Arizona IDA **Home+Plus** / **Arizona Is Home** Lender Training

## How To Upload Documents In The Lender-Online Reservation System

Arizona IDA
Arizona Is Home Lender Training

**Questions?**

**Contact:** Operations@HomePlusAz.com

V020225a
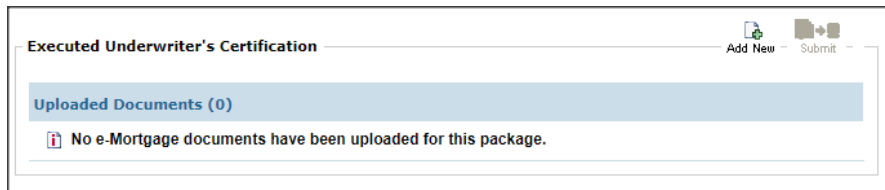
The process of uploading documents into the **HOME+PLUS** Lender-Online system is the same whether you are uploading:

(1) Underwriter's Certification

(2) Post-Closing DPA Compliance Package and or

(3) trailing conditions or stips.

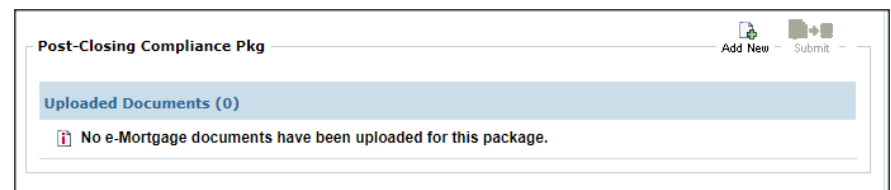- The Underwriter's Certification Documents goes here …

- The Post-Closing Compliance Package (and any conditions or trailing docs) goes here …..

**Executed Underwriter's Certification**

Add New    Submit

**Uploaded Documents (0)**

No e-Mortgage documents have been uploaded for this package.

**Post-Closing Compliance Pkg**

Add New    Submit

**Uploaded Documents (0)**

No e-Mortgage documents have been uploaded for this package.

HOME PLUS
HOME BUYER DOWN PAYMENT ASSISTANCE

# AzIDA HOME+PLUS

## How to upload documents in the Lender-Online reservation system

For the purpose of this training, we will illustrate the upload procedures for a post-closing DPA Compliance package.
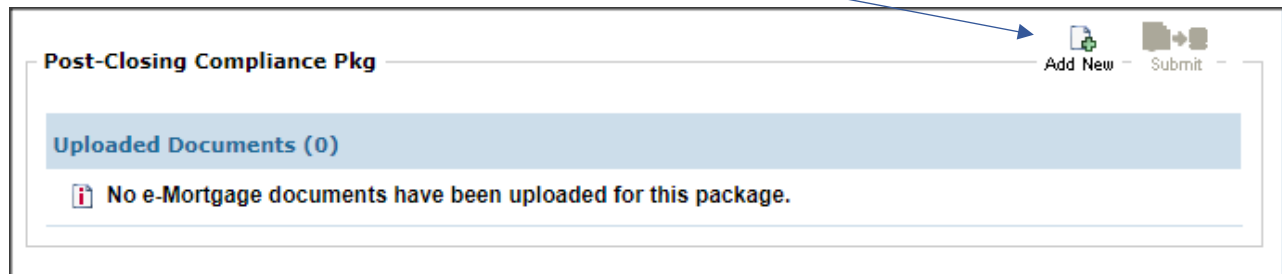
The process to upload the Underwriter's Certification is the same.

There is a separate on-demand, training session related the *underwriter certification process and pre-closing review* that provides greater detail on that process.

