



## Single Loan File Submission

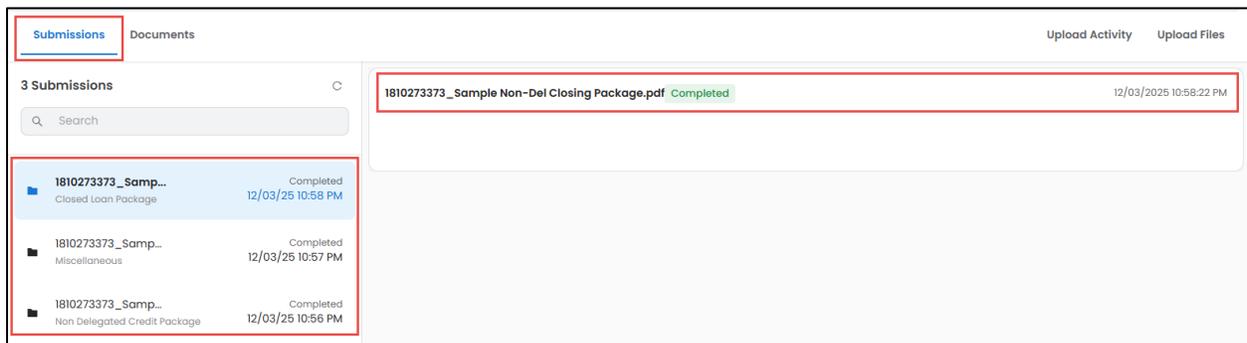
Onity Mortgage Corporation, f/k/a PHH Mortgage Corporation, offers a simplified process for uploading Delegated and Non-Delegated document packages within TPO Connect.

Select the **Documents / Upload Package** menu option in TPO Connect to review the package uploads and associated details.

The “Documents” tab includes documentation related to the loan, whether uploaded by the Client or added by Onity Mortgage Corporation, f/k/a PHH Mortgage Corporation.



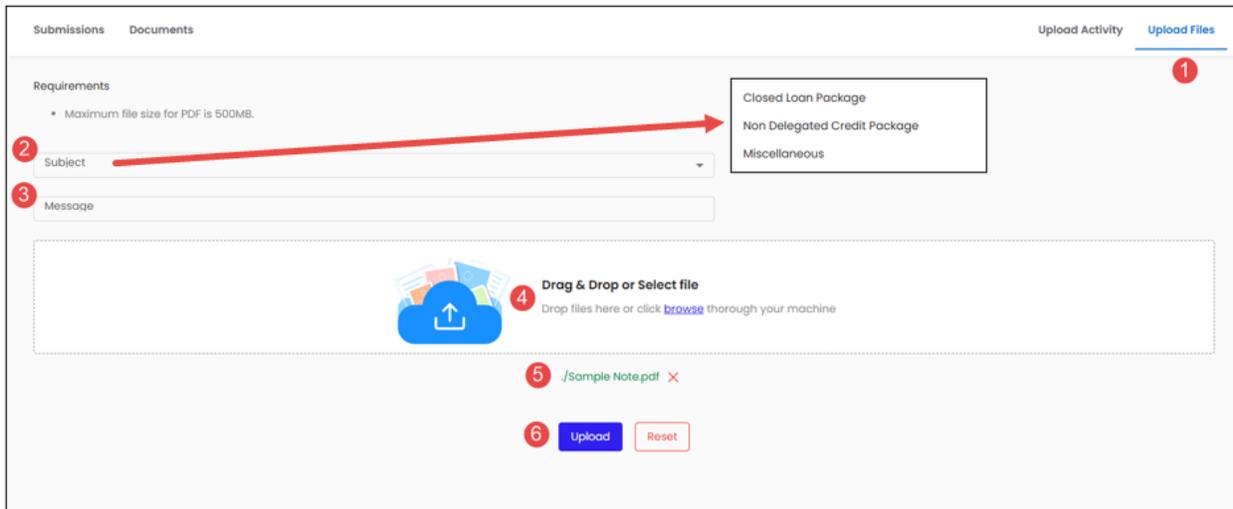
The “Submissions” tab provides details for each document and/or package upload completed:



The “Upload Activity” tab includes an itemization of all uploads completed, in addition to the status of the upload. Sort the order of the conditions by clicking on any of the column headings.

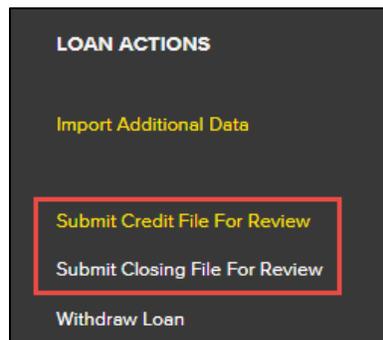


Upload a loan package by clicking on the “Upload Files” tab, then select the applicable package type from the “Subject” menu and add any necessary notes to the “Message” box. Either drag and drop the package to the “Drag & Drop” box or click on the “Browse” link to attach the package from your desktop. Once the file name shows below the “Drag & Drop” box, click “Upload”.

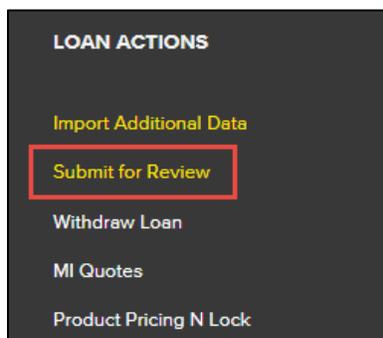


Once the package upload is complete, click on the appropriate “Loan Actions” selection to submit the loan to Onity Mortgage Corporation, f/k/a PHH Mortgage Corporation.

For Non-Delegated, select “Submit Credit File For Review” for the credit package submission or “Submit Closing File For Review” for the closed loan package:



For Delegated, select “Submit For Review” for the closed loan package:



If you have any questions, please contact your Correspondent Specialist, Sales Executive, or Correspondent Sales Representative, or contact us via the support line at 1-800-929-4744.

Thank you for your continued business.