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Submitting a New Pre-Closing Package

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit New Pre-Closing Package to PHFA' from the Group dropdown



Choose a Group

01 Submit New Pre-Closing Package to PHFA



A list of available loans will display

o Select the 'Documents' link to begin uploading the required documentation

01 Submit New Pre-Closing Package to PHFA				~		Records found: 70
Loan	Φ	Borrower Name	Ф	Application Date \$		
				8/16/2016	Documents	VirPack DMDS
				8/23/2016	Documents	VirPack DMDS

*If you do not see a loan listed, it is not in the proper status for this submission. For example, loan 1234567 is not in the list for 'Submit New Pre-Closing Package to PHFA'. This loan is possibly cancelled in our system due to lock expiration or the package has already been submitted previously for review. For additional assistance, please call 717.780.3871.

PLEASE NOTE: locked or password protected pdf files cannot be uploaded to VirPack. We will not be able to view any documentation in that file and will need you to re-submit an unlocked version before it can be submitted for review.

NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Pending No Files Pending

Processed No Records Found



Select the proper Document Type for the uploaded files
 *You must upload both the 'Pre-Closing Package' AND the 'Appraisal' in order to submit to VirPack.

 File Name
 Document Type

 LSAMS# Appraisal.pdf
 Choose a File Name

 Pre-Closing Package.pdf
 Appraisal

Select 'Process' to submit the documents to VirPack



*If you upload a document in error, you can remove it by selecting the 'Delete Document' icon.

**If you upload a document but do not select 'Process' within 24 hours of the upload, the document will be automatically deleted and must be re-uploaded for the submission.

***Please make sure you label your documents correctly. Anything that is labeled as Appraisal that is not the Appraisal <u>cannot</u> be processed/reviewed by PHFA properly and must be manually put back into VirPack by PHFA.

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Pre-Closing Package	Submit New Pre-Closing Package to PHFA	ADV_MCC New Pre Closing Package_Redacted.pdf	12/9/2016 8:41 AM	TESTING	12/9/2016 8:42 AM	TESTING	12/9/2016 8:42 AM
Appraisal	Submit New Pre-Closing Package to PHFA	LSAMS#_Appraisal.pdf	12/9/2016 8:42 AM	TESTING	12/9/2016 8:42 AM	TESTING	12/9/2016 8:42 AM



VirPack Instructions

Viewing Submitted Documents

• Select the 'Pipeline Loans' menu option from the Home dropdown



• Select the correct Status for your loan or use the 'SS Search'

Select PipeLine Loan Status	~			SS Search:		Search
 Select the 'Details' link beside th 3. Received not Reviewed by PHFA 	e loan ✓			SS Search:		Search
Locked By \$	Borrower Name	Social Security	¢	Lock Expiration Date	¢	
Fax/Mail (Not Locked via Internet)				3/19/2018		Details

• Select the 'Go to VirPack' link beside the 'Underwriting Package Received' date in the 'Dates' section

Dates

Application Date:	12/19/2017
Lock Date:	12/19/2017
Lock Expiration:	3/19/2018
Suspend Date:	
Underwritting Package Received:	2/9/2018 Go to VirPack



*PLEASE NOTE: The first time you view a loan within VirPack, you will be prompted to accept an 'End User License Agreement'. Failure to accept will not allow you to continue into VirPack.

