



# TPOC Portal Training

HOW TO LOCATE THE PURCHASE ADVICE

Latest Revision: 09.26.2025

## Learning Objectives

By the end of this training, you should be able to:

- Locate the Purchase Advice Tab and Document
- Download Purchase Advice



## Helpful Contacts

**General Questions** 

SFAsk@thda.org

**Lock Questions** 

lockdesk@thda.org

Rhonda Ronnow CMB, CMCP, CRU
Director of Single Family Loan Operations

rronnow@thda.org

Jennifer Green CMB, AMP
Assistant Director of Single Family Loan Operations

jgreen@thda.org

**Connie Brewington Underwriting Manager** 

cbrewington@thda.org

Chuck Pickering, Jr Funding Manager

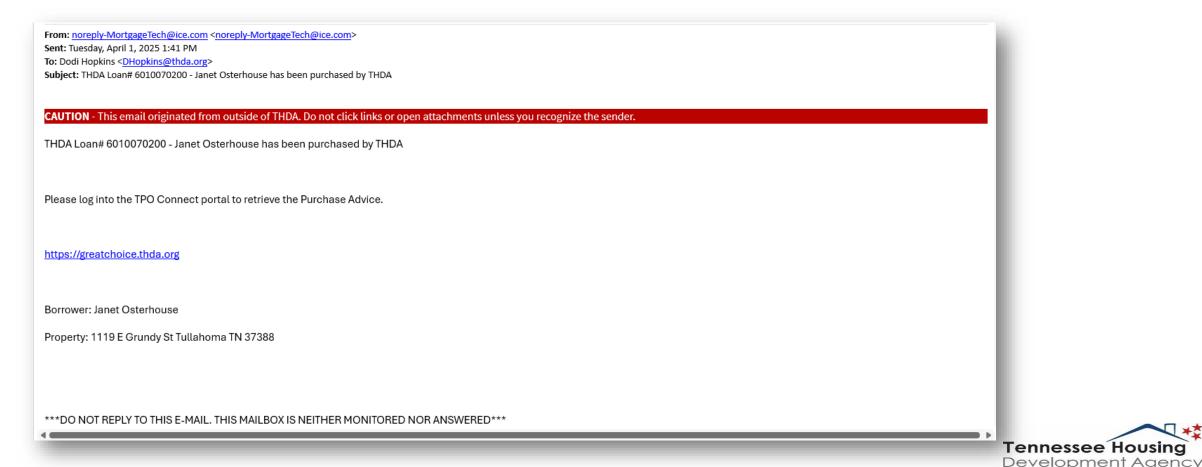
cpickering@thda.org

Yvonne Hall Housing Education & Resource Manager yhall@thda.org



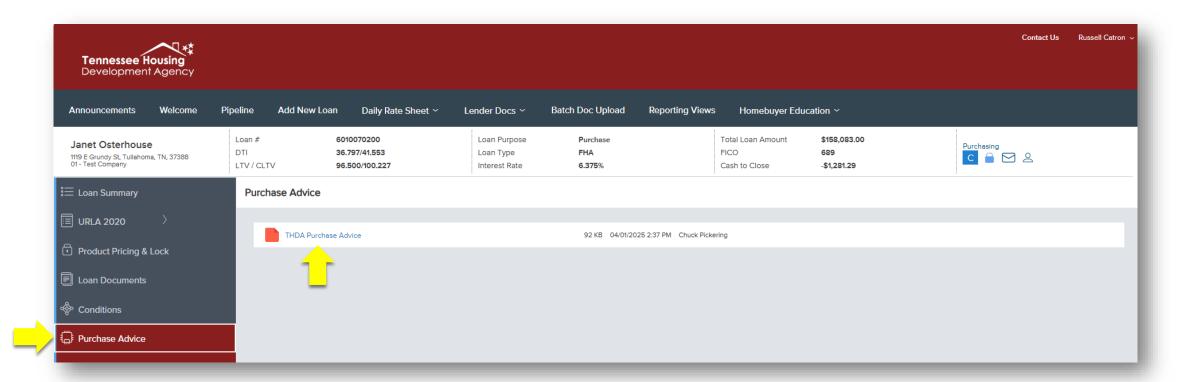
#### Purchase Advice Email Notification

- 1. Once a loan has been purchased by THDA, the Accounts Receivable contact on the loan will receive a notification email that the Purchase Advice is ready.
- You will need to log into the loan in TPOC to retrieve the document.



#### Purchase Advice

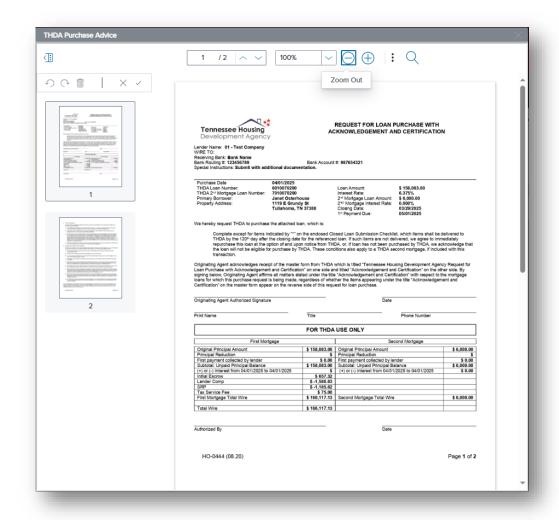
- Once a loan has been purchased by THDA, the Purchase Advice tab will now be active.
- Click on the tab to locate the file. You will then click the file name to download.

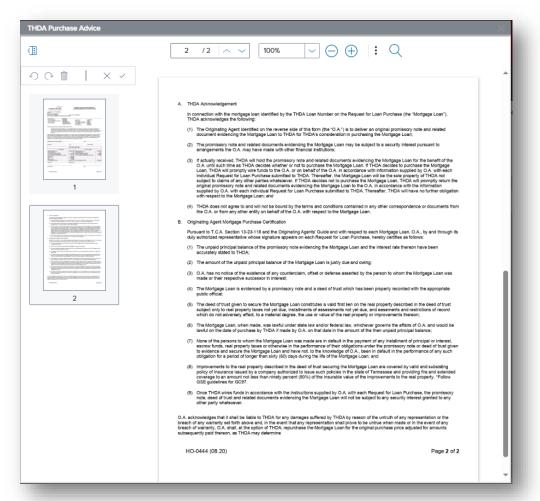




#### Purchase Advice

This is what the document should look like.







### Important Reminders

- 1. If your wire information changes at any time, please upload the new wire information in the Closing Package.
- 2. Please email our Funding Manager, Chuck Pickering, Jr., at <a href="mailto:cpickering@thda.org">cpickering@thda.org</a> with this new information as well.





THANK YOU!