PHFA
PENNSYLVANIA HOUSING FINANCE AGENCY

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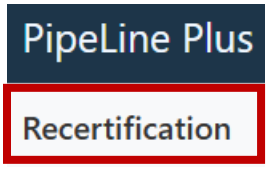
PENNSYLVANIA HOUSING FINANCE AGENCY

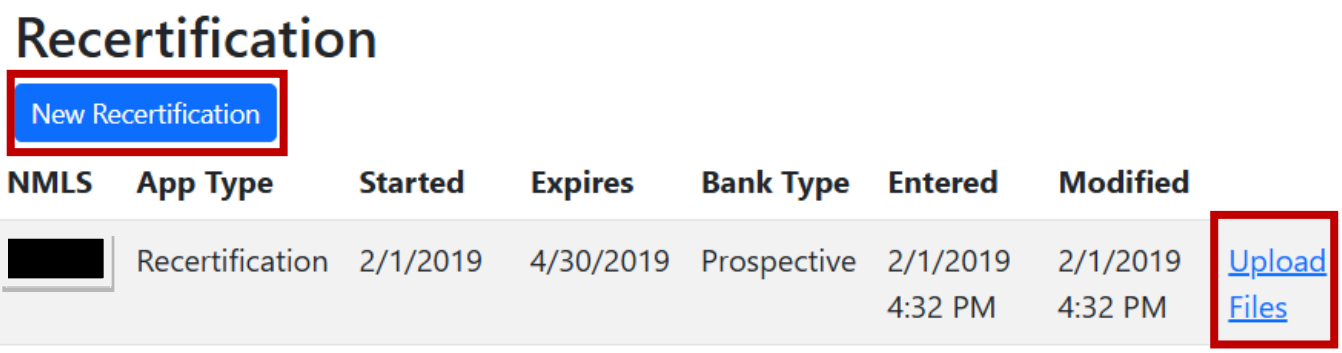
VirPack Instructions

Participating Lender Annual Recertification Submission

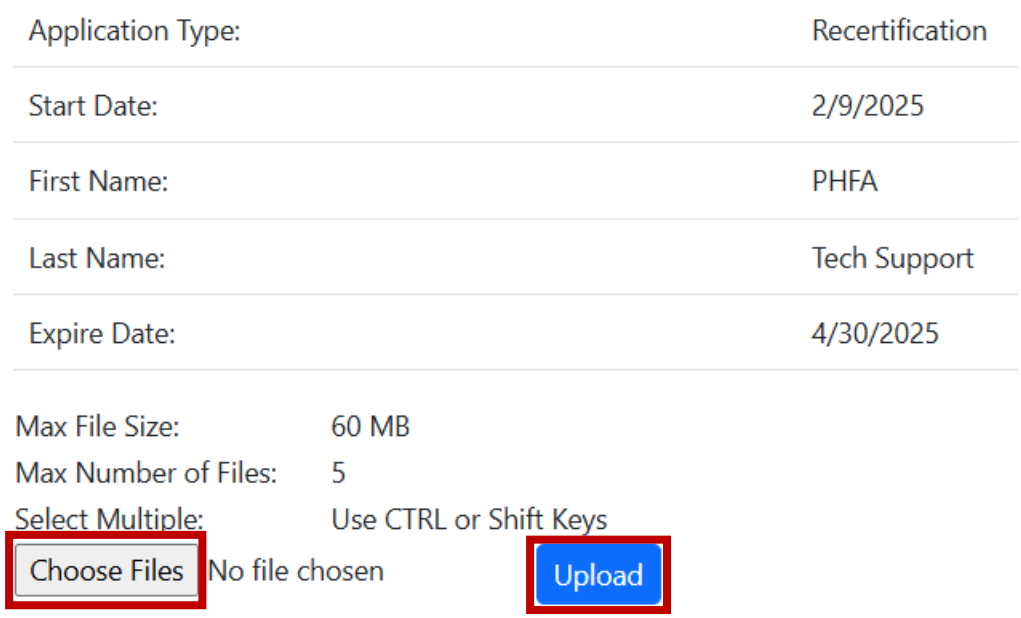
- Select the 'Recertification' menu option on the Left side panel



- Select the 'New Recertification' button at the top
- The Recertification Submission will automatically be created that will expire April 30th
- Select 'Upload Files'

