

Dear Lending Partners,

In September 2008, Idaho Partners for Home Buyer Education, Inc. enhanced our **online** homebuyer education course by providing you with an easier way to receive your client's Certificate of Achievement, as well as expedite your processing time.

Following is the procedure:

**Procedure**

Sign on to the online course, at no cost to you, to retrieve a Certificate for your client(s).

Following is the procedure that must be followed.

- 1) Go to the website: [www.finallyhomeidaho.com](http://www.finallyhomeidaho.com) and pull up the course under the "Housing Counseling" menu. (<http://www.ihfa.org/FinallyHomeOnlineCourse/>)
- 2) Click on the first menu item "Lender Request for Certificate"
- 3) Then click on "Lender Registration" and complete the form on the next page. Please note there is a drop-down list that identifies all current IHFA Lenders and Mortgage Brokers.
- 4) If your organization is not on the drop-down list, please contact Sue Pisani at [susanp@ihfa.org](mailto:susanp@ihfa.org) and she will add your organization to the list.
- 5) After you register, a page will advise you that you have successfully registered and may now search for students. You are advised to enter the full name of the student for whom you need a Certificate of Achievement. If you have any doubts about a student's name, enter the first name (or part of the first name) only and a list of names will appear for you to choose from.
- 6) If search is successful, the student's name will appear. Click on the name of the student.
- 7) The Seminar Certificate Request Form should then appear. This form **MUST** be completed in its entirety or you will **not** receive the Certificate.
- 8) Once that is completed, hit "Submit Certificate".
- 9) On the next page, the "Certificate of Achievement" should appear as a link below the confirmation message. You will also receive a confirmation email with the same link to access the certificate.
- 10) Please remember to Log Out.

Once you have registered, on subsequent visits you need only go to Lender Login.

*For any problems or inquiries, please address to [susanp@ihfa.org](mailto:susanp@ihfa.org) as these e-mails may need to be submitted on to our Web Support team for further handling. To access these procedures in the future, please visit [Idamortgage.com](http://Idamortgage.com), click on IHFA Lender Toolbox, and then click on Lender Partner E-memos.*

NOTE: Fax requests are no longer accepted.

Thank you,

SUE PISANI, *Finally Home!*® Homebuyer Education Administrator