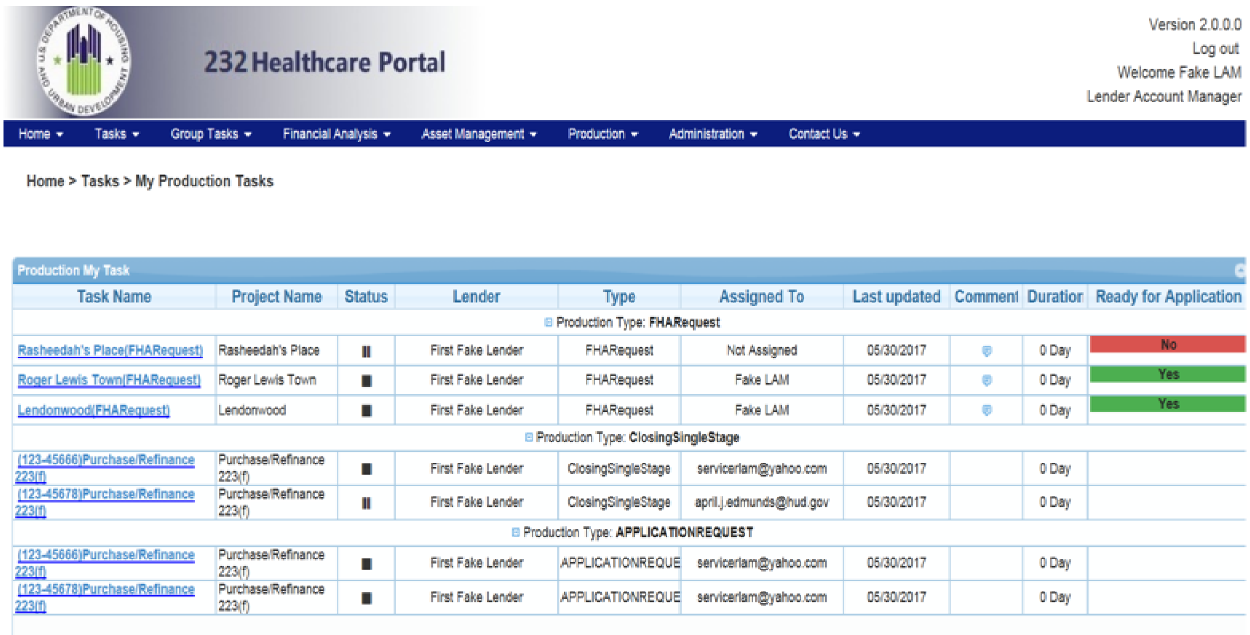
232 Healthcare Portal Instructions for 232 Lenders

Common Procedures for All Steps

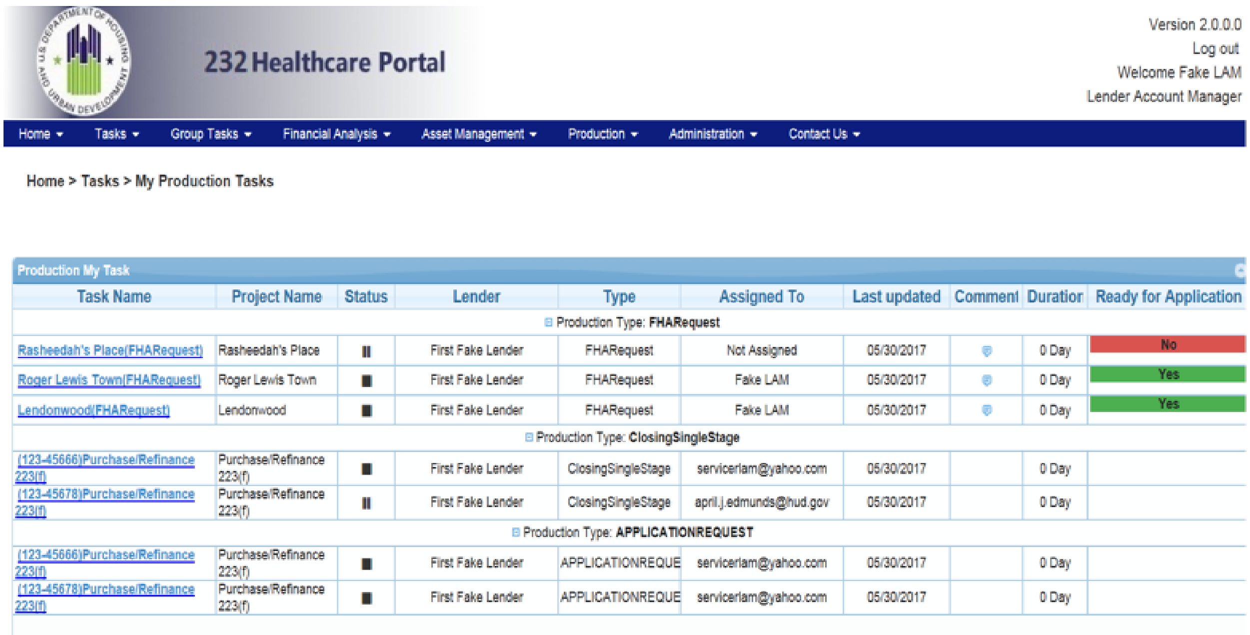
1. The portal webpage is here https://www.232hudhealthcare.com/

2. After logging in , the Portal will automatically take you to the “My Production Task” section of the Portal where you can view the submission and its status. The “▮▮” (pause symbol) = **Awaiting action from someone else**, the “■” stop symbol = **All actions are Complete**, the “ ▶ ” (play symbol) = **Awaiting action from you**.



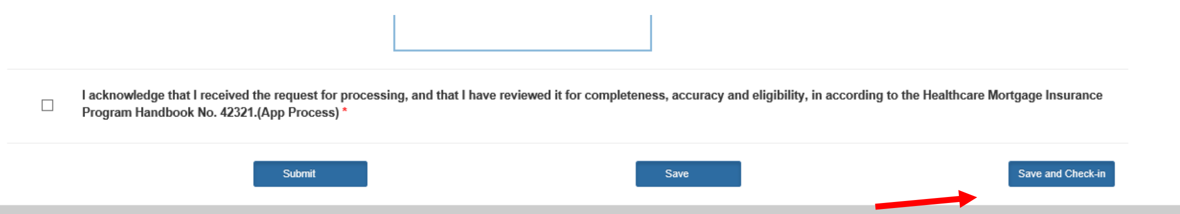
Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHARequest									
Rasheedah's Place(FHARequest)	Rasheedah's Place	▮▮	First Fake Lender	FHARequest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHARequest)	Roger Lewis Town	■	First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHARequest)	Lendonwood	■	First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: ClosingSingleStage									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	ClosingSingleStage	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	▮▮	First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: APPLICATIONREQUEST									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	

3 The color system is also an indication. Green means it is ready to go onto the next step. Red means it is not ready.



Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHARequest									
Rasheedah's Place(FHARequest)	Rasheedah's Place		First Fake Lender	FHARequest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHARequest)	Roger Lewis Town		First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHARequest)	Lendonwood		First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: ClosingSingleStage									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	ClosingSingleStage	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: APPLICATIONREQUEST									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	

4 If you want to continue later on the application, you can do that. You would use the "save and check-in" option at the bottom.



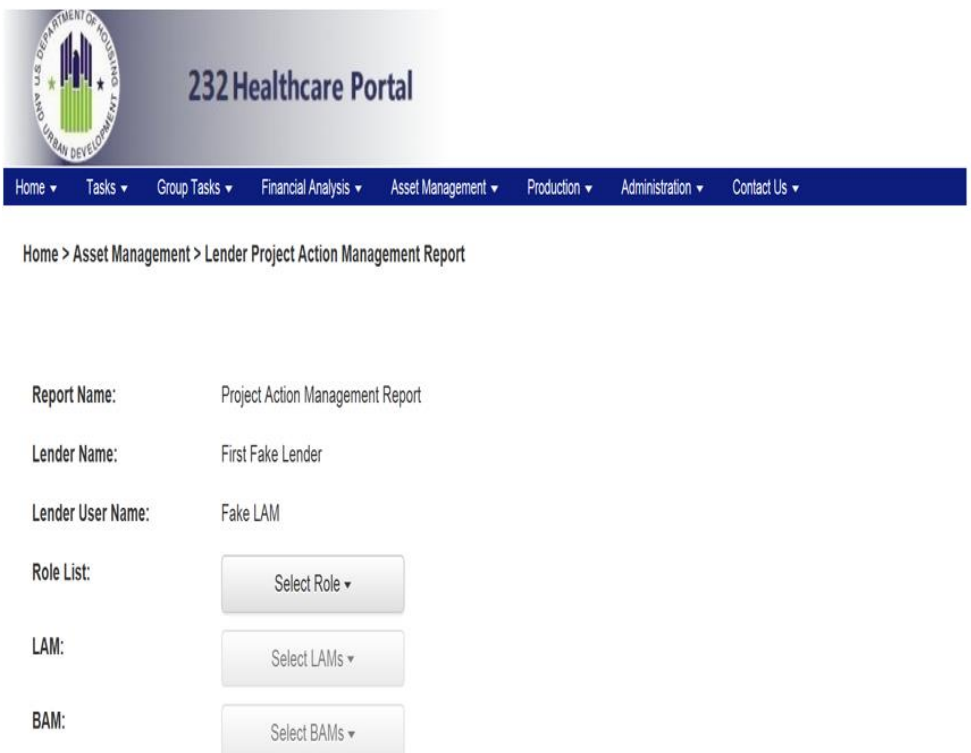
Submitting a FHA Number Request

SUBMITTING A FHA NUMBER REQUEST

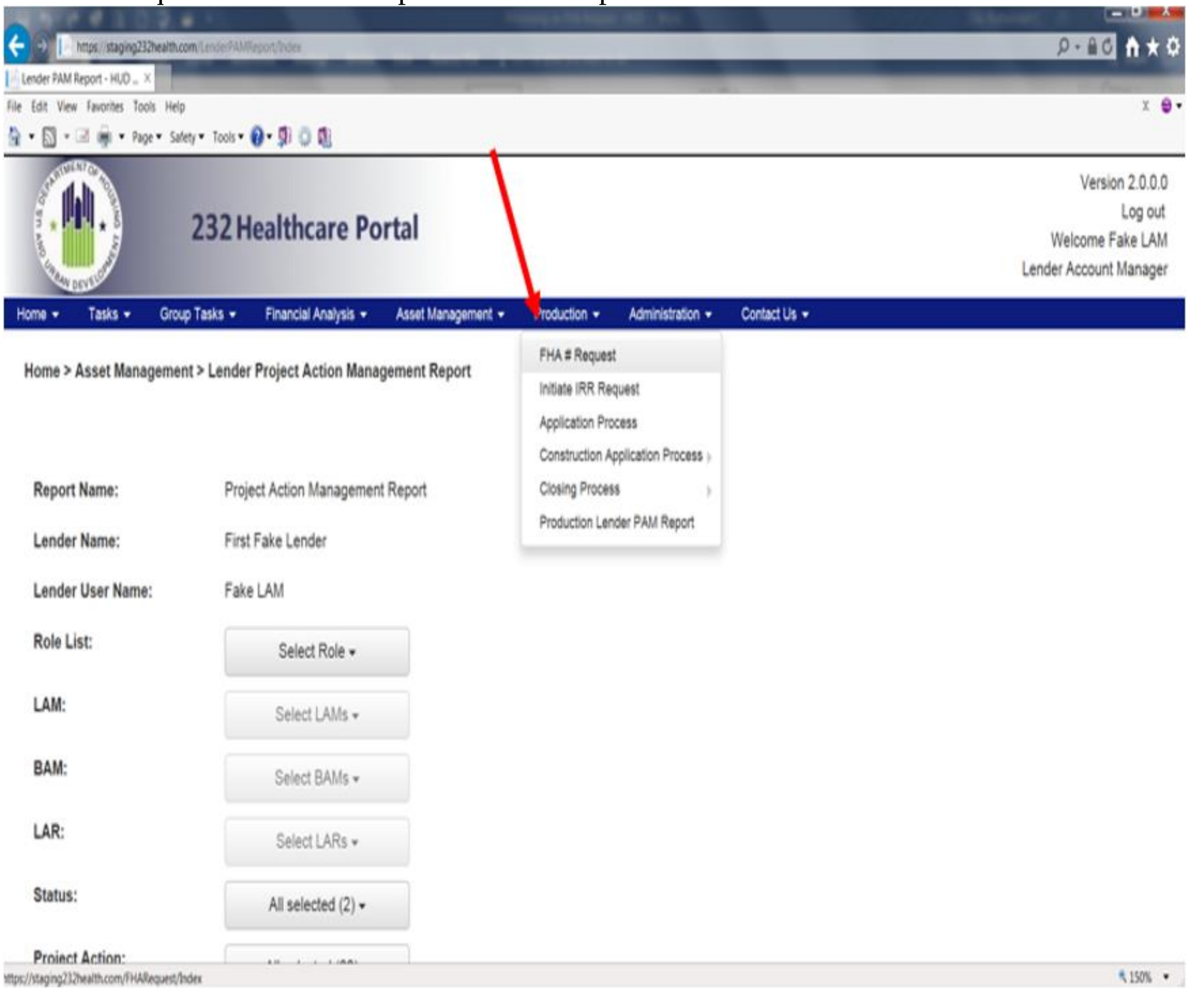
1. This section will provide instructions on submitting FHA Number requests by HUD approved Lenders.

    a. To submit a FHA number request to HUD the user will need a valid email address and password to access the portal. If the user does not have a password, please contact the Portal helpdesk at hhcp <hhcp@hud.gov>.

