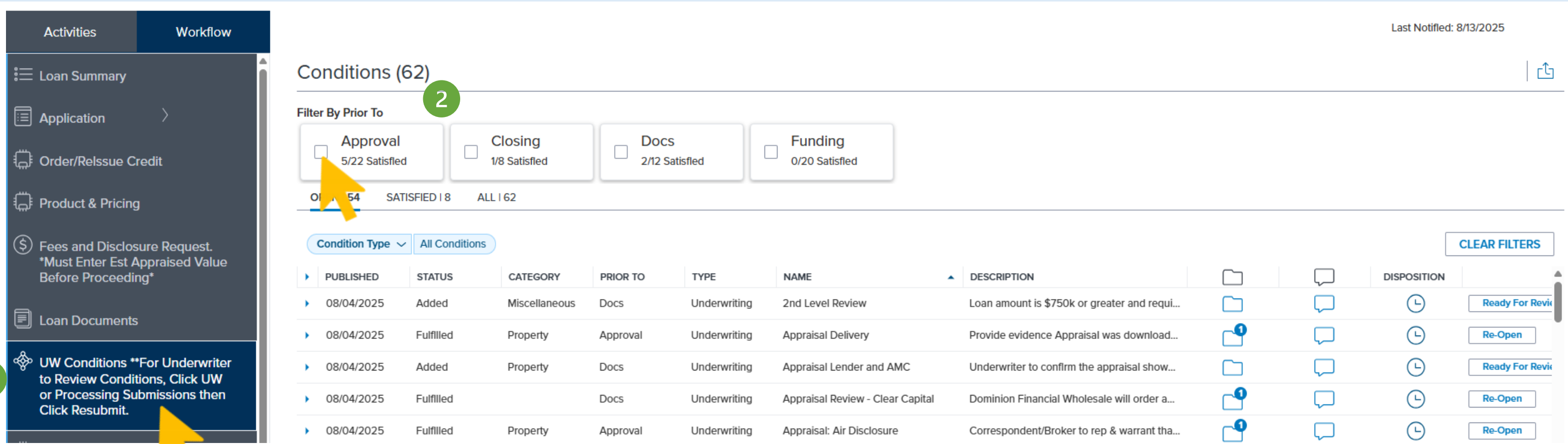
DOMINION FINANCIAL WHOLESALE

Re-Submitting Conditions Quick Reference Guide

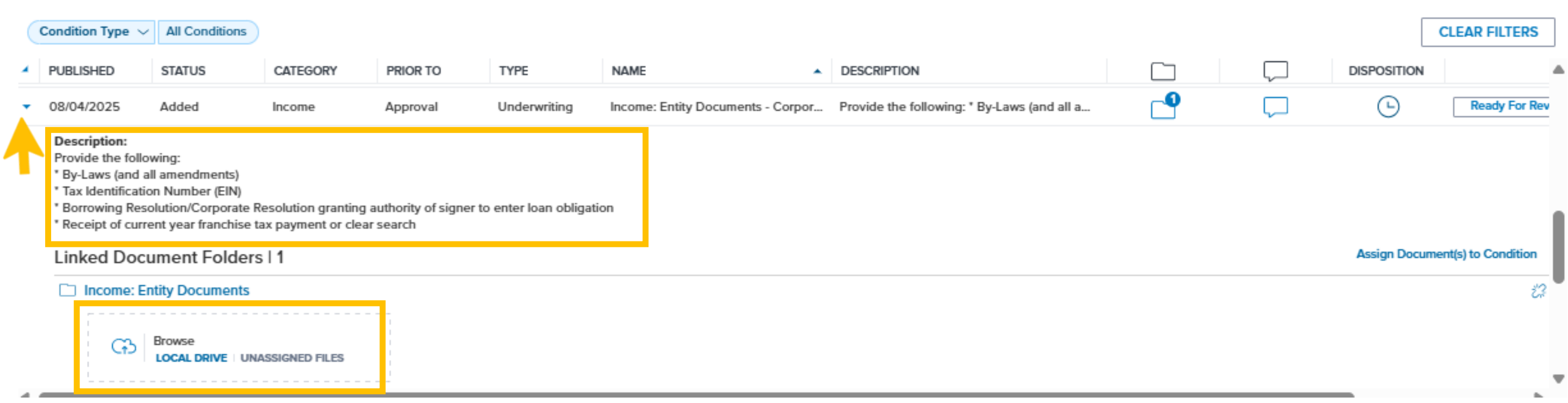
This guide provides the necessary steps to re-submit conditions to Underwriting.

1. **Accessing Underwriting Condition** - From the **Activities** Menu, click ***UW Conditions*** to review all conditions on the loan. All **Prior To *Approval Conditions*** are the **Broker's responsibility**. To get the loan **CTC (Cleared-to-Close)**, all ***Approval*** and ***Docs conditions*** must be cleared.

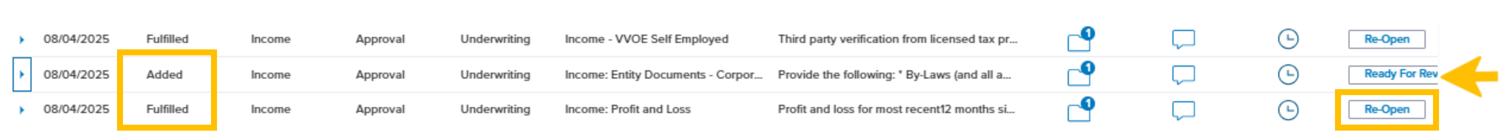
2. **Sorting Conditions** - In the Filter By Prior To section click on ***Approval, Closing, Docs, or Funding*** to sort to those specific conditions. You can select more than one at a time. This section also displays the # Satisfied to the total for each condition type. Remove check marks to go back to displaying all conditions.



3. **Uploading Conditions** - Click on the ***arrow*** to the left of the **date for the condition** > in the **expanded section** it will describe what is needed for the condition. Then either ***drag & drop*** the items to the ***cloud icon*** or click ***LOCAL DRIVE*** to browse to upload. If the section to **drag & drop** or **browse** is missing, contact your Loan Account Manager or Underwriter to fix.



4. **Preparing to Send Condition(s) to UW** - click on the ***Ready For Review*** button to the far right of the condition. The **STATUS** changes from **Added** to ***Fulfilled*** and the far-right column the button changes to ***Re-Open.***



5. **Re-submitting Conditions to UW** - Once conditions are marked **Fulfilled** and ready to be reviewed by UW, from the **Activities Menu** > click ***Submit/Resubmit to UW or Processing*** > **Submit Loan** and **Re-submit Loan** will appear below on the **Activities Menu** > click ***Re-submit Loan (Do NOT click Submit)*** > then click the ***Confirm button*** in the upper right corner to send the conditions/docs for review. **If you don't click the Confirm button UW will not see conditions.**