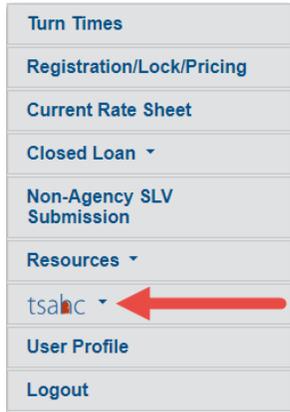
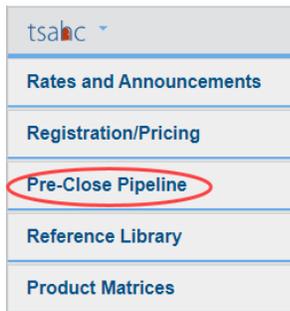


1. After logging into the system, click the **TSAHC logo** in the left navigation pane.



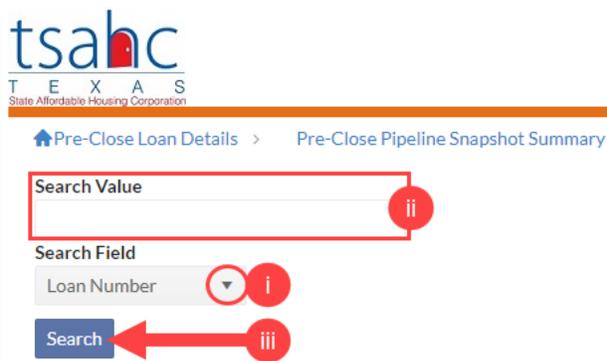
2. Under the **TSAHC logo**, click **Pre-Close Pipeline**.



3. Find your loan using one of the following methods:

- a. Loan Search Method

- i. Using the **Search Field** drop-down menu, select **Loan Number** or **Last Name**.
- ii. Enter your loan number or the borrower's last name in the **Search Value** field.
- iii. Click **Search**.



b. Pipeline Method

- i. Under the **Pre-Close Pipeline Snapshot Summary**, click the **Pre-Close Approved** link.

Pre-Close Pipeline Snapshot Summary

Pre-Close Status	Loan Count	Total Loan Amount
Pre-Close Submission Outstanding	2	\$500,762.00
Pre-Close Review Suspended	1	\$270,019.00
Pre-Close Approved	11	\$2,206,607.00

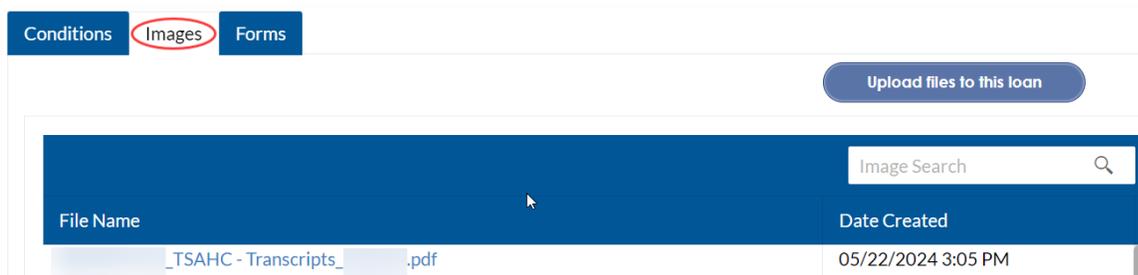
- ii. Locate the loan in the list of loans displayed and click the loan number to open the **Pre-Close Loan Details** screen.

Note: The Search Results display 25 loans per page. You may need to navigate to the next page(s) to locate your loan.

Search Results

Loan Number	Seller Loan Number	First Name	Last Name
0051542524	123456789Training	Buffy	Summers

4. On the **Pre-Close Loan Details** screen, scroll down to the **Conditions, Images, and Forms** tabs and select **Images** to view all the documents associated with the loan.

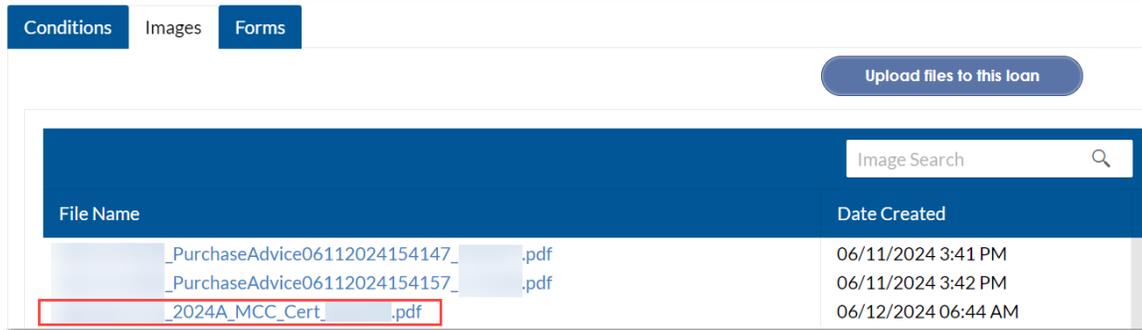


5. Navigate to the last page in the **Images** tab.



Note: The MCC document is located on the last page of the **Images** tab.

6. Click the MCC file to open, download, and save the certificate.



The screenshot shows a web interface with three tabs: 'Conditions', 'Images', and 'Forms'. The 'Forms' tab is active. At the top right, there is a button labeled 'Upload files to this loan'. Below this is a search bar labeled 'Image Search' with a magnifying glass icon. The main content area displays a table with two columns: 'File Name' and 'Date Created'. The table contains three rows of data. The third row, representing the MCC certificate, is highlighted with a red border.

File Name	Date Created
..._PurchaseAdvice06112024154147_.pdf	06/11/2024 3:41 PM
..._PurchaseAdvice06112024154157_.pdf	06/11/2024 3:42 PM
..._2024A_MCC_Cert_.pdf	06/12/2024 06:44 AM

