

My Production Tasks Training Guide

1. Overview

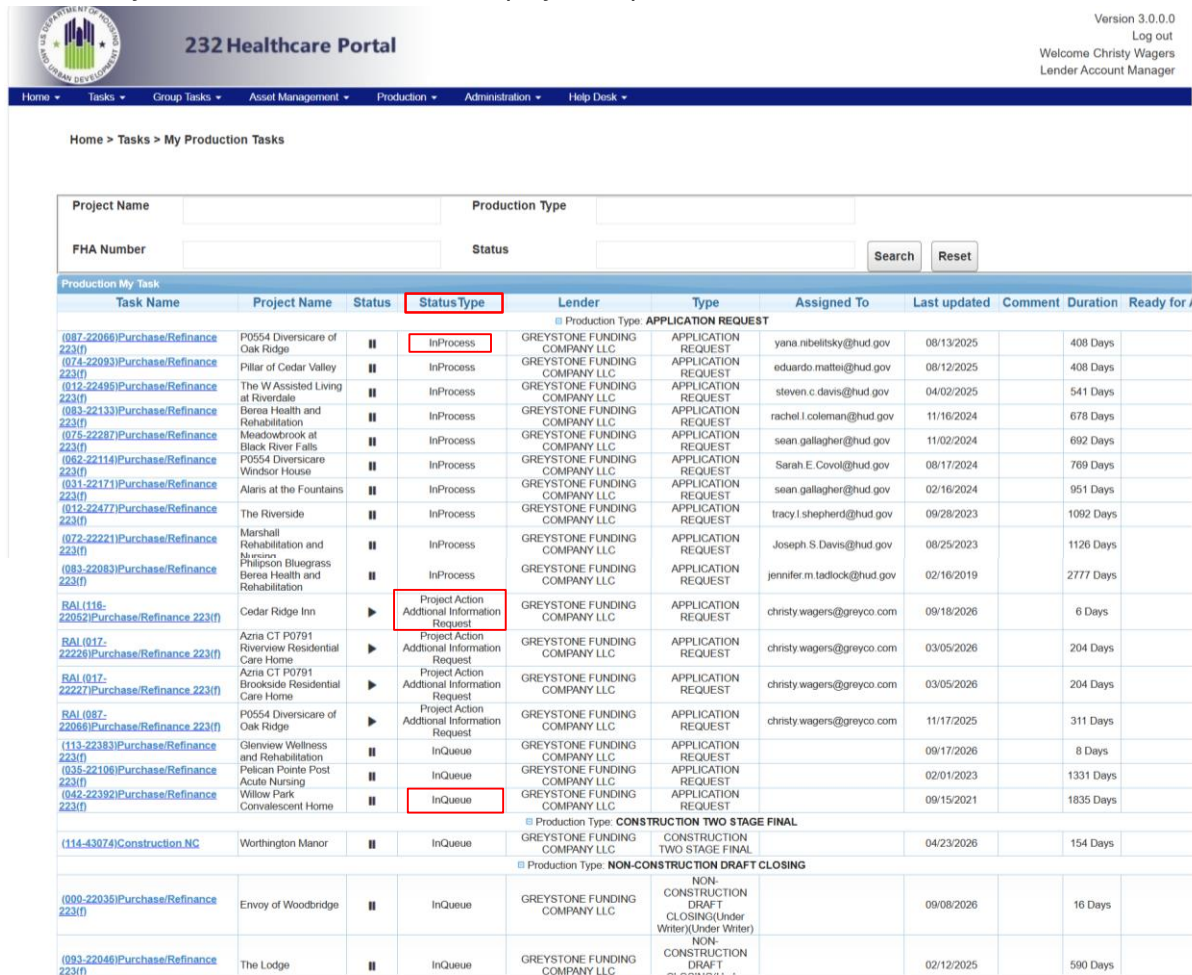
My Production Tasks provides users with access to their production task list. By default, the screen displays open tasks. Users can also use the Status filter to locate completed tasks.

2. Accessing My Production Tasks

- Log in to the portal using a LAM, BAM, or LAR account.
- From the portal navigation, open the Tasks menu.
- Select My Production Tasks.



- The My Production Tasks screen displays all open tasks.



3. Using the Status Filter

The Status filter can be used to view completed tasks. The filter dropdown contains status types that correspond to the Status Type column displayed for each task in the task grid.



