

You have 2 Options when uploading conditions into MFSTPO

Option 1

- Once you are in the loan you wish to upload conditions to
 - Go to the Documents tab on left side
 - Find ALL CONDITIONS from here you will drop all necessary documents to satisfy the conditions in this one bucket. *****Separate ALL documents DO NOT UPLOAD ONE BIG PDF*****
 - Once you have completed then click on the resubmit button to the left (Make sure that you complete this step)
 - Then send an email to the assigned CSR on your loan just letting them know that you have resubmitted conditions on your loan, they will also get a notification that your loan has been resubmitted

Option 2

- Once you are in the loan you wish to upload conditions to
 - On the left side go to CONDITIONS tab
 - Click on it and it will open all outstanding conditions
 - Drop each document into its specific bucket
 - Once you have completed then click on the resubmit button to the left (Make sure that you complete this step)
 - Then send an email to the assigned CSR on your loan just letting them know that you have resubmitted conditions on your loan, they will also get a notification that your loan has been resubmitted