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

Broker Processor

Create ▾   Pipeline ▾   Reports ▾   Resources ▾   ?

🏠 Loan Pipeline

44612... Mario Hernandez

Application Criteria   Hide

Application Date: 12/11/2020   Property Address   ✓
Name   ✓   Value of Property   ✓
Monthly Income   ✓   Loan Amount   ✓
Social Security Number   ✓

Type to filter...

Forms & Docs
Doc Packages
Services
Actions
Imaging
　　ImageFlow
　　Upload Document

XDOC - Google Chrome

🔒 imageflow26566.mortgagebotlos.com/xdoc/ui/xapps/fileUpload.aspx?AppLink=DOCUMENTUPLOAD&ProjectId=1000&ContainerKey=4245

Upload | Loan Documents   🏠 ? 👤

oan   ➕ | Files to Upload   Clear All   Submit

earch For Loan   File to upload   CPL.pdf
                                             Color Handler   Black and White
oan Details   Render Quality   Normal
oan Nbr   [   ]   Document Type   Closing Protection Letter

orrower Information   File to upload   Prelim.pdf
irst Name [   ]   Color Handler   Black and White
ast Name [   ]   Render Quality   Normal
              Reset   Search   Document Type   Preliminary Title Report

elected Loan

oan Details
oan Number [   ]
oan ID   4245
orrower Information   Drop Files to Upload...
ast Name   Sample

Ratios   Show