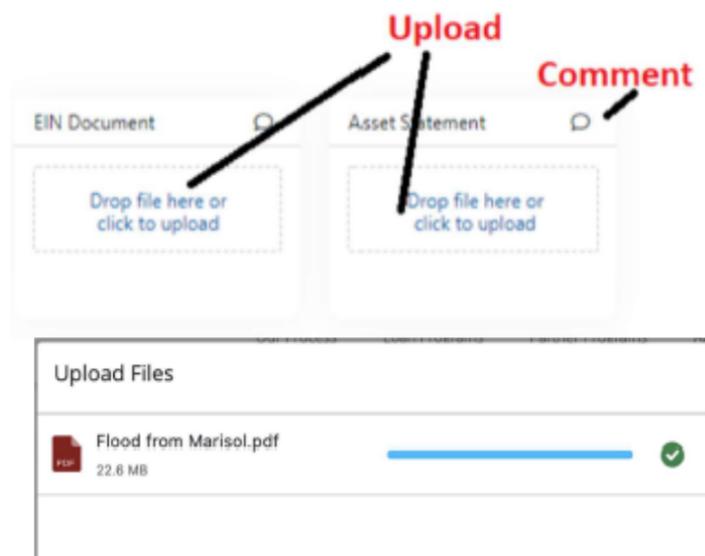


MANAGING LOAN FILES IN THE BROKER PORTAL

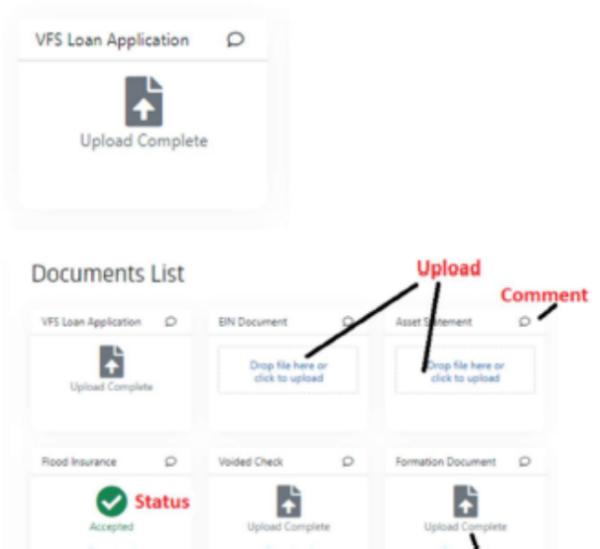
1 HOW TO UPLOAD FILES

- Files can be uploaded via clicking the button, as shown here, or by dragging and dropping the files into the screen.



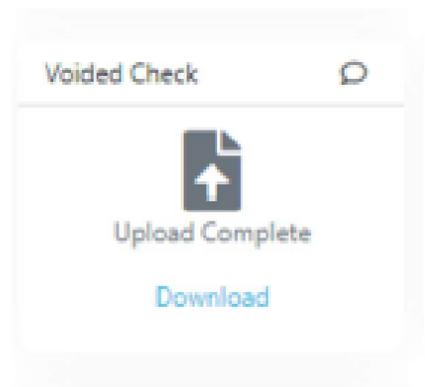
2 VERIFYING YOUR UPLOADS

- Once the upload is finished, the status changes to "Upload Complete."



3 HOW TO DOWNLOAD FILES

- Click the blue link, "Download," to download a copy of your file.



4 DOCUMENT APPROVAL

- Visio will review and conditionally accept your upload subject to underwriting final approval.

