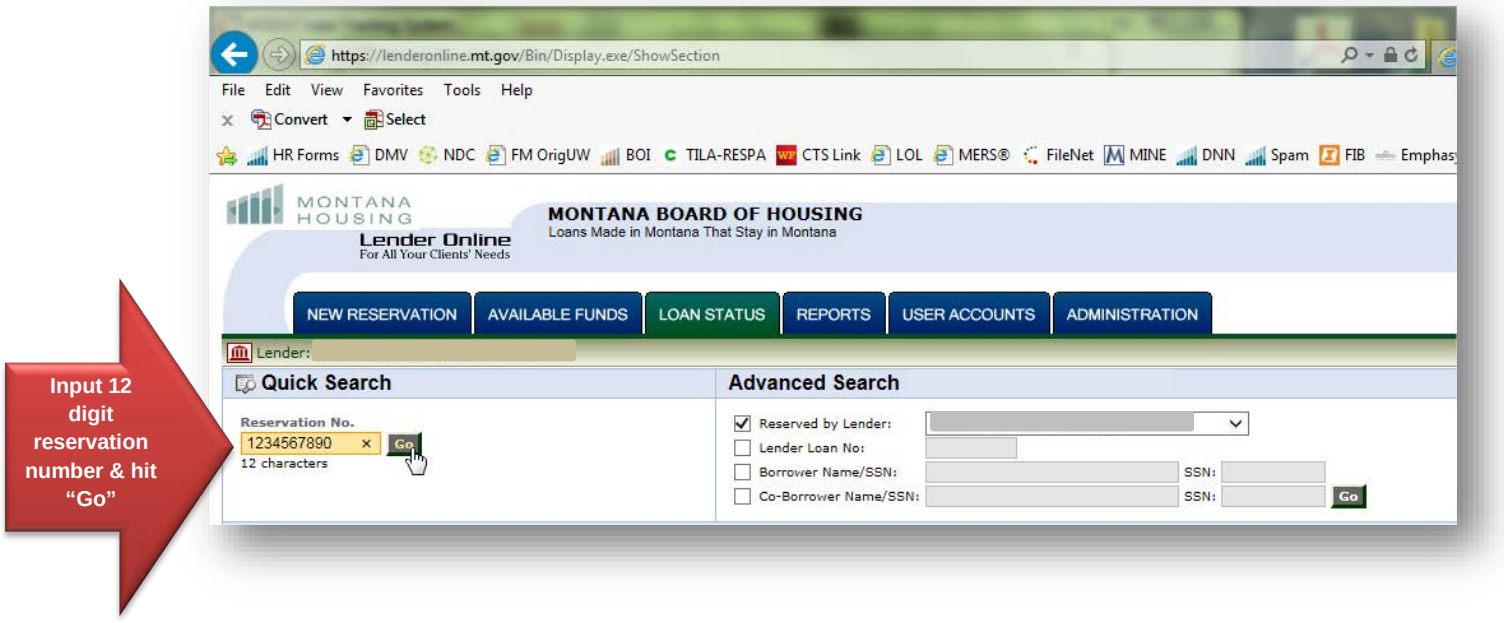
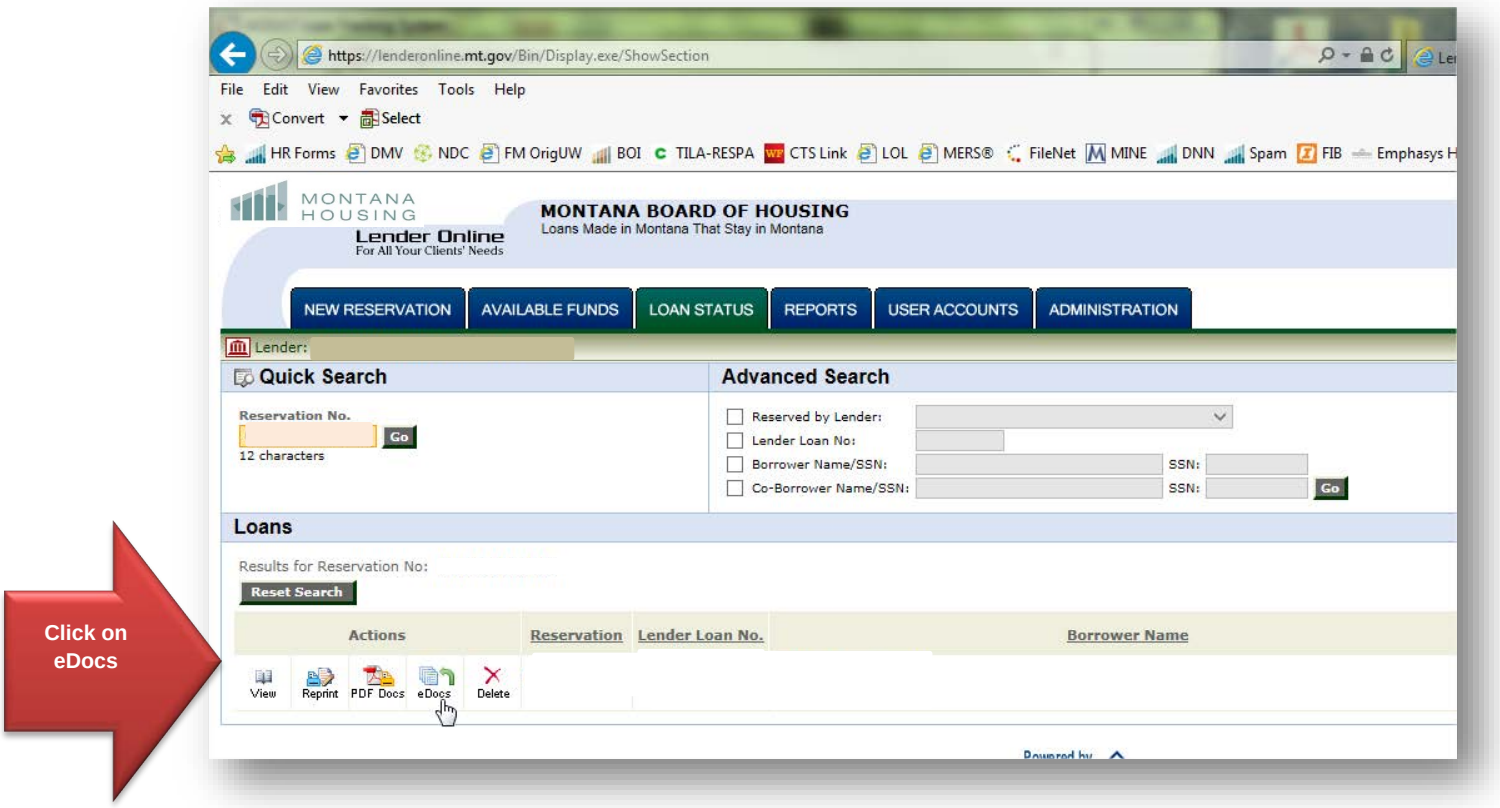
“How To” Upload Documents in Lender Online

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

Click on the **LOAN STATUS** tab





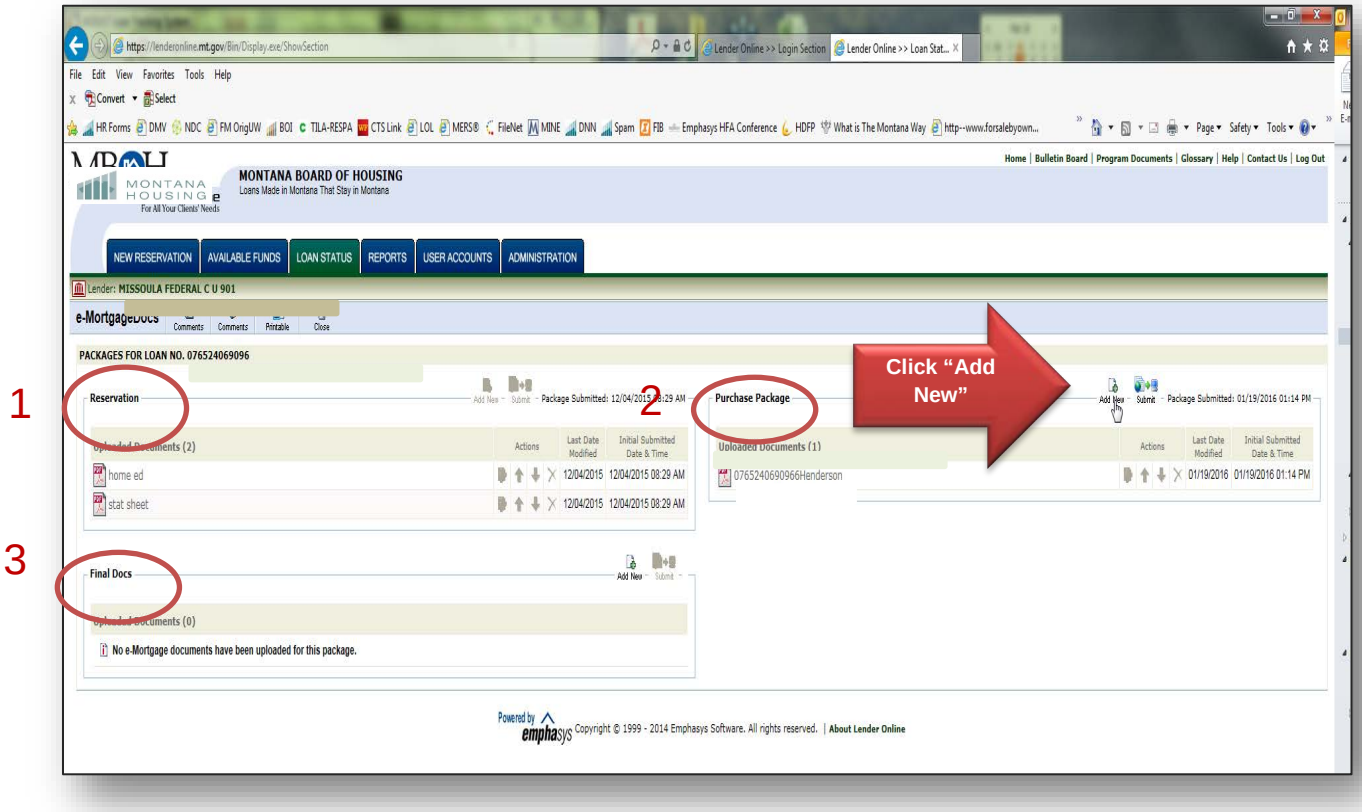
