



FHA CATALYST : External User Access Request Form

This form is to be submitted by the Coordinator for your company. This is the same individual that handles FHA Connection Access for your company. Electronic signatures area acceptable.

*Indicates a required field

User Roles Descriptions: The list of all detailed User roles and descriptions can be found on page 4.

Definition of Action:

- New:* New User to onboard to FHA Catalyst
- Modify:* Requesting update to existing user information
- Terminate:* User access to be terminated/ removed for FHA Catalyst

*FHA Mortgagee Name		
*FHA Mortgagee ID (5-digit)		
*Coordinator Name		
*Coordinator Email Address		
* Coordinator Phone Number (at least one)	Office:	Mobile:

*All fields below are required to be completed by the Coordinator.

Provide the name and mortgagee email address (not personal email) of each employee for which access is being requested/modified. Please ensure that each column below is filled out for each employee and that the appropriate User Role is selected per Module (see User Roles Description on page 4). Please select only 1 Module per row; for example, a user requesting access/modification to 2 Modules should be listed on 2 separate rows, with 1 "Action" per row.

No.	Employee Name (First Name, Last Name)	Employee Email-Address	Action (select 1)	Module (select 1)	Requested User Role
1.			New Modify Terminate	Case Binder	Lender User
				Claims	Manager Oversight Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter
2.			New Modify	Case Binder	Lender User

			Terminate	Claims	Manager Oversight Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter
3.			New Modify Terminate	Case Binder	Lender User
				Claims	Manager Oversight Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter
4.			New Modify Terminate	Case Binder	Lender User
				Claims	Manager Oversight Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter
5.			New Modify Terminate	Case Binder	Lender User
				Claims	Manager Oversight

					Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter
6.			New Modify Terminate	Case Binder	Lender User
				Claims	Manager Oversight Claims Submitter
				Electronic Appraisal Delivery	Lender Admin Lender User Appraiser User
				Single Family Default Monitoring System	Servicer Admin Servicer Auditor Servicer Submitter

If you have more than 6 user requests, please complete and submit an additional FHA Catalyst External User Access Request form.

* Coordinator Certification:

By signing this form, I acknowledge that the employee (s) information provided above is true and complete to the best of my knowledge.

Signature: _____ **Date:** _____ **Printed Name:** _____
Coordinator

Please send the filled-out form to the FHA Resource Center at answers@hud.gov.

User Roles Descriptions:

Module	User Role	User Role Description
Case Binder	Lender User	Can submit electronic case binders and only see their submissions of case binder activities.
Claims	Manager/Oversight	Authorized to submit claims and see all claims activity (draft, submitted, rejected, suspended, or paid) of Lender.
Claims	Claims Submitter	Authorized to submit claims; limited to seeing only their claim activity.
Electronic Appraisal Delivery (EAD)	Lender Admin	Authorized to submit EAD appraisals and capable of seeing all EAD appraisal activities that were submitted by the Lender. Can manage relationships with Appraisal Management Companies.
Electronic Appraisal Delivery (EAD)	Lender User	Authorized to submit EAD appraisals and view previous submissions.
Electronic Appraisal Delivery (EAD)	Appraiser User	Authorized to submit EAD appraisals on behalf of a Lender. Can view previous submissions from individuals from their company.
Single Family Default Reporting (SFDMS)	Servicer Admin	Can report defaults and run all reports.
Single Family Default Reporting (SFDMS)	Servicer Auditor	Can review reports; not able to edit or report defaults.
Single Family Default Reporting (SFDMS)	Servicer Submitter	Can report defaults, edit defaults, and run reports.