

# How to Upload Conditions

After selecting the loan from your pipeline, click on the “Conditions” tab from the menu bar. Then toggle open the condition you are looking to upload a document for and press “upload”

Loan Number : 3900201 [Cond'l Approval](#) Closing Center & CD

Alice Firstimer / 1 Dovecreek, Irvine, CA 92618

\$400,000.00 Loan Amount	61.539% LTV	61.539% CLTV	61.539% HCLTV	21.503% DTI	0.00 DSCR	MAX30 Program	5.990% Rate	710 Credit Score
-----------------------------	----------------	-----------------	------------------	----------------	--------------	------------------	----------------	---------------------

Status & Agents   Application ▾   Closing Cost ▾   AUS   Loan Info ▾   Disclosures   Rate Lock   E-docs   **Conditions**   Request ▾

### Conditions

[Upload Submission Documents](#)

Active Conditions (8)   Resolve/Closed Conditions (0)

CREDIT (1) ▾

PTCD (1) ⬆

STATUS	CONDITION/ CATEGORY	CONDITION SUBJECT	REQUIRED DOCS	UPLOADED DOCS	DUE DATE/ ASSIGNED TO
Active	CRWJLWJ / PTCD	Please note: CD may be ordered once the loan is approved, locked, and this Prior to CD condition is cleared. Prior to requesting the ICD, please provide: All invoices (credit, VVOE, 3rd party processing, HOA) and Estimated Settlement Statement (Dry) or Preliminary CD from closing agent (Wet); Any increases to fees require a valid Change of Circumstance	*UPLOAD DOCUMENTS (BROKER USE ONLY) : 7 CD REQUEST	<a href="#">Upload</a>	4/24/2025 Mge Test

You will now see a popup where you can upload your document. Click on the box to select the items to upload from your computer. You can upload multiple items at once, up to 20 files. Note: the max size of each document is 20MB.

You can adjust the Doc Type to better describe the document or leave it as the default. You can also select which borrower the condition is for.

Once completed, press “Upload”

## Upload File





Maximum size of each file: 20 MB.  
Up to 20 Files.  
Allowed file types: PDF Files only.

Doc Type. \*

+UPLOAD DOCUMENTS (BROKER USE ONLY) : 7. CD REQUEST

Application \*

Alice Firstimer

Discard

Upload

You will get a pop up to confirm your upload was successful



The File has been uploaded successfully.

Ok

You can review what was uploaded as well once you open the condition once more.

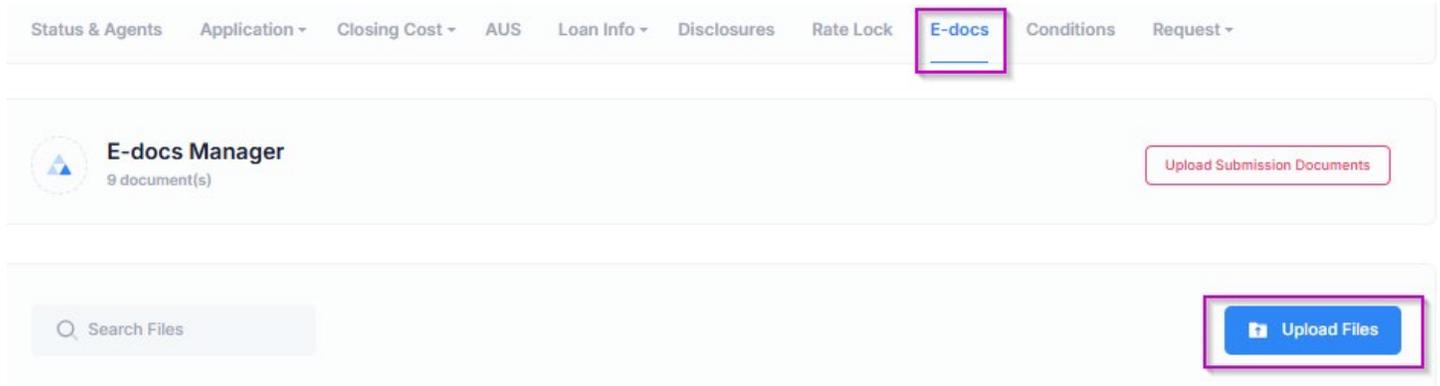
PTCD (1) <span style="float: right;">^</span>						
STATUS	CONDITION/ CATEGORY	CONDITION SUBJECT	REQUIRED DOCS	UPLOADED DOCS	DUE DATE/ ASSIGNED TO	
Active	CRWJLWJ / PTCD	Please note: CD may be ordered once the loan is approved, locked, and this Prior to CD condition is cleared. Prior to requesting the ICD, please provide: All invoices (credit, VVOE, 3rd party processing, HOA) and Estimated Settlement Statement (Dry) or Preliminary CD from closing agent (Wet); Any increases to fees require a valid Change of Circumstance	+UPLOAD DOCUMENTS (BROKER USE ONLY) : 7. CD REQUEST  <a href="#">Upload</a>	<ul style="list-style-type: none"><li>7. CD REQUEST (Uploaded : 05/06/2025 6:36 PM)</li><li>7. CD REQUEST (Uploaded : 05/06/2025 6:36 PM)</li></ul>	4/24/2025 Mge Test	

