

# HDS SF Web Administrator Instructions

## Adding an Additional loan and the “Submit” icon disappearing after the Additional loan is selected

In order for an originator to commit an additional loan in the Minnesota Housing HDS SF Web Administration System, the Web Administrator has to set the User with Permissions of “Edit” check marked under Loan Management.

### Originator permissions

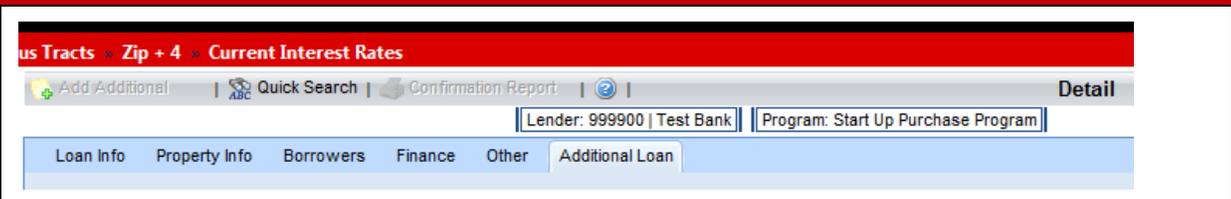
The system views an additional loan as something done past the New Loan Commitment permission. Ideally these are the permissions an originator should be given in the HDS SF Web Application.

Permissions:  Force Password Change

Single Family Management				
Name	Read	Edit	Add	
Available Programs and Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Loan Commitment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Loan Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reserve Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Edit/Update Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Funding Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loan Forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
My Pipeline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loan Exceptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lender Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### The following screen shots will help the User determine whether or not the “Edit” feature is checked under Loan Management for the User’s permissions.

Edit under Loan Management not checked



Edit under Loan Management checked and can commit an additional loan

