Close A Loan

UTAH
HOUSING
corporation

HOW TO PRINT UHC FORMS WITH DOC PREP SYSTEM

How to Print UHC Forms with Doc Prep System

From the Utah Housing's website select "Lenders"

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Select "PowerLender Portal"

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Log in using your assigned credentials

If you do not have assigned credentials contact your company admin

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Under the header "Closing Doc Preparation" choose "Closing Document Preparation"

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

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

If your loan does not appear you can search for it by clicking the drop-down at the bottom of the screen and searching by loan #, Borrower Name or Address.
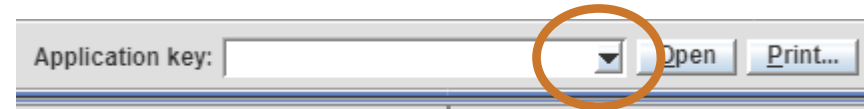
Highlight the option you want to search by clicking on it, then enter info at the bottom of the screen.
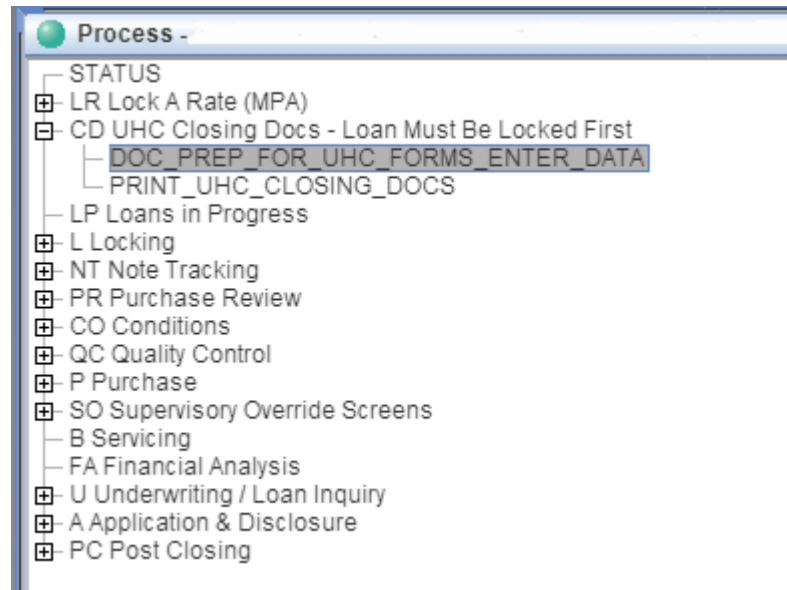
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Select and double click on "Doc Prep For UHC From Enter Data"

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- Enter required data from the UHC documents, including the Subordinate Mortgage Note and Deed for the appropriate program.

- Once the information has been entered you can print the documents.

- At the top right of the screen click the print.

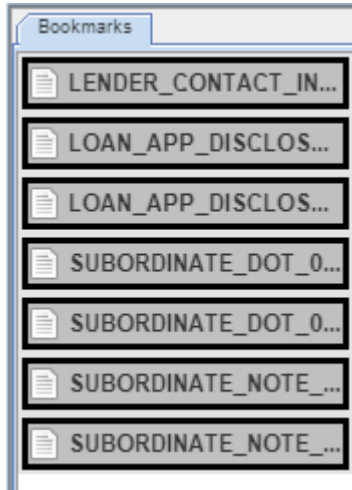- In the next screen choose the drop-down and "UHC Closing Docs"
- Preview Document

How to Print UHC Forms with Doc Prep System

- All the documents needed for the chosen program will be auto-filled

  - Choose the document to review

  - Read through all the data on the documents to **verify it is accurate** and matches your First Mortgage information.

  - Print or save documents