

HOW TO: View, Save and Print Purchase Advice

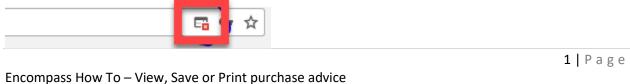
Step 1: Go to the Documents Tab within the Loan -> Select the place holder CORR: CORRESPONDENT PURCHASE ADVICE



Step 2: Click on the Icon to the right of the PDF that looks like the image below, this is the download and print pdf icon. Once the document opens, you will be able to print or save it.



Step 3: If the icon does not display the PDF, there is a chance the pop blocker is blocking the pdf from opening. On Google Chrome you can turn it off by clicking at the top and allow pop ups from your computer.



Encompass now to - view, save of trint parchase advice

Revised 4-2-2018