

# Close A Loan



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"



The screenshot shows the Utah Housing Corporation website. At the top is the logo with the text "UTAH HOUSING corporation". Below the logo is a navigation menu with the following items: Homebuyer, Lenders (highlighted with a mouse cursor), Realtors® / Builders / Title, Multifamily Financing, Investors, and About Utah Housing Corp. A blue button labeled "Homeowner Login" is positioned below the menu. To the right of the menu is a promotional banner with the text "Need Down Payment Assistance? We can help." and "See our lowest monthly payment." with arrows pointing right. Below the banner are links for "Current Rates" (with an information icon) and "Rate Adjustments". Under "Current Rates", there is a sub-header "FHA and VA FHA/VA <80% Median Family Income (MFI)" and a table with three columns: "FirstHome", "HomeAgain", and "Score".

Utah Housing services all of its loans right here in Utah

Homebuyer

Lenders

Realtors® / Builders / Title

Multifamily Financing

Investors

About Utah Housing Corp.

Homeowner Login

Need Down Payment Assistance? We can help. →

See our lowest monthly payment. →

Current Rates ⓘ

Rate Adjustments

FHA and VA  
FHA/VA <80% Median Family Income (MFI)

FirstHome	HomeAgain	Score
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# How to Print UHC Forms with Doc Prep System

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Select “PowerLender Portal”

## Lenders

**PowerLender Portal**



**Document Delivery**

Upload Loan Documents

How and What to Upload

**Loan Programs**

Income & Purchase Price Limits

Matrices & How to Guide

Grants

DPA and Loan Programs

**Resources**

Forms

Recent Updates / Memorandums

Did you know? (UHC Reminders)

Participation Documents (Manuals)

# How to Print UHC Forms with Doc Prep System

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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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## Lender Login

Email:

Password:

By using this website you agree to our [terms and conditions](#).

[Sign In](#)

[Reset your password](#)

[Request list of admins](#)

[Requirements to be a Participating Lender](#)

# How to Print UHC Forms with Doc Prep System

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Under the header “Closing Doc Preparation” choose “Closing Document Preparation”

## Login Administration

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Change Password

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View Lender Admins

## Lock A Rate (MPA)

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Enter an MPA

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Incomplete MPA

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MPA Waiting for UHC Review

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MPA Completed (Extend/Cancel)

## Closing Doc Preparation

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Closing Document Preparation



# How to Print UHC Forms with Doc Prep System

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

The screenshot displays the PowerLender software interface. The 'Application' menu is open, showing options: New (Ctrl-N), Open (Ctrl-O), Print Forms, Open Work Queue (Ctrl-Q), Import/Export, Print Comments, Task, and Exit. An orange circle highlights the 'Application' menu in the top-left corner of the software window. A large brown arrow points from the 'Open' option in the expanded menu to the right. On the right side of the software window, there is a white panel with the Utah Housing Corporation logo and several instructional sections:

- PowerLender is similar to Windows, Word and Excel**
- Create a new Loan (For loans where a Preliminary Eligibility has not been completed within the past 180 days)**
  - Click:
    1. **Application** (located on Menu bar on the top left portion of the screen).
    2. **New**
    3. **Open** button (at the bottom of the screen).
- Open an existing Loan (For loans that have already been registered into the system either through a Preliminary Eligibility or Lock Request)**
  - Click:
    1. **Application** (located on Menu bar on the top left portion of the screen).
    2. **Open**
    3. **Dropdown arrow in Application key** (at bottom of the screen).
    4. **Primary Borrower Name or PrimaryKey** (Loan #) which is the header at the top of the column.
    5. **In Long White Box, type in Borrower name or Loan #** (Depending on Column highlighted) located above the application key at the bottom of the screen.
    6. **Double click your Borrower**
    7. **Open** button (at the bottom of the screen).
    8. **Double click the operation you want to access** (i.e. **Pre Purchase, Purchase Advise, etc.**).

