

Introducing the Re-Submit Function for the Initial Loan Set-Up

February 07, 2018

Effective immediately, a new Re-Submit function is now available on the TPO Portal used with the initial loan set-up. When loan packages are submitted to Impac that are missing the minimum documentation necessary for issuing the initial disclosure, use the Re-Submit button to upload those documents. Using this function expedites the file review for initial disclosure and/or moving the conditions to Underwriting and eliminates the need for emails.

Steps addressing this function connected to the Initial Loan Set-Up are shown below:

STEP 1: Upload conditions by selecting **Browse and Save** (disregard the Conditions section)

STEP 2: Click **Re-Submit**

Home

TPO List > Pipeline > Loan Details > Upload File

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Upload File

Select a file from your desktop to upload. Please indicate which conditions the file satisfies.

File Upload

Browse...

Conditions

- Conditions
- I15: Tax Returns (Personal)
- S19: Closing Payoffs
- S60: Closing Lien Position (No Subord Fin)
- S10: Payoff
- S13: Funds Verified to Close

Save Cancel

As a reminder, the Re-Submit button is also used to upload loan conditions required by Underwriting, as addressed in an Announcement issued June 23, 2017:

- Once all loan conditions have been uploaded, simply click *Re-Submit* to notify Impac the file is ready for review.
- This is a required step and conditions will not be reviewed until completed.

We thank you for your continued business.

If you have questions, please contact 855-GO-IMPAC (855-464-6722).