

CBC Mortgage Agency Naming Convention/Process for Uploads

Please follow the below steps when uploading Loan Documents and TDOCS to the system:

Image Upload

Supported File Formats:

- The best file format is PDF but other files must be in one of the following formats: BMP, DOC, DOCX, GIF, HTM, HTML, JPEG, JPG, MSG, PDF, PJPJG, PNG, TIF, TIFF, TXT XLS, XLSX, XML, XPS
- Files should not be password protected or encrypted.

Loan image must be uploaded with Seller Loan Number as the leading characters of the file name

- The Seller Loan Number must be the **FIRST LIEN** loan number for all uploads

Please use the following format to name a LOAN DOCUMENT:

- A LOAN DOCUMENT are the uploads for your package; these would include your closing/credit package and appraisal

Start with the Seller Loan Number, underscore, borrower last name, underscore, description:

- **564077801**_Smith_Ap
raisal

The red portion is the **Seller Loan Number** that was entered when the loan was registered (1st lien)

The green portion is the **borrower last name**.

The blue portion is a **description of the document**.

To name your trailing doc (TDOC):

Start with the Seller Loan Number, underscore, borrower last name, underscore, TDOC, underscore, description:

- **564077801**_Smith_TDOC_Ap
raisal

The red portion is the **Seller Loan Number** that was entered when the loan was registered.

The green portion is the **borrower last name**.

The purple portion is the **TDOC** indicator.

The blue portion is a **description of the document**.