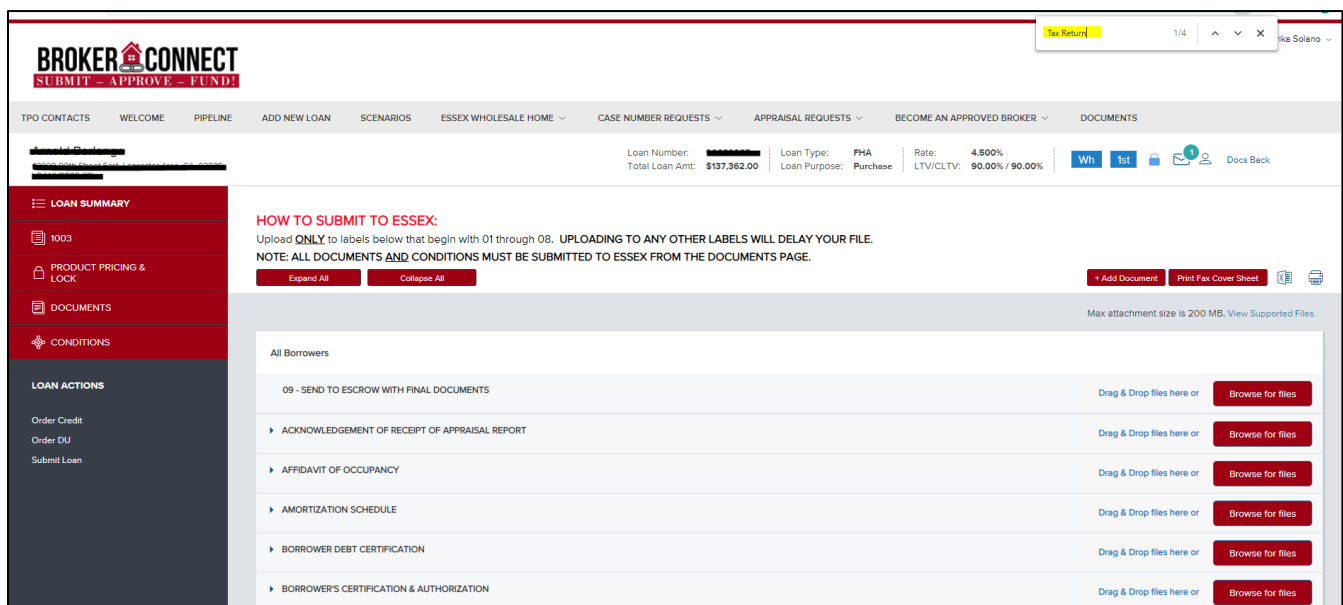



## Searching for Documents & Conditions on the DOCUMENTS Page

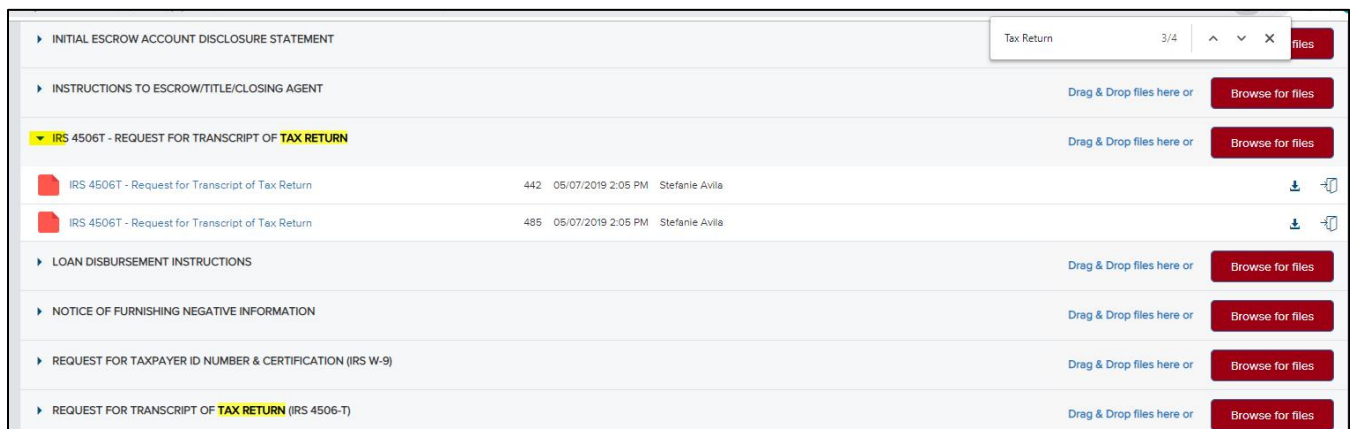
After a loan has been submitted to Essex, and additional documents and conditions are uploaded to the loan, the list of documentation on the DOCUMENTS page in Broker Connect may become considerably long, and cumbersome to scroll through.

To quickly locate a document on the page, utilize the keyboard's search shortcut by pressing the [Ctrl] and [F] keys simultaneously. Enter the name of the document you are searching for in the search field, prompting the system to locate all matches on the page.



The screenshot shows the Broker Connect interface with a search bar at the top right containing the text "Tax Return". The main content area displays a list of documents under the heading "All Borrowers". The list includes items such as "09 - SEND TO ESCROW WITH FINAL DOCUMENTS", "ACKNOWLEDGEMENT OF RECEIPT OF APPRAISAL REPORT", "AFFIDAVIT OF OCCUPANCY", "AMORTIZATION SCHEDULE", "BORROWER DEBT CERTIFICATION", and "BORROWER'S CERTIFICATION & AUTHORIZATION". Each item has a "Drag & Drop files here or" prompt and a "Browse for files" button. A search bar at the top right of the document list shows "Tax Return" and "3/4" results.

Once the desired document is located, you can open it by clicking on the arrow  to the left of the document label name. Click on the document link to view it.



This close-up screenshot shows a search result for "IRS 4506T - REQUEST FOR TRANSCRIPT OF TAX RETURN". The document is highlighted in yellow. It shows two entries with details: "442 05/07/2019 2:05 PM Stefanie Avila" and "495 05/07/2019 2:05 PM Stefanie Avila". Each entry has a red document icon, a "Drag & Drop files here or" prompt, and a "Browse for files" button. A search bar at the top right shows "Tax Return" and "3/4" results.