December of the Verback Determines of this associated products, and software (the Verback De Platform) is subjected to the terms of a logal agreement between you and Verback. Verback "werback means monotable Verback December of Verback Determines at 1800 Westwood Center Drive, Suite 250, Wesna, Vergina 2112. This document explains how the monotable Verback Deservices at 1800 Westwood Center Drive, Suite 250, Wesna, Vergina 2112. This document explains how the generement is made us, and asts out the terms of this agreement. You are herenatter referred to as to Verback Deservices Jester Deservices Jesterd Deservices Jester Deservices Jester Deservices Jester Deservic	he End User License Agreement has been changed since you last accepted it	
 ACREEMENT. 1.1 Yours of the VMPack Estimativity of the associated products, and software (the "VMPack EC Platform") is subject to the terms of a legal agreement between you and VMPack. "WMPack" means immoving WMMMM Engineer Engineering. Inc., dhild VMPack, a Delaware Engineering in a software of the agreement. You are hereinalite referred to as the "User". 1.2 User access to the WMPack and the sense of the agreement. You are hereinalite referred to as the "User". 1.3 User access to the WMPack and the sense of the agreement. WM VMPack (the CMPack and the Sense of the WMPack and the Sense of the Sense of	Terms of Service	Í
 J. Unitiations. J. 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 finated system that ViPiAc maintains for many customers. J. Thosted 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 finated system that ViPiAc maintains for many customers. J. Thost System' means a combination of hardware, software and hosting Services together with thre associated products, software and services shall be individually and collectively referred to herein as "Services". J. Uniters otherwise agreed in withing or with ViPiAck in relation to your use of the Services. It is important that you take the time to read them carefuly. This legal agreement is referred to herein as "Services". J. In order to use the Services you must that agree to this Agreement. You may not use the Services if you do not accept this Agreement. View can accept this Agreement between you and AviPack in the user interface for any Service; or L. Clicking to accept or agree to bitis Agreement that Avier advariable to you by ViPack in the user interface for any Service; or J. You may not use the Services and any not accept that Agreement to: J. You may not use that agreement the Agreement to: J. You may not use the Services, you understand ad agree that ViPack will treat your use of the Services as acceptance of this Agreement from that point onwards. You an accept this Agreement to: J. You are not use the Services and any not accept that Agreement to: J. You any not use the Services and any not accept that Agreement to: J. You any not use the Services and any not accept that Agreement to:<td>I. AGREEMENT. I.1. AGREEMENT. I.1. Your use of the VIPack Enterprise Center and its associated products, and software (the "VIPack EC Platform") is subject to the terms novative Workflow Engineering. Inc., driva VVPack, a Delaware Corporation, with its principal place of toxenses at 8603 Weeknod Center the agreement. You are herenafter referenced to as the "User". I.2. User access to the VIPAck EC Platform is through username and password information provided to User by a customer of VVPAck that PSA'. The VVPack customer of VVPAck that provide User are provided to as the "User". I.2. User access to the VIPAck customer the trans of this provided to YuPack that the overall man and password information provided to as "Client". Customer of VVPAck that are altigated of Client and that its access to the VIPAck EC Platform is dependent upon the continuing relationship between VIPAck and the C</td><td>igal agreement between you and VirPack: "VirPack" means Suite 250, Vienna, Virginia 22182. This document explains how ntered into a Professional Services Agreement with ViePack (the knowledges that it is a customer, agent, representative, employee</td>	I. AGREEMENT. I.1. AGREEMENT. I.1. Your use of the VIPack Enterprise Center and its associated products, and software (the "VIPack EC Platform") is subject to the terms novative Workflow Engineering. Inc., driva VVPack, a Delaware Corporation, with its principal place of toxenses at 8603 Weeknod Center the agreement. You are herenafter referenced to as the "User". I.2. User access to the VIPAck EC Platform is through username and password information provided to User by a customer of VVPAck that PSA'. The VVPack customer of VVPAck that provide User are provided to as the "User". I.2. User access to the VIPAck customer the trans of this provided to YuPack that the overall man and password information provided to as "Client". Customer of VVPAck that are altigated of Client and that its access to the VIPAck EC Platform is dependent upon the continuing relationship between VIPAck and the C	igal agreement between you and VirPack: "VirPack" means Suite 250, Vienna, Virginia 22182. This document explains how ntered into a Professional Services Agreement with ViePack (the knowledges that it is a customer, agent, representative, employee
