

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

1. Log in to the portal using a LAM, BAM, or LAR account if you are a lender, a Production User, WLM, HUD Admin or Special Option User if you are a HUD user..
2. From the portal navigation, open the Tasks menu.
3. Select My Production Tasks.



4. The My Production Tasks screen displays all open tasks.



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Project Name
Production Type
FHA Number
Status

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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	II	InProcess	[Redacted]	APPLICATION REQUEST	[Redacted]	08/13/2025		408 Days	
(074-22093)Purchase/Refinance 223(f)	Pillar of Cedar Valley	II	InProcess		APPLICATION REQUEST		08/12/2025		408 Days	
(012-22495)Purchase/Refinance 223(f)	The W Assisted Living at Riverdale	II	InProcess		APPLICATION REQUEST		04/02/2025		541 Days	
(083-22133)Purchase/Refinance 223(f)	Berea Health and Rehabilitation	II	InProcess		APPLICATION REQUEST		11/16/2024		678 Days	
(075-22287)Purchase/Refinance 223(f)	Meadowbrook at Black River Falls	II	InProcess		APPLICATION REQUEST		11/02/2024		692 Days	
(082-22114)Purchase/Refinance 223(f)	P0554 Diversicare Windsor House	II	InProcess		APPLICATION REQUEST		08/17/2024		789 Days	
(031-22171)Purchase/Refinance 223(f)	Alaris at the Fountains	II	InProcess		APPLICATION REQUEST		02/16/2024		951 Days	
(012-22477)Purchase/Refinance 223(f)	The Riverside	II	InProcess		APPLICATION REQUEST		09/28/2023		1092 Days	
(072-22221)Purchase/Refinance 223(f)	Marshall Rehabilitation and Nursing	II	InProcess		APPLICATION REQUEST		08/25/2023		1126 Days	
(083-22083)Purchase/Refinance 223(f)	Philipson Bluegrass Berea Health and Rehabilitation	II	InProcess		APPLICATION REQUEST		02/16/2019		2777 Days	
RAI (118-22052)Purchase/Refinance 223(f)	Cedar Ridge Inn	▶	Project Action Additional Information Request		APPLICATION REQUEST		09/18/2026		6 Days	
RAI (017-22228)Purchase/Refinance 223(f)	Azria CT P0791 Riverview Residential Care Home	▶	Project Action Additional Information Request		APPLICATION REQUEST		03/05/2026		204 Days	
RAI (017-22227)Purchase/Refinance 223(f)	Azria CT P0791 Brookside Residential Care Home	▶	Project Action Additional Information Request		APPLICATION REQUEST		03/05/2026		204 Days	
RAI (087-22066)Purchase/Refinance 223(f)	P0554 Diversicare of Oak Ridge	▶	Project Action Additional Information Request		APPLICATION REQUEST		11/17/2025		311 Days	
(113-22383)Purchase/Refinance 223(f)	Glenview Wellness and Rehabilitation	II	InQueue		APPLICATION REQUEST		09/17/2026		8 Days	
(036-22106)Purchase/Refinance 223(f)	Polican Pointe Post Acute Nursing	II	InQueue	APPLICATION REQUEST	02/01/2023		1331 Days			
(042-22392)Purchase/Refinance 223(f)	Willow Park Convalescent Home	II	InQueue	APPLICATION REQUEST	09/15/2021		1835 Days			
(114-43074)Construction NC	Worthington Manor	II	InQueue	CONSTRUCTION TWO STAGE FINAL	04/23/2026		154 Days			
(000-22035)Purchase/Refinance 223(f)	Envoy of Woodbridge	II	InQueue	CONSTRUCTION DRAFT CLOSING	09/08/2026		16 Days			
(093-22046)Purchase/Refinance 223(f)	The Lodge	II	InQueue	CONSTRUCTION DRAFT	02/12/2025		590 Days			

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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Complete
Form290 Complete
InProcess
InQueue
NewFileRAIProjectActionRequestComplete
ProjectActionRequestComplete
Response

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	II	InProcess	[Redacted]			08/13/2025		408 Days	
(074-22093)Purchase/Refinance 223(f)	Pillar of Cedar Valley	II	InProcess				08/12/2025		408 Days	
(012-22495)Purchase/Refinance 223(f)	The W Assisted Living at Riverdale	II	InProcess				04/02/2025		541 Days	



