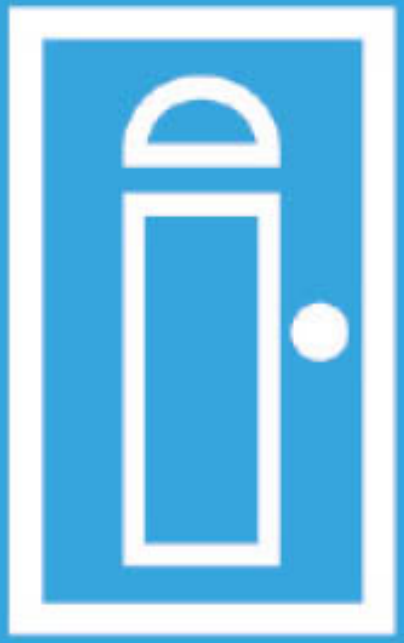
MSHDA

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

eDocs

Training for Lenders

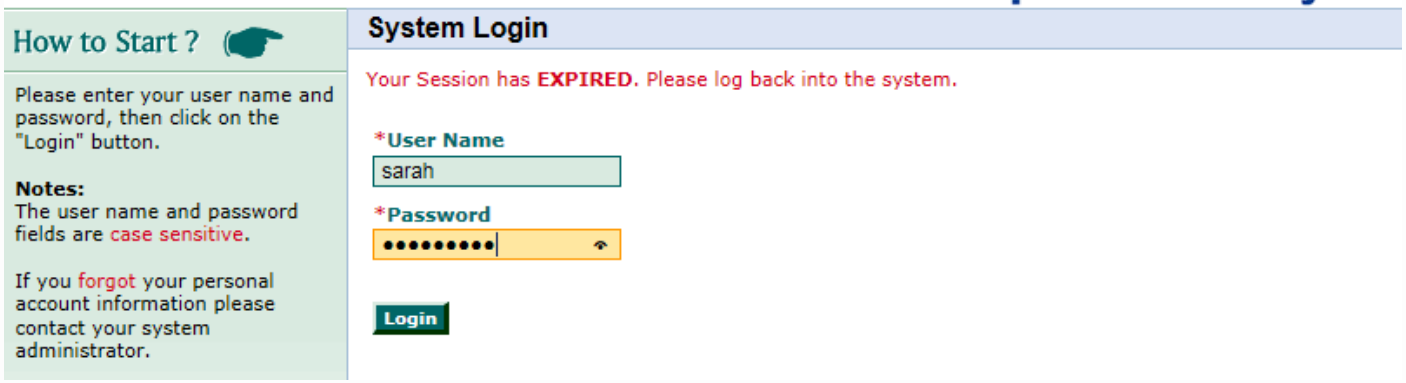


LOG INTO LENDER ONLINE

Contact Sarah Bohne' for login at bohnes@michigan.gov.

eDocs Submission

- User Name
- Password (at least 8 characters Upper/Lower/Digit required)
- Login – Click Button
- Must use every month to stay active
- Admins with your company can reactivate your account or issue new passwords



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Michigan State Housing Development Authority

