

How to Upload Conditions:

- Log on to our site <https://5thstreetcapital.mortgagebotlos.com/>
- Click on your borrower in the pipeline
- From the left side click 'Imaging' > 'Upload Document'
- Click the empty box to the right of 'File to Upload' or use the drag and drop feature 'Drop Files to Upload'
*Users have the ability to drag and drop multiple documents at one time in the grey space and designate the document type to upload (see next slide)
- Locate the file(s) on your computer that you want to upload (make sure it is not password protected)
- Click the Arrow on right of 'Document Type' field and select the description that best matches what you are uploading
*You must **choose a document type** for **EACH** document that you upload. If a document type is not selected, the document will not be uploaded to file even if you receive a successful upload message
- Appraisal uploads: Choose 'Full Color' under the first drop down "Color Handler" and select appraisal type under document type
- Click 'Submit' and repeat process until all your documents are uploaded

Loan Pipeline

4461243199 - Mario Hernandez

Type to filter...

- Forms & Docs
- Doc Packages
- Services
- Actions
- Imaging
 - ImageFlow
 - Upload Document

Application Criteria			
Application Date:	12/11/2020	Property Address	✓
Name	✓	Value of Property	✓
Monthly Income	✓	Loan Amount	✓
Social Security Number	✓		

Upload Loan Documents

Files to Upload

File to upload	CPL.pdf
Color Handler	Black and White
Render Quality	Normal
Document Type	Closing Protection Letter
File to upload	Prelim.pdf
Color Handler	Black and White
Render Quality	Normal
Document Type	Preliminary Title Report

Drop Files to Upload...

Ratios Show