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December 6, 2013

Directive 2013-53

TO: ALL PARTICIPATING LENDERS  
SUBJECT: NMLS NUMBER IS NOW A REQUIRED FIELD WHEN LOAN RESERVED

In preparation for providing information on our website about the top Maryland Mortgage Program loan officers, the NMLS ID number is now a required field on the "New Reservation" form when a loan is reserved.

- If a loan officer's NMLS ID number is completed on the "User Accounts" page in Lender Online when the loan officer's account is set up (screen shot of "User Accounts" page is enclosed), this number will automatically populate on the "New Reservation" page on Lender Online when a loan officer's name is selected from the "Loan Officer" drop down box in the "Officers & Contacts" section of the New Reservation form
- If a "User Accounts" page was not set up for the loan officer, then the loan officer's name must be completed on the "Other Loan Officer" line (for example, Smith, John P) and the Loan Officer NMLS ID must also be entered on the "New Reservation" page on Lender Online.

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 one of our Single Family underwriters: Donna Mitchel at [mitchel@mdhousing.org](mailto:mitchel@mdhousing.org), Jack Rouse at [rouse@mdhousing.org](mailto:rouse@mdhousing.org) or Bill Milko at [milko@mdhousing.org](mailto:milko@mdhousing.org).

Sincerely,  
*William J. Manahan*  
William J. Manahan  
Assistant Director, Homeownership Programs  
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Enclosure: screen shot of "User Accounts" page

COMMUNITY DEVELOPMENT  
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WEB [www.mdhousing.org](http://www.mdhousing.org)



https://ltdl.dhcd.state.md.us/Bin/Display.exe/ShowSection Lender Online >> User Acc...

File Edit View Favorites Tools Help

Intranet on My DHCD

**Lender Online**  
For All Your Clients' Needs

**Department of Housing and Community Development**  
Community Development Administration (CDA)

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NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS **USER ACCOUNTS** ADMINISTRATION

Lender: 001 - CDA

**User Accounts** **User Contact Details**

\* denotes a required field.

To add/modify a user/contact fill out the required fields and then click on the "Update" button. If you don't wish to save your changes click on the "Cancel" button.

**Notes:**  
All the users you declare on this section will be able to log into the system unless they are inactive or a contact only.  
The 'Login Name' and 'Password' fields are case sensitive.

**PERSONAL INFORMATION**

\*Last Name  \*First Name  M.I.  Suffix  Prefix

Title  Nickname  Gender  D.O.B.

\*Phone No.  Fax No.  \*Email

Alt. Phone No.  Home Phone No.  Cell Phone No.

**SYSTEM ACCESS**

Active  Locked Failed Login Attempts: 0  
Last Attempt:

\*Access Level   Read Only  Contact

\*NMLS ID

\*Lender Name

Branch Name

**SYSTEM LOGIN**

\*Login Name

\*Password <sup>1</sup>

\*Retype Password <sup>1</sup>

User must Change Password at Next Logon

**PASSWORD POLICY**

<sup>1</sup> **Password Restrictions**  
Password must be at least 8 characters long.  
Password must be unique.  
Password must contain letters and numbers.

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