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Log out
Welcome Christy Wagers
Lender Account Manager

Home > Tasks > My Production Tasks

Project Name

Production Type

FHA Number

Status

Search

Reset

Production My Task

Task Name	Project Name	Status	Status Type	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for
(087-22066)Purchase/Refinance 223(f)	P0554 Diversicare of Oak Ridge	■	InProcess	GREYSTONE FUNDING COMPANY LLC	InProcess	Christy Wagers	08/13/2025		408 Days	
(074-22093)Purchase/Refinance 223(f)	Pillar of Cedar Valley	■	InProcess	GREYSTONE FUNDING COMPANY LLC	NewFileRAIProjectActionRequestComplete	Christy Wagers	08/12/2025		408 Days	
(012-22495)Purchase/Refinance 223(f)	The W Assisted Living at Riverdale	■	InProcess	GREYSTONE FUNDING COMPANY LLC	ProjectActionRequestComplete	Christy Wagers	04/02/2025		541 Days	



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Project Name

Production Type

FHA Number

Status

Complete

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Reset

Production My Task

Task Name	Project Name	Status	Status Type	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for
Pine Forest Center for Rehabilitation and Healthcare(FHA# REQUEST)	Pine Forest Center for Rehabilitation and Healthcare	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	05/28/2026		10 Days	
P0626 OPCOSM Odella Healthcare(FHA# REQUEST)	P0626 OPCOSM Odella Healthcare	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	04/26/2025		5 Days	
P0626 OPCOSM White Sands Healthcare(FHA# REQUEST)	P0626 OPCOSM White Sands Healthcare	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	04/25/2025		5 Days	
P0626 OPCOSM Lovington Health Care(FHA# REQUEST)	P0626 OPCOSM Lovington Health Care	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	04/25/2025		3 Days	
P0626 OPCOSM Desert Springs Health Care(FHA# REQUEST)	P0626 OPCOSM Desert Springs Health Care	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	04/25/2025		13 Days	
The Riverside(FHA# REQUEST)	The Riverside	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	04/03/2025		0 Day	
Mercer Manor Rehabilitation(FHA# REQUEST)	Mercer Manor Rehabilitation	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	02/05/2025		3 Days	
Spring Hills Post Acute Woodbury(FHA# REQUEST)	Spring Hills Post Acute Woodbury	■	Complete	GREYSTONE FUNDING COMPANY LLC	FHA# REQUEST	Christy Wagers	01/29/2025		7 Days	



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Project Name

Production Type

FHA Number

Status

Project Action Additional Information Request

Search

Reset

Production My Task

Task Name	Project Name	Status	Status Type	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for
RAI (116-22052)Purchase/Refinance 223(f)	Cedar Ridge Inn	▶	Project Action Additional Information Request	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	christy.wagers@greyco.com	09/18/2026		6 Days	
RAI (017-22226)Purchase/Refinance 223(f)	Azria CT P0791 Riverview Residential Care Home	▶	Project Action Additional Information Request	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	christy.wagers@greyco.com	03/05/2026		204 Days	
RAI (017-22227)Purchase/Refinance 223(f)	Azria CT P0791 Brookside Residential Care Home	▶	Project Action Additional Information Request	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	christy.wagers@greyco.com	03/05/2026		204 Days	
RAI (087-22069)Purchase/Refinance 223(f)	P0554 Diversicare of Oak Ridge	▶	Project Action Additional Information Request	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	christy.wagers@greyco.com	11/17/2025		311 Days	



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Home
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Group Tasks
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Production
Administration
Help Desk

Home > Tasks > My Production Tasks

Project Name
Production Type

FHA Number
Status
ProjectActionRequestComplete
Search
Reset

Task Name	Project Name	Status	Status Type	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Rose Vista		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	Joseph S Davis@hud.gov	09/16/2026		0 Day	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Rose Vista		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	Joseph S Davis@hud.gov	09/15/2026		0 Day	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Rose Vista		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	joseph.dong@hud.gov	09/02/2026		21 Days	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Rose Vista		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	Joseph S Davis@hud.gov	08/25/2026		0 Day	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Dovetail Longview		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	Joseph S Davis@hud.gov	09/16/2026		0 Day	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Dovetail Longview		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	Joseph S Davis@hud.gov	09/15/2026		0 Day	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Dovetail Longview		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	joseph.dong@hud.gov	08/28/2026		16 Days	
RAI (074-22100)Purchase/Refinance 223(f)	IA P0818 Azria Health Dovetail Longview		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	joseph.dong@hud.gov	08/20/2026		8 Days	
(101-22185)Purchase/Refinance 223(f)	Sweetwater P0564 Storybrook Care and		ProjectActionRequestC	GREYSTONE FUNDING COMPANY LLC	APPLICATION REQUEST	christy.wagers@greyco.com	09/10/2026		193 Days	

4. Status Type Reference

Status Type	Task Displayed
In Progress	In Progress main tasks
In Queue	In Queue main tasks
Complete	Completed FHA requests
Form 290 In progress	In Progress Form 290
Form 290 Complete	Completed Form 290 tasks
Project Action Additional Information Request	In-progress RAI tasks
NewFileRAIProjectActionRequestComplete	Completed RAI tasks
ProjectActionRequestComplete	Completed main tasks
Request	In Progress Firm Commitment tasks
Response	Completed Firm Commitment tasks

5. Key User Notes

- The initial My Production Tasks screen displays open tasks.
- Use the Status filter when you need to locate tasks associated with completed or specific task statuses.
- Use the Status Type column in the task grid to identify the type or state of each displayed task.