



## How to Submit Supporting Docs/Conditions

1. After logging in you are on the Loan Search page. Using the options, Search for your loan.

Choose a Search Option, then type in the Search box to find the loan. Then click Search or press Enter.

Search: ▼ Search For: Doe Search

My Active Loans			
My Active Loans			
My Prequal Loans			
Loan Number			
Property Address			
Borrower Name			

Active Loans - This is not a search option. It will show all active loans associated with this user's pipeline.

Prequal Loans - This is not used by RAC

### LOAN SEARCH OPTIONS

- Loan Number
- Property Address
- Borrower Name

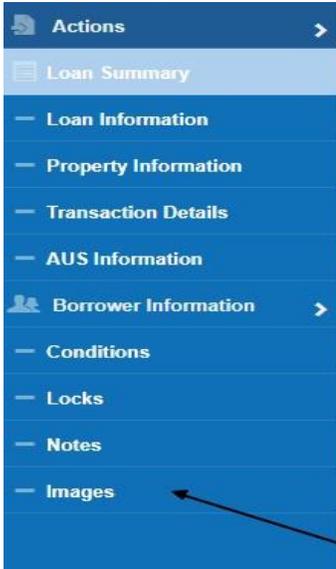
2. After searching, click on the Loan Number to open the file.

Search: Borrower Name Search For: doe

<u>Loan No</u>	<u>Borrower</u>	<u>Program</u>	<u>Prop Address</u>
<u>0000014916</u>	DOE, JOHN	FHA	1213 MAIN ST

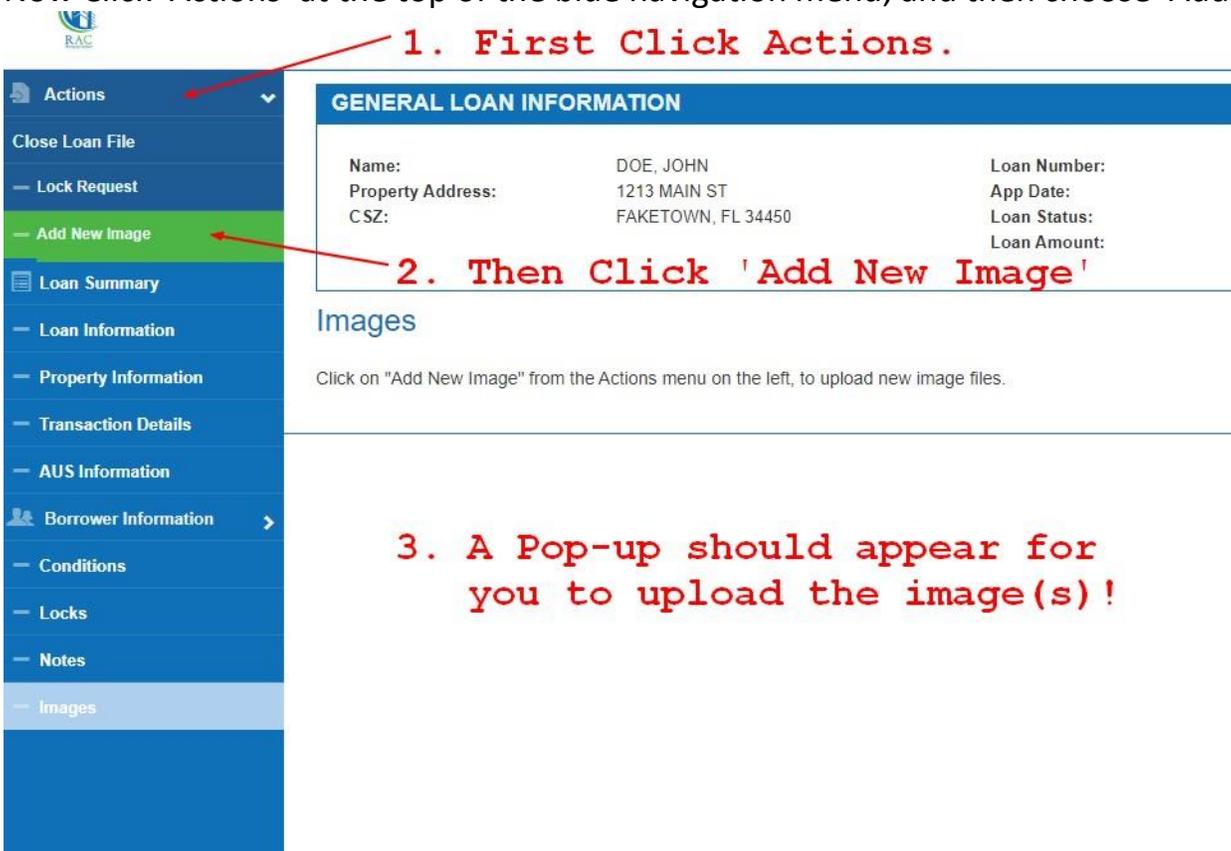
Clicking on the Loan Number will Open the Loan.

3. Next, navigate to the 'Images' section.



Click 'Images' to navigate to the the Images section.

4. Now Click 'Actions' at the top of the blue navigation menu, and then choose 'Add New Image'



The screenshot shows the RAC interface. On the left is a blue navigation menu with 'Actions' at the top, which is expanded to show a sub-menu. In the sub-menu, 'Add New Image' is highlighted in green. A red arrow points from the text '1. First Click Actions.' to the 'Actions' menu item. Another red arrow points from the text '2. Then Click 'Add New Image'' to the 'Add New Image' menu item. The main content area shows 'GENERAL LOAN INFORMATION' with the following details:

Name:	DOE, JOHN	Loan Number:
Property Address:	1213 MAIN ST	App Date:
CSZ:	FAKETOWN, FL 34450	Loan Status:
		Loan Amount:

Below this is the 'Images' section with the text: 'Click on "Add New Image" from the Actions menu on the left, to upload new image files.'

At the bottom of the screenshot, the text '3. A Pop-up should appear for you to upload the image(s)!' is displayed in red.



- Drop down the menu to select 'Submission Package' for new loan applications, or leave it as 'Conditions' clearing loan conditions.

Click 'Browse' to locate the doc on your computer. (.PDF file type preferred).

Make sure to add a Comments telling us what it is you're uploading, or use the check box to copy the filename in to the comments section.

Finally click 'Upload'.

A screenshot of a web application dialog box for file upload. The dialog has a title bar with a close button (X). The main content area contains a dropdown menu labeled "Select Image Name:" with "Conditions" selected. Below it is a "File Upload:" section with a text input field and a "Browse..." button. Underneath is a "Comments:" text input field. At the bottom left, there is a checkbox labeled "Add File Name to Comment" which is currently unchecked. Red arrows point from the text annotations to the dropdown menu and the checkbox. The text annotations are in red and read: "This Drop-down contains Submission Package and Conditions: Use 'Submission Package' for new applications. Use 'Conditions' for additional supporting documents." and "This nifty little check box will copy the name of the file in to the comment section, so you don't have to!!". At the bottom right, there are two buttons: "Upload" and "Cancel".

- Click OK!

A screenshot of a success message dialog box. The title bar reads "RAC WebLender". The main content area contains the text "File upload was successful." and a blue "OK" button at the bottom right.