PowerLender Portal

UTAH HOUSING corporation

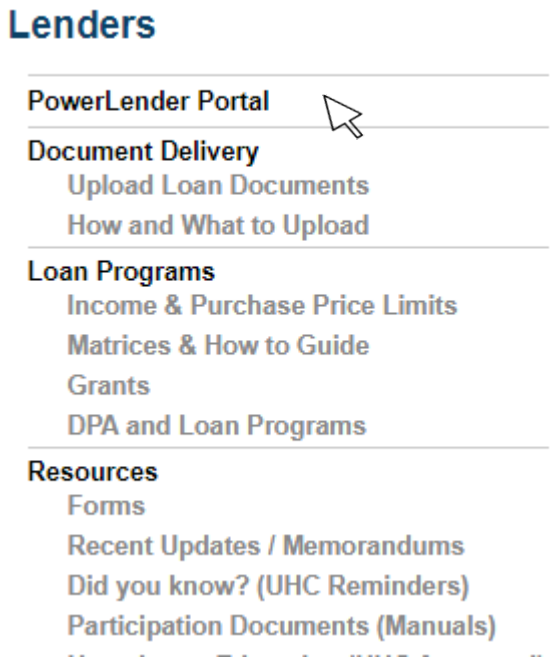
HOW TO IMPORT A LOAN FILE INTO POWERLENDER

Import a file into PowerLender

From the Utah Housing's website select "Lenders"

Import a file into PowerLender

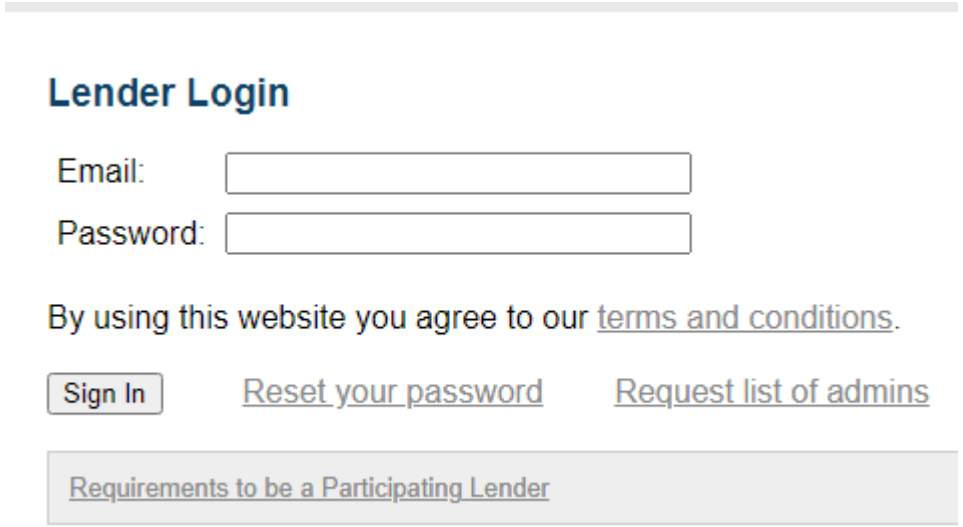
Select “PowerLender Portal”



Import a file into PowerLender

Log in using your assigned credentials

If you do not have assigned credentials contact your company admin



Import a file into PowerLender

Select “Import New Loan” from the top right hand menu

Import a file into PowerLender

Select “Browse” to locate the file on your computer. Then select “Upload and Create Loan”

Permitted File Types:

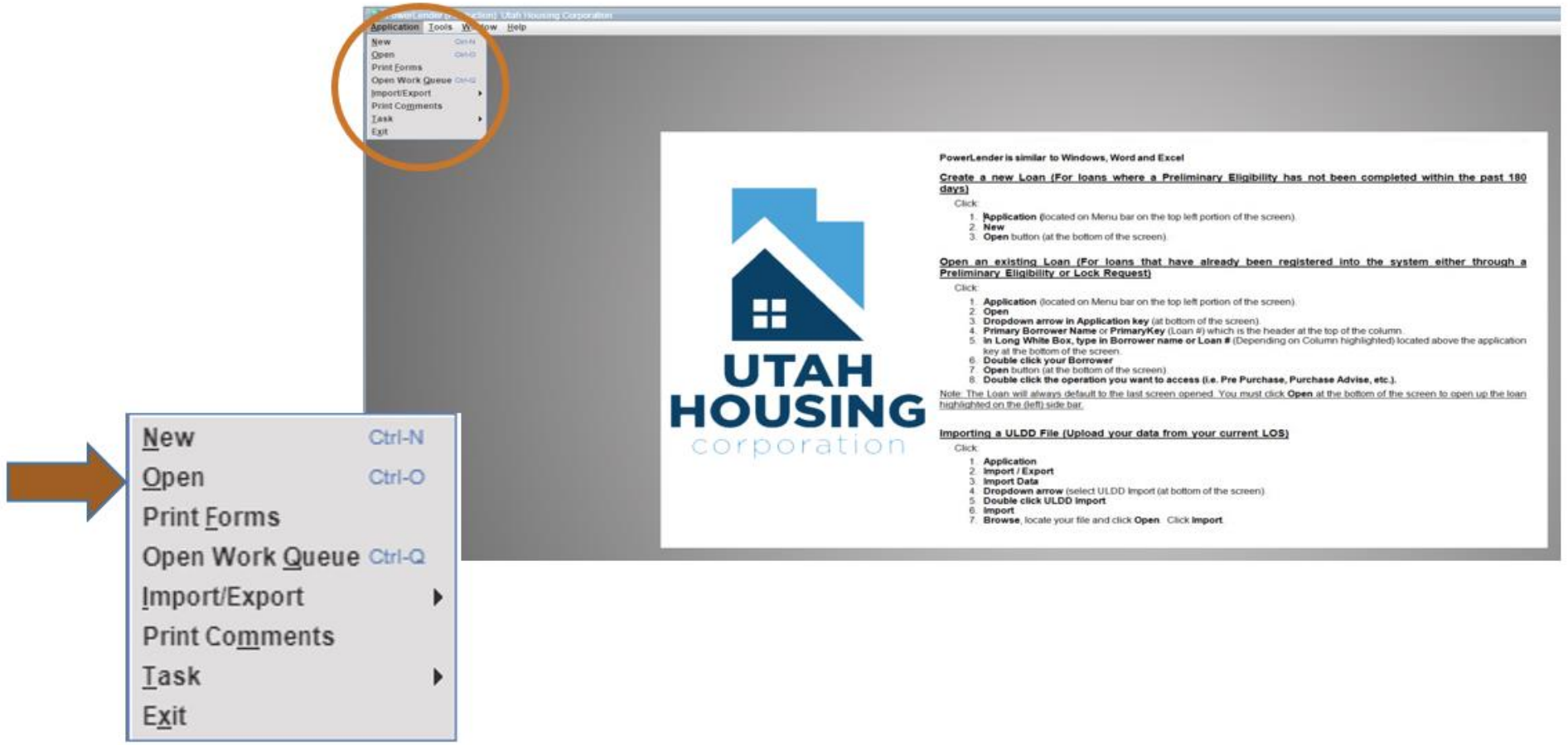
- Fannie Mae 3.2 (fnm)
- MISMO 3.0 ULDD (xml)
- MISMO 3.4 ILAD (xml)

Import a file into PowerLender

Make record of the Utah Housing loan number then select
"Launch PowerLender and Open Loan ######"

Import a file into PowerLender

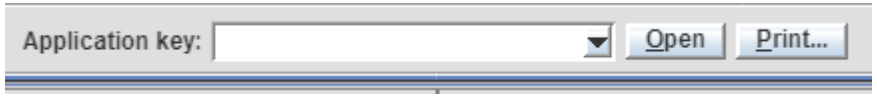
From the tool bar, select “Application” which will open a drop-down menu, select “Open”



