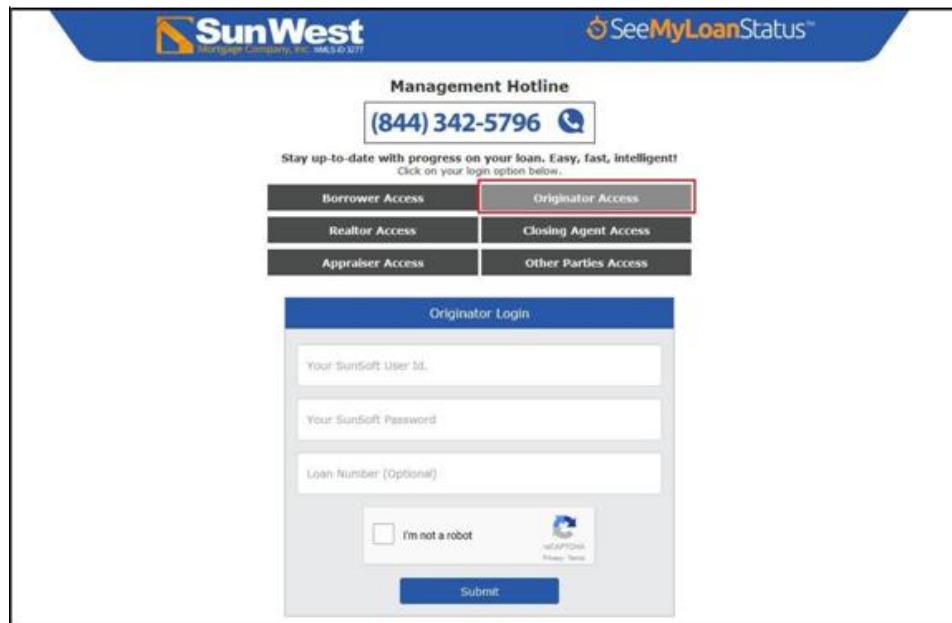


## Process to Upload Loan Documents through SeeMyLoanStatus

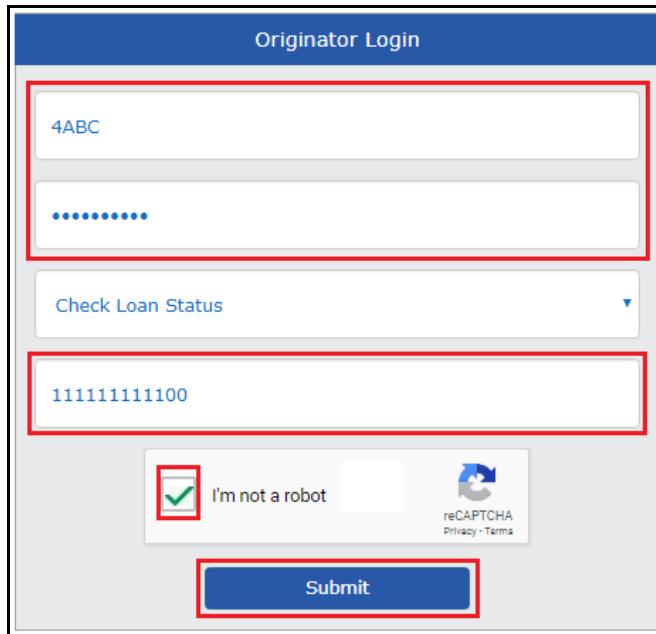
SeeMyLoanStatus web portal of Sun West facilitates users to submit executed loan documents online, helping the loan process move faster. The documents submitted through **Submit Documents** section of SeeMyLoanStatus are securely uploaded to Sun West's Imaging/Broker Inbox system and assigned to the Sun West team for review.

### Accessing SeeMyLoanStatus Portal


- Navigate to the **SeeMyLoanStatus** (SMLS) website by entering URL - <https://SeeMyLoanStatus.com>. You'll be redirected to Borrower Access login view by default.
- Login to SeeMyLoanStatus.com as an originator by using the **Originator Access** option on the login screen.



- Enter below login information:
  - Your SunSoft User ID
  - Your SunSoft Password
  - 12 digit Sun West loan number (Optional, if not entered it'll redirect to your loan pipeline to select a loan)
- Complete the required Captcha verification (by checking "I'm not a robot" checkbox) and click on **Submit** button.



