

How to Upload Conditions via TPO Portal

Thank you for choosing AAA LENDINGS. It is our goal to provide you with the best service. Please use this guide to help with the loan process about how to upload conditions via TPO Portal. If you have any questions, please contact your Processor or Coordinator.

If you're unsure how to upload the condition documents or encounter any issues, you can also email them to your Processor or Coordinator for assistance.



AAA Capital Investment, Inc. 117 S Garfield Ave, Alhambra, CA 91801 1 (877) 789-8816 | NMLS #295075

Step 1. Find the subject file.

1) Navigate to TPO Portal (<u>https://main.aaacapitalinvestment.com</u>) and login.



2) Search for the subject file using criteria such as Loan No., Borrower, or Subject Address, then click on the file to access the detailed loan case information page.

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Step 2. Upload Condition Documents

- 1) Open the Folder Icon " ¹ "to upload the condition documents; follow steps 3-6 described below.
- 2) Submit the condition documents by following steps 7-8 described below.

Important Note!!! Please make sure to click the "Submit" button in step 8. Otherwise, the Underwriter won't receive a notice for review.

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