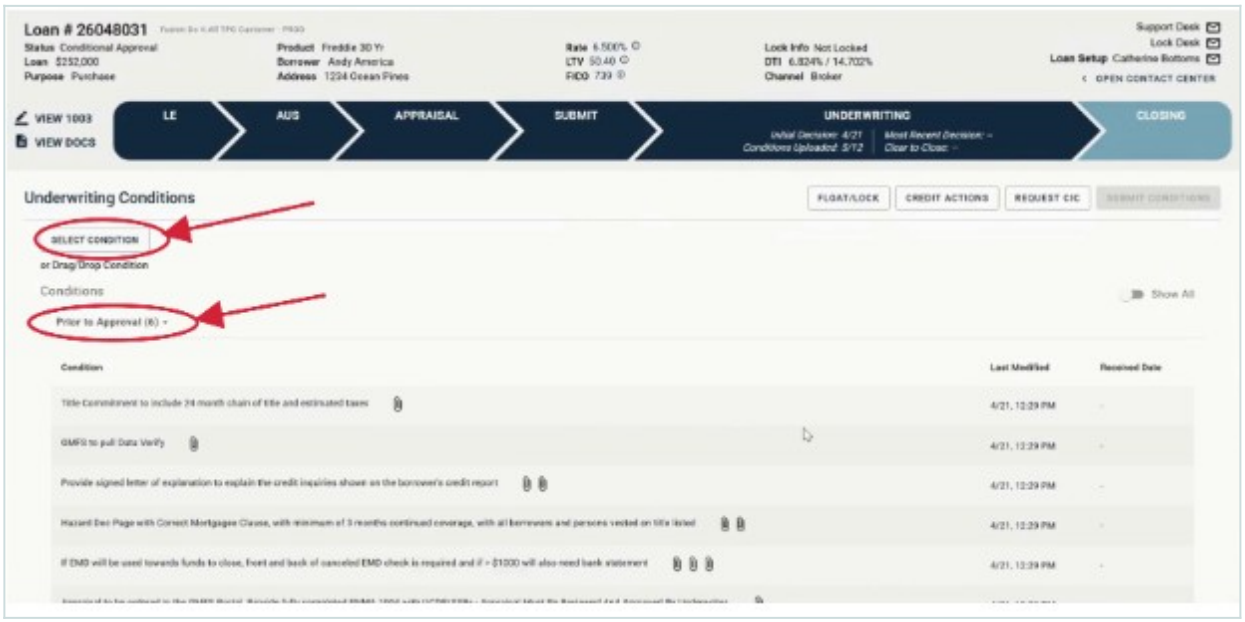
NEW CONNECT GMFS PARTNERS PORTAL

Upload and Submit UW Conditions

Use this guide to upload supporting documents, link each document to the appropriate underwriting condition, and submit the documents to GMFS for review.

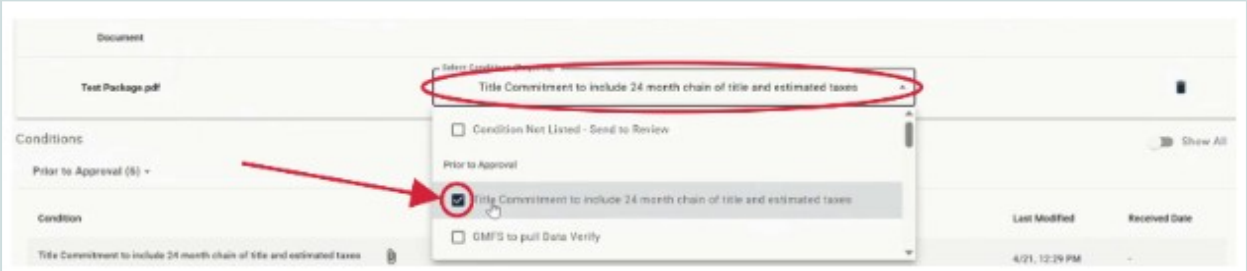
> Complete all three parts: upload your documents, select the conditions they address, and click SUBMIT CONDITIONS.