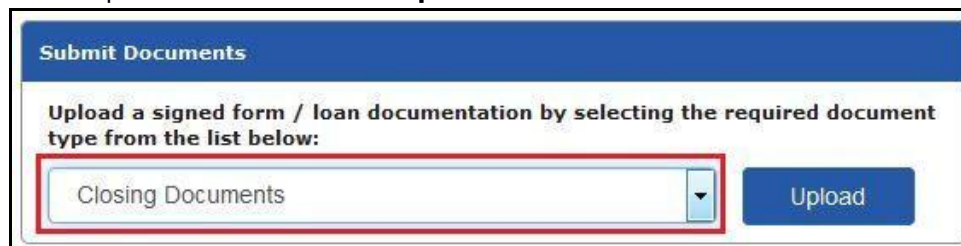
The image shows a web form titled "Originator Login". It has a blue header with the title. Below the header are two input fields: the first contains "4ABC" and the second contains a series of dots representing a password. Below these fields is a dropdown menu with "Check Loan Status" selected. Underneath is another input field containing "11111111100". At the bottom, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot", and a blue "Submit" button.

 **Note:** The User ID and the Password are case-sensitive. Please contact your 'Client Relationship Manager', if you do not have User ID / Password.

## Submitting loan documents through SeeMyLoanStatus

Follow below simple steps to submit required signed forms / other loan documentation from SeeMyLoanStatus:

- Go to **Submit Documents** section of the loan accessed in SeeMyLoanStatus. Select document type from the drop-down list and click on **Upload**.



The image shows a web form titled "Submit Documents". It has a blue header with the title. Below the header is a text prompt: "Upload a signed form / loan documentation by selecting the required document type from the list below:". Below this prompt is a dropdown menu with "Closing Documents" selected and a blue "Upload" button.

- Browse the file you would like to upload.
- Check the certification checkbox. Enter -
  - Name of Source:** Source name may be the individual or company who provided the document to you or could be a website where you downloaded the document from.
  - Date Verified:** Enter date on which document was verified to be true copy of original.

Then click on **Submit**.



**Upload**

File 1  Closing package.pdf

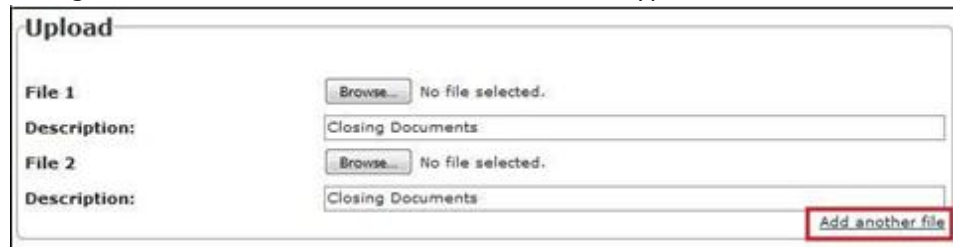
Description:  [Add another file](#)

I certify that the document(s) being submitted has been verified to be true copy of the original, from:

Name of Source\*

Date Verified\*

**Note:** You can upload up to 5 documents at a time by clicking on **Add another file**, each file not exceeding 80 MB for PDF files and 40 MB for other file types.



