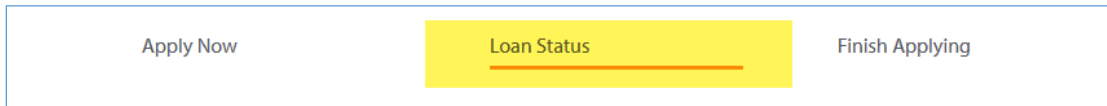


Uploading Requested Documentation Using the Secure Document Center

To upload requested documentation electronically, please use our [Secure Document Center \(click here\)](#).

1. Click on the **Loan Status** tab



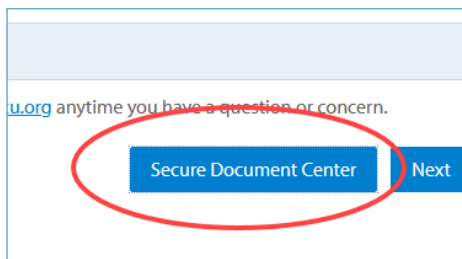
2. Enter your application confirmation code (found in the initial email confirmation you received after submitting your application), the primary borrower's birthdate, and the email address provided on the initial loan application, and click **Next**.

If you have misplaced your confirmation code, or your application was not submitted online, you can request a confirmation code by clicking on the [Request Application Confirmation Code](#) hyperlink. For identity verification purposes, you will be asked to enter your Social Security number and birthdate when requesting a new confirmation code.

A screenshot of the "Loan Status Login" form. At the top, there are navigation tabs: "Mortgage Center", "Apply Now", "Loan Status" (underlined), "Finish Applying", and "Resources". The form title is "Loan Status Login". Below the title, there are three input fields, each with a red circle containing a number: 1. "What is the application confirmation code that was emailed to you?" with input "12345678". 2. "What is the primary borrower's birth date?" with input "10/15/1975". 3. "What is the email address you provided on your application?" with input "johndoe@gmail.com". Below the input fields is a yellow button labeled "Request Application Confirmation Code". At the bottom right, there is a blue button labeled "Next >" which is circled in red.

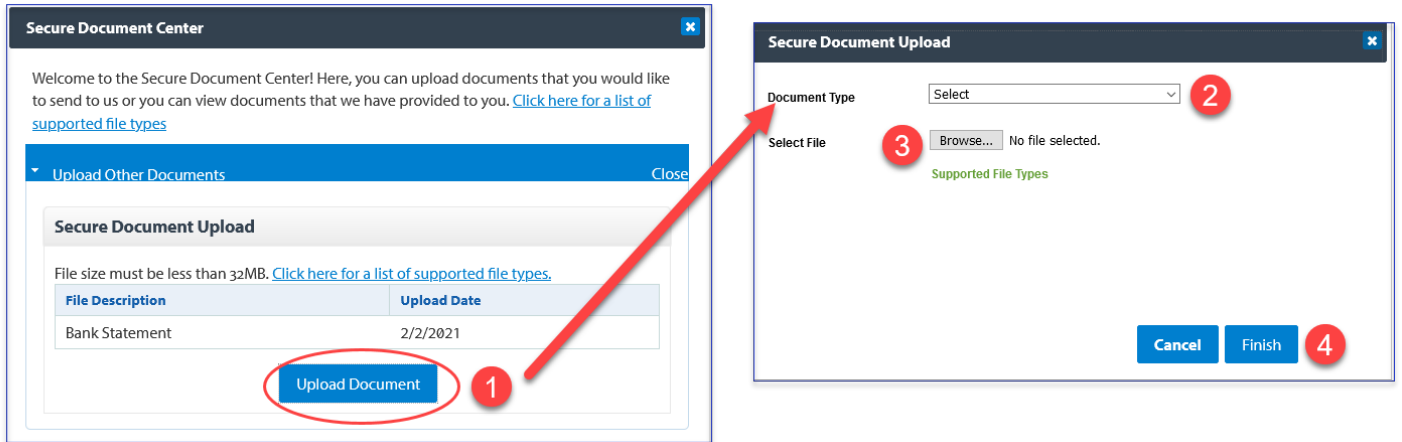
3. Once logged in you can upload requested documentation by clicking on the **Secure Document Center** button in the lower left corner.

Note: You can still access the Secure Document Center even if your Loan Status is not yet available.



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4. Upload your documentation by first clicking on **Upload Document**, then select the type of document you will be uploading from the drop down menu and click **Browse** to upload the file from your computer. Click **Finish** to complete the file upload.



5. You should now see your document in the list of uploaded documents. To upload additional documents, repeat step 4 above. Once you have finished uploading documents click **close**.