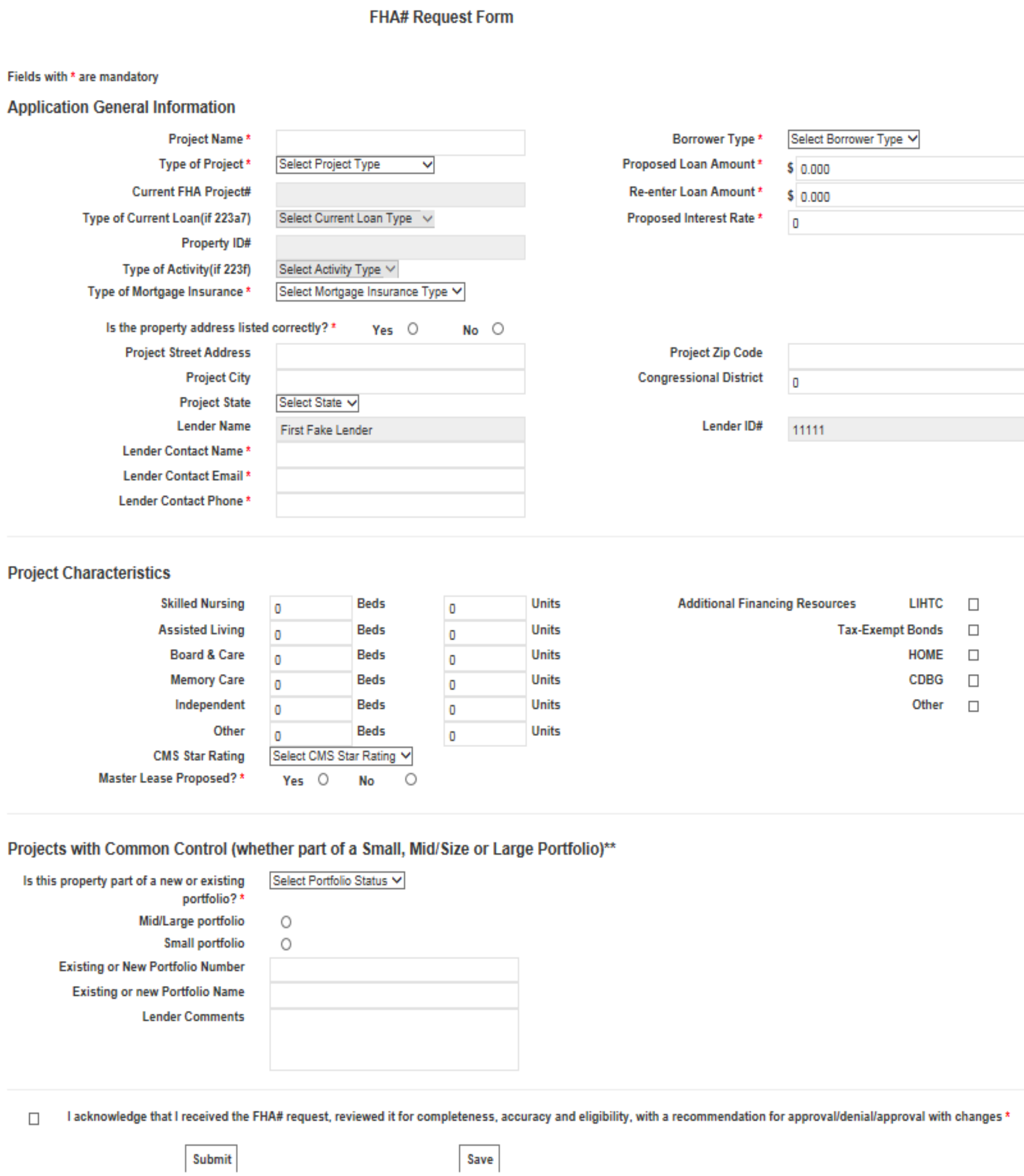
2. After entering the user name and password, the first screen the user will see is the "Lender Project Action" screen. This screen will allow the user to select the action you want to complete using the Portal.



3. Select the “Production” option from the items across the top of the screen and then click “FHA # Request” from the drop down list of options.



4. Enter all the required information (name, address, CMS rating if applicable, bed count, project type etc.) for the project.



FHA# Request Form

Fields with * are mandatory

Application General Information

Project Name *
Type of Project * [Select Project Type]
Current FHA Project#
Type of Current Loan(if 223a7) [Select Current Loan Type]
Property ID#
Type of Activity(if 223f) [Select Activity Type]
Type of Mortgage Insurance * [Select Mortgage Insurance Type]

Borrower Type * [Select Borrower Type]
Proposed Loan Amount * $ 0.000
Re-enter Loan Amount * $ 0.000
Proposed Interest Rate * 0

Is the property address listed correctly? * Yes ○ No ○
Project Street Address
Project City
Project State [Select State]
Lender Name First Fake Lender
Lender Contact Name *
Lender Contact Email *
Lender Contact Phone *

Project Zip Code
Congressional District 0
Lender ID# 11111

Project Characteristics

Skilled Nursing	0	Beds	0	Units
Assisted Living	0	Beds	0	Units
Board & Care	0	Beds	0	Units
Memory Care	0	Beds	0	Units
Independent	0	Beds	0	Units
Other	0	Beds	0	Units

CMS Star Rating [Select CMS Star Rating]
Master Lease Proposed? * Yes ○ No ○

Additional Financing Resources
LIHTC ☐
Tax-Exempt Bonds ☐
HOME ☐
CDBG ☐
Other ☐

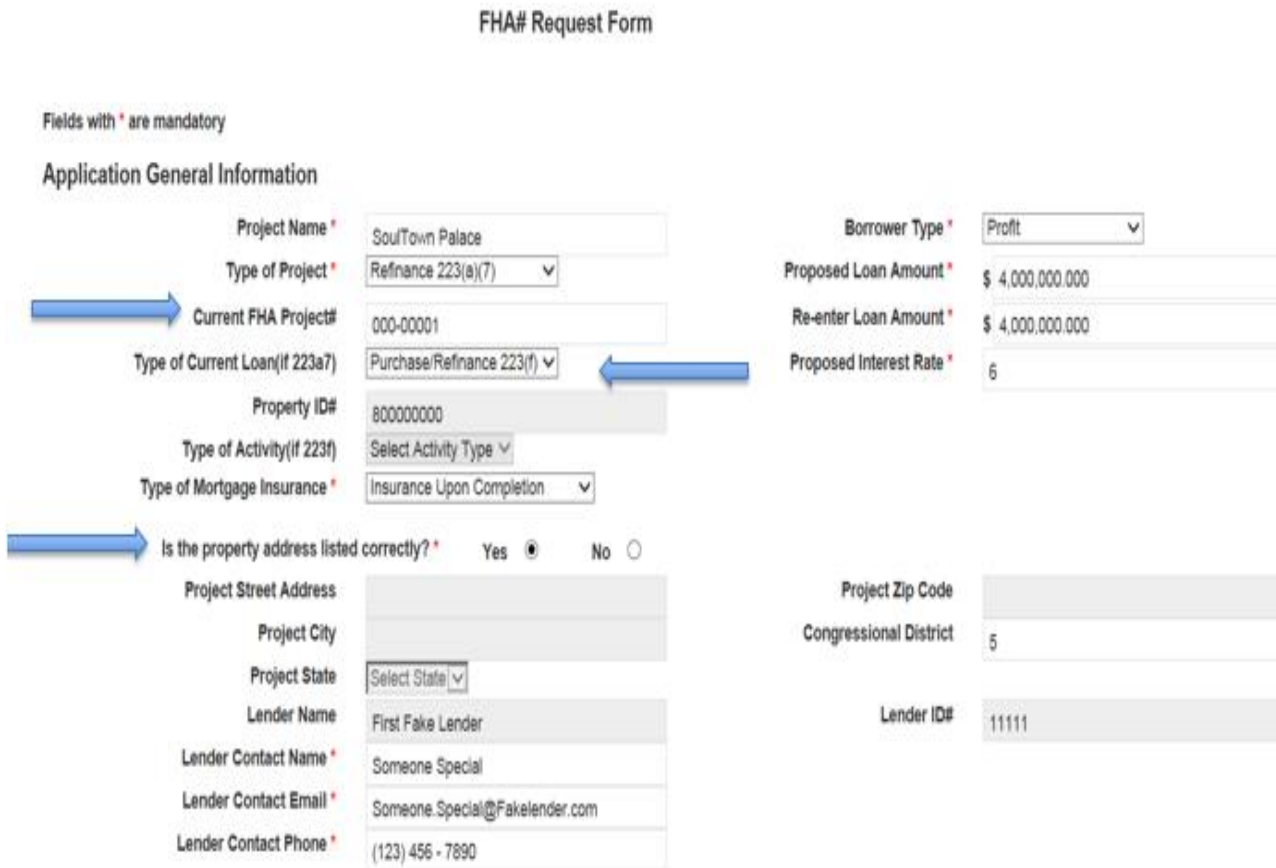
Projects with Common Control (whether part of a Small, Mid/Size or Large Portfolio)**

Is this property part of a new or existing portfolio? * [Select Portfolio Status]
Mid/Large portfolio ○
Small portfolio ○
Existing or New Portfolio Number
Existing or new Portfolio Name
Lender Comments

☐ I acknowledge that I received the FHA# request, reviewed it for completeness, accuracy and eligibility, with a recommendation for approval/denial/approval with changes *

Submit Save

5. Note: On 223a7, and other refinance projects, enter the current FHA number and loan type on the request form. Also, the address for the refinance project and the current project address should match. If the project address is the same select yes, the project address is listed correctly, and the address field should populate automatically.



FHA# Request Form

Fields with * are mandatory

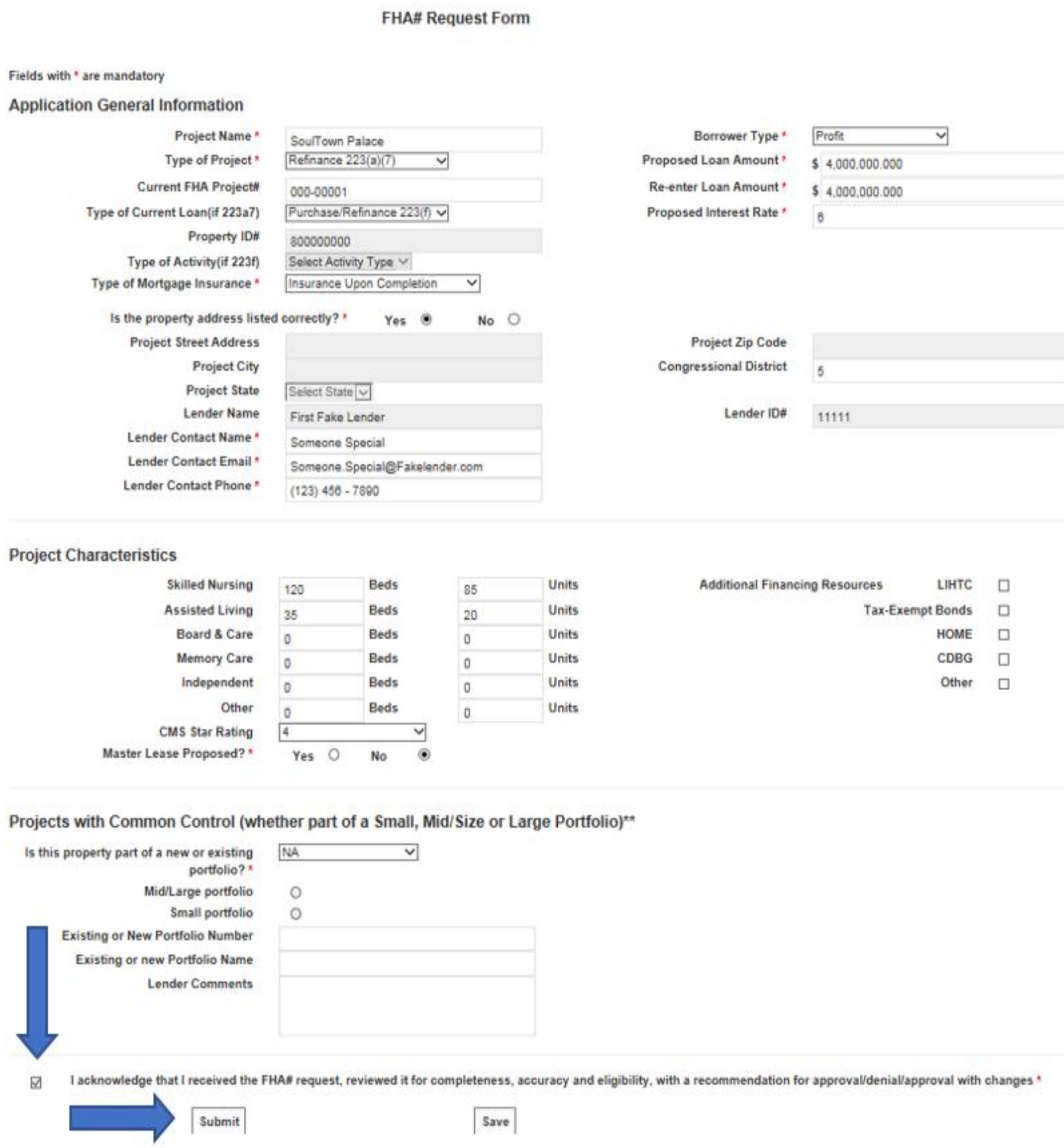
Application General Information

Project Name *	SoulTown Palace	Borrower Type *	Profit
Type of Project *	Refinance 223(a)(7)	Proposed Loan Amount *	$ 4,000,000.000
Current FHA Project#	000-00001	Re-enter Loan Amount *	$ 4,000,000.000
Type of Current Loan(if 223a7)	Purchase/Refinance 223(f)	Proposed Interest Rate *	6
Property ID#	800000000		
Type of Activity(if 223f)	Select Activity Type		
Type of Mortgage Insurance *	Insurance Upon Completion		

Is the property address listed correctly? * Yes ◉ No ○

Project Street Address		Project Zip Code	
Project City		Congressional District	5
Project State	Select State		
Lender Name	First Fake Lender	Lender ID#	11111
Lender Contact Name *	Someone Special		
Lender Contact Email *	Someone.Special@Fakelender.com		
Lender Contact Phone *	(123) 456 - 7890		

6 After entering all the required data, verify the information is correct. If all the data was entered correctly, check the acknowledgment button and click submit to forward your request to HUD for processing.


