

Uploading Your Docs

Now it's time to upload documents. After you submitted the application package for this loan you should have received an email that included a paragraph like this:

When ready, you can follow the checklist and upload the application package along with other related documentations to our eXPRESS portal: <http://www.lhfsw-express.com> under loan #: 280840.

- Your loan number will be different.
- The eXPRESS portal is Land Home Financial's secure, online access point for our loan origination system. By using this site to upload your documents you are ensuring an encrypted and secured transaction.
- Go to LHFSW-express.com
- Log-in and find this loan number. You can search for the loan number by using the Loan Search box for Loan Number and clicking the magnifying glass icon (1).
- You may also search for the loan in a pipeline by clicking Loan Pipeline (2) or Pipeline Report (3).

eXPRESS | **Land Home FINANCIAL SERVICES, INC.**
Upload • Price • Lock | Your Preferred Wholesale Lender | NMLS #1796

Welcome: Joey Broker [Logout](#)

eScenarios | Home | Broker Resources | Turn Times | Reverse Calculator | Broker Flyers | Other Information | Help

Status	# Loans	\$ Volume
Approved	2	459,502
Conditional Approval	1	85,000
Forward Lock	1	225,000
Lead Submitted	2	450,000
Loan Originated	3	736,776

Reports Available
Pipeline Report

Welcome to Land Home Financial's Services Site

Announcements

LHFS Lock Desk Closes at 5:00 PM.
ARM's, Jumbo, NHF Sapphire & 203(k) Products: Lock Cut-Off is 2:00 PM.
Change Requests & Lock Extensions Accepted Until 3:00 PM.
(All Times Listed Are In The Pacific Time Zone)

Price and Forward Lock | Upload A Loan

Home Page | Loan Pipeline | Lock Exp Pipeline | Upload a Loan | Change Password | Logout

Loan Search
Enter Loan Number | Enter Last Name

Once you have clicked the loan to select it the screen will open to the loan's page, with the loan number and borrower's name listed at the top (4). Click the Conditions tab (5).

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Loan Number 280840, Homeowner Test | Floating

Loan Number: 06/29/2016 | Registration: 06/29/2016 | Underwriting | Con Approv. | Clear to Close | Docs Out | Docs Back | Funded

Loan Application has been Submitted and in Registration

Loan Details | Lock Request | Conditions | Forms | Conversation Log | Email

Conditions | Filter By: | Back | Next

-Drag and Drop is available by dragging PDF file to the Subject Line item (i.e.: 1 Upload – Conditions).
-Each loan file may not exceed 800 pages and max PDF file size per upload is 100 MB.

Home Page | Loan Pipeline | Lock Exp Pipeline | Upload a Loan | Change Password | Logout

Loan Search
Enter Loan Number | Enter Last Name

- If you are uploading Conditions click the Upload link in the row for Conditions (5). If you are uploading submission documents click the Upload link in the row for Submissions (5).

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Home Page
 Loan Pipeline
 Lock Exp Pipeline
 Upload a Loan
 Change Password
 Logout

Loan Search
 Enter Loan Number
 Enter Last Name

Loan Officer Test
 Loan Officer Test
 1355 Willow Way, Concord, CA
 (999) 999-9999
 testlo@lhfs.com

Loan Number 280840, Homeowner Test Floating

✓ Loan Number 06/29/2016	✓ Registration 06/29/2016	Underwriting	Con Apprvl	Clear to Close	Docs Out	Docs Back	Funded
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Loan Application has been Submitted and in Registration

Loan Details | Lock Request | **Conditions** | Forms | Conversation Log | Email

Conditions Filter By: All Back Next

-Drag and Drop is available by dragging 1 PDF file to the Subject Line item (i.e.: 1 Upload – Conditions).
 -Each loan file may not exceed 800 pages and max PDF file size per upload is 100 MB.

Code	#	Received	Status	Satisfied By	Condition
+	1	Upload	5		1 Upload - Conditions
+		Upload			1 Upload - Submission
+	2	Upload			Change of Circumstance
+		Upload		Processor	Unsigned Initial Loan Estimate and Notice of Intent to Proceed
+		Upload			Initial Submission Documentation

- This is the screen that should pop-up when you click the Upload link. First, select the file (6) by browsing your computer for the file and selecting it. The names of files that have been selected will appear here (7). More files may be added by clicking the Select File button (6) again. Files that have been selected can be removed by clicking the Remove link (9) that appears next to every selected file. When all files have been selected click Start Upload (8). When the upload has finished your files have been sent to Land Home Financial Services for review.

Imaging Upload - Google Chrome
 https://secure.approvedfast.com/LandHome/Wholesale_pe328/imagingupload?statu

Loan Number: **280840**

1 Upload - Conditions
 Very Important Documents (1.5 mb) [Remove](#)

6 **7** **8** **9**

Note: File size limit is 100 mb
 Password protected files are not supported
 A large file will take a long time to upload to LOS

[Select File](#) [Start Upload](#)

After you have finished uploading all your conditions you must notify Land Home Financial Services that the loan is ready to be reviewed. If you do not complete this step then Land Home Financial Services won't know that the file is ready.

Open the loan and click the All Conditions Uploaded tab (10).

Read the Broker Certification statement. To confirm the statement click the I Agree button (11). Clicking this button will notify Land Home

Financial Services that your file is ready to be reviewed. You can not do this without agreeing to the statement. If you want to cancel this process click the Cancel button (12).



[Got it? Click here to go to the eXPRESS portal to upload your docs.](#)