



# How to Upload Conditions:

- Log on to our site <https://5thstreetcapital.mortgagebotlos.com/>
- Click on your borrower in the pipeline
- From the left side click 'Imaging' > 'Upload Document'
- Click the empty box to the right of 'File to Upload' or use the drag and drop feature 'Drop Files to Upload'  
\*Users have the ability to drag and drop multiple documents at one time in the grey space and designate the document type to upload (see next slide)
- Locate the file(s) on your computer that you want to upload (make sure it is not password protected)
- Click the Arrow on right of 'Document Type' field and select the description that best matches what you are uploading  
\*You must **choose a document type** for **EACH** document that you upload. If a document type is not selected, the document will not be uploaded to file even if you receive a successful upload message
- Appraisal uploads: Choose 'Full Color' under the first drop down "Color Handler" and select appraisal type under document type
- Click 'Submit' and repeat process until all your documents are uploaded

TEST1 TEST\_LAST1  
Loan #4416200923

Type to filter...

Forms & Docs

Lending Portal - URLA

Doc Packages

Closing Docs

Services

Status & Tracking

Actions

Imaging

ImageFlow

4416200923 - TEST1 TEST\_LAST1

#### Application Criteria

Hide

Application Date:	3/13/2024	Property Address	✓
Name	✓	Value of Property	✓
Monthly Income	✓	Loan Amount	✓
Social Security Number	✓		

#### Loan Details

Hide

Final:	1/23/2024	Product Code:	30 year Fixed H
Loan Amount:	\$700,000.00	Rate:	7.125%
Loan Purpose:	Purchase	APR:	7.229%
Institution:	ABC Community Bank (100)	P & I:	\$4,716.03
Loan Status:		PITI:	\$4,716.03
AU Status:		Lock Status:	Not Locked
Property Address:	5701 Mara Villa St NEWTON FALLS, AZ 44444	Lock Expiration:	
		Cash To Close:	\$309,213.95

XDOC - Google Chrome  
imageflow26566.mortgagebotlos.com/xdoc/ui/xapps/fileUpload.aspx?AppLink=DOCUMENTUPLOAD&ProjectId=1000&ContainerKey=4245

Upload | Loan Documents

oan

Search For Loan

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Reset Search

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oan ID 4245

orrower Information

ppr Name Sample

+ Files to Upload

Clear All Submit

File to upload CPL.pdf

Color Handler Black and White

Render Quality Normal

Document Type Closing Protection Letter

File to upload Prelim.pdf

Color Handler Black and White

Render Quality Normal

Document Type Preliminary Title Report

Drop Files to Upload...

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