Homeownership
The NeighborWorks® Way
Prepare. Invest. Retain.

# How to Upload Documents

Working Together for Strong Communities

NeighborWorks® AMERICA

Homeownership
The NeighborWorks® Way
Prepare. Invest. Retain.

**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.**

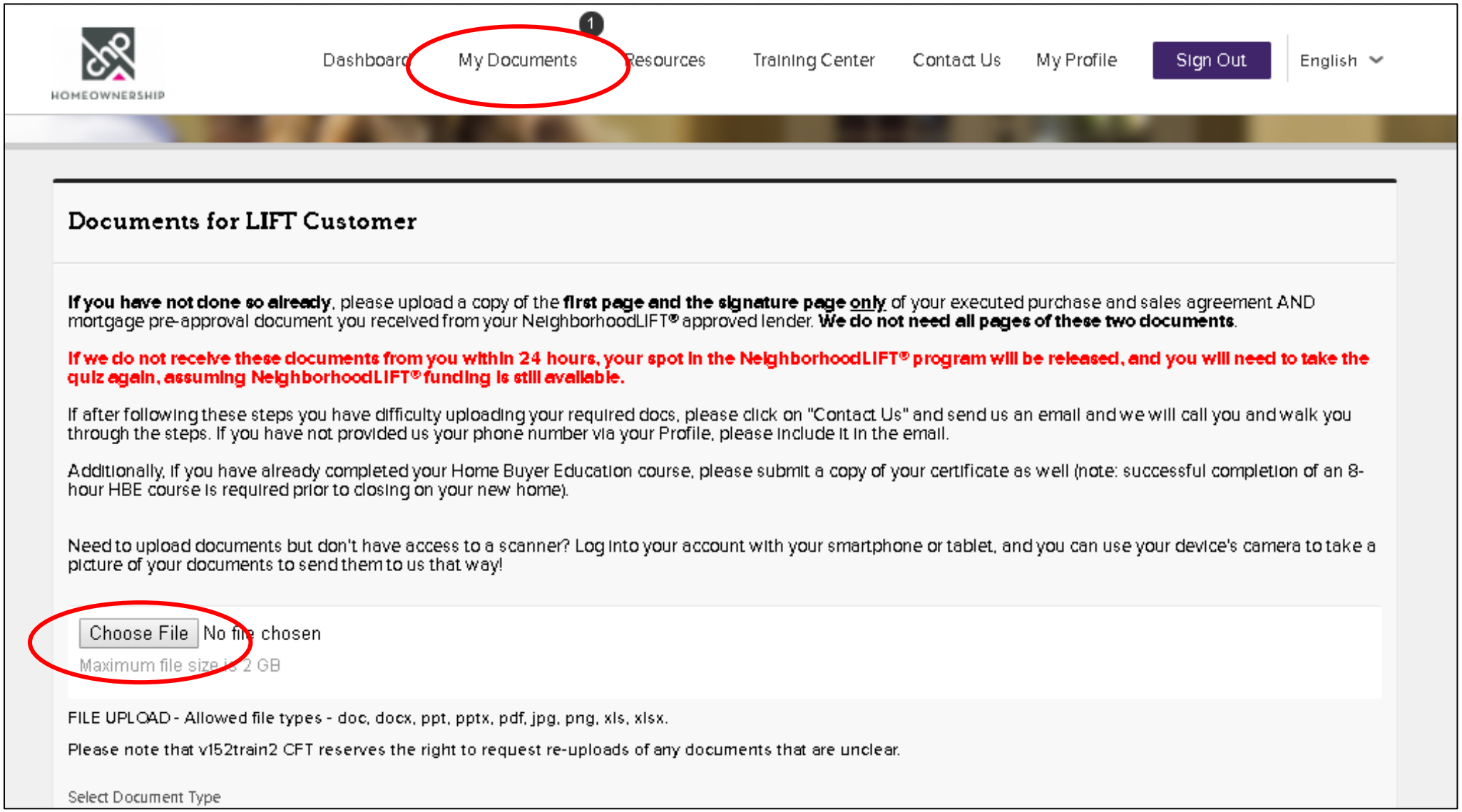
# Uploading Documents

1. Log in to your account with the following link: https://nwhomepartners.force.com/nwhomepartnerscft/NWSHOP__CommunitiesLoginCPS

