

Converting Images Into PDF Guide & Provisional Tips

Wholesale

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Summary:

This document outlines the steps on how to convert an image into a PDF for smoother provisional review.

Audience: (Responsibility)

Wholesale

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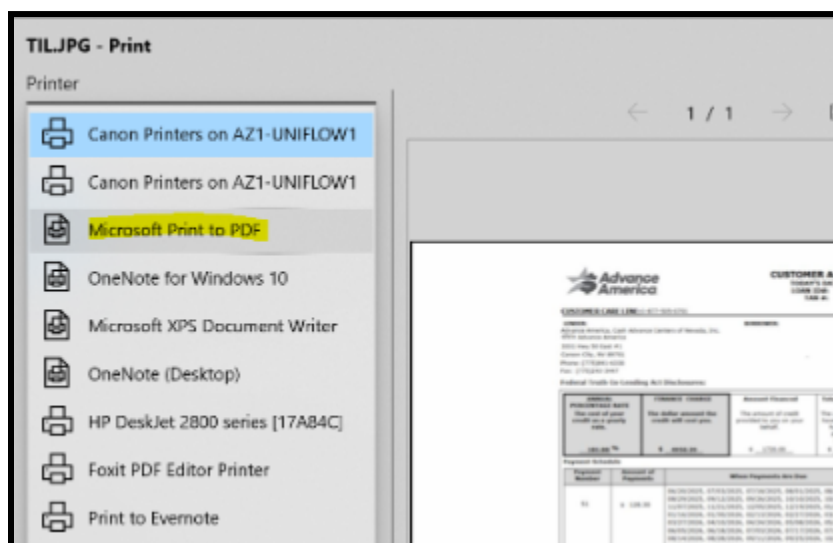
[How to Convert an Image into PDF](#)

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How to Convert an Image into PDF

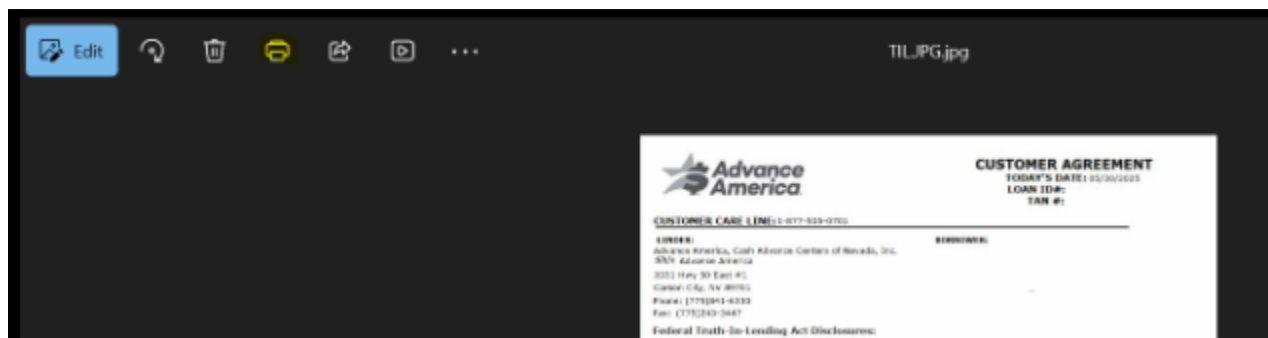
Open the Image

Open the image file (JPG, PNG, etc.) using your default photo viewer (Windows Photo Viewer, Photos app etc).



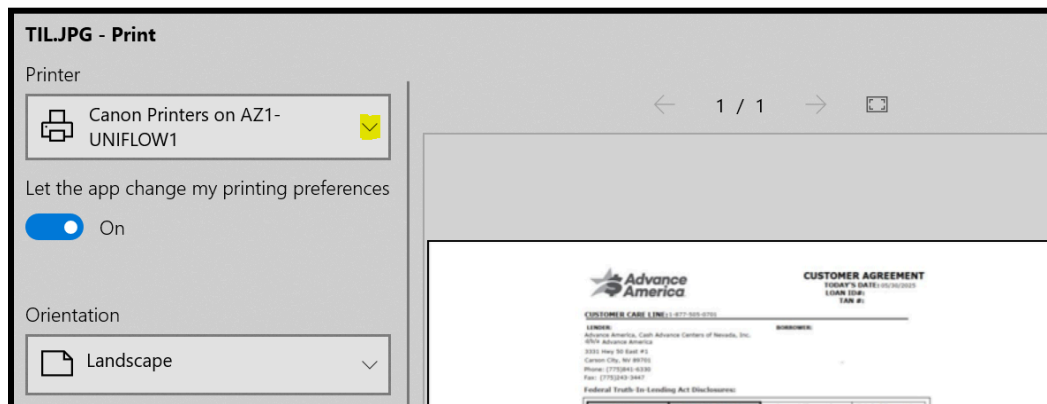
Select Print

Press Ctrl + P or click the **Print** icon/button.



