

How to print your documents

Step 1 – Log in to the portal

Click [here](#) to visit our broker portal.

Enter your username and password to log in, your username will be your email address.





Step 2 – Locating client

Once logged in you will be presented with a list of your existing clients. Select the **name** of the client you are trying to access the documentation for.

Step 3 – Printing documentation

When you have selected the client, you will go through to the client page where you will be presented with the below screen, for each document you have completed the box will appear green.





Application Process Status
To start completing an application, please click on the pencil icon in the application box below. Mandatory boxes are highlighted in red, but the system will permit you to enter any missing information at a later stage. You can exit at any time and your work will be automatically saved. Your application can be submitted when all of the red tabs have been replaced with green or amber tabs – not all tabs have to be green in order to submit. The system can accommodate up to 4 applicants. The DIP and illustration facilities are optional however we recommend that you use the DIP facility now to avoid problems later. The DIP does not incorporate a credit check at this stage. Please do not use the enquiry tab unless otherwise instructed.

 Application 0	 DIP 0	 Illustration 1	 Enquiry 0
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[Cancel Application](#)

Click on the box *once* of the document you wish to print, and a drop down will appear which appears as below;

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 Application 0	 DIP 0	 Illustration 1	 Enquiry 0
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Illustrations

Details of the Illustration Forms for this application

- Buy To Let
 - Started: 10 June 2022 15:18
 - Last Updated: 10 June 2022 15:23 UTC
 - Status - Completed
 - [Details of Application](#)
 - Output ([View/Download](#))

[Cancel Application](#)

You will be presented with the options to 'View/Download' the document, this will allow you to download a copy and print it for your files.