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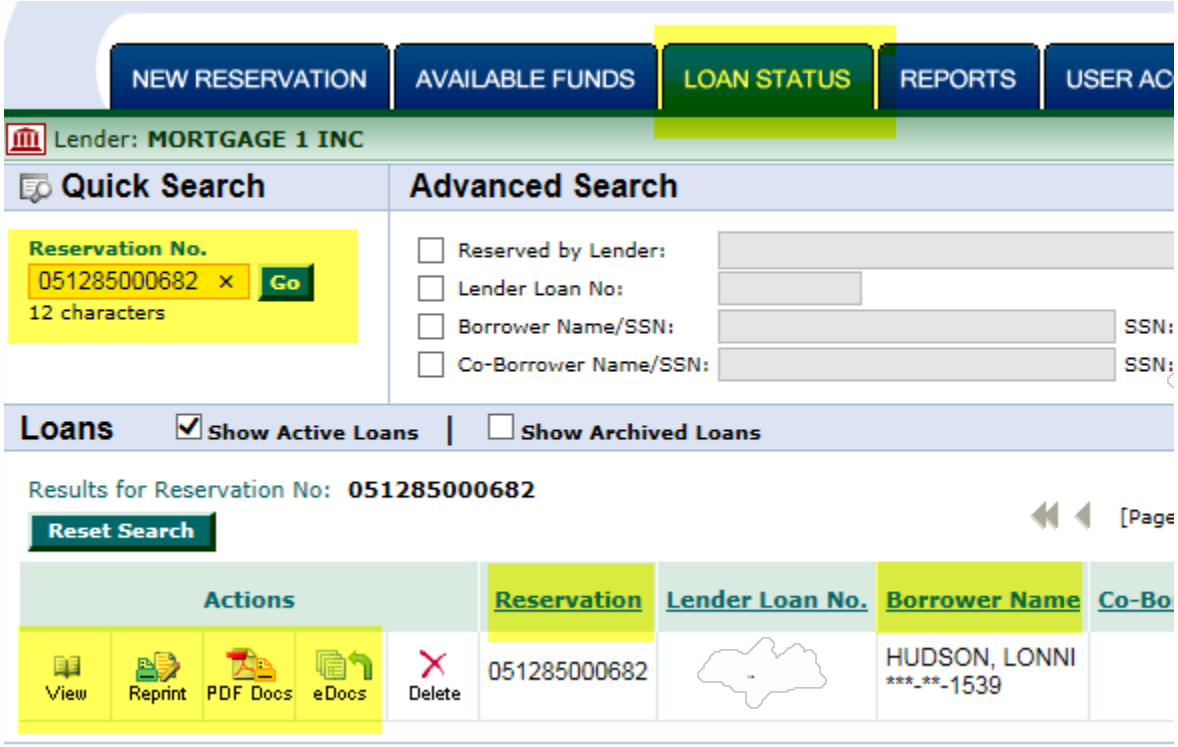
MICHIGAN.GOV/MSHDA

eDocs Submission

- LOAN STATUS – Click Tab
- Reservation No. – Enter 12 digit number
- GO – Click Button
- Loan will show up under “Loans”
- Left buttons are the functions available for you to use

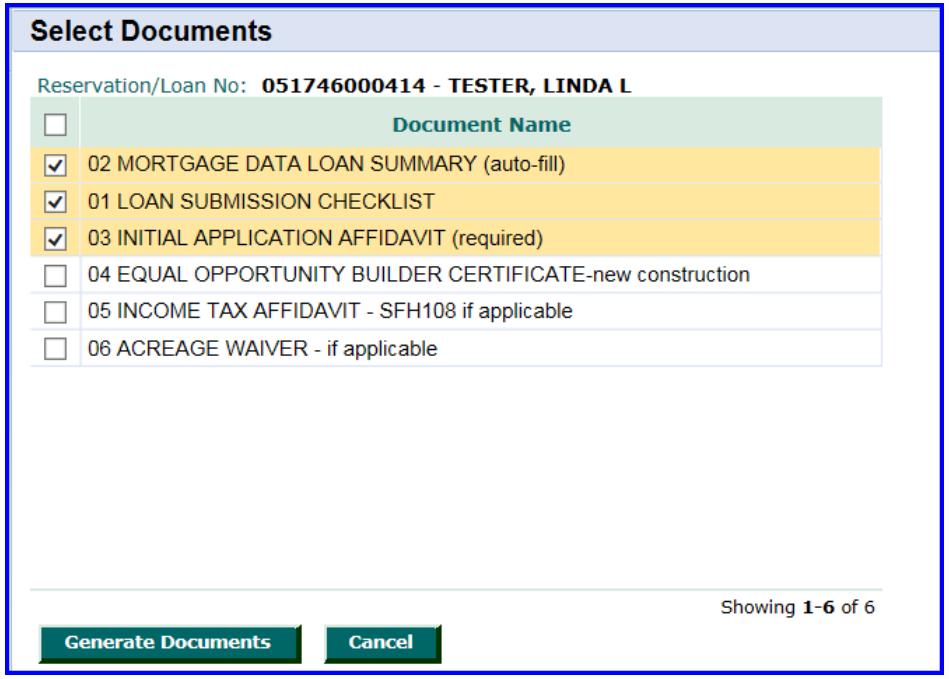


STEP 1 – PDF Auto-Fill Forms

Available on Lender Online

Generate PDF forms

- SELECT LOAN
- CLICK ON PDF DOCS TAB
- CLICK ON FORMS NEEDED FOR THIS LOAN
- Print or Save to your drive completed forms



Generate PDF forms

MSHDA USE ONLY	
DPA LT#:	S.F.#
DPA Loan Amount: $	DPA-SF#:

