

How to Submit for Purchase and Review Purchase Advice

- Go to TPO Portal at <https://mortgage.stronghill.com>
- Click on Add New Loan
- Click on Correspondent Delegated
- Drop to Upload 3.4 Mismo file or browse and upload
- Scroll to the bottom and add Submission Contact
- Click Save
- Add Product Indicator>Click Save>Save
- Go to Loan Documents tab
 - Upload Credit documents to **Correspondent Credit Package folder**
 - Upload Closing documents to **Correspondent Closed Loan Package folder**
- Click **Submit for Purchase** then Continue
- Stronghill will be notified to review file for Purchase

How to Upload Missing Documents

- Go to TPO Portal at <https://mortgage.stronghill.com>
- Click on Pipeline and go to Purchase Suspense
- Go to Loan Documents tab
 - Upload documents to **Correspondent Credit Package folder OR Correspondent Closed Loan Package folder**
- Click **Submit for Purchase** then Continue

Purchase Advice

There are two options to review the Purchase Advice.

- Go to TPO Portal at <https://mortgage.stronghill.com>
- Go to Pipeline>Purchased Folder>Select Loan
- First Option,
 - Go to **Loan Documents tab**
 - Click on Legal: Purchase Review



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- Click on Download icon>Save to Desktop
- Second Option,
 - Go to Purchase Advice Tab
 - Click on Print Icon>Save to Desktop