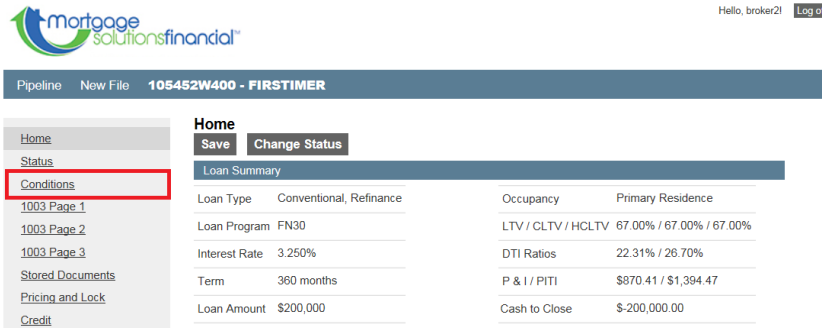


To upload documents directly to conditions inside MSF Byte follow these steps:

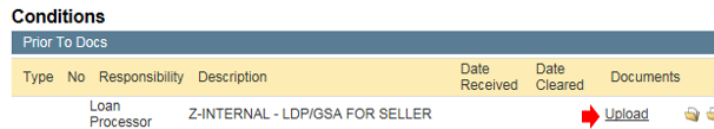
- Log into [MSF Byte](#)
- Click on the loan you are processing from the standard or active pipeline view
 - From the loan home view, click “Conditions” on the left hand side



- From the Conditions view, you will see all loan conditions.



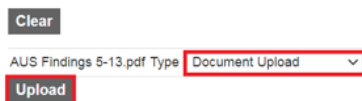
- Navigate to the condition in reference. To the right of the condition, under the documents heading, is a link to “upload” said condition. Click link



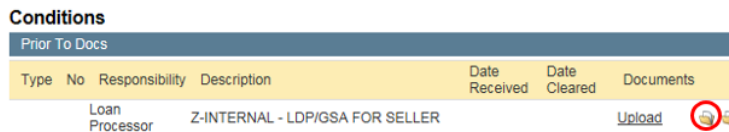
- A new page will open. In the file section, click “Browse” and locate document
- In the document type, click the drop down arrow, select “Document Upload”.

Upload Document

Press Browse to select files to upload. You can select multiple files by pressing control or shift.



- Once document is selected and name is specified click upload. The document will then be linked to the condition. Linked conditions will show as a file folder icon next to condition.



- You can upload a single document or multiple documents to the same condition.
- NOTE: linked conditions must be uploaded individually to ensure proper naming scheme. (Ex. Multiple types of assets- upload each group of documents individually under proper document name. IE bank statements, retirement accounts, proof retirement account has been liquefied)
- To review previously uploaded documents linked to condition, click the file folder icon

Tip for the fastest service: Please do not upload bulk conditions into an individual condition folder. Upload only what is necessary to clear the respective condition.