2. Navigate to the “My Documents” section of your account.

3. You will need to upload a copy of the following documents:
   a. Preapproval from a NeighborhoodLIFT Approved Lender
      i. Must be dated within the past 90 days
      ii. Must indicate the loan amount or purchase price
      iii. Must indicate credit was reviewed or pulled
   b. Homebuyer Education Certificate from an approved provider
      i. Must be dated within the past 12 months

4. To begin uploading these documents, click on the “Choose File” button.

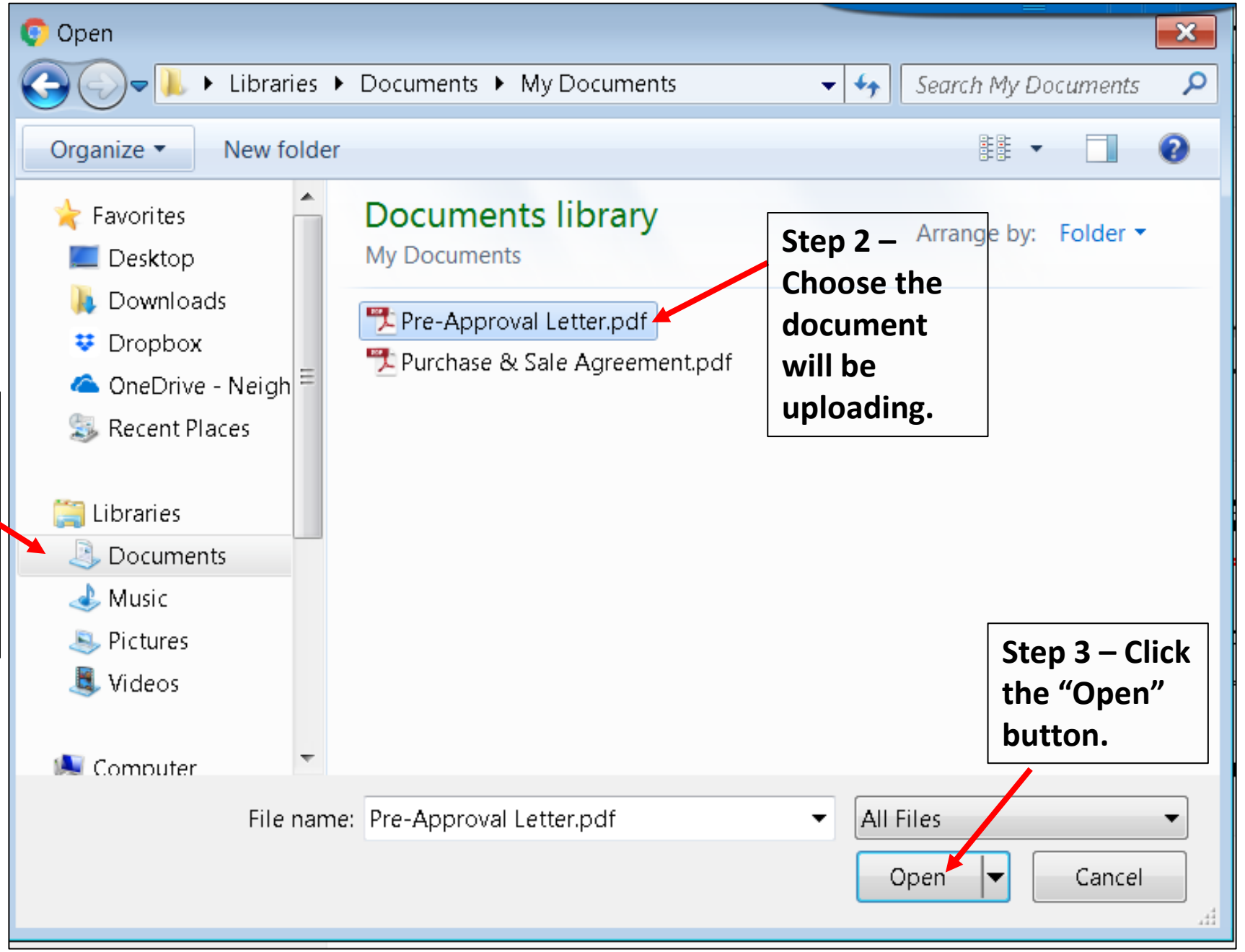

HOMEOWNERSHIP
Dashboard
1
My Documents
Resources
Training Center
Contact Us
My Profile
Sign Out
English
Documents for LIFT Customer
If you have not done so already, please upload a copy of the first page and the signature page only of your executed purchase and sales agreement AND mortgage pre-approval 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!
Choose File
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.**

