



**Homeloans.
Arkansas.gov**

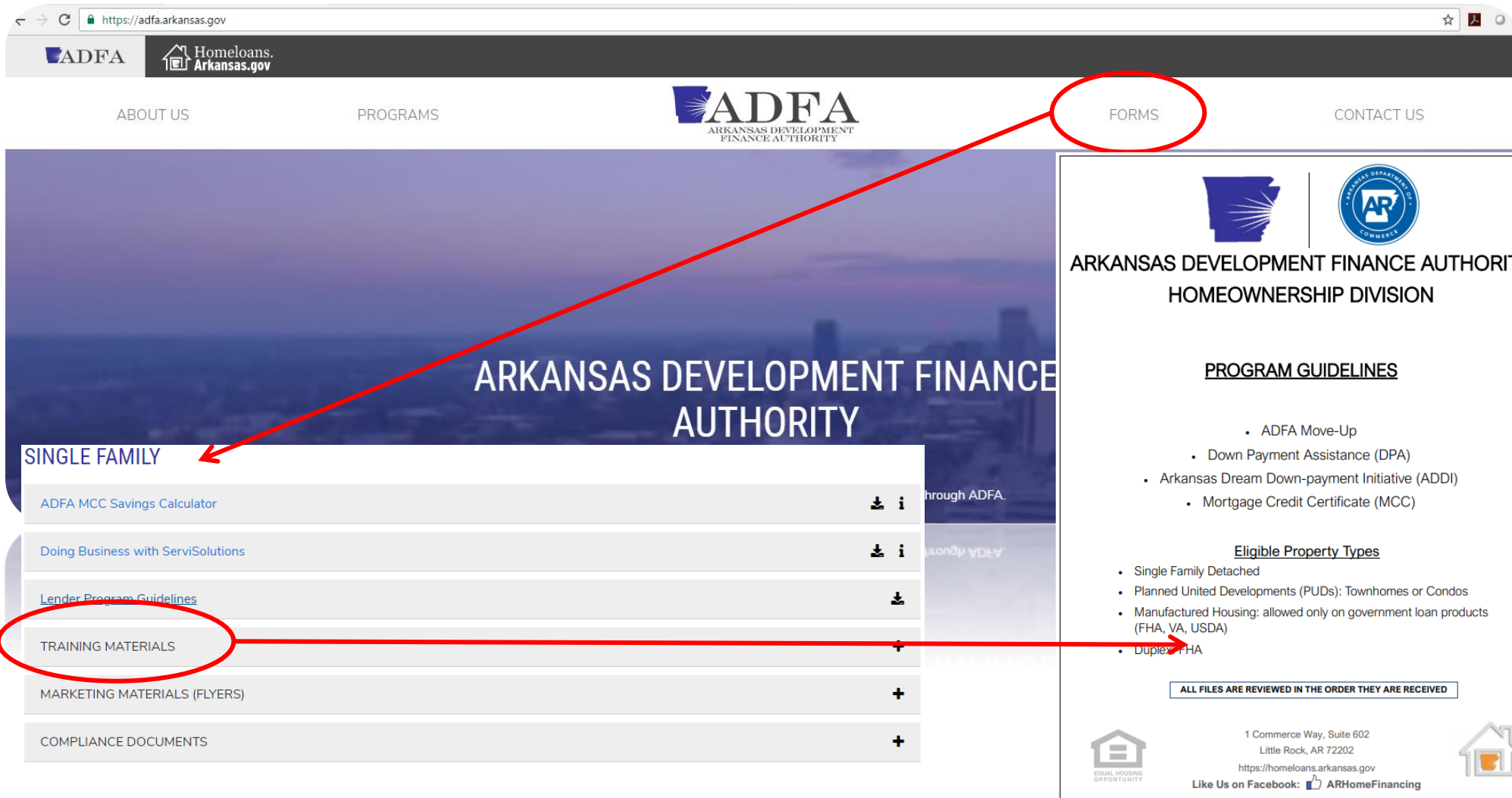
ADFA LENDER PORTAL ADMINISTRATOR

- KEY CONTACT PERSON TRAINING -

ARKANSAS DEVELOPMENT FINANCE AUTHORITY



WWW.ADFA.ARKANSAS.GOV



The screenshot shows the website interface for the Arkansas Development Finance Authority. At the top, there is a navigation bar with links for 'ABOUT US', 'PROGRAMS', 'FORMS', and 'CONTACT US'. The 'FORMS' link is circled in red. Below the navigation bar is a large banner with the text 'ARKANSAS DEVELOPMENT FINANCE AUTHORITY'. To the left of the banner is a sidebar menu with categories: 'SINGLE FAMILY', 'TRAINING MATERIALS', 'MARKETING MATERIALS (FLYERS)', and 'COMPLIANCE DOCUMENTS'. The 'TRAINING MATERIALS' category is circled in red. To the right of the banner is a main content area titled 'ARKANSAS DEVELOPMENT FINANCE AUTHORITY HOMEOWNERSHIP DIVISION PROGRAM GUIDELINES'. This area lists various programs such as 'ADFA Move-Up', 'Down Payment Assistance (DPA)', 'Arkansas Dream Down-payment Initiative (ADDI)', and 'Mortgage Credit Certificate (MCC)'. It also lists 'Eligible Property Types' including 'Single Family Detached', 'Planned United Developments (PUDs): Townhomes or Condos', and 'Manufactured Housing'. At the bottom of the content area, there is a note: 'ALL FILES ARE REVIEWED IN THE ORDER THEY ARE RECEIVED'. The footer of the page includes the ADFA logo, the address '1 Commerce Way, Suite 602 Little Rock, AR 72202', the website URL 'https://homeloans.arkansas.gov', and a Facebook link 'Like Us on Facebook: ARHomeFinancing'.

You will find:

- Lender Guidelines
- Trainings
- Marketing Materials
- ADDI Inspection
- Income Limits
- Etc.

