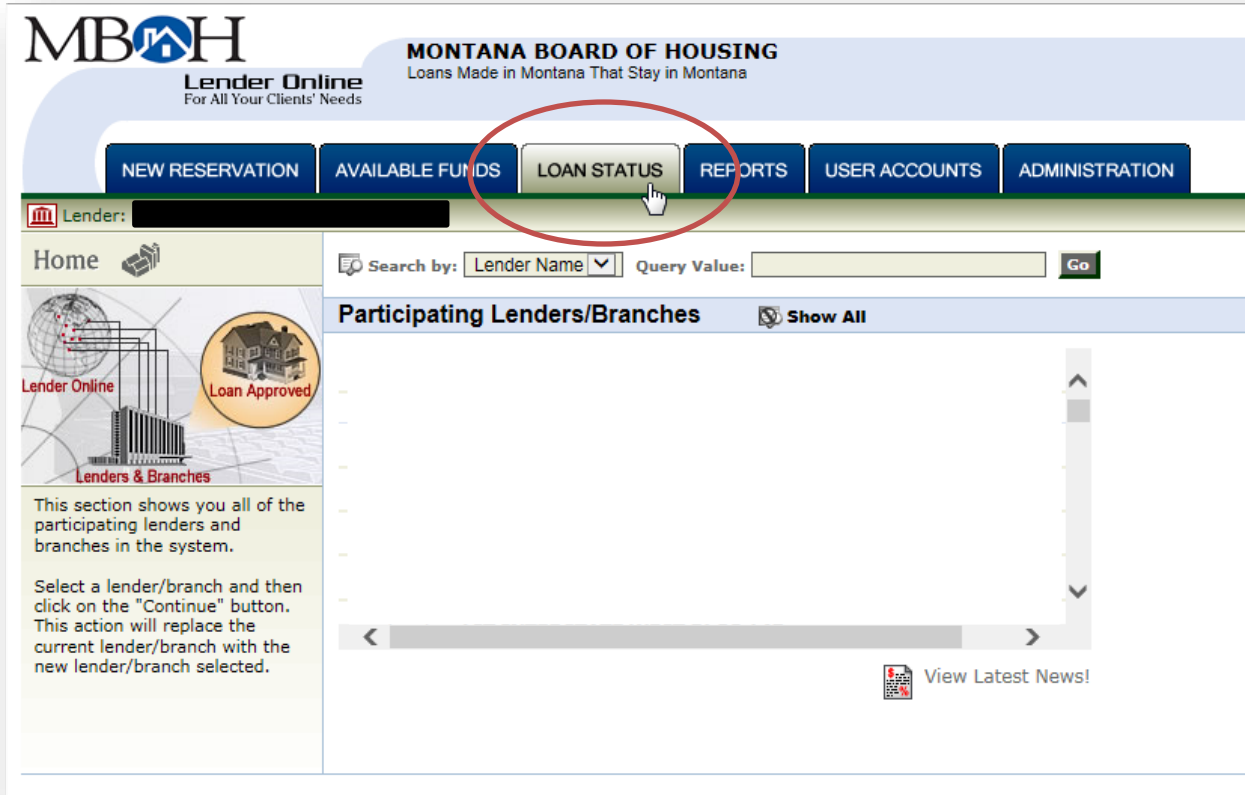


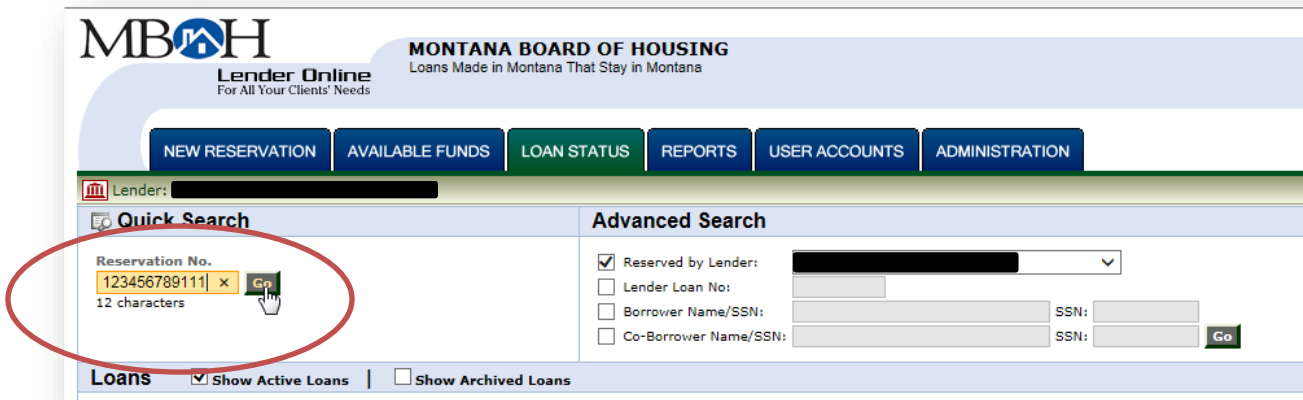
# “How To” Check for Missing/Final Docs in Lender Online

Log into Lender Online: <https://lenderonline.mt.gov/Bin/Display.exe/ShowSection>

Click the “LOAN STATUS” tab



Type in the 12 digit reservation number under “Quick Search” and press “Go”



Click on the "View" button under the "Actions" field

The screenshot shows the MBOH Lender Online interface. At the top, there are navigation tabs: NEW RESERVATION, AVAILABLE FUNDS, LOAN STATUS, REPORTS, USER ACCOUNTS, and ADMINISTRATION. Below these is a search bar with 'Quick Search' and 'Advanced Search' options. The 'Quick Search' section has a 'Reservation No.' field with a search button. The 'Advanced Search' section has several checkboxes and input fields for filtering results. On the right, there is an 'Options' section with a 'Purge Process' button. Below the search bar, there is a 'Loans' section with a 'Show Active Loans' checkbox and a 'Show Archived Loans' checkbox. The main content area displays 'Results for Reservation No:' and a table with columns: Actions, Reservation, Lender Loan No., Borrower Name, Co-Borrower Name, Stage, Status, Date, and HFA User. The 'Actions' column contains icons for View, Report, PDF Docs, aDoc, and Delete. The 'View' icon is circled in red. The table shows one record with Stage: Purch Prog Rcd, Status: PENDING, Date: 06/06/2019, and HFA User: DANYEL BAUER.

