



Document Delivery Upload

POWERED BY:  **VirPack**. Enterprise Center

User's Guide

v.2, July 18, 2011

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Utah Housing Corporation – Document Delivery Upload Portal

Introduction

Utah Housing Corporation's Document Delivery Upload Portal is a web portal designed for the secure submission of loan files and documents.

If this is your first visit to the Document Delivery Upload Portal and you do not have a username/password, you must create a new account which will be approved by Utah Housing Corporation.

Step 1: Create a New Account

The Document Delivery Upload Portal registration web site address is:

<https://loan.utahhousingcorp.org/Upload/Register/Register.aspx>

To create an account for the first time, you must: (screenshots below)

1. Enter your Email Address
2. Create and enter your name and desired User Name
3. Enter your desired password and confirm it in the box below
 - a. **Password must be a minimum of seven characters with at least one non-alpha numeric character**
4. Enter your Security question and corresponding answer
5. Enter your Company affiliation and Federal Tax ID

Screenshot Images on Next Page

New User Registration

User Information

Email	<input type="text" value="jsmith@utmtgbank.com"/>	First Name	<input type="text" value="John"/>
User Name	<input type="text" value="JSmith"/>	Last Name	<input type="text" value="Smith"/>
Password	<input type="password" value="•••••"/>	Company Name	<input type="text" value="Utah Mortgage Bank"/>
Confirm Password	<input type="password" value="•••••"/>	Federal Tax ID	<input type="text" value="12-34567"/>
Security Question	<input type="text" value="Favorite Sports team"/>		
Security Answer	<input type="text" value="Jazz"/>		

User Agreement

Terms of Service

1. AGREEMENT.

1.1. Your use of the VirPack Enterprise Center System and its associated products, and software (the "VirPack EC Platform") is subject to the terms of a legal agreement between you and VirPack. "VirPack" means Innovative Workflow Engineering, Inc., d/b/a VirPack, a Delaware Corporation, with its principal place of business at 8603 Westwood Center Drive, Suite 250, Vienna, Virginia 22182. This document explains how the agreement is made up, and sets out the terms of this agreement.

1.2. User access to the VirPack EC Platform is through username and password information provided by Utah Housing Corporation with its principal place of business at 2479 South Lake Park Blvd. West Valley City, UT 84120 (the "Client"). Client has entered into a Professional Services Agreement with VirPack (the "PSA"). User hereby acknowledges that it is a customer, agent, representative, employee or affiliate of Client and that its access is dependent upon the continuing relationship between VirPack and the Client.

1.3. Definitions:

1.3.1. "Hosted System" means a combination of hardware, software and networking elements that comprise an information technology system. The Hosted System consists of the right to use certain parts of a shared system that VirPack maintains for many customers.

I agree to the terms of the above User Agreement.

Register

When you are finished entering your information, please read the User Agreement and check the "I agree to the terms of the above User Agreement" box. You are required to check the box next to the User Agreement to use the Loan Document Center, and you will only need to accept the User Agreement once.

When you are ready to submit your information, click **Register**.

Once you have successfully registered, you will receive an email acknowledging your request and you will see the information box below:

i Your user account has been created. You will receive an email when your account has been approved.

Account Approval

Once your account has been approved by Utah Housing Corporation, you will receive an approval email notifying you that your account is ready to use.

You can now log into the Document Delivery Upload Portal.

Step 2: Access Document Delivery Upload

The Document Delivery Upload Portal login web site address is:

<https://loan.utahhousingcorp.org/Upload/Login/login.aspx>

The first page that you will see when navigating to UHC's Document Delivery Upload Portal is the Welcome Page.

Document Delivery Upload



i Welcome to the Utah Housing Corporation Document Delivery Upload Portal. Please login below to deliver UHC loan files and follow-up conditions.

A screenshot of the login form. At the top left, there are two buttons: "Log In" and "Forgot Password". Below these are two input fields: "User Name:" with the placeholder text "Your User Name" and "Password:" with five black dots. Below the password field is a checkbox labeled "Remember me next time." with a red arrow pointing to it. To the right of the form is a "Log In" button with a red arrow pointing to it. At the bottom left of the form is a link "Create a new account". At the bottom right of the page, there is a copyright notice: "Copyright 2011 VirPack. All rights reserved. (more)".

