

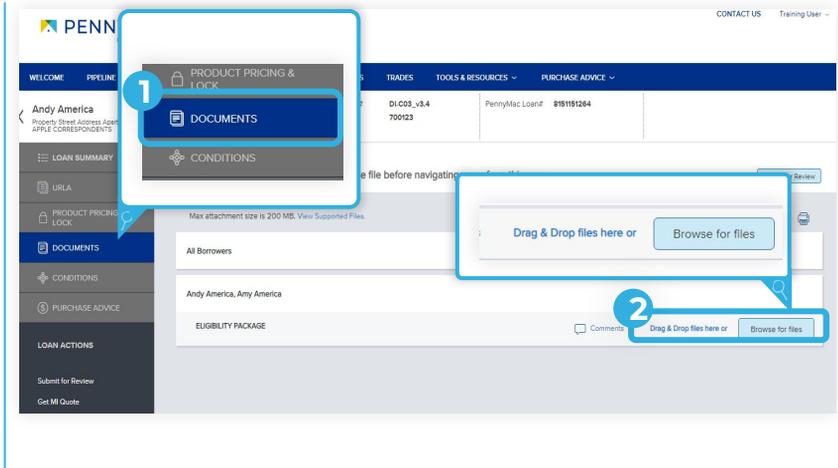
# Upload Eligibility Package

JOB AID

This Job Aid walks you through how to upload the eligibility package for a Non Delegated loan in Pennymac's Portal.

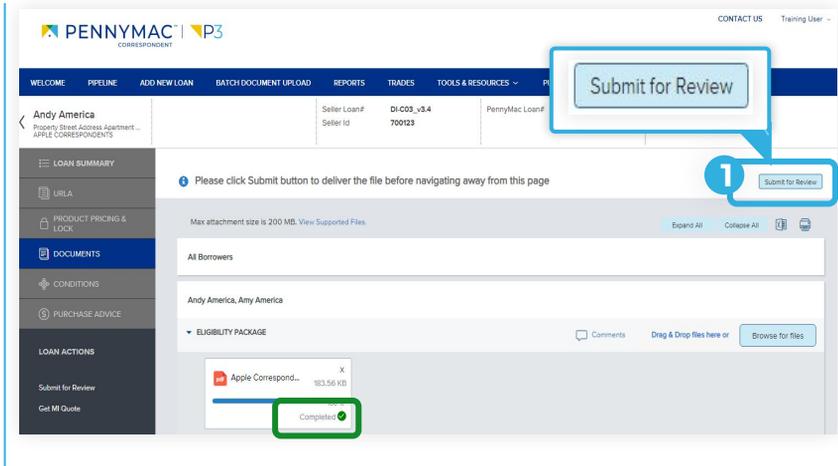
**A** Once you are in the Loan Summary Page:

1. Go to the Documents section of the loan.
2. Upload documents using the Drag & Drop files option or Browse for files for selecting files saved in the computer.



**B** Once the uploading is completed, the uploaded document appears as Completed in the screen.

1. Click the Submit for review button.

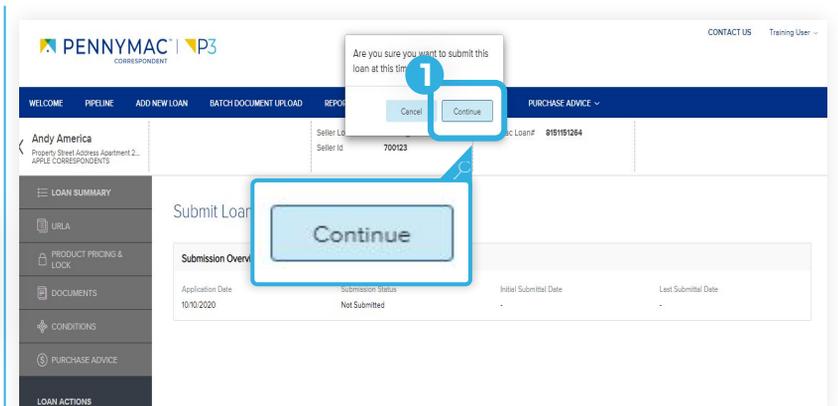


**C** A submission overview page pops-up to review the loan.

1. Click Continue to confirm the loan submission.

## ATTENTION!

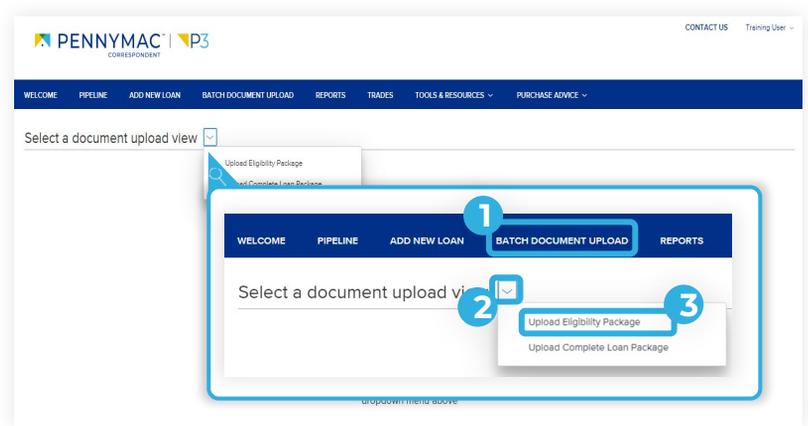
Now the loan is in the queue for PennyMac to review and all the editing options will be disabled.



