

# Montana Board of Housing How to Upload Documents in Lender Online

Revised January 2025

Log in to Lender Online: <https://lenderonline.mt.gov/Bin/Display.exe/ShowSection>

Click on the “LOAN STATUS” tab.



Input 12-digit reservation number under “Quick Search” and click “Go.”

A screenshot of the Lender Online interface showing the "LOAN STATUS" tab selected. The "Quick Search" section is highlighted with a red box. It contains a "Reservation No." field with a "Go" button next to it. Below the field, it says "12 characters". To the right of the "Quick Search" section is an "Advanced Search" section with various checkboxes and input fields. Below the search sections is a "Loans" section with a table of results. The table has columns for "Actions", "Reservation", "Lender Loan No.", "Borrower Name", "Co-Borrower Name", "Stage", "Status", "Date", and "HFA User". The "Actions" column has a red box around the "eDocs" button. The table shows results for "OPPORTUNITY BANK".

Once the borrower’s file comes up, click the “eDocs” button under “Actions.”

1. For Borrower Stat Sheets and Homebuyer Education Certificates, “add” under “Reservation”.
2. For Compliance Files and Conditions to a Compliance File, “add” under “Compliance Package”.
3. For Final Title Policies, Mortgage Insurance Certificates, VA Loan Note Guarantees, Requested Tax Returns, etc., “add” under “Final Docs.”
4. Click “Submit” so MBOH staff can see what you uploaded.

Please see screen shots below for procedures to upload a Purchase Package.

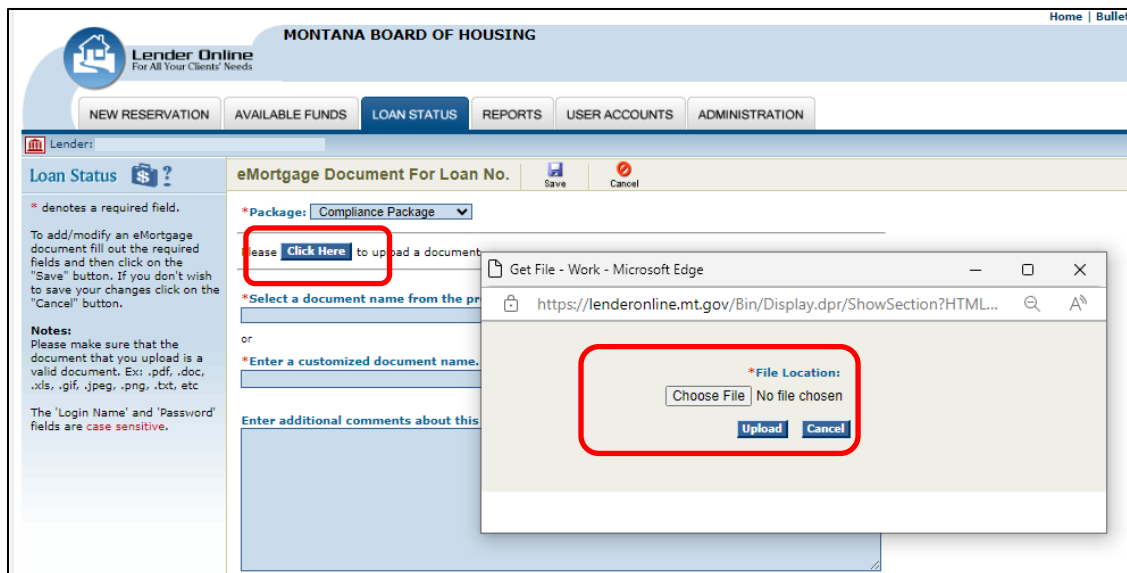
The screenshot shows the 'Lender Online' interface for the 'MONTANA BOARD OF HOUSING'. The top navigation bar includes links for Home, Bulletin Board, Program Documents, Glossary, Help, Contact Us, and Log Out. Below this is a secondary navigation bar with buttons for NEW RESERVATION, AVAILABLE FUNDS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. The main content area is titled 'e-MortgageDocs' and contains three sections: 'Reservation Documents', 'Compliance Package', and 'Final Documents'. Each section has a table of uploaded documents. Red circles and numbers highlight specific areas: 1 points to the 'Hayghe Stat Sheet' and 'Hayghe HBEC' documents in the 'Reservation Documents' table; 2 points to the 'PURCHASE PACKAGE' document in the 'Compliance Package' table; and 3 points to the 'Recapture Notice' and 'Buyer Affidavit' documents in the 'Final Documents' table.

