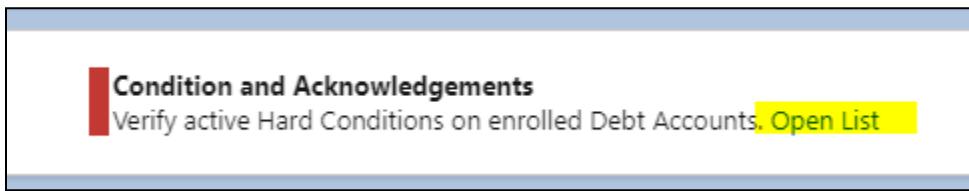


How-To Verify Conditions & Acknowledgements

1. Conditions & Acknowledgements tab will be red if any Hard Conditions are present - Click on **OPEN LIST**



2. Select the checkbox next to the account in which you are uploading the document to

SELECT	NAME	DEBT ACCOUNT	VERIFIED BY DC	VERIFIED BY UW	UPLOADED BY DC	UPLOADE
<input checked="" type="checkbox"/>	Statements Required	Capital One	<input type="button"/> Unverified	<input type="button"/> Unverified	<input type="button"/> X	<input type="button"/> X

- 2a. If you are uploading a **SINGLE** document to satisfy multiple conditions (for example, a 224 or manual upload file) you may select ALL of the conditions that a credit report upload would satisfy

*Please be sure to add ALL creditors to the debt table prior to uploading the credit report & selecting conditions

Lead > 224 ERROR

Conditions and Acknowledgements

* Select a Document Type
--None--

7 items • Sorted by Status Type ASC

SELECT	NAME	DEBT ACCOUNT	VERIFIED BY DC	VERIFIED BY UW	UPLOADED BY
<input checked="" type="checkbox"/>	Client - Credit Pull Required		<input type="button"/> Unverified	<input type="button"/> Unverified	<input type="button"/> X
<input checked="" type="checkbox"/>	Statements Required	Capital One	<input type="button"/> Unverified	<input type="button"/> Unverified	<input type="button"/> X
<input checked="" type="checkbox"/>	Statements Required	JPMCB	<input type="button"/> Unverified	<input type="button"/> Unverified	<input type="button"/> X

How-To Verify Conditions & Acknowledgements

- At the top of the page, a box will appear labeled “Select a Document Type” - Select the appropriate document type for which you are uploading

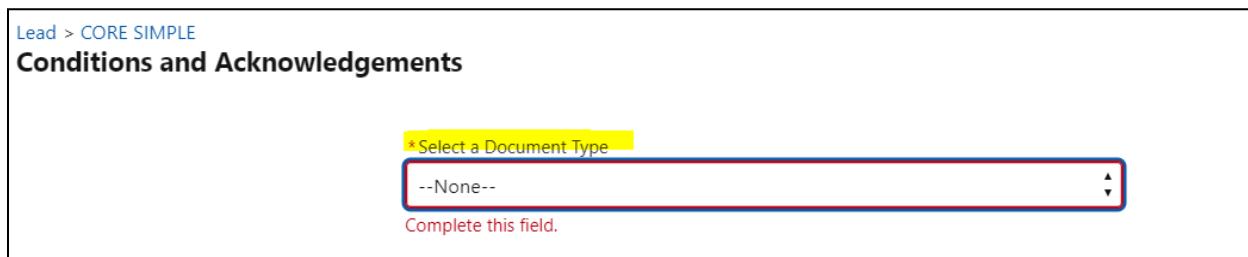
Lead > CORE SIMPLE

Conditions and Acknowledgements

Select a Document Type

--None--

Complete this field.



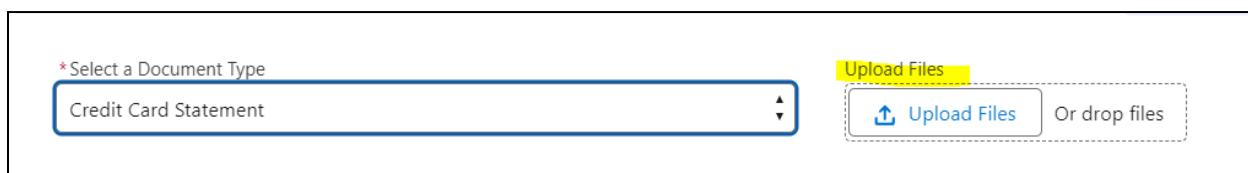
- A box labeled “Upload Files” will appear, upload the document that satisfies the selected condition

* Select a Document Type

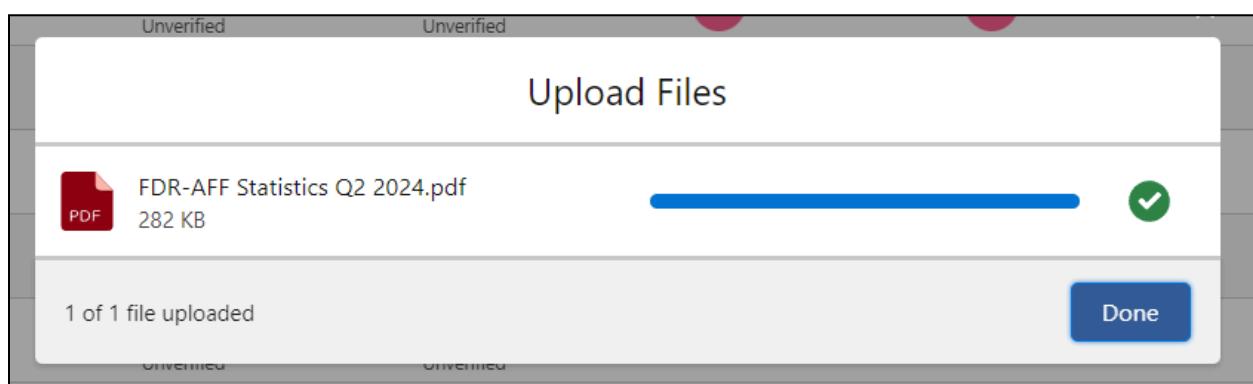
Credit Card Statement

Upload Files

Upload Files Or drop files



- Once the selected file is uploaded a green check mark will appear, select Done.



How-To Verify Conditions & Acknowledgements

6. The “Uploaded by DC” checkmark should now be green

SELECT	NAME	DEBT ACCOUNT	VERIFIED BY DC	VERIFIED BY UW	UPLOADED BY DC	UPLOADED TO ECM	CONDITION RESPONSE
<input type="checkbox"/>	Statements Required	Capital One	Unverified	Unverified	✓	✗	

7. You may now toggle the “Verified by DC” field

SELECT	NAME	DEBT ACCOUNT	VERIFIED BY DC	VERIFIED BY UW	UPLOADED BY DC	UPLOADED TO ECM
<input type="checkbox"/>	Statements Required	Capital One	Verified	Unverified	✓	✗

8. Complete this process for any additional hard conditions present and the pillar should now show green upon refresh