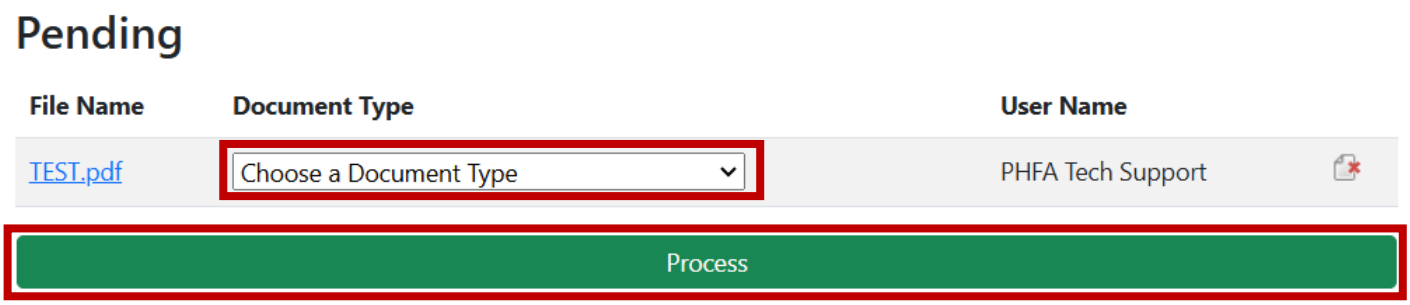


- A new window will open to the upload screen
- Select 'Choose Files' to find your saved documents then select 'Upload'
    a. Continue these steps until all the documents have been uploaded



VirPack Instructions

- Select the proper Document Type for the uploaded files and click 'Process'



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

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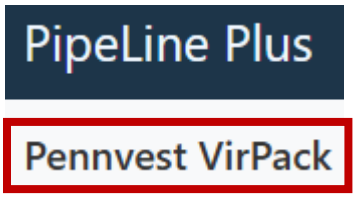
PENNSYLVANIA HOUSING FINANCE AGENCY

VirPack Instructions

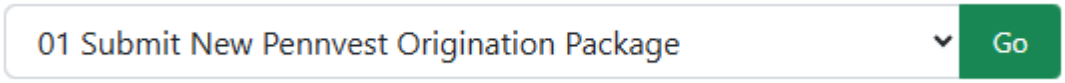
Pennvest Repair Loan Submissions

Submit New Origination Package

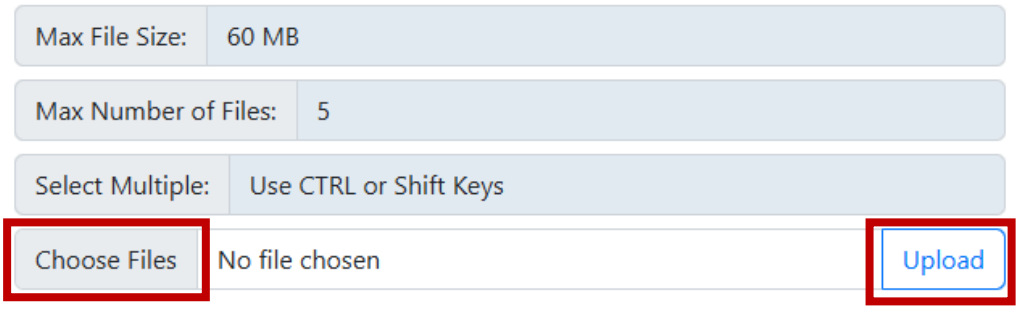
- Select the 'Pennvest VirPack' menu option on the Left side panel



- Select 'Submit New Pennvest Origination Package' from the Group dropdown and click 'Go'



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



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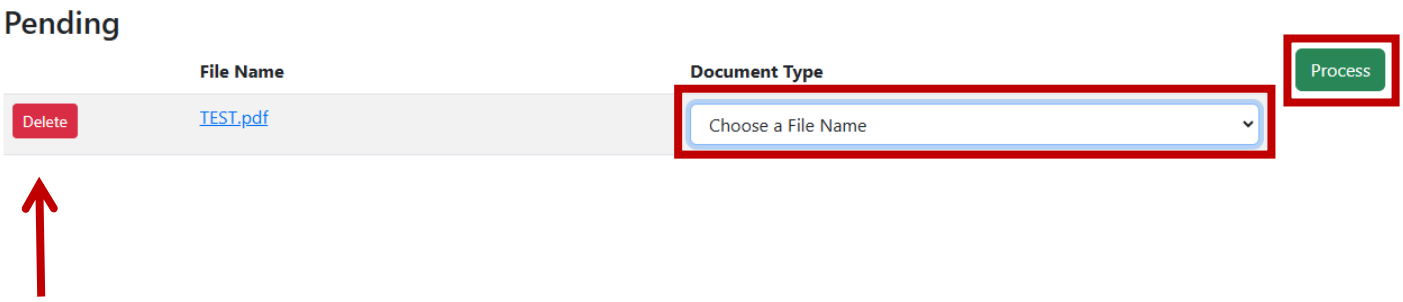

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**If you upload a document but do not select 'Process' within 24 hours of the upload, the document will be automatically deleted and must be re-uploaded for the submission.

