

- **Log into MFSTPO and go into the loan that you will be submitting**
  - Click on DOCUMENTS tab on the left side
  - For the initial submission you will upload all docs to the “ Initial Submission Upload” tab
    - You can upload as one PDF
    - OR
    - As individual files
  - As you upload a “Green Check” means uploaded successfully
  - Once you have uploaded all items for initial submission
  - Click the SUBMIT LOAN tab on left side
  
- **File flow after Initial submission**
  - The assigned CSR to your company will get a notification that your loan has been submitted and is in their queue to be reviewed
    - They will review all documents and contact broker with any questions or any missing items that we need to get the loan moved into UW
    - Once they have moved the loan to UW the broker will receive an email notification of the status of their loan
    - Once the UW has completed underwriting the assigned CSR will send out the underwriters’ decision of the loan