FHA# Request Form

Fields with * are mandatory

Application General Information

Project Name *	SoulTown Palace	Borrower Type *	Profit
Type of Project *	Refinance 223(a)(7)	Proposed Loan Amount *	$ 4,000,000.000
Current FHA Project#	000-00001	Re-enter Loan Amount *	$ 4,000,000.000
Type of Current Loan(if 223a7)	Purchase/Refinance 223(f)	Proposed Interest Rate *	6
Property ID#	800000000		
Type of Activity(if 223f)	Select Activity Type		
Type of Mortgage Insurance *	Insurance Upon Completion		
Is the property address listed correctly? *	Yes ◉ No ○		
Project Street Address		Project Zip Code	
Project City		Congressional District	5
Project State	Select State		
Lender Name	First Fake Lender	Lender ID#	11111
Lender Contact Name *	Someone Special		
Lender Contact Email *	Someone.Special@Fakelender.com		
Lender Contact Phone *	(123) 456 - 7890		

Project Characteristics

					Additional Financing Resources	
Skilled Nursing	120	Beds	85	Units	LIHTC	☐
Assisted Living	35	Beds	20	Units	Tax-Exempt Bonds	☐
Board & Care	0	Beds	0	Units	HOME	☐
Memory Care	0	Beds	0	Units	CDBG	☐
Independent	0	Beds	0	Units	Other	☐
Other	0	Beds	0	Units		
CMS Star Rating	4					
Master Lease Proposed? *	Yes ○ No ◉					

Projects with Common Control (whether part of a Small, Mid/Size or Large Portfolio)**

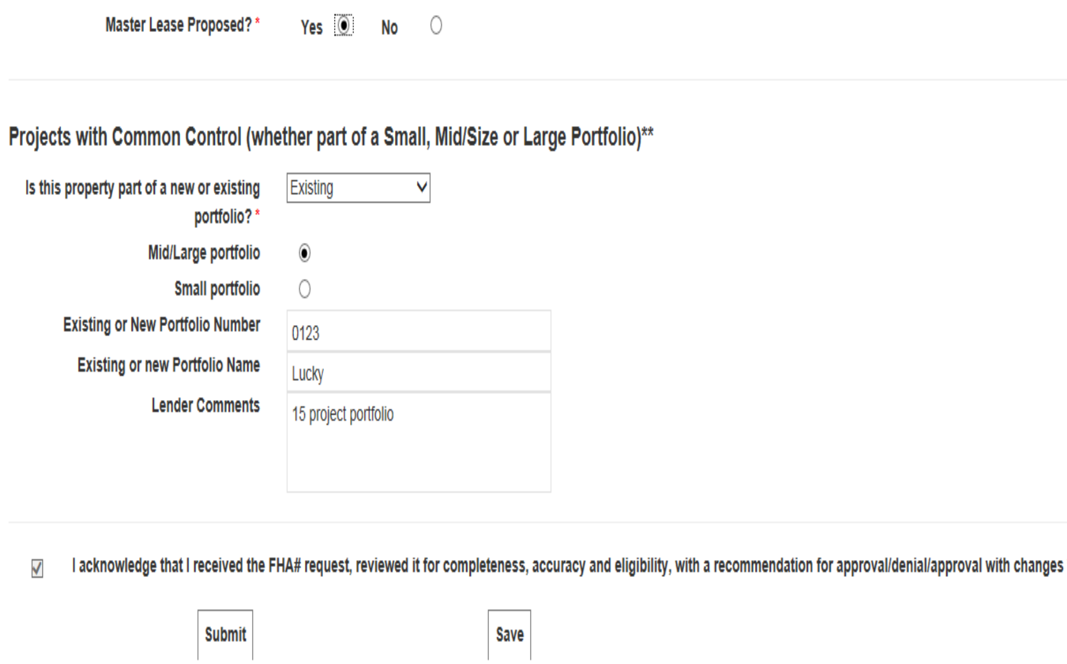
Is this property part of a new or existing portfolio? *	NA
Mid/Large portfolio	○
Small portfolio	○
Existing or New Portfolio Number	
Existing or new Portfolio Name	
Lender Comments	

☑ I acknowledge that I received the FHA# request, reviewed it for completeness, accuracy and eligibility, with a recommendation for approval/denial/approval with changes *

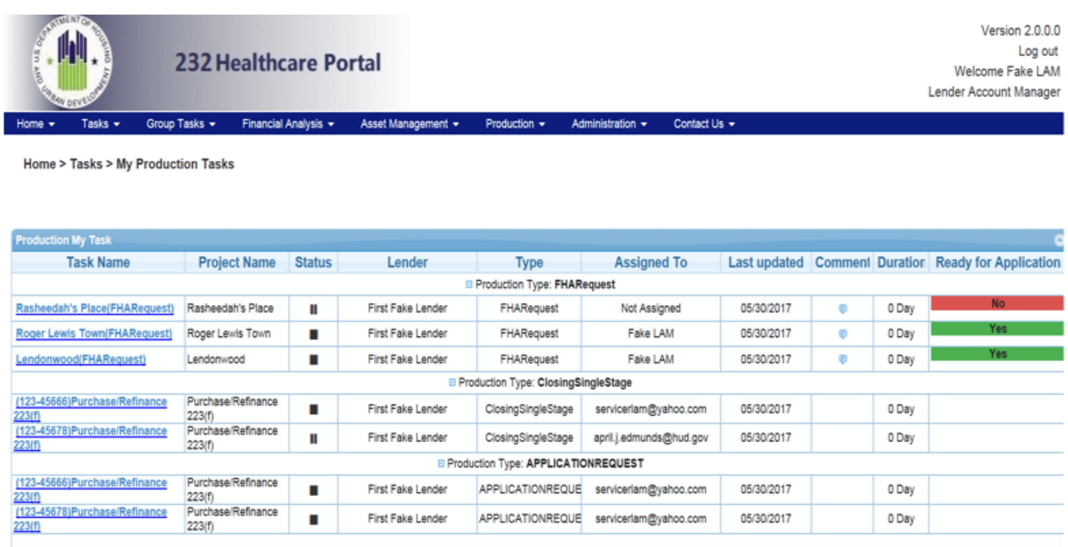
Submit Save

Submitting a FHA # Request for Portfolio Projects

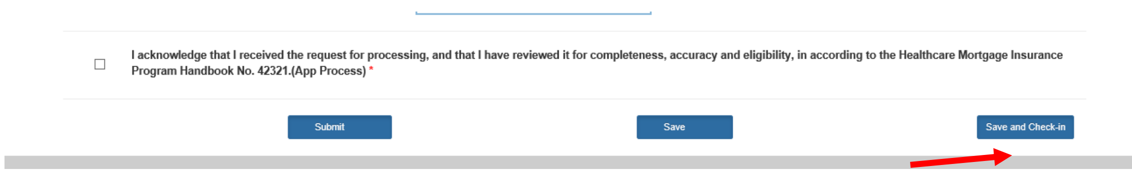
7. When submitting requests for portfolio projects, enter the data the same way as in steps 1-4 making sure to enter the portfolio name, size, and whether the portfolio is new or existing.
    a. 
8. If the submission is part of an existing portfolio, please provide the portfolio number on the form. After entering the data, check the acknowledgement button and click submit to forward the request to HUD. A "Portfolio" task will be generated in addition to the FHA Number Request task. Note that both the FHA Number Request and Portfolio tasks will need to be completed by HUD for the project to be "Ready for Application."
9. If the submission requires a Corporate Credit Review (applicable to Midsize and Large Portfolios) a "CCR" task will also be generated. The CCR task must also be completed by HUD for the project to be "Ready for Application." Prior approval of these application submissions is required either in the form of a Portfolio Approval letter or specific approval from HUD allowing application submissions prior to the issuance of a Portfolio Approval.



10. After submitting the FHA request, the Portal will automatically take you to the "My Production Task" section of the Portal where you can view the submission and its status. The" ▮▮ " (pause symbol) = **Awaiting action from someone else**, the " ■ " stop symbol = **All actions are Complete**, the " ▶ " (play symbol) = **Awaiting action from you**.



Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: **FHARequest**									
Rasheedah's Place(FHARequest)	Rasheedah's Place	▮▮	First Fake Lender	FHARequest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHARequest)	Roger Lewis Town	■	First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHARequest)	Lendonwood	■	First Fake Lender	FHARequest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: **ClosingSingleStage**									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	ClosingSingleStage	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	▮▮	First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: **APPLICATIONREQUEST**									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	



11. Once HUD receives and processes the FHA number request, the lender will receive an email containing the new FHA number and informing the user that an application can now be submitted for review.

You have now successfully submitted a FHA Number Request for your property!

Who to Contact?

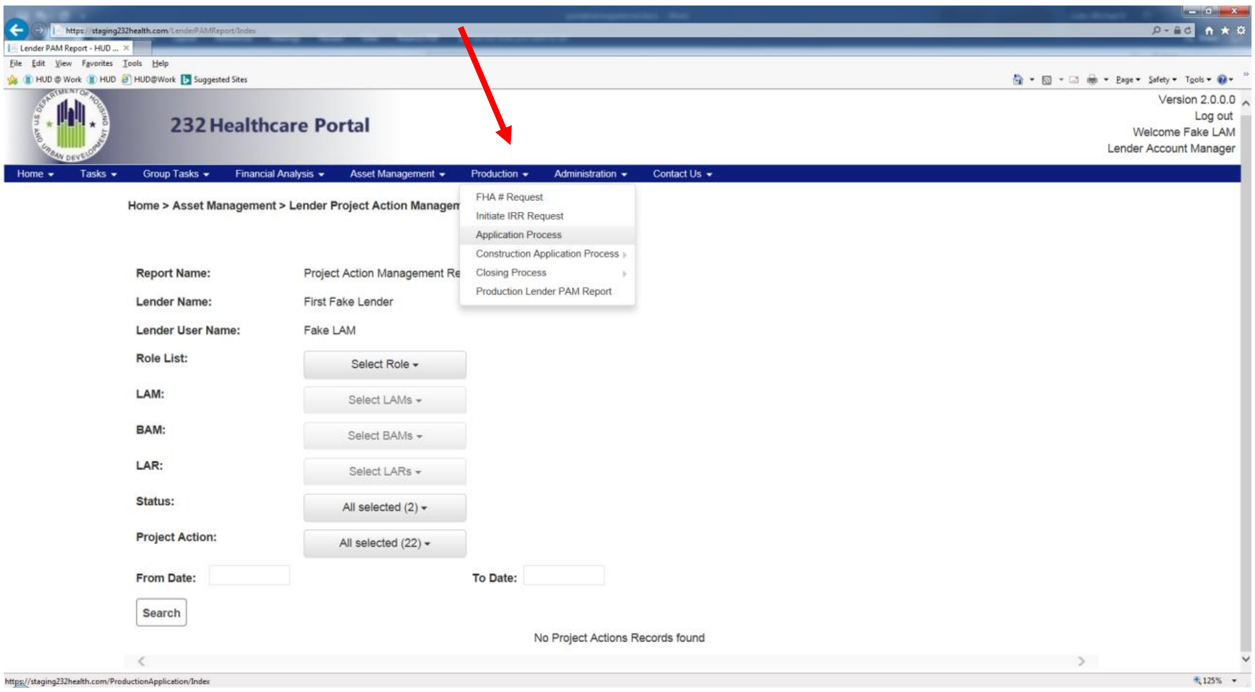
Please e-mail your 232 Healthcare Portal questions or concerns to the 232 Healthcare Portal Help Desk at HHCP@HUD.GOV.

Submitting an Application

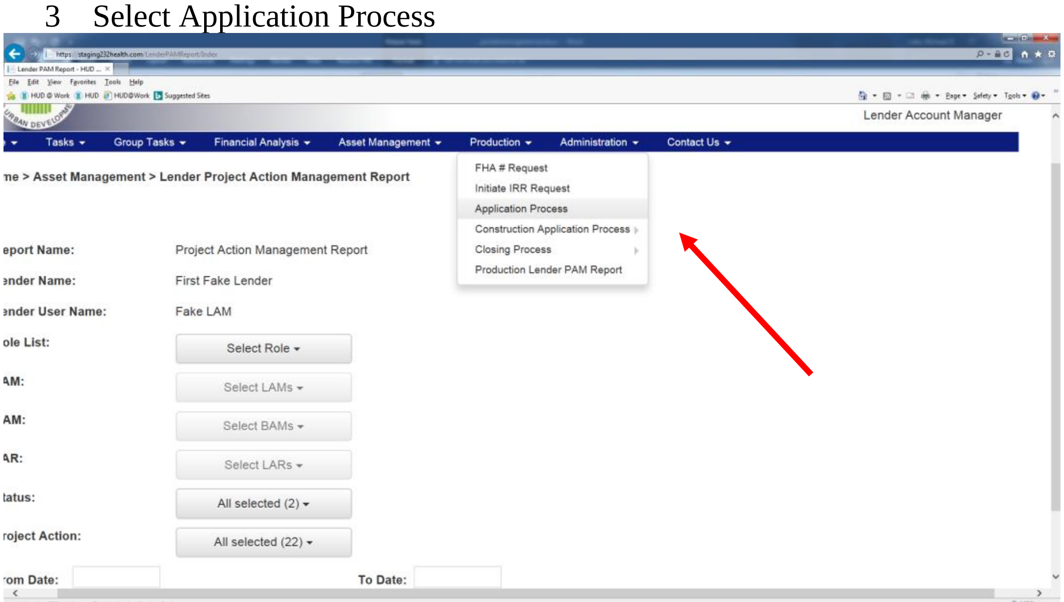
SUBMITTING A PROJECT:

This section will provide instructions on submitting a project submitted by HUD approved Lenders.

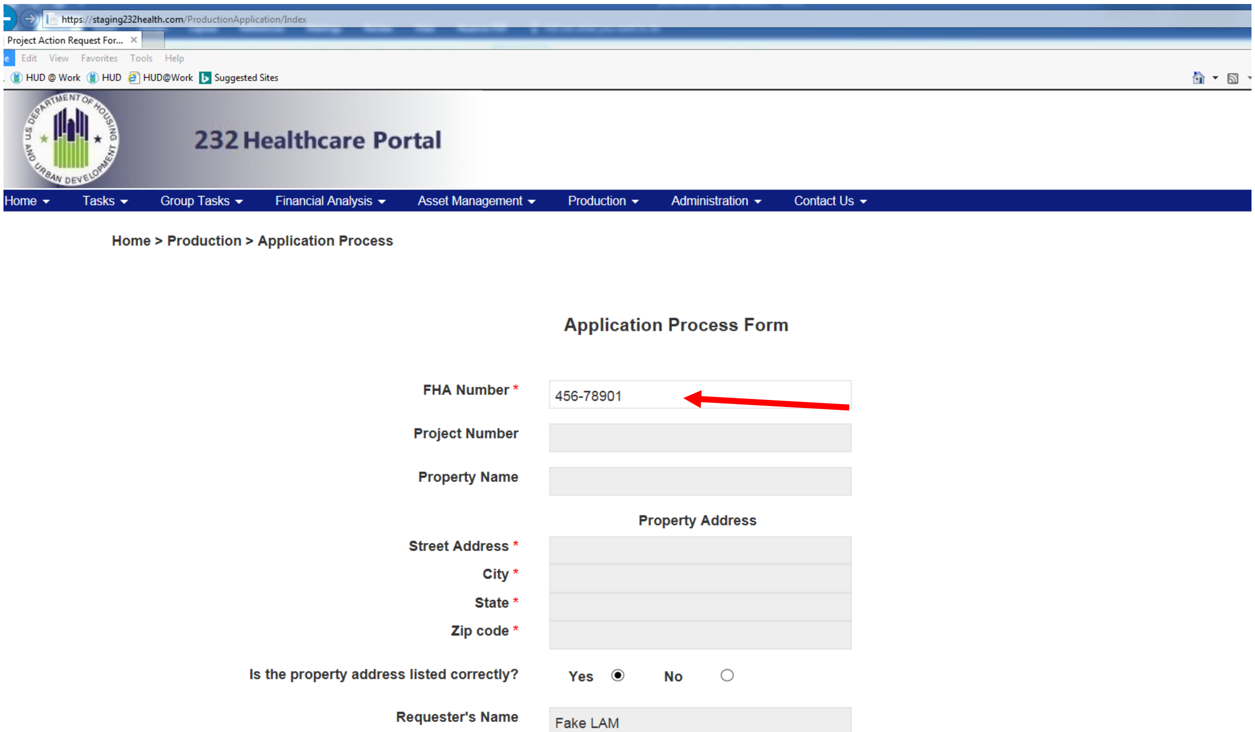
1 Log into the portal
2 Click on the Production tab



