

Upload Legacy Post Purchase Conditions

JOB AID

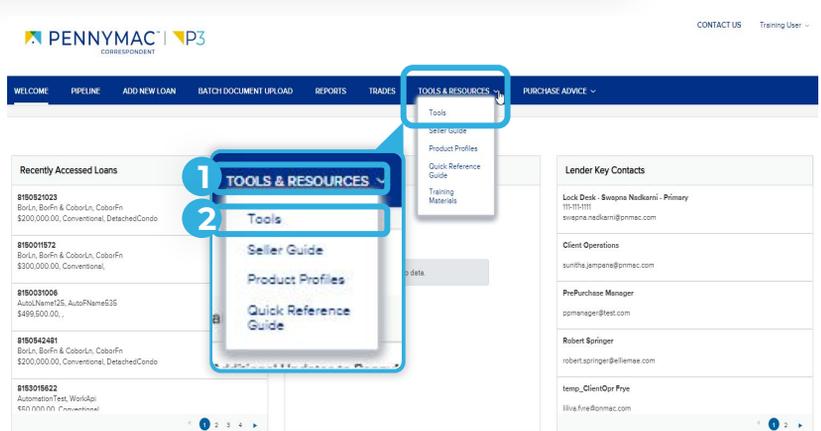
This Job Aid walks you through how to upload documents to clear legacy post purchase conditions, from the old portal, which are now located in P3.

ATTENTION!

The Post Funding Requests application can only be accessed by the following user roles: Administrator, Seller Lock Desk, Post Funding Adjustments.

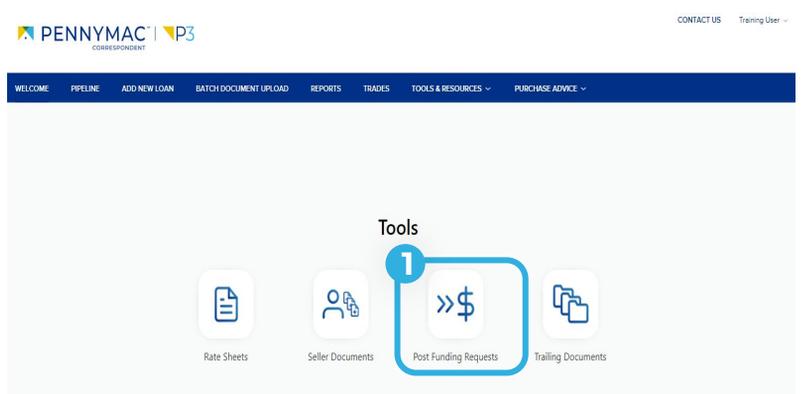
A To view historical loan data from the Pipeline page:

1. Go to the *Tools & Resources* tab.
2. Click the *Tools* link.



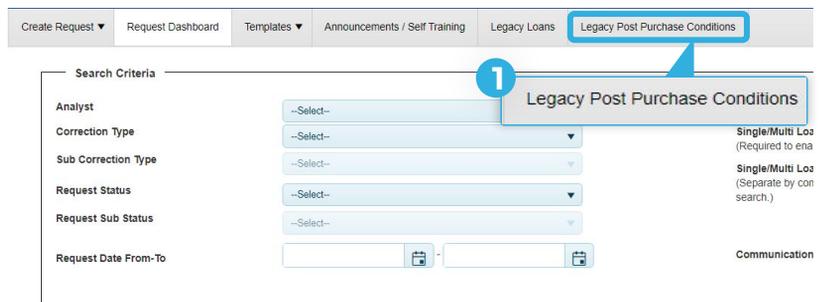
B Once in the Tools section:

1. Select the *Post Funding Requests* app.



C Once in the Post Purchase Requests App:

1. Click on the *Legacy Post Purchase Conditions* tab



Note: To show some recently closed issues in the below grid, the request status search default includes ALL active issues and closed issues

PennyMac Loan #	Seller Loan #	Borrower Name	Request Date/Time	Correction Type	Sub Correction Type
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D Within the Legacy Post Purchase Conditions tab you will find a list of loans with open conditions.

1. Click the *Upload* button to remediate the open condition

TIP

You can review your uploaded documents by clicking the attachment under the View Docs column.

The screenshot shows a web application interface for 'APPLE CORRESPONDENTS'. The top navigation bar includes 'Welcome, Terry Post Funding (Home)', 'Company Name: APPLE CORRESPONDENTS', and 'Sign Out'. Below this is a secondary navigation bar with 'Create Request', 'Request Dashboard', 'Templates', 'Announcements / Self Training', 'Legacy Loans', and 'Legacy Post Purchase Conditions'. The main content area features a table with columns: 'Loan Number', 'Conditions', 'Status', 'Published Date', 'Comments', 'View Docs', and 'Upload Docs'. A single row is visible with the following data: '8001440723', 'COND999 - Final title policy', 'SUBMITTED', '08/28/2020 06:32 PM', 'Please upload.', and a PDF attachment icon labeled 'Batch-Docs-Initial-State (3).pdf'. An 'Upload...' button is located in the 'Upload Docs' column for this row. A blue callout box with the number '1' points to this button, with the text 'Upload...' below it.



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