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Overnight to:
MSHDA - Homeownership
735 E Michigan Ave
Lansing, MI 48912

MORTGAGE LOAN DATA SUMMARY SHEET

MSHDA LOAN RESERVATION NUMBER	*Reservation Date (MSHDA OFFICE ONLY)	INTEREST RATE
051746000414	02/10/2016	4.1250

Lender Data

COMPANY'S NAME		
MB FINANCIAL, N.A.		
RETURN ADDRESS FOR MSHDA COMMITMENT		CONTACT'S TELEPHONE NUMBER & EXTENTION
CONTACT NAME	CONTACT EMAIL	CONTACT FAX NUMBER

Borrower Data

BORROWER'S NAME (LAST)	(FIRST)	(MIDDLE INITIAL)	BORROWER'S SOCIAL SECURITY NUMBER
TESTER	LINDA	L	075-50-0682

- MORTGAGE LOAN DATA SUMMARY SHEET WILL REQUIRE ADDITIONAL INFORMATION
- PROCESSOR'S EMAIL & PHONE NUMBER
- LOAN OFFICER'S EMAIL

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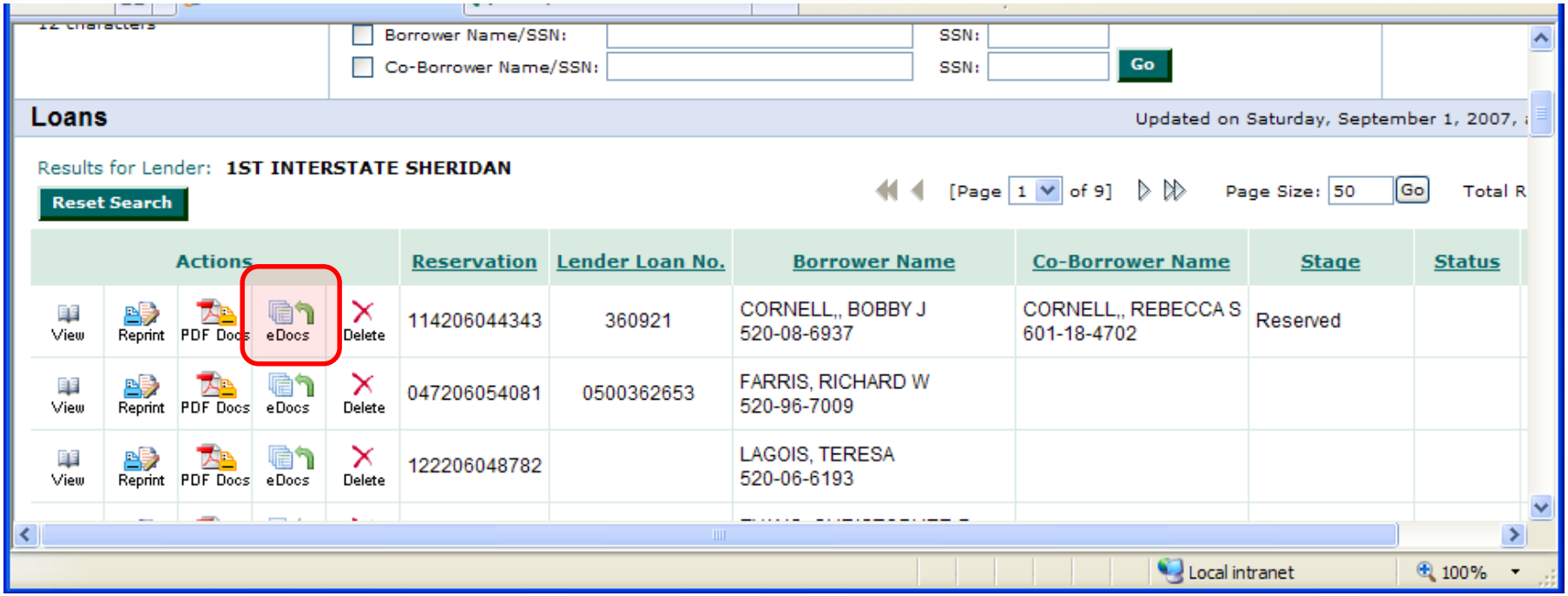
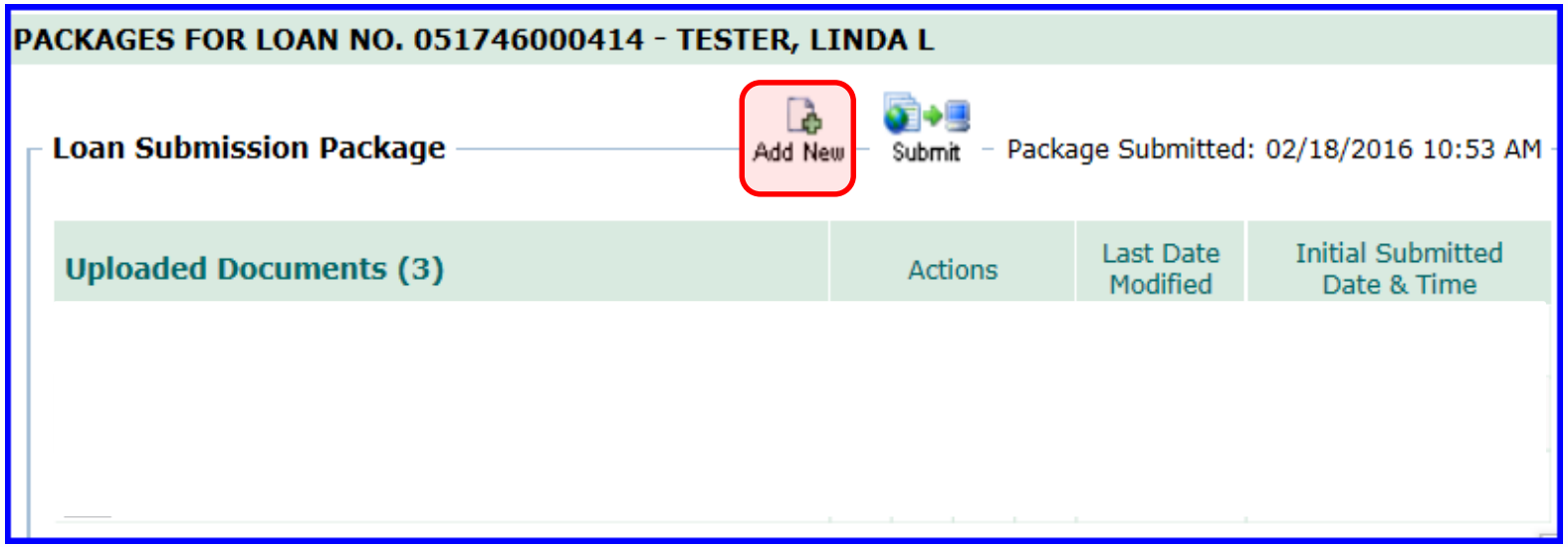
eDocs Loan Submission Package 1 - UNDERWRITING

