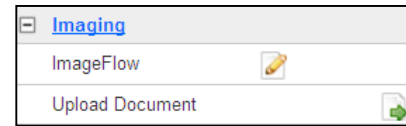


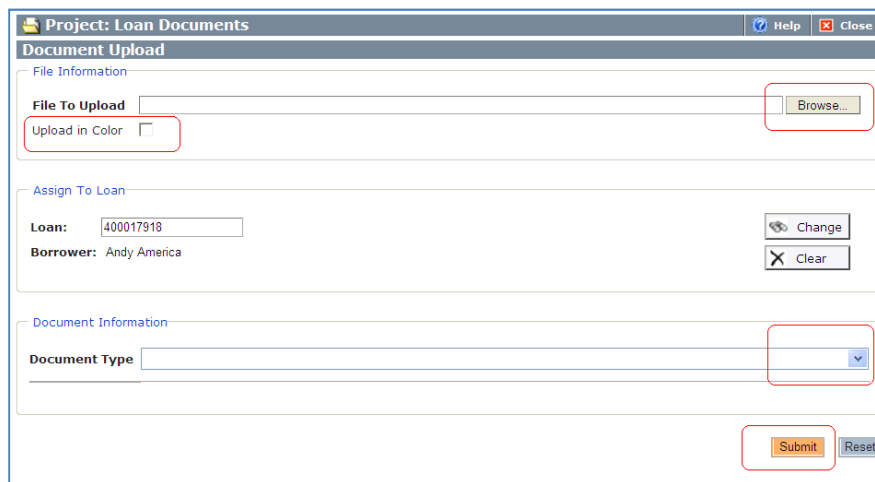


## Uploading and Labeling Documents



1. Select "Upload Document" under the Imaging Tab in Avista.
2. Click on "Browse", select document (**.pdf format only**) from your desktop.
3. Select a label from the "Document Type" dropdown list:
  - For **"Initial" Submissions** - Choose "Initial Submission Package"\*. You can upload all your documents together in one .pdf or upload and label them individually.
  - For **"Conditions"** – Choose "Conditions-Misc"\* or Appraisal. (**Be sure to check the "Upload in Color" box for Appraisals and Appraisal Conditions**)

\*Click **"Submit"** after each upload you will see  **Document upload successful.** confirming upload. To ensure your documents were properly uploaded, select the  under the Imaging Tab to open and view your file.



### Important reminders re: "Conditions"

- Upload all appraisal docs invoice, ATR, HVCC Cert, USDP etc... along with appraisal.
- Appraisal conditions/updates are sent by the AMC to the broker only; ClearPoint Funding does NOT receive a copy. You must upload any appraisal conditions/updates to ImageFlow.
- Upload conditions to ImageFlow only; do not send them to your CSR, Team or underwriter directly.
- Upload as many conditions at one time whenever possible.
- Always review the condition in its entirety; it may look as if it was not signed off on but in fact a new and/or revised condition may have been added and/or updated upon receipt and review.
- Complete the 4506T correctly; be sure to include 12/31/2011 and 12/31/2010 to be requested; do not choose Record of Account unless it is an amended tax return.
- Complete the SSID form in its entirety, all borrower contact info including phone number is required. Incomplete forms will be rejected.
- Questions regarding conditions on loans in process should be directed to your CSR and/or AE.