

UPLOAD A CLOSING PACKAGE THROUGH THE CORE SELLER PORTAL

Q: How do I upload a *Closing Package*?

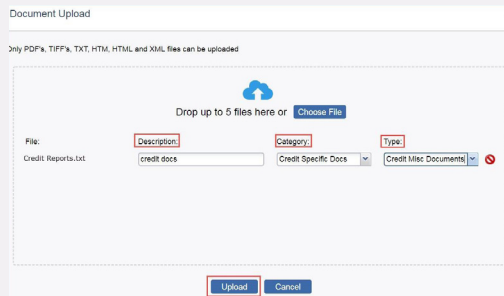
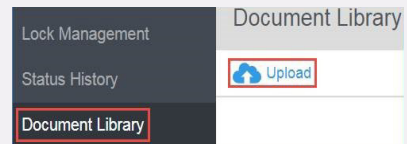
A: You can upload a *Closing Package* through the upload documents button in CORE.

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*.

Document Upload

- Closing documentation to be submitted to Planet must be uploaded through this screen
- Documents may be uploaded in batches or indexed individually at any time during the process
- Acceptable Document Types: PDF, TIFF, TEXT, HTML, and XML
- Maximum document size: 500MB
- Up to 5 Documents may be uploaded at once
- Enter *Description*, select *Category*, and type as applicable.
- Browse and attach your files.
- Select **UPLOAD**



Document Library Tab

- This tab contains all *Seller Uploaded Documentation* and all Planet uploaded documentation.
- Planet Documents will be located under *Additional Uploaded Documents* section
- Double-click on the document to view
- For more information on this, please reference **QUICK START #8 - What is the Document Library?**

