



Condition Upload Guide

1. Visit our website at www.atlending.com and login to the broker portal.



2. To log in, enter your username and password. If you forget your username or password, please click "Forget password" or reach out to your Account Executive for assistance.

Login [Forgot login?](#)
 Password [Forgot password?](#)

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3. Select the loan from the main Broker Pipelines and click on "Conditions".

| Loan Number | Conditions | Tasks | Last Name, First Name | Loan Amt | Loan Status / Status Date | Lock Status / Lock Exp. Date | Loan Officer / Processor |
|-------------|-------------|--------|-----------------------|-----------|-----------------------------|------------------------------|-----------------------------|
| 2022030054 | 0 Condition | 0 Task | Abdelnour, Shady | \$511,450 | Loan Open 3/15/2022 | | LO Mark Gaid |
| 2021100045 | 0 Condition | 0 Task | Menez, Bernard | \$480,000 | Loan Canceled 10/18/2021 | | LO Tracy Lai P Tracy Lai |

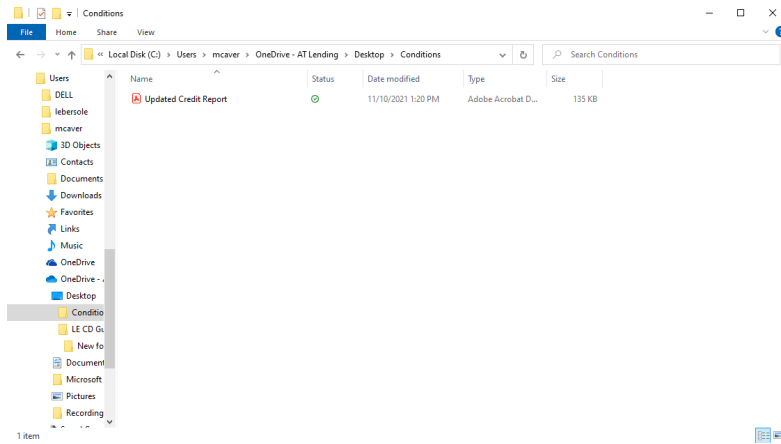
4. A new window will pop up. To sort by PTF, PTD, and other criteria, click "Category".
5. Please retain the Display Condition assigned to Anyone.

REFRESH Display Condition assigned to: Anyone Condition #

| Status | Condition / Category | Subject | Latest Comment or Task History Event | Supporting Documents | Due Date / Assigned To |
|--------|----------------------|---|---|---|-------------------------|
| Active | CW7FGCJ / WARNING | *****THIS DECISION/PRICING WAS RENDERED WITHOUT A CREDIT REPORT. ANOTHER EVALUATION WITH A TRI MERGE CREDIT REPORT IS REQUIRED TO SUBMIT FILE**** | Opened and assigned by Melissa Girnius 11/15/2021 9:20 AM PT view all | Requirement: None Association: None associate previously uploaded | CALC Melissa Girnius |

Drag and Drop Files Here Files to Upload (Max 12):

7. Locate and click "Open" on the files you want to upload.



8. Select "Document Type".

9. Search the "Document Type Name".

10. If you can't find the document type name, label it **Outstanding Condition** and type in what it is under the Description.

11. Click "Upload Document".

Upload Docs [X]

| Condition | Category | Subject | Required DocType |
|-----------|----------|--|------------------|
| CW7FGCJ | WARNING | *****THIS DECISION/PRICING WAS RENDERED WITHOUT A CREDIT REPORT. ANOTHER EVALUATION WITH A TRI MERGE CREDIT REPORT IS REQUIRED TO SUBMIT FILE***** | None |

Please select document(s) to upload and associate with this condition.

| File Name | Doc Type | Description | Application | Status |
|---------------|---------------------------------|----------------------|--------------------|---|
| pfnoo.msc.pdf | select Doc Type | <input type="text"/> | Ken N Customer, JR | <input type="text"/> remove |

[CANCEL](#) [UPLOAD DOCUMENT](#)

Select a Doc Type [X]

Folders > * OUTSTANDING CONDITIONS *

Search for: [SEARCH](#)

Choose a Doc Type:

[Doc Type](#)

[OUTSTANDING CONDITIONS](#)

12. Once you've uploaded all the conditions, send an email to your account manager, and we'll review and submit to underwriting.

Any questions, please reach out to your account manager or your AE. Thank you!