**Upload**

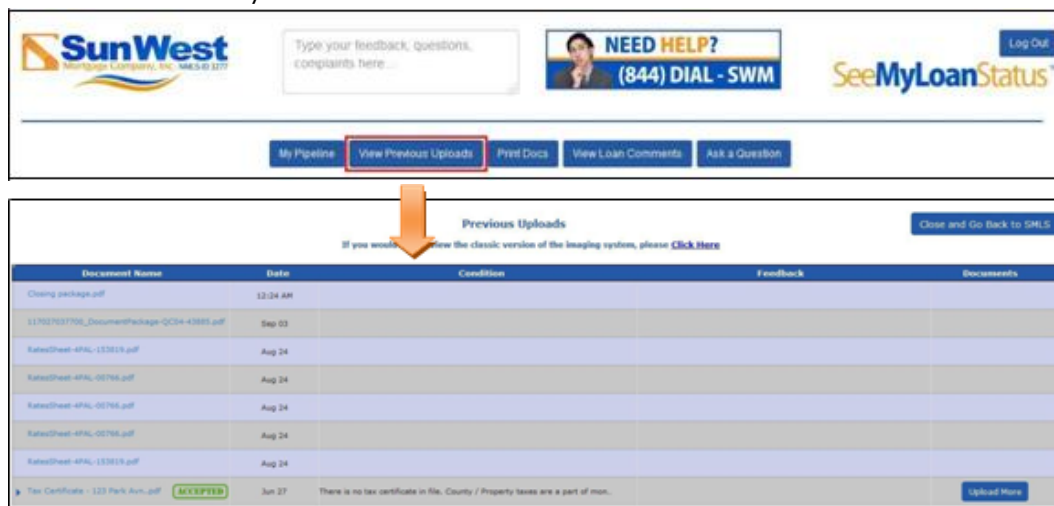
File 1  No file selected.

Description:

File 2  No file selected.

Description:  [Add another file](#)

You can view the Loan Documents that are uploaded on the loan, using the **View previous Uploads** button from SeeMyLoanStatus.



**SeeMyLoanStatus**

My Pipeline **View Previous Uploads** Print Docs View Loan Comments Ask a Question

**Previous Uploads** [Close and Go Back to SMLS](#)

If you would like to view the classic version of the imaging system, please [Click Here](#)

Document Name	Date	Condition	Feedback	Documents
Closing package.pdf	12:24 AM			
117027037701_DocumentPackage-QC34-43883.pdf	Sep 03			
KatesSheet-494-153119.pdf	Aug 24			
KatesSheet-494-05766.pdf	Aug 24			
KatesSheet-494-05766.pdf	Aug 24			
KatesSheet-494-05766.pdf	Aug 24			
KatesSheet-494-153119.pdf	Aug 24			
Tax Certificate - 123 Park Ave..pdf	Jun 27	ACCEPTED	There is no tax certificate in file. County / Property taxes are a part of mon.	<a href="#">Upload More</a>

## Uploading documents on loan conditions through SeeMyLoanStatus

Follow below simple steps to upload required document(s) on condition for resolution of the requirements:

- Go to **Loan Conditions** section and click on **Upload** icon (  ) against the required condition / requirement.



- Enter comments (if any) to provide information related to document(s) uploaded.
- Select the document file to upload. (Only documents with extensions PDF, PNG, GIF, XML, TIFF, BMP, JPEG, XLSX, PPTX, PUB, DOCX, DOC, XLS, PPT, JFIF and TXT can be uploaded).
- Check the Certification checkbox. Enter -
  - Name of Source:** Source name may be the individual or company who provided the document to you or could be a website where you downloaded the document from.
  - Date Verified:** Enter date on which document was verified to be true copy of original.

Enter your comment:  
Structural Engineer's report uploaded.

**Upload**

**File 1**  Structural Engineers report.pdf  
**Description:** Structural Engineer's report

**Note:** Condition will not be resolved until the uploaded documents satisfactorily meet the requirements of the condition.

I certify that the document(s) being submitted has been verified to be true copy of the original, from:

**Name of Source\*** Source 1  
**Date Verified\*** 11/17/2017

- Click on **Submit** button.
- Once documents are uploaded condition/requirement will be moved under Conditions Pending Review section:

**CONDITIONS PENDING REVIEW**

Document(s) have been received for these conditions and pending review by the underwriting department

UM01 - Account no. and password to Reissue credit report [...]

Document Received on Wednesday at 10:33 AM

CA14 - Executed IRS Form 4506-T to order W-2 transcripts [...]

Document Received on Wednesday at 01:33 AM Condition Resolution ETA is Friday at 12:00 AM

**ER00 - Structural Engineer's report for subject property [...]**

Document Received today at 02:10 AM

- Any document uploaded by you or your company users on any condition, will appear in the **Previous Uploads** section appearing after clicking on **Previous Uploads** icon (📎) for respective condition:

Previous Uploads		
Date & Time	Document Description	File Name
November 17, 2017 02:10 AM PST	Structural Engineer's report(ER00)	Structural Engineers report.pdf