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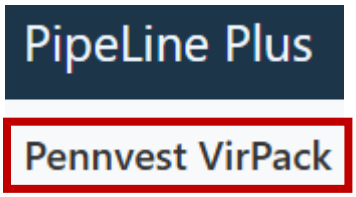
VirPack Instructions

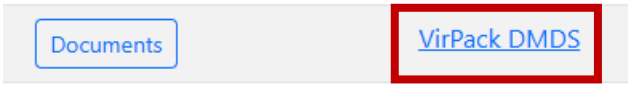
Searching for a Loan

- Select the 'Pennvest VirPack' menu option on the Left side panel



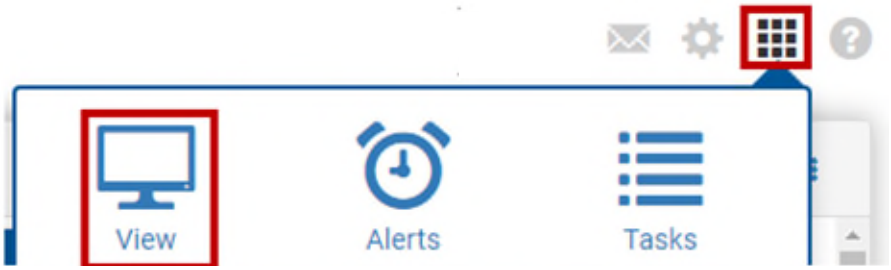
- Select the appropriate submission group from the dropdown and click 'Go'
  - Should match the last submission completed for the loan

- A list of available loans will display
  - Select the 'VirPack DMDS' link to be taken into VirPack's loan folder view



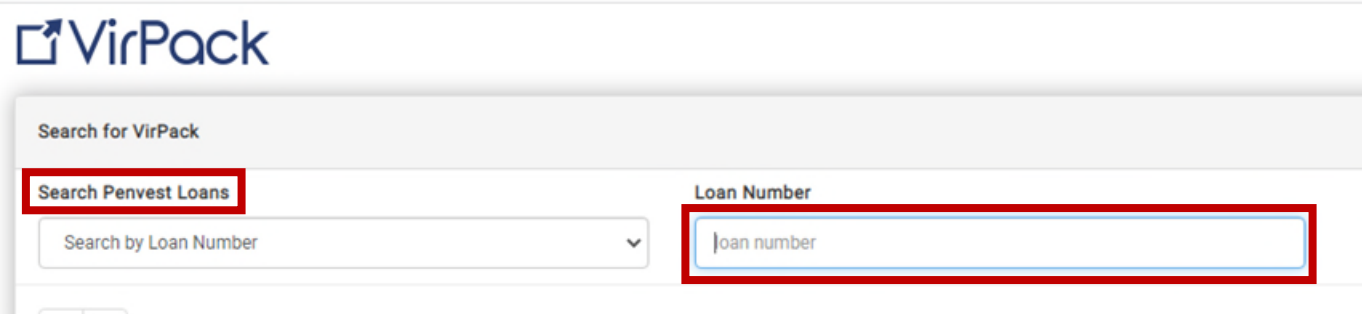
**If you do not see the loan listed, the status has changed since your last document submission. Select any 'VirPack DMDS' link and use the Search by Loan option within VirPack.*