Package	Document Name	Last Date Modified	Initial Submitted Date & Time
Reservation Documents	Hayghe Stat Sheet	12/17/2024	12/17/2024 12:44 PM
	Hayghe HBEC	12/17/2024	12/17/2024 12:44 PM
Compliance Package	PURCHASE PACKAGE	01/08/2025	01/08/2025 09:38 AM
Final Documents	Recapture Notice	01/13/2025	01/13/2025 01:59 PM
	Buyer Affidavit	01/13/2025	01/13/2025 01:59 PM

Choose the Package you are uploading a document for.

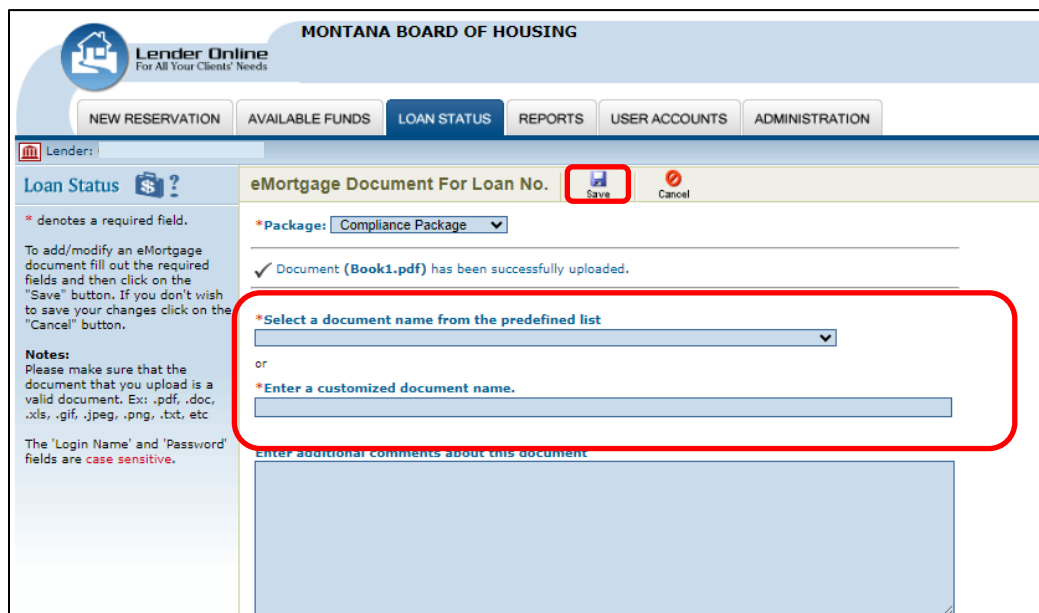
The screenshot shows the 'eMortgage Document For Loan No.' form. The 'Package' dropdown menu is open, showing three options: 'Reservation Documents', 'Compliance Package', and 'Final Documents'. The 'Reservation Documents' option is highlighted. The form includes fields for 'Package', 'Please Click', 'Select a d', 'Enter a customized document name', and 'Enter additional comments about this document'. There are also 'Save' and 'Cancel' buttons.

“Click Here” to upload a document.

