

1. Select Doc Mgt tab.
2. Select a Stipulation option from the drop down menu.

Required fields are marked with an asterisk (\*)

**Document Management Setup**

\*Stipulation :  
(Select One) 

- (Select One)
- 2 current paystubs with year to date earnings
- Proof of prior year tax return with all schedules and 1099
- Current proof of Pension/Retirement income
- Most current Electric Bill (current or previous month ok)
- Completed & signed membership application
- Clear copy of current DL for all applicants
- Signed Contract including system description, est. intallation date, & payment schedule
- Current mortgage statement
- Current proof of income
- Certification of Trust Form
- MCCU Credit Application
- W-2s
- Change Order
- Student Loan Statement

**Existing Documents**

3. Select a Description option from the drop down menu.

Required fields are marked with an asterisk (\*)

**Document Management Setup**

\*Stipulation :  
2 current paystubs with year to date earnings

Description :  
(Select One) 

- (Select One)
- Application
- Change Order
- Contract
- Identification
- Income Documentation
- Mortgage Statement
- Other
- Utility Bill

Comment may not exceed 500 characters.

4. Choose file to upload and select add. You may add a comment if you choose.

Required fields are marked with an asterisk (\*)

### Document Management Setup

\*Stipulation :  
2 current paystubs with year to date earnings

Description :  
Application

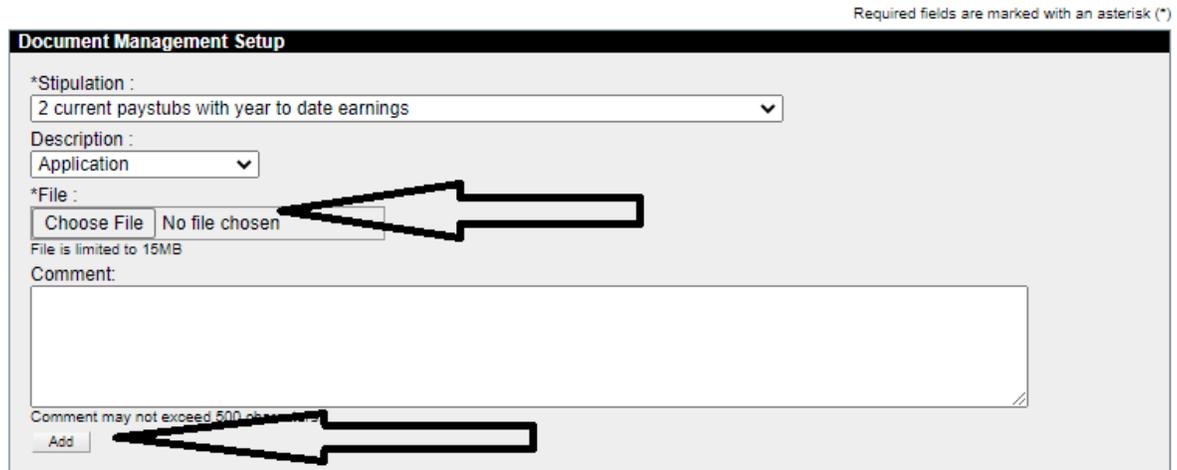
\*File :  
Choose File No file chosen

File is limited to 15MB

Comment:

Comment may not exceed 500 characters.

Add



5. Select Final Submit. Failure to select Final Submit will prevent the document from uploading.

### Document Management Setup

\*Stipulation :  
(Select One)

Description :  
(Select One)

\*File :  
Choose File No file chosen

File is limited to 15MB

Comment:

Comment may not exceed 500 characters.

Add

### Existing Documents

Stipulation	Description
<input type="radio"/> 2 current paystubs with year to date earnings	Application

Remove Change to Orphan Final Submit