LENDER PORTAL: *Login-In Information*

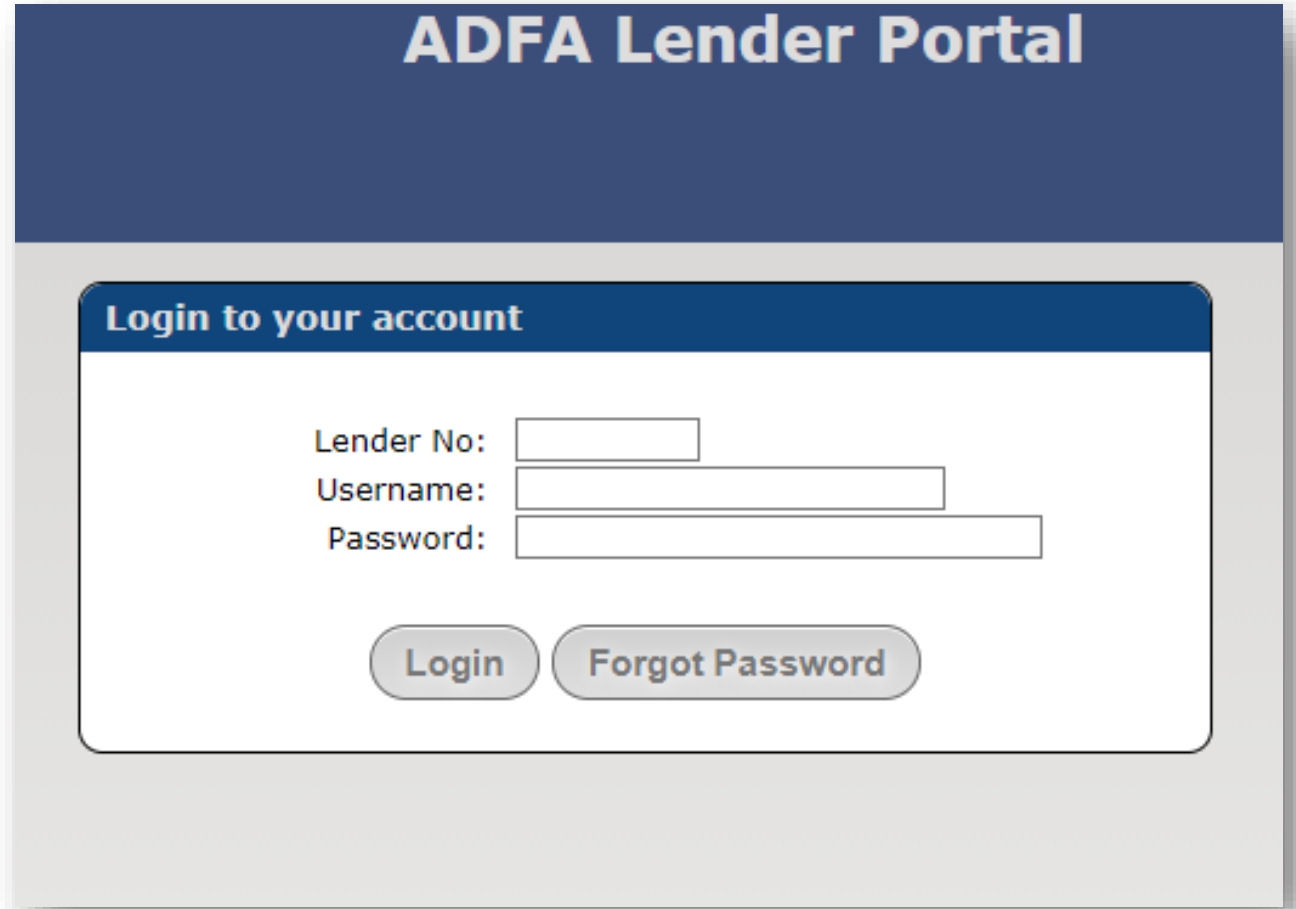
WWW.ADFA.MITAS.COM/LENDERPORTAL

Enter Credentials:

- Lender No. (ADFA assigned)
- Username (case sensitive)
- Password (case sensitive)

NEW Implementations:

- ADFA doesn't have access to ID's or Passwords
- You are the Key Contact Person!
- Click the "FORGOT PASSWORD"



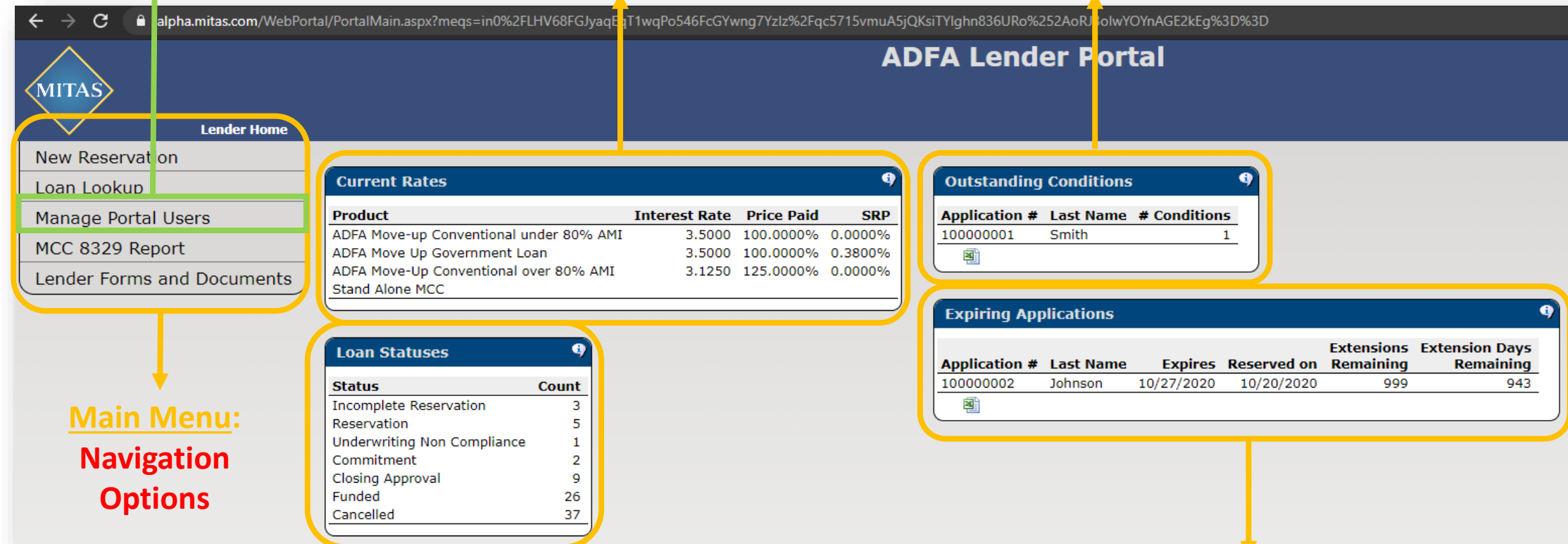
The screenshot shows the ADFA Lender Portal login interface. At the top, there is a dark blue header with the text "ADFA Lender Portal" in white. Below this is a white box with a dark blue header that says "Login to your account". Inside this box, there are three input fields: "Lender No:" with a short text box, "Username:" with a longer text box, and "Password:" with a text box that has a small eye icon to its right. Below the input fields are two buttons: "Login" and "Forgot Password", both in rounded rectangular boxes.