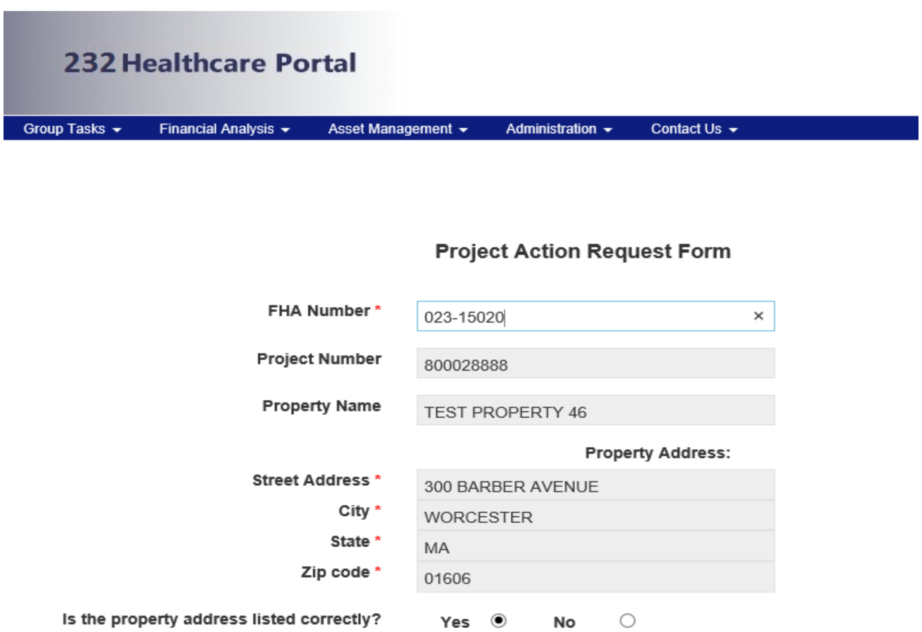
3 Select Application Process



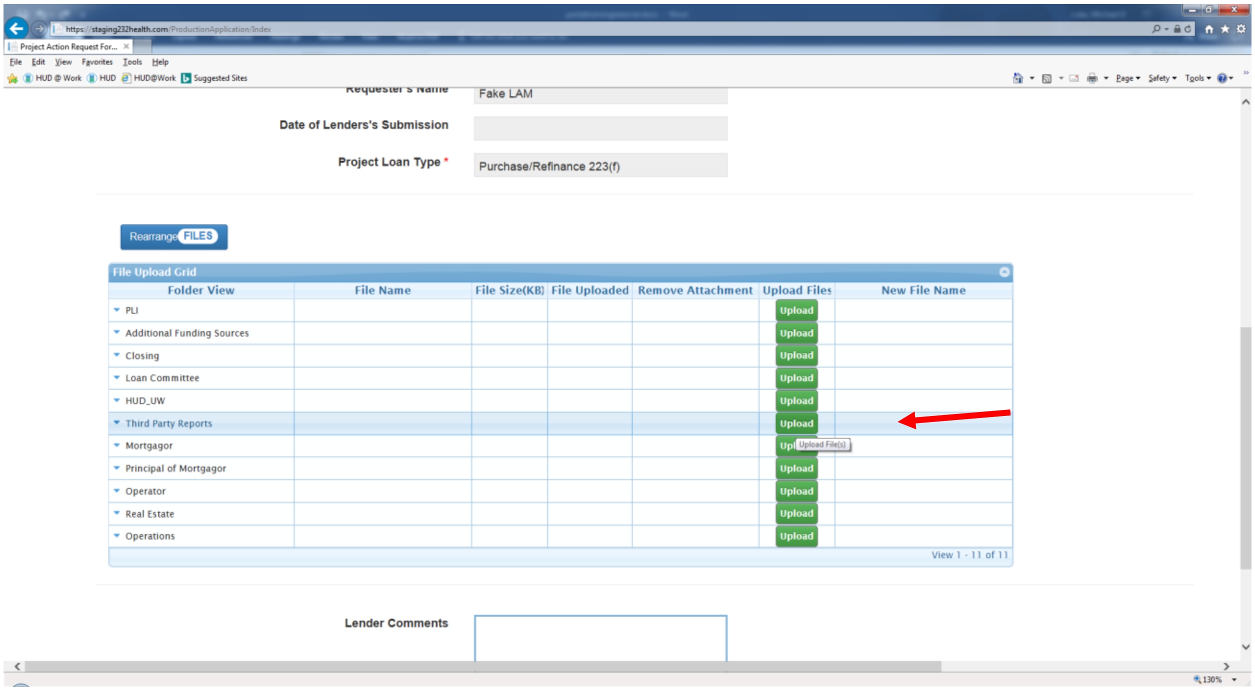
4 Select the FHA number of the property for which you will be submitting an application.



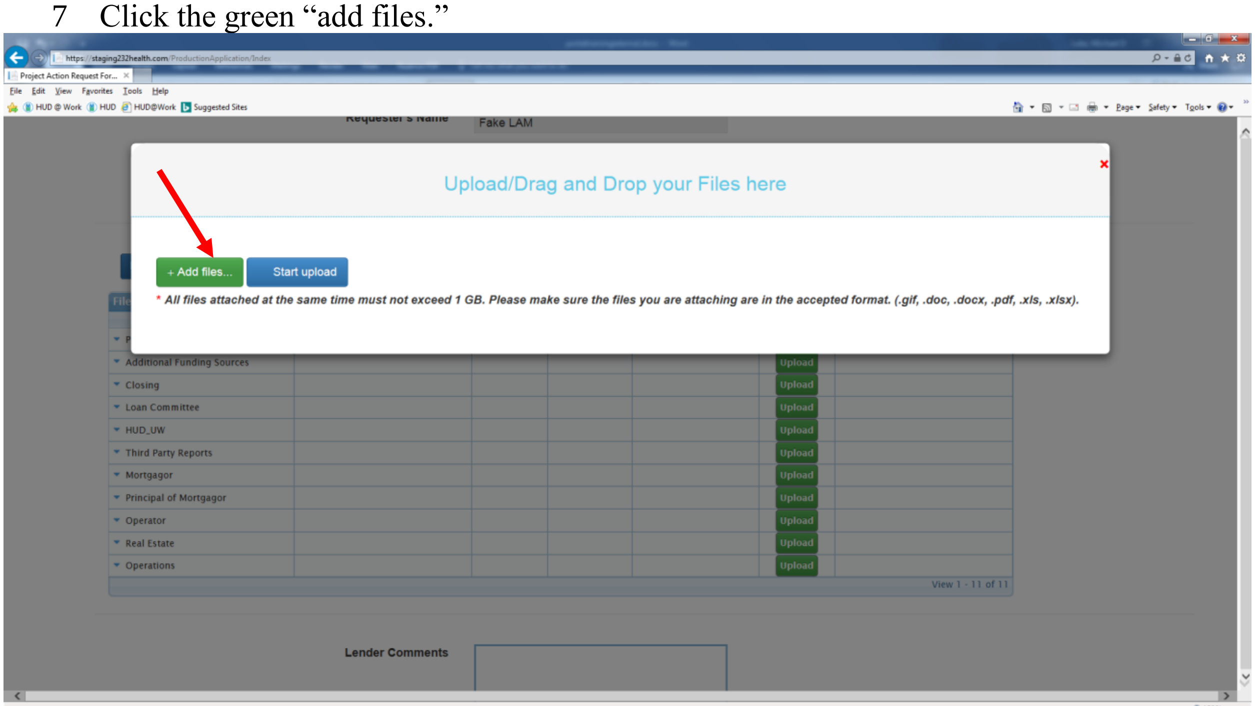
5 Verify the address is correct. If the address is not correct, select "No" and enter the correct information. This will be sent to HUD for review and updating.



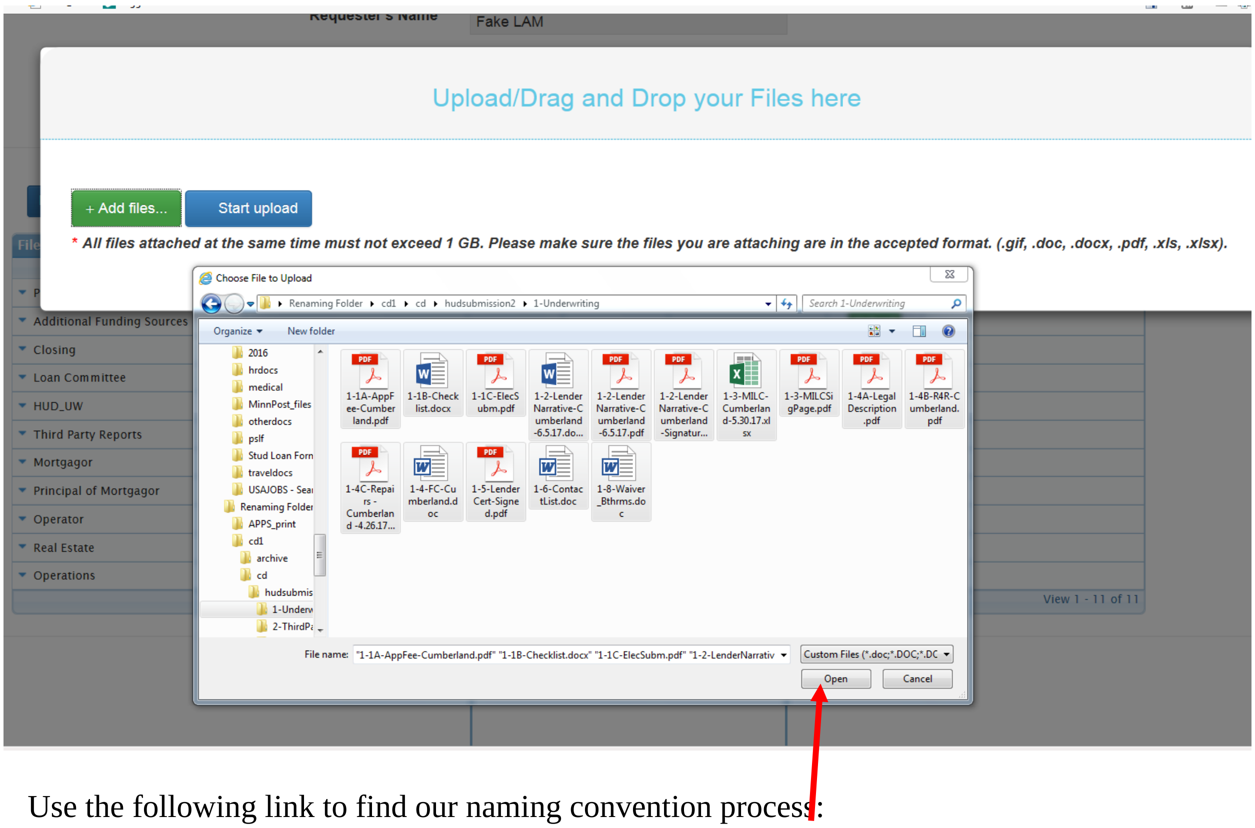
6 Scroll below to begin uploading documents. Click "upload" next to the folder that you want to upload.



7 Click the green "add files."

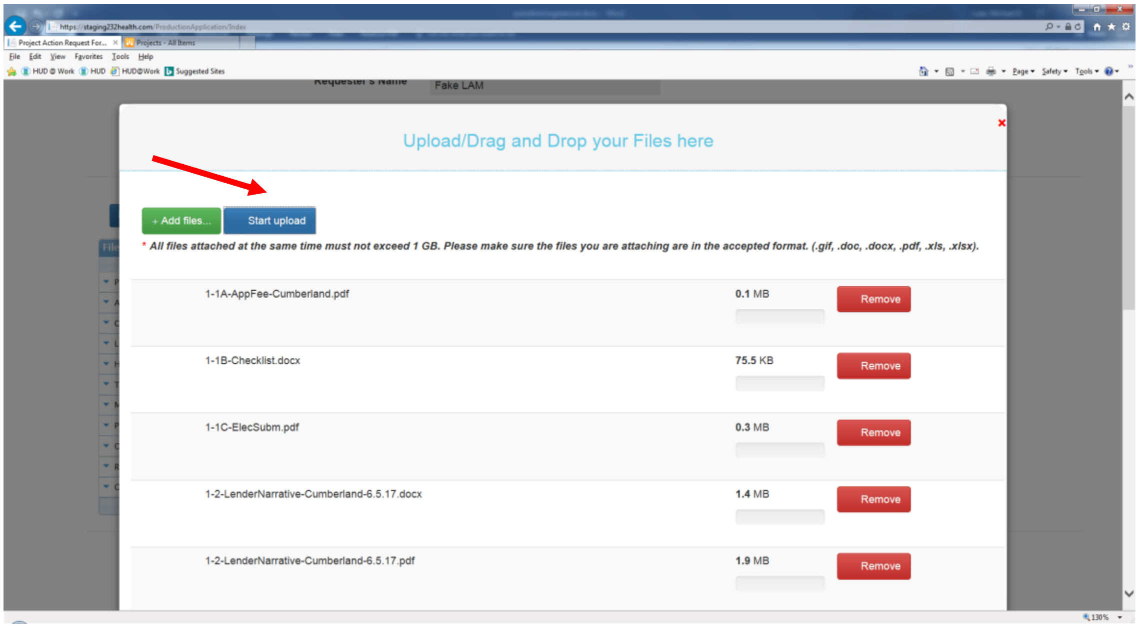


8 A windows explorer box will open up. Select the files you wish to upload to that folder. Use “control” and “a” (Ctrl + A) together to select all documents within 1 folder. Click “open” when you have selected the files.

