DOCUMENT REQUIREMENTS

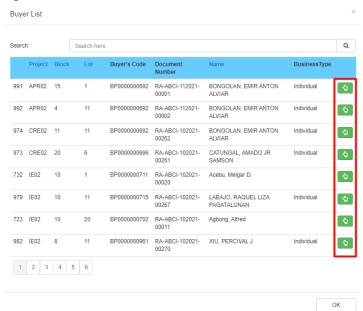
This process pertains to the uploading of certain Buyer's documentary requirements.

Document Uploading

Software: Web Browser

Path: http://54.251.216.76:9779/pages/Documents.aspx

Upon visiting the *Document Requirements* page, the *Buyer's List* window will appear.
Select a specific Buyer you'd like to upload documents for, by clicking on the green button to its right.



- 2. Once selected, you will see a list of documents that the Buyer will need on the **Document List** area. Locate the document type you will upload and input the details on the following fields:
 - Reference Number
 - Issue Date
 - Expiration Date
 - Attachment

Click on the *Choose File* button and select the document from your files. Once selected, click on *Upload*.

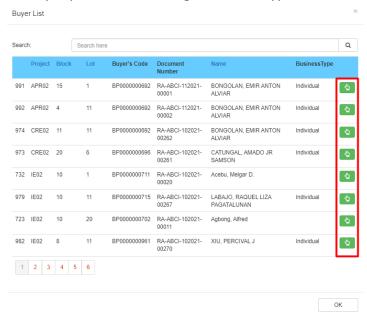


Change in Loan Type

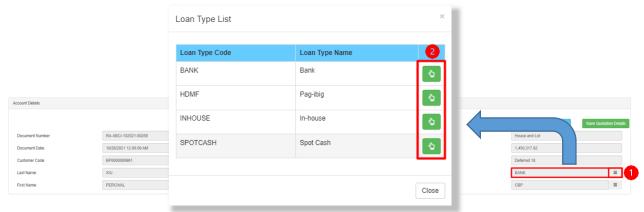
Software: Web Browser

Path: http://54.251.216.76:9779/pages/Documents.aspx

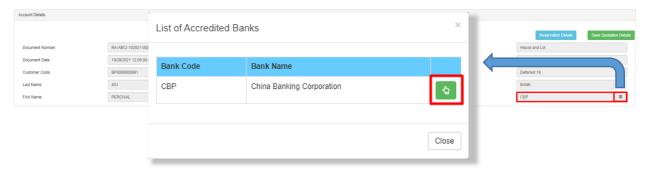
1. Upon visiting the *Document Requirements* page, the *Buyer's List* window will appear. Select a specific Buyer you'd like to change the Loan Type of.



- On the Account Details section, click on the menu icon to the right of the Loan Type field. Once clicked, the Loan Type List window will appear.
- 3. On the *Loan Type List* window, locate the preferred Loan Type. To select the preferred Loan Type, click on the green button to the right of the preferred Loan Type.



4. If Bank was the chosen Loan Type, you will also need to select an option from the Bank field. Click on the menu icon to the right of the Bank field. The List of Accredited Banks window will appear. To select the preferred Bank, click on the green button to the right of the preferred Bank.



5. To save the changes, click on the green *Save Quotation Details* button.