PORTAL ADMINISTRATOR: Main Menu Navigation

Manage Portal Users

Daily Rates

Outstanding Conditions:
Waiting on Lender



ADFA Lender Portal

Lender Home

- New Reservation
- Loan Lookup
- Manage Portal Users
- MCC 8329 Report
- Lender Forms and Documents

Current Rates

Product	Interest Rate	Price Paid	SRP
ADFA Move-up Conventional under 80% AMI	3.5000	100.0000%	0.0000%
ADFA Move Up Government Loan	3.5000	100.0000%	0.3800%
ADFA Move-Up Conventional over 80% AMI	3.1250	125.0000%	0.0000%
Stand Alone MCC			

Loan Statuses

Status	Count
Incomplete Reservation	3
Reservation	5
Underwriting Non Compliance	1
Commitment	2
Closing Approval	9
Funded	26
Cancelled	37

Outstanding Conditions

Application #	Last Name	# Conditions
100000001	Smith	1

Expiring Applications

Application #	Last Name	Expires	Reserved on	Extensions Remaining	Extension Days Remaining
100000002	Johnson	10/27/2020	10/20/2020	999	943

Main Menu:
Navigation Options

Loan Status: Active Pipeline

Expiring Applications:
Lender Attention Required

MANAGE PORTAL USERS:

MITAS Portal Administrator

1

YELLOW BAR

indicates the selected profile, below!

Portal Users Credentials

Level of Access

ADFA Lender Portal

Lender Home > Manage Portal Users

User ID	Name	Localization Language	Disabled	Security Role
AARON	AARON	English	<input type="checkbox"/>	(Use Group Default)(0)
AgencyUser	AgencyUser	English	<input type="checkbox"/>	Administrator(184)
AMANDAS	AMANDAS		<input type="checkbox"/>	(Use Group Default)(0)
AMORGAN	ANGELA MORGAN		<input type="checkbox"/>	(Use Group Default)(0)
ANGELA	ANGELA		<input type="checkbox"/>	(Use Group Default)(0)

1/12 NEXT >>>

User ID: AARON **Failed Login Attempts:** 0

Name: AARON **Password Expires:** 2/3/2008

Disabled Account **Last Login:** 8/9/2007

Security Role: (Use Group Default) (0) **Change Password:** Yes

Phone:

Alternate Phone:

Fax:

E-Mail Address:

Address 1:

Address 2:

City, State Zip: AL -

Localization Language: English (en-us)

[Edit User](#) [Disable User](#)

[Insert New User](#)

To change the security rights you must modify the security role rights.

Security ID	Allowed
Lender Home	<input checked="" type="checkbox"/>
Modify Reservation	<input checked="" type="checkbox"/>
Import Electronic File	<input checked="" type="checkbox"/>
New Reservation	<input checked="" type="checkbox"/>
MCC 8329 Report	<input checked="" type="checkbox"/>
Lender Forms and Documents	<input checked="" type="checkbox"/>
Loan Lookup	<input checked="" type="checkbox"/>
Loan Details	<input checked="" type="checkbox"/>
Print Forms	<input checked="" type="checkbox"/>
Manage Documents	<input checked="" type="checkbox"/>
Cancel Reservation	<input checked="" type="checkbox"/>
Request Extension	<input checked="" type="checkbox"/>
View Products	<input type="checkbox"/>
Manage Portal Users	<input type="checkbox"/>
Home - Conditions Pipeline	<input type="checkbox"/>
Home - Current Rates	<input checked="" type="checkbox"/>
Home - Expiring Loans Pipeline	<input checked="" type="checkbox"/>
New Reservation	<input type="checkbox"/>
Loan Outstanding Conditions	<input checked="" type="checkbox"/>
Loan Status History	<input checked="" type="checkbox"/>

