"How to" Generate Documents in Lender Online

All program documents have been placed in Lender Online for your convenience. They will always be the most current and up-to-date documents for each program.

All documents needed for each program will generate based on the program reserved in so there is no worry of missing or overlooked documents.

Here's how:

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

Choose the LOAN STATUS tab

Enter the 12-digit MBOH reservation number under **Quick Search** and click Go

Under **Actions**, choose **PDF Docs**

Either check the top box, which puts a check mark in all the boxes in front of the documents, or put a check in the box by the document you need.

Click the **Generate Documents** button

Click on the PDF for a Generated Document
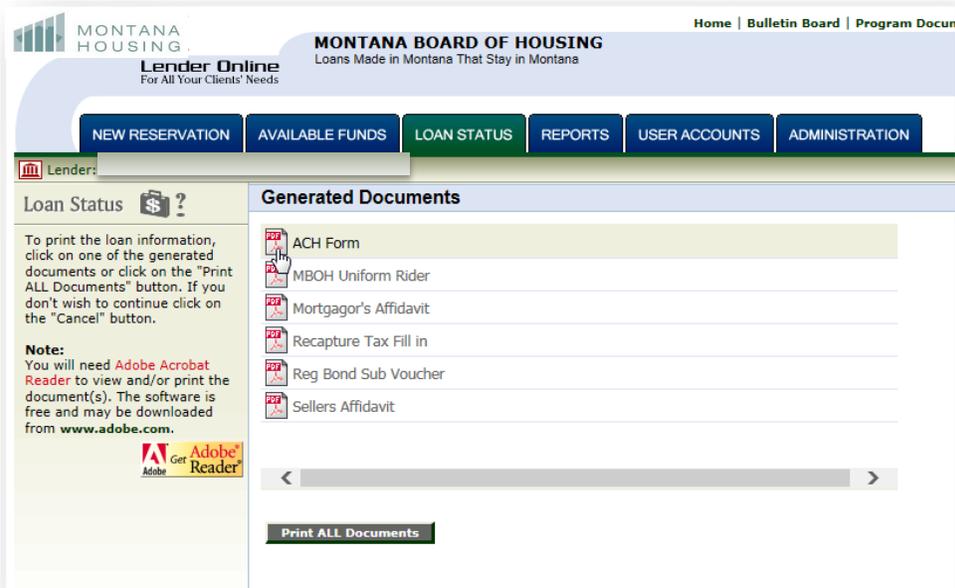
All documents are either auto-populated with information pulled from the system or have a fill-in box for your convenience or BOTH.

Example: Some information auto-populated while other fields in blue are to be filled-in by the processor

MONTANA HOUSING
Montana Board of Housing

AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION FORM

Borrower Name: JANE DOE   MBOH Loan #: 039555055555

Borrower Address: 123 Easy Street, Hometown, MT 59555

Borrower Current Phone #: _____   Borrower Email: _____

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Account Type: Checking _____   Savings _____

Payment Amount _____ **+ Extra Principal (optional)** _____ **= TOTAL Debit** _____

Drawn on the: 5th of the month   OR   10th of the month   (please circle one option)

Beginning Date: _____

By submitting this application, you authorize Montana Board of Housing to withdraw from the account specified above for the amount due, shown as Total Debit above. In the event that your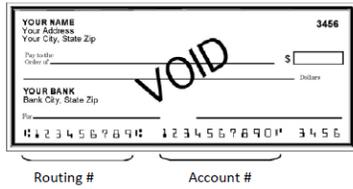 monthly payment increases when escrow analysis is run, you authorize us to increase the withdrawal amount by that amount.

By signing below I represent and warrant that I am legally authorized to access funds from the account specified.

_____   _____
Borrower   Date

Attach a voided check from your bank.

```
YOUR NAME                                     3456
Your Address
Your City, State Zip
Pay to the
Order of _____   $ [      ]
                                    _____ Dollars
YOUR BANK
Bank City, State Zip
For _____
 ⑈123456789⑈  ⑆23456789O⑆  3456
```
       Routing #   Account #

Credit Union Members: to ensure prompt processing of your ACH, please verify your account and routing/transit numbers with your Credit Union, since the correct numbers may be different than those appearing on your check.

Send the completed form to: Montana Board of Housing
                             Mortgage Loan Servicing Department
                             PO Box 200550
                             Helena MT 59620-0550

Repeat the process for each document present for the loan.