ACCEPTING THE TERMS. In order to use the Services, you must first agree to this Agreement. You may not use the Services if you do not accept this Agreement. I, or out an use the Services, you must first agree to this Agreement. You can accept this Agreement by: I clicking to accept or agree to this Agreement, where this option is made available to you by ViPAck in the user interface for any Service; or I.2. by actually using the Services, in this case, you understand and agree that ViPAck will treat your use of the Services as acceptance of this Agreement from that point onwards. You can you use the Services and many not accept that Agreement it. You do not have capacity for form a binding contract with ViPAck, or You on you have notify the Services and ender the laws of the United States or other countries including the country in which you are resident or from which you use the Services. Services has the out of the Service and use out other the laws of the United States or other countries including the country in which you are resident or from which you use the Services. Services with law referred to as "User". USE OF THE SERVICES.	3. Unimonons: 3.1 "Hoteld System" means a combination of hardware, software and networking elements that comprise an information technology syste hared system that VirPack maintains for many customers. 3.2 "Hoteing Services" means ViPack's provision for use by User of the Hosted System described in the PSA between Client and VirPack 3.3 The ViPack EC Platform, Hosted System and Hosting Services together with their associated products, software and services shall be 4. Unless otherwise agreed in writing with VirPack virg avergement with VirPack will avergs include, at a minimum, the terms and condition 5. This Agreement forms a legally binding agreement between you and VirPack will averg attrobed, at a minimum, the terms and condition 5. This Agreement forms a legally binding agreement between you and VirPack in relation to your use of the Services. It is important that yo below as the "Agreement".	e Hosted System consists of the right to use certain parts of a ridually and collectively referred to herein as "Services". out in this document. e the time to read them carefully. This legal agreement is referred
 1. You do not have capacity to form a binding contract with VeFack, or 2. You are a percent hared from revealing the Services and the United States or other countries including the country in which you are resident or from which you use the Services. 4. Before you continue, you should print off or save a local copy of this Agreement for you records. 5. Herminality you table to referred to as "User". USE OF THE SERVICES. 	ACCEPTING THE TERMS. 1.1 in order to use the Services, you must first agree to this Agreement. You may not use the Services if you do not accept this Agreement. 2. You can accept this Agreement by: 2. Lockical to accept or agree to this Agreement, where this option is made available to you by ViPack in the user interface for any Service. 2. Journal of the time fractional and the Agreement the Agreement is a second and agree that ViePack will treat your use of the Services as acceptance if 3. You may not use the Services and many not accent that Agreement it.	Agreement from that point onwards.
1 Uppr sorger to use the Sensing only for numbers that are normitted by:	3.1. you do not have capacity to form a binding contract with VirPack, or 3.2. you are a person barred from receiving the Services under the laws of the United States or other countries including the country in wh 4. Before you continue, you should period for a rave a local copy of this Agreement for your records. 5. Hereinatter you shall be referred to as "User".	u are resident or from which you use the Services.
1. Ose agrees to use an elementes unit na puiposes una are permues uty. 1.1. this Agreement	User agrees to use the Services only for purposes that are permitted by: 1.1 this Agreement;	

