

After a loan has been reviewed for purchase, an email is sent to the contact person's email address listed on the funding checklist. The email will contain the suspense conditions document. KEEP THIS EMAIL.

Gather ALL the suspense items, scan and save them as 1 PDF file on your desktop, or ServiSolutions folder. You will browse for this file later. DO NOT Password protect your PDF file. It will not upload properly.

Follow these 15 steps to upload the conditions directly to ServiSolutions online portal.

Save this link to your desktop: <https://lenders.ahfa.com/Bin/Display.exe/ShowSection>

1. You must have been assigned user Access from your Company's Admin.
2. Access Link - Sign In – will be prompted to change your password on the initial access.



3. Click on  on primary tool bar.

4. Search to find the Loan file you are working on. If you are using Quick Search, our reservation number will begin with 100, 101, or 105, followed by 9 more digits. If you do not have our loan number, you may search by borrower name/SSN.

The screenshot shows a search interface with two main sections: "Quick Search" and "Advanced Search".

- Quick Search:** Features a text input field labeled "Reservation No." with a "Go" button to its right. Below the input field, it indicates "12 characters".
- Advanced Search:** Contains several search criteria:
 - Reserved by Lender: A dropdown menu showing "ServiSolutions - A Department of AHFA".
 - Lender Loan No: An empty text input field.
 - Borrower Name/SSN: A text input field followed by "SSN:" and another empty text input field.
 - Co-Borrower Name/SSN: A text input field followed by "SSN:" and another empty text input field.A "Go" button is located to the right of the Co-Borrower Name/SSN field.

5. Once you locate the loan record Click on eDocs icon



Actions		Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date				
View	Reprint	PDF Docs	eDocs	Delete	254001071693		CASE TEST ***-**-6985			Reservation		02/25/2014



- You will be taken to e-MortgageDocs screen. There will be 4 distinct upload buckets. All will be empty EXCEPT Request for Funding Package 3, lower left bucket. You should see the closing package and appraisal already uploaded here, along with a copy of the suspended conditions document that was emailed to you.

Lender: ServiSolutions - A Department of AHFA
e-MortgageDocs

PACKAGES FOR LOAN NO. 254001071693 - CASE, TEST

Reservation Package (#1) - Add New - Submit
Uploaded Documents (0)
No e-Mortgage documents have been uploaded for this package.

Request for Conditional Commitment (#2) - Add New - Submit
Uploaded Documents (0)
No e-Mortgage documents have been uploaded for this package.

Request for Funding Package pkg 3 - Add New - Submit

Uploaded Documents (4)	Actions	Last Date Modified	Initial Submitted Date & Time
Color Appraisal / Final Inspection		06/08/2018	
D. Credit / Application		06/08/2018	
A. Closing Package		06/08/2018	
E. Disclosures		06/08/2018	

Final Docs pkg 4 - Add New - Submit
Uploaded Documents (0)
No e-Mortgage documents have been uploaded for this package.

- Under Request for Funding Package 3 click on  - Add New -

- It will open to this screen:

eMortgage Document For Loan No. 254001071693 Save Cancel

*Package: Request for Funding Package pkg 3

Please [Click Here](#) to upload a document.

*Select a document name from the predefined list

or

*Enter a customized document name.

Enter additional comments about this document

9. In the dropdown box of *Select a document name from the predefined list choose FUNDING SUSPENSE CONDITIONS

*Package: Request for Funding Package pkg 3 ▼

Please [Click Here](#) to upload a document.

