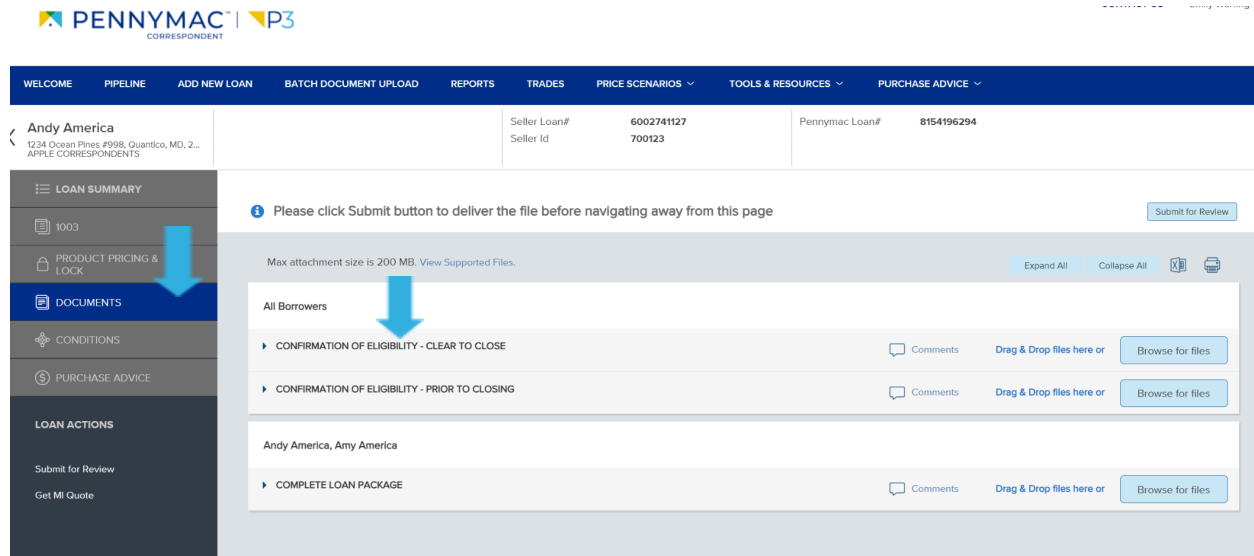


Step 1: Complete the [Post CTC Change Request Form](#)

Step 2: Upload the updated 1003 and any other supporting documentation to the Clear to Close Folder located in the Documents tab from the left side menu. **If you do not upload a 1003 and supporting documentation, your request will not be processed.**



The screenshot shows the PennyMac Correspondent Portal interface. At the top, there is a navigation bar with options like WELCOME, PIPELINE, ADD NEW LOAN, BATCH DOCUMENT UPLOAD, REPORTS, TRADES, PRICE SCENARIOS, TOOLS & RESOURCES, and PURCHASE ADVICE. Below this, a header section displays loan details for 'Andy America', including Seller Loan#, Seller Id, and PennyMac Loan#. The main content area is divided into a left sidebar and a main workspace. The sidebar contains a 'DOCUMENTS' tab, which is highlighted with a blue arrow. The main workspace shows a list of documents under 'All Borrowers', with a '1003' document highlighted and a blue arrow pointing to it. The document list includes 'CONFIRMATION OF ELIGIBILITY - CLEAR TO CLOSE', 'CONFIRMATION OF ELIGIBILITY - PRIOR TO CLOSING', and 'COMPLETE LOAN PACKAGE'. A 'Submit for Review' button is visible in the top right corner of the workspace.

- Your lock will not be automatically updated if the requested changes impact pricing. You are responsible for ensuring the lock is accurate in the Correspondent Portal via the Product Pricing & Lock screen by contacting the lock desk at 800-736-6938 option 1 or by email at correspondentbest@pennymac.com.

