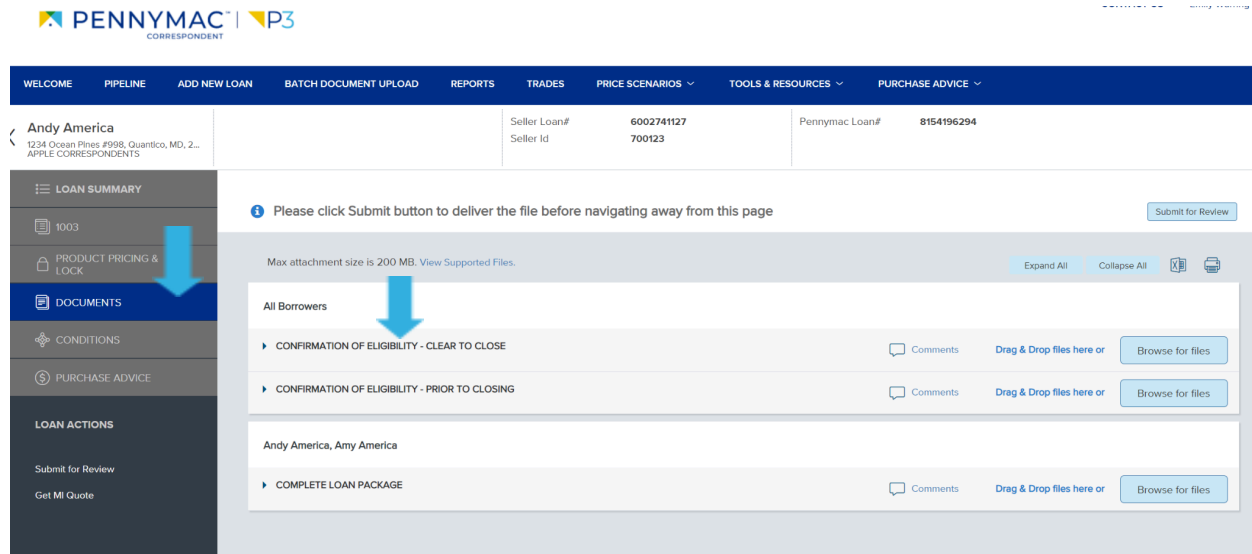


Step 1: Complete the [Post CTC Change Request Form](#)

Step 2: Upload the updated 1003 and any other supporting documentation to the Clear to Close Folder located in the Documents tab from the left side menu. **If you do not upload a 1003 and supporting documentation, your request will not be processed.**



The screenshot shows the PennyMac Correspondent P3 portal interface. The left sidebar contains a menu with options: LOAN SUMMARY, 1003, PRODUCT PRICING & LOCK, DOCUMENTS (highlighted with a blue arrow), CONDITIONS, PURCHASE ADVICE, and LOAN ACTIONS. The main content area displays a message: "Please click Submit button to deliver the file before navigating away from this page" with a "Submit for Review" button. Below this, a table lists documents for "All Borrowers":

Max attachment size is 200 MB. View Supported Files.		
CONFIRMATION OF ELIGIBILITY - CLEAR TO CLOSE	Comments	Drag & Drop files here or Browse for files
CONFIRMATION OF ELIGIBILITY - PRIOR TO CLOSING	Comments	Drag & Drop files here or Browse for files

Below the table, the borrower information is shown: "Andy America, Amy America". A section for "COMPLETE LOAN PACKAGE" is also visible with a "Comments" link and a "Browse for files" button.

- Your lock will not be automatically updated if the requested changes impact pricing. You are responsible for ensuring the lock is accurate in the Correspondent Portal via the Product Pricing & Lock screen by contacting the lock desk at 800-736-6938 option 1 or by email at correspondentbest@pennymac.com.



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