



Oregon Bond Residential Loan Program: First Time Homebuyer Program Online Reservation System – Loan Officer Application

About the Online Reservation System:

With our online reservation system, you can enter your own reservations, change, cancel, and extend locks online.

Processors cannot get into the program unless they have the login information.

How to enroll as a Loan officer:

- Fill out the Contact Information form (at right), and email to hcs.reservations@oregon.gov.
- An email with a short training video will be emailed to you. Then a call within the same day to confirm the video has been reviewed and answer any questions.
- OHCS will enter your information into our system (Please allow two days before the account is available).
- You will receive another email advising you to log into the online reservation system and change your password.
- Log in as directed and save the site as a favorite
- Change your password
- You are ready to enter, modify, or cancel your own reservations.
- Once a reservation is entered into the system, **you must press save**. Next, select the detail button for the client. The print button will then be available to print the reservation for your records.
- OHCS approves reservations within 24 hours.

For more information, contact us at:

Oregon Housing & Community Services

725 Summer St., Suite B, Salem, OR 97301

www.ohcs.oregon.gov

Toll free: 877-788-2663

In Oregon: 503-986-2046

Email: hcs.reservations@oregon.gov

Contact Information:

Contact type: New Update/Revision

If update, what was the prior lender name? _____

Contact Name: _____

Business Name: _____

Business Phone: _____ Cell Phone: _____

Supervisor name & email: _____

Business Fax: _____

Business email: _____

Work/Office address: _____

City: _____ State: _____ Zip: _____

Additional Information:

What types of loans do you originate:

FHA

Conventional (Insured and Uninsured)

Rural Development (Guaranteed Housing Loans or Direct Leverage Loans)

Fed VA

Languages Spoken:

Spanish Khmer Other (List below): _____

Russian Hmong _____

Vietnamese Sign Language _____

Chinese Japanese _____

French Korean _____

German _____