1. For *Borrower Stat Sheets* and *Homebuyer education certificates*, "add" under Reservation.

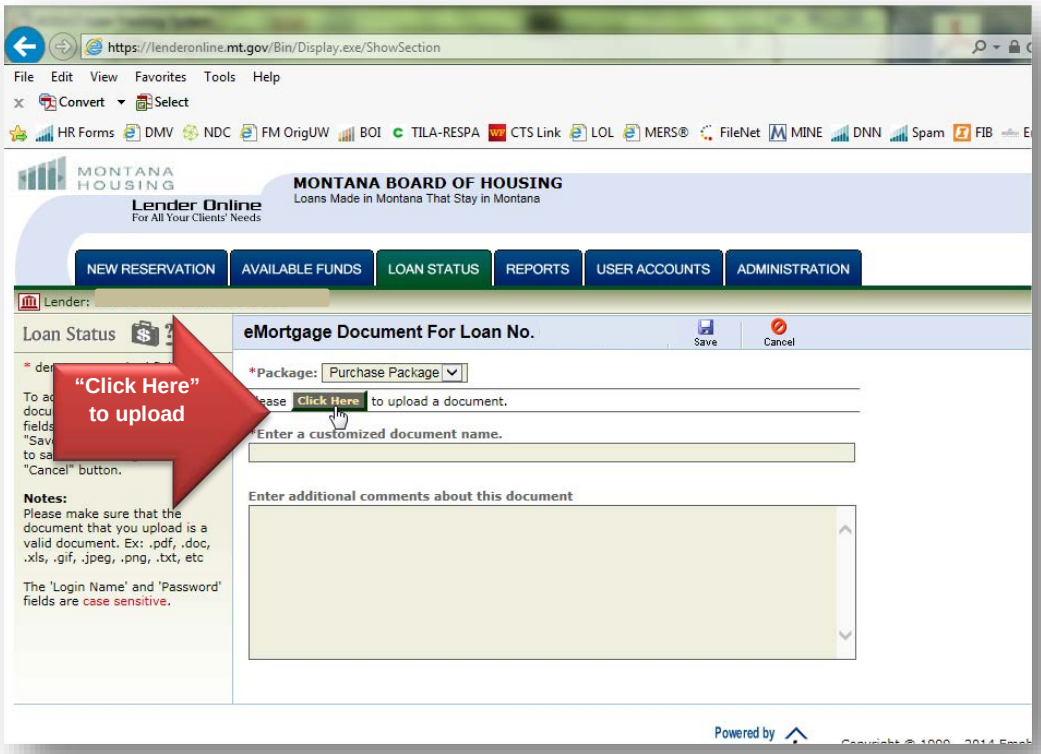
2. For *purchase files* and *conditions* to a purchase file, "add" under Purchase Package.

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.




"Click Here" to upload
MONTANA BOARD OF HOUSING