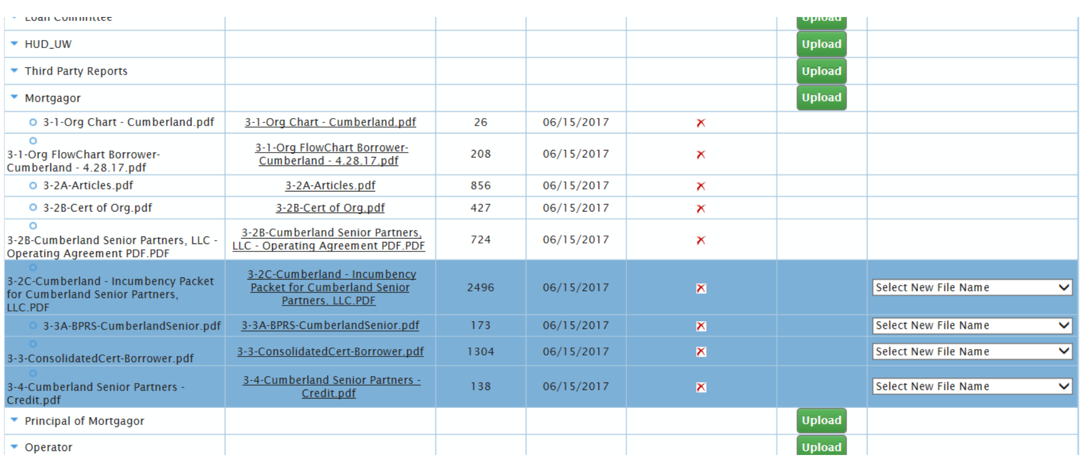


9 Use the following link to find our naming convention process: https://www.hud.gov/sites/dfiles/Housing/documents/Portal-FileNaming-FirmApplication.xlsx **Make sure the name is exact or you will have to rename the document.** Renaming lots of documents is very time consuming for you the user. There is a 100MB limit per document and they can only be gif, doc, pdf, or xls file types.

10 Next, click “start upload.”

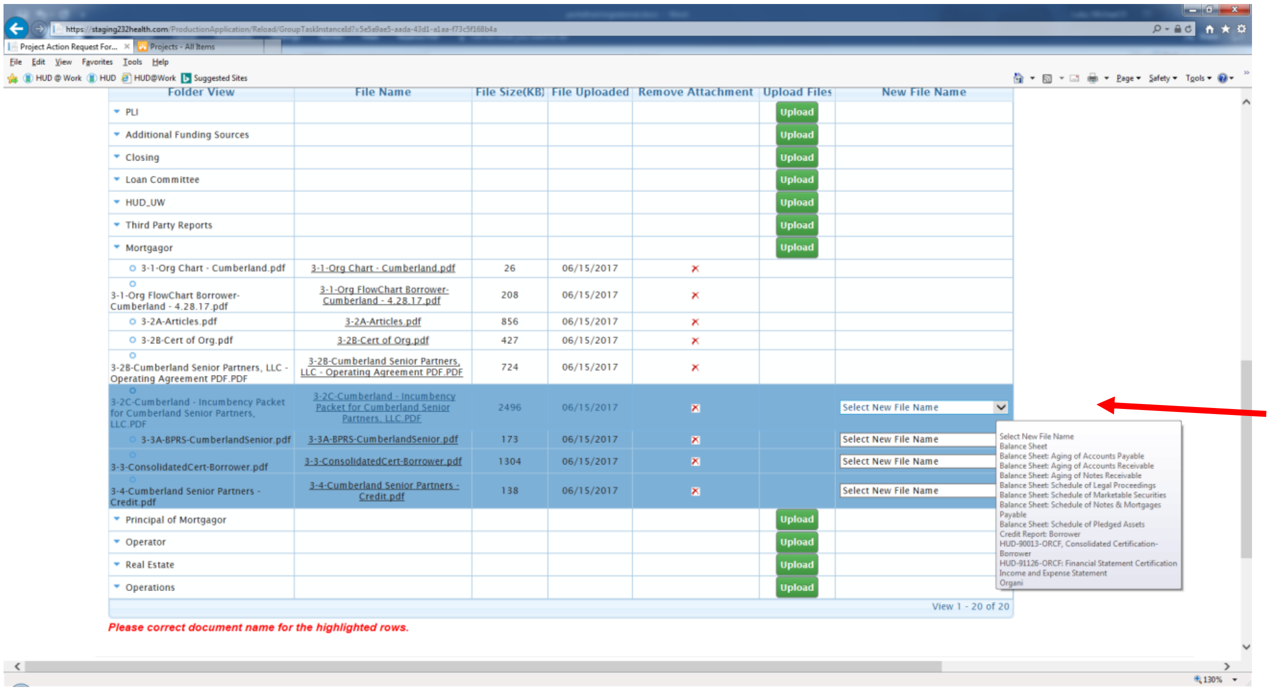


11 Documents that are in white are uploaded with the correct name. Those in blue will need to be renamed. Please use the HUD document naming convention, as linked in Step 9, above.

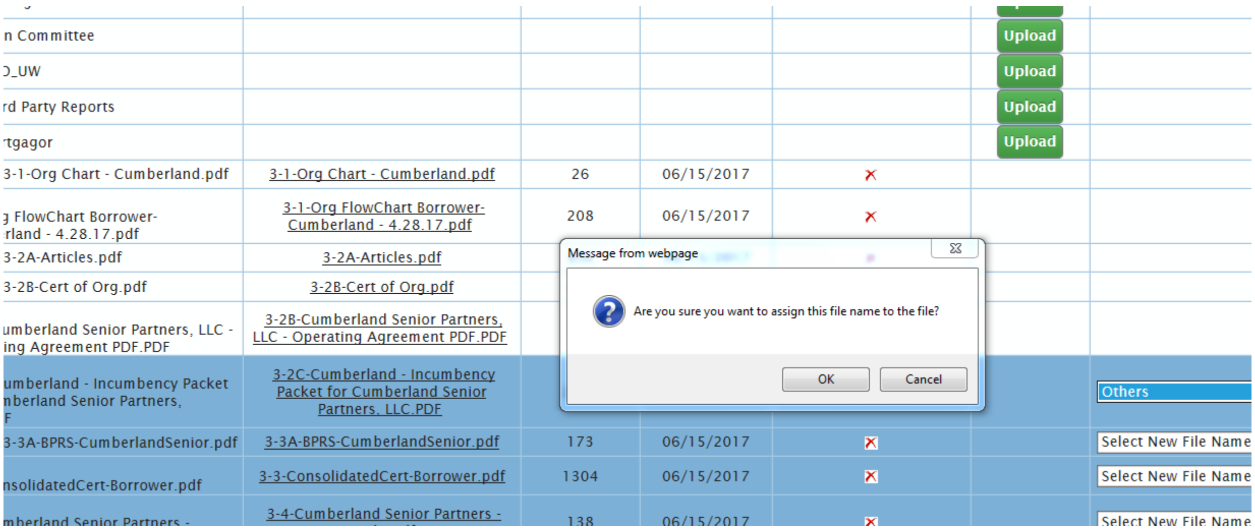


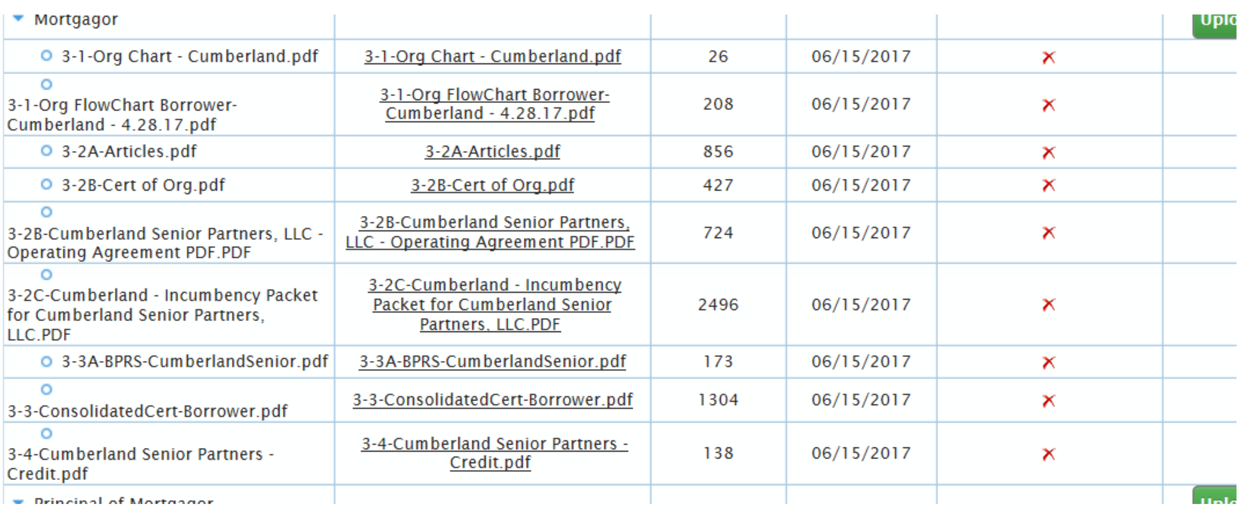
HUD_UW					Upload	
Third Party Reports					Upload	
Mortgagor					Upload	
3-1-Org Chart - Cumberland.pdf	3-1-Org Chart - Cumberland.pdf	26	06/15/2017	×		
3-1-Org FlowChart Borrower-Cumberland - 4.28.17.pdf	3-1-Org FlowChart Borrower-Cumberland - 4.28.17.pdf	208	06/15/2017	×		
3-2A-Articles.pdf	3-2A-Articles.pdf	856	06/15/2017	×		
3-2B-Cert of Org.pdf	3-2B-Cert of Org.pdf	427	06/15/2017	×		
3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	724	06/15/2017	×		
3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	2496	06/15/2017	×		Select New File Name
3-3A-BPRS-CumberlandSenior.pdf	3-3A-BPRS-CumberlandSenior.pdf	173	06/15/2017	×		Select New File Name
3-3-ConsolidatedCert-Borrower.pdf	3-3-ConsolidatedCert-Borrower.pdf	1304	06/15/2017	×		Select New File Name
3-4-Cumberland Senior Partners - Credit.pdf	3-4-Cumberland Senior Partners - Credit.pdf	138	06/15/2017	×		Select New File Name
Principal of Mortgagor					Upload	
Operator					Upload	

12 Those in blue need to be changed. On the right side, click the arrow, then select the type of document you want to rename it.

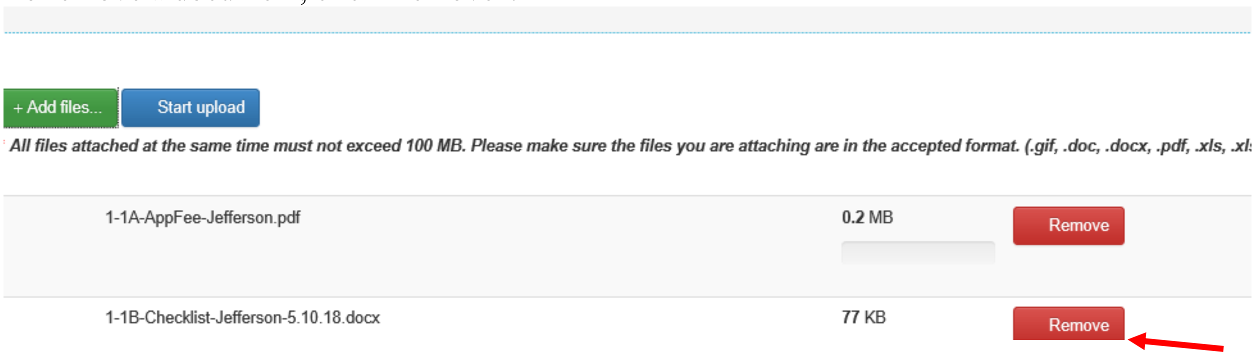


13 Then select “OK” when prompted to change the name. You need to change all of the blue names until they appear white. **You cannot submit an application until the names are correct.** If there are duplicate documents you will need to add an “.a” or “.1” afterwards.

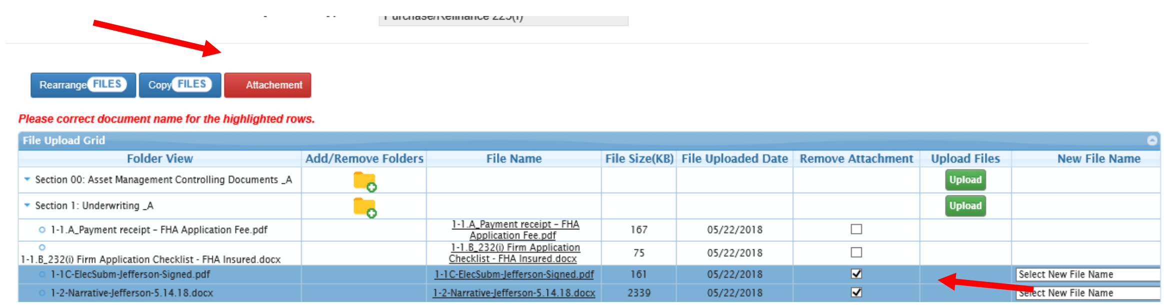




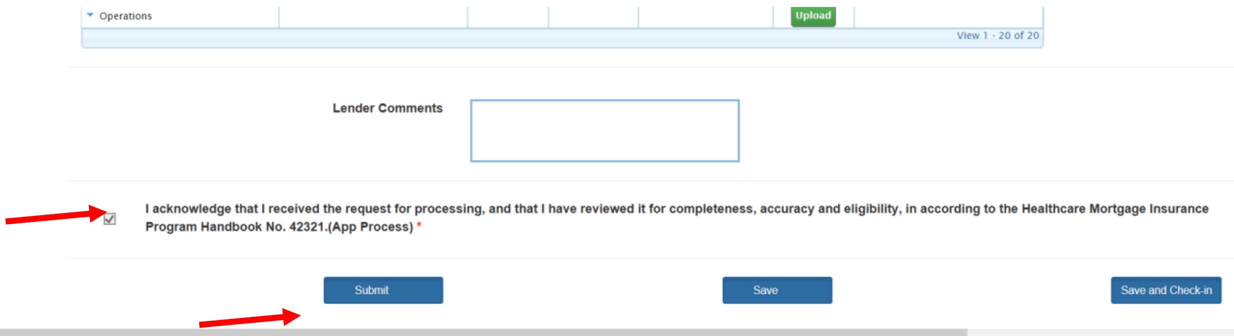
14 To remove a document, click “remove”.



