Uploading Prequal Letters
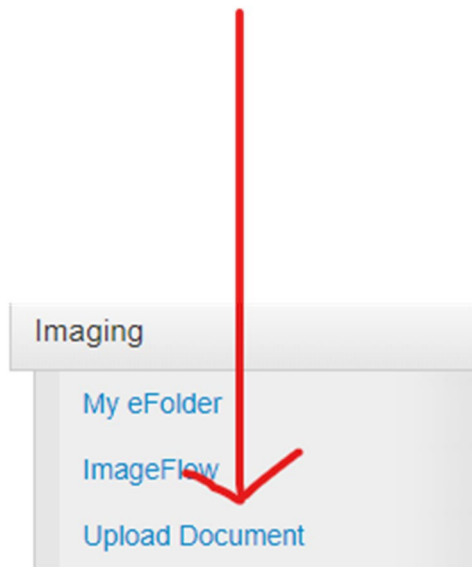# and having your Prequal
Labeled as a "PR"

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.

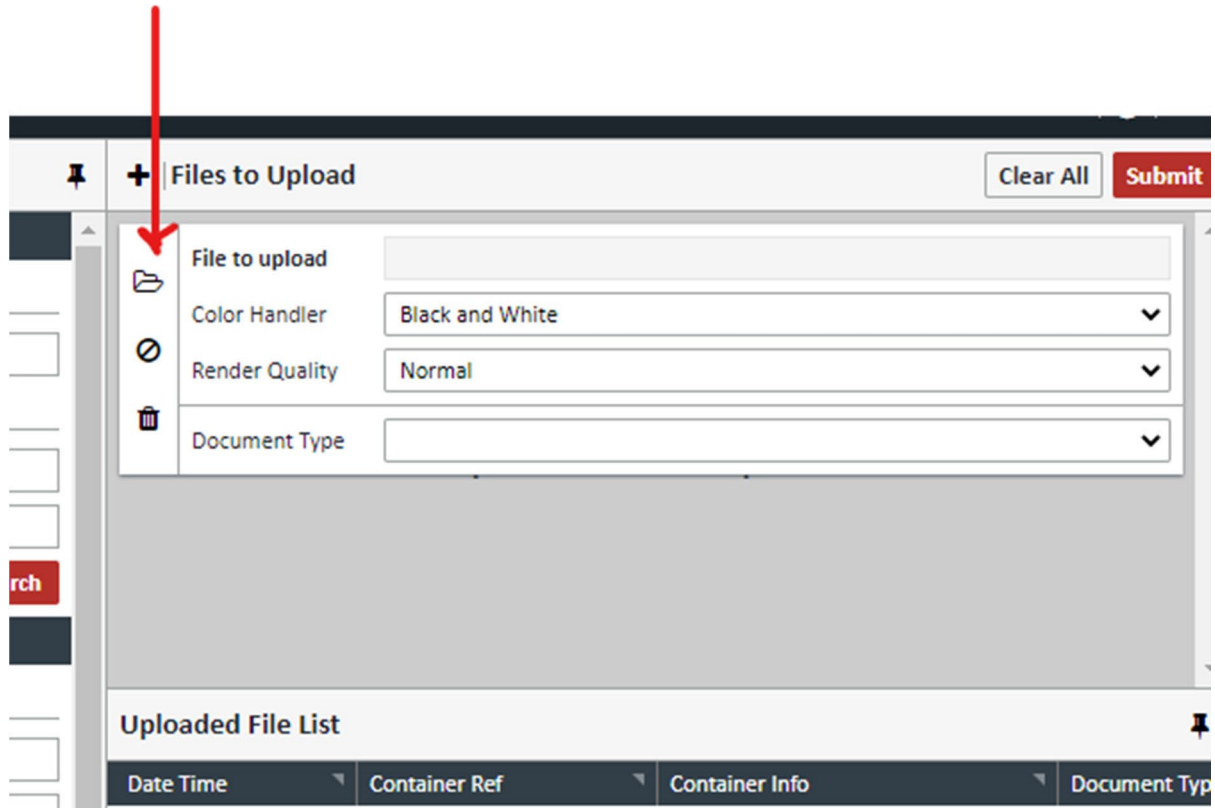Next Steps: See the Screen Shots below to Upload your Prequal Letters to MBOT:

Step 2:

Go to Imaging and select Upload Document:

CONTINUE TO NEXT PAGE

Step 3:

Click the File to Upload Button:

CONTINUE TO NEXT PAGE

Step 4:

Slecect Preqalification Letter from the Document Type Dropdown listing:

CONTINUE TO NEXT PAGE

Step 5:

Slecect the submit button to finish the upload process:

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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.