If you would like your User Name saved into your browser's memory, click "Remember me next time", then click **Log In**.

Step 3: How to Upload Your Files to UHC

After you log in, you will be presented with an upload screen. **In order to properly view the upload screen, Java MUST be installed on your computer**, since the Document Delivery Upload Portal is configured to automatically load a Java interface.

If Java is not installed, please visit the following link:

<http://www.java.com/en/download/index.jsp>

If install permissions are needed on your computer, please contact your IT systems administrator for assistance.

Java Enabled Screen:

Document Delivery Upload

UHC Loan # Upload Type

First Name Last Name

No files yet

Select file(s)

Drag and drop file(s) here to upload

0%

Submit

When you see the screen above, **you will need to enter the required data on the screen (UHC Loan #, First Name, and Last Name)**. You will then have two options to select your files for upload.

Option #1 - Upload by Drag and Drop Method

1. Drag and drop the file(s) to be uploaded in the *“Drag and drop file (s) here to upload”* area under the loan data fields. You will see a progress bar to let you know the status of the file(s) being uploaded from your computer to the Document Delivery Upload. You can drag and drop multiple files in this area for uploading.
2. Once the file(s) that you have dragged and dropped into the upload area populates, you will see the file name display beneath File Name.
3. Once the file completes uploading you will need to select the Delivery type from the container dropdown menu.
 - a. Depending on the submission type, please choose:
 - i. **Initial Loan Submission** – For submitting closed loan
 - ii. **Appraisal PDF Upload** – For submitting Appraisals in native .PDF format
 - iii. **Pre-Purchase Conditions** – For submitting pre-purchase conditions
 - iv. **Follow Up (Post-Purchase)** – For submitting follow up/post purchase docs
 - v. **Index File/No Barcodes (Zipped Tiff file)** - ****This file type submission is only for certain lenders who can customize an output files using a specific UHC naming convention to a .ZIP file containing multiple TIFF files per document type. Please contact UHC or VirPack for specific instructions on this file type. ****

This will determine whether you are making your initial loan submission or sending an appraisal or conditions to UHC.

Please note: The default delivery type (container) is *Initial Loan Submission*

The screenshot shows the 'Document Delivery Upload' form. At the top, there are input fields for 'UHC Loan #' (87677), 'First Name' (John), and 'Last Name' (Smith). Below this is a table for 'Files to Upload' with columns for 'File Name' and 'Container'. The first row shows 'APPRaisal.pdf' with a trash can icon and a dropdown menu set to 'Appraisal PDF Upload'. The second row shows '87677 - Egan Loan File.pdf' with a trash can icon and a dropdown menu set to 'Initial Loan Submission'. A third row shows a file upload progress bar for '(25,769 bytes)' with the text 'Upload started ... Upload completed'. A fourth row shows 'Uploading : 87677 - Egan Loan File.pdf (25,769 bytes)' with 'Upload started ... Upload completed'. A blue bar at the bottom of the table says 'Upload completed (1 files)'. Below the table is a 'Submit' button. Red arrows and text annotations point to the trash can icon, the 'Appraisal PDF Upload' dropdown, the 'Initial Loan Submission' dropdown, and the 'Submit' button.

UHC Loan #

First Name Last Name

Files to Upload:

File Name	Container
<input type="checkbox"/> APPRAISAL.pdf	Appraisal PDF Upload
<input type="checkbox"/> 87677 - Egan Loan File.pdf	Initial Loan Submission

Select file(s)

(25,769 bytes)
Upload started ... Upload completed

Uploading : 87677 - Egan Loan File.pdf
(25,769 bytes)
Upload started ... Upload completed

Upload completed (1 files)

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If you are satisfied with the file(s) chosen, click **Submit** to upload the file(s) to UHC.

