



LENDING AGENT ONBOARDING

STEP 1: Review Training Videos and Guides

In order to be granted access to Lender Online, MHDC's lender portal, each lender agent must review all training material and videos:

<https://mhdc.com/services/lender-resources/become-a-certified-lender/>

STEP 2: Request the Certification Test

After viewing all training videos, the lending agent may request the opportunity to take agent certification test by emailing lender.certifications@mhdc.com. MHDC will provide a Training Attestation for you to sign and return. Return signed form.

STEP 3: Complete the Certification Test

MHDC will send a link and password for the agent certification test.

STEP 4: Receive a Passing Score

The test is auto-graded and results are provided both to you and to MHDC upon completion.

STEP 5: Receive Login Credentials

Passing results (70% and higher) receive a certificate and Lender Online credentials via e-mail. Notification of approved certification will be provided to the lending institution the agent represents.