Loans Made in Montana That Stay in Montana
Lender Online
For All Your Clients' Needs
NEW RESERVATION
AVAILABLE FUNDS
LOAN STATUS
REPORTS
USER ACCOUNTS
ADMINISTRATION
Loan Status
eMortgage Document For Loan No.
Save
Cancel
*Package: Purchase Package
Click Here to upload a document.
*Enter a customized document name.
Enter additional comments about this document
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.
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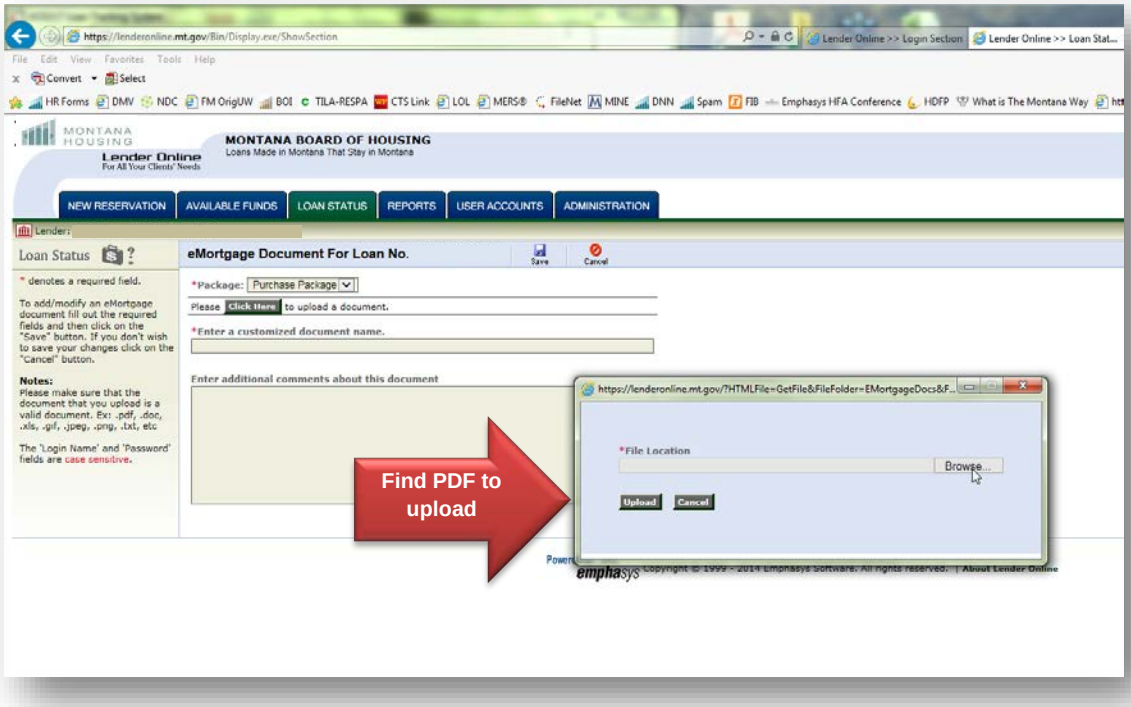
Find PDF to upload
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