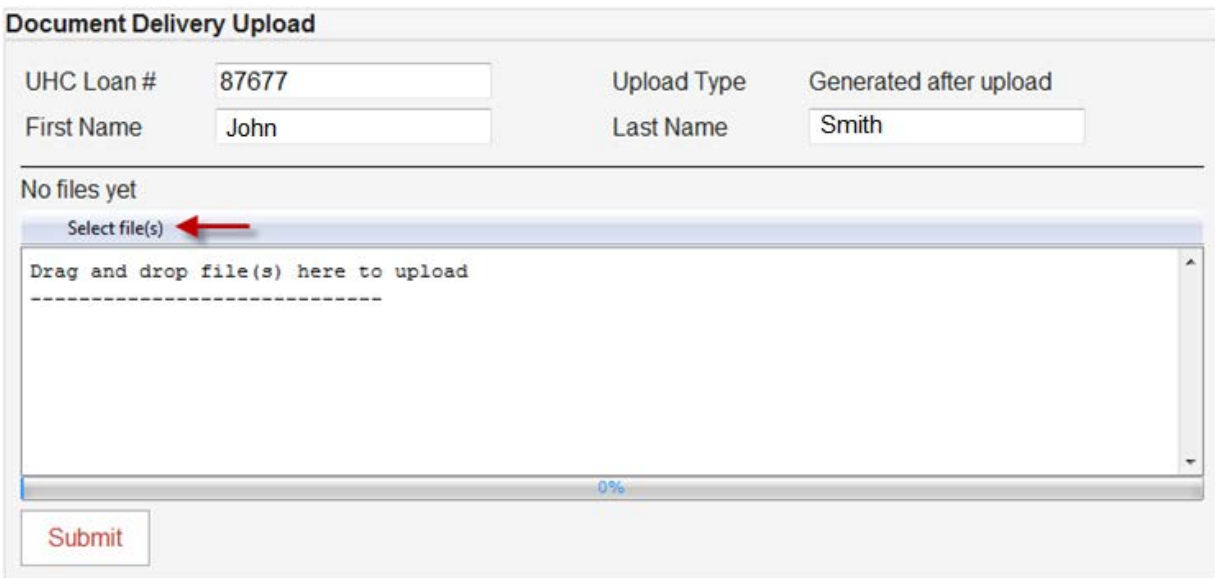
If your upload was successful, you will see the following message to confirm your upload:

Your files were successfully uploaded.

If you uploaded the wrong file, you can delete it by clicking on the trash can icon next to the file's name.

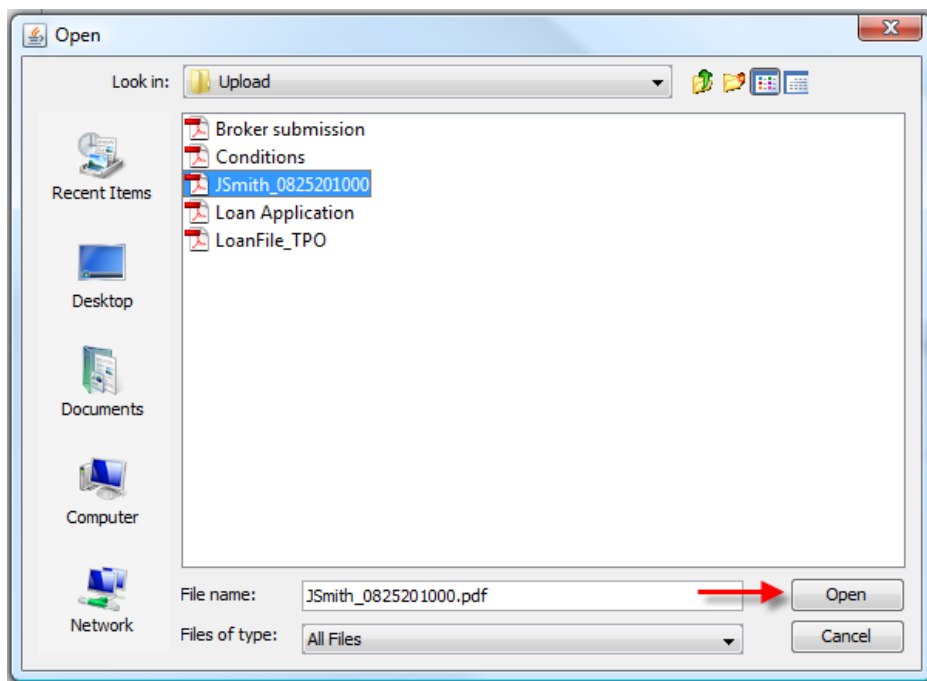
Option #2 - Upload by the Select File(s) Method

