

# RE-Activate Task (RE-Activate when task is not active...not orange color)

1) Collect all PTD's and Upload into the Weslend Portal

2) If you see the below you don't need to create a task. **Just hit** **RESOLVE**



This alerts our team your PTD's are ready for review

3) If there is no **RESOLVE**, then complete the below steps – **AND ONLY THE STEPS BELOW!!!!**

- Click on re-activate



Then Click OK

**Re-activate Task 9NKGJFJ**

Subject: SUBMIT FOR UW REVIEW

Assigned to: Jamie Hobbs | Borrower: Charles J McGraw, Jr.  
Status: Resolved -> Active | Loan Number: WC20081406  
Due Date: 9/29/2020 | Task Owner: Jamie Hobbs (take ownership)  
Follow-up Date: | Task Permission: General (change)

Comments:

CANCEL OK

THEN CLICK

**Task 9NKGJFJ** [Edit] [Assign] [E-mail] [Resolve] [X]

Subject: SUBMIT FOR UW REVIEW

Assigned to: Howard Antle | Borrower: Charles J McGraw, Jr.  
Status: Active | Loan Number: WC20081406  
Due Date: 9/29/2020 | Task Owner: Jamie Hobbs  
Follow-up Date: | Task Permission: General

History

- Reactivated and assigned to Howard Antle by Howard Antle 9/29/2020 4:08 PM PT  
Due Date changed from 8/26/2020 to 9/29/2020
- Resolved by Jamie Hobbs 8/26/2020 3:38 PM PT
- Opened and assigned to Jamie Hobbs by Jamie Hobbs 8/26/2020 3:36 PM PT

The task will be re-activated and then you can press the

RESOLVE