

# Montana Board of Housing

## How to Upload Documents in Lender Online

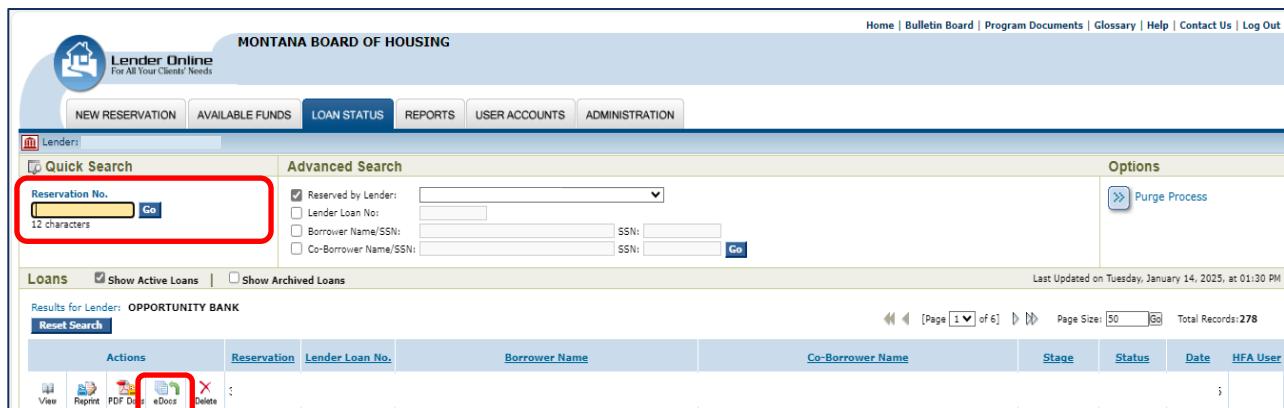
Revised January 2025

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.”



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.

1

2

3

MONTANA BOARD OF HOUSING

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NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS USER ACCOUNTS ADMINISTRATION

Lender

e-MortgageDocs Comments Comments Portable Close

PACKAGES FOR LOAN NO.

Reservation Documents Add New Submit Package Submitted: 12/17/2024 12:44 PM

Actions	Last Date Modified	Initial Submitted Date & Time
	12/17/2024	12/17/2024 12:44 PM
	12/17/2024	12/17/2024 12:44 PM

Compliance Package Add New Submit Package Submitted: 01/08/2025 09:38 AM

Actions	Last Date Modified	Initial Submitted Date & Time
	01/08/2025	01/08/2025 09:38 AM

Final Documents Add New Submit Package Submitted: 01/13/2025 01:59 PM

Actions	Last Date Modified	Initial Submitted Date & Time
	01/13/2025	01/13/2025 01:59 PM
	01/13/2025	01/13/2025 01:59 PM

Choose the Package you are uploading a document for.

Lender Online  
For All Your Clients' Needs

NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS USER ACCOUNTS ADMINISTRATION

Lender

Loan Status ?

\* denotes a required field.

To add/modify an eMortgage document fill out the required fields and then click on the "Save" button, if you don't wish to save your changes click on the "Cancel" button.

Notes:

Please make sure that the document that you upload is a valid document. Ex: .pdf, .doc, .xls, .gif, .jpeg, .png, .txt, etc

The 'Login Name' and 'Password' fields are case sensitive.

eMortgage Document For Loan No.

