



How to Apply for NeighborhoodLIFT Funds with a NWHP Account

Working Together for Strong Communities





NeighborWorks Home Partners is available to assist you Monday to Thursday 8:30 am to 5:00 pm and Friday from 8:30 am to 3:00 pm.

If you need assistance outside of normal business hours, email downpayment@nwhomepartners.org. We will respond as quickly as possible during business hours.

Working Together for Strong Communities





Steps for Borrower

Please complete the steps in the following pages, if you can answer “yes” to the following questions!

1. I have a preapproval letter for a first mortgage from a NeighborhoodLIFT® program approved lender
2. I have completed Homebuyer Education from an approved NeighborhoodLIFT provider.
3. The income for all borrowers on the loan falls below \$77,840.

Steps for Borrower

Follow these steps to log in to your account.

1. Visit <https://nwhomepartners.force.com/nwhomepartnerscft>.
2. Log in to your account using the email address and password you provided at the time you created your account.
3. If you cannot remember your password, please click the “Forgot Password” link.

Click here to log in to your account.



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Log In

Your User Name & Password

Email address*

Step 1 - Enter email address you provided when creating account.



Password*

Step 2 - Enter password you created when confirming your account.



Step 3 - Click log in.



[Forgot Password?](#)

Forgot password? Click "Forgot Password" and you will be able to reset your password.



Don't have an account? [Create Account](#)

Steps for Borrower

Once you are logged into your account, you will need to complete the steps in the following pages of this guide.

1. Click on the “Services” tab at the top of the page.
2. Click the small down arrow next to the “Apply for NeighborhoodLIFT” option.
3. Check the “Interested in LIFT?” check box.
4. Select an area under the “What is the primary area in which you are looking to purchase a home?” drop down.
5. Under the “Available Areas” section click on any additional areas you are interested in purchasing. They will move to the list under “Selected Areas.”
6. Hit the “Save” button.



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Click the down arrow to expand this option. Be sure to click this check box to begin your request for LIFT funds.

▼ Apply for NeighborhoodLIFT Pending - 0 Active - 0

Interested in LIFT? Completed 8 hours of Homebuyer Education, have a pre-approval from a NeighborhoodLIFT Approved Lender, all borrower's income below \$77,840? Apply for LIFT funds today!

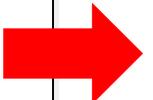
What is the primary area in which you are looking to purchase a home? *

--Select One--

What other areas are you interested in?

Please click on one or more of the locations listed in "Available Areas" to move it to the "Selected Areas" column; to remove a selection from the "Selected Areas" column, simply click on that selection to move it back to "Available Areas".

Available Areas	Selected Areas
Washington County	City of Minneapolis
Dakota County	
Anoka County	
Scott County	
Carver County	
City of Saint Paul	



Click the down arrow to expand this menu and choose one.

Selected areas will appear here.

Click area(s) of interest and it will move to "Selected Areas."

▼ **Financial Empowerment**

Pending - 1 Active - 0

We offer one-on-one financial counseling to provide you with the necessary steps to improve your credit, income, savings and debt.

▼ **New Home Purchase**

Pending - 0 Active - 0

Thinking about purchasing a new home? We can help you learn the ins and outs of purchasing a home and being a sustainable homeowner.

▼ **Existing Homeowner Services**

Pending - 0 Active - 0

Already own your own home? Click here to see our existing home owner services!

▼ **Consumer Lending**

Pending - 0 Active - 0

Do you need a personal, small dollar, or auto loan? We have great rates with flexible repayment periods.

Save





Completing Request for LIFT

1. Navigate to “LIFT Quiz” button at the top of your screen.
2. Click “LIFT Quiz ” button.
3. Answer the questions on the “LIFT Quiz” and hit the “Next” button.
4. Another screen will pop up. Fill out the fields listed.
 - a. Borrower 1 First Name
 - b. Borrower 1 Last Name
 - c. Borrower 2 First Name (if applicable)
 - d. Borrower 2 Last Name (if applicable)
 - e. Current Mailing Address including city, state and postal code
 - f. Purchase Property Information (if applicable)
 - g. Estimated Closing Date (if applicable)
4. Hit the “Next” button to continue.

NeighborhoodLIFT® Loans Remaining: 365

LIFT Quiz

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Services

LIFT Quiz

Have you taken an 8 hour Home Buyer Education Course in the past year, and do you have a pre-approval from an approved LIFT lender? *

Select One



Is your income at or below the approved income limits? *

Select One



Next

Click the down arrows to expand the menu and select "Yes" or "No."