**If you have the VirPack window open for a prolonged time period, your session will expire and you will be prompted to login. You do not have direct login credentials. Please log into Pipeline to refresh your session and and access the 'Go to VirPack' link again.

Document Manage and Delivery Syst	ement rem
Login Type:	
VirPack Authentication	\checkmark
Username:	
1	
Password:	
password	
password	Login

• You will then be taken directly into that loan's folder view within VirPack.



• Under a read only profile, you are able to see all loan documents as PHFA staff see them

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283	- HALL	L, (rea	ad only)	🔊 者 🗄
All co	ontainers 0 - S 1 - 1 0 - S 1 - 1 0 - 1 0 - 1 0 - 1 0 - 1 0 - 2 1 - A 0 - A 1 - A 0 - A 1 - A 0 - A 1 - A 0 - A 0 - A 0 - A 0 - A 0 - A 0 - A 0 - A 0 - A 0 - A 0 - A	& No	o filters NMA) gned and gned and p onal and s ted and si ation TS Automic ote/Cons ale/Const bection of hs curren Mortgage wtter from	
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PHFA Lo	oan Nu	283		
Last Na	g me	HALL		
First Na	me			
Status		Purchase Condition	without hs	
Product	Туре	Keystone	ent Loan	
Loan Ty	pe	FHA 2038	В	
Loan Pu	irpose	Purchase		
MCC		No		
Lender N	Number			
Lender M	Name			
			•	,



• If you need to navigate to a different loan's documents, you can do so under the Applications Menu by selecting 'View'.



• Enter the PHFA Loan Number, click 'Filter', and select the blue loan number hyperlink that appears

Search for Vi	rPack					
Search Loans	\$			Loan Number		
Search by I	Loan Number		~	loan number	Filter	*
•	PHFA Loan Number	Loan Number	Last Name	First Name		
•	283					



Submitting Pre-Review Missing Documents

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Pre-Review Missing Documents' from the Group dropdown

Choose a Group	~
Choose a Group	
01 Submit New Pre-Closing Package to PHFA	
02 Submit Pre-Review Missing Documents	



- A list of available loans will display
 - Select the 'Documents' link to begin uploading the required documentation

02 Submit I	Pre-	Review Missing Documents	~	✓ Records found		
Loan	¢	Borrower Name	\$ Application Date \$			
			8/16/2023	Documents	VirPack DMDS	

*If you do not see a loan listed, it is not in the proper status for this submission. For example, loan 1234567 is not in the list for 'Submit New Pre-Closing Package to PHFA'. This loan is possibly cancelled in our system due to lock expiration or the package has already been submitted previously for review. For additional assistance, please call 717.780.3871.

PLEASE NOTE: locked or password protected pdf files cannot be uploaded to VirPack. We will not be able to view any documentation in that file and will need you to re-submit an unlocked version before it can be submitted for review.

NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Pending No Files Pending

Processed No Records Found



• Select the proper Document Type for the uploaded files

	File Name	Document Type						
1	TEST.pdf	Choose a File Name 🗸 🗸						
٨		Choose a File Name Pre-Review Missing Documents						
T	Select 'Process' to submit the documents to VirPack Process							
*If you	upload a document in err	or, you can remove it by selecting th	ne 'Delete Document' icon.					

**If you upload a document but do not select 'Process' within 24 hours of the upload, the document will be automatically deleted and must be re-uploaded for the submission.

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Pre-Closing Package	Submit New Pre-Closing Package to PHFA	TEST.pdf	11/14/2023 7:48 AM	TESTING	11/14/2023 7:49 AM	TESTING	11/14/2023 7:49 AM
Appraisal	Submit New Pre-Closing Package to PHFA	TEST_additional_docs.pdf	11/14/2023 7:49 AM	TESTING	11/14/2023 7:49 AM	TESTING	11/14/2023 7:49 AM
Pre-Review Missing Documents	Submit Pre-Review Missing Documents	TEST.pdf	12/8/2023 9:06 AM	TESTING	12/8/2023 9:06 AM	TESTING	12/8/2023 9:06 AM

Submitting Pre-Closing Ineligible Conditions

• Select the 'VirPack' menu option from the Home dropdown

Home	Out Contemporation Contemporatio Contemporation Contemporation Contemporation Contemporation
Incomplete Reservations	
Loan Cancellation Requests	
Loan Extensions	
Loan Setup (PHFA Form 26)	
My Account	
My Administrators	
New Loan Reservation	
PipeLine Loans	
Rate Sheets	
Reports and Notices	
User Accounts Admin	chase
VirPack	

• Select 'Submit Pre-Closing Ineligible Conditions to PHFA' from the Group dropdown

Choose a Group	~
Choose a Group	
01 Submit New Pre-Closing Package to PHFA	
02 Submit Pre-Review Missing Documents	
03 Submit Pre-Closing Ineligible Conditions to PHFA	

