Portal User Guide

Uploading Conditionsor Closed Loan Package

Revised 07/15/2025







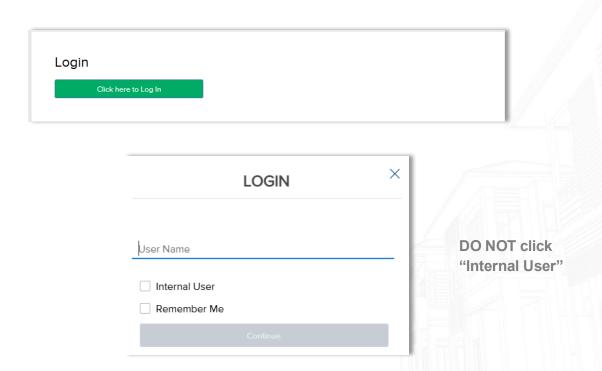
Uploading Conditions or Closed Loan Package

Introduction:

This quick reference guide outlines the condition and closed loan package uploading process through the TPO portal.

Uploading Conditions and/or Uploading the Closed Loan Package:

Step 1: Log into the ACC Encompass Correspondent portal. www.acccorrespondent.com



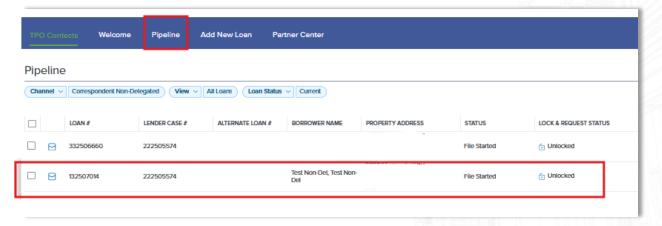


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Click on TPO User, search for the LO and click on the LO Name.



Step 2: Click on your pipeline and locate the loan you would like to upload conditions to and double click on the loan.





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Step 3: Click on the "Documents" tab and upload all conditions into the "Unassigned" section.

NOTE: Splitting out documents and labeling according to the condition will result in a faster review time through processing.

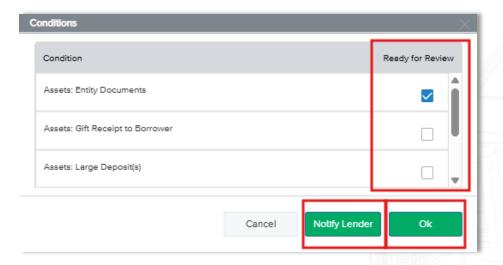




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Step 4: Once a document is uploaded, the conditions box below will populate each time.

- · Click "ready for review" on the condition you are uploading
- Click "Ok" and then continue to upload any additional documents (The "OK" button will NOT notify ACC of items uploaded)
- Once you are finished uploading click "Notify Lender" (Failing to complete this step will result in the conditions not being submitted to processing for review)



NOTE: The "notify lender" button can also be located under the "Conditions" tab.

Congratulations, you have submitted your conditions to ACC Mortgage!