INSTRUCTIONS TO UPLOAD DOCUMENTS

1) Sign into your account on the secure Mortgage 1 website: https://4448299987.secure-loancenter.com. *FYI* the password to login into the website is what you created when you gave your eConsent. If you cannot remember your password you can click "Forgot Password" and reset it. The account will be locked after 3 bad attempts

2) Click the tab "Check Status" on the left hand column of the website

3) Refer to the "Upload File" section of the page

   a. Select file type from the drop down
   b. Click "browse" to locate the corresponding file to support your document
   c. Upload the document by clicking the upload button following

Upload File

File Type: Bank Statements

* File Name: Bank Statements 1.docx ⬜ Browse ⬜ Remove

* = Required ⬜ Upload File ←

4) After uploading, a message will appear verifying that your file has been uploaded and received successfully

Upload File

File Type: Bank Statements

* File Name: ⬜ Browse ⬜ Remove

* = Required ⬜ Upload File

Bank Statements 1.docx was successfully uploaded