\*package: **Reservation Documents**

Reservation Documents

Compliance Package

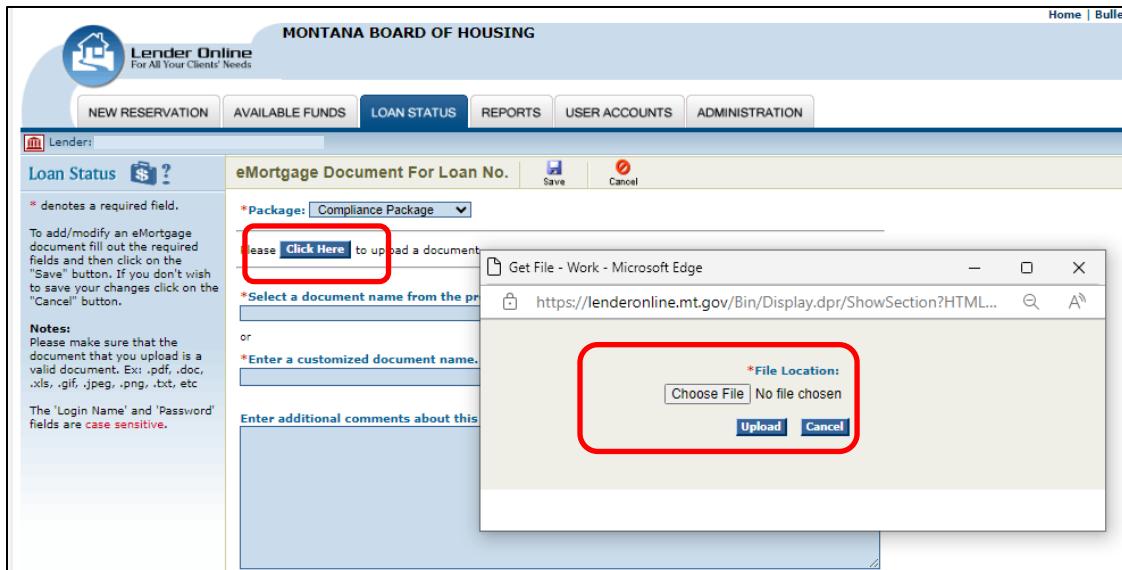
Final Documents

\*Select a document to upload.

\*Enter a customized document name.

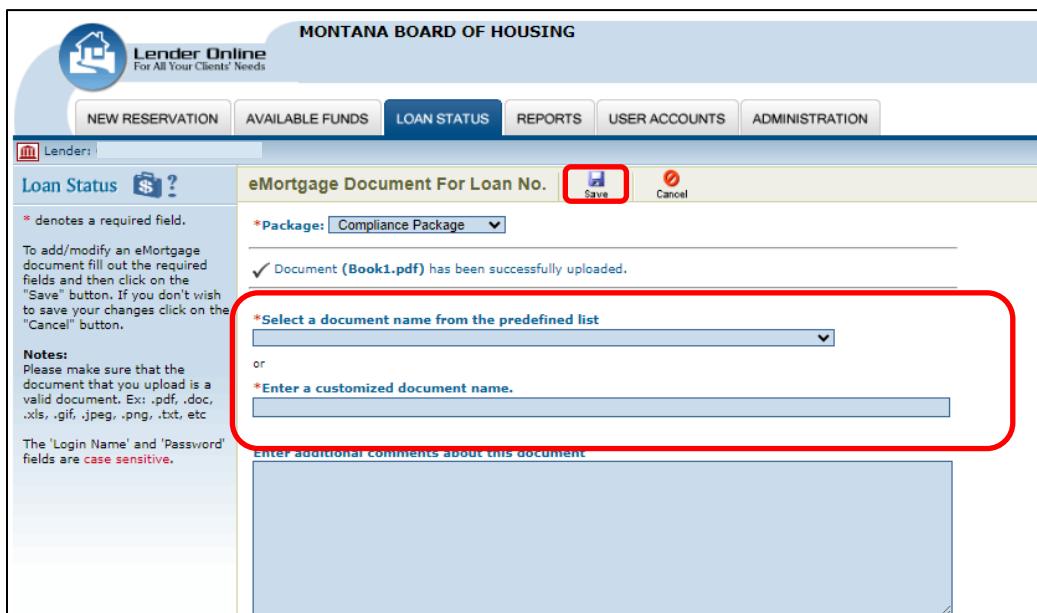
Enter additional comments about this document

“Click Here” to upload a document.

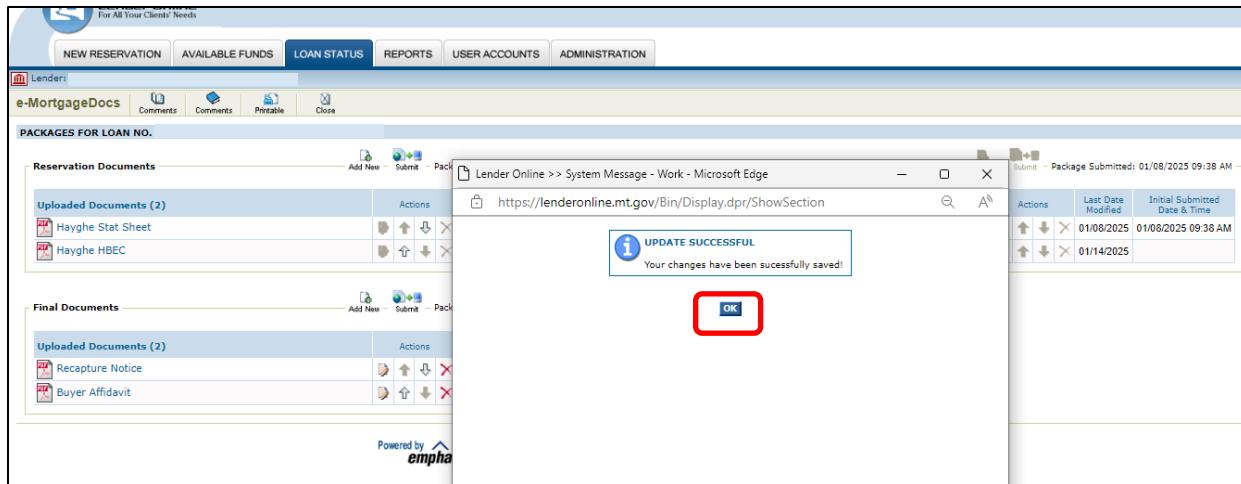


Choose the PDF file you wish to upload and click “Upload”.

