

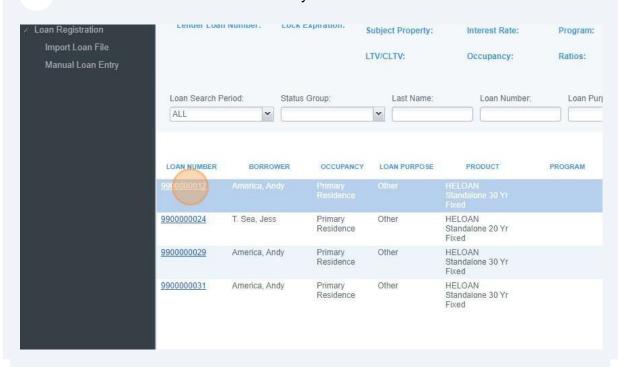
How to View and Save a Purchase Advice

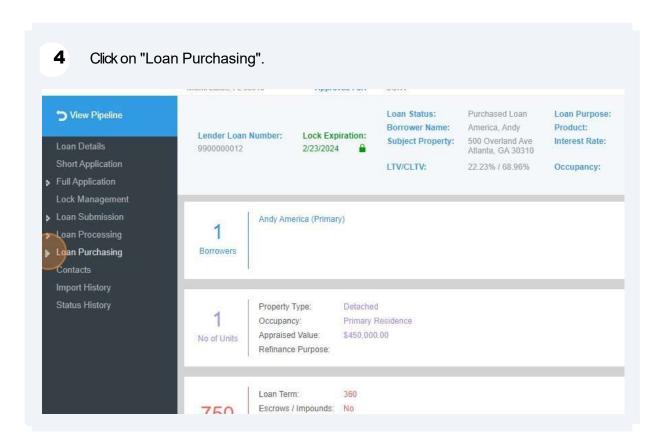
1 Navigate to Correspondent Seller Portal Login

Click on "Ready for Purchase" or "Purchased Loan" from your Pipeline 2 view. whichever contains the loan you want to print the Purchase Advice for. Welcome to the B2B Portal Correspondent - Delegated ٧ Pipeline * Loan Officer: TOTAL LOAN AMT \$3,200,000 \$3,420,000 Loan Registered 12 \$2,400,000 Application Created \$1,810,000 \$1,600,000 Withdrawn by Correspondent \$235,000 \$800,000 Closed Loan Review - Suspense Ready for Purchase \$475,000 \$375,000 \$7,340,000 Change Pipeline View: Amounts Counts

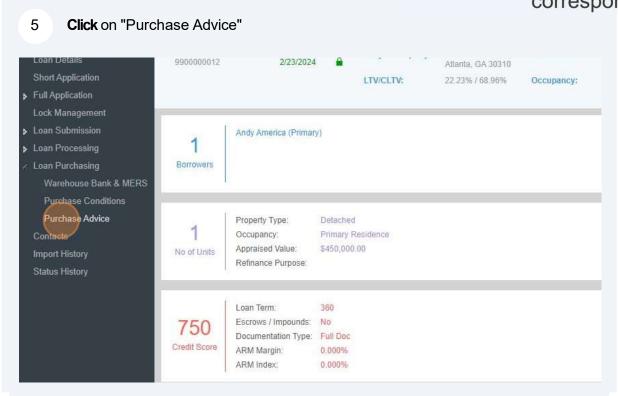


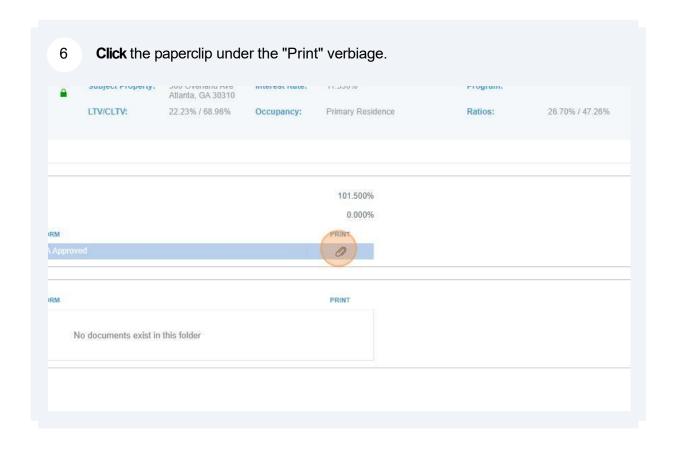
3 Click on the Loan Number for the file you want to retrieve the Purchase Advice on.





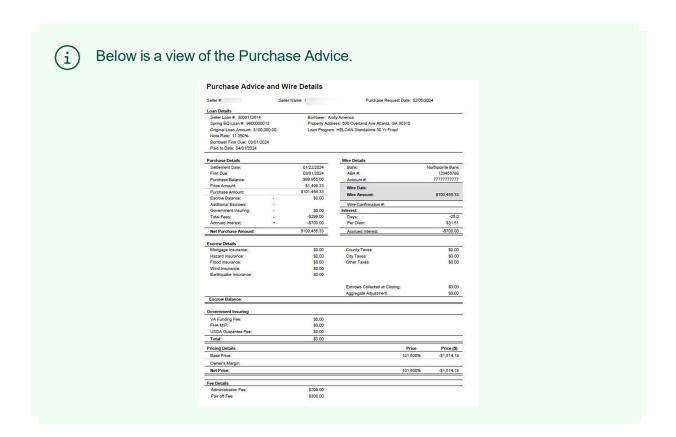








correspondent When the document pops up, **click** the hamburger icon on the left-hand side to 7 select what you'd like to do with the document. You can choose from "Download", "Save As" or "Print". 6 116% ∨ ⊖ ⊕ ⊕ □ Download Save As Purchase Advice and Wire Seller #: 4000053 Print Loan Details Seller Loan #: 3000112614 Spring EQ Loan #: 9900000012 **Settings** Original Loan Amount: \$100,000.00 Note Rate: 11.350% Borrower First Due: 03/01/2024 Paid to Date: 04/01/2024 **Purchase Details** Settlement Date: First Due: Purchase Balance: Price Amount: Purchase Amount: Escrow Balance: Additional Escrows: Government Insuring: Total Fees: Accrued Interest: Net Purchase Amount: Escrow Details Mortgage Insurance



Questions? Reach out to your dedicated Account Executive!