*Select a document name from the predefined list

FUNDING SUSPENSE CONDITIONS ▼

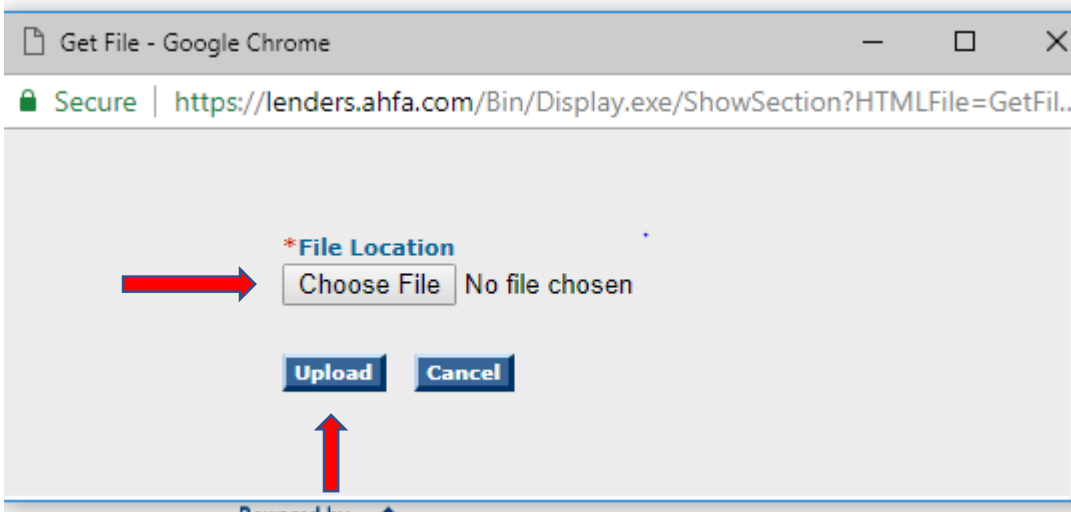
or

10. Then, select

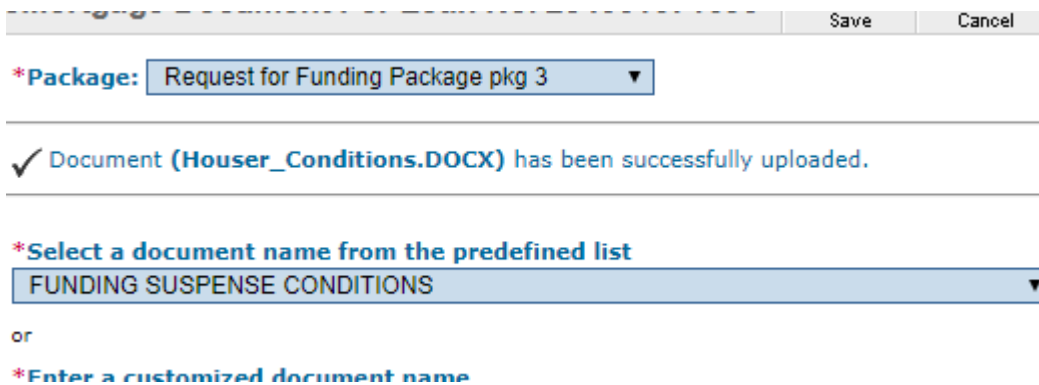
Please [Click Here](#) to upload a document.



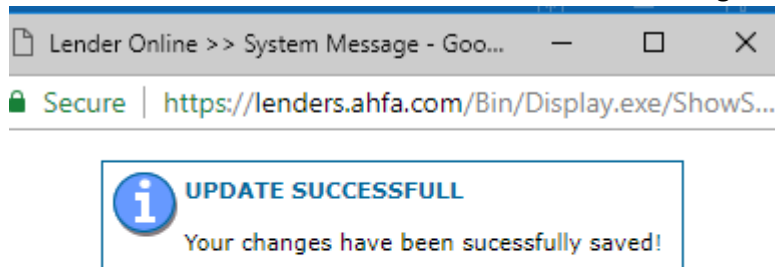
11. Click on the Choose File, browse until you find the saved suspense conditions PDF. Then Click Upload



12. You should see this check mark and verbiage that the conditions have been successfully uploaded.




























13. **YOU MUST NOW HIT SAVE!!!** You will then see this message briefly:



14. Your screen view will automatically change back to the e-MortgageDocs screen and you will now see the Funding Suspense Conditions Folder uploaded into our portal.

Request for Funding Package pkg 3 Add New Submit

Uploaded Documents (5)		Actions			Last Date Modified	Initial Submitted Date & Time
 Color Appraisal / Final Inspection					06/08/2018	
 D. Credit / Application					06/08/2018	
 A. Closing Package					06/08/2018	
 E. Disclosures					06/08/2018	
 FUNDING SUSPENSE CONDITIONS					07/23/2018	

15. **FINALLY, REPLY TO THE REVIEWER'S EMAIL AND LET THEM KNOW CONDITIONS HAVE BEEN UPLOADED.** Provide them the Borrower's Full name and AHFA loan number if you have it. This is critical. They will not know conditions are ready for review, without this email!!!