

# Upload Legacy Post Purchase Conditions

JOB AID

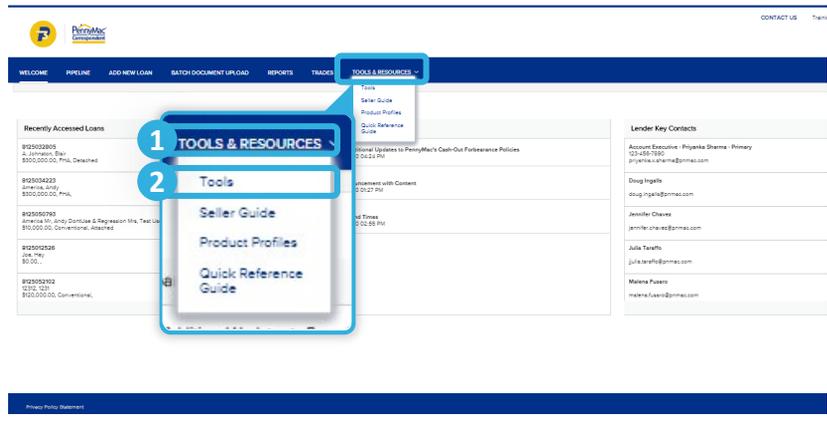
This Job Aid walks you through how to upload documents to clear legacy post purchase conditions, from the old portal, which are now located in P3.

## ATTENTION!

The **Post Funding Requests** application can only be accessed by the following user roles: **Administrator, Seller Lock Desk, Post Funding Adjustments.**

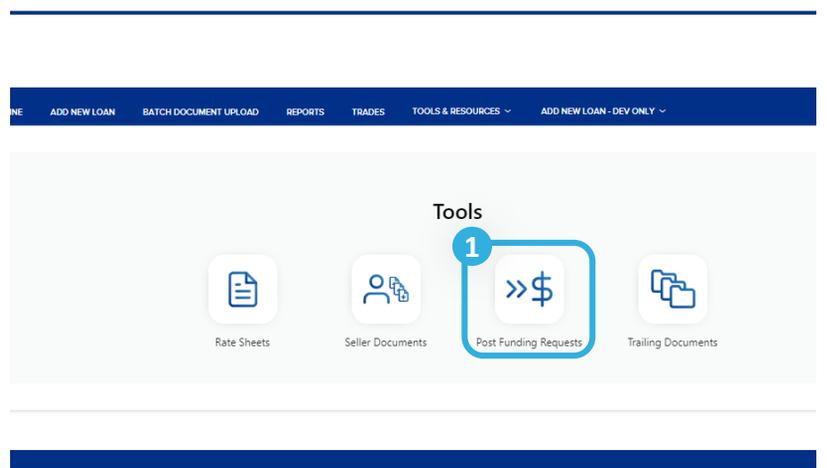
**A** To view historical loan data from the Pipeline page:

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



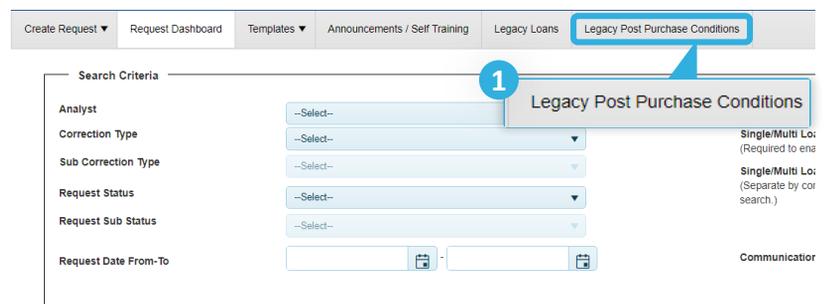
**B** Once in the **Tools** section:

1. Select the **Post Funding Requests** app.



**C** Once in the **Post Purchase Requests** App:

1. Click on the **Legacy Post Purchase Conditions** tab



Note: To show some recently closed issues in the below grid, the request status search default includes ALL active issues and closed issues

PennyMac Loan #	Seller Loan #	Borrower Name	Request Date/Time	Correction Type	Sub Correction Type
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**D** Within the **Legacy Post Purchase Conditions** tab you will find a list of loans with open conditions.

1. Click the *Upload* button to remediate the open condition

**TIP**

You can review your uploaded documents by clicking the attachment under the **View Docs** column.

The screenshot shows the PennyMac Correspondent web application interface. At the top, there is a navigation bar with the PennyMac Correspondent logo and a 'Sign Out' button. Below the navigation bar, there is a header section with 'Welcome, Terry Post Funding (Home)' and 'Company Name: APPLE CORRESPONDENTS'. The main content area features a table with columns: Loan Number, Conditions, Status, Published Date, Comments, View Docs, and Upload Docs. A single row is visible with the following data: Loan Number 8001440723, Conditions COND999 - Final title policy, Status SUBMITTED, Published Date 08/28/2020 06:32 PM, Comments Please upload, View Docs Batch-Docs-Initial-State (3).pdf, and Upload Docs. A blue callout box with the number '1' points to the 'Upload...' button in the 'Upload Docs' column.

Loan Number	Conditions	Status	Published Date	Comments	View Docs	Upload Docs
8001440723	COND999 - Final title policy	SUBMITTED	08/28/2020 06:32 PM	Please upload	Batch-Docs-Initial-State (3).pdf	Upload...



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