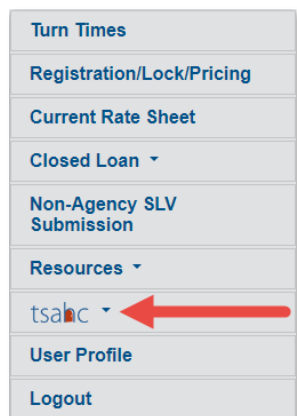
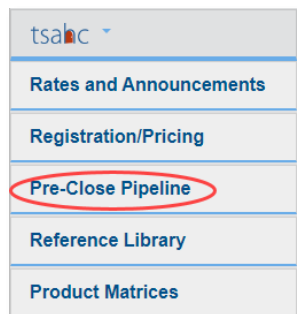


1. After logging into the system, click the **TSAHC logo** in the left navigation pane.



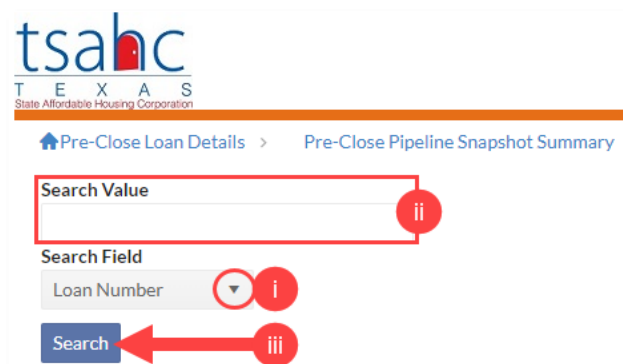
2. Under the **TSAHC logo**, click **Pre-Close Pipeline**.



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**, select the status your loan is currently in.

Pre-Close Pipeline Snapshot Summary

Pre-Close Status	Loan Count
Pre-Close Submission Outstanding	37
Pre-Close Package Received	8
Pre-Close Review in Process	1
Pre-Close Approved	5

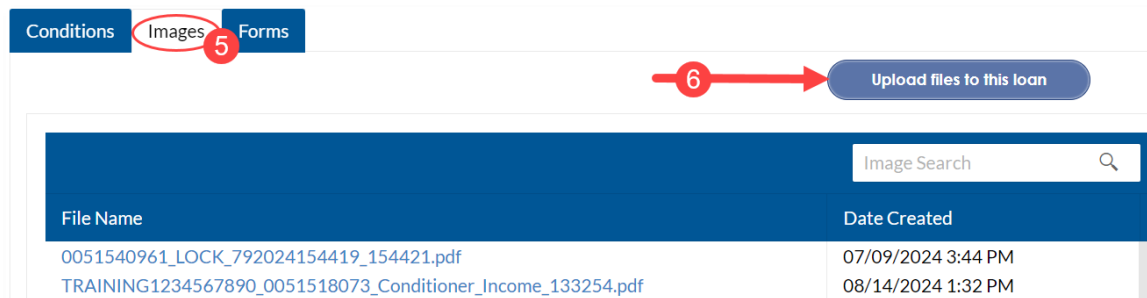
- ii. Locate the loan in the list of loans displayed and click the loan number to open the **Pre-Close Loan Details** screen.

Note: Using both methods, only 25 results are displayed per page. You may need to navigate to later pages to locate your loan.

4. On the **Pre-Close Loan Details** screen, scroll down to view the **Conditions, Images, and Forms** tabs.

Note: You may upload images from the first or second loan file. They will be available in both files regardless of where they were uploaded.

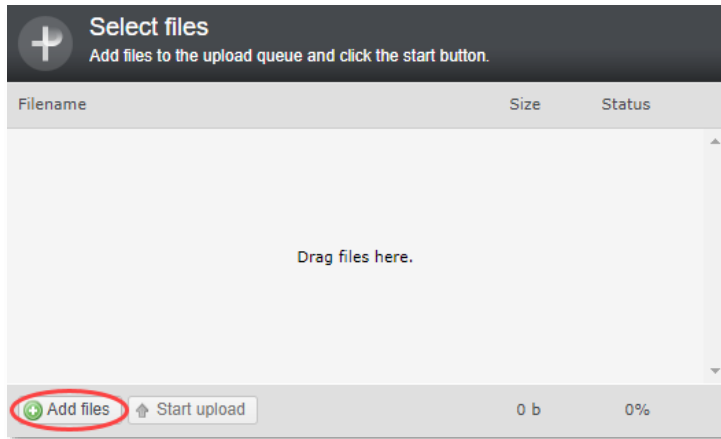
5. To upload documents or images to the loan file, click **Images**.
6. Click the **Upload files to this loan** button.



