

Enhanced TPO Portal

Button has recently transitioned to the Enhanced Condition, offering an easy-to-use and user-friendly experience, along with several new features.

Accessing the Enhanced Condition is the same as the standard condition. To view it, go to the TPO portal, open a loan file, and navigate to the Condition section.

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION
03/17/2026	Added	Income	Docs	Underwriting	1099 Statements	Provide copies of 1099s for th...
03/17/2026	Added	Processing	Docs	Processing	4506-T	Provide Signed Copy of 4506-T
03/17/2026	Added	Assets	Docs	Underwriting	Access to Funds	Provide letter from to c...

It will reflect the total number of Conditions, number of open conditions (not cleared), number of satisfied conditions (cleared).

- The TPO user should review the conditions that require action. The status of these conditions should be sorted based on "Added".

Status type and their meaning

- Added - Action is pending from Client
- Fulfilled - Document is uploaded and Ready for review is clicked.
- Rejected - Button team has rejected the uploaded document
- Received - Button team acknowledges that they have received the document however review is pending (Decision is pending (if it should be cleared or not)
- Reviewed - Button team acknowledges that they have reviewed the document however decision is pending (if it should be cleared or not)
- Requested - Document is requested by the Button team. Clients need to take action on it.

- Re-requested - Document is re-requested by the Button team. Clients need to take action on it.
- Waived - Condition is not needed now (not applicable)
- Cleared - Condition is satisfied.

Conditions (145)

Filter By Prior To

Closing
0/2 Satisfied

Cond. Approval
0/2 Satisfied

Docs
0/141 Satisfied

OPEN | 145 SATISFIED | 0 ALL | 145

Condition Type ▾ All Conditions

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME
03/17/2026	Added	Income	Docs	Underwriting	1099 Statements
03/17/2026	Added	Processing	Docs	Processing	4506-T
03/17/2026	Added	Assets	Docs	Underwriting	Access to Funds
03/17/2026	Added	Income	Docs	Underwriting	Alimony/Child Support

Condition Type ▾ All Conditions

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME
03/17/20	<input type="text"/>	Income	Docs	Underwriting	1099 Statements
03/17/20	<input type="checkbox"/> Added	Processing	Docs	Processing	4506-T
03/17/2026	Added	Assets	Docs	Underwriting	Access to Funds

- To upload a document to fulfill a condition, click the arrow icon shown in the screenshot below.

Condition Type		All Conditions	Status	Added			
PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION	
▶	03/17/2026	Added	Income	Docs	Underwriting	1099 Statements	Provide copies of 1099s for th...
▶	03/17/2026	Added	Processing	Docs	Processing	4506-T	Provide Signed Copy of 4506-T
▶	03/17/2026	Added	Assets	Docs	Underwriting	Access to Funds	Provide letter from _____ to c...
▶	03/17/2026	Added	Income	Docs	Underwriting	Alimony/Child Support	Provide a copy of the written l...

- You have the option to expand all the conditions by clicking on the top arrow highlighted below.

OPEN | 5 SATISFIED | 4 ALL | 9

Condition Type ▾ All Conditions CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION	
▼	03/11/2026	Reviewed	Legal	Docs	Underwriting	Credit Authorization	Provide a signed credit autho...

Description

External
Provide a signed credit authorization dated on or before the date of the credit report provided

Document(s)

Credit Authorization

Browse LOCAL DRIVE UNASSIGNED FILES

767908902409.pdf · 3/23/2026 10:45 AM · 416.17 KB · Button Disclosures

▼	03/23/2026	Rejected	Property	Docs	Underwriting	PUD Master Policy	Provide the master policy for L...
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- You will have the option to upload a document. To do so, click on **Browse - Local drive**, as illustrated below. You can upload the required document. Please follow this for available open status - Added, Requested and Re-requested conditions.

OPEN | 145 SATISFIED | 0 ALL | 145

Condition Type ▾ All Conditions Status Added ✕ CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION	
▼	03/17/2026	Added	Income	Docs	Underwriting	1099 Statements	Provide copies of 1099s for th...

