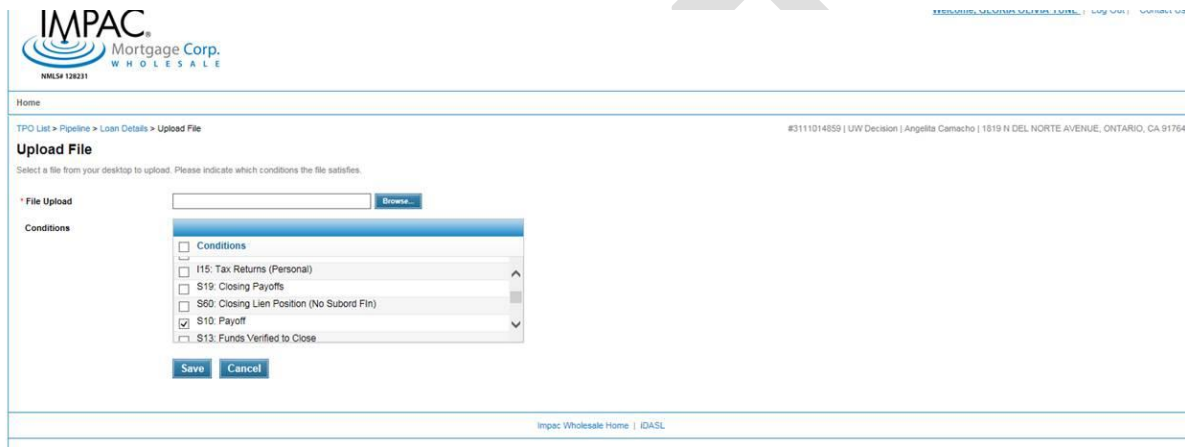


Effective Monday, July 3, a Re-Submit functionality will be available on the TPO Portal to help expedite file review.

- Once all loan conditions have been uploaded, simply click *Re-Submit* to notify Impac the file is ready for review.

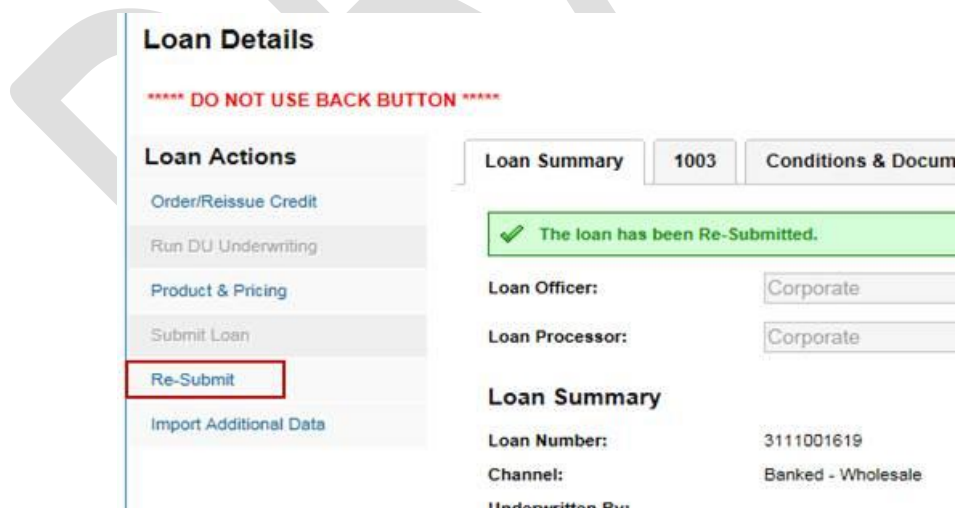
Steps addressing this function are shown below:

STEP 1: Upload conditions by selecting *Browse* and *Save* (disregard the Conditions section). *Important Tip:* For faster service, please label pages with the appropriate *Condition Code* or separate out each condition into a separate PDF named for the appropriate *Condition Code*.



The screenshot shows the 'Upload File' section of the IMPAC Mortgage Corp. TPO Portal. It includes a 'File Upload' area with a 'Browse...' button and a 'Conditions' list with checkboxes. The 'S10 Payoff' checkbox is checked. 'Save' and 'Cancel' buttons are at the bottom of the conditions list.

STEP 2: Click *Re-Submit*



The screenshot shows the 'Loan Details' page. A red warning message reads '***** DO NOT USE BACK BUTTON *****'. The 'Loan Actions' menu on the left has 'Re-Submit' highlighted with a red box. The main content area shows a green confirmation message: 'The loan has been Re-Submitted.' Below this, the 'Loan Officer' and 'Loan Processor' are both set to 'Corporate'. The 'Loan Summary' section shows 'Loan Number: 3111001619' and 'Channel: Banked - Wholesale'.

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