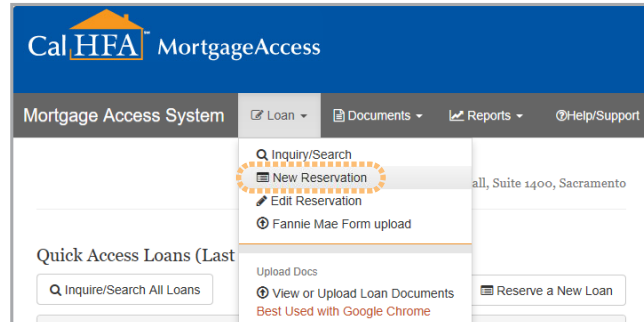


CalHFA MAS User Guide: New Loan Reservation

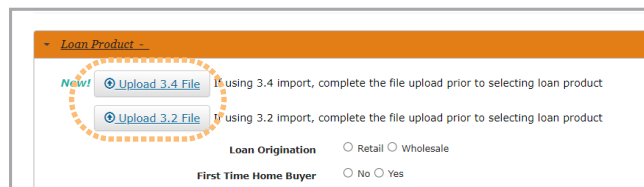
1. Click on **“New reservation”** from the loan tab.



“Loan” tab and “New Reservation” option on MAS

2. Upload Fannie 3.4 file or 3.2 file.

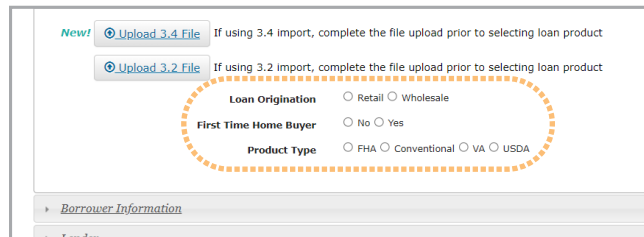
TIP If you don't have a Fannie 3.4 or 3.2 file, you can manually input information.



Click “Upload 3.2 File” on New Loan Reservation page

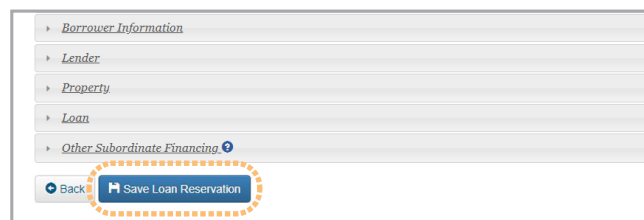
3. After 3.4 or 3.2 file is uploaded, complete each section accordingly.

TIP After uploading the 3.4 or 3.2 file, if you click Save Loan Reservation all required field will show up in red.



Complete Loan Product information

4. Click **“Save Loan Reservation.”**



Click “Save Loan Reservation”