

Uploading Prequal Letters and having your Prequal Labeled as a “PR”

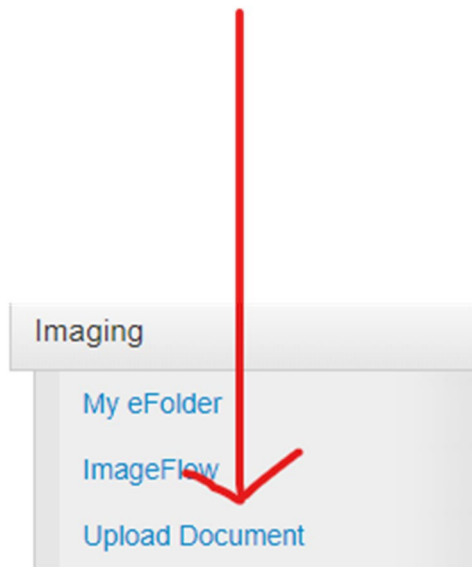
Step 1:

Please create a prequalification letter to upload. This is used for compliance examinations, to prove you made your decision, and informed the borrower.

Next Steps: See the Screen Shots below to Upload your Prequal Letters to MBOT:

Step 2:

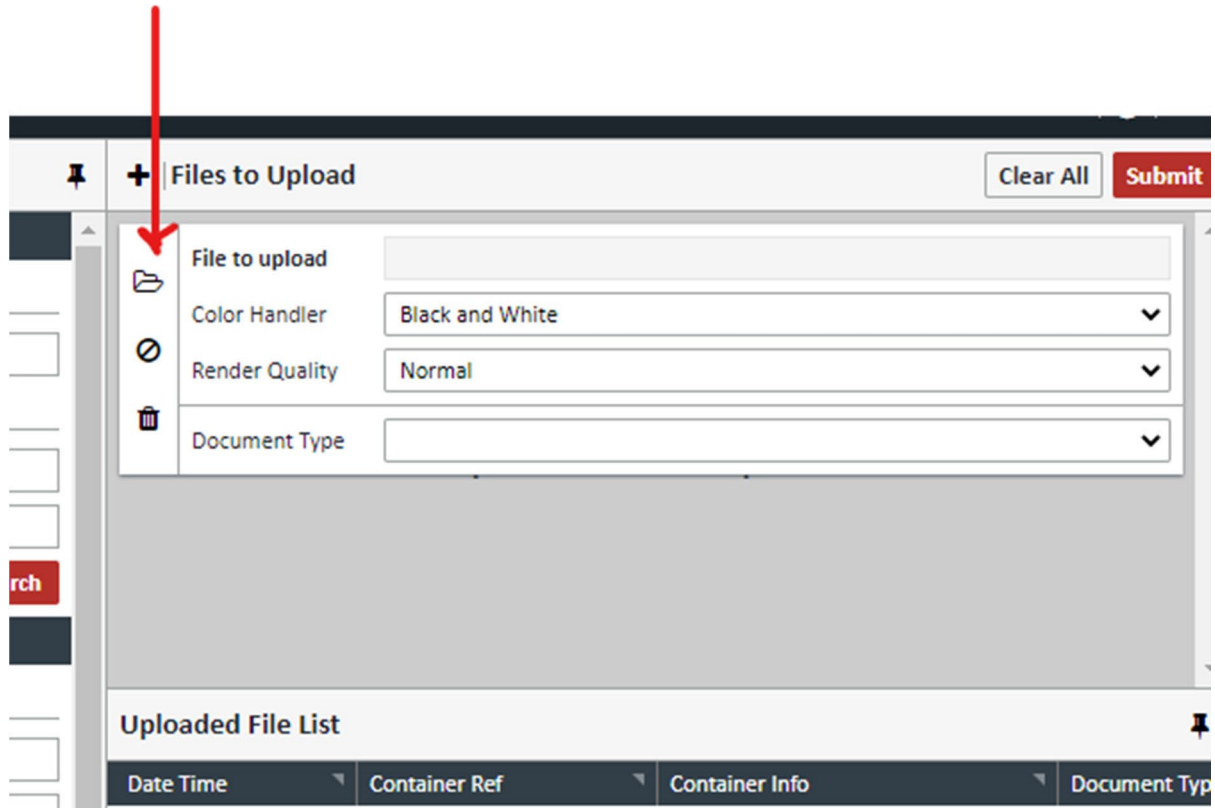
Go to Imaging and select Upload Document:



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Step 3:

Click the File to Upload Button:



The screenshot shows a web interface for uploading files. At the top, there is a header bar with a pin icon, a plus sign, and the text "Files to Upload". To the right of the header are two buttons: "Clear All" and "Submit". Below the header is a form area. A red arrow points to the "File to upload" input field. The form also includes a "Color Handler" dropdown menu set to "Black and White", a "Render Quality" dropdown menu set to "Normal", and a "Document Type" dropdown menu. Below the form is a section titled "Uploaded File List" with a pin icon. At the bottom, there is a table with columns: "Date Time", "Container Ref", "Container Info", and "Document Type".

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Step 4:

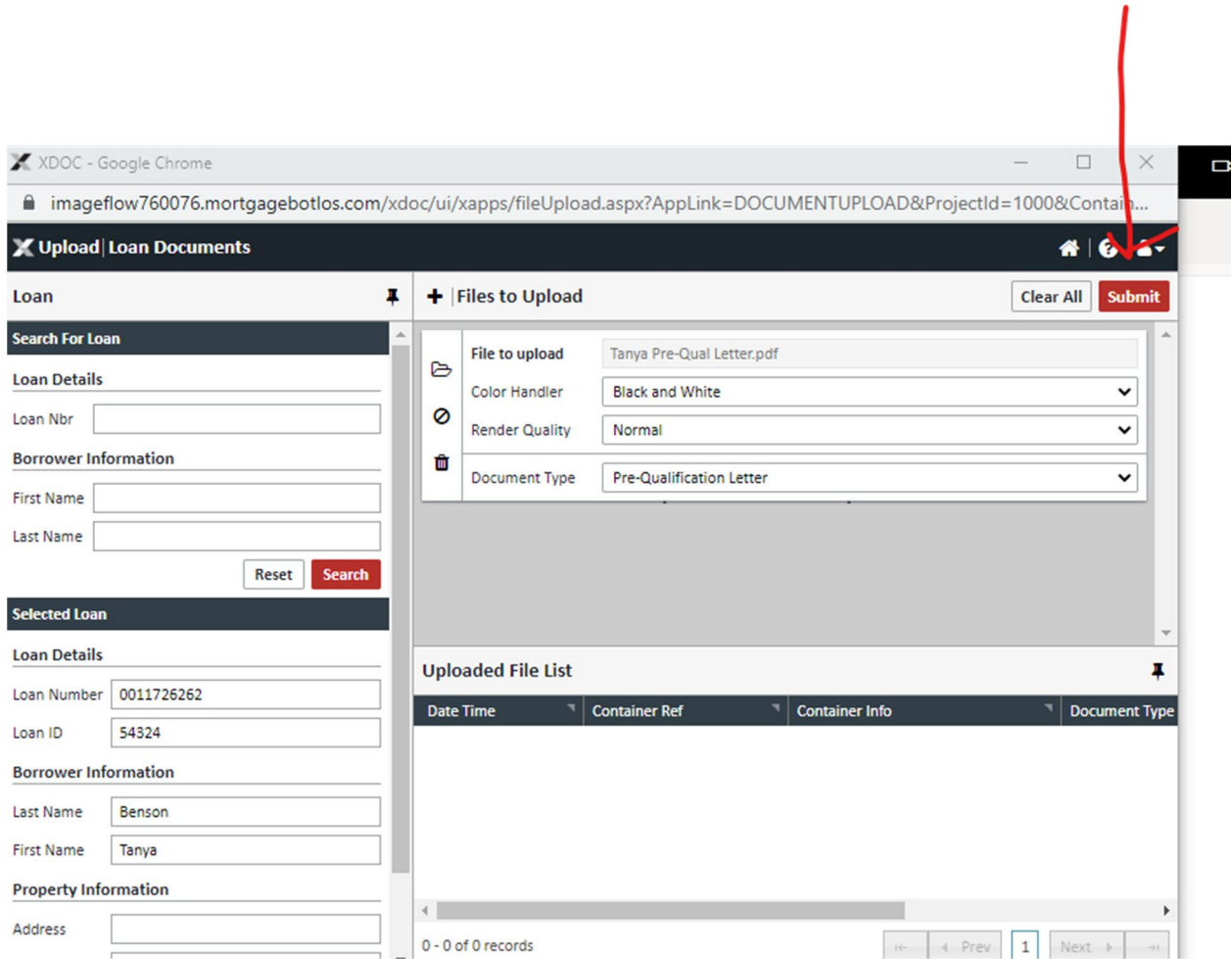
Select Prequalification Letter from the Document Type Dropdown listing:

