Form: SP-113



State Assistance for Housing Relief Mortgage Assistance Counseling (SAFHR-MAC) Manual Application Training Certification

The Missouri Housing Development Commission (MHDC) has developed a Manual Application Portal to assist Mortgage
Assistance Counseling (MAC) agencies in their work with Missouri homeowners. The portal will allow MAC agency staff members
to create an application on behalf of the Homeowner, with the Homeowner's consent, in attempt to minimize the
technological and geographic barriers experienced by some SAHFR applicants. To gain access to this portal, each user must
complete this form, certifying that they have watched the SAFHR-MAC Manual Application training video.

Complete the fields below for each staff member that is requesting login credentials to the Manual Application Portal. By signing this document, agency staff is attesting that they have watched and understand the Manual Application Training video in its entirety. Once submitted and approved, the user will receive an email at the address listed below with login instructions.

Agency Name		
Staff Name (First, Last)	Staff Email	
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Date	Staff Signature	

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