The screenshot shows the 'Loan/Reservation Status Details' page. It contains several sections: GENERAL INFORMATION, FIRST MORTGAGE, SECOND MORTGAGE, PROPERTY ADDRESS, and HFA v. CONDITIONS/EXCEPTIONS. The 'GENERAL INFORMATION' section includes fields for Lender Loan No., Reservation/Loan No., Application Received On, Reservation Expires, Commitment Expires, Closing Date, Borrower Name, and Social Security No. The 'FIRST MORTGAGE' section includes Program, Loan Type, Loan Amount, Term, and Interest Rate. The 'SECOND MORTGAGE' section includes Program, Loan Type, Loan Amount, Term, and Interest Rate. The 'PROPERTY ADDRESS' section includes Address and County. The 'HFA v. CONDITIONS/EXCEPTIONS' section includes a list of conditions. A red callout box with an arrow points to the 'STAGE/STATUS/DATE' section, which shows a list of events: 'Purch Prog Rcd: PENDING on 06/06/2019 by DANYEL BAUER', 'Commit: APPROVED on 06/06/2019', 'Reserve Release: APPROVED on 06/01/2019 by DANYEL BAUER', and 'Reservation on 05/15/2019'. Another red callout box with an arrow points to the 'HFA v. CONDITIONS/EXCEPTIONS' section, which contains the text 'Must have NeighborWorks confirmation letter'. A red arrow also points from this section towards the 'Missing Docs List' text.