Personal Info

Borrower 1 First Name*

NeighborhoodLIFT

Borrower 1 Last Name*

Customer1234

Borrower 2 First Name

Borrower 2 Last Name

Mailing Address

Street Address*

1234 Main Street

Apt #

1234

City*

Some Town

State/Province*

District of Columbia, DC



Postal Code*

98765

Purchase Property

Street Address

City

State/Province

Postal Code

Sales Price

Estimated Closing Date

[1/24/2021]

Next



Uploading Documents

1. You will be taken to another screen where you will be able to upload documents. This is called the “My Documents” section of your account.
2. You will be sent an email that details your next steps including a list of documents that need to be uploaded at this point or you can click here to see the list of documents.
<https://nwhomepartners.org/wp-content/uploads/2021/01/Required-Documents-Checklist-01.05.2021.pdf>
3. To begin uploading these documents, click on the “Choose File” button.



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Documents for LIFT Customer

If you have not done so already, please upload a copy of the **first page and the signature page only** of your executed purchase and sales agreement AND mortgage pre-approval document you received from your NeighborhoodLIFT® approved lender. **We do not need all pages of these two documents.**

If we do not receive these documents from you within 24 hours, your spot in the NeighborhoodLIFT® program will be released, and you will need to take the quiz again, assuming NeighborhoodLIFT® funding is still available.

If after following these steps you have difficulty uploading your required docs, please click on "Contact Us" and send us an email and we will call you and walk you through the steps. If you have not provided us your phone number via your Profile, please include it in the email.

Additionally, if you have already completed your Home Buyer Education course, please submit a copy of your certificate as well (note: successful completion of an 8-hour HBE course is required prior to closing on your new home).

Need to upload documents but don't have access to a scanner? Log into your account with your smartphone or tablet, and you can use your device's camera to take a picture of your documents to send them to us that way!

No file chosen

Maximum file size is 2 GB

FILE UPLOAD - Allowed file types - doc, docx, ppt, pptx, pdf, jpg, png, xls, xlsx.

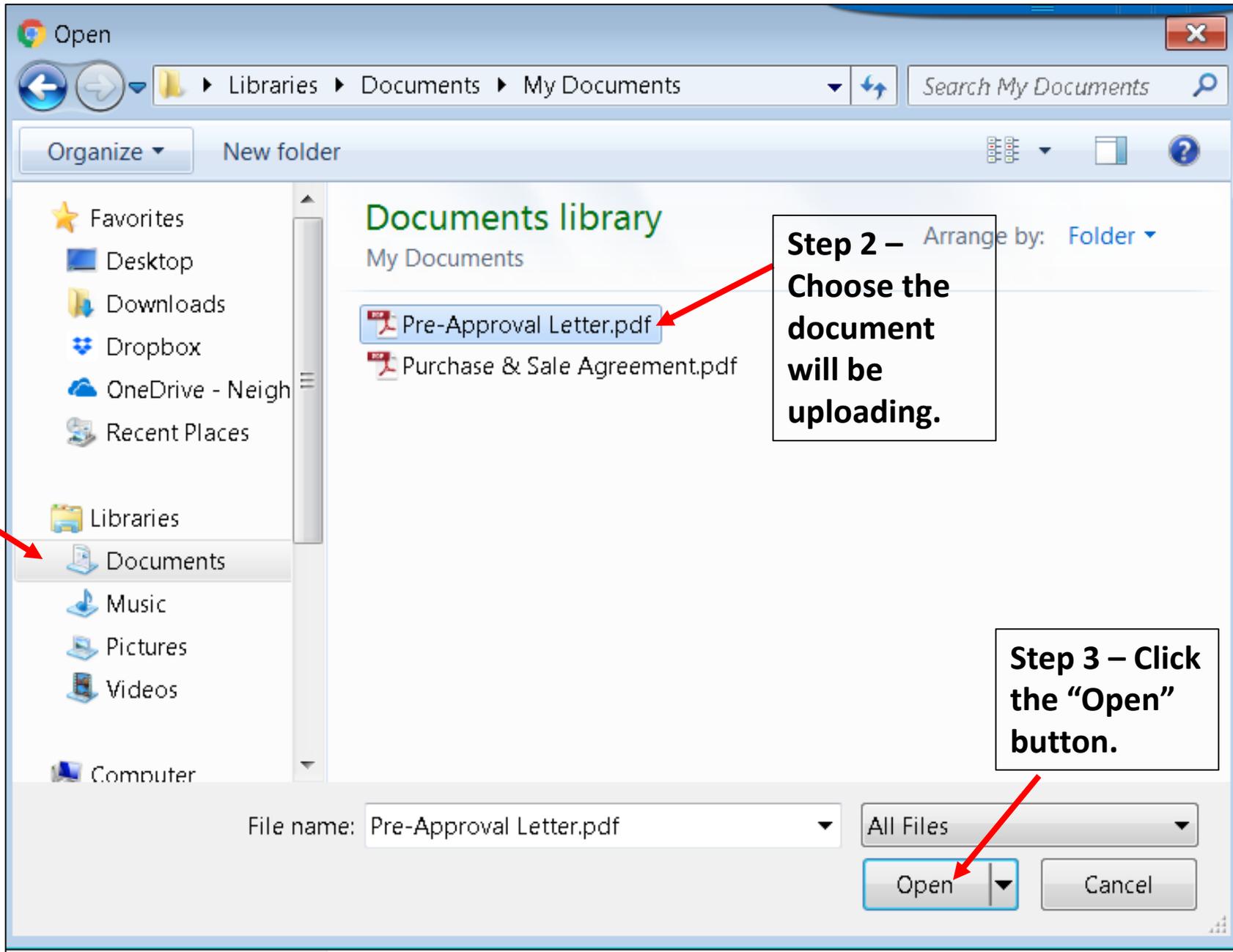
Please note that v152train2 CFT reserves the right to request re-uploads of any documents that are unclear.

