1. After logging into the system, click the **TSAHC logo** in the left navigation pane.

2. Under the **TSAHC logo**, click **Pre-Close Pipeline**.

3. Find your loan using one of the following methods:

   a. Loan Search Method

      i. Using the **Search Field** drop-down menu, select **Loan Number** or **Last Name**.

      ii. Enter your loan number or the borrower's last name in the **Search Value** field.

      iii. Click **Search**.

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    b.   Pipeline Method

        i.   Under the **Pre-Close Pipeline Snapshot Summary**, click the **Pre-Close Review Suspended** link.

Pre-Close Pipeline Snapshot Summary

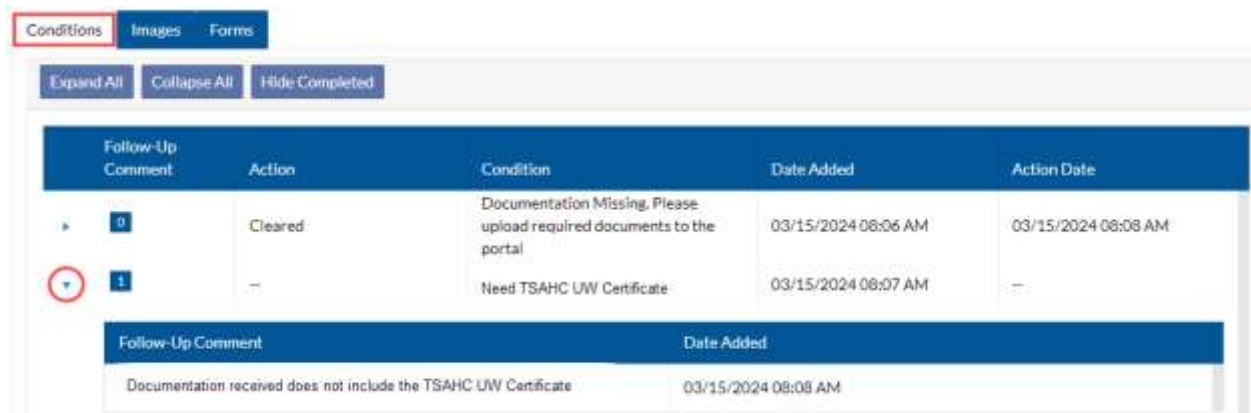| Pre-Close Status	Loan Count	Total Loan Amount
Pre-Close Submission Outstanding	30	$7,634,337.00
Pre-Close Package Received	7	$2,080,000.00
Pre-Close Review in Process	1	$270,000.00
Pre-Close Review Suspended	5	$1,564,000.00
Pre-Close Approved	1	$270,000.00

        ii.   Locate the loan in the list of loans displayed and click the loan number to open the **Pre-Close Loan Details** screen.

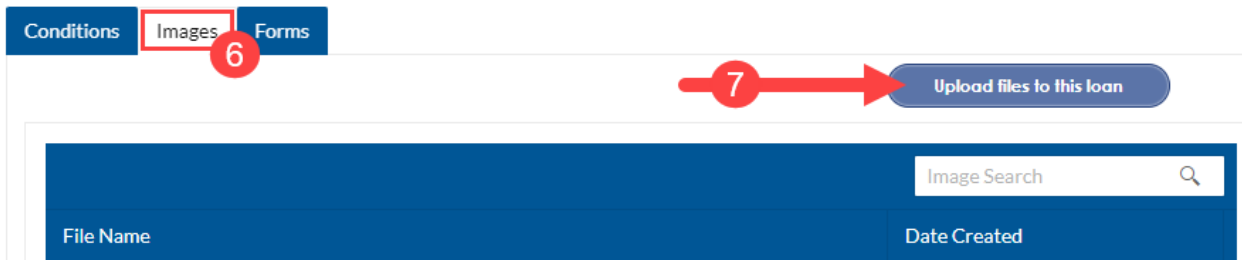## Pre-Close Pipeline Snapshot Detail - Pre-Close Review Suspended