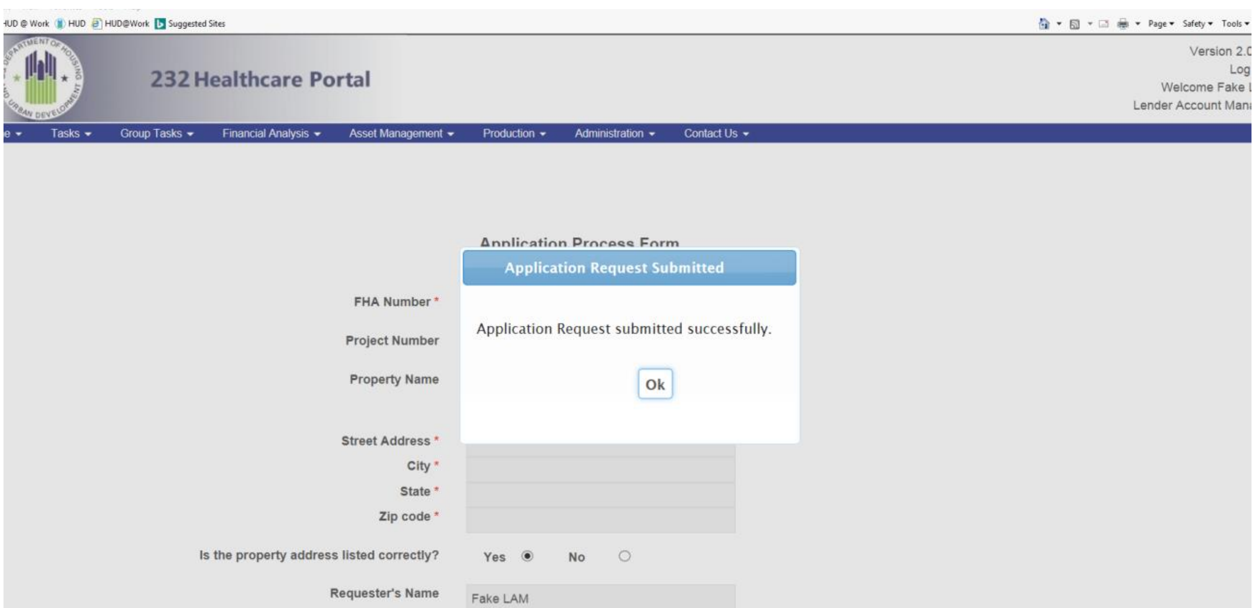
15 Otherwise, if it is uploaded, click on the box next to the attachment in the column “remove attachment.” Then click “attachment” at the top of the screen.



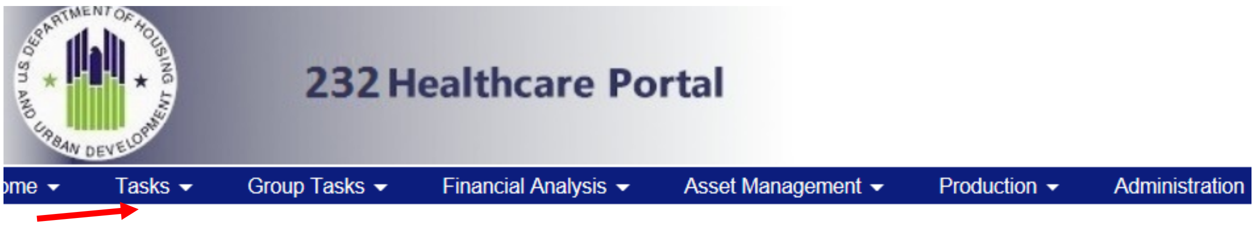
16 When everything is uploaded, you can now finish submitting the property. Click the box below to acknowledge submission.



Now click "submit" at the bottom. If successful it will say "application request submitted successfully."



17 To view your queue, go to the “tasks” ribbon on the far-left upper corner of your portal. The project should now be in the “application request” section.



Home > Tasks > My Production Tasks

Production My Task

Task Name	Project Name	Status	Lender	Type
				Production Type: FH
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUE
june test 13(FHA# REQUEST)	june test 13	■	First Fake Lender	FHA# REQUE
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUE
3 Fake(FHA# REQUEST)	3 Fake	■	First Fake Lender	FHA# REQUE

Home > Tasks > My Production Tasks

Production My Task

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: **FHA# REQUEST**									
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/15/2017		0 Day	Yes
june test 13(FHA# REQUEST)	june test 13	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/13/2017		2 Days	Yes
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017		3 Days	Yes
3 Fake(FHA# REQUEST)	3 Fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017		3 Days	Yes
2 fake(FHA# REQUEST)	2 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017		3 Days	Yes
1 fake(FHA# REQUEST)	1 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017		7 Days	Yes
Portals Suck(FHA# REQUEST)	Portals Suck	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017		7 Days	Yes
Beer HUD hall(FHA# REQUEST)	Beer HUD hall	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017		7 Days	No
Geezer Hall(FHA# REQUEST)	Geezer Hall	II	First Fake Lender	FHA# REQUEST	Not Assigned	06/08/2017		7 Days	No
Good Samaritan(FHA# REQUEST)	Good Samaritan	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017		7 Days	Yes
Production Type: **APPLICATION REQUEST**									
(111-11111)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	II	First Fake Lender	APPLICATION REQUEST		06/15/2017		0 Day	
(678-90123)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	II	First Fake Lender	APPLICATION REQUEST		06/14/2017		1 Day	
(000-00001)IRR	IRR	II	First Fake Lender	APPLICATION REQUEST	venkateshm.pwlm@gmail.com	06/13/2017		2 Days	

Underwriting an Application

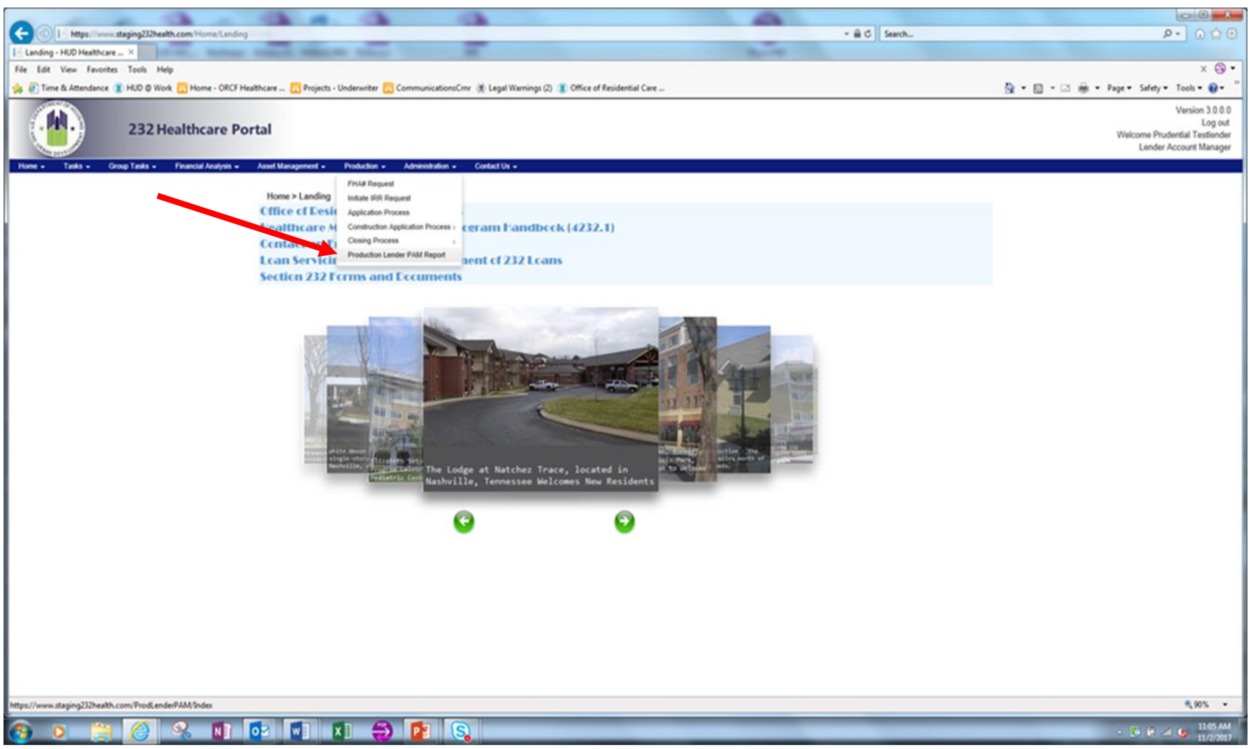
APPLICATION PROCESSING:

This section will provide instructions on Lender aspects of processing during application review.

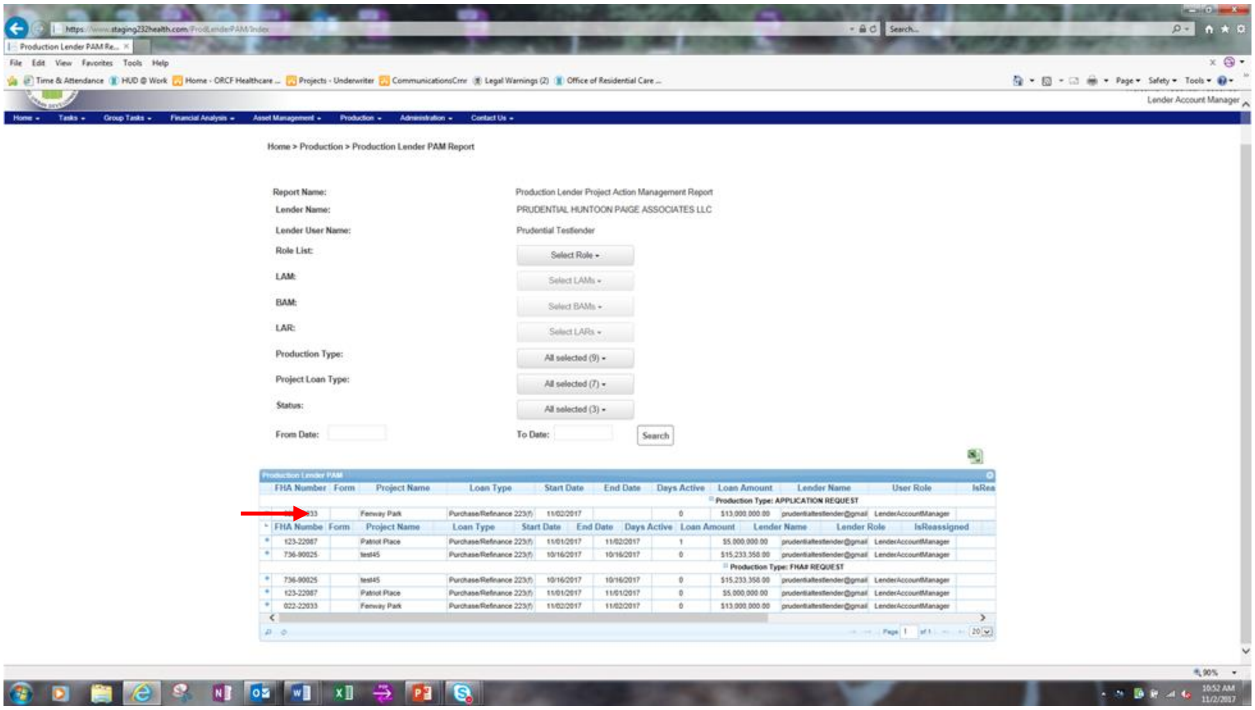
Once an application is submitted by a Lender, it will show internally to ORCF staff in a Production Queue. Applications are listed by submission date, oldest first. ORCF reviewer assignments (Appraisal, Environmental, Title & Survey, Underwriter) will be made from that Queue.

Lenders can view the status of an application review through the Portal.

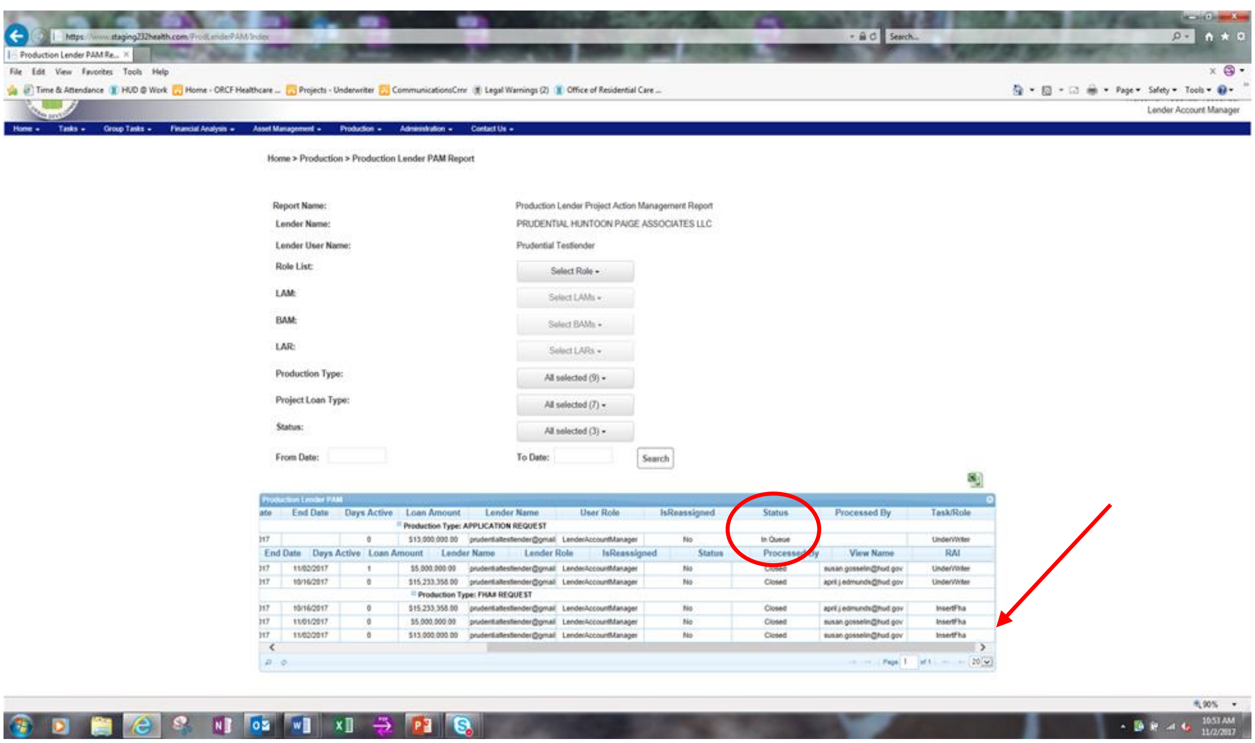
1. Log into the portal
2. Click on the Production tab
3. Select Production Lender PAM Report



