status or finalized, you will not be able to add any documents to the file until it is released back to you.