eDocs Submission

- LOAN STATUS
- CLICK EDOCS TAB



eDocs Submission



- Have loan in the CORRECT ORDER according to the current **Loan Submission Checklist**
- Complete loan package as 1 PDF file
- Appraisal can be submitted as it's own PDF
- Conditions/Resubmissions should be uploaded at the same time

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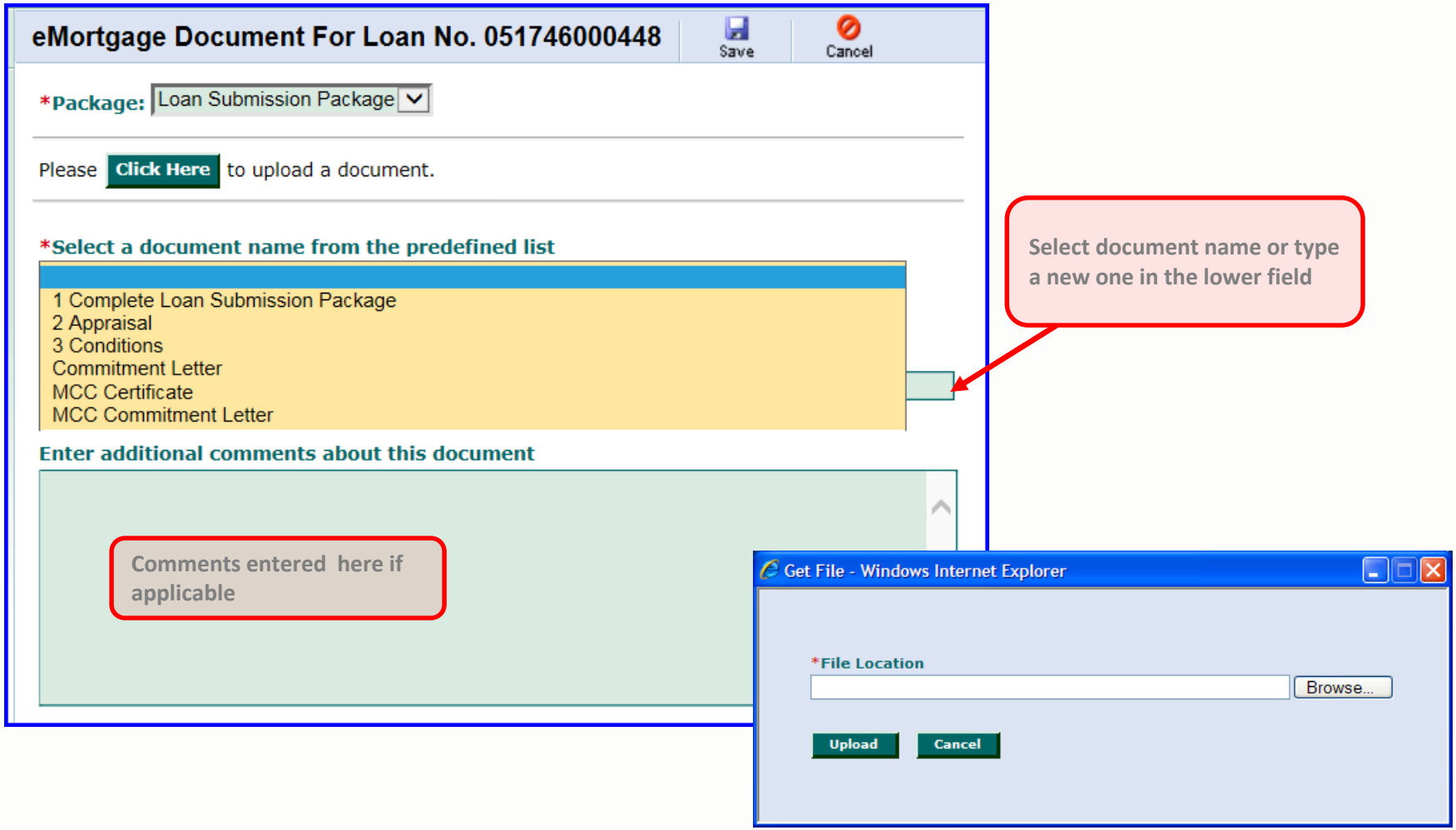
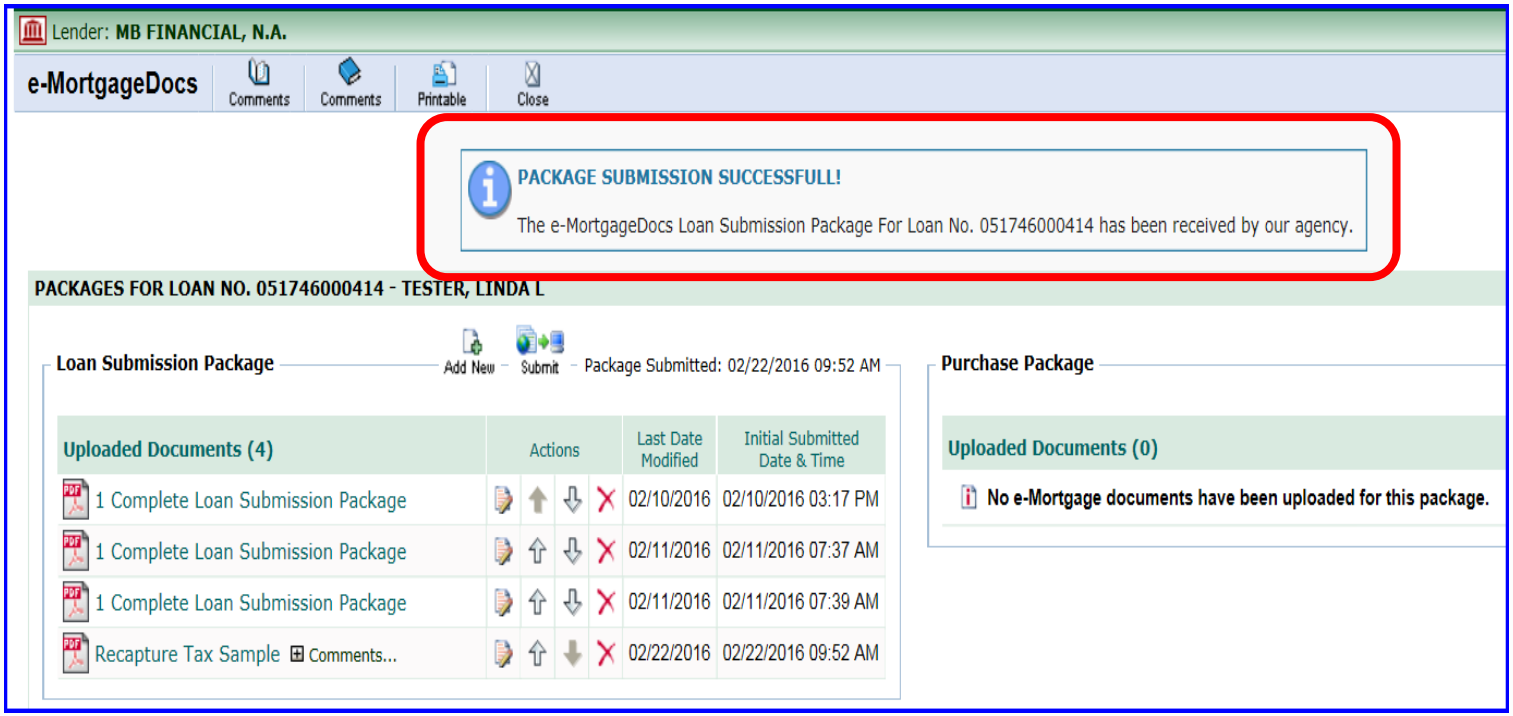
eDocs Submission



