**How to Request Data Entry**

**Broker or AE/LO To Complete**

* Go to Stronghill Portal
  + Add New Loan
    - Wholesale
      * Add Loan Officer and Loan Processor Names
    - Click on Manual > Next
  + Enter the following fields (Click Register and the fields to Enter will be visible in a box)
    - Borrower First and Last Name
    - Loan Purpose (Purchase, Cash-Out, Rate and Term)
    - Credit Report By (Stronghill or Broker) *\*\*Only available if requested on Company application*
      * Broker Credit Report = must re-issue report in TPOC upfront
    - Income Documentation Type
    - Purpose of Loan
    - Impounds or Waived
    - Subject Property City
    - Subject Property State
    - Subject Property Zip
    - Application – Data Entry Requested = Yes
  + Click Save>Register
* Go to Loan Documents tab
  + Under Loan Submission Docs
    - Upload a Complete Application
    - Upload Credit Authorization – if Stronghill will pull credit report
* Broker will receive email notification of request received by Stronghill

A screenshot of a computer

Description automatically generated with medium confidence

**Review Complete**

Once the review is complete, go to the Stronghill portal,

* Complete product and pricing
* Upload any supporting documentation for underwriting to review
* Loan Action = UW- Submit/Resubmit (click once ready for UW review)

*\*\*If the application was incomplete, upon submitting to Underwriting, the system will prompt you to enter the information.*

**Sample notification email once data entry or credit report complete:**A screenshot of a computer

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