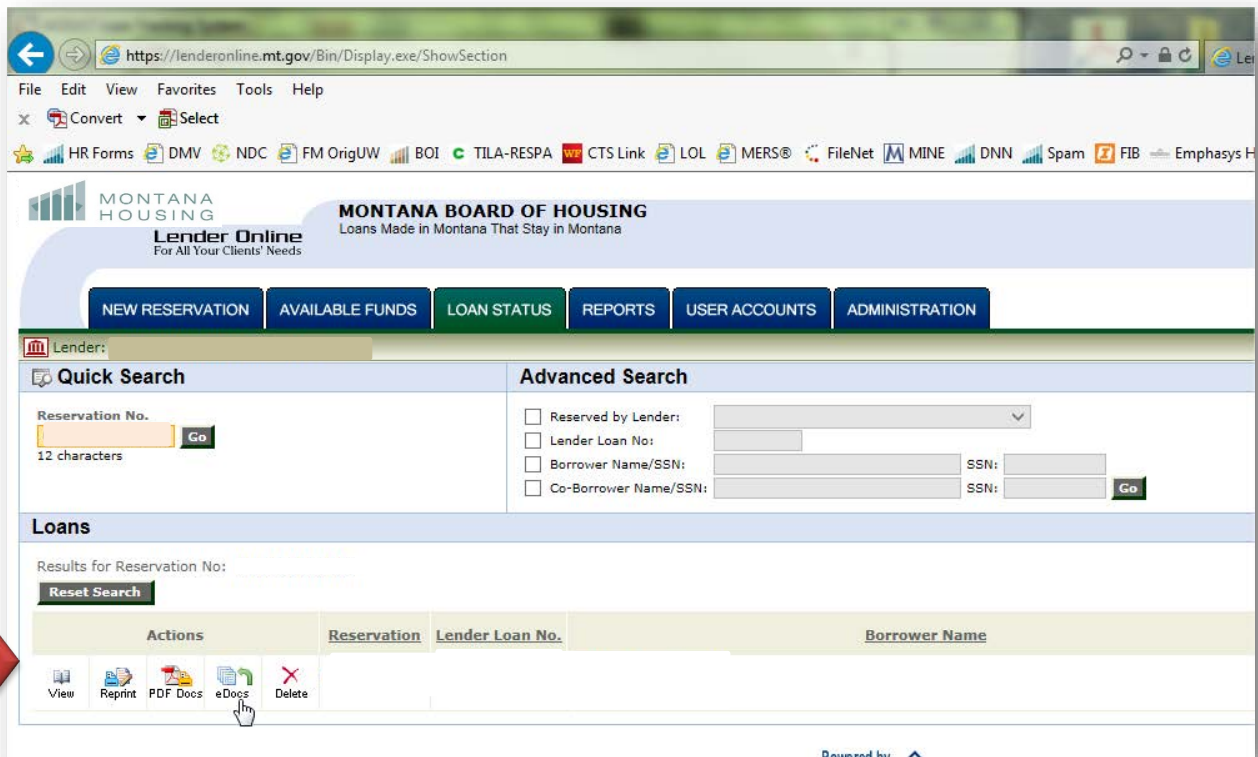


“How To” Upload Documents in Lender Online

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

Click on the **LOAN STATUS** tab

Input 12 digit reservation number & hit "Go"



1. For *Borrower Stat Sheets* and *Homebuyer education certificates*, “add” under Reservation.
2. For *purchase files* and *conditions to a purchase file*, “add” under Purchase Package.
3. For *final title policies*, *mortgage insurance certificates (MIC)*, *VA loan note guarantees*, *requested tax returns*, etc., “add” under Final Docs.



To hit “**Submit**” or MBOH staff will NOT see what you uploaded!!!

For this example, these procedures show uploading a Purchase Package.

The screenshot displays the Lender Online interface for the Montana Board of Housing. The page title is "Lender: MISSOULA FEDERAL C U 901". The main navigation bar includes "NEW RESERVATION", "AVAILABLE FUNDS", "LOAN STATUS", "REPORTS", "USER ACCOUNTS", and "ADMINISTRATION". The "e-Mortgage" section is active, showing "PACKAGES FOR LOAN NO. 076524069096".

Three red circles and a red arrow highlight key elements:

- 1**: A red circle around the "Reservation" package header.
- 2**: A red circle around the "Purchase Package" package header.
- 3**: A red circle around the "Final Docs" package header.