The screenshot shows a web application interface for uploading loan documents. The interface is divided into a left sidebar and a main content area. The sidebar contains sections for "Search For Loan" and "Selected Loan", both with input fields for loan details and borrower information. The main content area has a "Files to Upload" section with a file upload field containing "Tanya Pre-Qual Letter.pdf", and dropdown menus for "Color Handler" (Black and White), "Render Quality" (Normal), and "Document Type" (Pre-Qualification Letter). A red arrow points to the "Document Type" dropdown. Below this is an "Uploaded File List" table with columns for Date Time, Container Ref, Container Info, and Document Type. The table is currently empty, showing "0 - 0 of 0 records".

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Step 5:

Select the submit button to finish the upload process:



The screenshot shows a web browser window with the URL `imageflow760076.mortgagebotlos.com/xdoc/ui/xapps/fileUpload.aspx?AppLink=DOCUMENTUPLOAD&ProjectId=1000&Contai...`. The page title is "Upload | Loan Documents".

The interface is divided into several sections:

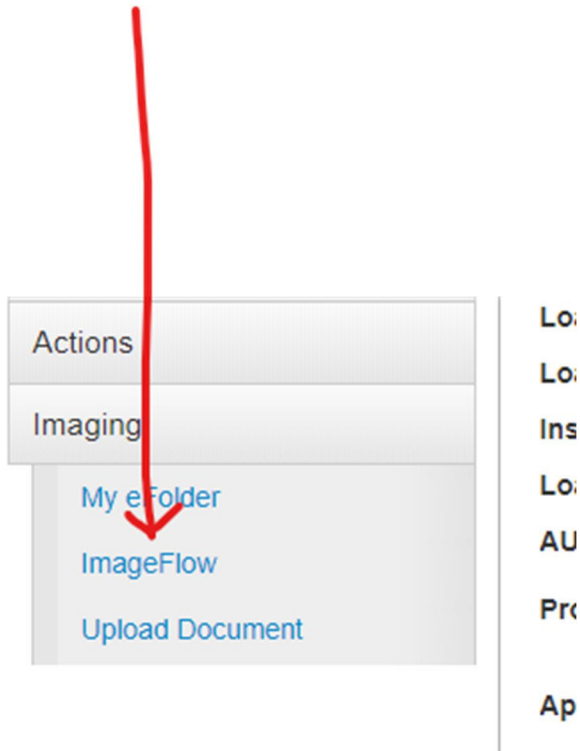
- Loan**: Contains a "Search For Loan" section with "Loan Details" (Loan Nbr) and "Borrower Information" (First Name, Last Name) fields. There are "Reset" and "Search" buttons.
- Selected Loan**: Contains "Loan Details" (Loan Number: 0011726262, Loan ID: 54324) and "Borrower Information" (Last Name: Benson, First Name: Tanya). There is a "Property Information" section with an "Address" field.
- Files to Upload**: A section with a "Clear All" button and a red "Submit" button. It contains a "File to upload" field with "Tanya Pre-Qual Letter.pdf", "Color Handler" (Black and White), "Render Quality" (Normal), and "Document Type" (Pre-Qualification Letter).
- Uploaded File List**: A table with columns "Date Time", "Container Ref", "Container Info", and "Document Type". It shows "0 - 0 of 0 records" and pagination controls.

A red arrow points to the "Submit" button in the "Files to Upload" section.

