HOW TO REQUEST AN INITIAL CD FROM THESPOT

1. Log into theSPOT through TPO Connect:
TPO Connect (encompasstpoconnect.com)

2. Click on your Pipeline and Select your borrower

3. In the Loan Summary Column select Disclosures.

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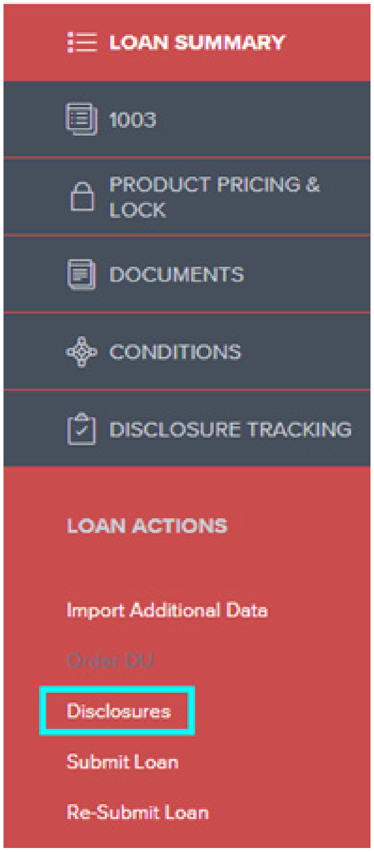
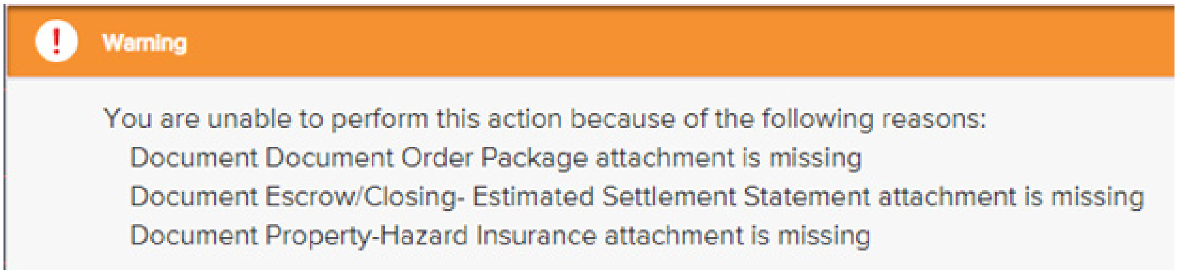


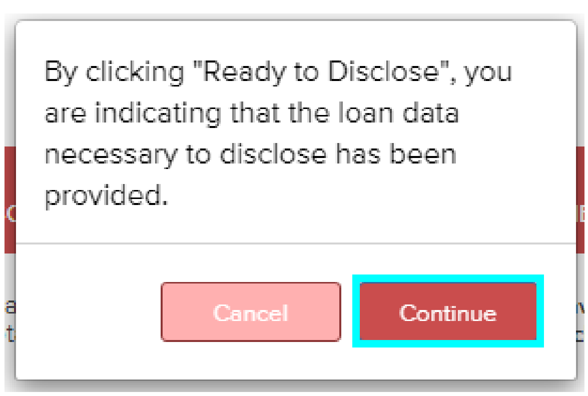
4. **If you are missing Required Documents,** you will see a warning at the top of the screen



5. **You will also see the specific folders at the bottom of the screen** for you to upload your documents.

6. **Once the required folders have been fulfilled,** the option to request disclosure will become available to you.

7. **Once you click ready to disclose,** a pop up will populating asking for confirmation that all necessary data to disclose a CD has been provided.



8. **To confirm disclosures have been requested;** you will see a Green notification confirming you have successfully requested disclosures AND you the Ready to Disclose Button will be greyed out.