- A list of available loans will display
 - o Select the 'Documents' link to begin uploading the required documentation

Loan ¢	Borrower Name \$	Application Date \$		
		9/26/2016	Documents	VirPack DMDS
		10/3/2016	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Processed

No Records Found

• Select the 'Pre-Closing Ineligible Conditions' Document Type

Pending

	File Name	Document Type
1	LSAMS# Pre Closing Ineligible Conditions.pdf	Choose a File Name
		Pre-Closing Ineligible Conditions

Select 'Process' to submit the documents to VirPack

To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Pre-Closing Ineligible Conditions	Submit Pre-Closing Ineligible Conditions to PHFA	LSAMS#_Pre_Closing_Conditions.pdf	12/12/2016 9:21 AM	TEST	12/12/2016 9:21 AM	TEST	12/12/2016 9:21 AM



Submitting Pre-Closing Change Request

Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Pre-Closing Change Request to PHFA' from the Group dropdown



- A list of available loans will display
 - Select the 'Documents' link to begin uploading the required documentation

Loan 🔶	Borrower Name \$	Application Date \$		
		9/13/2016	Documents	VirPack DMDS
		9/22/2016	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



No Records Found

• Select the 'Pre-Closing Change Request' Document Type

Pending

	File Name	Document Type
1	LSAMS# Pre Closing Change Request.pdf	Choose a File Name Pre-Closing Change Request

Select 'Process' to submit the documents to VirPack

Process

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Pre-Closing Change Request	Submit Pre- Closing Change Request to PHFA	LSAMS#_Pre_Closing_Change_Request.pdf	12/21/2016 11:54 AM	TEST	12/21/2016 11:55 AM	TEST	12/21/2016 11:55 AM



Submitting New Construction Updated Documents

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit New Construction Updated Documents to PHFA' from the Group dropdown



- A list of available loans will display
 - o Select the 'Documents' link to begin uploading the required documentation

Loan 🔶	Borrower Name \$	Application Date \$		
		10/28/2019	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



No Records Found

Select the 'New Construction Updated Documents' Document Type

Pending

	File Name	Document Type	
1	TEST.pdf	Choose a File Name New Construction Updated Documents	
			-

Select 'Process' to submit the documents to VirPack

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
New Construction Updated Documents	Submit New Construction Updated Documents to PHFA	TEST.pdf	6/9/2020 8:28 AM	TEST	6/9/2020 8:41 AM	TEST	6/9/2020 8:41 AM



Submitting a Purchase Package

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Purchase Package to PHFA' from the Group dropdown



- A list of available loans will display (If the loan you are working on does not display, please refer to the expiration date, if it expired please contact <u>Secondary@phfa.org</u> to have the loan reactivated.)
 - o Select the 'Documents' link to begin uploading the required documentation

Loan ¢	Borrower Name \$	Application Date \$		
		8/22/2016	Documents	VirPack DMDS
		8/24/2016	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Processed

No Records Found

*You must upload both the 'Pre-Closing Conditions' AND the 'Purchase Package' in order to submit to VirPack.

Pending

	File Name	Document Type	
۲	ADV_MCC Purchase Package_Redacted.pdf	Choose a File Name	
1	LSAMS# Pre Closing Conditions.pdf	Purchase Package	

Select 'Process' to submit the documents to VirPack



To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Purchase Package	Submit Purchase Package to PHFA	ADV_MCC Purchase Package_Redacted.pdf	12/9/2016 8:46 AM	Test	12/9/2016 8:47 AM	Test	12/9/2016 8:47 AM
Pre-Closing Conditions	Submit Purchase Package to PHFA	LSAMS#_Pre_Closing_Conditions.pdf	12/9/2016 8:47 AM	Test	12/9/2016 8:47 AM	Test	12/9/2016 8:47 AM



VirPack Instructions

Submitting Purchase Conditions

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Purchase Conditions to PHFA' from the Group dropdown