Description

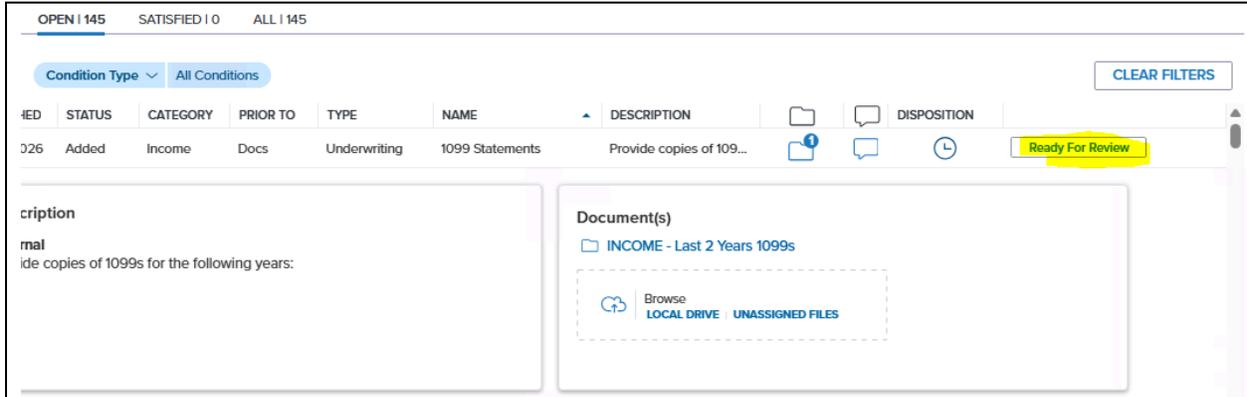
External
Provide copies of 1099s for the following years:

Document(s)

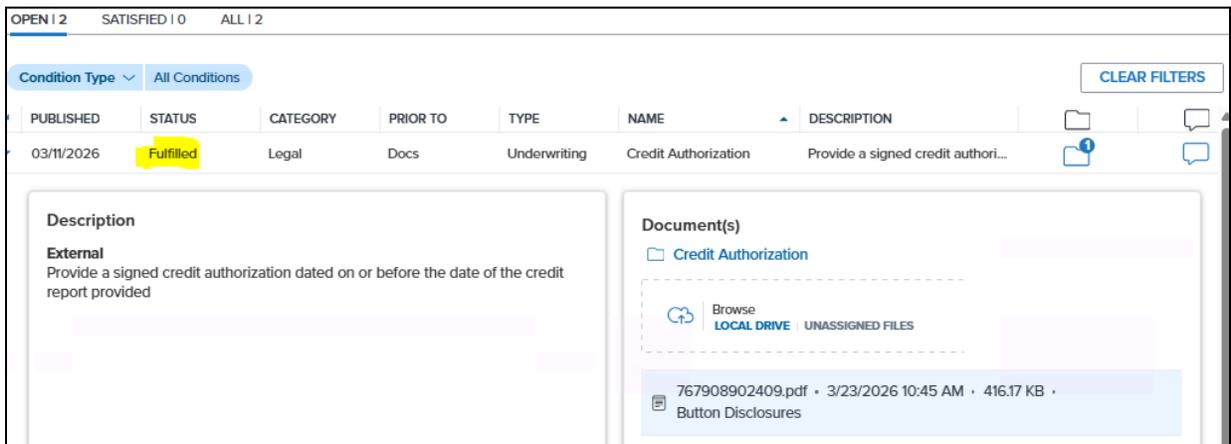
INCOME - Last 2 Years 1099s

Browse LOCAL DRIVE UNASSIGNED FILES

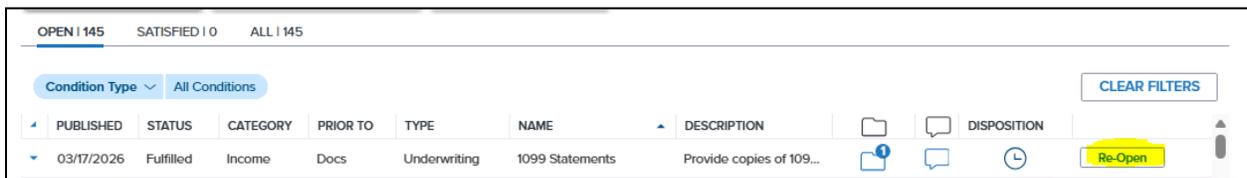
- For each required condition, upload the corresponding document and then click "Ready For Review."



Once the document is uploaded and "Ready for review" is clicked then Status of condition will be changed to "Fulfilled".



After a condition is submitted for review, it will update from "Ready for Review" to "Re-open." You can click on Re-open and upload new documents if you missed in the first attempt but make sure to click Ready For Review again.



- Please select “Notify Lender” once all open conditions are satisfied (documents are uploaded and “ready for review” is clicked). Make sure there is no open condition.