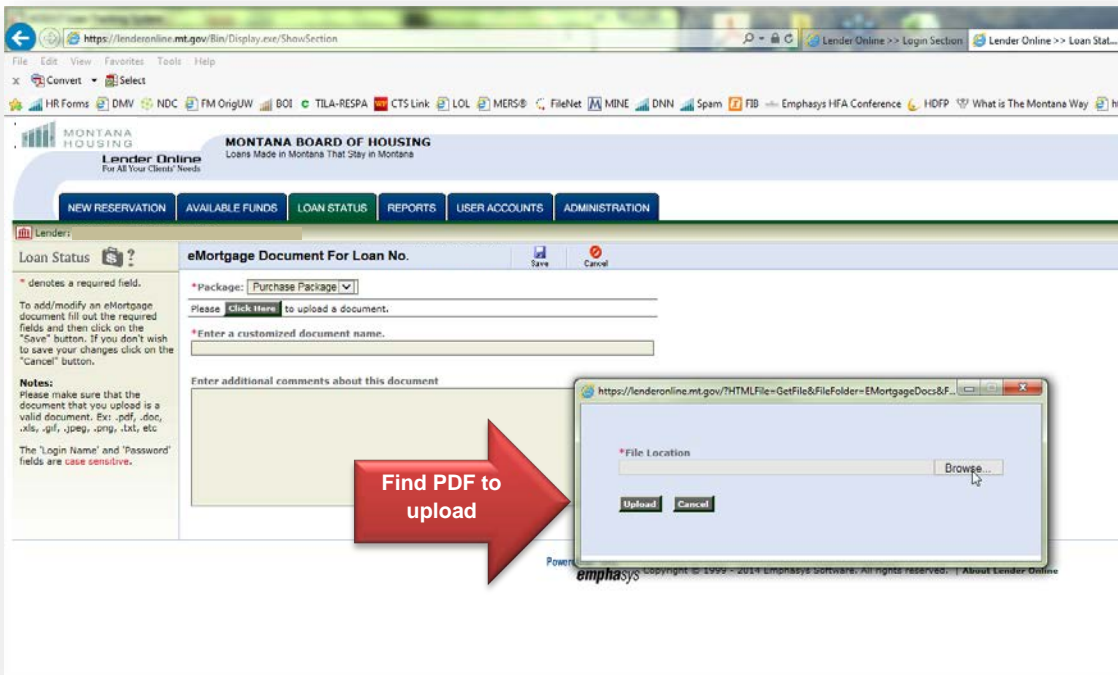
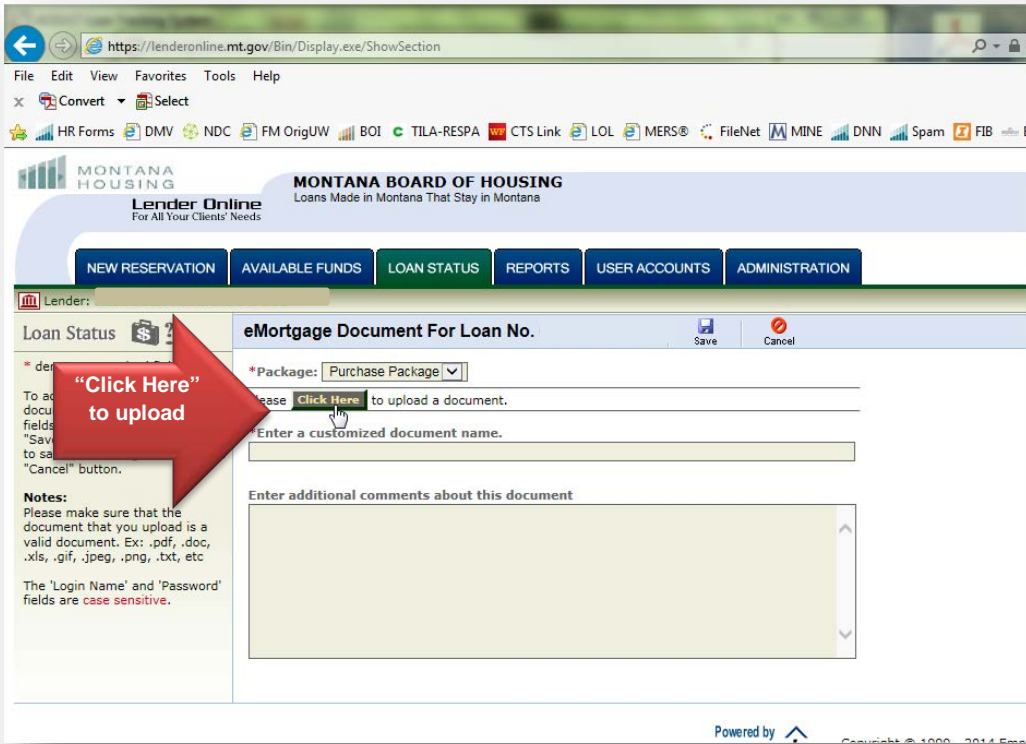
A red arrow points to the "Add New" button in the "Purchase Package" section, with the text "Click 'Add New'" next to it.