- *Select the 'Application' Menu, then select 'View'*

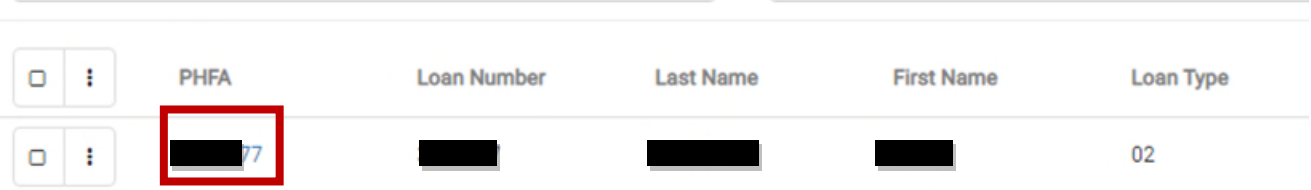


VirPack Instructions

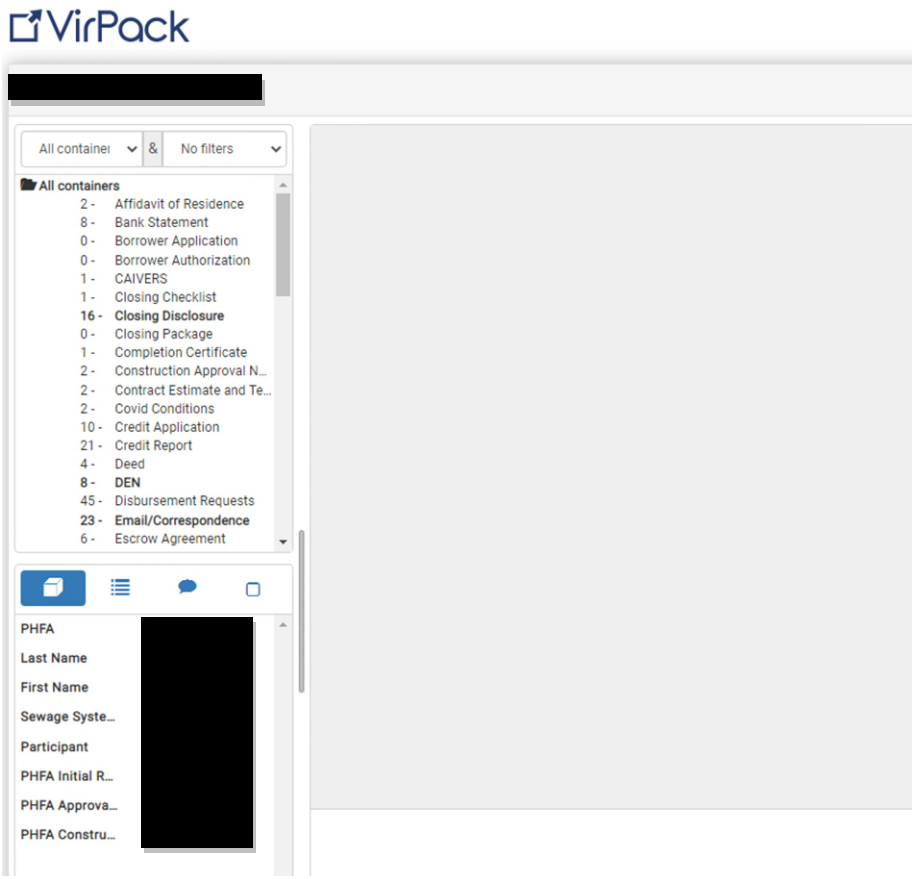
- *Verify you are searching Pennvest Loans and enter the PHFA loan number. Then select 'Filter' or press your ENTER key to search.*



- *Select the blue loan number hyperlink*



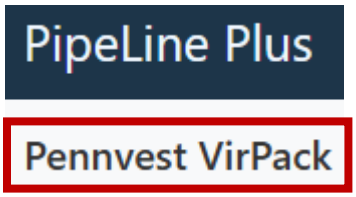
The loan folder view opens. The documents submitted are displayed at the left in the apprioate containers if they have been reviewed or are being reviewed.



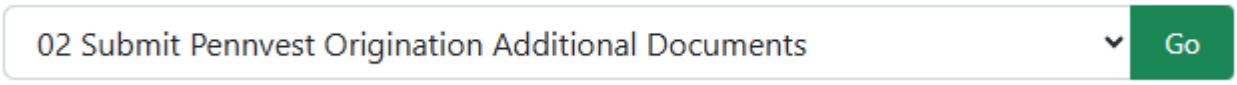
VirPack Instructions

Submit Origination Additional Documents

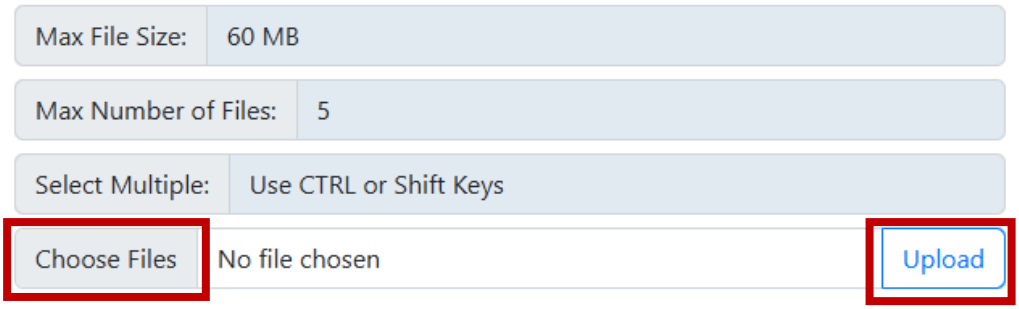
- Select the 'Pennvest VirPack' menu option on the Left side panel



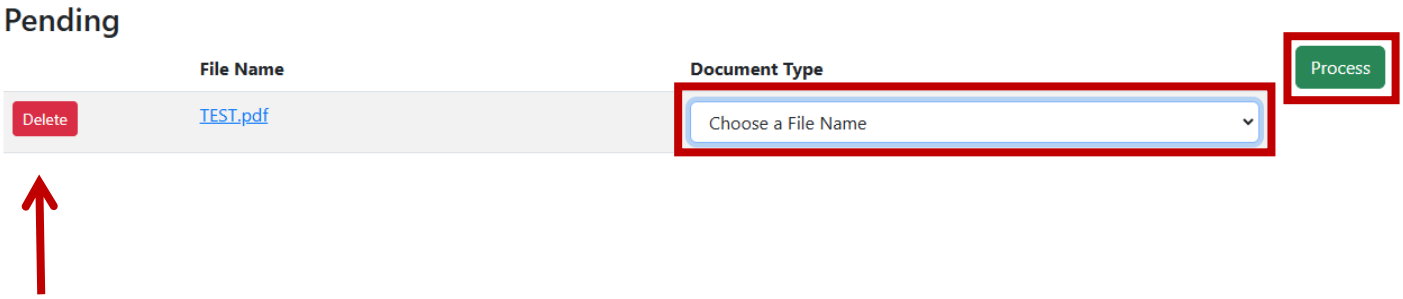
- Select 'Submit Pennvest Origination Additional Documents' from the Group dropdown and click 'Go'