Conditions (9) **Notify Lender** Deliver

Filter By Prior To

Docs
4/9 Satisfied

OPEN | 5 SATISFIED | 4 ALL | 9

Condition Type ▼ All Conditions CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION			DR
03/11/2026	Fulfilled	Legal	Docs	Underwriting	Credit Authorization	Provide a signed credit autho...			

Description: External

Document(s): [Credit Authorization](#)

Users will get the alert that “Lender was notified”

Conditions (2)

Filter By Prior To

Docs
0/2 Satisfied

OPEN | 2 SATISFIED | 0 ALL | 2

Condition Type ▼ All Conditions CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION			DISPOSITION
03/17/2026	Fulfilled	Income	Docs	Underwriting	1099 Statements	Provide copies of 109...			Re-Open

Processing
Initiating notification.

Lender was notified that these condition(s) are ready for review.

- The filters can be cleared by clicking on the highlighted option

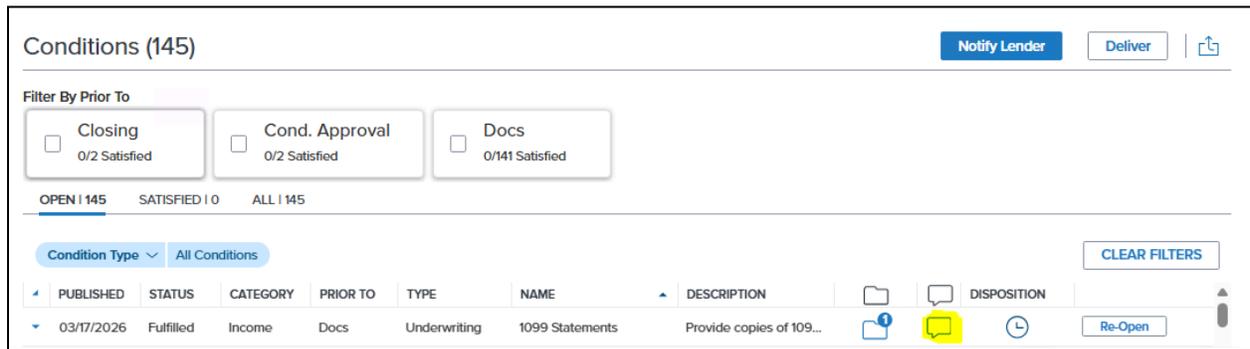
OPEN | 145 SATISFIED | 0 ALL | 145

Condition Type ▼ All Conditions **CLEAR FILTERS**

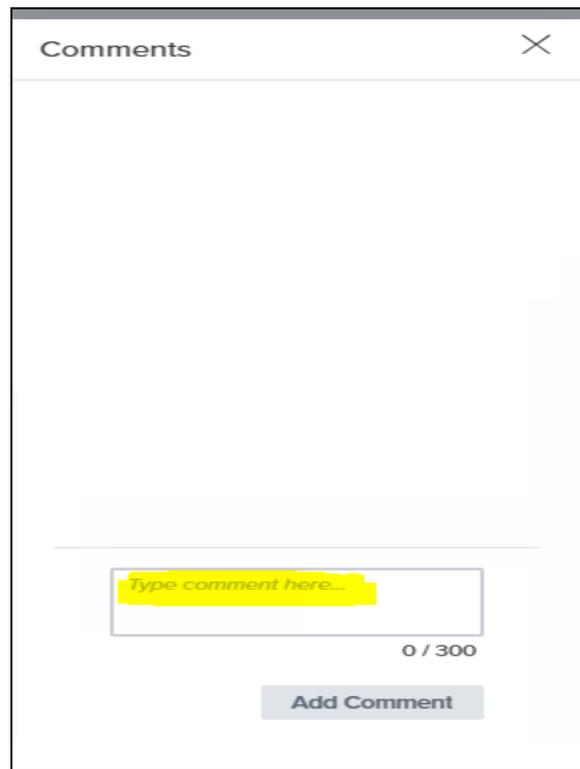
PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION			DISPOSITION
03/17/2026	Fulfilled	Income	Docs	Underwriting	1099 Statements	Provide copies of 109...			Re-Open

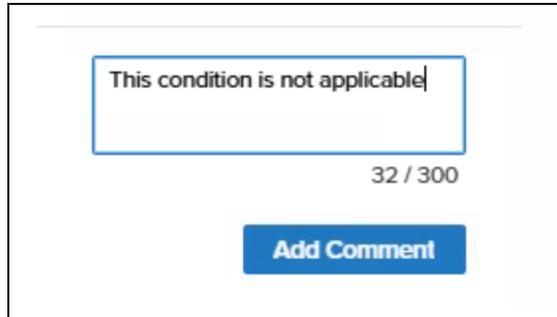
Additional feature:

- Adding Comment: If TPO user wants to add a comment then click on highlighted box.

