Spring EQ
correspondent

New: Purchase Advice Review Process

Action Required for Non-Delegated Correspondent Sellers

Spring EQ has introduced a new step in the purchase process requiring sellers to review and acknowledge the Purchase Advice to confirm the purchase price before funds can be disbursed.

How It Works

1. Review the Purchase Advice

Once the Purchase Advice is ready for review:

- Log in to the Spring EQ Portal.
- Navigate to Loan Purchasing > Purchase Advice.
- Click the paperclip icon to open and review the document.

2. Acknowledge the Purchase Advice

After reviewing the purchase price:

- Navigate to Custom Screens > Purchase Advice Acknowledgement.
- Check the Purchase Advice Review checkbox to confirm your approval.
- Click Save to complete the process.

Important Reminder

Funds will not be disbursed until the Purchase Advice Review checkbox has been selected and saved. Be sure to complete this required step to avoid delays in funding.

Questions? Contact your Spring EQ representative for assistance.

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