



LARRY HOGAN
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Kenneth C. Holt
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Tony Reed
Deputy Secretary

March 1, 2018

Directive 2018-07

TO: ALL PARTICIPATING LENDERS

SUBJECT: APPLICATION UPLOAD TO LENDER ONLINE

Very exciting news! Lenders now have the capability to upload the 1003 Application directly into Lender Online without entering each item individually. The 1003 Application needs to be converted to the XML Format for a successful upload to the portal. By uploading directly, lenders will save time and reduce or eliminate errors during the reservation process.

To upload to Lender Online follow these steps:

1. Select the New Reservation Tab in Lender Online
2. Choose the First Mortgage Program (and Second Mortgage Programs, if applicable)
3. The New Reservation Form Page appears with the Import 1003 option available
4. Click the Import 1003 button to upload the XML file

Questions or issues related to this process should be directed to Patrice Smith, patrice.smith@maryland.gov or 301-429-7832.

As always, we appreciate your continued participation in our programs.

If you have any questions concerning this Directive or suggestions for improvements, please email singlefamilyhousing.dhcd@maryland.gov.

Sincerely,

Karl Metzgar

Karl Metzgar
Assistant Director / Operations Manager
Single Family Housing