Note: there is no need to press any button to notify Mega that documents were uploaded. The Mega Team will be notified that there are new documents uploaded to review. They will

then review the uploads and check them in to send to the underwriter for conditions review. Once the Mega Team completes these steps, the status will be advanced to Condition Review.

If there is document you want to upload that does not relate to any of the conditions, you can upload using the E-Docs tab.

Click on “Upload Files”

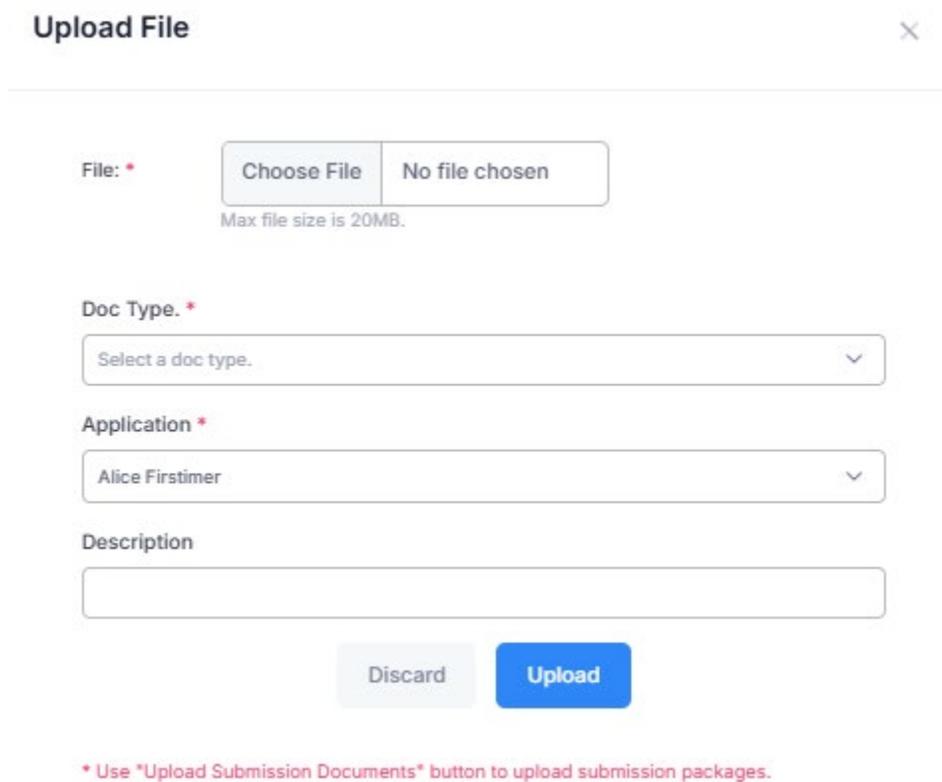


Status & Agents Application ▾ Closing Cost ▾ AUS Loan Info ▾ Disclosures Rate Lock **E-docs** Conditions Request ▾

 **E-docs Manager**  
9 document(s) Upload Submission Documents

Upload Files

And then attach the documents you want to upload here.



**Upload File** ×

File: \* Choose File No file chosen  
Max file size is 20MB.

Doc Type: \*  
Select a doc type. ▾

Application \*  
Alice Firstimer ▾

Description

Discard Upload

\* Use \*Upload Submission Documents\* button to upload submission packages.