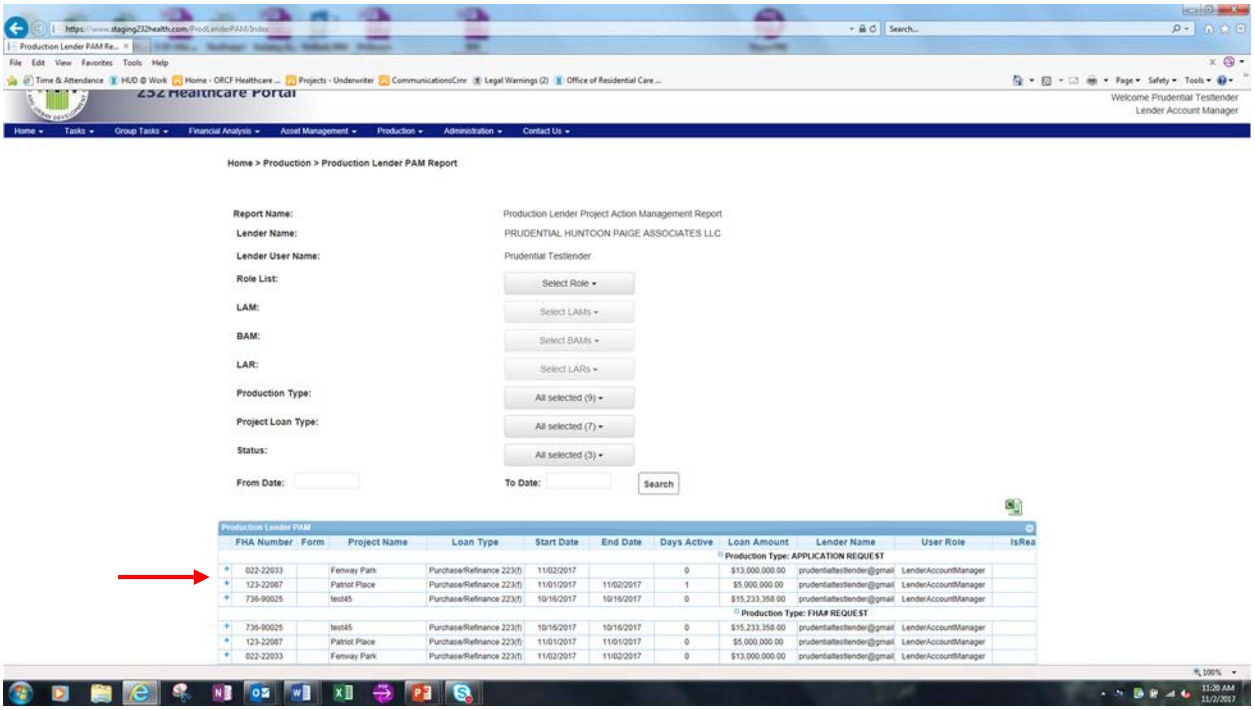
4. Locate the property in the "Application Request" section.

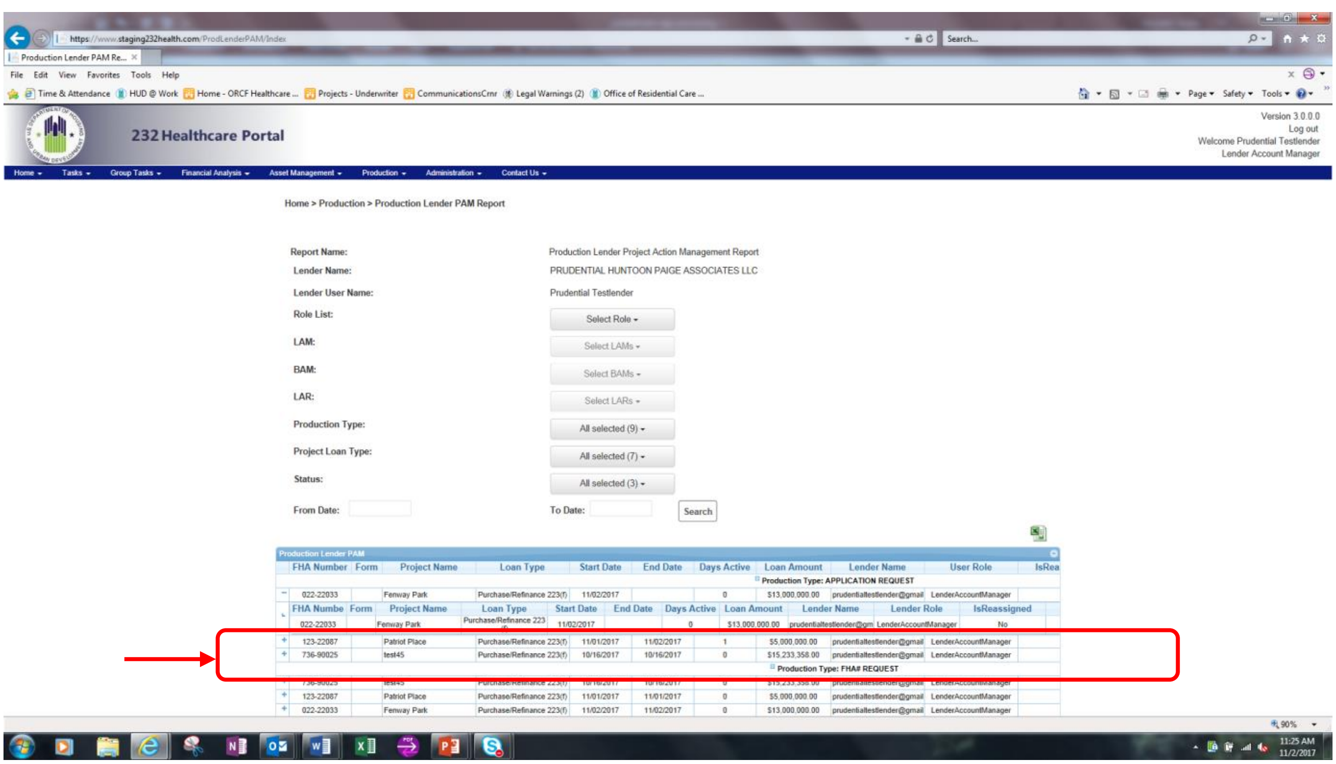


5. Use the scroll bar to scroll to the right to the "Status" column.

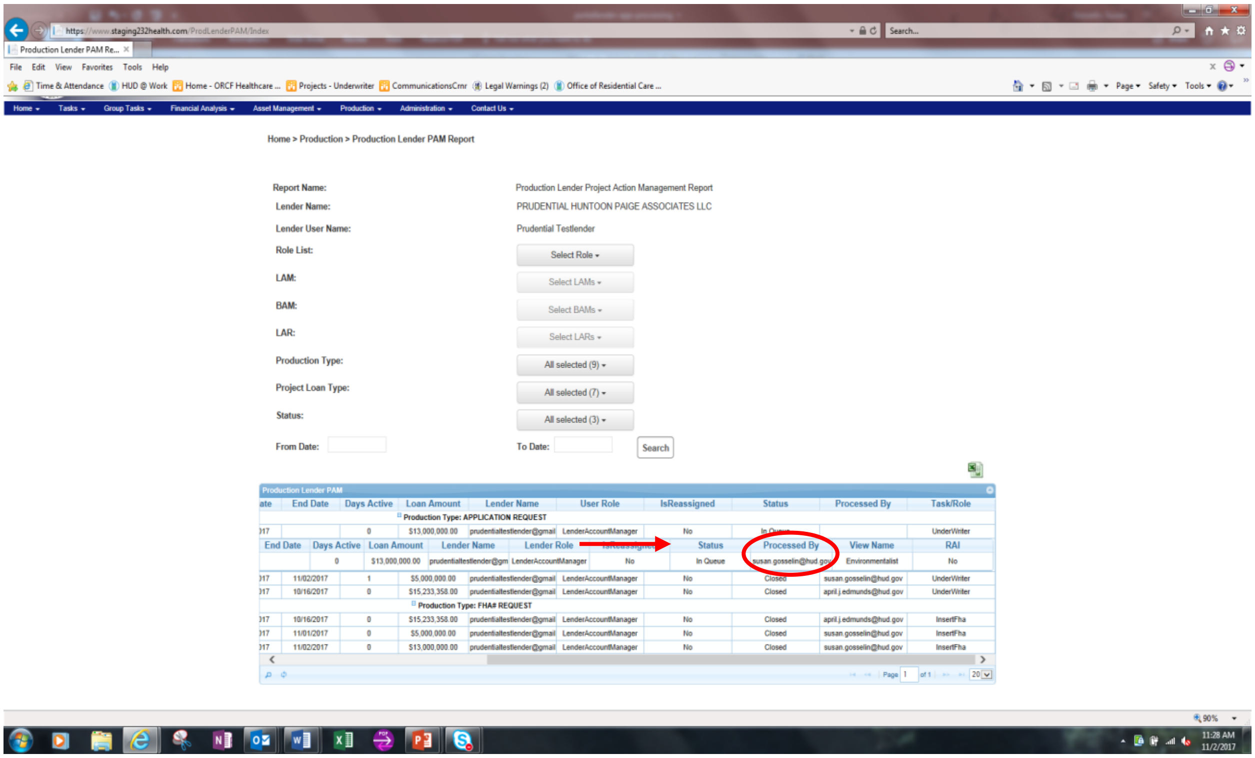


6. As ORCF reviewers are assigned (Appraisal, Environmental, Title/Survey, UW), individual statuses will be available by clicking the “+” sign next to the FHA Number.

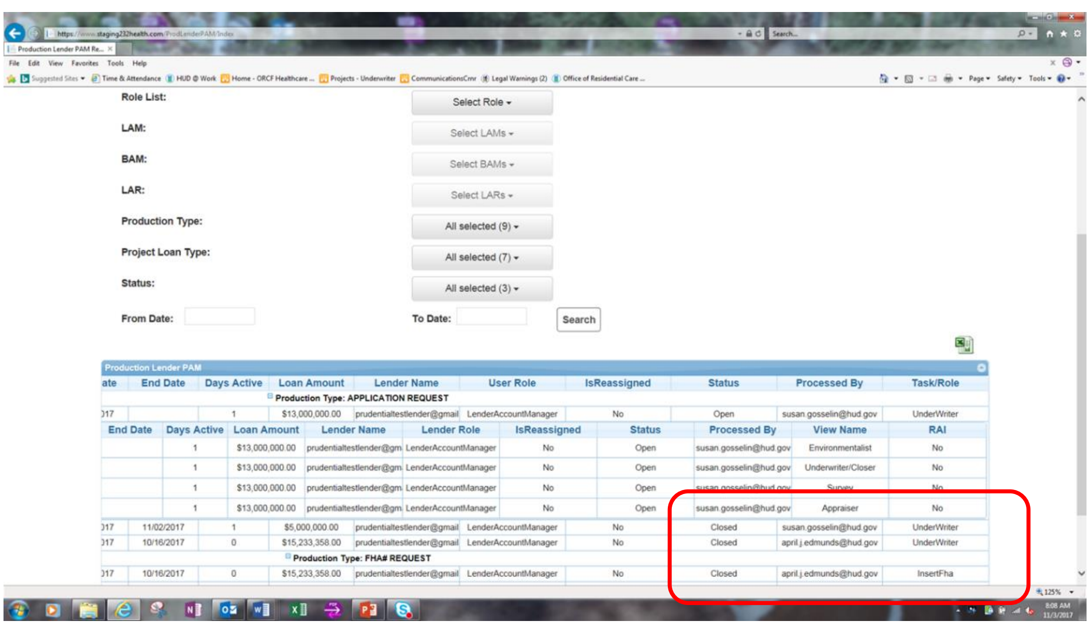




Scroll to the right to see the assigned review.



7. As reviewers are assigned they will be added to the project actions. An application is considered In Review when an ORCF UW is assigned.

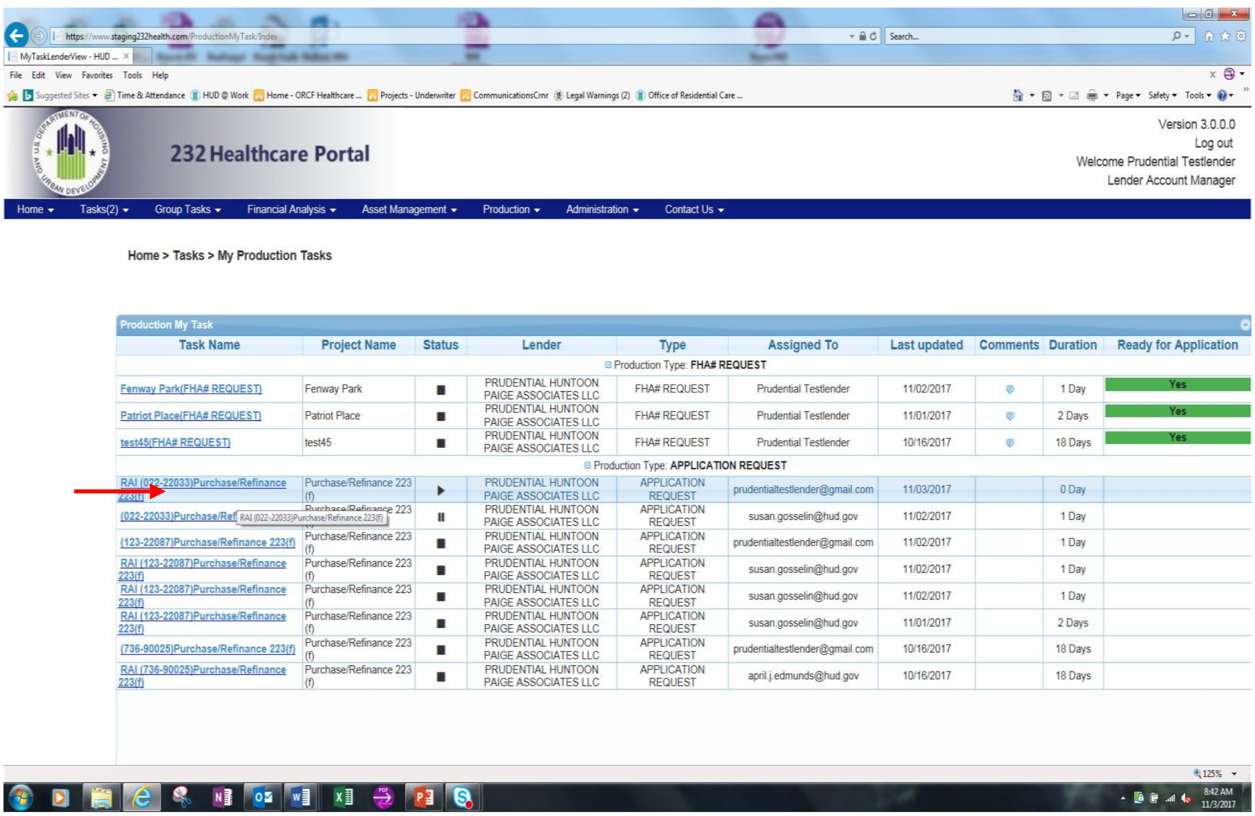


Requests for Additional Information:

Individual ORCF reviewers may initiate "Requests for Additional Information" ("RAI's") as they complete their reviews. An automatic email with the request is generated, but reviewers may need to follow up with a separate email if more detail is necessary.