Actions	Lo.
Imaging	Lo.
	Ins

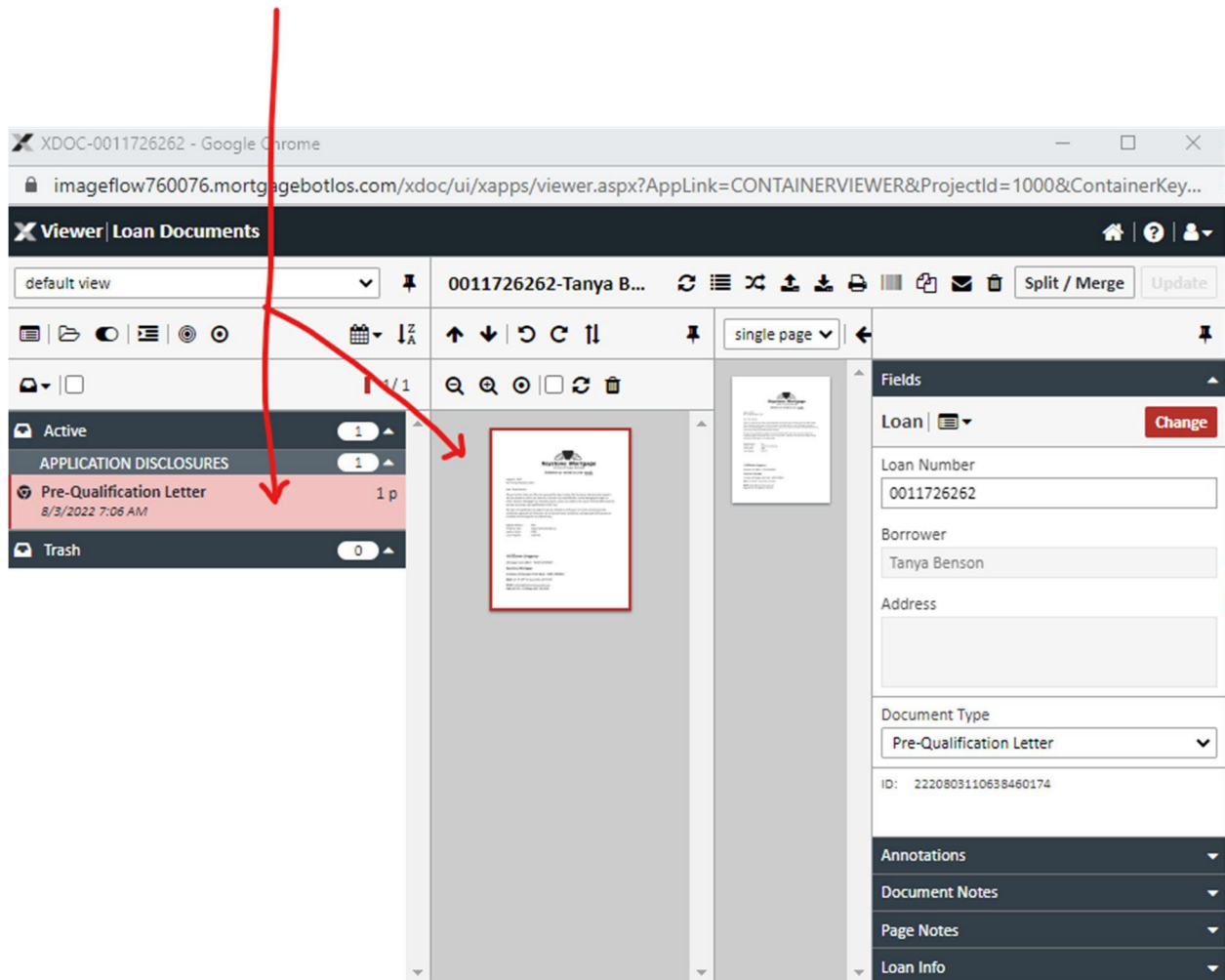My eFolder · · · · · · · · · · Lo.

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Upload Document · · · · · · Pro

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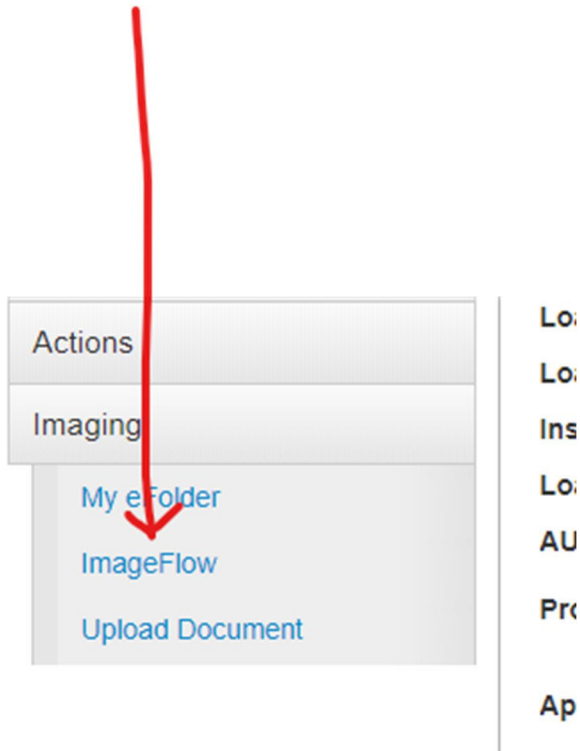
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Step 7: - NEXT STEP

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

CONTINUE TO NEXT PAGE

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

Send an email to mtgsupportcenter@flaganstatebank.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".