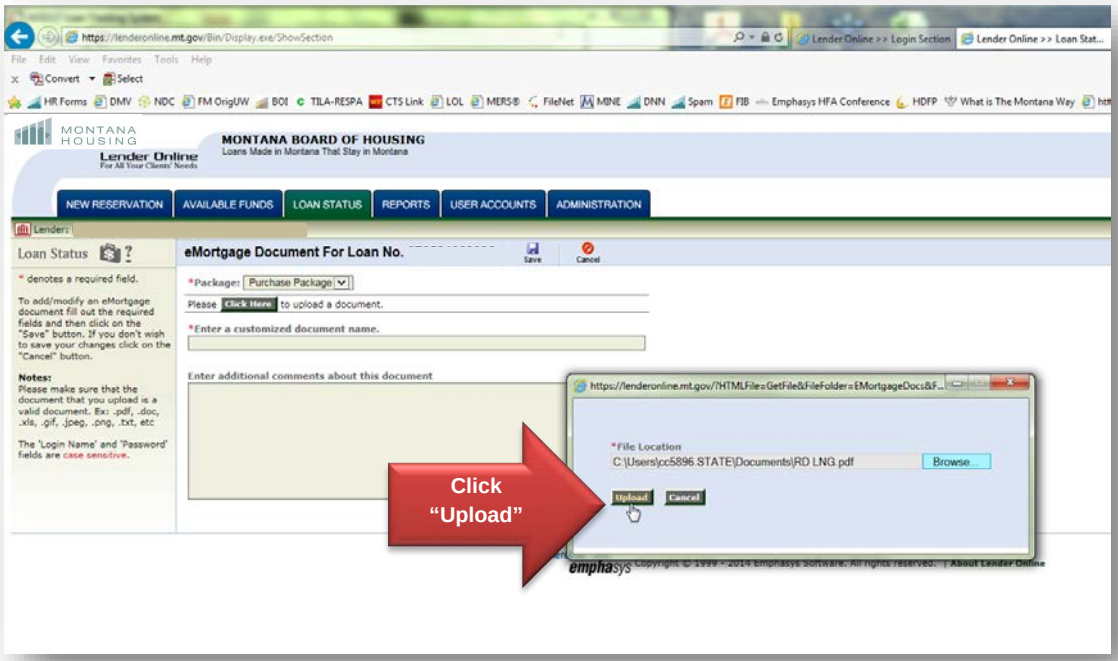
USER ACCOUNTS
ADMINISTRATION
Loan Status
eMortgage Document For Loan No.
*Package: Purchase Package
Please Click Here to upload a document.
*Enter a customized document name.
Enter additional comments about this document
*File Location
Browse...