1/2 NEXT >>>

ADMINISTRATOR ACCESS:

Assisting Portal Users

AGENCYUSER WAS SELECTED WITH THE YELLOW BAR

Select this to:

- Modify
- Change
- Correct
- Reset
- Password
- Change
- Password



The screenshot shows a user management interface for 'AgencyUser'. It includes fields for User ID, Name, Security Role, Phone, Alternate Phone, Fax, E-Mail Address, Address 1, Address 2, City, State Zip, and Localization Language. It also displays 'Failed Login Attempts: 0', 'Password Expires: 3/29/2022', 'Last Login: 5/3/2021', and a 'Change Password' checkbox. At the bottom, there are three buttons: 'Edit User' (highlighted with a blue box), 'Insert New User' (highlighted with a green box), and 'Disable User' (highlighted with a red box).

← [Edit User](#)

[Insert New User](#)

[Disable User](#) →

Select this to
remove a USER

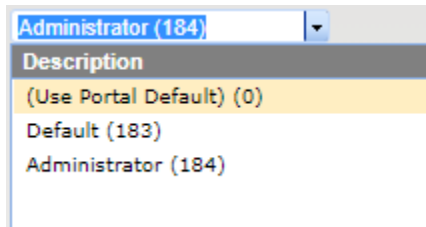
Select this to
create a USER

LOG IN COMMON PORTAL ISSUES

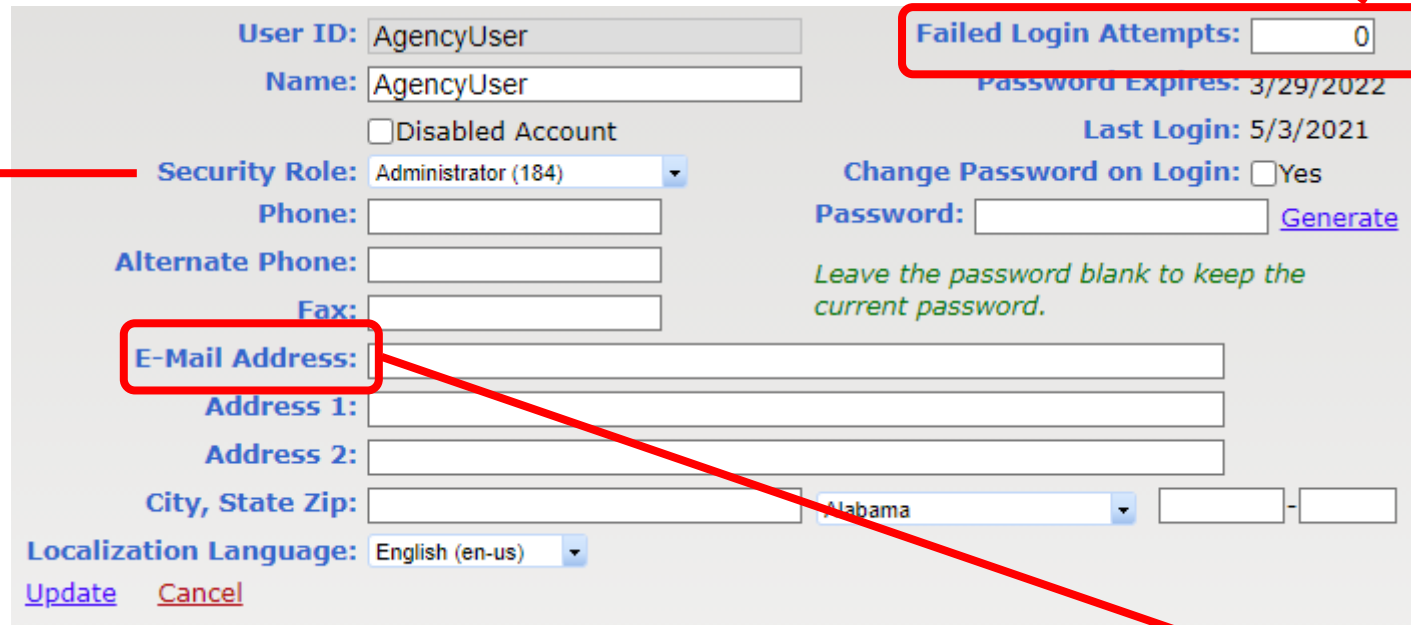
Portal Users Credentials/Access

