



Broker Conditions Upload Guide

Uploading Conditions to Acra Lending

1. Go to the Acra Lending Broker Portal tab at: <https://acralending.com/broker-portal>
2. Enter your **username** and **password**.
*select reset password if you have forgotten your password

BROKER PORTAL

ACRA LENDING PROGRAMS

TURN TIMES

CUT OFF DATES

WHOLESALE NEW FILE UPLOAD

FUNDED DEALS

IMPORTANT: Brokers must log in below to upload loan conditions to your assigned Transaction Manager.

Username or E-mail

Password

Keep me signed in

Login

Forgot your password?

3. Select **“Upload”** in the **Wholesale Conditions** box on your account dashboard

DASHBOARD

WHOLESALE CONDITION UPLOAD

FORMS & REQUESTS

LOAN PROCESSOR TIPS

Welcome to the Acra Lending Broker Portal

Cut Off Dates

Download

Turn Times

Download

Loan Processor Tips

View More

Wholesale Conditions

Upload

Forms and Requests

View More

Wholesale File

Upload

4. Review the most recent Loan Approval or Suspense Notice issues and select the name of **Transaction Manager** within the dropdown field in the portal.
5. Enter the **Acra Lending Loan Number And Last Name** within the field.
IMPORTANT: DO NOT input any special characters in this field (ie., -, /, :, #)
6. Enter your **Email Address**
7. Select **Continue** to open the upload window

Select the Transaction Manager as listed on your most recent Loan Approval or Suspense Notice.

IMPORTANT: Input the CSC Loan # - Borrower Last Name in the FILE NAME field.

- Select -

Acra Lending Loan # and Last Name

Your Email Address





Continue

8. Upload your files by **drag-and-drop** or by selecting "**Browse your device**". You can upload multiple individual PDFs in one batch. Please avoid uploading one condition at a time.

Before beginning your upload:

- **Save each condition, individually, as a PDF document**
- **Label each PDF with the number noted on the Conditional Loan Approval**
- **Avoid uploading password protected documents through the portal**
- **Do not combine multiple conditions into one PDF**

EXAMPLE: If you have 10 conditions, we need 10 LEGIBLE PDF documents

-  4400 - Appraisal
-  4500 - Plat Map
-  4501 - Est CD Settlement Statement
-  4700 - Assets

9. Click **“Upload”** when completed



10. You will receive a **“Success!”** notification once your items have been **delivered**. Please notify your Acra Lending Transaction Manager once you have uploaded conditions.

