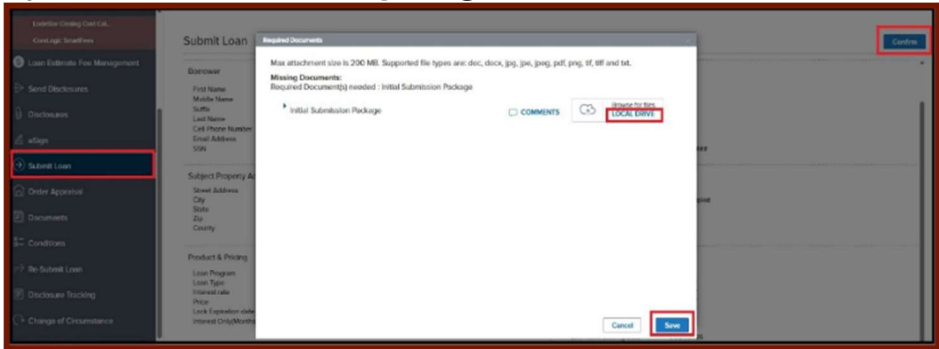
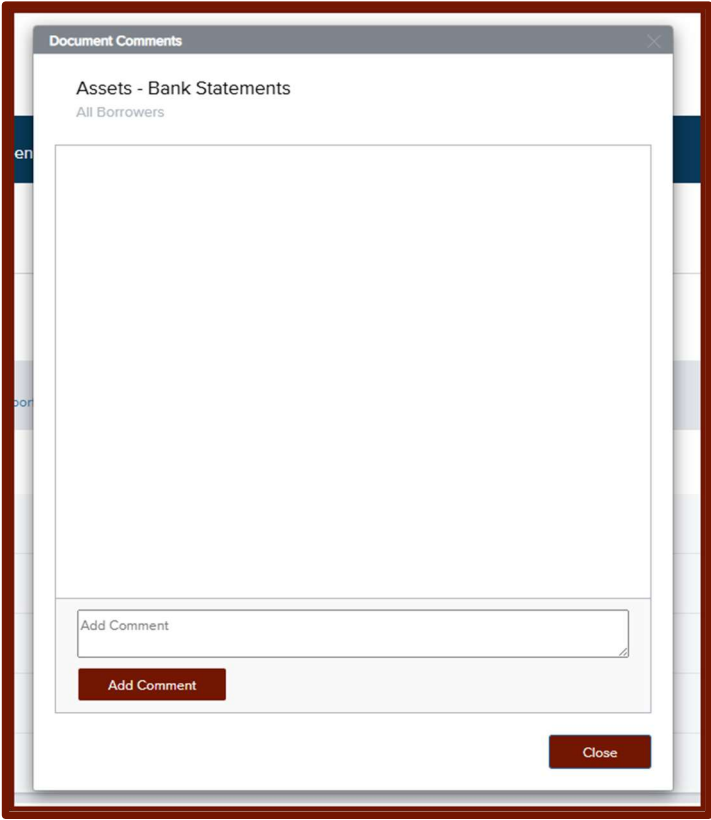


Purpose: This job aid explains how to upload documents correctly, include the Loan Submission Form, and submit a loan for underwriting in Arena Portal. It highlights best practices for organizing documents into the correct folders, avoiding the Unassigned folder, and ensuring the submission package supports underwriting review.

DESCRIPTION	STEP / ACTION
UPLOAD DOCUMENTS BEFORE SUBMISSION	<ol style="list-style-type: none"> 1. Navigate to the Documents page. 2. Click Add Document (top right corner).  <ol style="list-style-type: none"> 3. Select the appropriate folder for each document (e.g., income, assets, 1003, appraisal). 4. Upload all required documents individually into their correct folders. <p>Important: DO NOT use the “Unassigned” folder. Upload documents into the correct folders so underwriting can easily review them.</p>
UPLOAD INITIAL SUBMISSION PACKAGE	<ol style="list-style-type: none"> 1. Once you have completed processing the loan, click Confirm Loan. 2. In the pop-up window, review the required fields and required documents. 3. Upload the initial submission package and Click Save.  <ol style="list-style-type: none"> 4. Confirm the message indicating the loan has been saved successfully. 

DESCRIPTION	STEP / ACTION
<div>UPLOAD ADDITIONAL DOCUMENTS</div>	<div><div><div><div>1. Navigate to the Documents page.</div><div>2. Review the documents already uploaded and indexed.</div><div>3. To add more documents, click Add Document.</div></div><div></div><div><div><div>4. Upload any additional or updated documents required for underwriting.</div><div>5. Add comments for the underwriting team if clarification is needed.</div></div><div></div><div><div>Note: Additional documents are indexed on the Documents page for easy tracking.</div></div></div></div></div>