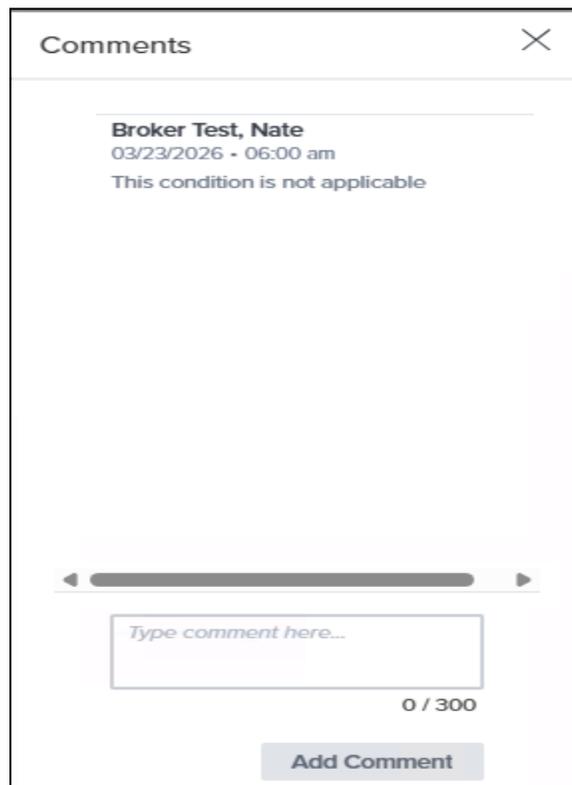


It will open a box to add comments. Users can add comments in the box. Once comment is added in box then click on "Add Comment"





Once the comment is added then TPO user will be able to see the comment.



If Button will add a comment then TPO User can view the comment under the same option.

- Users can export the condition in Excel.

Conditions (145) Notify Lender Deliver 

Filter By Prior To

Closing
0/2 Satisfied

Cond. Approval
0/2 Satisfied

Docs
0/141 Satisfied

OPEN | 145 SATISFIED | 0 ALL | 145

- Default views are available based on "Status" and "Prior To,"

Conditions (145) Notify Lender Deliver 

Filter By Prior To

Closing
0/2 Satisfied

Cond. Approval
0/2 Satisfied

Docs
0/141 Satisfied

OPEN | 145 SATISFIED | 0 ALL | 145

- TPO users can click on the highlighted options to view conditions based on their status: "Open" or "Satisfied." Selecting "All" will display every condition, regardless of status (both Open and Satisfied conditions). It will eliminate the applying filter in Status (Added or Satisfied).

Open will include all conditions which are not satisfied (not cleared). It will include fulfilled conditions as well.

Conditions (145) Notify Lender Deliver 

Filter By Prior To

Closing
0/2 Satisfied

Cond. Approval
0/2 Satisfied

Docs
0/141 Satisfied

OPEN | 145 SATISFIED | 0 **ALL | 145**

Condition Type All Conditions CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION	DISPOSITION
03/17/2026	Fulfilled	Income	Docs	Underwriting	1099 Statements	Provide copies of 109...	   Re-Open

- Users can filter the condition based on “Prior To”. It will eliminate the applying filter in the Filter option.



- TPO users have several options to filter and sort conditions according to their needs. These options include: Published, Status, Category, Prior To, Type, Name, Description, and Disposition.
- Meaning/Purpose of each option:
 - Published - Date on which condition is added
 - Status - Status of condition as per the action taken like Added, Fulfilled, Waived, Cleared, Rejected, Requested etc
 - Category - Its category of condition based on documentation like Assets, Credit, Income, Property etc
 - Prior To - It specifies the stage by which a condition must be cleared. For instance, if set to "Prior to Approval," the condition must be cleared before the approval is issued.
 - Type - This indicates the team responsible for reviewing and clearing the condition.
 - Name - Name of Condition
 - Description - Description of Condition (what is needed).
 - Disposition - If the condition is open or Satisfied. This will be changed to Satisfied once the Button team will clear the condition.