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



- Select the proper Document Type for the uploaded files and click 'Process'



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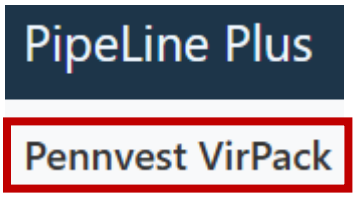
- To verify the documents have been sent to VirPack, check for the file and processed information at the bottom

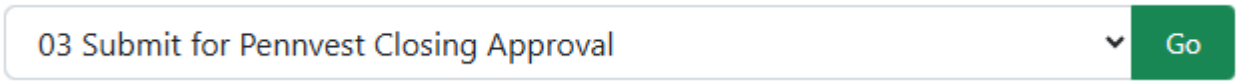
VirPack Instructions

Submit Closing Approval

- Select the 'Pennvest VirPack' menu option on the Left side panel



- Select 'Submit for Pennvest Closing Approval' from the Group dropdown and click 'Go'



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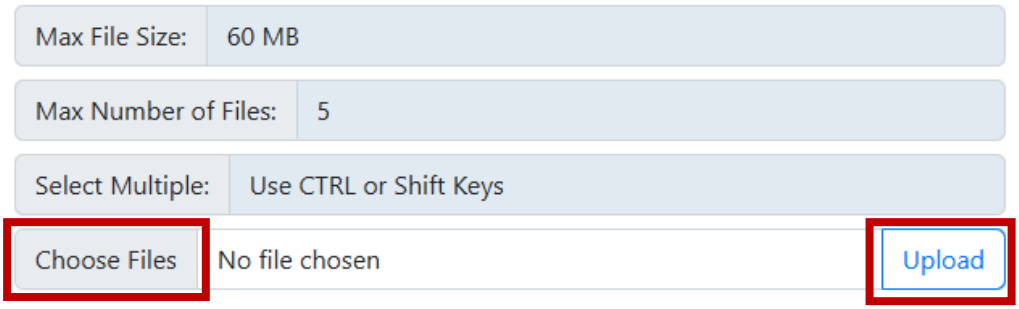

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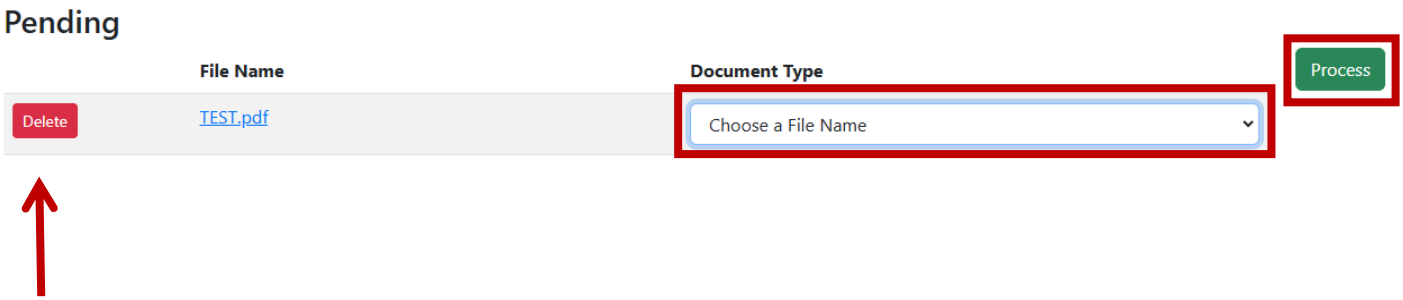

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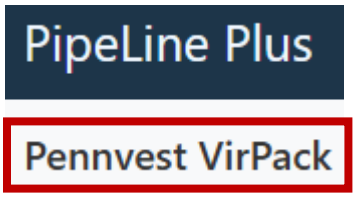
VirPack Instructions

Submit Closing Package

- Select the 'Pennvest VirPack' menu option on the Left side panel



- Select 'Submit Pennvest Closing Package' from the Group dropdown and click 'Go'

- Select 'Choose Files' to find your saved documents then select 'Upload'
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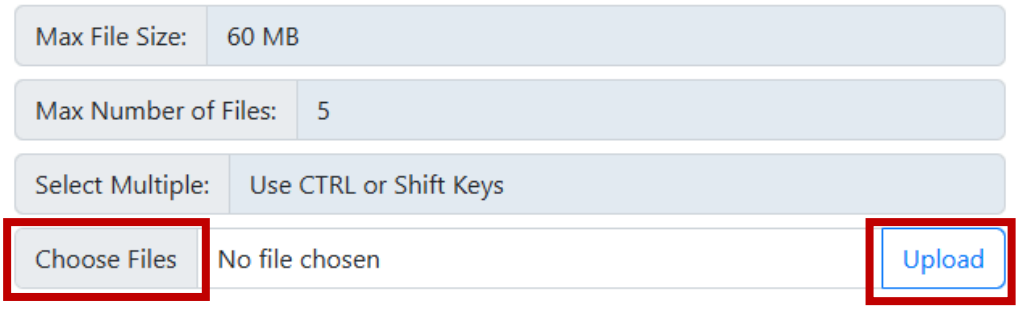