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

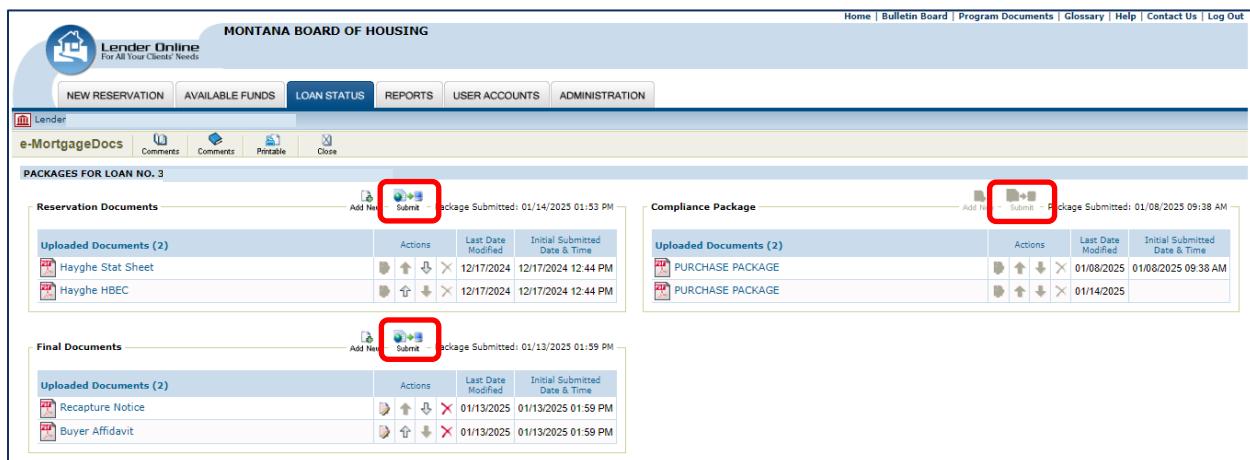


Click “OK” after the update is successful.



The screenshot shows the Lender Online interface. A modal window titled 'Lender Online >> System Message - Work - Microsoft Edge' is open, displaying the URL <https://lenderonline.mt.gov/Bin/Display.dpr>ShowSection>. The message in the window is 'UPDATE SUCCESSFUL' with the subtext 'Your changes have been successfully saved!' and a red-bordered 'OK' button. In the background, the 'e-MortgageDocs' section is visible, showing 'PACKAGES FOR LOAN NO.' with two tabs: 'Reservation Documents' and 'Final Documents'. Each tab lists 'Uploaded Documents (2)' with icons for 'Actions', 'Last Date Modified', and 'Initial Submitted Date & Time'. The 'Reservation Documents' tab shows 'Hayghe Stat Sheet' and 'Hayghe HBEC' with last modified dates of 12/17/2024 and initial submitted dates of 12/17/2024 at 12:44 PM. The 'Final Documents' tab shows 'Recapture Notice' and 'Buyer Affidavit' with last modified dates of 01/13/2025 and initial submitted dates of 01/13/2025 at 01:59 PM. A watermark for 'empha' is visible at the bottom of the interface.

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



The screenshot shows the Montana Board of Housing (MBOH) interface. The top navigation bar includes 'Home', 'Bulletin Board', 'Program Documents', 'Glossary', 'Help', 'Contact Us', and 'Log Out'. The main content area is titled 'PACKAGES FOR LOAN NO. 3'. It contains three main sections: 'Reservation Documents', 'Compliance Package', and 'Final Documents', each with a 'Submit' button highlighted by a red box. The 'Reservation Documents' section shows 'Uploaded Documents (2)' with last modified dates of 12/17/2024 and initial submitted dates of 12/17/2024 at 12:44 PM. The 'Compliance Package' section shows 'Uploaded Documents (2)' with last modified dates of 01/08/2025 and initial submitted dates of 01/08/2025 at 09:38 AM. The 'Final Documents' section shows 'Uploaded Documents (2)' with last modified dates of 01/13/2025 and initial submitted dates of 01/13/2025 at 01:59 PM.

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