Upload
Cancel
emphasys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Lender Online
NEW RESERVATION
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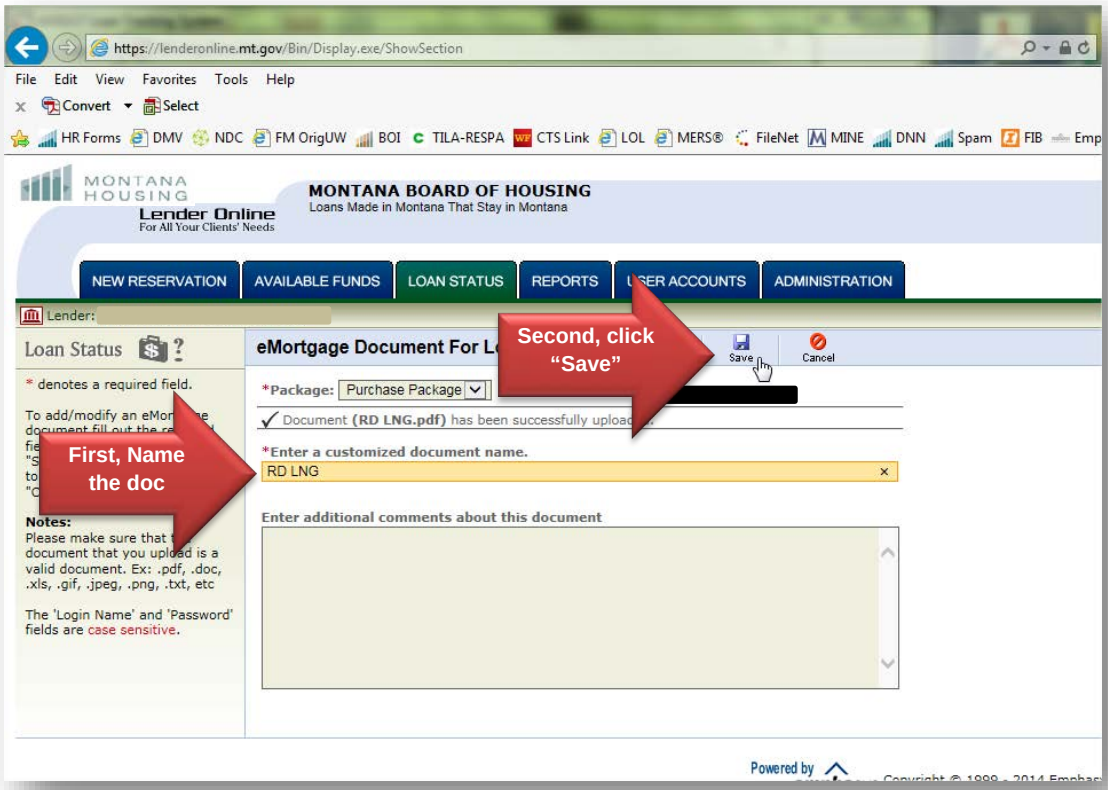
LOAN STATUS
REPORTS
USER ACCOUNTS
ADMINISTRATION
Loan Status
eMortgage Document For Loan No.
*Package: Purchase Package
Please Click Here to upload a document.
*Enter a customized document name.
Enter additional comments about this document
*File Location
C:\Users\jcc5896.STATE\Documents\RD LNG.pdf
Browse...
Upload
Cancel
Click "Upload"


https://lenderonline.mt.gov/Bin/Display.exe/ShowSection
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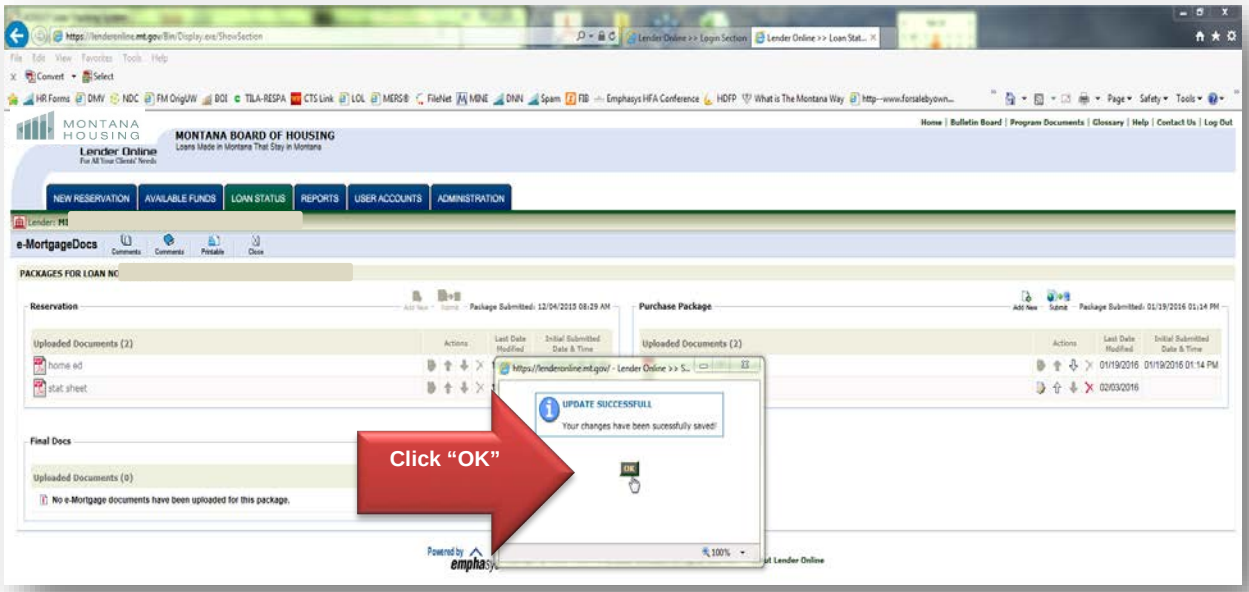