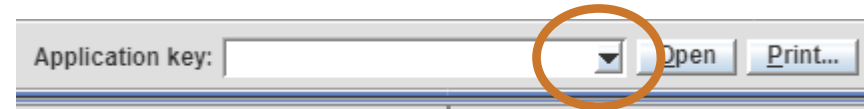
Note: The Loan will always default to the last screen opened. You must click **Open** at the bottom of the screen to open up the loan highlighted on the (left) side bar.
- Importing a ULDD File (Upload your data from your current LOS)**
  - Click:
    1. **Application**
    2. **Import / Export**
    3. **Import Data**
    4. **Dropdown arrow** (select ULDD Import (at bottom of the screen).
    5. **Double click ULDD Import**
    6. **Import**
    7. **Browse**, locate your file and click **Open** Click **Import**

# How to Print UHC Forms with Doc Prep System

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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.



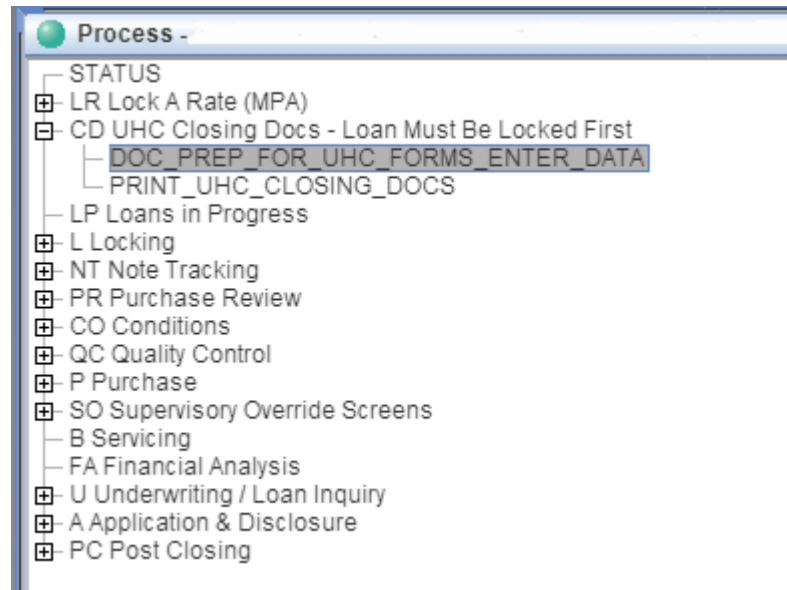
Highlight the option you want to search by clicking on it, then enter info at the bottom of the screen.

Select key from lookup			
PrimaryKey	Primary borrower name (last, first, middle name) ▲	Secondary borrower last first middle name	Property #1 address street

# How to Print UHC Forms with Doc Prep System

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Select and double click on “Doc Prep For UHC From Enter Data”





# How to Print UHC Forms with Doc Prep System

- 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

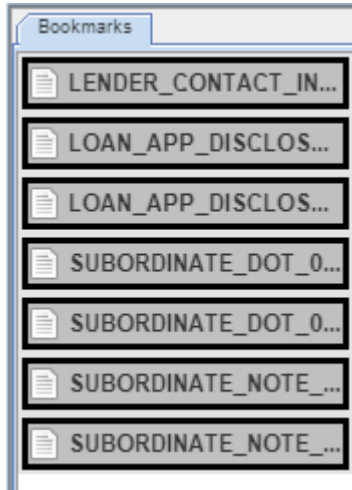
A screenshot of the UHC Doc Prep System interface. On the left, there are radio buttons for 'Form stage' (selected) and 'Individual form'. Below these are fields for 'Starting Check Number:' and 'For Records:' with a 'Print' button and a checked 'Yes' checkbox. On the right, a window titled 'Forms for stage' displays a table with two columns: 'Stage' and 'Description'. The table lists various stages and their descriptions, with 'UHC Closing Docs - Loan Must Be Locked First' highlighted.

Stage	Description
LR	Lock A Rate (MPA)
CD	UHC Closing Docs - Loan Must Be Locked First
LP	Loans in Progress
L	Locking
NT	Note Tracking
PR	Purchase Review
CO	Conditions
MH	Manufactured Home Rider
SA	Subordination Agreement Request
QC	Quality Control
P	Purchase
SO	Supervisory Override Screens
B	Servicing
FA	Financial Analysis
U	Underwriting / Loan Inquiry
A	Application & Disclosure
PC	Post Closing

# How to Print UHC Forms with Doc Prep System

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- 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