- Once all the items on the post-closing checklist have been stacked and saved on your PC, select the "eDocs" icon from the Loan Status tab for the respective transaction.
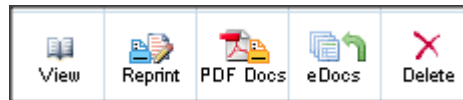


- Click on the "Add New" icon from the Post-Closing Compliance Pkg Box
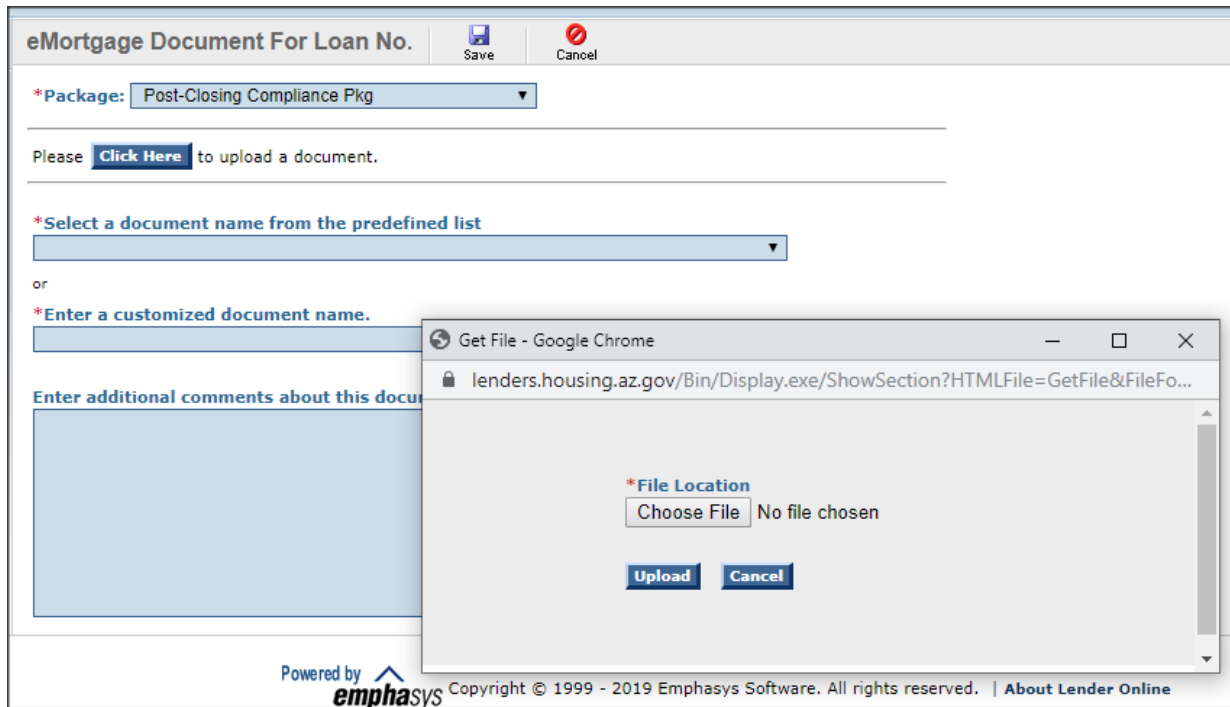
- You can upload each document individually or the full Post-Closing file in one upload.



- Select a document name from the predefined list. If needed, you can add notes or comments.

- Select the "Click Here" button and a Get File box will pop-up.



