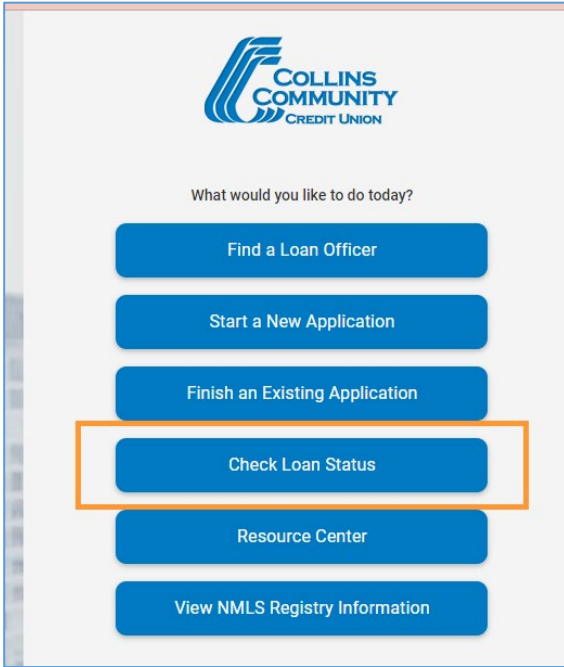


Uploading Requested Documentation Using the Secure Document Center

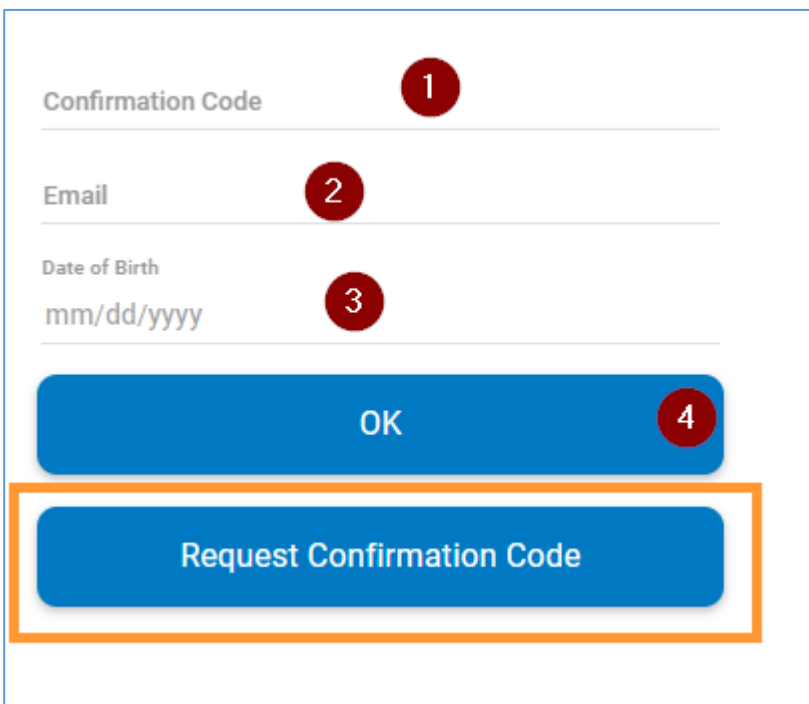
To upload requested documentation electronically, please use our [Secure Document Center \(click here\)](#).

1. Click on the **Check Loan Status** button



2. Enter your application confirmation code (found in the initial email confirmation you received after submitting your application), the primary borrower's birthdate, and the email address provided on the initial loan application, and click **Next**.

If you have misplaced your confirmation code, or your application was not submitted online, you can request a confirmation code by clicking on the [Request Application Confirmation Code](#) hyperlink. For identity verification purposes, you will be asked to enter your Social Security number and birthdate when requesting a new confirmation code.

A screenshot of a web form for requesting a confirmation code. The form has four fields: "Confirmation Code" with a red circle containing the number 1, "Email" with a red circle containing the number 2, "Date of Birth" with a red circle containing the number 3 and the placeholder "mm/dd/yyyy", and an "OK" button with a red circle containing the number 4. Below these fields is a blue button labeled "Request Confirmation Code" which is highlighted with an orange rectangular border.

You will then also be asked to perform two factor authentication via email or text.

The first screenshot, titled "Verify Your Identity", asks the user to select how they would like to send a code. It offers two options: "Text Message (Msg & data rates may apply)" with a phone number field (XXX) XXX-XXXX, and "Email" with an email address field (XXXX@XXXX.org). The second screenshot, also titled "Verify Your Identity", shows the user entering a "Verification Code" into a text field. Below the field are two buttons: "Verify" and "Resend Code". A link is provided for users having trouble receiving the email: "Having trouble receiving the email? Click here to try another method instead."

- Once logged in you can upload requested documentation by clicking on the **Secure Document Center** button in the lower left corner.

Note: You can still access the Secure Document Center even if your Loan Status is not yet available.

This screenshot shows a user interface element with the text "Updated: 05/25/2023 3:29 PM CT" at the top. Below this is a prominent orange button labeled "Secure Doc Center". Underneath the button is a "Contact Us" link with a right-pointing arrow.

- Upload your documentation by first clicking on **Upload Document**, then select the type of document you will be uploading from the drop-down menu and click **Browse** to upload the file from your computer. Click **Finish** to complete the file upload.

Secure Doc Center

Here, you can upload documents that you would like to send us or you can view documents that we have provided to you.
[Click here for a list of supported file types](#)

This screenshot shows the "Secure Doc Center" interface. It features a section titled "Upload Other Documents" with a dropdown arrow. Below this is an "Upload" button with a document icon, which is highlighted with a red circle and the number "1".

This screenshot shows a "Secure Document Upload" dialog box. It has a blue header with a close button (X). The main text says "Provide the document type and select your document." Below this is a "Document Type" dropdown menu, highlighted with a red circle and the number "2". At the bottom of the dialog are two buttons: "Upload" with a document icon, highlighted with a red circle and the number "3", and "Cancel".

- You should now see your document in the list of uploaded documents. To upload additional documents, repeat step 4 above.

Secure Doc Center

Here, you can upload documents that you would like to send us or you can view documents that we have provided to you.

[Click here for a list of supported file types](#)

▼ Upload Other Documents

Bank Statement

ASSET STATEM...

5/25/2023

Upload 