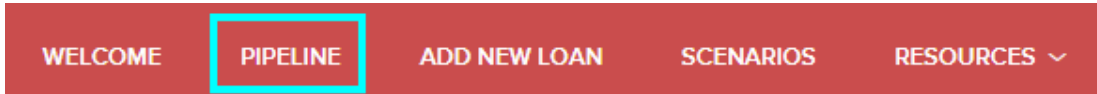


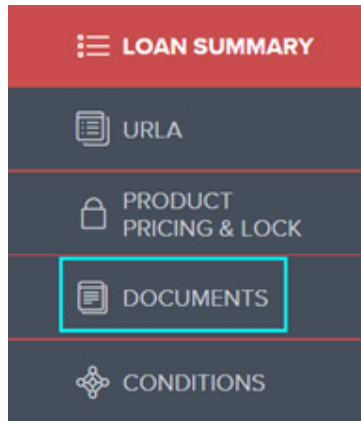
1. Log into theSPOT as TPO User through TPO Connect: **TPO Connect** (encompassspoconnect.com)



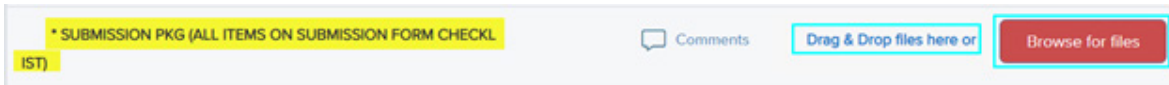
2. Click on your Pipeline and Select your borrower



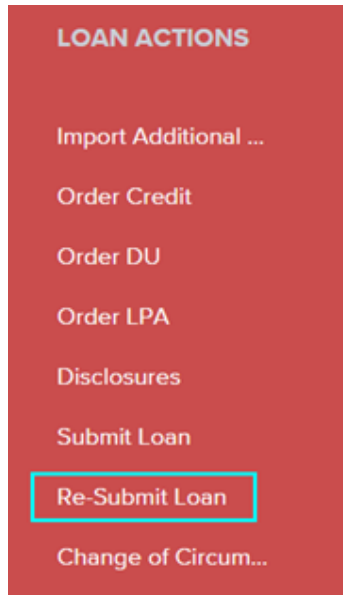
3. In the Loan Summary Column select Documents.



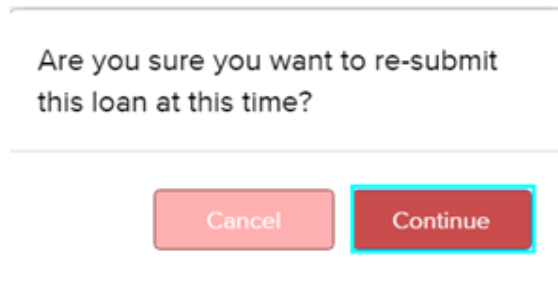
4. Upload your missing items in to the Submission Pkg Folder by using Drag & Drop Feature OR Browse for files.



5. Once uploaded, Click Re-Submit Loan under LOAN ACTIONS



6. Once you click Re-Submit Loan, you will be asked to confirm. Click continue



7. You will see a Green notification stating, "Your loan was re-submitted Successfully."

