



MISSISSIPPI HOME CORPORATION

LENDER PORTAL ADMINISTRATION SYSTEM

KEY CONTACT PERSON TRAINING



MISSISSIPPI HOME CORPORATION

About MHC ▾

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Homebuyers

Lenders/Realtors

Developers

Property Managers

Federal Grants

Partners for a Mission

Our mission is simple - to finance safe, decent, affordable housing and help working families build wealth. We do this by partnering with lenders and real estate professionals who are motivated by the same mission.

Our programs help make home ownership affordable for home buyers by offering competitive financing and down payment assistance. We could not accomplish our mission without the lenders who work with us.

Whether you are already a participating lender or are a newcomer to our programs, we welcome the opportunity to work with you and help you grow your business.

Lender Login

Pay Program Fee

Look Up Today's Rates and Funds

Resources

[MRB7 Lender Resources](#)

[Mortgage Credit Certificate Lender Resources](#)

[Smart6 Lender Resources](#)

[Housing Assistance For Teachers Resources](#)

[Online Reservation Users Guide](#)

Lender Trainings

Lender FAQs

Lenders Resource Page

You will find:

- Lender Guidelines
- Trainings
- Marketing Materials
- Income Limits
- Lender FAQs
- MITAS Login
- Etc.

MHomeCorp.com

LENDER PORTAL:

Login Information

archivemhc.com/mitaslive

Enter Credentials:

- Lender No. (MHC Assigned – same as old originator no. for current users)
- Username (ALL CAPS)
- Password (case sensitive)
- MHC doesn't have access to User's Passwords
- There are multiple Administrators assigned per company! Contact MHC if you're unsure who the admins are.
- Click the "FORGOT PASSWORD" (Passwords must be reset every 90-days)



The screenshot shows the login interface for the Mississippi Home Corp Lender Portal. At the top, a dark blue header contains the text "Mississippi Home Corp Lender Portal" in white. Below this is a light gray background area. In the center, there 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. Below the input fields are two buttons: a "Login" button and a "Forgot Password" button, both with rounded corners and a light gray background.

PORTAL ADMINISTRATOR: *Main Menu Navigation*

Outstanding Conditions:
Waiting on Lender

Mississippi Home Corp Lender Portal

Manage Portal Users

Daily Rates

Loan Status: Active Pipeline

Outstanding Conditions

Expiring Applications

Main Menu: Navigation Options

Clicking on any status will open the loan application

Expiring Applications: Lender Attention Required

New Reservation

Loan Lookup

Manage Portal Users

MCC 8329 Report

Current Rates

Product	Interest Rate	Extensions
MRB 7 Conventional Non Targeted		
MRB 7 Conventional Targeted		
MRB 7 Government Non Targeted		
MRB 7 Government Targeted		
MCC Targeted		
MCC Non-Target		
Smart6 Conventional Loan		
Smart6 Government Loan		

Loans by Status

Status	Count
Incomplete Application	3
Reservation Date	14
Reservation File Received	3
Reservation File Non Compliant	3
Reservation File Complete	4
Assigned to Underwriter	2
Commitment Non Compliance	3
Conditional Commitment	2
Closed Documents Pending	157
Loan Closing Date	1

1/2 NEXT >>>

Outstanding Conditions

Application #	Last Name	# Conditions
	WILSON	1
	GRACE	1
	HUNT	1
	MOORE	1
	STODDARD	1
	MORRIS	1
	BRADLEY II	1
	PINSON	1
	BENNETT	1
	ROSS	1

1/8 NEXT >>>

Expiring Applications

Application #	Last Name	Expires	Reserved on	Extensions Remaining	Extension Days Remaining
30		10/15/2022	8/31/2022	0	-50
29		9/16/2022	8/2/2022	999	920
28		9/4/2022	7/21/2022	999	908
27		9/3/2022	7/20/2022	999	907

MANAGE PORTAL USERS:

MITAS Portal Administrator

MISSISSIPPI Home Corp Lender Portal

Portal Users Credentials

[Lender Home](#) > [Manage Portal Users](#)

User ID	Name	Localization Language	Disabled	Security Role
AgencyUser	AgencyUser	English	<input type="checkbox"/>	(Use Group Default)(0)
		English	<input type="checkbox"/>	Manage Users(46)
			<input type="checkbox"/>	(Use Group Default)(0)
			<input type="checkbox"/>	(Use Group Default)(0)
			<input type="checkbox"/>	(Use Group Default)(0)

1/31 NEXT >>>

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

Name: AgencyUser **Password Expires:** 7/10/2023

☐ Disabled Account **Last Login:** 10/19/2022

Security Role: Manage Users (46) **Change Password:** ☐ Yes

Phone:

Alternate Phone:

