

REVIEW/UPLOAD CONDITIONS THROUGH THE CORE SELLER PORTAL

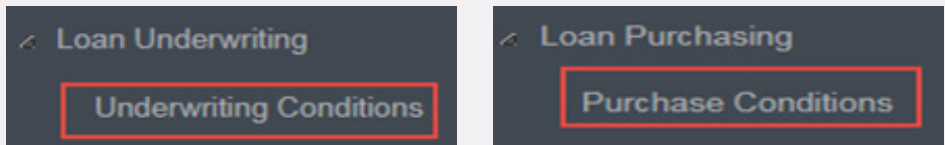
Q: How do I review/upload conditions?

A: You can review/upload conditions through the loan summary in CORE.

START HERE

- Go to www.PHLCorrespondent.com
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- Locate your loan in the pipeline
- Double-click on the *Seller Loan Number*

Review Conditions - There are 2 ways to review conditions associated with a loan:



1. Conditions Tab – All *Underwriting and Purchasing Conditions* can be viewed from the *Prospective Tab* on the spine.

- Date satisfied column will reflect the date the condition was cleared.

2. Document Library Tab – The *Underwriting and Purchase Disposition* is located in the *Document Library Tab*.

- The disposition documents will be located under the *Additional Uploaded Documents* section
- To view, double-click on the documents.
- The disposition will reflect only outstanding conditions.

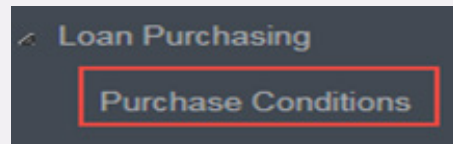
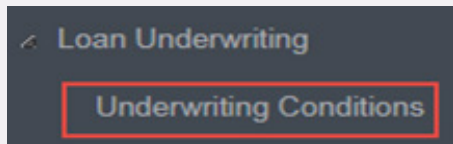
Document Library			
Upload			
Seller Uploaded Documents			
TITLE	DATE/TIME	DOCUMENT TYPE	COMMENTS
fnm32-9102002377_9-27-2018 - ...	10/09/2018 9:27 PM	Loan Conditions Package	1003
Additional Uploaded Documents			
TITLE	DATE/TIME	DOCUMENT TYPE	COMMENTS
Purchase Disposition	10/07/2018 9:24 PM	Purchase Disposition	pd


REVIEW/UPLOAD CONDITIONS THROUGH THE CORE SELLER PORTAL

Review/Upload Conditions Continued

Upload Conditions

- Acceptable document types: PDF, Tiff, TXT, HTM, HTML, and XML
- Maximum document size: 500MB



1. From either the *Underwriting* or *Purchasing Conditions* tab: Select the upload icon  and the document upload screen is presented.


- Type a description in the *Description* box.
- Browse and attach file(s).
- Select **UPLOAD**

Document Upload x


* Category: * Document Type:

Condition:

Only PDF's, TIFF's, TXT, HTM, HTML and XML files can be uploaded



Drop up to 5 files here or [Choose File](#)

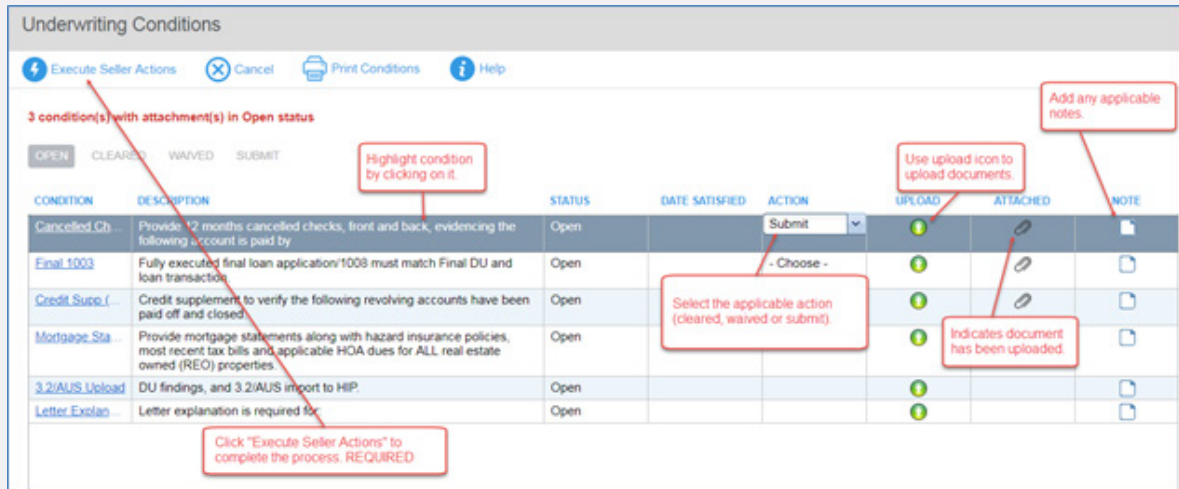
File:	Description: <input type="text" value="property docs"/>	Quality: <input type="text" value="Not Reviewed"/>	Review: <input type="text" value="Received"/>
Property Inspection			

[Upload](#) [Cancel](#)

REVIEW/UPLOAD CONDITIONS THROUGH THE CORE SELLER PORTAL

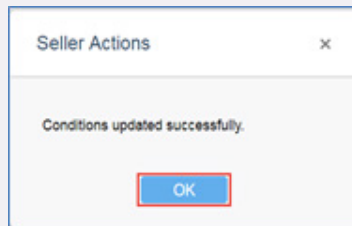
Review/Upload Conditions Continued

- Select *Execute Seller Actions* to complete the process. This step is required to notify Planet of the action. The uploaded document(s) appears in the *Seller Uploaded Documents* section.
- Notes to Planet can be entered under the *Note* topic (optional).
- Select *Submit* as authorized by Planet for each uploaded condition in the drop down menu under *Action*.
 - *Submit* condition action requires at least 1 document attachment to condition.
 - All purchase conditions will be cleared by the purchasing department.



The screenshot shows the 'Underwriting Conditions' interface. At the top, there are buttons for 'Execute Seller Actions', 'Cancel', 'Print Conditions', and 'Help'. Below this, a message states '3 condition(s) with attachment(s) in Open status'. A table lists several conditions with columns for 'CONDITION', 'DESCRIPTION', 'STATUS', 'DATE SATISFIED', 'ACTION', 'UPLOAD', 'ATTACHED', and 'NOTE'. Callouts point to various elements: 'Execute Seller Actions' button, 'Highlight condition by clicking on it' (pointing to a row), 'Select the applicable action (cleared, waived or submit)' (pointing to the 'Submit' dropdown), 'Use upload icon to upload documents' (pointing to the upload icon), 'Indicates document has been uploaded' (pointing to the attached icon), and 'Add any applicable notes' (pointing to the note column).

- A message will appear stating "conditions updated successfully" to confirm the action.



- Click *OK* and conditions status will indicate *Submit*.

CONDITION	DESCRIPTION	STATUS	DATE SATISFIED	ACTION	UPLOAD	ATTACHED	NOTE
Cancelled.Ch...	Provide 12 months cancelled checks, front and back, evidencing the following account is paid by	Submit					