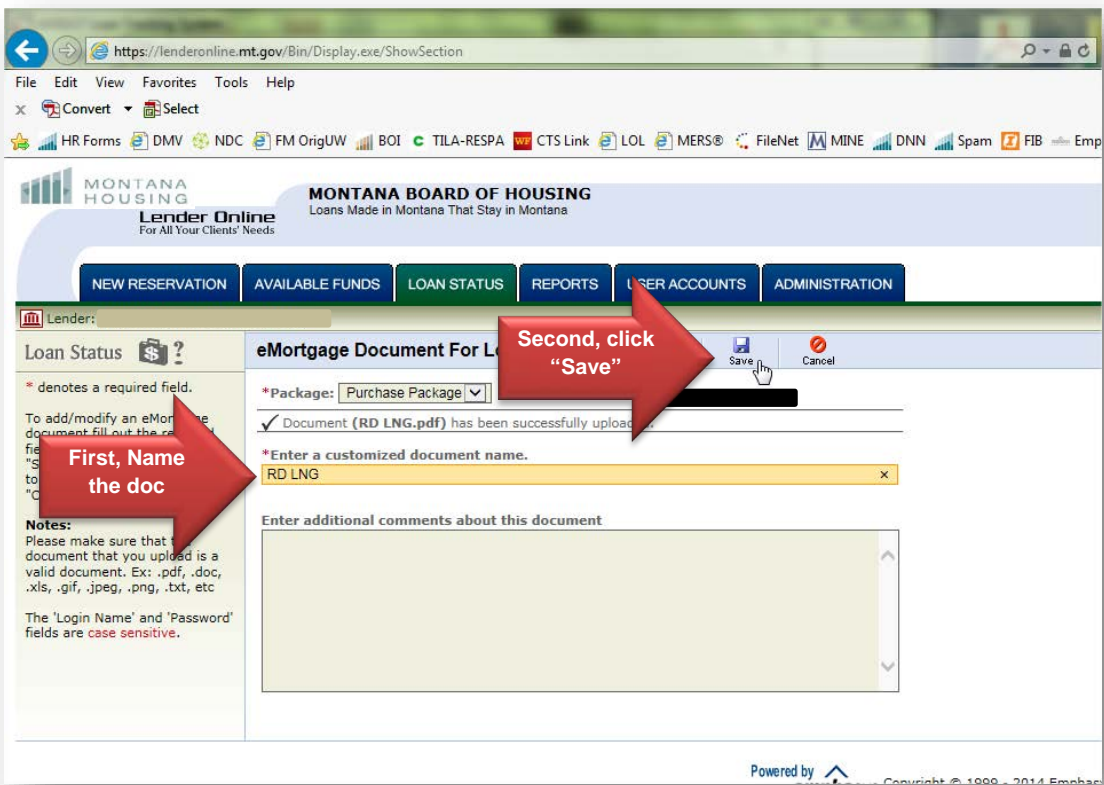
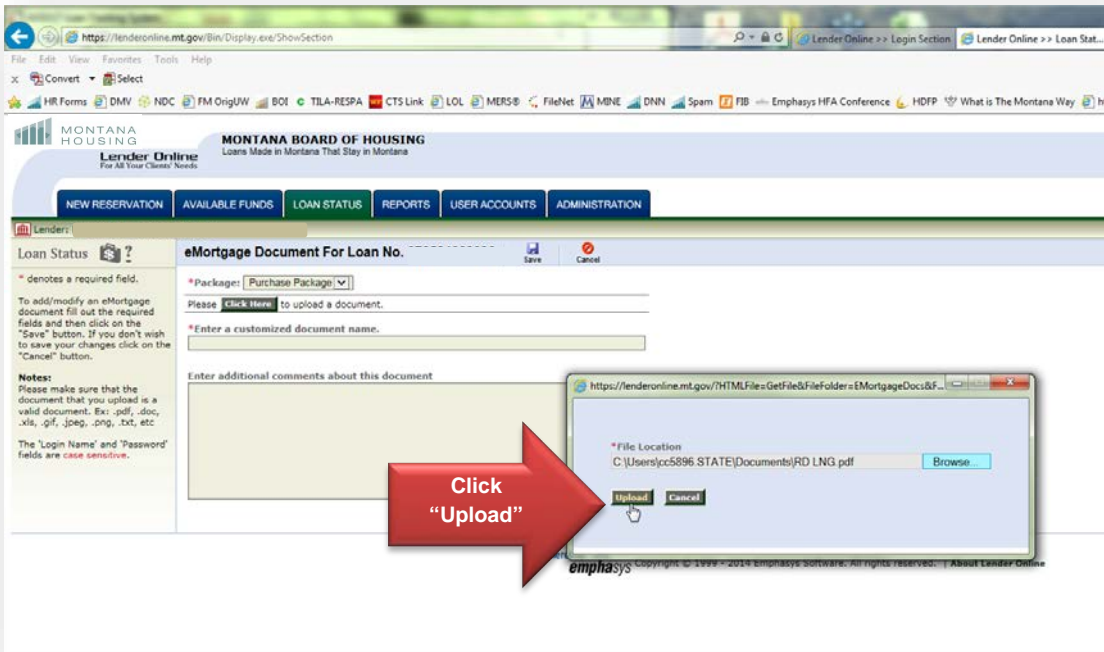
The interface shows two tables of documents:

