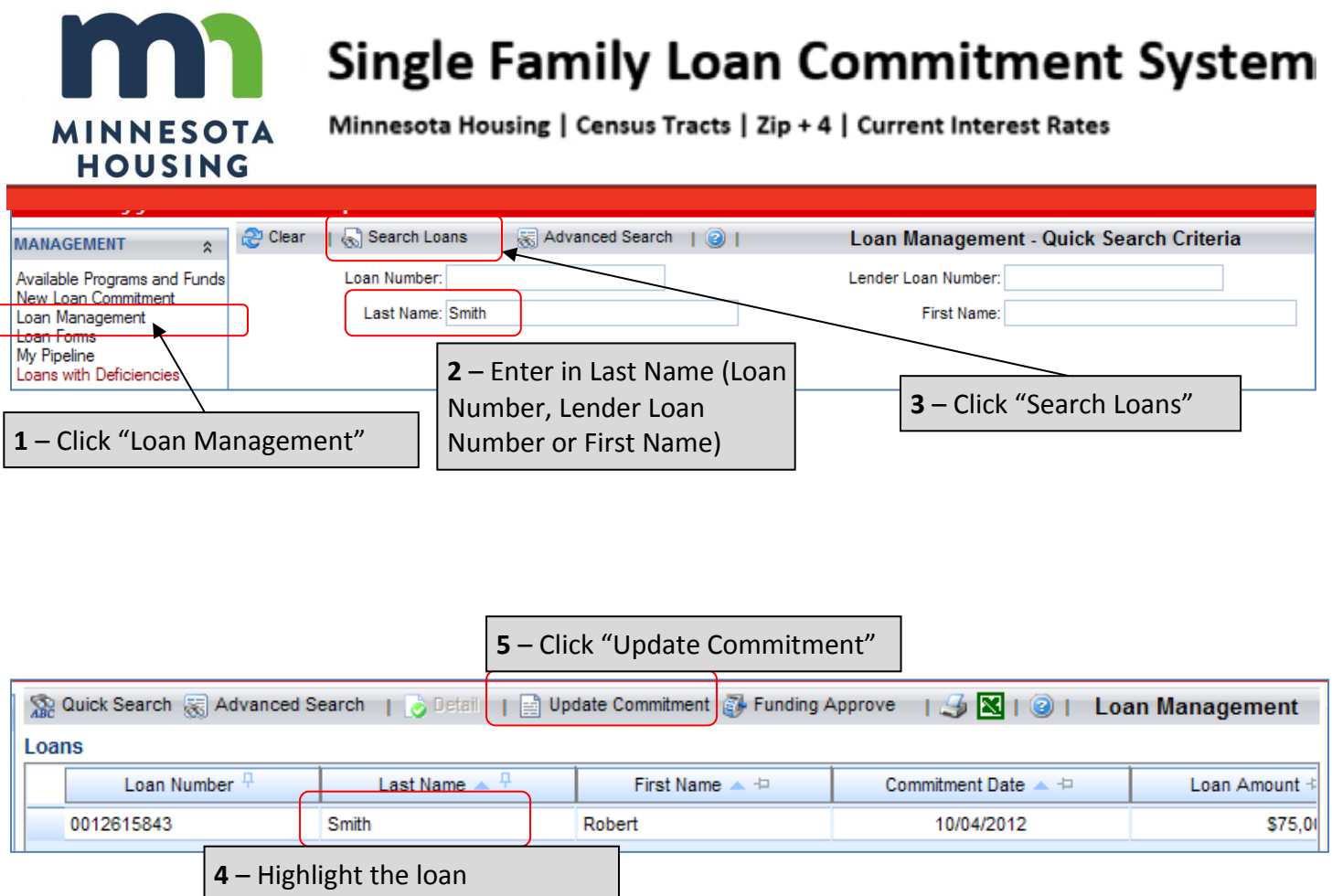


Steps for a Loan Officer to Claim a loan in the HDS SF Web Application

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:



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

1 – Click "Loan Management"

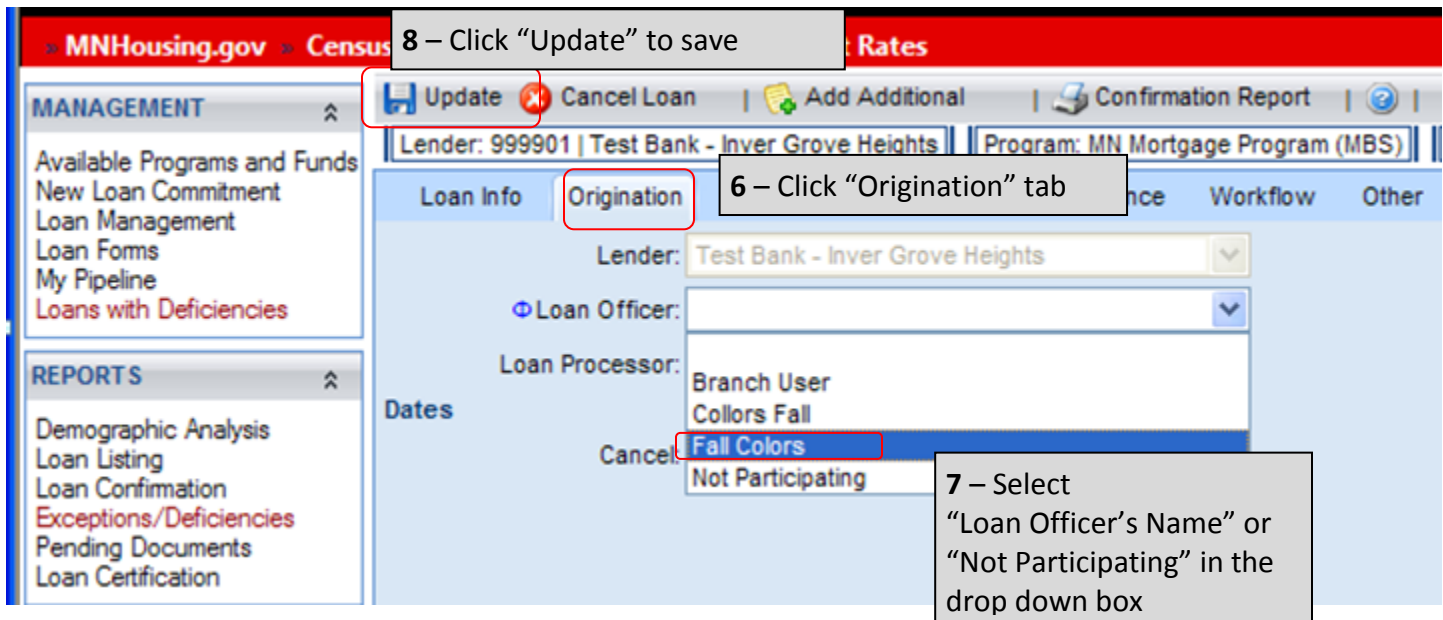
2 – Enter in Last Name (Loan Number, Lender Loan Number or First Name)

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



8 – Click “Update” to save

6 – Click “Origination” tab

7 – Select “Loan Officer’s Name” or “Not Participating” in the drop down box