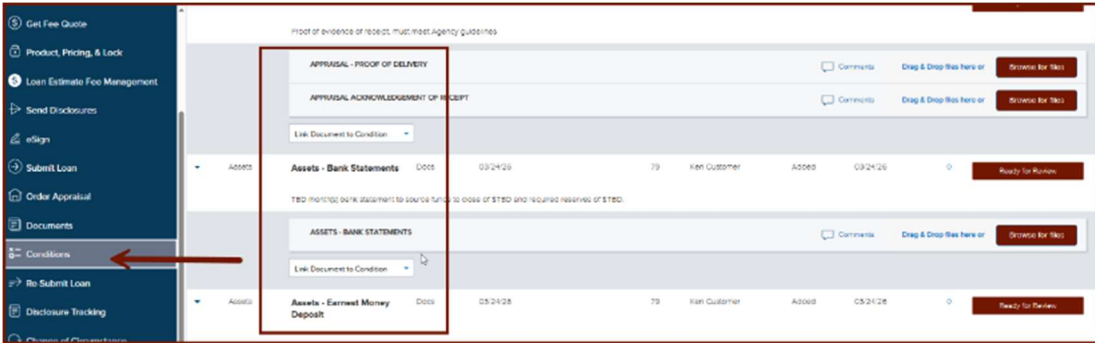
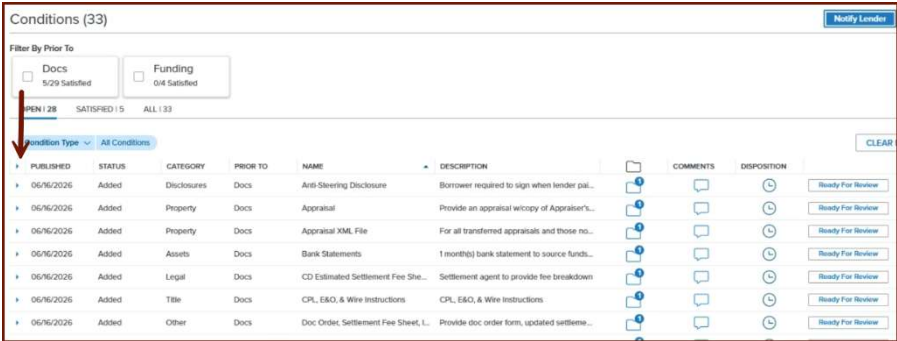
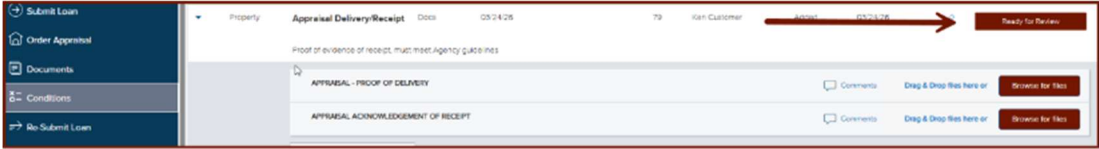
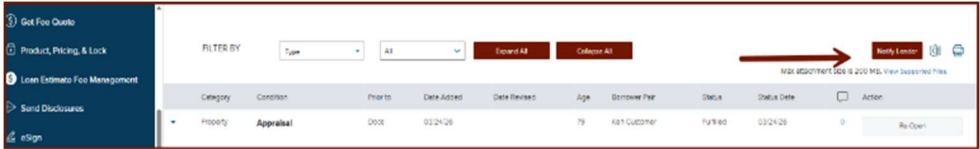
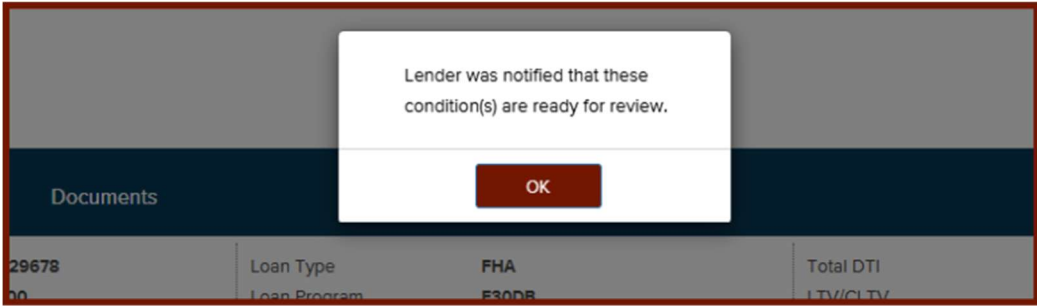


Purpose: This job aid is to guide brokers on how to view, upload, and submit documents to satisfy underwriter conditions in Arena Portal. This ensures that all required documentation is properly linked to specific conditions and that the lender is notified when items are ready for review.

DESCRIPTION	STEP / ACTION
NAVIGATE TO CONDITIONS	<ol style="list-style-type: none"> From the loan file in Arena Portal, click on Conditions in the left-hand navigation menu. The system will load the list of required conditions set by the underwriter.
	
UPLOAD DOCUMENTS FOR SPECIFIC CONDITIONS	<ol style="list-style-type: none"> Review the list of conditions (e.g., Appraisal Transfer, Bank Statements). For each condition, click on the little arrow to expand your view on that specific condition. You can either drag and drop files into the designated area or click Browse for files to upload the required document. Once uploaded, the progress bar will show 100% and the status will change to Completed for that specific upload.
	

DESCRIPTION	STEP / ACTION
READY FOR REVIEW AND NOTIFY LENDER	<p>1. Once all the documents have been uploaded, select the Ready for Review button on whichever condition applies. This changes the status to Fulfilled. Once done it will change from Ready to Review to Re-Open.</p> 
	<p>2. Then select the Notify Lender button. By selecting Notify lender, it will generate a date in the system that is used to drive condition reviews.</p> 
	<p>3. A confirmation popup will appear stating the Lender was notified that these conditions are ready for review. Click OK.</p> 
REMOVE A DOCUMENT THAT WAS UPLOADED ACCIDENTLY	<p>1. If you accidentally upload the wrong document, you can click the X to remove it or click Re-Open if you already marked it ready for review and then upload the correct file.</p> 

DESCRIPTION	STEP / ACTION
<div>UPLOADING ADDITIONAL DOCUMENTS</div> <div>RESUBMIT THE LOAN</div>	<div><div>LENDING</div><div>Write in your course</div></div> <p>This step below is ONLY after the file has been submitted and additional documents are uploaded.</p> <ol style="list-style-type: none">After uploading additional documents or updating loan information, click Re-Submit Loan and Confirm. <div></div> <ol style="list-style-type: none">Re-submitting ensures the updated information and new documents are sent to underwriting for review.Confirm the loan status updates to reflect the resubmission. <p>Important: Uploading additional documents alone does not notify underwriting. The loan must be re-submitted for the updates to be reviewed</p>
<div>POST-APPROVAL GUIDANCE</div>	<ol style="list-style-type: none">If the loan has already been approved by underwriting, navigate to the Conditions tab instead of relying only on resubmission.Upload and manage documents based on conditions requested by underwriting.