

1. Log into theSPOT through TPO Connect:

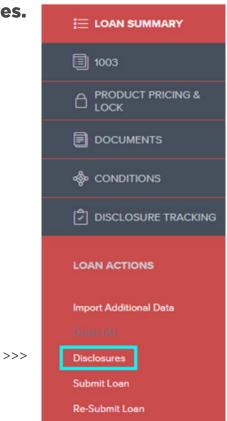
TPO Connect (encompasstpoconnect.com)



2. Click on your Pipeline and Select your borrower

WELCOME	PIPELINE	ADD NEW LOAN	SCENARIOS	RESOURCES ~

3. In the Loan Summary Column select Disclosures.





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Lender

4. If you are missing Required Documents, you will see a warning at the top of the screen

•	Warning
	You are unable to perform this action because of the following reasons:
	Document Document Order Package attachment is missing Document Escrow/Closing- Estimated Settlement Statement attachment is missing
	Document Property-Hazard Insurance attachment is missing

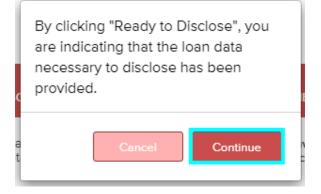
5. You will also see the specific folders at the bottom of the screen for you to upload your documents.

Required Documents			
ESCROW/CLOSING- ESTIMATED SETTLEMENT STATEMENT	Comments	Drag & Drop files here or	Browse for files
PROPERTY-HAZARD INSURANCE	Comments	Drag & Drop files here or	Browse for files
DOCUMENT ORDER PACKAGE	Comments	Drag & Drop files here or	Browse for files

6. Once the required folders have been fulfilled, the option to request disclosure will become available to you.

Disclosures Ready to Disck

7. Once you click ready to disclose, a pop up will populating asking for confirmation that all necessary data to disclose a CD has been provided.

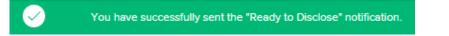




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8. To confirm disclosures have been requested; you will see a Green notification confirming you have successfully requested disclosures AND you the Ready to Disclose Button will be greyed out.



Disclosures

Ready to Disclose

