



  
**Missouri Housing**  
Development Commission

# LENDER TRAINING: Accessing Loan Program Documents



  
MHDC.com

# PROGRAM DOCUMENTS ON LENDER ONLINE (LOL)

- MHDC documents may be found on LOL and are fillable through Loan Status.
- Select needed documents, and LOL will populate the fields.
- Handwritten forms will be rejected.

The screenshot shows the Lender Online (LOL) interface for the Missouri Housing Development Commission. The 'LOAN STATUS' menu item is circled in red. The interface includes a navigation bar with links like 'Home', 'Bulletin Board', and 'Program Documents'. Below the navigation bar, there are tabs for 'NEW RESERVATION', 'AVAILABLE FUNDS', 'PRE-QUALIFICATIONS', 'LOAN STATUS', 'REPORTS', 'USER ACCOUNTS', and 'ADMINISTRATION'. The 'LOAN STATUS' tab is selected. The main content area shows search options and a table of loans. The table has columns for 'Reservation', 'Lender Loan No.', 'Borrower Name', 'Co-Borrower Name', 'Stage', 'Status', 'Date', and 'HFA User'. Three loans are listed, all with a status of 'Reserved'.

# AUTO FILLING DOCUMENTS

Click on the borrower's reservation number and "select documents"...

Missouri Housing Development Commission

Lender Online  
For All Your Clients' Needs

NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: American Pacific Mortgage Corp.

Quick Search  
Reservation No.  **Go**  
12 characters

Advanced Search  
 Reserved by Lender:   
 Lender Loan No:   
 Borrower Name/SSN:  SSN:   
 Co-Borrower Name/SSN:  SSN:  **Go**

Loans  Show Active Loans |  Show Archived Loans

Results for Borrower Name: borrower  
**Reset Search**

| Actions                            | Reservation  | Lender Loan No. | Borrower Name                    |
|------------------------------------|--------------|-----------------|----------------------------------|
| View Reprint PDF Docs eDocs Delete | 179237019797 |                 | BORROWER, JACKSON<br>***-**-5566 |
| View Reprint PDF Docs eDocs Delete | 183183020262 |                 | BORROWER, ABBY A<br>***-**-0001  |
| View Reprint PDF Docs eDocs Delete | 185237019424 |                 | BORROWER, SALLY<br>***-**-9678   |

# AUTO FILLING DOCUMENTS

Choose the document you wish to be completed and then click on "Generate Documents" button.

The screenshot shows the 'Lender Online' interface for the Missouri Housing Development Commission. The user is logged in as 'American Pacific Mortgage Corp.' and is viewing the 'Loan Status' page for a loan with reservation/loan number 179237019797 - BORROWER, JACKSON. The 'Select Documents' section lists several document types with checkboxes for selection. A red arrow points to the 'Generate Documents' button at the bottom of the page.

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NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: American Pacific Mortgage Corp.

**Loan Status** \$ ?

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

**Note:**  
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from [www.adobe.com](http://www.adobe.com).

**Select Documents**

Reservation/Loan No: 179237019797 - BORROWER, JACKSON

| <input type="checkbox"/> | Document Name  |
|--------------------------|--|
| <input type="checkbox"/> | Form #594 Commitment Letter for FHA CAL              |
| <input type="checkbox"/> | Form 555 - Recapture Tax Notification (Non Targeted) |
| <input type="checkbox"/> | 2nd Note and DOT                                     |
| <input type="checkbox"/> | Form #593 - Award Letter for FHA CAL Loans Only      |
| <input type="checkbox"/> | Form #515 - Application Affidavit                    |
| <input type="checkbox"/> | 2023 Government Closing Documents                    |

Showing 1-6 of 6

**Generate Documents** **Cancel**

# AUTO FILLING DOCUMENTS

- **Remember, this will not complete the entire form. Only the information you entered at the reservation stage will be entered in the appropriate fields.**
- **You must go through the documents and fill in any blank fields that were not filled in automatically.**
- **This is also a good time to check to make sure all the data is accurate and make corrections where necessary.**

- When having issues getting the 2<sup>nd</sup> Loan Amount to auto-populate on the 2nd Note and DOT please follow these steps.

- 1. Pull up your file in Loan Status.

Missouri Housing Development Commission Lender Online

NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: American Pacific Mortgage Corp.

Quick Search: Reservation No. 12 characters [Go]

Advanced Search: Reserved by Lender: Academy Mortgage Corp. [Go]

Options: Purge Process

Loans:  Show Active Loans  Show Archived Loans

Results for Borrower Name: borrower

| Actions | Reservation | Lender Loan No. | Borrower Name | Co-Borrower Name | Stage | Status | Date | HFA Use |
|---------|-------------|-----------------|---------------|------------------|-------|--------|------|---------|
|---------|-------------|-----------------|---------------|------------------|-------|--------|------|---------|

- 2. Hit the “PDF Docs” Icon for the correct file on the left hand side.

