WHEDA

Uploading Loan Documents

When uploading documents, it is important to note, the system allows for a total of 6 PDF's to be uploaded at a time, with a total upload size of 50MB's.

To upload documents
- From the pipeline screen
- Click on loan number
- Click on E-Docs on the left hand menu
- Click on the Upload Docs tab

Selecting a Document

Click on "Select Doc Type"

Choose the Document Folder – the Folders are dependent upon an institution's delivery channel.

- Note: It is important to select the correct upload folder in order to view the correct document list.

Select a Doc Folder ✕

Search for: [ ] SEARCH 🔍

Choose a Doc Folder:

Folder
*** 1 BROKER UPLOAD
*** 2 MINI CORR UPLOAD
*** 3 CORRESPONDENT UPLOAD
*** 4 INCOME EVALUATION UPLOAD
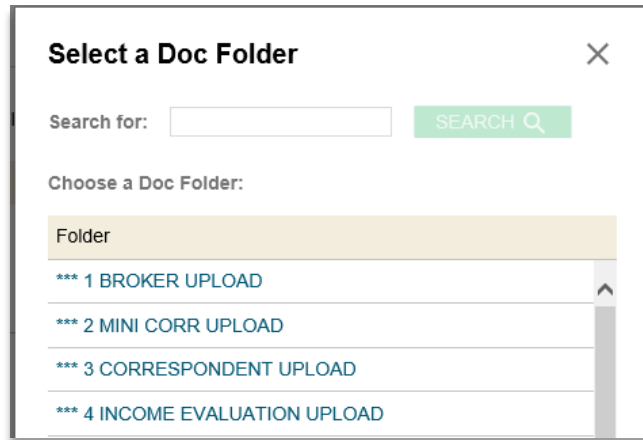
Choose the Document Type to be uploaded.

Select a Doc Type ✕

Folders > *** 2 MINI CORR UPLOAD

Search for: [ ] SEARCH 🔍

Choose a Doc Type:

Doc Type
1 MINI CORR INITIAL APPLICATION DOCUMENTS
2 MINI CORR PROPERTY
3 MINI CORR CONDITIONS
4 MINI CORR FUNDING REQUEST & CLOSING DOCUMENTS
5 MINI CORR TRAILING DOCUMENTS
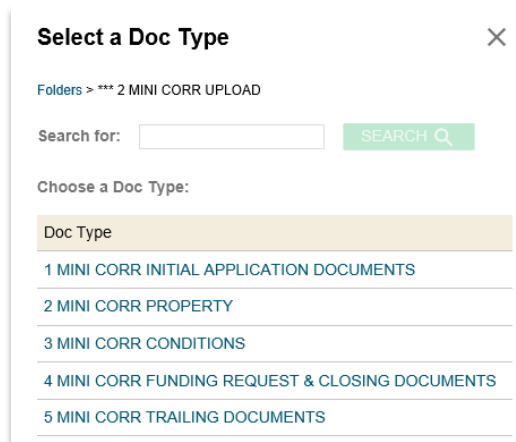
To view the documents that should be uploaded to each Document Type, click on the Document Type below.

- For Mini Corr Upload the Document Type choices are:

  o Initial Application Documents
  o Property
  o Conditions
  o Funding Request & Closing Documents
  o Trailing Documents

Uploading a Document

Once a Document Folder and a Document Type have been chosen, the "Choose File" button is available to click on.

- Click on Choose File button
- Browse to where the PDF file is located
- Click on the document file

E-docs

| Upload Docs | Fax Docs | Document List |

You may upload up to 6 PDFs at a time with a total upload size of 50MB.

Doc Type / Application	File Upload	Description
*** 2 MINI CORR UPLOAD : 1 MINI CORR INITIAL APPLICATION DOCUMENTS select Doc Type or scan barcodes John Homeowner & Mary Homeowner ▾	CHOOSE FILE No file chosen *	0 of 200 characters

ADD DOC   UPLOAD DOCS

To add another document:
- Click on "Add Doc". You can upload up to 6 PDF's at a time with a total upload size of 50MB

Once the documents have been chosen:
- Click on "Upload Docs"

E-docs

| Upload Docs | Fax Docs | Document List |

You may upload up to 6 PDFs at a time with a total upload size of 50MB.

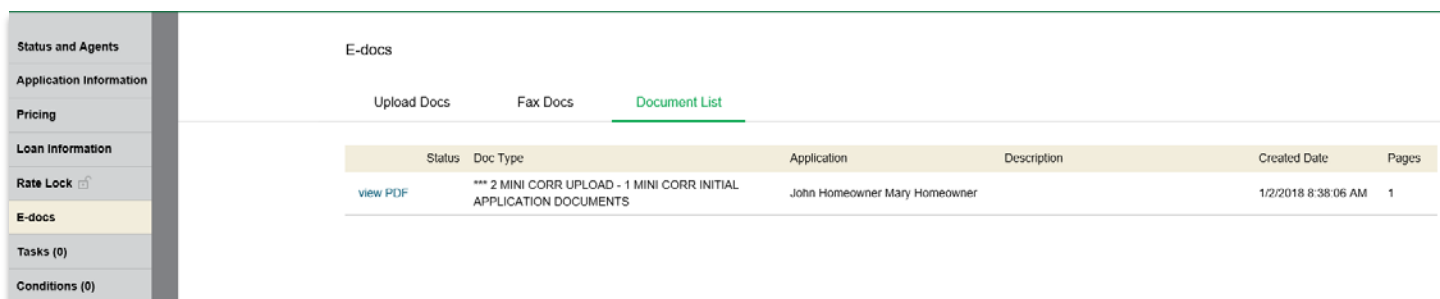| Doc Type / Application	File Upload	Description
*** 2 MINI CORR UPLOAD : 1 MINI CORR INITIAL APPLICATION DOCUMENTS select Doc Type or scan barcodes John Homeowner & Mary Homeowner ▾	CHOOSE FILE Mini Corr Conditions.pdf	0 of 200 characters

ADD DOC   UPLOAD DOCS

Once the Documents(s) are uploaded an Upload Complete message will appear.
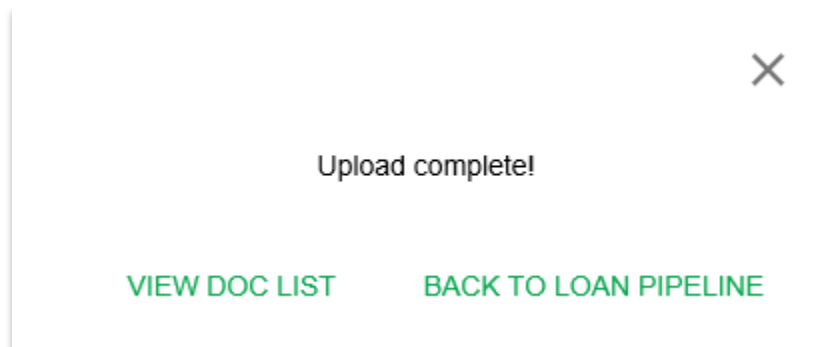
Viewing your Documents

The Document List tab includes all documents you have uploaded as well as any documents issued by WHEDA.

- From the pipeline screen
- Click on loan number
- Click on E-Docs on the left hand menu
- Click on the Document List tab

The documents issued by WHEDA will include:
- Rate Lock Confirmation
- Approval Certificates
- Suspense Certificates
- Funding/Purchase Advice
- Credit Denial / Adverse Action
- Loan Transmittal
- Final DO/DU® Findings