1. Click on **Select File(s)**, located below First Name.



The screenshot shows a web form titled "Document Delivery Upload". It contains several input fields: "UHC Loan #" with the value "87677", "First Name" with "John", "Upload Type" with "Generated after upload", and "Last Name" with "Smith". Below these fields, there is a section labeled "No files yet" with a button "Select file(s)" highlighted by a red arrow. Underneath this button is a large empty box with the text "Drag and drop file(s) here to upload" and a dashed line. At the bottom of the form is a "Submit" button.

2. An Open File window will pop up where you can select the file(s) that you want to upload to UHC, click **Open** to upload the file. You can select multiple files within this window by pressing and holding the **CTRL** key while clicking on the files that you want to upload.




3. Once the file(s) that you have selected appear, you will see the file name display beneath File Name.
4. Once the file has been uploaded you will need to select the Delivery type from the container dropdown menu.
 - a. Depending on the submission type, please choose:
 - i. **Initial Loan Submission** – For submitting closed loan
 - ii. **Appraisal PDF Upload** – For submitting Appraisals in native .PDF format
 - iii. **Pre-Purchase Conditions** – For submitting pre-purchase conditions
 - iv. **Follow Up (Post-Purchase)** – For submitting follow up/post purchase docs
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This will determine whether you are making your initial loan submission or sending appraisals or conditions to UHC.

Please note: The default delivery type (container) is *Initial Loan Submission*

If you are satisfied with the file(s) chosen for uploading, click **Submit** to upload the file(s) to UHC.


If you uploaded the wrong file, you can delete it by clicking on the trash can icon next to the file's name. If your upload was successful, you will see the following message to confirm your upload:

 Your files were successfully uploaded.

Upload Log

To confirm that your upload was successful, check the Upload Log.

Click **Log**, to open the Upload Log. Here you can see the history of all the documents that you have uploaded to UHC.

Logged in as: admin2  [Log](#) [Uploader](#) [Admin Site](#) [Logout](#)

If you click the box containing the arrow next to your User Name, you will display additional details about the uploaded file such as the File Name, and the file's Size.

Upload Log


	User	Loan ID	Type	Time	Files
	admin2	1234567890		6/1/2011 3:51:42 PM	1 File(s)
	File Name		Container		File Size
	Borwer Loan File - Copy.pdf		unindexed		246 KB

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How to Retrieve a Forgotten Password


If you forgot your password, click the **Forgot Password** tab and enter your User Name, then click **Submit**. After clicking **Submit**, your password will be emailed to you.

[Log In](#) [Forgot Password](#) 

Forgot Your Password?

Enter your User Name to receive your password.

User Name:

 [Submit](#)

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How to Change Your Password

After you have logged into the Document Delivery Upload, you can change your password by clicking **Change Password**.

My Account	
User Name	admin2
Password	Change my password ←
Email	support@virpack.com
Account Created	6/22/2010

Here, you enter your existing password, new password, confirm your new password, and then click **Change Password** to process the request (your password must be at least seven characters long containing at least one non-alphanumeric character).

If you click **Cancel**, you will be directed back to the Upload page.

Change Password

Password:

New Password:

Confirm New Password:

→

Once your password has been changed, you will see the following message, and then click **Continue**.

Change Password

Change Password Complete

Your password has been changed!

←

Additional Support

If you have any questions regarding UHC's Document Delivery Upload Portal, please contact Utah Housing Corporation via jstroud@uthc.org.

