



## Submitting a Loan to Underwriting

Once you have registered and imported your loan you are now ready to upload your submission package and then “Final” the loan to move to underwriting. You can find our checklist and submission stacking order at our website at [www.fsbtpo.com](http://www.fsbtpo.com), click on Forms & Docs and select Submission form. It is very important to select “Final Loan” as that is the only trigger we get saying a file is ready for review.

- Select Imaging on left side of screen
- Select upload document
- Select Browse and select your file to upload
- The appraisal is the only thing that needs to be uploaded in color but if you get used to selecting to upload in color, it will avoid being missed if you need to upload an appraisal
- Under “Document Type” select TPO Submission Package

You can upload one large submission package or multiple smaller ones but no more than 5 as it takes our JR UW longer to open, view and sort out.

You must click Submit at the bottom of the screen to upload and it will confirm your upload with “document upload successful” in green at bottom

- Once all your uploads are complete click Close at the upper right hand corner to close out of the upload screen

Project: Loan Documents [Help] [Close]

### Document Upload

File Information

File To Upload  [Browse...]

Upload in Color

Assign To Loan

Loan:  [Change]

Borrower: Mickey Mouse [Clear]

Document Information

Document Type: TPO Submission Package

[Submit] [Reset]

- Select Actions on the left side of your screen, then click on “FINAL” and then “ok” which then sends us the trigger the file is ready. You will now notice under loan details it shows today’s date as finalized.

Loan Details	
Final:	11/18/2015
Loan Amount:	\$343,765.00
Loan Purpose:	Purchase
Institution:	FLANAGAN STATE BANK (10)
Loan Status:	
AU Status:	

Congratulations! Your file has been submitted to underwriting. Please watch for the email notification advising the approval is ready to view.