TSAHC – Upload Documents

Date Updated: December 2, 2024

Lakeview

1. After logging into the system, click the **TSAHC logo** in the left navigation pane.
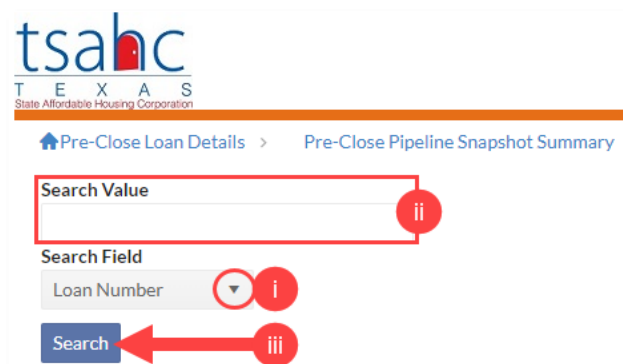
Turn Times
Registration/Lock/Pricing
Current Rate Sheet
Closed Loan ▾
Non-Agency SLV Submission
Resources ▾
tsahc ▾
User Profile
Logout
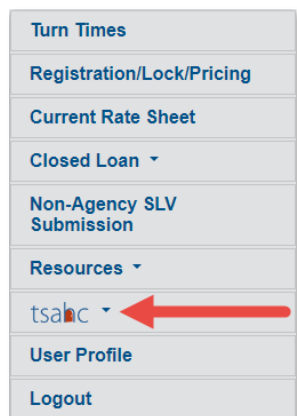
2. Under the **TSAHC logo**, click **Pre-Close Pipeline**.

tsahc ▾
Rates and Announcements
Registration/Pricing
Pre-Close Pipeline
Reference Library
Product Matrices
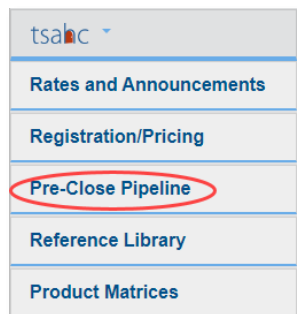
3. Find your loan using one of the following methods:

   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**.

🏠 Pre-Close Loan Details > Pre-Close Pipeline Snapshot Summary

Search Value

Search Field

Loan Number ▾

Search

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    b.   Pipeline Method

        i.   Under the **Pre-Close Pipeline Snapshot Summary**, select the status your loan is currently in.

Pre-Close Pipeline Snapshot Summary

Pre-Close Status	Loan Count
Pre-Close Submission Outstanding	37
Pre-Close Package Received	8
Pre-Close Review in Process	1
Pre-Close Approved	5
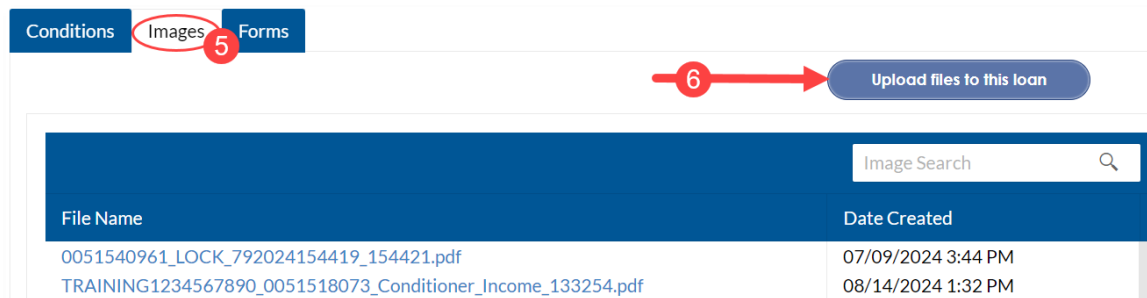
        ii.   Locate the loan in the list of loans displayed and click the loan number to open the **Pre-Close Loan Details** screen.

Note: Using both methods, only 25 results are displayed per page. You may need to navigate to later pages to locate your loan.

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

Note: You may upload images from the first or second loan file. They will be available in both files regardless of where they were uploaded.

5.   To upload documents or images to the loan file, click **Images**.

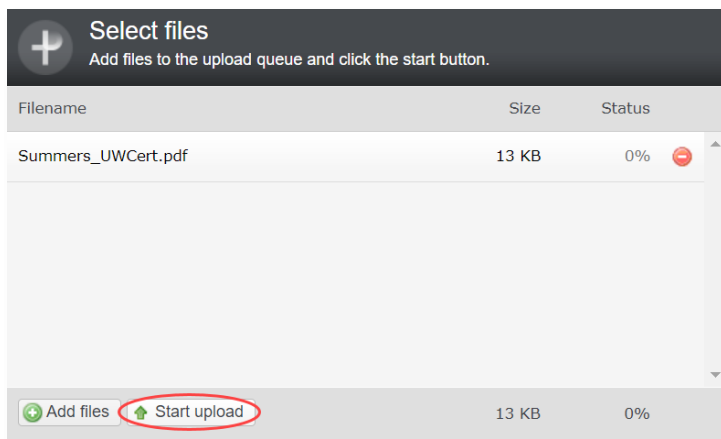6.   Click the **Upload files to this loan** button.

Conditions	Images	Forms		Upload files to this loan

File Name	Date Created
0051540961_LOCK_792024154419_154421.pdf	07/09/2024 3:44 PM
TRAINING1234567890_0051518073_Conditioner_Income_133254.pdf	08/14/2024 1:32 PM

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7. 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.
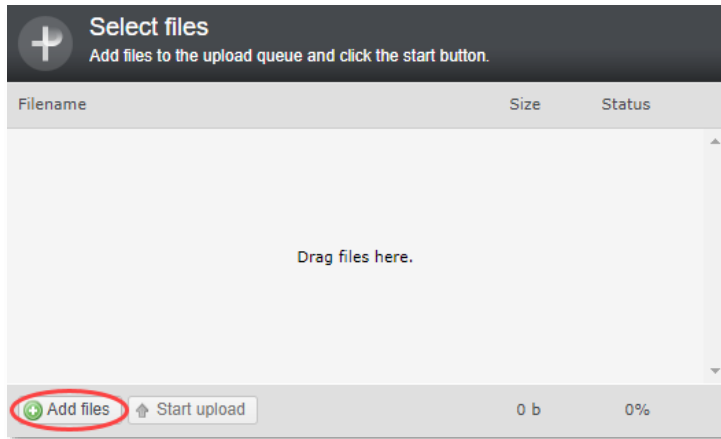
8. Once you see your document(s) in the **Select files** window, click **Start upload**.

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

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

Note: TSAHC's turn times for document reviews are located in the **Reference Library**.

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