

How to Upload the Executed Closing Package

Application Tracker (6/6) Loan Status Tracker (7/11) Closing Tracker (1/6)

Loan Summary

1003

Re-Import 3.2

FHA Case # Request

Product & Pricing

Loan Estimate

AUS

Submit Credit Package

View/Upload Documents

Conditions

Change in Circumstance

Initial CD Request

Schedule Closing

Correspondent Purchase

Correspondent Purchase

Closed Loan Package Purchase Suspense Conditions Warehouse Bank Details

Summary

Property Type Detached Rate lock expiration date 7/13/2020 12:00:00 AM Loan Product CONV FIX 30 - Correspondent Admin fee included in pricing Yes

Admin Fee Actual Closing Date 05/15/2020 Actual Funding Date 05/15/2020

Accepted file formats: pdf,doc,docx,txt,tif,jpg,jpeg,jpe,emf,xps Note: Max 160MB, Max 20MB for each document

Drag & Drop or Choose File

List of Uploaded Documents

| Document Name | Progress | Delete |
|---------------------|----------------------------------|--------|
| Closing Package.pdf | <div style="width: 100%;"></div> | |

Submit closed loan package

Access the Correspondent Purchase Screen.

DRIVER will automatically access the Closed Loan Package tab.

Complete the following fields:

Actual Closing Date: Enter the date when the closing documents were signed

Actual Funding Date: Enter the date when loan funded with title

Upload the executed closing package either by using the Drag and Drop option or select Choose File. A green bar will appear indicating the document upload has successfully completed.

Note: Maximum individual document size limit is 20MB, and total document uploads cannot exceed 160MB.

Once documents have been uploaded, click on **Submit closed loan package**.