Package	Document Name	Last Date Modified	Initial Submitted Date & Time
Reservation	home ed	12/04/2015	12/04/2015 08:29 AM
	stat sheet	12/04/2015	12/04/2015 08:29 AM
Purchase Package	076524069096Henderson	01/19/2016	01/19/2016 01:14 PM

The "Final Docs" section shows "0" uploaded documents and a message: "No e-Mortgage documents have been uploaded for this package."

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The screenshot shows the Lender Online interface for the Montana Board of Housing. A modal window displays the message: "UPDATE SUCCESSFULL Your changes have been successfully saved!". A red arrow points to the "OK" button on the modal. The background interface includes navigation tabs for "NEW RESERVATION", "AVAILABLE FUNDS", "LOAN STATUS", "REPORTS", "USER ACCOUNTS", and "ADMINISTRATION". Below these, there are sections for "e-MortgageDocs" and "PACKAGES FOR LOAN NO".

The screenshot shows the Lender Online interface with a red arrow pointing to the "Submit" button for a "Purchase Package". The interface displays two main sections: "Reservation" and "Purchase Package".

Package Type	Package Submitted	Uploaded Documents	Document Name	Last Date Modified	Initial Submitted Date & Time
Reservation	12/04/2015 08:29 AM	2	home.ed	12/04/2015	12/04/2015 08:29 AM
Reservation	12/04/2015 08:29 AM	2	stat.sheet	12/04/2015	12/04/2015 08:29 AM
Purchase Package	02/03/2016 02:23 PM	3	RD.LNG	02/03/2016	02/03/2016 02:23 PM
Purchase Package	02/03/2016 02:23 PM	3	Title Commitment	02/03/2016	02/03/2016 02:23 PM

The screenshot shows the Montana Board of Housing Lender Online interface. A red arrow points to a notification box that says "PACKAGE SUBMISSION SUCCESSFUL! The e-MortgageDocs Purchase Package For Loan No. 076524069096 has been received by our agency." Below this, there are sections for "Reservations" and "Purchase Package" with tables of uploaded documents.

Reservations

Uploaded Documents (2)	Actions	Last Date Modified	Initial Submitted Date & Time
home ed	↑ ↓ ×	12/04/2015	12/04/2015 08:29 AM
stat sheet	↑ ↓ ×	12/04/2015	12/04/2015 08:29 AM

Purchase Package

Uploaded Documents (3)	Actions	Last Date Modified	Initial Submitted Date & Time
076524069096Henderson	↑ ↓ ×	01/19/2016	01/19/2016 01:14 PM
RD LING	↑ ↓ ×	02/03/2016	02/03/2016 02:23 PM
Title Commitment	↑ ↓ ×	02/03/2016	02/03/2016 02:26 PM

Final Docs

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.