Missouri Housing Development Commission Lender Online

NEW RESERVATION AVAILABLE FUNDS PRE-QUALIFICATIONS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: American Pacific Mortgage Corp.

Quick Search: Reservation No. 12 characters [Go]

Advanced Search: Reserved by Lender: Academy Mortgage Corp. [Go]

Options: Purge Process

Loans:  Show Active Loans  Show Archived Loans

Results for Borrower Name: borrower

| Actions | Reservation  | Lender Loan No. | Borrower Name                    | Co-Borrower Name              | Stage    | Status | Date   |
|---------|--------------|-----------------|----------------------------------|-------------------------------|----------|--------|--------|
|         | 179237019797 |                 | BORROWER, JACKSON<br>***-**-5566 | BORROWER, JANE<br>***-**-5432 | Reserved |        | 01/20/ |
|         | 183183020262 |                 | BORROWER, ABBY A<br>***-**-0001  |                               | Reserved |        | 11/29/ |
|         | 185237019424 |                 | BORROWER, SALLY<br>***-**-9678   |                               | Reserved |        | 10/19/ |

3. Select the box in front of “2<sup>nd</sup> Note and DOT”, then Hit the “Generate Documents” tab at the bottom.


The screenshot shows the 'Select Documents' interface for a loan with Reservation/Loan No: 185237019424 - BORROWER, SALLY. The interface includes a navigation menu with 'NEW RESERVATION', 'AVAILABLE FUNDS', 'PRE-QUALIFICATIONS', 'LOAN STATUS', 'REPORTS', 'USER ACCOUNTS', and 'ADMINISTRATION'. The 'LOAN STATUS' tab is active. Below the navigation, there is a 'Loan Status' section with instructions and a 'Note' about Adobe Acrobat Reader. The main area is titled 'Select Documents' and contains a table of document options:

| Document Name   |
|---|
| <input type="checkbox"/> Form 555 - Recapture Tax Mitigation (Non Targeted) |
| <input checked="" type="checkbox"/> 2nd Note and DOT                        |
| <input type="checkbox"/> Form #515 - Application Affidavit                  |
| <input type="checkbox"/> 2023 Conventional Closing Documents                |

At the bottom of the 'Select Documents' section, there are two buttons: 'Generate Documents' and 'Cancel'. A red arrow points to the 'Generate Documents' button. The text 'Showing 1-4 of 4' is visible at the bottom right of the document list.

4. Hit the PDF 2<sup>nd</sup> Note and DOT” box. Do not hit the “Print All Documents” button.

The screenshot shows the 'Generated Documents' interface. The navigation menu is the same as in the previous screenshot. The 'LOAN STATUS' tab is active. Below the navigation, there is a 'Loan Status' section with instructions and a 'Note' about Adobe Acrobat Reader. The main area is titled 'Generated Documents' and contains a list of generated documents:

|  |
|--|
|  2nd Note and DOT |
|--|

At the bottom of the 'Generated Documents' section, there is a 'Print ALL Documents' button. A red arrow points to the '2nd Note and DOT' document entry.

- 5. Once the document uploads, go down to the 6<sup>th</sup> page (or page 3 of the Second Deed of Trust). Delete the mortgage loan amount at the bottom of this page and re-type the loan amount in again. This will auto-populate all the fields needed on the form.

2. **Charges; Liens.** Borrower shall pay all taxes, assessments, charges, ~~lines, and~~ impositions attributable to the Property which can attain priority over this Security Instrument, leasehold payments or ground rents on the Property, if any.

3. **Lien Subordinate to First Security Instrument.** Lender and Borrower acknowledge that this Security Instrument is subject to a recorded Deed of Trust which is a **first** mortgage lien on the Property, dated [REDACTED], executed by Grantor in favor of **Movement Mortgage, LLC** as Beneficiary, securing a promissory note in the amount of \$ **199,820.00**, (which Deed of Trust and Promissory Note secured thereby are hereinafter collectively called the "First Mortgage



# CONCLUSION

- **Lender Online can be found at [lenderonline.mhdc.com](http://lenderonline.mhdc.com).**
- **Documents access through Lender Online will be fillable.**
- **The system will generate the majority of forms required for closing the type of loan for which you have the reservation.**
- **Please review each document to ensure it is both accurate and completed with information that was not available to auto-fill from the reservation data.**