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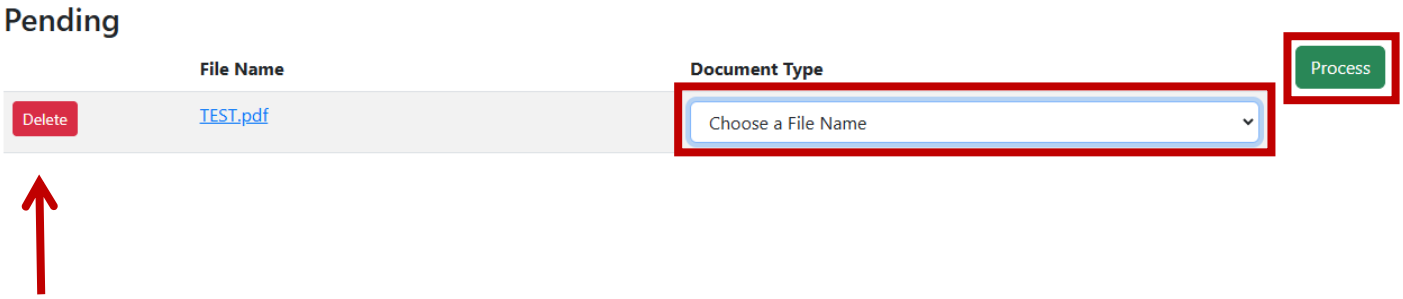

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VirPack Instructions

Submit Closing Additional Documents

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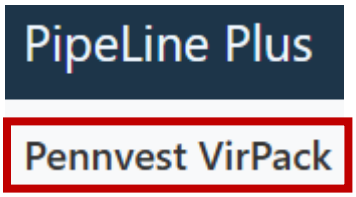
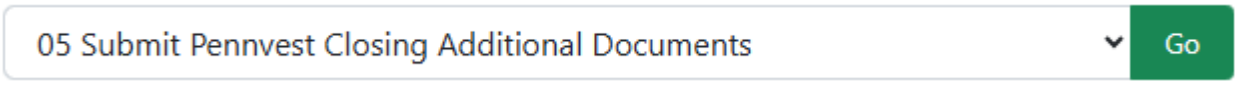


- Select 'Submit Pennvest Closing Additional Documents' from the Group dropdown and click 'Go'



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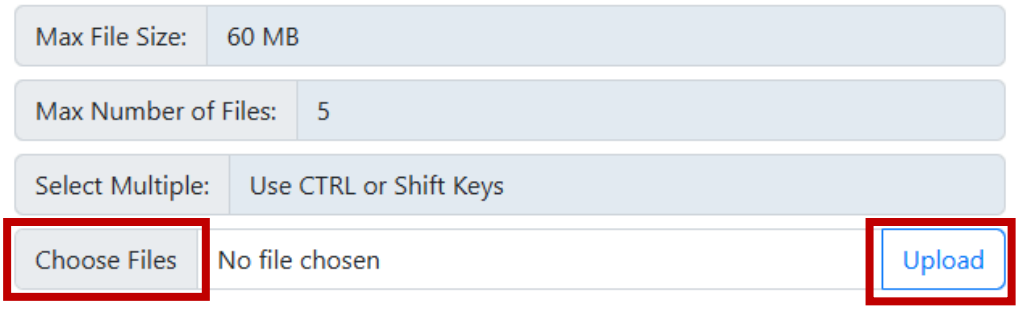

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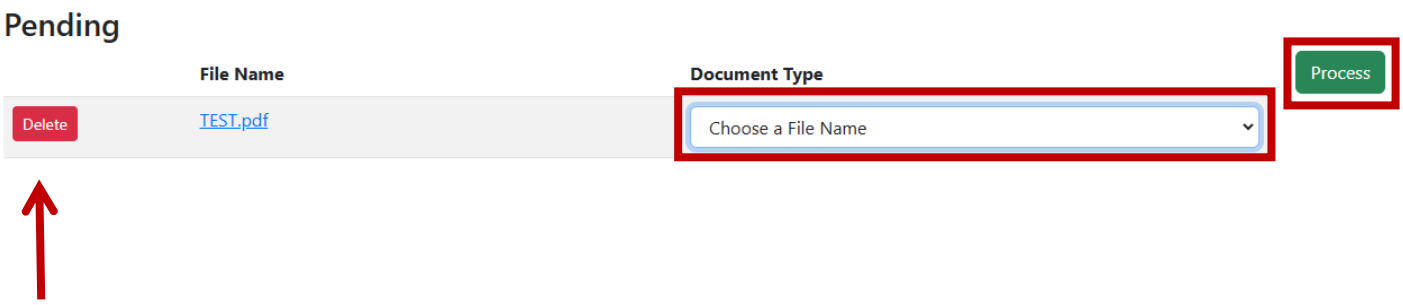