- **Open the loan and review conditions -** Open the applicable loan from your pipeline and go to the UNDERWRITING section. On the Underwriting Conditions screen, expand a condition group, such as Prior to Approval, to review the items requested.
- **Upload your supporting documents -** Click SELECT CONDITION to browse for a file or drag and drop your document into the upload area. After uploading, confirm that the document appears in the document list.

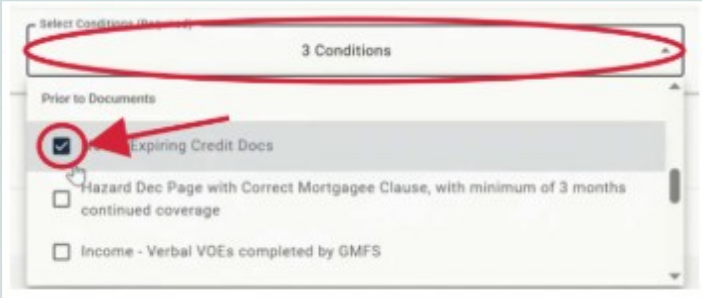


Red circles and arrows identify the controls used in each screenshot. The screenshots show a sample loan; your conditions and document names will vary.

- **Link each document to its conditions -** In the row for an uploaded document, open Select Conditions (Required). Check the condition that the document addresses.



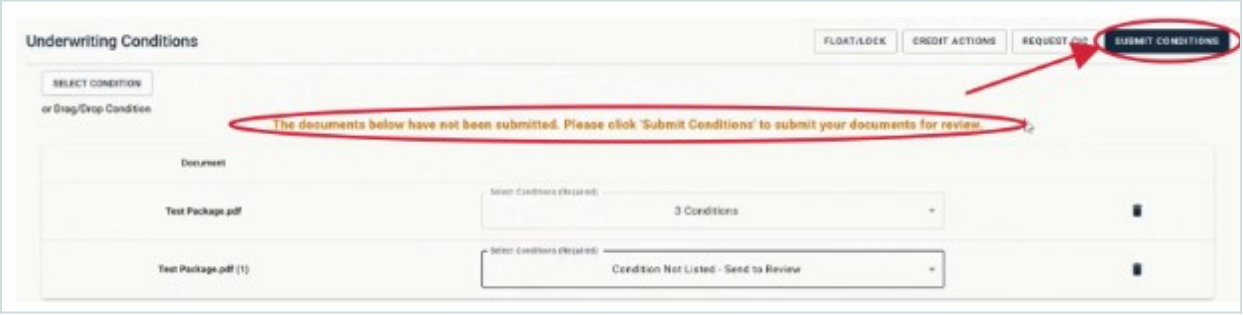
One document can address more than one condition. Scroll through the dropdown and check each applicable condition. The field displays a count, such as 3 Conditions, when multiple items are selected.



Repeat for every uploaded document. Review each document row to confirm that the intended condition or conditions are selected before submitting.

- **Review and submit your documents - Before submitting, confirm that:**
  - **All documents you intend to send appear in the list.**
  - **Each document is linked to the applicable condition or conditions, or to Condition Not Listed - Send to Review.**
  - **You have removed any unintended uploads using the trash icon in the document row.**

Click SUBMIT CONDITIONS in the upper right corner of the Underwriting Conditions screen.



> **Important:** Uploading documents and selecting conditions does not submit them. The orange message in the screenshot says the documents have not been submitted and directs you to click Submit Conditions.

Check the submission result

After clicking SUBMIT CONDITIONS, review the portal response and resolve any errors or prompts before leaving the screen. If the portal still indicates that the documents have not been submitted, do not assume the submission is complete.
Submitting supporting documents sends them for review. It does not mean an underwriting condition has been cleared.