eDocs Submission

Hit **SUBMIT** to Date & Time Stamp



eDocs Email Notification to MSHDA

The **SUBMIT** is to Notify MSHDA

Thu 2/18/2016 10:59 AM

MSHDAHomeOwnershipPF@michigan.gov

eDocs Package Submission - Automatic Notification.

To MSHDA-Home-Ownership-PF

*** Lender Portal: Automatic eDocs Submission Notification ***

An eDocs package has been submitted for review for:

Reservation #: 051746000448
Borrower Name: TESTFILE, LINDA
Package #: 01
Submission #: 001

*** AUTOMATIC NOTIFICATION ***
*** PLEASE DO NOT REPLY ***

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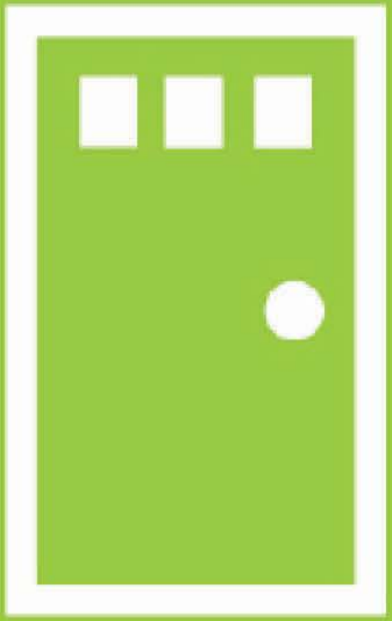
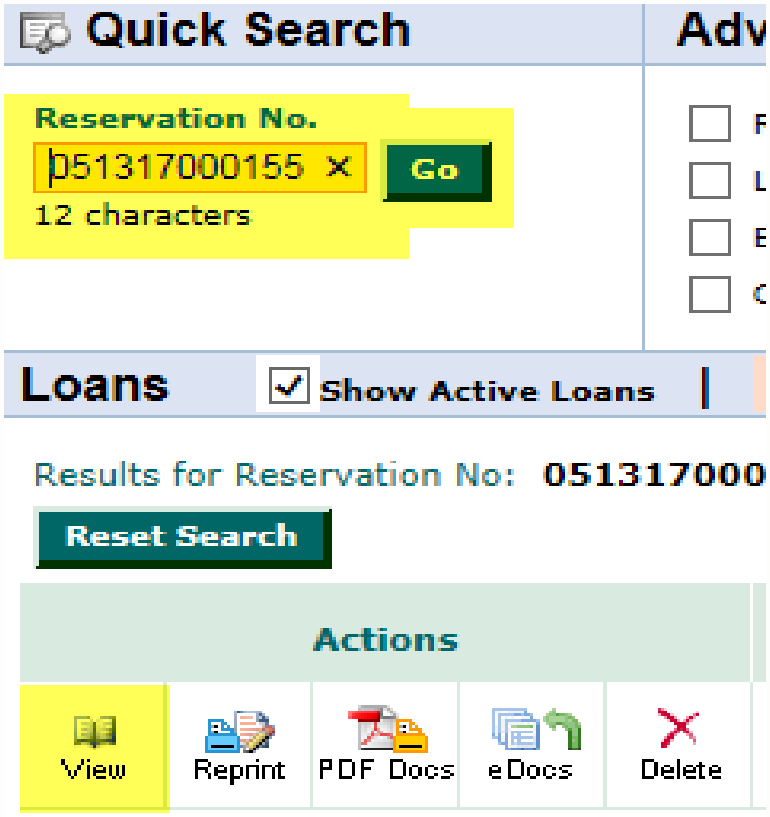


