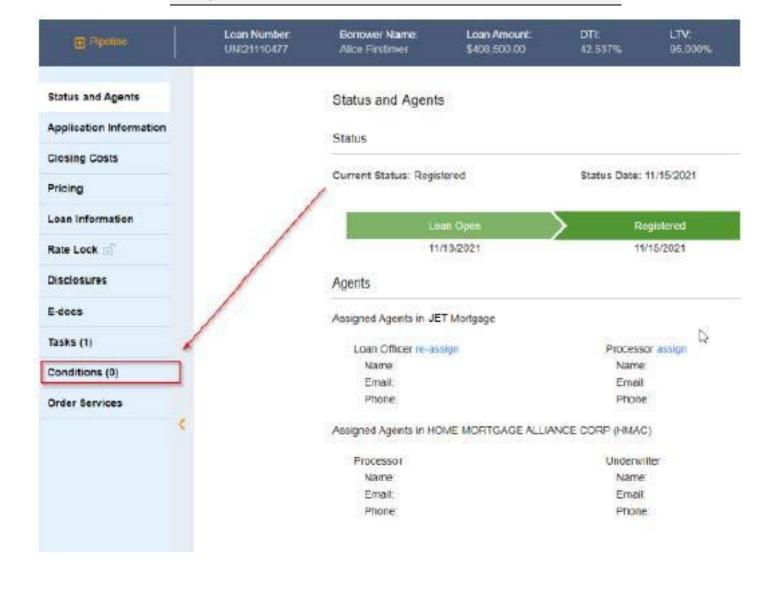
# JETMORTG/Æ

How to Upload Conditions and Access Documents Guide

#### Step: 1

- After logging into the portal, click on your 'PIPELINE' this is where you can access all loans you
   have with Jet Mortgage.
- After clicking into the desired loan, you will see the screen to the right. Here you can click into the desired tab as needed in the blue column.
- Status and Agents will provide you with the current status of the loan and contacts assigned to the loan.
- E-docs tab will allow you to search for ANY document that has been uploaded to the file.
- Conditions will allow you to view all conditions needed on the loan.

#### Once you are inside the loan click on **Conditions** tab near the bottom left.



## Step: 2

- To upload a document you can do one of two ways. You can 'DRAG AND DROP FILES HERE' or you can 'SELECT FILES TO UPLOAD' from your desktop.
- Once you have selected the document, you can then LABEL the document by SLECTING DOC TYPE.

Upload Docs Fax Docs Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.



File Name Doc Type \* Description

Jet\_How to Upload Conditions and Access Documents
Guide 0423.pdf

[select Doctype] scan barcodes
0 of 200 characters

## Step: 2 Cont.

 Click on 'SELECT DOC TYPE' and search unclassified.

#### Select a Doc Type

Χ

Search for:	

#### Matching Doc Types:

Doc Type	Folder
UNCLASSIFIED	UNCLASSIFIED
BORROWER UPLOAD	UNCLASSIFIED
FLOOD CERTIFCIATION	UNCLASSIFIED
IDXPRESS REPORT	UNCLASSIFIED
UNASSIGNED DOCUMENT	UNCLASSIFIED

#### Step: 2 Cont.

- Once the Doc Type has been selected you will be taken back out to the 'Upload Docs' screen
- Here you can add and additional description in the highlighted box (any notes you think will help your Account Manager or UW).
- Once done click'UPLOAD DOCUMENT'



File Name	Doc Type *	Description
Jet_How to Upload Conditions and Access Documents Guide 0423.pdf	[ select Doctype ] scan barcodes UNCLASSIFIED : UNCLASSIFIED	0 of 200 characters

UPLOAD DOCS

# Step 3

Lastly, Send an email to your AE and AM alerting them that the file is ready for review