

Once your loan is CTC

****Your initial CD cannot go out until 1 day after your lock or any change of circumstances****

Email TPOclose@corp.openmtg.com to get your file into line.

Log into our portal

Select EDOCS

Search for Invoices

Upload the following to the invoices tab: appraisal invoice, credit report invoice, Processing invoice (if applicable), field review invoice (if applicable), and Pest inspection

Prelim CD (if not already uploaded to the file)

You can also click on c

IF NOT PREVIOUSLY UPLOADED TO EDOCS,
PLEASE UPLOAD ALL REQUIRED INVOICES
(APPRAISAL, CREDIT REPORT, SURVEY) TO
THIS CONDITION.

condition that says:

C193	On Production	ALL	ALL	ALL	LOAN CHANNEL IS NOT RETAIL	PRIOR TO DOCS	UPLOAD PRELIM CD FROM TITLE
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All of the above documents can be uploaded here also.

Then you email tpoclose@corp.openmtg.com with your closing date.