- A list of available loans will display
 - o Select the 'Documents' link to begin uploading the required documentation

Loan ¢ Borrower	Name \$	Application Date \$		
		5/26/2016	Documents	VirPack DMDS
		6/6/2016	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Processed No Records Found

Select the 'Purchase Conditions' Document Type

Pending

	File Name	Document Type	
1	LSAMS# Purchase Conditions.pdf	Choose a File Name	
		Purchase Conditions	

Select 'Process' to submit the documents to VirPack



To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Purchase Conditions	Submit Purchase Conditions to PHFA	LSAMS#_Purchase_Conditions.pdf	12/9/2016 8:48 AM	Test	12/9/2016 8:48 AM	Test	12/9/2016 8:48 AM



Submitting Servicing Conditions

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Servicing Conditions to PHFA' from the Group dropdown

Choose a Group	*
Choose a Group	
01 Submit New Pre-Closing Package to PHFA	
02 Submit Pre-Review Missing Documents	
03 Submit Pre-Closing Ineligible Conditions to PHFA	
04 Submit Pre-Closing Change Request to PHFA	
05 Submit New Construction Updated Documents to PHFA	
06 Submit Purchase Package to PHFA	
07 Submit Purchase Conditions to PHFA	
08 Submit Servicing Conditions to PHFA	

- A list of available loans will display
 - Select the 'Documents' link to begin uploading the required documentation

Loan	\$ Borrower Name \$	Application Date \$		
		2/11/2016	Documents	VirPack DMDS
		3/1/2016	Documents	VirPack DMDS
		4/7/2016	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded



Processed No Records Found

• Select the 'Servicing Conditions' Document Type

Pending

	File Name	Document Type	
1	LSAMS# Servicing Conditions.pdf	Choose a File Name	
		Servicing Conditions	

Select 'Process' to submit the documents to VirPack



To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Servicing Conditions	Submit Servicing Conditions to PHFA	LSAMS#_Servicing_Conditions.pdf	12/9/2016 8:49 AM	Test	12/9/2016 8:50 AM	Test	12/9/2016 8:50 AM



Submitting Final Documents

<u>PLEASE NOTE: The original recorded documents and the original title policy must be mailed to PHFA</u>, regardless of if a certified true and correct copy of the title policy was accepted to purchase the loan. These items are required by our document custodian.

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Final Documents to PHFA' from the Group dropdown



- A list of available loans will display
 - o Select the 'Documents' link to begin uploading the required documentation

Loan	\$ Borrower Name \$	Application Date \$		
		6/24/2019	Documents	VirPack DMDS
		7/10/2019	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded

	Browse	Upload
Pending		

No Files Pending

Processed

No Records Found

• Select the 'Final Documents' Document Type

Pending

	File Name	Document Type
1	TEST.pdf	Choose a File Name 🗸
		Choose a File Name
		Final Documents

Select 'Process' to submit the documents to VirPack

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	ent Type Group File Name		File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Final Document Conditions	Submit Final Documents to PHFA	final_doc_conditions.pdf	4/16/2020 7:04 AM	Test	4/16/2020 7:09 AM	Test	4/16/2020 7:09 AM



VirPack Instructions

Submitting Quality Control Conditions

• Select the 'VirPack' menu option from the Home dropdown

Home	0 L	ogOut
Incomplete Reservations		
Loan Cancellation Requests		
Loan Extensions		
Loan Setup (PHFA Form 26)		
My Account		
My Administrators		
New Loan Reservation		
PipeLine Loans		
Rate Sheets		
Reports and Notices		
User Accounts Admin	chase	
VirPack		

• Select 'Submit Quality Control Conditions to PHFA' from the Group dropdown

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- A list of available loans will display
 - o Select the 'Documents' link to begin uploading the required documentation

Loan 🔶	Borrower Name \$	Application Date \$		
		5/30/2017	Documents	VirPack DMDS
		6/2/2017	Documents	VirPack DMDS



NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded

Browse... Upload

No Files Pending

Processed

No Records Found

• Select the 'Quality Control Conditions' Document Type

File Name	Document Type	
TEST_DOC.pdf	Quality Control Conditions V	

Select 'Process' to submit the documents to VirPack

TESTING



• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Appraisal	Submit New Pre- Closing Package to PHFA.		7/26/2017 12:29 PM	TESTING	7/26/2017 12:29 PM	TESTING	7/26/2017 12:29 PM
Pre-Closing Package	e-Closing Submit New Pre- ckage Deckage to PHFA 7/26/2017 12:28 PM T		TESTING	7/26/2017 12:29 PM	TESTING	7/26/2017 12:29 PM	
Pre-Closing Conditions	Submit Purchase Package to PHFA		8/11/2017 5:10 PM	TESTING	8/11/2017 5:11 PM	TESTING	8/11/2017 5:11 PM
Purchase Submit Purchase Package Package to PHFA			8/11/2017 5:10 PM	TESTING	8/11/2017 5:11 PM	TESTING	8/11/2017 5:11 PM
Purchase Conditions	Submit Purchase Conditions to PHFA		11/1/2017 3:15 PM	TESTING	11/1/2017 3:15 PM	TESTING	11/1/2017 3:15 PM
Quality Control Conditions	Submit Quality Control Conditions to PHFA		1/25/2018 10:29 AM	TESTING	1/25/2018 10:39 AM	TESTING	1/25/2018 10:39 AM



VirPack Instructions

Submitting an Executed Agreement

• Select the 'VirPack' menu option from the Home dropdown



• Select 'Submit Executed Agreement to PHFA' from the Group dropdown





A list of available loans will display

• Select the 'Documents' link to begin uploading the required documentation

Loan 💠	Borrower Name \$	Application Date \$		
		7/24/2017	Documents	VirPack DMDS
		1/22/2018	Documents	VirPack DMDS

*If you do not see a loan listed, it is not in the proper status for this submission. For additional assistance, please call 717.780.3871.

PLEASE NOTE: locked or password protected pdf files cannot be uploaded to VirPack. We will not be able to view any documentation in that file and will need you to re-submit an unlocked version before it can be submitted for review.

NEW FILE NAME REQUIREMENTS:

In order to resolve a previous VirPack upload issue, please make sure that the file name does not contain spaces/special characters and does not exceed 75 characters in length.

- Select 'Browse' to find your saved documents then select 'Upload'
 - o Continue these steps until all the documents have been uploaded

Browse... Upload

Pending No Files Pending

Processed No Records Found



• Select the proper Document Type for the uploaded file

	File Name	Document Type	
1	Indemnification_Agreement.pdf	Choose a File Name	
1		Select 'Process' to submit the docume	Process ents to VirPack

*If you upload a document in error, you can remove it by selecting the 'Delete Document' icon.

**If you upload a document but do not select 'Process' within 24 hours of the upload, the document will be automatically deleted and must be re-uploaded for the submission.

• To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Document Type	Group	File Name	File Uploaded	Uploaded By	File Processed	Processed By	Sent to VirPack
Appraisal	Submit New Pre- Closing Package to PHFA	Julian_appraisal.pdf	8/17/2017 11:31 AM	TESTING	8/17/2017 11:33 AM	TESTING	8/17/2017 11:33 AM
Pre-Closing Package	Submit New Pre- Closing Package to PHFA	SKM_554e17081609310.pdf	8/17/2017 11:33 AM	TESTING	8/17/2017 11:33 AM	TESTING	8/17/2017 11:34 AM
Purchase Package	Submit Purchase Package to PHFA	julianc1.pdf	9/22/2017 2:47 PM	TESTING	9/22/2017 2:49 PM	TESTING	9/22/2017 2:50 PM
Purchase Package	Submit Purchase Package to PHFA	julianc2.pdf	9/22/2017 2:47 PM	TESTING	9/22/2017 2:50 PM	TESTING	9/22/2017 2:50 PM
Purchase Package	Submit Purchase Package to PHFA	julianc3.pdf	9/22/2017 2:49 PM	TESTING	9/22/2017 2:50 PM	TESTING	9/22/2017 2:51 PM
Pre-Closing Conditions	Submit Purchase Package to PHFA	juliandetails.pdf	9/22/2017 2:49 PM	TESTING	9/22/2017 2:52 PM	TESTING	9/22/2017 2:53 PM
Executed Agreement	Submit Executed Agreement to PHFA	Indemnification_Agreement.pdf	5/3/2018 8:35 AM	TESTING	5/3/2018 8:37 AM	TESTING	5/3/2018 8:37 AM



