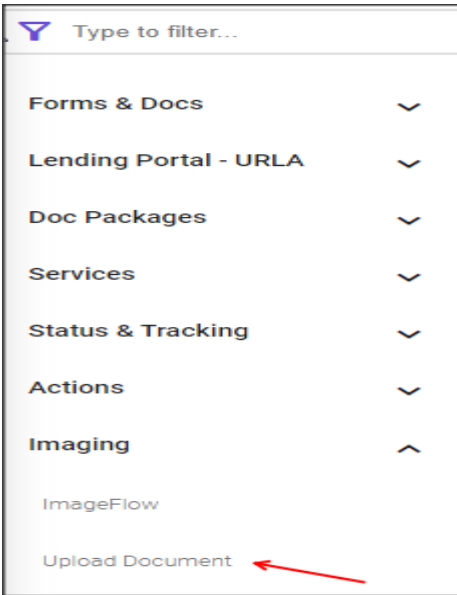


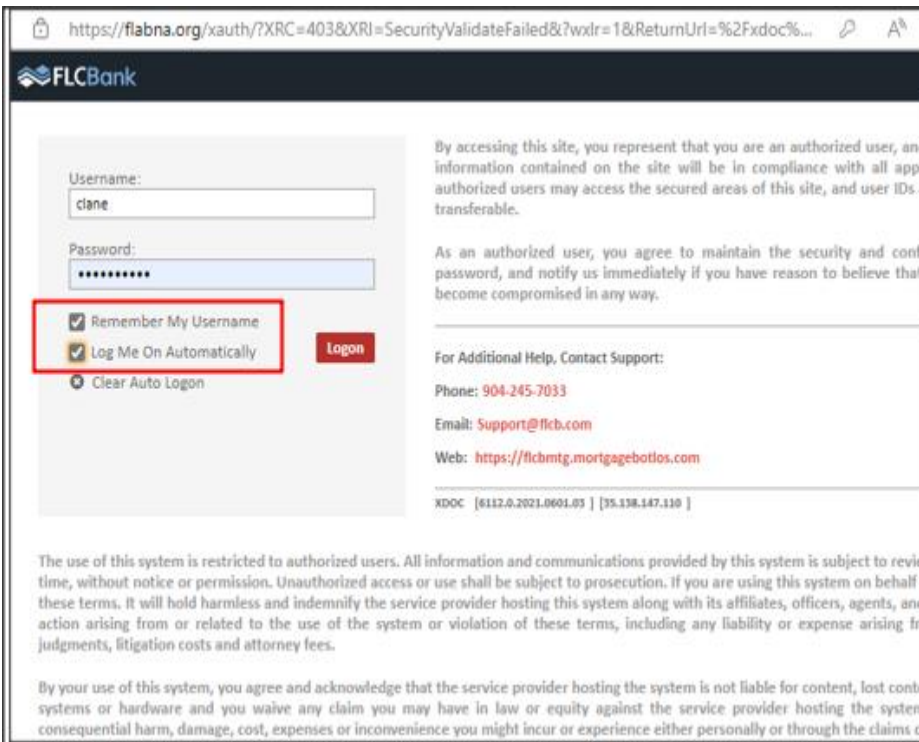
Exhibit A



To Upload Documents into **Imaging**, complete the following steps.

- Log into MortgageBot
- Select loan from pipeline
- Select **Upload Document** from the **Imaging tab** located along the left windowpane (**Exhibit A**)

Exhibit B



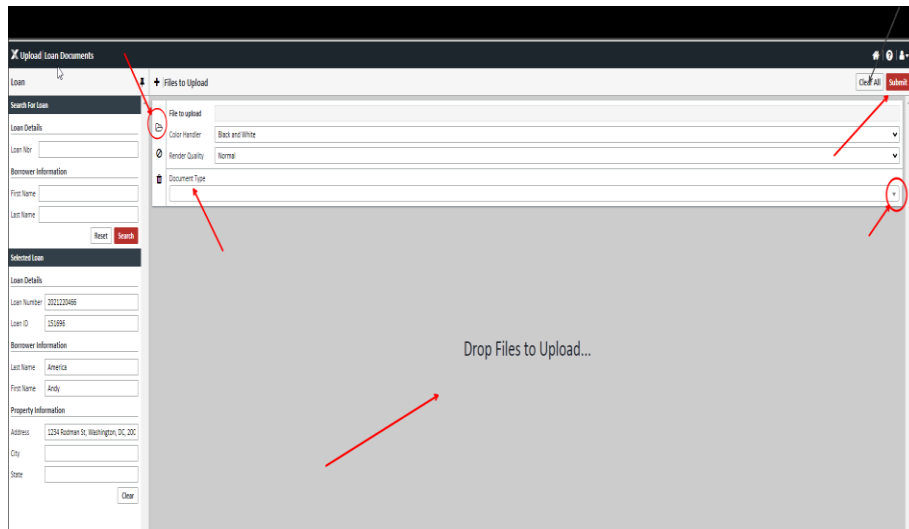
Once the window opens, **you will need to login** with your FLCBank user ID and password. (**Exhibit B**)

Check both boxes:

- **Remember my Username** and
- **Log Me On Automatically.**

Important: This will keep you logged into ImageFlow for the day.

