1. Select “Administrator” or “Lender” in the “Web Profile” drop down field.
2. Type your originator number (assigned by MHC OR your admin) in the “Originator” field. If you are logging in as an administrator, you will not see this field.
3. Type your branch number (assigned by MHC OR your admin) in the “Branch” field. If you are logging in as an administrator, you will not see this field.
4. Enter your user name and password (assigned by MHC OR your admin).
5. Select the “Login” button to continue.
User Maintenance
And Set Up
(For Group Administrator)
To add a user to your group, select “User Maintenance” from the menu items. This button allows you as the administrator to set-up or modify individual users and passwords.

Only the administrator should be able to see “User Maintenance” and “Open Conditions” on their login screen. The users will not have these options listed.

Click the “New User” button to add a new person. Once added, the names will appear in the bottom box and you can modify user information by selecting the user’s name.
1. Select “Lender” in the “Web Profile” drop down field.
2. Select the appropriate branch in the drop down “Branch” field.
3. Create a user name and password for the new lender that is being added to your group.
4. Fill in all of the fields for the new user being added to your group.
5. Click “Submit” to proceed to the next screen.

If you need to go back to a previous screen always use the back button on the left side and never use your browser back button because it will log you out of the system.

Select the correct branch for each user.

Password is case sensitive and must be at least 5 characters.
Loan Registration
Click “New Loan Registration” button to get started on a new MHC product loan reservation.

Select the type of MHC product loan you would like to reserve a loan.
1. Click the “Data Import” button to upload the loan application from your system.

2. Click browse to find the appropriate file to upload and then click the upload button. The fields should auto-populate.

3. Review the application and complete any missing information.

4. Click “Next” to advance to the next page of the online reservation.

NOTE: Approval by Fannie Mae or any other source does not necessarily qualify you for this loan program. This is an import function only to save data entry time!
1. Review the property information page and complete any missing information.

2. Click “Next” to advance to the next page of the online reservation.

1. Continue through the rest of the application pages completing any missing information.

2. Click “Next” to advance to the next page of the online reservation.
1. Continue through the rest of the application pages completing any missing information.

2. Click “Next” to advance to the next page of the online reservation.
1. Continue through the rest of the application pages completing any missing information.

2. Click “Submit” to finish the online reservation.
You will see a commitment confirmation page once your application is submitted correctly.
INTERNET ONLINE RESERVATION
USER’S GUIDE

Reserve A
Second
Click “Reserve Second” button to get started on a Smart Solution Second or MCC reservation.

Click “Smart Solution-Second” to add the 2nd OR Click “MCC Smart Solution PLUS” to add MCC to the Smart Solution Loan.

IF YOU ARE ADDING SMART SOLUTION 2ND AND MCC: Click “Reserve Second” then “Smart Solution-Second” and complete the process. Once the Smart Solution 2nd is completed and submitted, THEN click “Reserve Second” again and select “MCC Smart Solution PLUS” and complete that reservation.
Information from the 1st will copy over to the 2nd on Smart Solution

Click “Next” to check through the rest of the online application file and click “Submit” at the end of the application.

You will see a commitment confirmation page once your application is submitted correctly.
Print Documents
TWO WAYS TO PRINT YOUR DOCUMENTS

Click on the product name link to print blank documents

Click the “Print Documents” to print auto-filled documents (when “data import” has been used)
Click on a Form to Print

- Reservation Confirmation - 06/23/2014
- Reservation of Funds - 06/23/2014
- Smart Solution Program Checklist
- Smart Solution Second Application
- Income Calculation Worksheet
- Non-Borrower Statement
- Request of Transcript of Tax Return
- Occupancy Statement
- Income Tax Statement
- Full Time Student Statement
- Employment/Income Statement
- Non-Occupant Statement
- Child Support Statement
- Transfer of Allocation Form
- MCC Potential Recapture Tax
- MCC Disclosure
- MCC Commitment App and Affidavit
- MCC Worksheet
- Notice of Assignment, Sale or Transfer
- First Payment Notification
- Early Default Notification
- Delegated Test Submission Form
- Delegated Test Completion Certificate
- Delegated Nomination Form
- Delegated Transmittal Checklist
- Delegated Conditional Commitment
- Smart Solution Conditional Commitment
- ServiSolution FHA/Conv Funding Checklist
- ServiSolution VA Funding Checklist
- ServiSolution USDA-RD Funding Checklist
- MCC Program Data Summary
- MCC Borrowers Closing Affidavit
- MCC Seller Affidavit
- MCC Lender Closing Certificate
- MCC Transmittal Checklist
- Smart Solution MCC Conditional Commitment
PRINTING INDEX PAGES

1. Start from loan detail
2. Click each box for the document needed
3. Click “Get Index Sheets” and then print the index cover sheets.

You will need to place the barcoded cover page over the required program documents. Once the documents are uploaded they will be placed in each category automatically.
Document Imaging
On user main menu, click on “View loan Pipeline” to view the pipeline for all users.

Choose the program type and then the specific program you would like to review.
Choose a status to see a list of the individual loans.

Select the loan that you would like to review.
Click “Document Images” button to view, browse & upload completed documents.

Click “Browse” to upload files.

You can select multiple files to upload several at one time.
1. Start from loan detail
2. Click each box for the document needed
3. Click “Get Index Sheets” and then print the index cover sheets.

You will need to place the barcoded cover page over the required program documents. Once the documents are uploaded they will be placed in each category automatically.

Then... UPLOAD FILE PAGE

1. Click “Choose File” to upload your documents
2. Scroll to the bottom of the page and click “Upload”

Documents will be placed in the appropriate slot via barcodes.