Look at the number of Failed Login Attempts

SECURITY ROLE



Administrator (184)
Description
(Use Portal Default) (0)
Default (183)
Administrator (184)



User ID: AgencyUser
Name: AgencyUser
 Disabled Account
Security Role: Administrator (184)
Phone:
Alternate Phone:
Fax:
E-Mail Address:
Address 1:
Address 2:
City, State Zip: Alabama -
Localization Language: English (en-us)
[Update](#) [Cancel](#)

Failed Login Attempts:
Password Expires: 3/29/2022
Last Login: 5/3/2021
Change Password on Login: Yes
Password: [Generate](#)
Leave the password blank to keep the current password.

Difference between “Default” and “Administrator” is being able to “Manage Portal User”

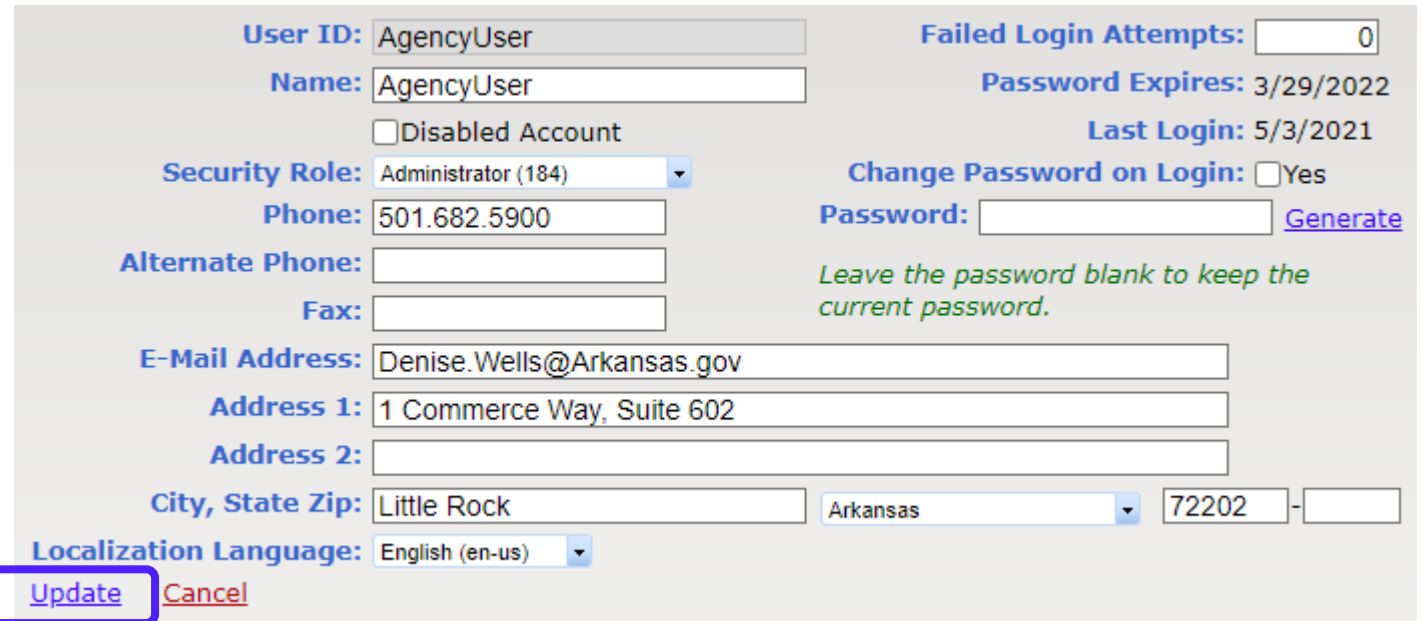
Can't use “Forgot Password” because there is not an e-mail on profile

PORTAL USER CREDENTIALS SET UP

Clearing Access / Resetting Credentials

1. Enter all the USER Information
 - a) Phone Number
 - b) E-mail Address
 - c) Address

Then, click [Update](#) to save all information entered.

