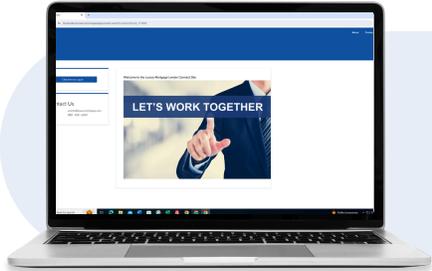


LUXURY MORTGAGE

How to Upload Conditions



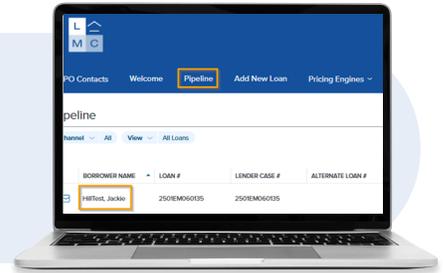
Step 01.

Access Lender Connect via Portal Login.

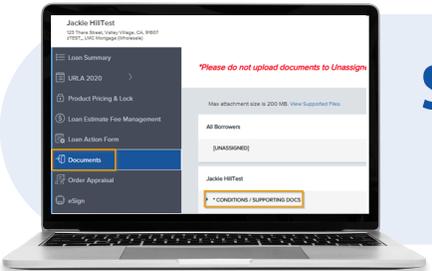
https://lmclenderconnect.encompasspoconnect.com/#/content/home_115969

Click on the Pipeline tab in the top menu bar, then choose the file you want to work on.

Step 02.



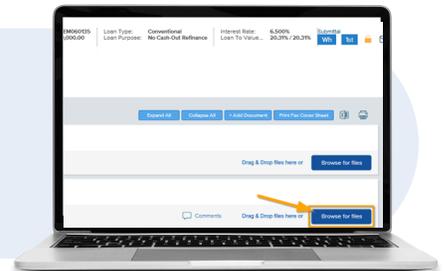
Toggle to the Documents tab on the left-side navigation panel.



Step 03.

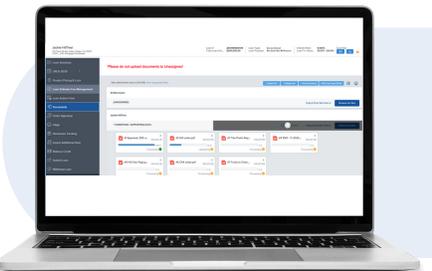
Locate Conditions/Supporting Docs select Browse for Files.

Step 04.



Make sure the Condition PDF(s) are labeled/renamed to the correlating PTD condition# on the Conditional Loan Approval.

For example: CLA lists condition #3 is for the Prelim Title Report, the PDF should be labeled as '#3 Title Prelim Report'



Step 05.

Toggle to Re-Submit Loan on the left-side navigation panel, click Confirm, and the Luxury Mortgage Account Manager will receive a Conditions Uploaded notification.

Step 06.