Submitting your Annual Recertification Package

• Select the 'Recertification' menu from the Home dropdown



• Select the 'New Recertification' link at the top

Recertification	New Recertification				
<u>Messages</u> Note: Choosing Upload Files will open a new page (tab) in your browser. It will NOT close your current session.					
No Applications Found					

- The Recertification Submission will automatically be created that will expire April 30th
- Select 'Upload Files'

NMLS¢	Арр Туре	¢	Started \$	Expires 💠	Bank Type 💠	Entered \$	Modified \$		
1111	Recertification		1/2/2019	4/30/2019	Prospective	12/19/2018 3:45 PM	12/19/2018 3:45 PM	Add 30 Days Delete	Upload Files



- A new window will open to the upload screen
- Lender: Test NMLS: 1111 Application Type: Recertification Start Date: 1/2/2019 First Name: Test Last Name: Test Expire Date: 4/30/2019



Pending

No Files Pending

Processed

No Records Found

- o Browse to where your documents are saved
- Upload the Recertification Package

Lender: Test NMLS: 1111 Application Type: Recertification		N	Max File Size: 60 MB Max Number of Files: 5 Select Multiple: Use CTRL or Shift Keys		
Start Date: 1/2/2019 First Name: Test				Browse	Upload
Last Name: Test Expire Date: 4/30/201	9				
Pending					
File Name	Document Type		User Name	e	
TEST_DOC.pdf	Choose a Document Type Recertification Package		Test Test		1
	reconneatorr ackage	I			Process

- o Select the 'Recertification Package' document type from the dropdown
- o Select 'Process' to submit the documents to VirPack for review



Submitting Form 29: List of Authorized Officers and Underwriting Personnel

Please contact our <u>Business Development Unit</u> to receive an application upload link.

• Select the link included in the email to be taken to the upload page

		Max File Size: 60 MB Max Number of Files: 5 Select Multiple: Use CTRL or 3	Shift Keys
	Choo	ose Files No file chosen	Uplo
Pending			
Pending File Name	Document Type	User Name	

- Select 'Choose Files'
- Select 'Upload'

No Records Found

- Select the 'Form 29' Document Type
- Select 'Process' to submit the documents to VirPack
- To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

Submitting Form 70/72: Lender ACH Information

Please contact our **Business Development Unit** to receive an application upload link.

• Select the link included in the email to be taken to the upload page

		Max File Size: 60 MB Max Number of Files: 5 Select Multiple: Use CTRL or Shift Keys Choose Files No file chosen Uplo
Pending		
File Name	Document Type	User Name
and the second division of the second divisio	Choose a Document Type	e e

- Select 'Choose Files'
- Select 'Upload'
- If you are utilizing a Warehouse Lender, select the 'Form 70' Document Type
- If you are NOT utilizing a Warehouse Lender, select the 'Form 72' Document Type
- Select 'Process' to submit the documents to VirPack
- To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

VirPack Instructions

Questions about VirPack

If you have any technical questions regarding uploading your files, please contact <u>lenders@phfa.org</u>. Specific questions about loan conditions should be directed to the appropriate unit, please refer to <u>Appendix N</u> for the Homeownership Programs contact list.