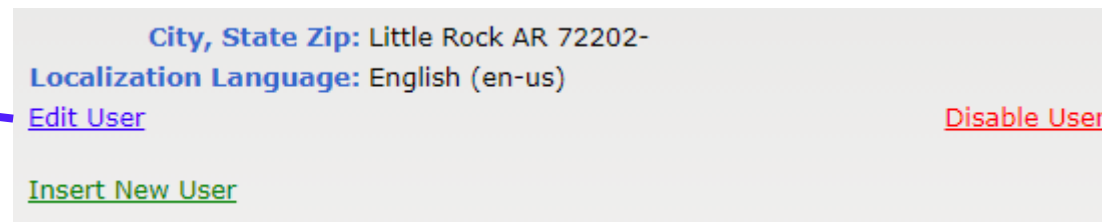


The screenshot shows a user setup form with the following fields and values:

- User ID: AgencyUser
- Name: AgencyUser
- Disabled Account
- Security Role: Administrator (184)
- Phone: 501.682.5900
- Alternate Phone: (empty)
- Fax: (empty)
- E-Mail Address: Denise.Wells@Arkansas.gov
- Address 1: 1 Commerce Way, Suite 602
- Address 2: (empty)
- City, State Zip: Little Rock, Arkansas, 72202
- Localization Language: English (en-us)
- Failed Login Attempts: 0
- Password Expires: 3/29/2022
- Last Login: 5/3/2021
- Change Password on Login: Yes
- Password: (empty) [Generate](#)

At the bottom of the form, there are two buttons: [Update](#) (highlighted with a blue box) and [Cancel](#).

2. After clicking on [Update](#), click on [Edit User](#)



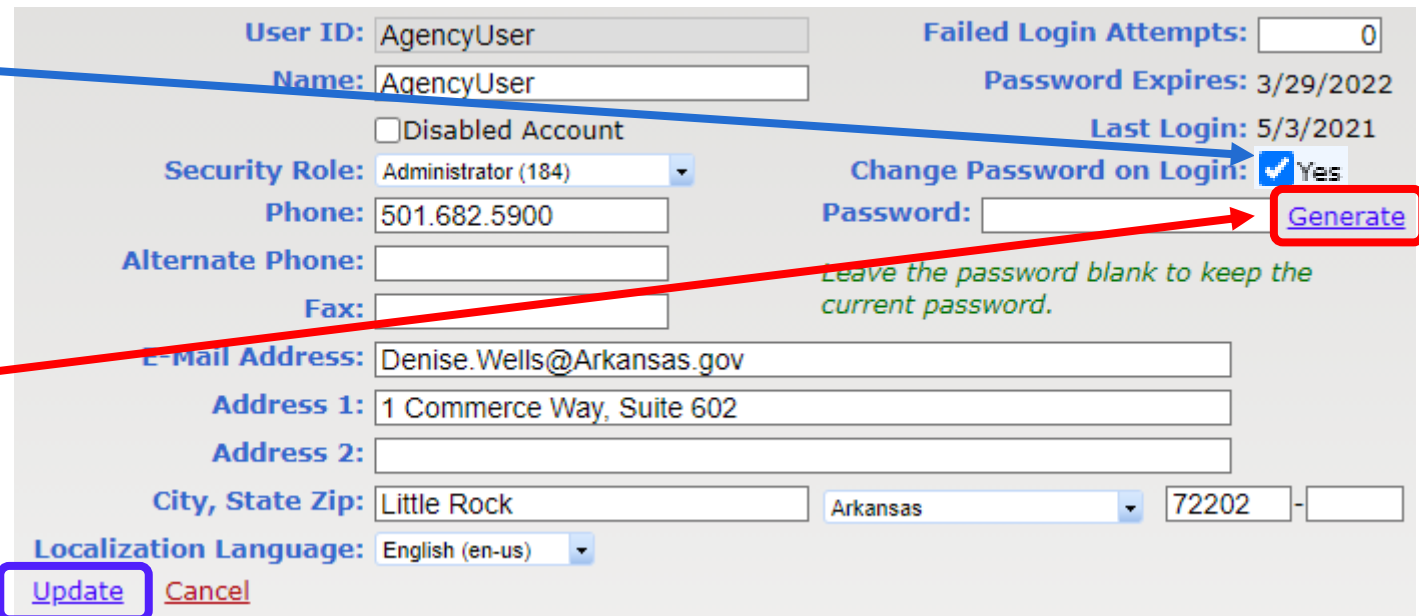
The screenshot shows a user management menu with the following options:

