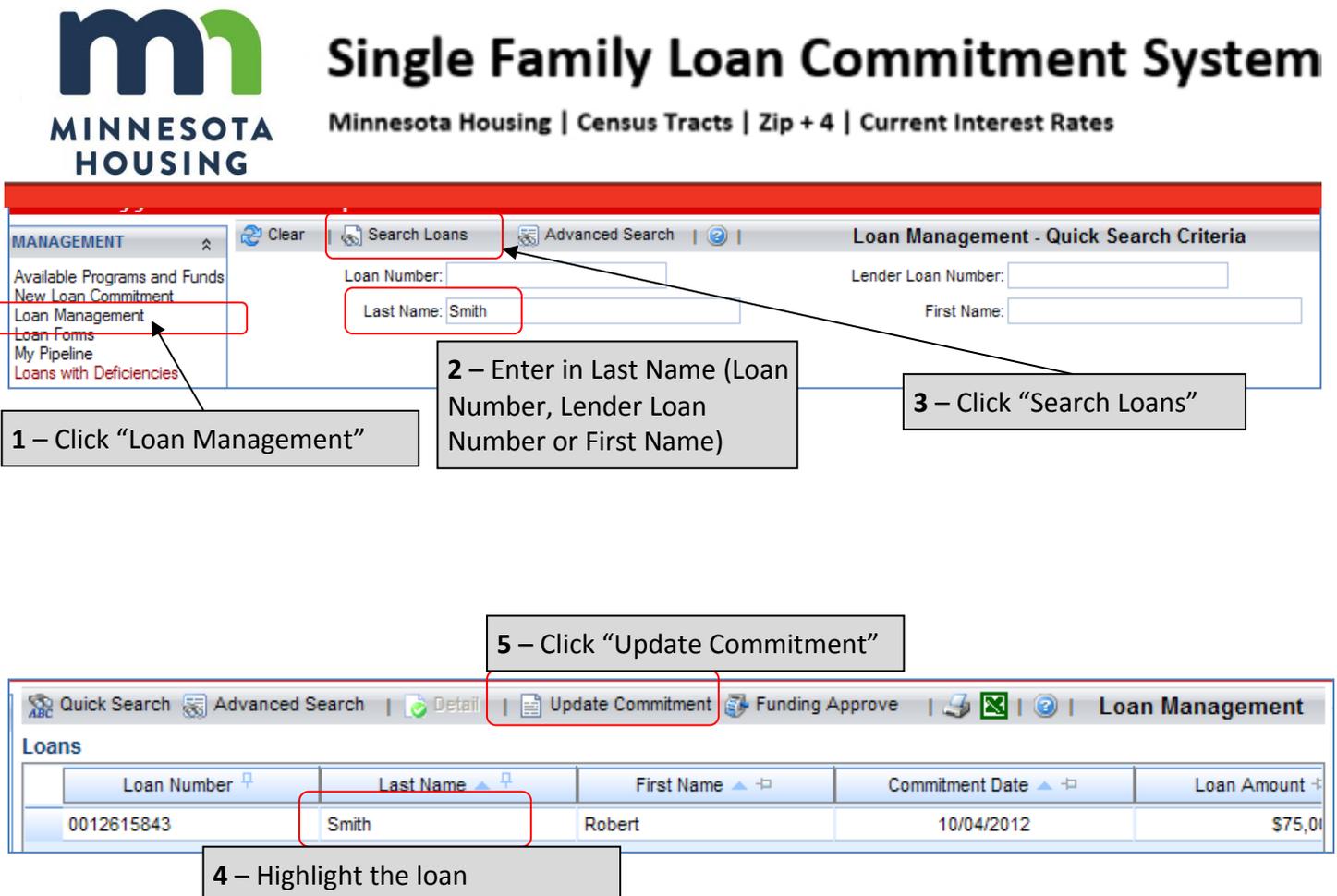


## Steps for a Loan Officer to Claim a loan in the HDS SF Web Application

1. Enter "Loan Management"
2. Enter in Last Name (Loan Number, Lender Loan Number, or First Name)
3. Click "Search Loans"
4. Highlight the loan
5. Click "Update Commitment" (on the green bar)
6. Select the "Origination" tab
7. Select the loan officer name from the drop box or "Not Participating"
8. Click on "Update Loan"

### Visual Display:



**MINNESOTA HOUSING** Single Family Loan Commitment System  
Minnesota Housing | Census Tracts | Zip + 4 | Current Interest Rates

**1 – Click "Loan Management"**

**2 – Enter in Last Name (Loan Number, Lender Loan Number or First Name)**

**3 – Click "Search Loans"**

**4 – Highlight the loan**

**5 – Click "Update Commitment"**

Loan Number	Last Name	First Name	Commitment Date	Loan Amount
0012615843	Smith	Robert	10/04/2012	\$75,000

The screenshot displays the MNHousing.gov interface for a loan origination process. The breadcrumb trail shows 'MNHousing.gov > Census > Rates'. The left sidebar contains 'MANAGEMENT' and 'REPORTS' sections. The main content area is titled 'Origination' and shows fields for 'Lender: 999901 | Test Bank - Inver Grove Heights' and 'Program: MN Mortgage Program (MBS)'. A toolbar at the top includes 'Update', 'Cancel Loan', 'Add Additional', and 'Confirmation Report'. A dropdown menu for 'Loan Officer' is open, showing options: 'Branch User', 'Collors Fall', 'Fall Colors', and 'Not Participating'. Three callout boxes provide instructions: '8 - Click "Update" to save' points to the 'Update' button; '6 - Click "Origination" tab' points to the 'Origination' tab; and '7 - Select "Loan Officer's Name" or "Not Participating" in the drop down box' points to the 'Fall Colors' option in the dropdown menu.