Select Document Type



Uploading Documents

1. A screen will pop up on your computer for you to select the documents you will be uploading.
2. Go to the folder you have your documents saved on your computer and select the file one at a time.
3. Click the “Open” button.



Step 1 –
Choose the
folder you
have the
documents
stored.

Step 2 –
Choose the
document
will be
uploading.

Step 3 –
Click
the “Open”
button.



Uploading Documents

1. The document you selected from your computer will be listed next to the “Upload” button.
2. Select the type of document you are uploading from the dropdown list.
3. Click the “Upload” button.



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Need to upload documents but don't have access to a scanner? Log into your account with your smartphone or tablet, and you can use your device's camera to take a picture of your documents to send them to us that way!

Choose File Pre-Approval Letter.pdf

Maximum file size is 2 GB

The name of the document you selected from your computer will appear here.

FILE UPLOAD - Allowed file types - doc, docx, ppt, pptx, pdf, jpg, png, xls, xlsx.

Please note that v152train2 CFT reserves the right to request re-uploads of any documents that are unclear.

Select Document Type

LIFT Pre-Approval Letter

Click this arrow to choose the type of document you are uploading such as "LIFT Pre-Approval Letter" in this example.

Upload

When ready to upload your document click "Upload".



Uploading Documents

1. A box will pop up indicating your file is uploading. It may take some time to upload depending on your internet connection and the size of your file.
2. Repeat the document upload steps for each document you need to upload.
3. To confirm your documents have uploaded, go the “My Documents” tab in your account. Scroll down to the bottom. All of the documents you have uploaded will be listed under the “All Documents” section.
4. Follow the instructions in the email you received from NeighborWorks Home Partners. It will include a link to complete a loan application and a link to submit additional income information (this is call the LIFT Supplemental Income Information Form.



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My Account

First Name *

LIFT

Last Name *

Customer

Suffix

My Address

Street Address *

Apt #

City *

State/Province *

--Select One-- 

Postal Code *

Do you require language or other special needs assistance? If so, please specify language interpretation needs.

How would you like to be contacted? *

--Select One-- 

Best time to call?

--Select One-- 

How did you hear about us?

Flyer / Folleto

Please specify

[Reset Password](#)

Save & Continue 



1. Fill out the fields under “My Service Summary”. You must fill these out and hit “Save and Continue” to move forward with your request.

The screenshot shows a web interface with a navigation bar at the top containing 'My Account' and 'My Services Summary'. A red arrow points to the 'My Services Summary' tab. Below the navigation bar is a grey header with the text 'Select a service below to get started'. The main content area is titled 'NeighborhoodLIFT Request Pending'. It contains several required fields, each marked with a red asterisk and a yellow question mark icon:

- 'Completed a home buyer education course?' with an empty text input field.
- 'Date HBE Course Completed' with a date input field containing '[1/7/2021]'.
- 'Pre-approval from which lender?' with a dropdown menu showing '--None--'.
- 'Do you have a contract on a property?' with a dropdown menu showing '--None--'.
- 'How did you hear about the LIFT program?' with a dropdown menu showing '--None--'.

At the bottom of the form, there are two buttons: 'Save Section' (circled in red) and 'Withdraw'. An information icon is located to the right of the 'Withdraw' button.