



STRONGHILL CAPITAL

How to Submit for Purchase and Review Purchase Advice

- Go to TPO Portal at <https://mortgage.stronghill.com>
- Click on Pipeline and go to Approved Folder
- Select file
- Go to Loan Documents tab
 - Upload documents to **Loan Submission Docs**
- Click **Submit for Purchase** then Continue
- File will move in Pipeline to Submitted for Purchase Folder

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