Import a file into PowerLender

Choose your loan from the list of loans on the left and double click to open

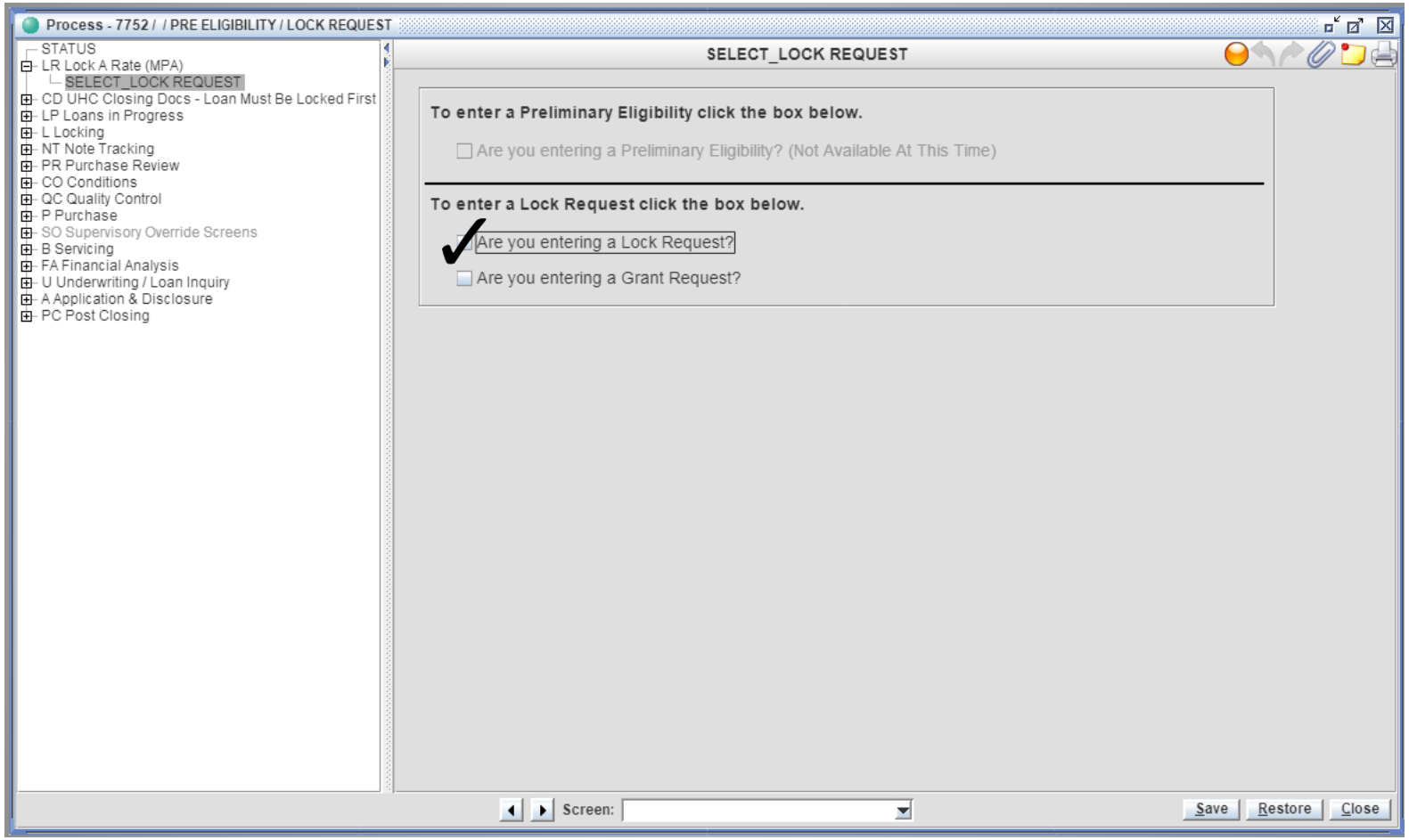
If your loan does not appear you can enter your loan number in the “Application Key” box and select Open or search for it by clicking the drop-down at the bottom of the screen and searching by loan #, Borrower Name or Address.



Highlight the option you want to search by clicking on it, then enter info at the bottom of the screen.

