PROGRESSIVE
BUILDING SOCIETY

Instructions for online case tracking

When you've submitted a full application, go to the "My Client" tab in our online application system where you can track the progress of your case.

1. Log in to the online portal and click on **'Manage Illustration(s), Decision(s) in Principle and Application(s)'** under the Existing client section of your dashboard.

2. Enter at least two search criteria to find your client's record and then click Find. For joint applications, you'll only need to search for Applicant 1.

3. The search result will be displayed. Click on your client's first name to open their detail.

4. The application status will be displayed accordingly i.e. **Application submitted successfully, Documentation outstanding, Application ready for Offer, Mortgage Offer Issued, Case complete / funds released.**