## Let's review another way to perform the uploading process!

**A** Once in the Portal main page:

1. Click the *Batch Document Upload* tab.
2. Click the Select a Document Upload View drop-down menu.
3. Select the Upload Eligibility Package option.

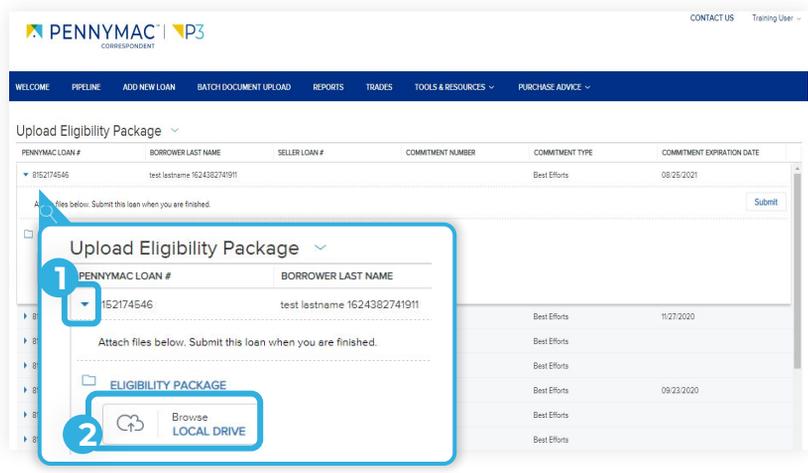


**B** Once in the Upload Eligibility Package screen:

1. Find the loan in the list and click on the arrow at the left of the loan line.
2. Click the Browse LOCAL DRIVE button and select a file from the computer. The drag and drop option is also available.

### TIP

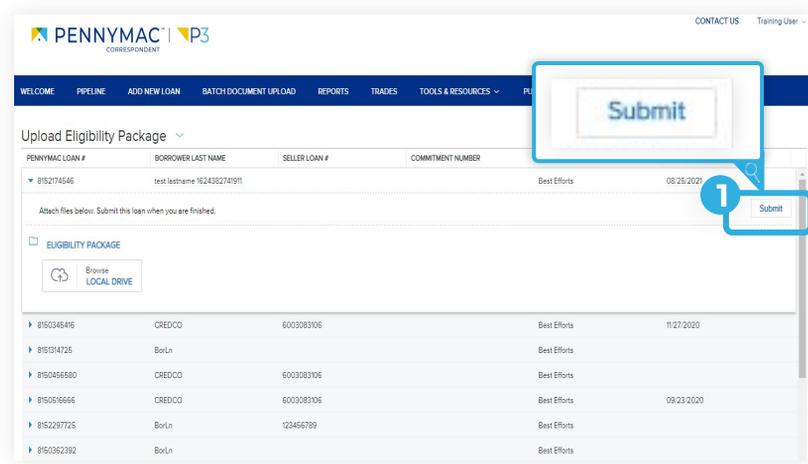
Multiple eligibility packages can be uploaded repeating these steps for different loans.



**C** After uploading the file:

1. Click the Submit button for each loan for which documents were uploaded.

*With this last step the Uploading Eligibility package is completed!*



Equal Housing Opportunity © 2020 PennyMac Corp., 3043 Townsgate Road, Suite 300, Westlake Village, CA 91361. NMLS # 252869 (NMLS Consumer Access). Trade/service marks are the property of PennyMac Corp. and/or its subsidiaries or affiliates. Some products and programs may not be available in all states. Georgia Residential Mortgage Licensee # 33028. Illinois Department of Financial & Professional Regulation, 320 W Washington St, Springfield, IL 62786, Residential Mortgage Licensee # MB.6760811. Minnesota: This is not an offer to enter into an agreement and an offer may only be made pursuant to Minn. Stat. §47.206 (3) & (4). Licensed by the Mississippi Department of Banking and Consumer Finance. Licensed by the New Hampshire Banking Department. Licensed New York Mortgage Loan Servicer - This site is not authorized by the New York State Department of Financial Services. No mortgage solicitation activity or loan applications for properties located in the State of New York can be facilitated through this site. North Carolina Permit No. 108112. This is a secondary market business to business site and not intended for consumer use. This is not an offer for extension of credit or a commitment to lend or to purchase loans. Other restrictions may apply. Terms are subject to change without notice at the sole discretion of PennyMac Corp. All rights reserved. (05-2020)