**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



**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:**