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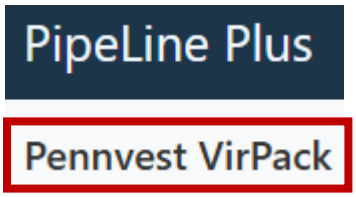
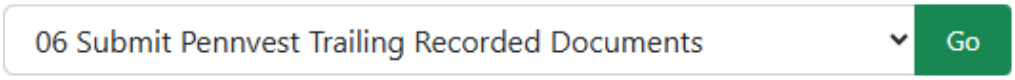
VirPack Instructions

Submit Trailing Recorded Documents

- Select the 'Pennvest VirPack' menu option on the Left side panel



- Select 'Submit Pennvest Trailing Recorded Documents' from the Group dropdown and click 'Go'



- Select 'Choose Files' to find your saved documents then select 'Upload'
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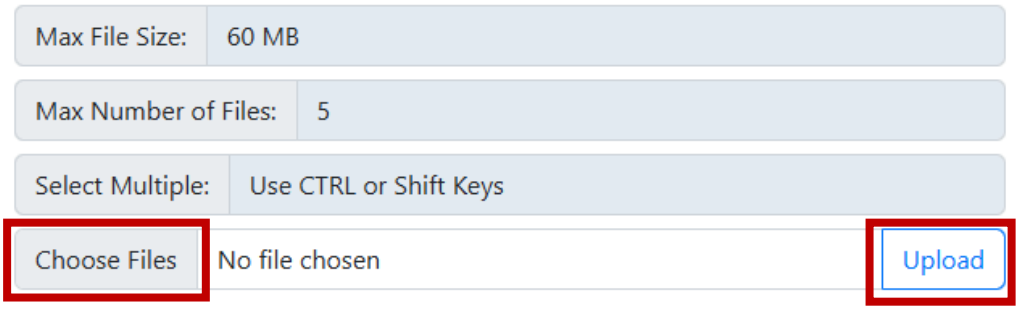

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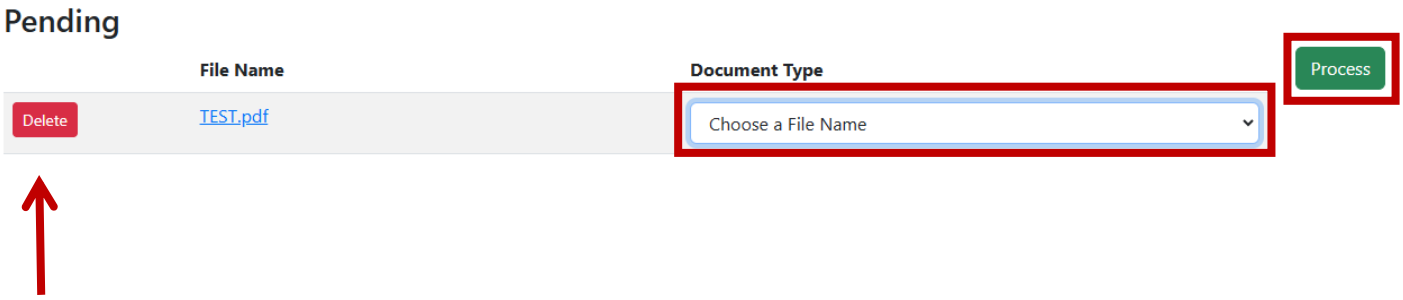

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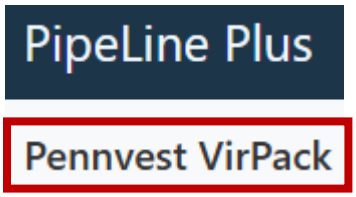
VirPack Instructions

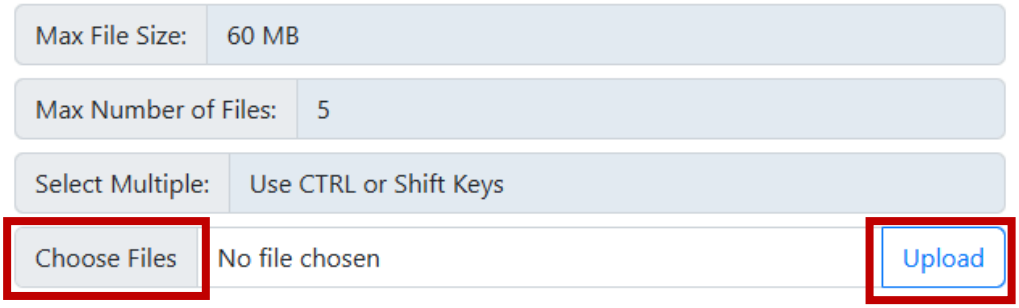
Submit Quality Control Conditions

- Select the 'Pennvest VirPack' menu option on the Left side panel



- Select 'Submit Pennvest Quality Control Conditions' from the Group dropdown and click 'Go'