Fax:

E-Mail Address: matthew.bolton@mshc.com

Address 1:

Address 2:

City, State Zip: MS -

Localization Language: English (en-us)

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

[Insert New User](#)

Level of Access

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 type="checkbox"/>
Rate Lock	<input 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 type="checkbox"/>
View Products	<input type="checkbox"/>
Manage Portal Users	<input checked="" type="checkbox"/>
Home - Conditions Pipeline	<input checked="" type="checkbox"/>
Home - Current Rates	<input checked="" type="checkbox"/>
Home - Expiring Loans Pipeline	<input checked="" type="checkbox"/>
New Reservation	<input type="checkbox"/>
Loan Comments	<input type="checkbox"/>

1/2 NEXT >>>

Enter email addresses for each status for which you want status updates.
Multiple email addresses can be separated by a comma.
Check the Current User option to include the user that causes the updated status, if done through the portal.

Status	Current User	Email Addresses
No records to display.		

1

YELLOW BAR
indicates the
selected profile,
below!

ADMINISTRATOR ACCESS:

Assisting Portal Users

USER ID IS SELECTED WITH THE YELLOW BAR

Select this to:

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

The screenshot shows a user management form for 'AgencyUser'. The form 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: 7/10/2023', 'Last Login: 10/19/2022', and a 'Change Password' checkbox. At the bottom, there are three buttons: 'Edit User' (blue), 'Insert New User' (green), and 'Disable User' (red). Annotations include a yellow bar highlighting the 'User ID' field, a blue box around the 'E-Mail Address' field with an arrow pointing to the right, a blue box around the 'Edit User' button with an arrow pointing left, a green box around the 'Insert New User' button with an arrow pointing down, and a red box around the 'Disable User' button with an arrow pointing right.

User ID: AgencyUser
Name: AgencyUser
☐ Disabled Account
Security Role: Manage Users (46)
Phone:
Alternate Phone:
Fax:
E-Mail Address: matthew.bolton@mshc.com
Address 1:
Address 2:
City, State Zip: MS -
Localization Language: English (en-us)
Failed Login Attempts: 0
Password Expires: 7/10/2023
Last Login: 10/19/2022
Change Password: ☐ Yes
[Edit User](#)
[Insert New User](#)
[Disable User](#)

Indicates who
will receive
emails for the
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)

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

User ID: AgencyUser

Name: AgencyUser

☐ Disabled Account

Security Role: Manage Users (46) ▼

Phone:

Alternate Phone:

Fax:

E-Mail Address: matthew.bolton@mshc.com

Address 1:

Address 2:

City, State Zip: Mississippi -

Localization Language: English (en-us) ▼

[Update](#) [Cancel](#)

Failed Login Attempts:

Password Expires: 7/10/2023

Last Login: 10/19/2022

Change Password on Login: ☐ Yes

Password: [Generate](#)

Leave the password blank to keep the current password.

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 profile form for 'AgencyUser'. The form includes fields for User ID, Name, Security Role (set to 'Manage Users (46)'), Phone, Alternate Phone, Fax, E-Mail Address (matthew.bolton@mshc.com), Address 1, Address 2, City, State Zip (with a dropdown for 'Mississippi'), and Localization Language (set to 'English (en-us)'). On the right side, there are status fields: Failed Login Attempts (0), Password Expires (7/10/2023), Last Login (10/19/2022), and a checkbox for 'Change Password on Login' (unchecked). A 'Password' field with a 'Generate' link is also present. A green note states: 'Leave the password blank to keep the current password.' At the bottom, there are 'Update' and 'Cancel' buttons. The 'Update' button is highlighted with a blue box and a blue arrow pointing to the text 'Then, click [Update](#) to save all information entered.'

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

The screenshot shows a user management menu with the following options: 'City, State Zip: MS -', 'Localization Language: English (en-us)', 'Edit User' (highlighted with a blue arrow from the text 'After clicking on [Update](#), click on [Edit User](#)'), 'Disable User', and 'Insert New User'.

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.

User ID: AgencyUser

Name: AgencyUser

Failed Login Attempts: 0

Password Expires: 7/10/2023

Last Login: 10/19/2022

☐ Disabled Account

Security Role: Manage Users (46)

Change Password on Login: ☒ Yes

Phone:

Alternate Phone:

Fax:

E-Mail Address: matthew.bolton@mshc.com

Address 1:

Address 2:

City, State Zip: Mississippi -

Localization Language: English (en-us)

[Update](#) [Cancel](#)

Leave the password blank to keep the current password.

[Generate](#)

archivemhc.com says

A new password has been emailed out. If the email is not received within a few minutes, please check the spam filters or try again.

OK

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 your capabilities to your team for when they 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.

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