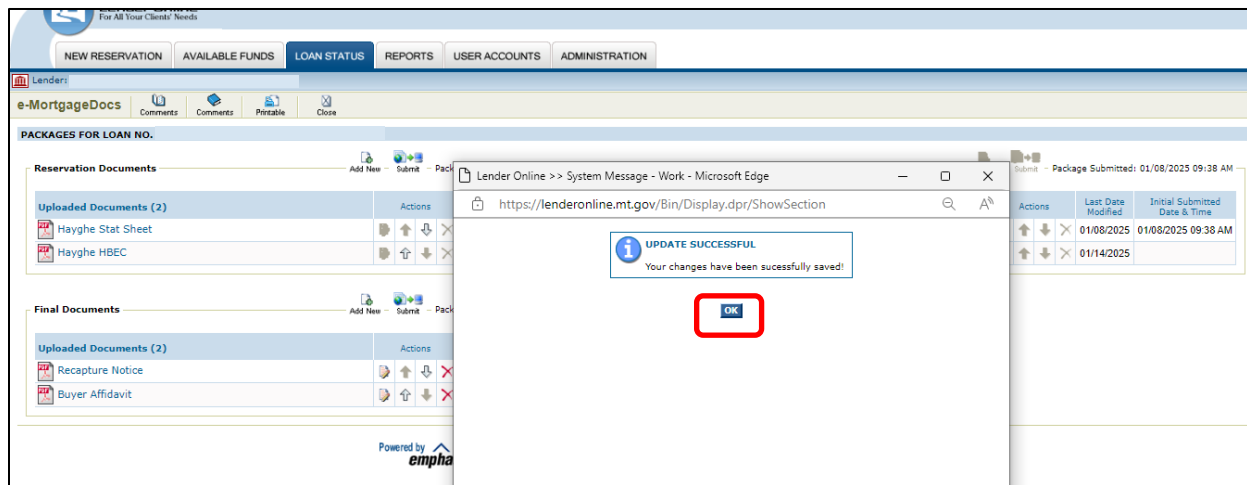


Choose the PDF file you wish to upload and click “Upload”.

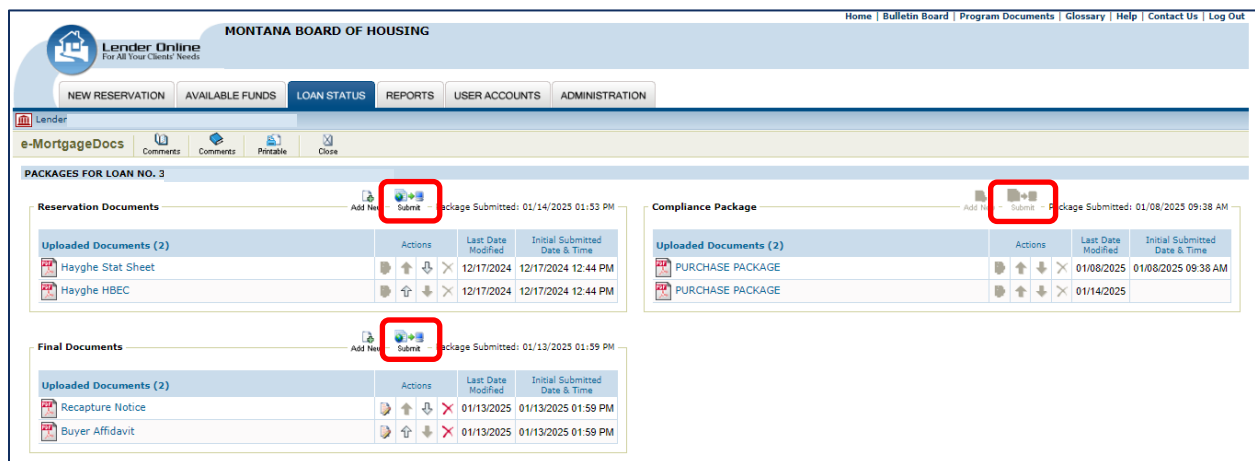
After uploading the PDF, you can select a document name with the drop-down box or enter a customized name. Click “Save” when done.



Click “OK” after the update is successful.



Click “Submit” each time you upload a document, or MBOH staff cannot see what you have uploaded.



Uploaded document will show on the Daily Reservation Report completed every morning.