- Click the "Choose File" box, select Browse, search for the Post-Closing Package document saved on your PC, and then click "Upload".
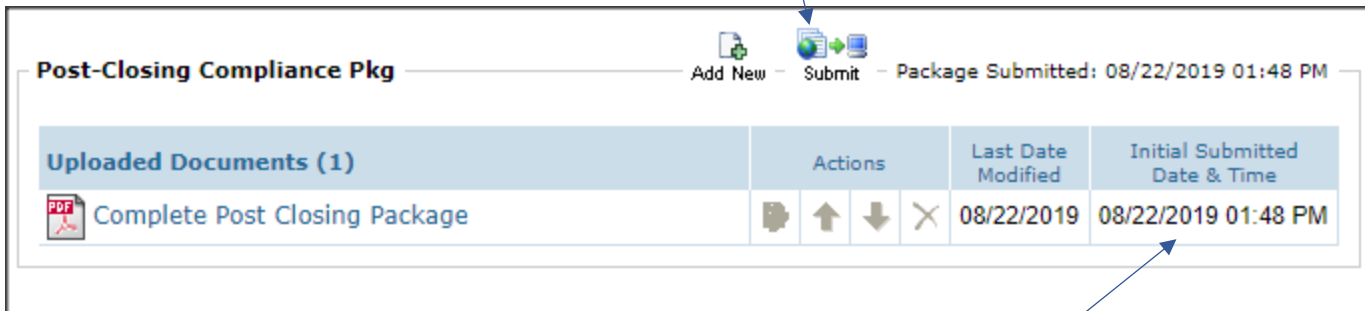
- After the UW Certification has been uploaded select the "save" [Save] icon and you will receive the Update Successful notification pop-up
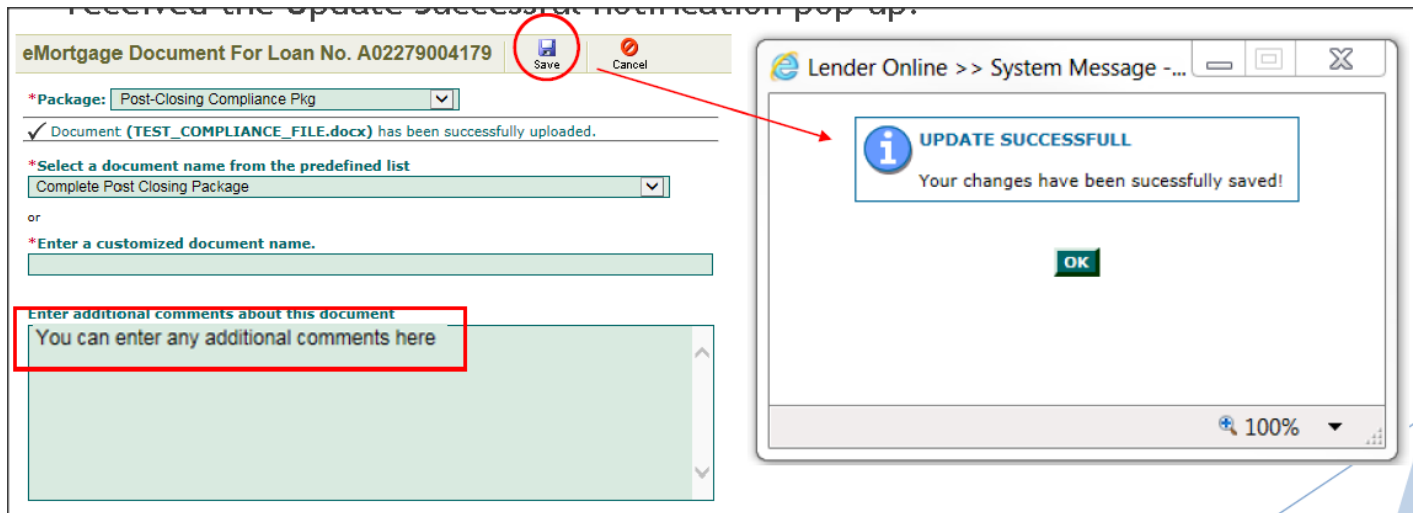


- ….you're not done yet!

- Once the Post-Closing package has been uploaded and saved, you MUST click the "submit" [Submit] icon. The system assumes you have more documents to upload until you "*tell it*" you are done.



- When done correctly, the Initial Submitted Date & Time field will be populated.

  - Within 3 minutes, the loan status will update from Certification to Post Close Pkg.
  - Be sure to check back into the transaction within 48 hours to view any potential conditions or stips.

**END**