



# TPOC Portal Training

HOW TO UPLOAD A CLOSING PACKAGE

## Learning Objectives

By the end of this training, you should be able to:

- Locate Folder for Closed Loan Package
- Upload Closed Loan Package



#### Helpful Contacts

**General Questions** 

SFAsk@thda.org

**Lock Questions** 

lockdesk@thda.org

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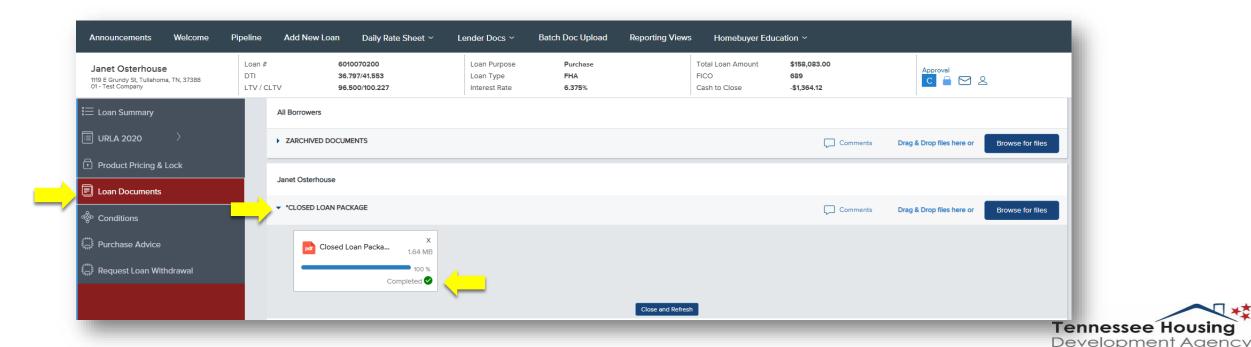
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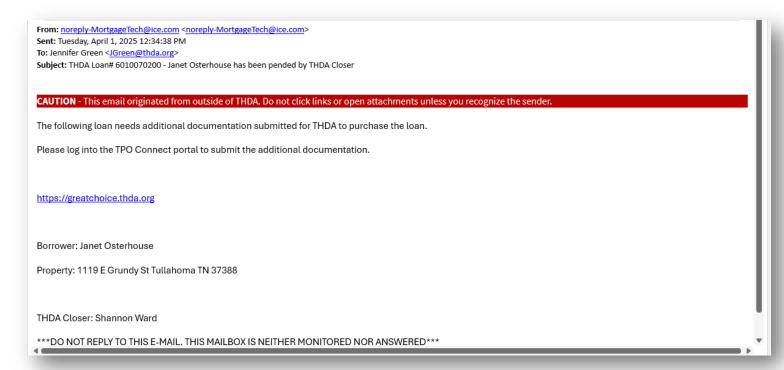
#### Upload Closed Loan Package

- When you are ready to submit the Closed Loan Package, you will click on the Loan Documents section. Don't forget to use the <u>Closed Loan Submission Checklist</u>.
- 2. You will then be directed to a screen with multiple folders, one of which is the Closed Loan Package folder.
- 3. You will be able to either drag and drop your files or click browse for files to upload.
- 4. Please remember to wait until the upload has completed.



### Closing Package Submission- Conditions

- 1. Once you have uploaded the Closed Loan Package, THDA will receive a notification of documents to review.
- 2. Our closing team will review the documents and issue any post-closing or final docs conditions, as necessary.
- 3. The closer on the loan will receive a notification email if there are any conditions issued.
- 4. Please see <u>TPOC Portal Training- How to Upload Conditions</u> for next steps.







THANK YOU!