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March 12, 2013

Directive 2013-17

TO: PARTICIPATING LENDERS  
SUBJECT: CDA/U.S. BANK LENDER WEBINAR TRAINING

The purpose of this Directive is to inform you of a Webinar Training on Monday, March 18, 2013 at 12:30 p.m., Eastern Standard Time, hosted by the Maryland Community Development Administration (CDA) and US Bank.

The training is expected to be approximately two hours. It fulfills the training requirement for new lenders. If any of your staff—originators, processors, closers—have not yet taken the training, please forward this invitation to them. This can also serve as a refresher for those of your staff who have not taken the training recently. Each staff person can register individually by emailing Cassandra Holmes at [holmes@mdhousing.org](mailto:holmes@mdhousing.org) by Friday, March 15, 2013. If a group plans to participate under one email (conference call setting), the list of attendees should be emailed so that we know who has received the training.

#### On The Day of Training

- ❑ Meeting Number: 742 642 091

Meeting Password: (This meeting does not require a password.)

- ❑ To start or join the online meeting:

Go to: <https://usbank.webex.com/usbank/j.php?ED=201562597&UID=497813507&RT=MIMxMg%3D%3D>

Teleconference information: 855-874-2692

- ❑ For assistance:

1. Go to <https://usbank.webex.com/usbank/mc>
2. On the left navigation bar, click "Support".

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:

<https://usbank.webex.com/usbank/j.php?ED=201562597&UID=497813507&ICS=MS&LD=1&RD=2&ST=1&SHA2=A0A99Rdm-ogXCqO4N3VHCX0aCXOatwuKm/5s7djq2w=>

To check whether you have the appropriate players installed for UCF (Universal Communications Format) rich media files, go to <https://usbank.webex.com/usbank/systemdiagnosis.php>.

<http://www.webex.com>

**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. You should inform all meeting attendees prior to recording if you intend to record the meeting. Please note that any such recordings may be subject to discovery in the event of litigation.

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As always, we appreciate your continued participation in MMP. If you have any questions concerning this Directive or suggestions for improving our Program, please contact me directly at (410) 514-7508 or 1-800-638-7781 or by e-mail at [manahan@mdhousing.org](mailto:manahan@mdhousing.org).

Sincerely,

*William J. Manahan*

William J. Manahan  
Assistant Director, Homeownership Programs  
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