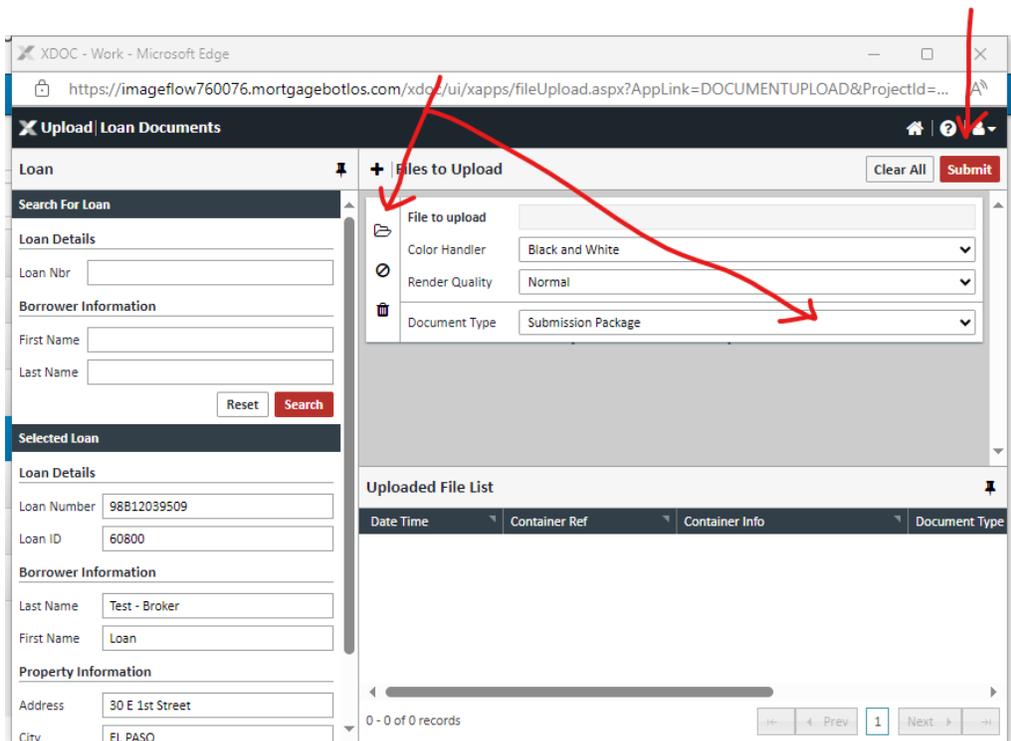
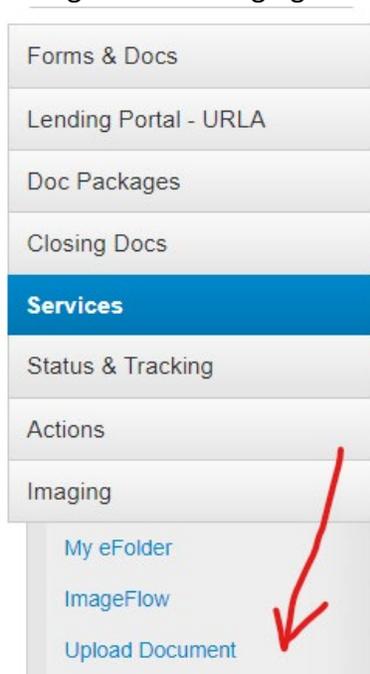
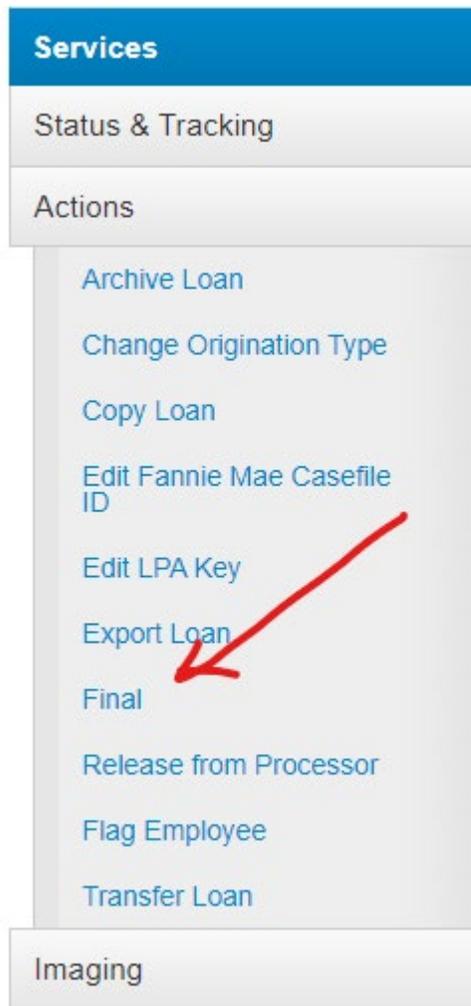


Next Steps After Disclosures have been sent out!

- 1) Be sure to *upload your purchase agreement* on Purchase transactions and any other financial information you have available under “Submission Package” under Imaging.



2) **Go to Actions & Final the file**



3) **Upload a note/BIP form to the file to order VOEs, transcripts, VA appraisal, etc.**

Here is the link to our BIP form on our retail website:

[c39de5_7841e591f0f04599a7d712e4f8c23c85.pdf \(myfsbretail.com\)](https://myfsbretail.com/c39de5_7841e591f0f04599a7d712e4f8c23c85.pdf)

If you would like to add notes instead in MBOT they are in the right hand corner of each loan. Simply click on the Pencil:



Once the borrower disclosures are received back into our Doc Magic Account, our staff will upload the disclosures and then submit your loan over to “Conditions Pending Review” to move your loan to our processing team!