

# IMPORT HISTORY FOR THE CORE SELLER PORTAL

**Q: What is the *Import History*?**

**A: It is an archive of the *AUS/3.2 File Updates*.**



**START HERE**

- Go to [www.PHLCorrespondent.com](http://www.PHLCorrespondent.com)
- Select **SELLER LOGIN**
- Enter your *CORE User Name* and *Password* to log in
- Double-click on the *Seller Loan Number*
- Select **IMPORT HISTORY**

**Import History** – The *Import History* contains an archive of the *AUS/3.2 File Updates*. From the *Import History* tab you can review the most recently uploaded *DU/LP Findings*.

- Select the *Findings* icon to review *DU/LP Findings* submitted.

**\* Special Note: Make sure your pop-up blocker is OFF or the findings will not open.**

Import History						
ID	DU FILE TYPE ID	DU IMPORT TYPE ID	IMPORT DATE	IMPORT BY USER ID	FINDINGS	NOTE
5022	32	PRELOCK	9/20/2018 6:50 PM	cpadm		
5023	32	BASELINE	9/20/2018 6:50 PM	cpadm		

For more information on uploading documentation please see **QUICK START #11 - How do I submit an *AUS/3.2 File Update*?**