

## Process for Uploading Documents to Finish Application Processing

You can safely and securely upload your loan documents to expedite the processing of your application. Here are a few quick steps to make this process easier:

1. Log back into the application site as a Returning Borrower.
2. Enter the User Name and Password you created when you applied for the loan.
3. Once logged in, choose "Loan Account Overview" from the menu on the right-hand side of the page.
4. Choose "Upload Loan Documentation" from the menu on the right-hand side of the page.
5. Browse your computer for your scanned loan document images.  
*[Supported file formats are: TIF, DOC, DOCX, JPEG, PNG, and PDF with a max file size of 10 MB]*
6. Click the "Upload Document" button.
7. Repeat steps 4 & 5 as often as necessary to attach all required loan documents for processing.

If you have any questions, please contact Loan Processing (using the Contact Us page).

## Tips to Ensure that Documents are Legible and Will Be Accepted

1. Scan at a minimum of 200 DPI
2. If using a phone camera, make sure that the flash is off and that you have adequate lighting around the document you are photographing.
3. Make sure that the image is not blurry/out of focus.
4. Make sure that you frame the image so that the entire signature, date of birth, and expiration date, etc. as applicable are clearly visible.