LENDER TRAINING:
Submitting the Loan Package
EDOCS Step-by-Step

MHDC.com

EDOCS STEP BY STEP PROCESS

UPLOADING TO LENDER ONLINE

STEP ONE: Click on Loan Status tab

EDOCS STEP BY STEP PROCESS

STEP TWO: Choose your reservation and click on the "eDocs" icon.

EDOCS STEP BY STEP PROCESS

STEP THREE: Upload your pre-scanned file by clicking on "Add New"
- Make sure you are on "submission package"

EDOCS STEP BY STEP PROCESS

- **Name your document and note any special comments**
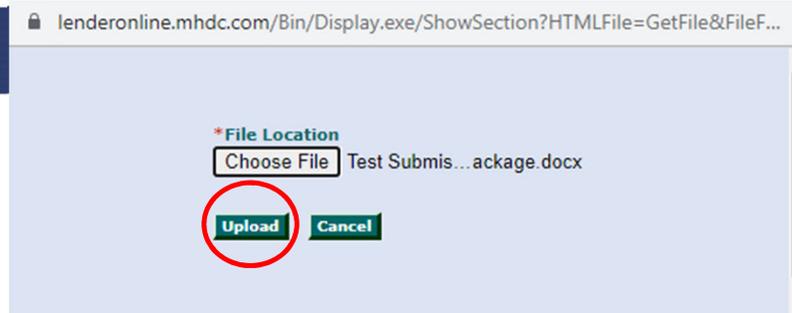- **Click Click Here when you are ready to upload your file**

EDOCS STEP BY STEP PROCESS

- **Locate the pre-scanned package in your folders.**
- **Click Upload when you are ready to upload your file.**

lenderonline.mhdc.com/Bin/Display.exe/ShowSection?HTMLFile=GetFile&FileF...

*File Location

Choose File Test Submis...ackage.docx

Upload Cancel

- **Save**
- **It will indicate if the file was successfully uploaded.**

lenderonline.mhdc.com/Bin/Display.exe/ShowSection

UPDATE SUCCESSFUL
Your changes have been sucessfully saved!

OK

Missouri Housing
Development Commission
MHDC
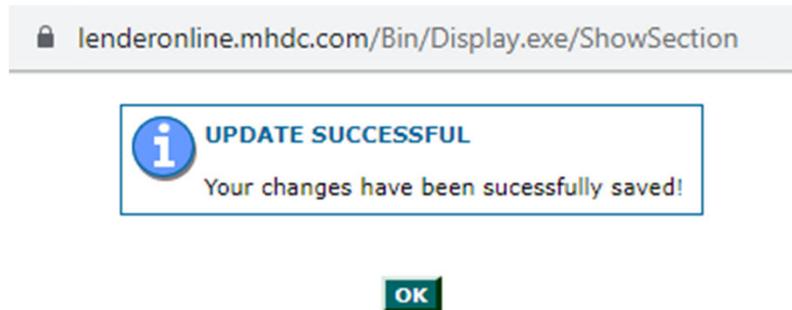
EDOCS STEP BY STEP PROCESS

STEP FOUR: Your file is now uploaded into Lender On Line.

- Click on "Submit" when you are ready to submit your completed file to MHDC.

EDOCS STEP BY STEP PROCESS

- **You will be given a confirmation of the date and time the file was submitted to MHDC.**

DO'S AND DON'TS TO REMEMBER

DO

- ✓ **Make sure the file is in order before scanning. Follow the file stacking worksheet #505/705/305.**

- ✓ **Remember to hit "submit" after uploading the file.**

- ✓ **Send all deficiencies together, not one at a time.**

DON'T

- x **Upload the file one document at a time. The entire, complete package should be scanned and submitted in its entirety.**

- x **Email files. Files must be submitted through LOL.**

Missouri Housing Development Commission
MHDC

CONCLUSION

- **All files and documents submitted to MHDC for single family homebuyer programs must be submitted through Lender Online.**

- **You will want to ensure you have not only uploaded, but also submitted your documents for review.**

- **You will need to submit both a conditional commitment and post-closing package in this manner for MCCs**