CONDITIONS & RESUBMISSIONS

eDocs Conditions & Resubmissions



eDocs Conditions & Resubmissions

PROPERTY ADDRESS

2571 GROVENBURG RD

LANSING, MI 489110000

County: **INGHAM**

STAGE/STATUS/DATE

- CLO/PUR REVIEW on **02/19/2016**
- COMMITTED / **APPROVED** on **01/28/2016**
- APPL REVIEW / **APPROVED** on **01/28/2016** by **Marissa A. Hendee**
- APPL RECVD on **01/27/2016**
- RESERVATION on **12/08/2015**

HFA's CONDITIONS/EXCEPTIONS

1. 1. TAX EXEMPT FIN RIDER- Provide proof the date was corrected
2. --prior to recording, OR re-record and provide copy of Affidavit
3. 2. DPA MORTGAGE- Provide proof legal attached prior to recording
4. 3. ASSIGNMENT- The lender name is missing and the borrower's
5. --name is in the wrong place. New Assignment required.
6. 4. TITLE COMM/POLICY- Proof of ALTA 9 required
7. 5. NOTICE OF RECAPTURE TAX- Amount on page 1 is incorrect

REJECTION REASONS

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MSHDA
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eDocs Conditions & Resubmissions

- Gather Conditions and put into PDF form
- Upload to Lender Online like initial Package
- HIT SUBMIT to notify MSHDA that the conditions have been uploaded
- Email the MSHDA Underwriter to notify them as a precautionary measure.

APPROVAL COMMITMENT LETTER

eDocs Commitment –
Email Notification to Processor & Loan Officer

Send

From BohneS@michigan.gov

To...

Cc...

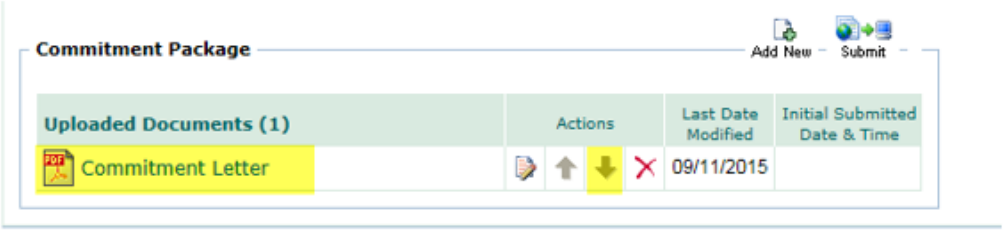
Bcc... Bohne, Sarah (MSHDA)

Subject MSHDA eDocs Commitment for

Your commitment is now available to view & download from eDocs on Lender Online.

Please go the following tab:

Then click on:



Please let me know if you need any assistance.
THANKS!

Sarah Bohné | Homeownership Division | P:517-335-2008 | F: 517-241-4756 | bohnes@michigan.gov
MSHDA | 735 E Michigan Ave | Lansing, MI 48912 | www.michigan.gov/MSHDA
M-F 7:30am – 4pm

eDocs Reminders

- All forms & documents must be in PDF format
- Loan Packages must be in the order of the current Loan Submission Checklist or the MSHDA Underwriter has the right to reject the file and have it submitted correctly
- HIT the Submit to notify MSHDA that a new upload has occurred
- Conditions are located under VIEW (not eDocs) button
- Don’t delete anything that you have submitted through Lender Online.