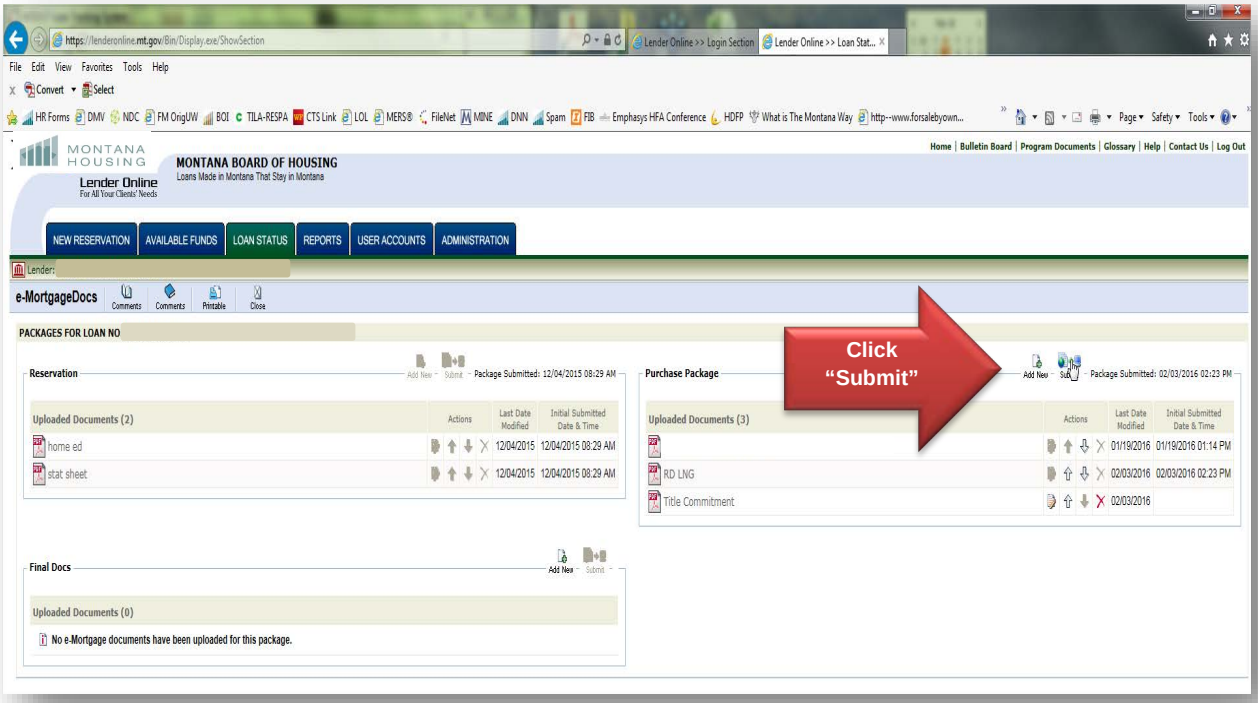
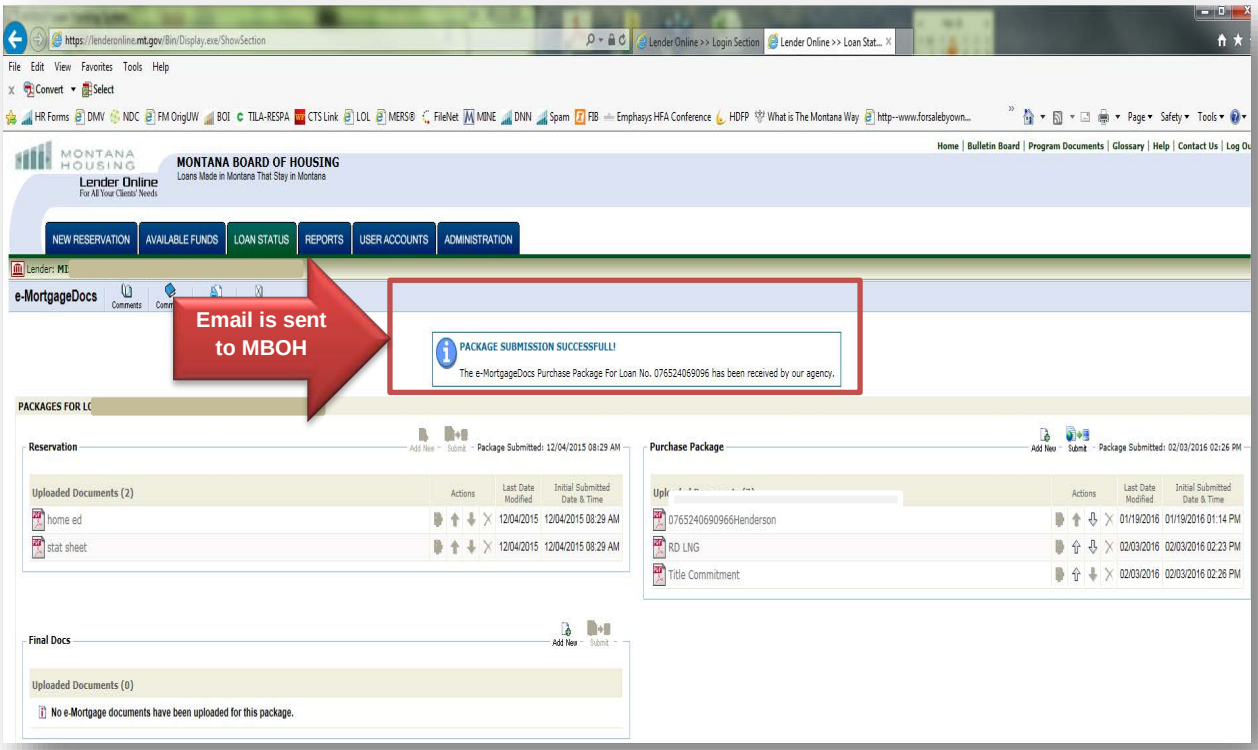
NEW RESERVATION
AVAILABLE FUNDS
LOAN STATUS
REPORTS
ADMINISTRATION
Loan Status
* denotes a required field.
*Package: Purchase Package
Document (RD LNG.pdf) has been successfully uploaded.
*Enter a customized document name.
RD LNG
Enter additional comments about this document
Notes:
Please make sure that 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.
Save
Cancel
First, Name the doc
Second, click "Save"
Powered by


Click "OK"
UPDATE SUCCESSFULL
Your changes have been sucessfully saved!
OK


Click "Submit"
MONTANA BOARD OF HOUSING
Lender Online
NEW RESERVATION
AVAILABLE FUNDS
LOAN STATUS
REPORTS
USER ACCOUNTS
ADMINISTRATION
e-MortgageDocs
Reservation
Purchase Package
Final Docs
No e-Mortgage documents have been uploaded for this package.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ADMINISTRATION
e-MortgageDocs
Email is sent to MBOH
PACKAGE SUBMISSION SUCCESSFULL!
The e-MortgageDocs Purchase Package For Loan No. 076524069096 has been received by our agency.
Reservation
Uploaded Documents (2)
home ed
stat sheet
Purchase Package
076524069966Henderson
RD LNG
Title Commitment
Final Docs
Uploaded Documents (0)
No e-Mortgage documents have been uploaded for this package.