Exhibit C



Drag and Drop your document into the gray area **or** click on the file folder icon next to File to Upload to search for your document on your computer. View the screenshot for step-by-step instructions.

Select a Document Type folder from the dropdown menu (**Exhibit C**).

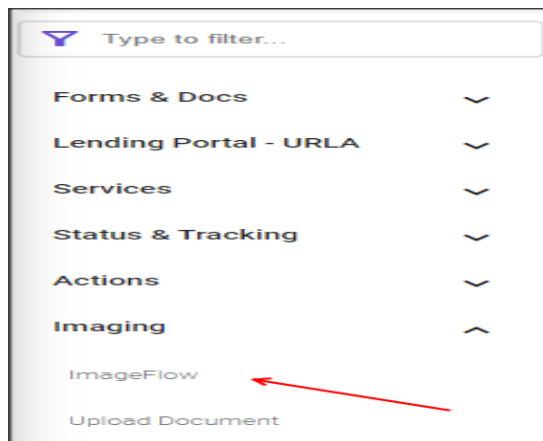
We prefer that all credit docs are combined into one PDF, if possible. However, you may upload multiple documents during this process and place them in separate Doc Type Folders.

Click the red **SUBMIT** button at the upper right corner of the screen (**Exhibit C**).

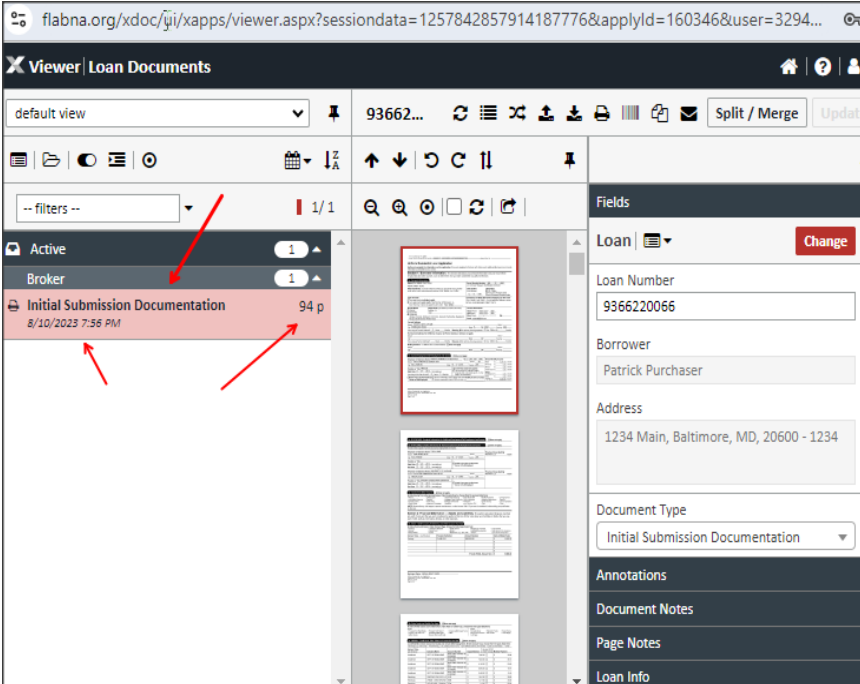
Doc Type Folder Choices

Doc Type Folder	Underwriting Condition Category	Reviewed by
LE Fee Entry	N/A	Fee Entry Team
Initial Submission Documentation	N/A	Setup Team/Underwriter
Setup Conditions	Setup Condition	Setup Team
UW Conditions	PTD-UW	Underwriter
CD/Closing Conditions	PTD-CD PTD-Closing	Processor
Rediscovered LE w/ COC	N/A	LE Rediscovery Team
Disclosed/Rediscovered CD	N/A	Closer/CD Team

Exhibit D



Once all uploading has been completed, please exit the upload document screen and select the ImageFlow screen (**Exhibit D**) to confirm that all your documents were uploaded.



From the **ImageFlow** screen, you will be able to confirm the Doc Type folder, the time and date stamp and the # of pages uploaded.