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



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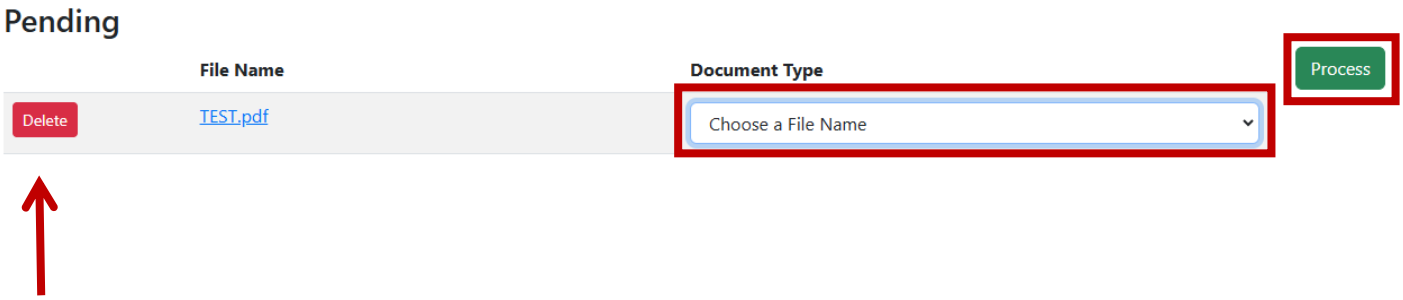

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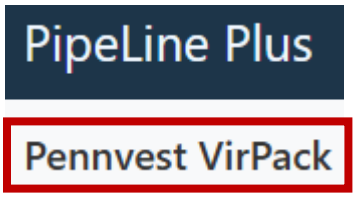
VirPack Instructions

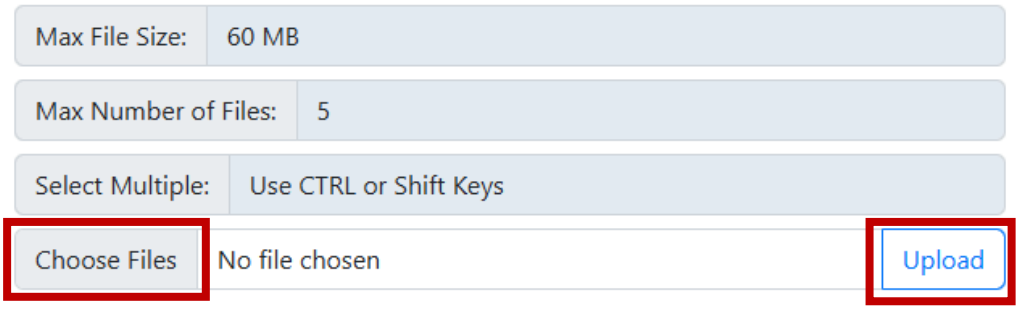
Submit Denied Loan Review

- Select the 'Pennvest VirPack' menu option on the Left side panel

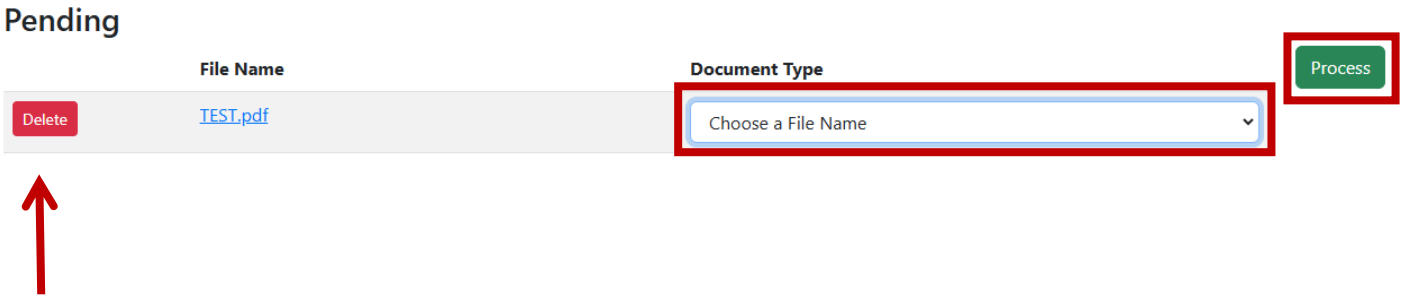


- Select 'Submit New Pennvest Denied Loan' from the Group dropdown and click 'Go'

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



- Select the proper Document Type for the uploaded files and click 'Process'



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PENNSYLVANIA HOUSING FINANCE AGENCY

VirPack Instructions

Questions about VirPack

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