

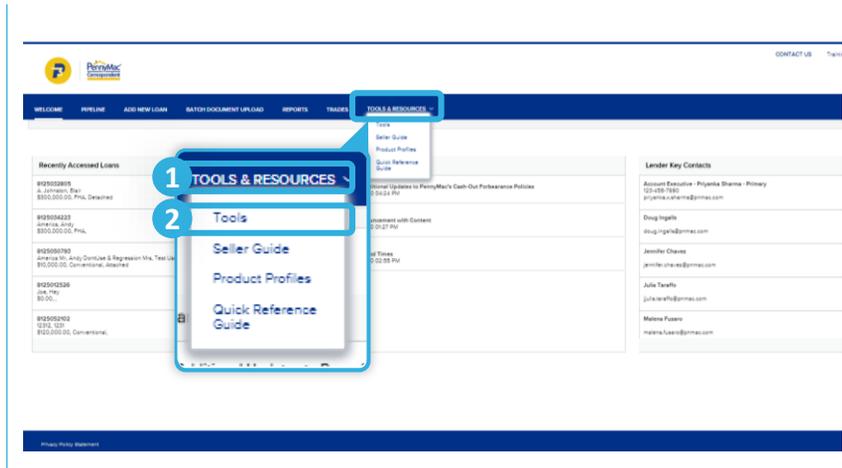
# Accessing Seller Documents

JOB AID

This Job Aid walks you through how to view seller documents in PennyMac's Portal

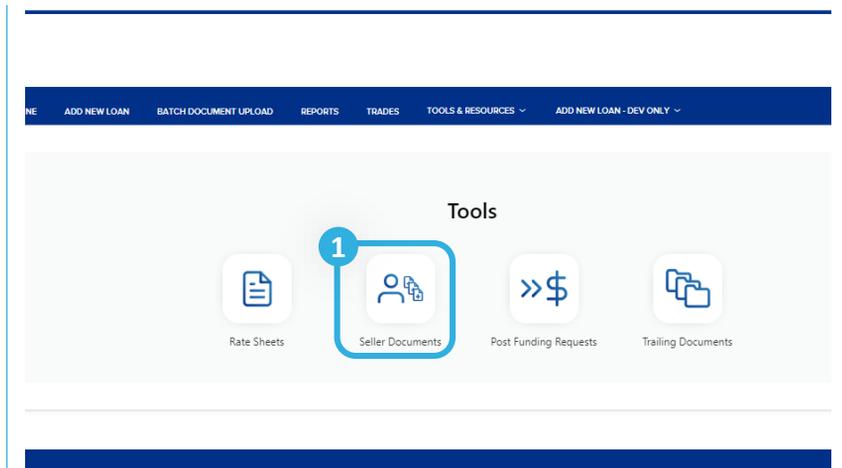
**A** To view seller documents from the Pipeline page:

1. Go to the *Tools & Resources* tab.
2. Click the **Tools** link.



**B** Once in the **Tools** section:

1. Select the **Seller Documents** app.



**C** Once in the **Seller Documents** App

1. Click on the document you would like to review



## The Seller Documents application contains the following documents:

### Documents

#### CERTIFICATION DOCUMENTS

Details for annual recertification and quarterly officer certifications

#### EARLY WARNING REPORTS

This report is currently not supported

#### REPORT CARDS

Details a clients performance on key metrics, relating to the sale of loans to PennyMac . The scores are trended over time and benchmarked against other PennyMac Clients.

#### VARIANCE LETTERS

Documentation of the seller level exceptions to our standard published underwriting guidelines.



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