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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		FHA# REQUEST		05/28/2026		10 Days	Y
P0626 OPCOSM Odella Healthcare(FHA# REQUEST)	P0626 OPCOSM Odella Healthcare	■	Complete		FHA# REQUEST		04/26/2025		5 Days	Y
P0626 OPCOSM White Sands Healthcare(FHA# REQUEST)	P0626 OPCOSM White Sands Healthcare	■	Complete		FHA# REQUEST		04/25/2025		5 Days	Y
P0626 OPCOSM Lovington Health Care(FHA# REQUEST)	P0626 OPCOSM Lovington Health Care	■	Complete		FHA# REQUEST		04/25/2025		3 Days	Y
P0626 OPCOSM Desert Springs Health Care(FHA# REQUEST)	P0626 OPCOSM Desert Springs Health Care	■	Complete		FHA# REQUEST		04/25/2025		13 Days	Y
The Riverside(FHA# REQUEST)	The Riverside	■	Complete		FHA# REQUEST		04/03/2025		0 Day	Y
Mercer Manor Rehabilitation(FHA# REQUEST)	Mercer Manor Rehabilitation	■	Complete		FHA# REQUEST		02/05/2025		3 Days	Y
Spring Hills Post Acute Woodbury(FHA# REQUEST)	Spring Hills Post Acute Woodbury	■	Complete		FHA# REQUEST		01/29/2025		7 Days	Y



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Project Action Additional Information Request

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Production My Task

Task Name	Project Name	Status	Status Type	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for
RAI (116-22062)(Purchase/Refinance 223(f))	Cedar Ridge Inn	▶	Project Action Additional Information Request		APPLICATION REQUEST		09/18/2026		6 Days	
RAI (017-22226)(Purchase/Refinance 223(f))	Azria CT P0701 Riverview Residential Care Home	▶	Project Action Additional Information Request		APPLICATION REQUEST		03/05/2026		204 Days	
RAI (017-22227)(Purchase/Refinance 223(f))	Azria CT P0701 Brookside Residential Care Home	▶	Project Action Additional Information Request		APPLICATION REQUEST		03/05/2026		204 Days	
RAI (087-22066)(Purchase/Refinance 223(f))	P0564 Diversicare of Oak Ridge	▶	Project Action Additional Information Request		APPLICATION REQUEST		11/17/2025		311 Days	



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Production Type

FHA Number

Status

ProjectActionRequestComplete

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Production My Task

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		APPLICATION REQUEST		09/16/2026		0 Day	
RAI (074-22100)(Purchase/Refinance 223(f))	IA P0818 Azria Health Rose Vista	■	ProjectActionRequestC		APPLICATION REQUEST		09/15/2026		0 Day	
RAI (074-22100)(Purchase/Refinance 223(f))	IA P0818 Azria Health Rose Vista	■	ProjectActionRequestC		APPLICATION REQUEST		09/02/2026		21 Days	
RAI (074-22100)(Purchase/Refinance 223(f))	IA P0818 Azria Health Rose Vista	■	ProjectActionRequestC		APPLICATION REQUEST		08/25/2026		0 Day	
RAI (074-22100)(Purchase/Refinance 223(f))	IA P0818 Azria Health Dovetail Longview	■	ProjectActionRequestC		APPLICATION REQUEST		09/16/2026		0 Day	
RAI (074-22103)(Purchase/Refinance 223(f))	IA P0818 Azria Health Dovetail Longview	■	ProjectActionRequestC		APPLICATION REQUEST		09/15/2026		0 Day	
RAI (074-22103)(Purchase/Refinance 223(f))	IA P0818 Azria Health Dovetail Longview	■	ProjectActionRequestC		APPLICATION REQUEST		08/28/2026		16 Days	
RAI (074-22103)(Purchase/Refinance 223(f))	IA P0818 Azria Health Dovetail Longview	■	ProjectActionRequestC		APPLICATION REQUEST		08/20/2026		8 Days	
(101-22185)(Purchase/Refinance 223(f))	Sweetwater P0564 Storybrook Care and	■	ProjectActionRequestC		APPLICATION REQUEST		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.