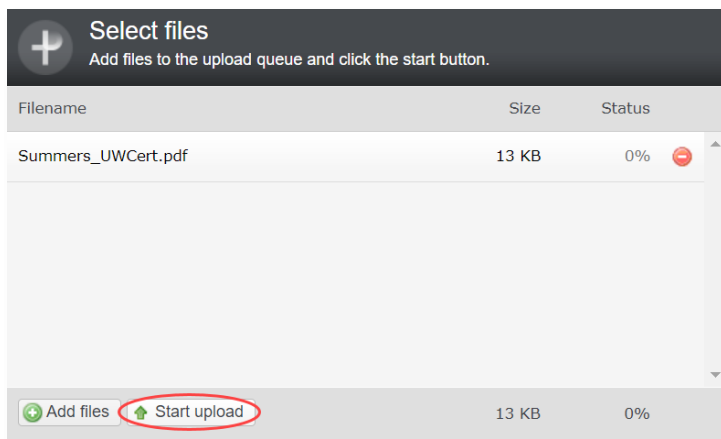
The screenshot shows the 'Pre-Close Loan Details' interface. At the top, there are three tabs: 'Conditions', 'Images', and 'Forms'. The 'Images' tab is selected and circled in red with a red '5' next to it. Below the tabs, there is a red arrow pointing to a blue button labeled 'Upload files to this loan', which is also circled in red with a red '6' next to it. Below the button is a table with two columns: 'File Name' and 'Date Created'. The table contains two rows of data.

File Name	Date Created
0051540961_LOCK_792024154419_154421.pdf	07/09/2024 3:44 PM
TRAINING1234567890_0051518073_Conditioner_Income_133254.pdf	08/14/2024 1:32 PM

7. In the **Select Files** pop-up box, click **Add files**, navigate to the location of your saved files, and select them to add to the upload.



8. Once you see your document(s) in the **Select files** window, click **Start upload**.



Note: When the upload is complete, an “upload successful” message appears.

www.bayviewtpo.com says

The system has processed All file(s) you have queued and cleared any open Missing Images/Critical Documentation deficiency! If there are any problems with the files you will receive an email notification of those details. This window will now close...



You will also be able to view the document you just uploaded in the Images section now.

Conditions Images Forms

Upload files to this loan

Image Search

File Name	Date Created
0051540961_LOCK_792024154419_154421.pdf	07/09/2024 3:44 PM
TRAINING1234567890_0051518073_Conditioner_Income_133254.pdf	08/14/2024 1:32 PM
TRAINING1234567890_Summers_UWCert_092936.pdf	08/27/2024 09:29 AM

Note: TSAHC's turn times for document reviews are located in the **Reference Library**.

Resources

- tsahc
- Rates and Announcements
- Pre-Close Pipeline
- Reference Library
- Product Matrices
- User Profile
- Logout

Reference Library

TSAHC Reference Library

Descriptions

- [2024-2025 Income and Purchase Price Limit Charts - All Programs](#)
- [3 year Deferred Forgivable 2nd Lien FAQ](#)
- [Approved Home Buyer Education Providers](#)
- [Lakeview Conventional Overlay Matrix](#)
- [Lakeview Government Overlay Matrix](#)
- [Legal Opinion Related to FHA ML 19-06](#)
- [Loan Dock Web Admin Job Aid](#)
- [LoanDock - Who to Contact?](#)
- [New Step-By-Step Guide](#)
- [New Targeted areas - Effective 2024](#)
- [Reissuance of MCC Form](#)
- [TSAHC Daily Turn Times](#)
- [TSAHC Guidelines](#)
- [TSAHC's Enabling Legislation](#)
- [Who is a Texas Hero](#)