- City, State Zip: Little Rock AR 72202-
- Localization Language: English (en-us)
- [Edit User](#)
- [Disable User](#)
- [Insert New User](#)

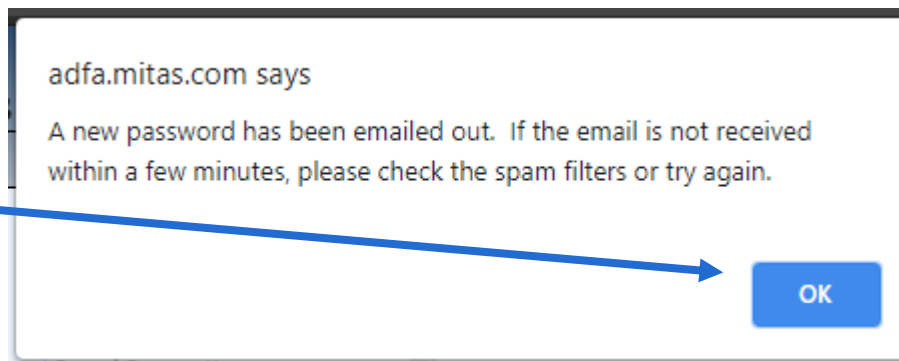
PORTAL USER CREDENTIALS SET UP

Clearing Access / Resetting Credentials

1. Click **YES** on “Change Password on Login.”
2. This will allow the USER to create their own password after logging in with the temporary password.
3. Now, click on **Generate**. This will generate an e-mail with a temporary password send to the user.
4. A message window will pop-up on the screen, just click **OK**.
5. Finally, just click on **Update**.



The screenshot shows a user profile form for 'AgencyUser'. The form includes fields for User ID, Name, Security Role (Administrator), Phone, Alternate Phone, Fax, E-Mail Address (Denise.Wells@Arkansas.gov), Address 1 (1 Commerce Way, Suite 602), Address 2, City, State Zip (Little Rock, Arkansas, 72202), and Localization Language (English (en-us)). There are also status indicators: Failed Login Attempts (0), Password Expires (3/29/2022), and Last Login (5/3/2021). A checkbox for 'Change Password on Login' is checked and labeled 'Yes'. A 'Generate' button is highlighted with a red box and a red arrow pointing to it from step 3. At the bottom, 'Update' and 'Cancel' buttons are visible, with 'Update' highlighted by a blue box and a blue arrow pointing to it from step 5.



PORTAL USER

Rules and Things-To-Consider

1. As a Key Contact Person or Administrator, you will be assisting your team on password resets and creating new users for your company. Please communicate to your capabilities to your team for when the need assistance!
2. While creating a NEW USER, use simple User IDs, such as first name initial, and full last name, for example:
NAME: Alexander Hamilton **USER ID:** AHamilton
3. Avoid creating a password for the USER, let them create their own.
4. **USER IDs and PASSWORDS are not to be shared.** If your Processors, Pre-Closing Team and/or Post-Closing Team work together under one USER ID, it must be a general account that multiple users have access to, and with a general email address, such as:
GROUP NAME: XYZ Closing Team **EMAIL:** Closing.Team@XYZLending.com
USER ID: Closers, or ClosingTeam, etc.

ADFA CONTACT INFORMATION

For additional assistance as an Administrator or Key Contact Person, please reach out to one of us:



Denise Wells

Single Family Assistant Manager

(501) 682-5466

Denise.Wells@Arkansas.gov

Issac Morales

Outreach Specialist-Central

(501) 682-5933

Issac.Morales@Arkansas.gov



1 Commerce Way, Suite 602

Little Rock, AR 72202

(501) 682-5900