Loan Number	Seller Loan Number	Borrower First Name	Borrower Last Name	Corr ID	Corr Name	Loan Amount	HFA Loan Type
0051518073	TSAHCtraining001	ClientServices	Training	1	Demo Correspondent	$270,000.00	FHA

4.   On the **Pre-Close Loan Details** screen, scroll down to view the **Conditions**, **Images**, and **Forms** tabs.

5.   In the **Conditions** tab, view all your conditions, both cleared and outstanding.

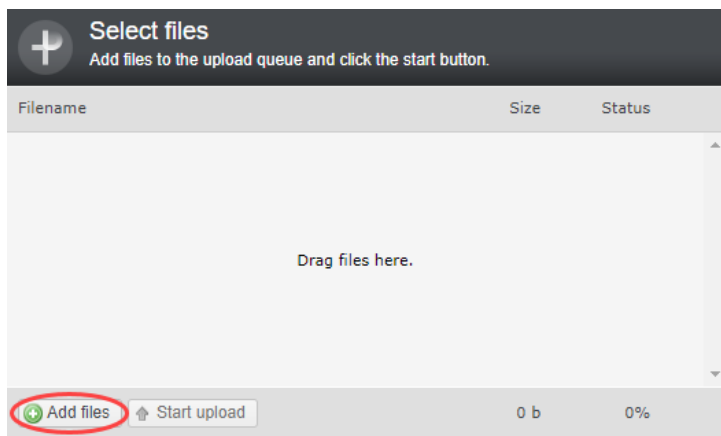*Note:* Click the expansion arrow to view any **Follow-Up Comment** added by TSAHC.

	Conditions	Images	Forms			

Expand All   Collapse All   Hide Completed

Follow-Up Comment	Action	Condition	Date Added	Action Date
0	Cleared	Documentation Missing, Please upload required documents to the portal	03/15/2024 08:06 AM	03/15/2024 08:08 AM
1	–	Need TSAHC UW Certificate	03/15/2024 08:07 AM	–

Follow-Up Comment	Date Added
Documentation received does not include the TSAHC UW Certificate	03/15/2024 08:08 AM

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6. To upload documents or images to clear condition in this section, click **Images**.

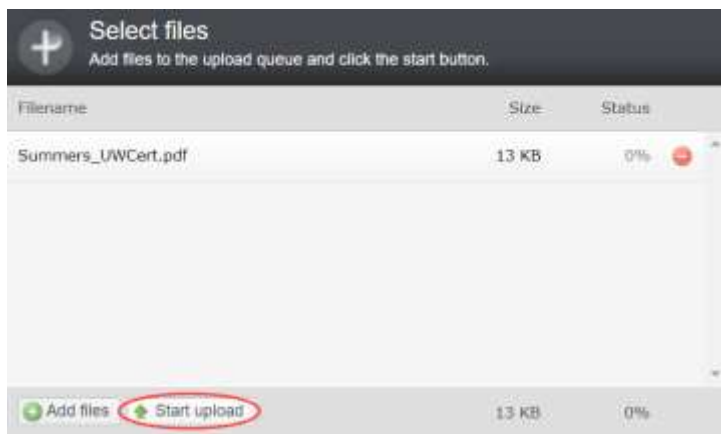7. Click the **Upload files to this loan** button.

8. In the **Select Files** pop-up box, click **Add files**, navigate to the location of your saved files, and select them to add to the upload.

Note: When uploading a document or an image to clear a pre-closing condition within the specific loan file, you do not need to name your document in any particular way.

9. Once you see your document(s) in the **Select files** window, click **Start upload**.

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Note: When the upload is complete, an upload successful message appears.

> **www.bayviewtpo.com says**
>
> The system has processed All file(s) you have queued and cleared any open Missing Images/Critical Documentation deficiency! If there are any problems with the files you will receive an email notification of those details. This window will now close...
>
> **OK**

- You will also be able to view the document you just uploaded in the **Images** section now.

Conditions	Images	Forms		
			Upload files to this loan	
			Image Search	
File Name			**Date Created**	
0051540961_LOCK_792024154419_154421.pdf			07/09/2024 3:44 PM	
TRAINING1234567890_Summers_UWCert_092936.pdf			08/27/2024 09:29 AM	

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