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Step 6:

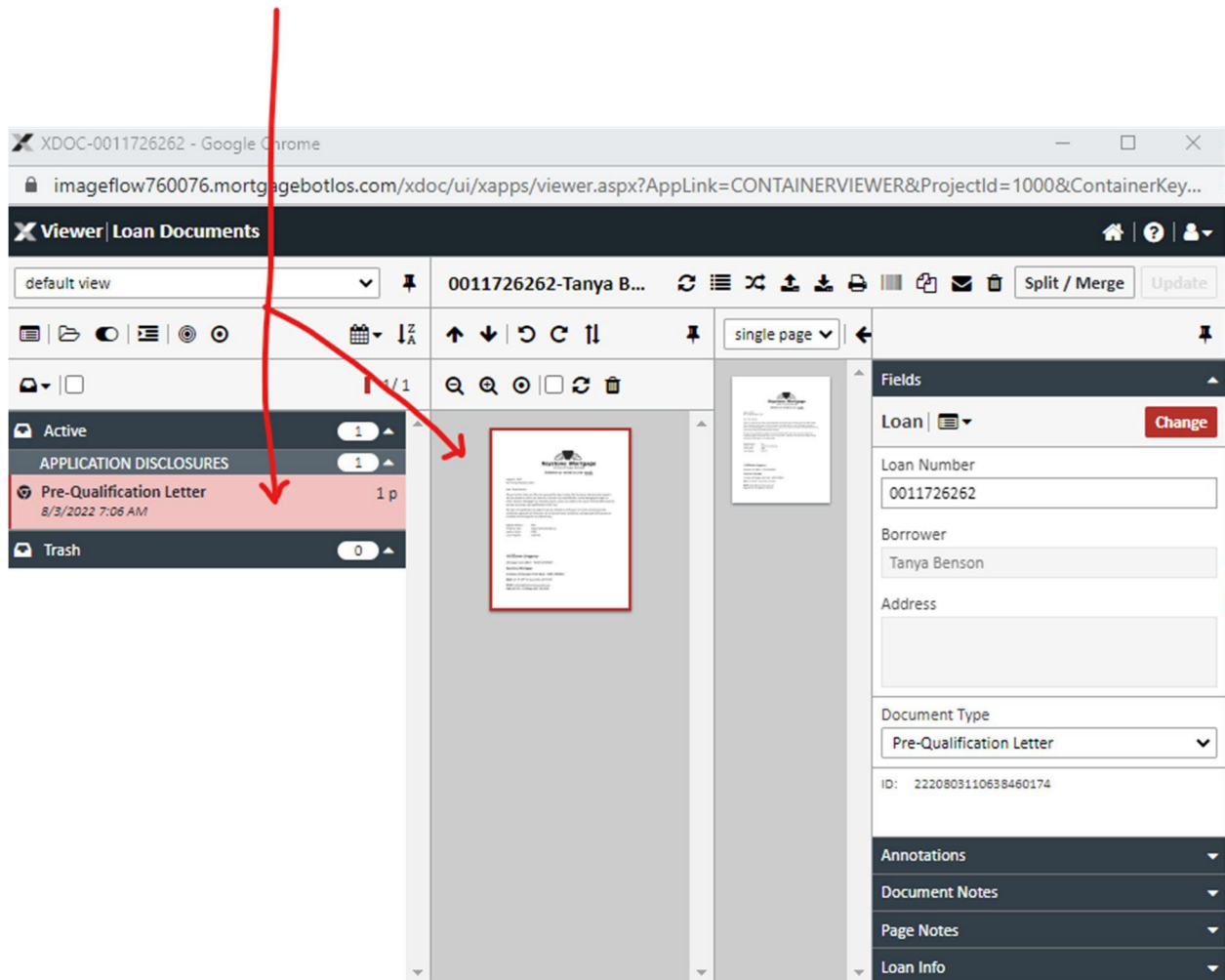
Now check to make sure your letter is in IMAGE FLOW in MBOT. Go to Imaging again, and click on Image Flow.



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Step 7: - NEXT STEP

View the letter in Image flow to make sure it uploaded properly.



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LAST STEP – SEND AN EMAIL TO HAVE A “PR” ADDED TO EACH LOAN:

Send an email to mtgsupportcenter@flanagansstatebank.com and ask them to please add a “PR” and reference your 2 digit branch code. See example below:

Hello, please add a PR to loan number: 0011614658 – Smith, John. My branch code is “32”.