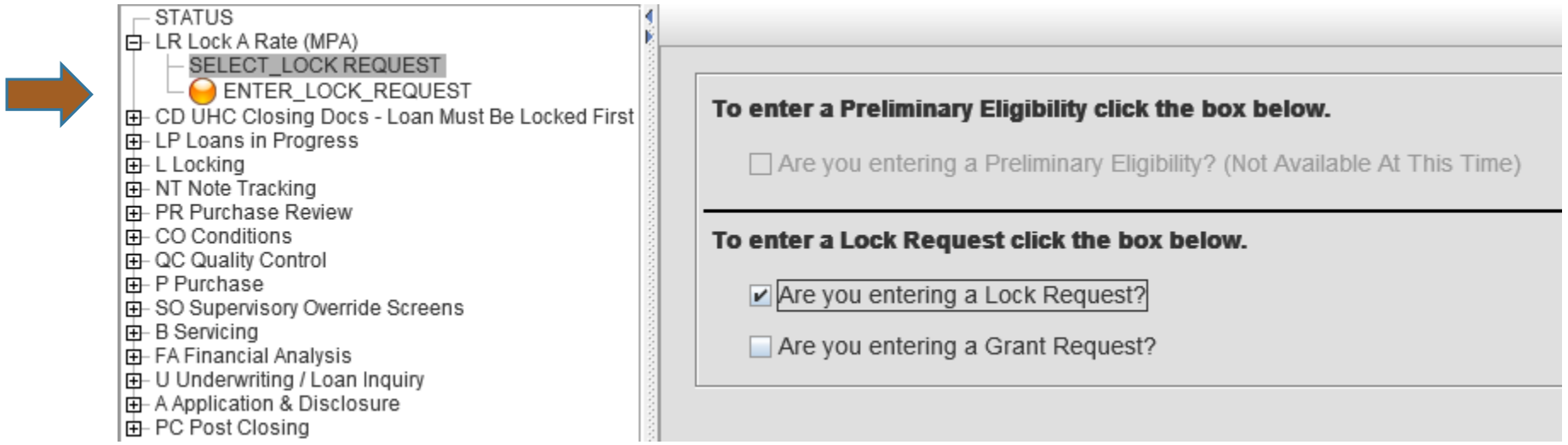
Import a file into PowerLender

Select “Are you entering a Lock Request?” by clicking the box



Import a file into PowerLender

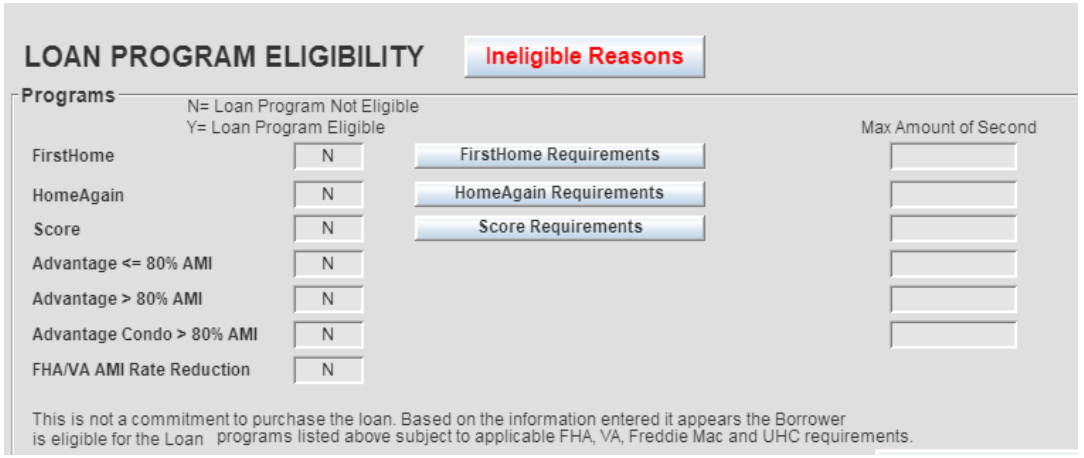
The “Enter Lock Request” menu option will appear, select to complete lock input and select interest rate and program



Import a file into PowerLender

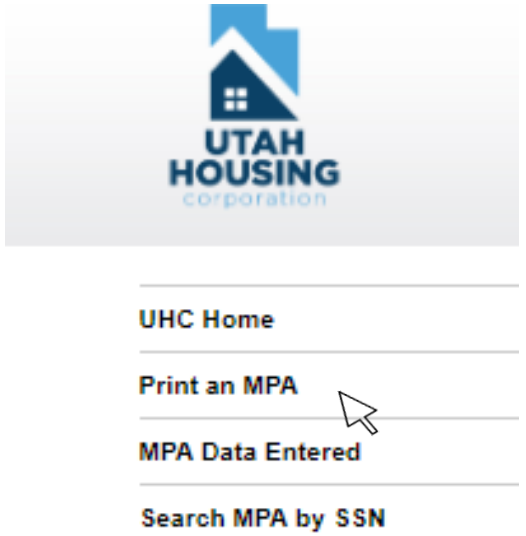
- Enter ALL data fields accurately
  - If a field is left blank or is inaccurate the selection of eligible loan programs could be affected

- Select the loan program you would like to lock
  - If your program does not have a "Y", you have entered data that makes the borrower ineligible for that program
  - You can select "ineligible reasons" to give you an idea of what data may be wrong



Import a file into PowerLender

- Once the lender has submitted the lock request, Utah Housing will process and approve it
- An email will be sent to the person indicated in the request
- One the email has been received you can print the Mortgage Purchase Agreement (MPA) from PowerLender



Questions

Email mortgage@uthc.org