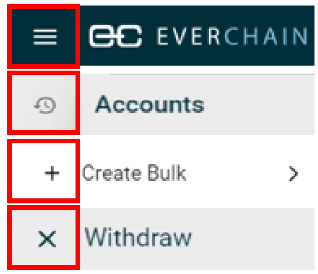
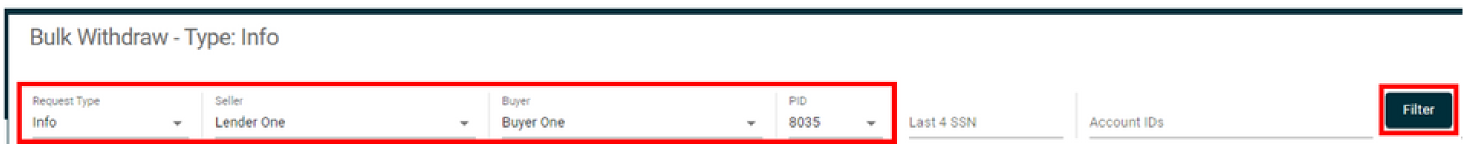
Type: **Bulk Withdraw for all Post-Sale request type.**

Request Description: Withdrawal of numerous Post-Sale requests at once time.

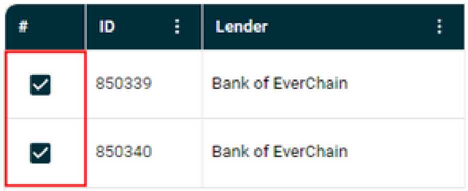
1. Click the “3 lines” icon in top left corner
- Click “**Accounts**” clock icon
- Click “**Create Bulk**” plus sign icon
- Click “**Withdraw**” X icon

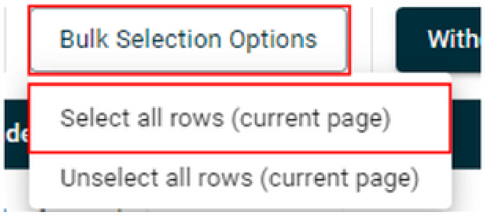


2. Fill in the following headers: **Request type, Seller, Buyer, and Portfolio ID**. You may also narrow the search by **request status, last 4 of consumer’s SSN, and Account/Loan ID**. Then click “**Filter**” (in this example, the last 4 of SSN and Account ID/Loan ID was not used).

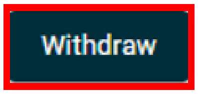


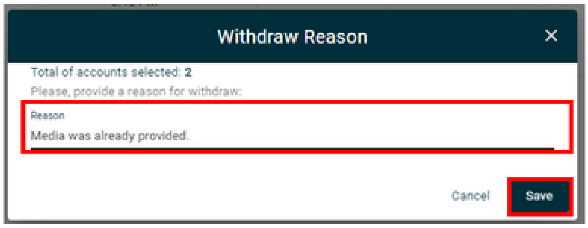
3. Make individual Post-Sale requests selection(s) or select requests of which you want to withdraw in bulk.





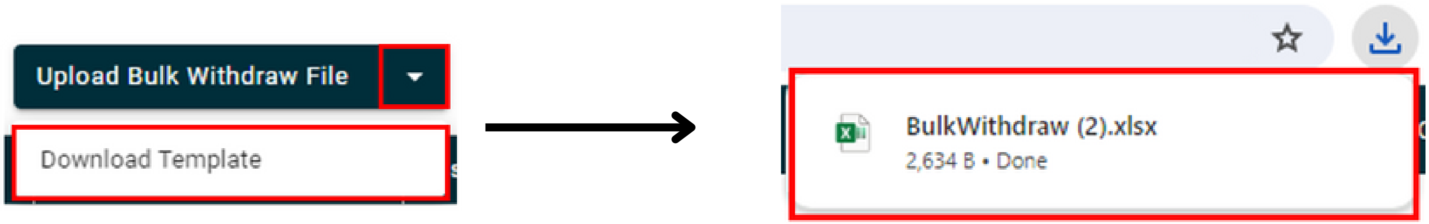
4. Select “**Withdraw**”, then submit “**Withdraw Reason**”, click “**Save**” and your requests will be withdrawn in bulk. You will receive the below “**Request(s) withdrawn**” notification that this action was successful.



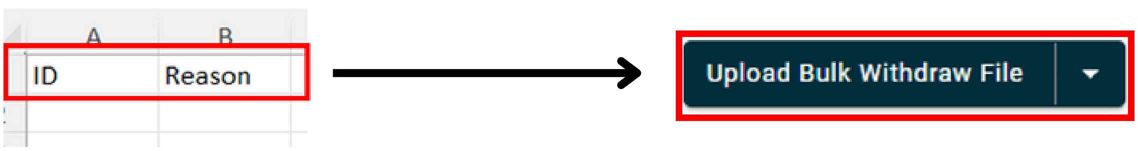


NOTE: Only use step 5 if none of the steps 2-4 were taken or if you prefer this option

5. You have the option to upload a template to bulk withdraw. For the template, select downward facing triangle icon next to "Upload Bulk Withdraw File" then click "Download Template" and Excel file will be downloaded to your computer.



6. Open downloaded Excel file and fill in requested information (**ID/Reason** for withdrawal) and save to your computer. Return to platform and select "**Upload Bulk Withdraw File**"



7. Select "**Browse**" or "**Drop files here to upload**" (drag and drop) then click "Upload" and your requests will be withdrawn in bulk. You will receive the below "**Request(s) withdrawn**" notification that this action was successful. Refresh page to see updated screen.