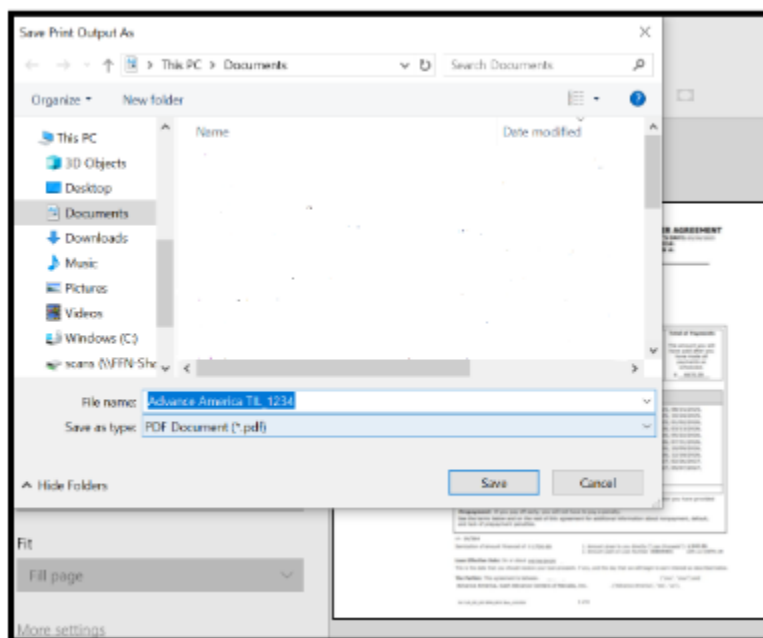
Select “Print to PDF”

In the print dialog box, click the **printer selection drop-down** (usually shows your default printer).



Select Print

After selecting **Print to PDF**, click the **Print** button at the bottom.



Save the PDF

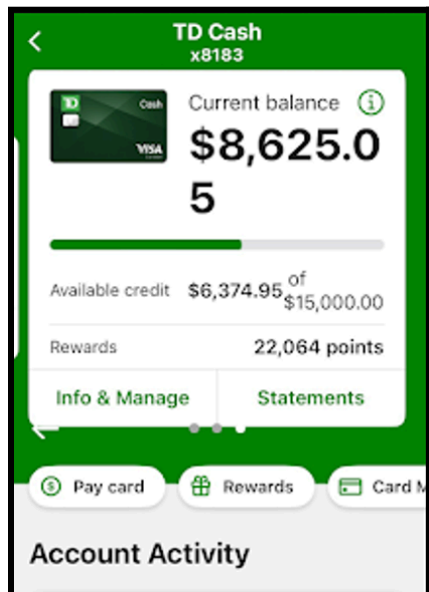
Select **Print**, **Save**, or **Export**.

Choose a file name and a location on your device.

Provisional Review Tips

- For a smoother document review please save PDF files in this format. Creditor name_ Type of Document_ Account Number.
Ex. AdvanceAmerica_TIL_1234, Capone_statement_5678
- Make sure the account numbers match the provisional documents. If account numbers do not match then the client would have to call in to verify/ update to the correct numbers.
Ex. of Incorrect account numbers can look like 0000, 12345, 6789, etc.
- Make sure all 5 items are on the documents that are needed or have multiple supporting documents that can be clearly referenced (Client name, creditor name, account number, balance, and date)
- If the balance changes over or under \$500 the account will automatically become provisional and will need a current statement.
- If a joint account is inputted wrong this would require a co app waiver to be signed. Example: If a joint account was enrolled, but it was enrolled under an individual, this would require a co borrower acknowledgement to be signed.
- Auto deficiency letters would be requested if the credit report shows a status of voluntary surrender or repossession.
- Bankers Health Care Group requires full TIL to confirm if it has a UCC-1 lien. If the BHG account has a UCC-1 lien the account will be unacceptable and removed.
- Business Debts will require dissolution paperwork to determine if the business is no longer active. Sole proprietorships do not need to be dissolved and will not report on the SOS website.

Example of invalid statement: There is no current date nor client name



Example of UCC1 lien

