

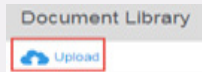
UPLOAD ADDITIONAL DOCUMENTS THROUGH THE CORE SELLER PORTAL

Q: How do I upload additional documentation after my file has been submitted?

A: You can upload through the *Upload Documents* button.

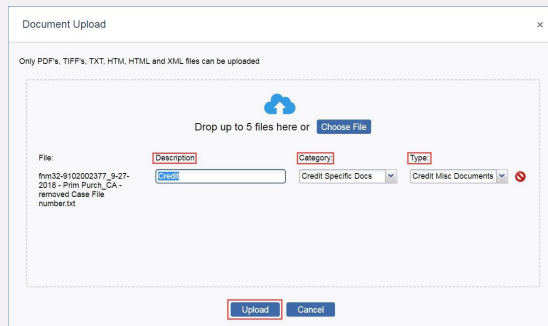
START HERE

- 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 *Sellers Loan Number*
- Select *Document Library*
- Select **UPLOAD**

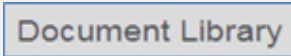


Document Upload

- All 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, TXT, HTM, HTML, and XML
- Maximum document size: 500MB
- Up to 5 Documents may be uploaded at once
- Identify: *Category*, *Document Type*, and add *Description* as applicable
- Browse and attach file
- Select **UPLOAD**



Document Library - This tab contains all seller uploaded documentation and all Planet uploaded documentation.



- Documents uploaded by Planet will be located under the *Additional Uploaded Documents* section
- To review specific documents double-click the document.