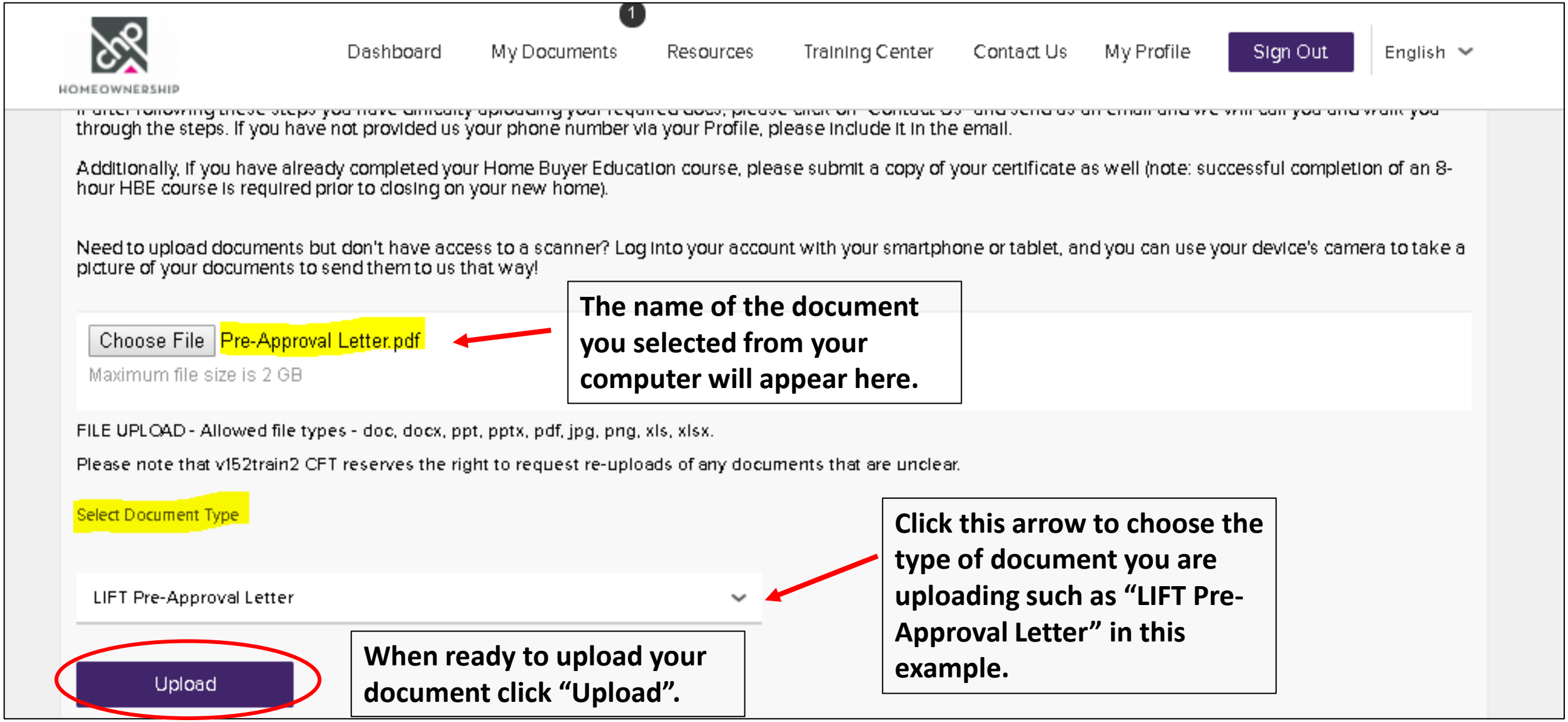
**Step 3 – Click the "Open" button.**

# 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.


HOMEOWNERSHIP
Dashboard
My Documents
1
Resources
Training Center
Contact Us
My Profile
Sign Out
English
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!
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.