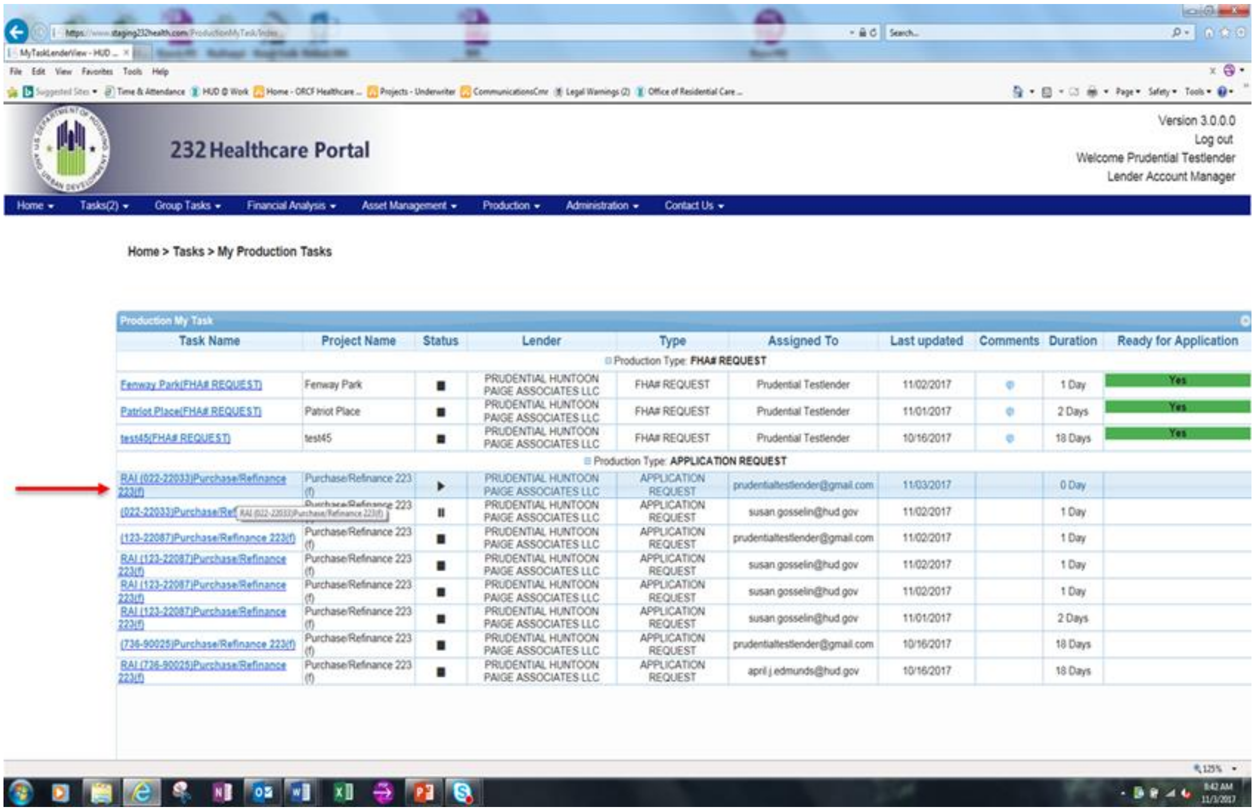
RAI's will be shown in Lender's My Production Tasks & the PAM Report.

8. Open the My Production Tasks tab. The Application Request list shows Tasks designated as RAI's.

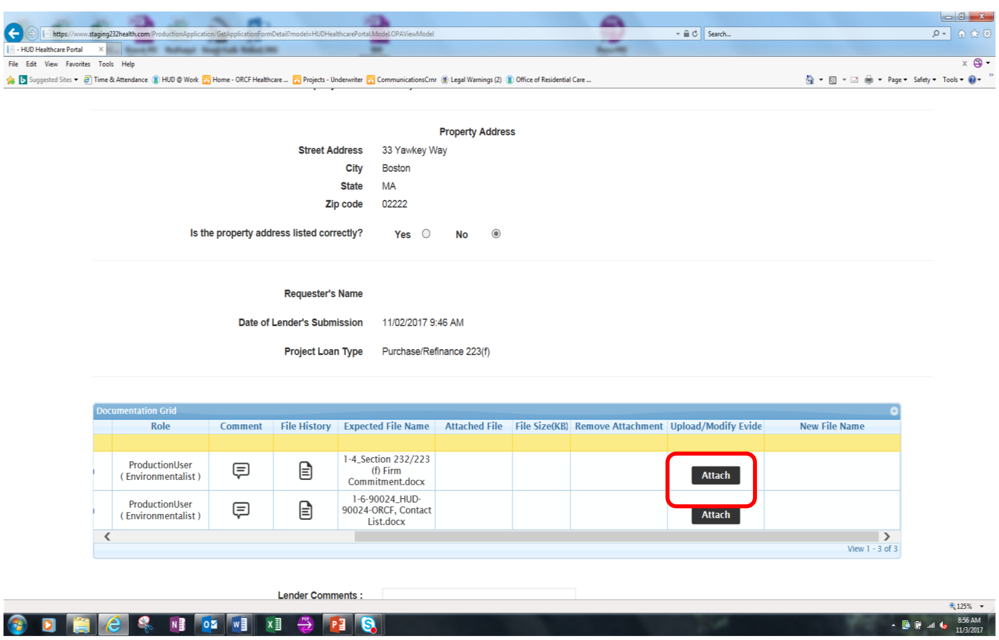


9. The "❙❙" (Pause icon) = **Awaiting Action from someone else**, the "■" (Stop icon) = **All Actions are Complete**, the "▶" (Play icon) = **Awaiting action from you**. The Play icon indicates a response needs to be submitted to the ORCF reviewer to continue processing.

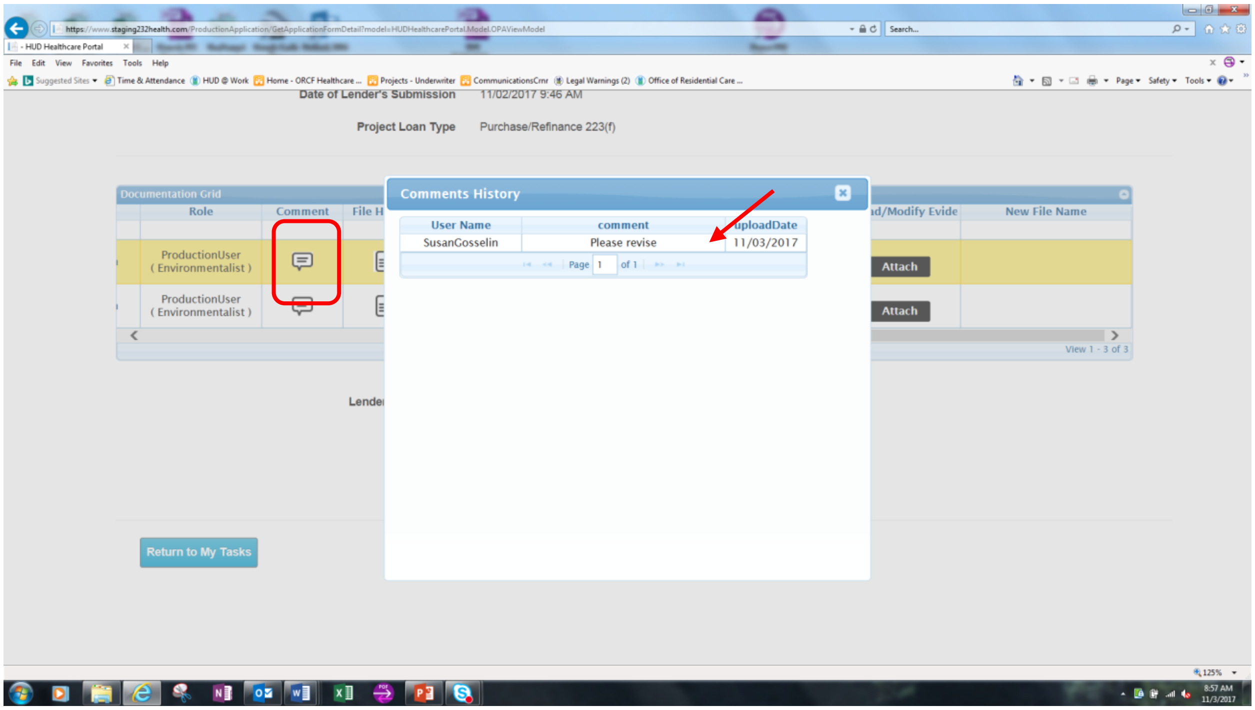
10. Access the RAI detail by clicking on the RAI task link.



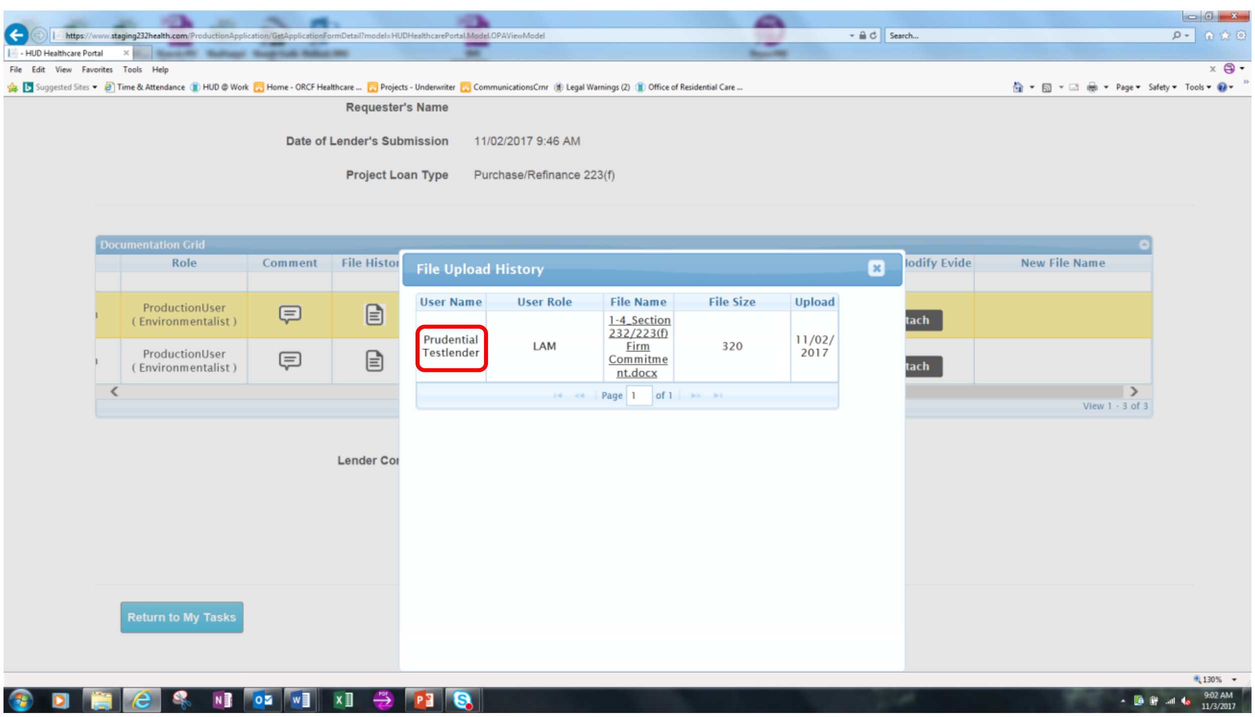
11. Scroll right to see the “Attach” file button. This button opens up the lender’s ability to submit additional documentation as requested by the ORCF reviewer.



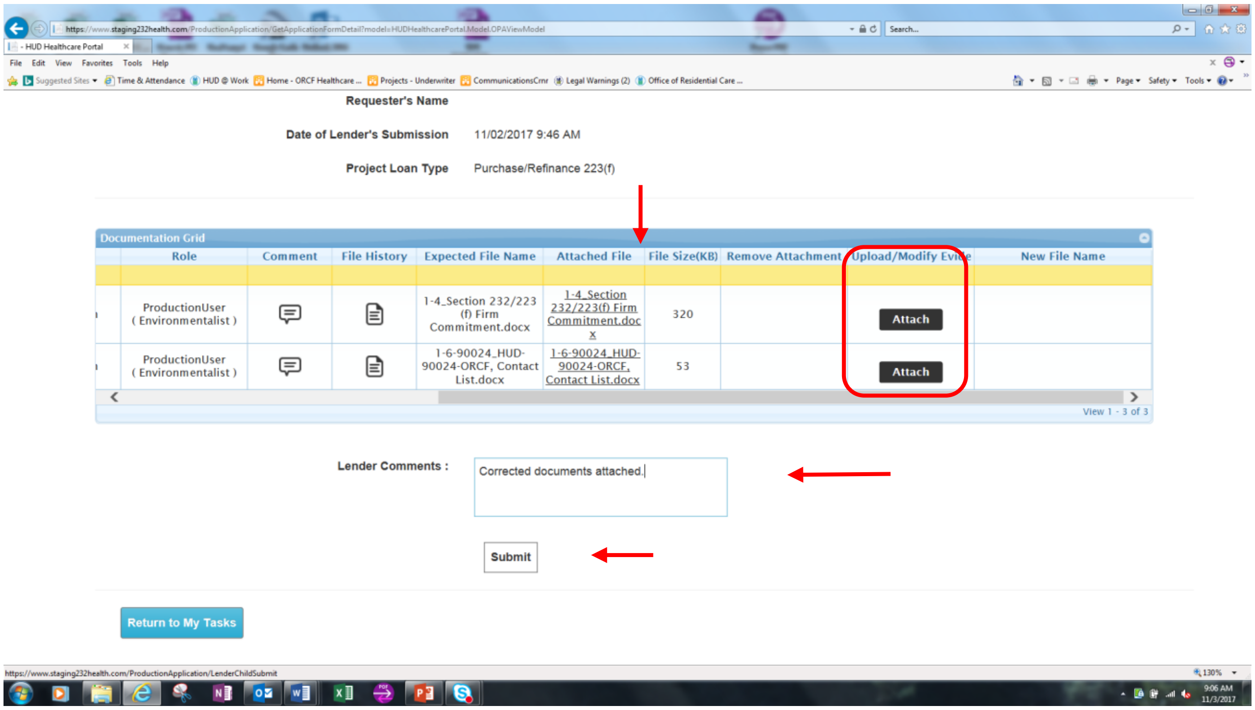
12. A pop-up box with reviewer comments can be viewed by clicking on the Comment icon.



13. A file history pop-up box can also be viewed by clicking on the File History icon.



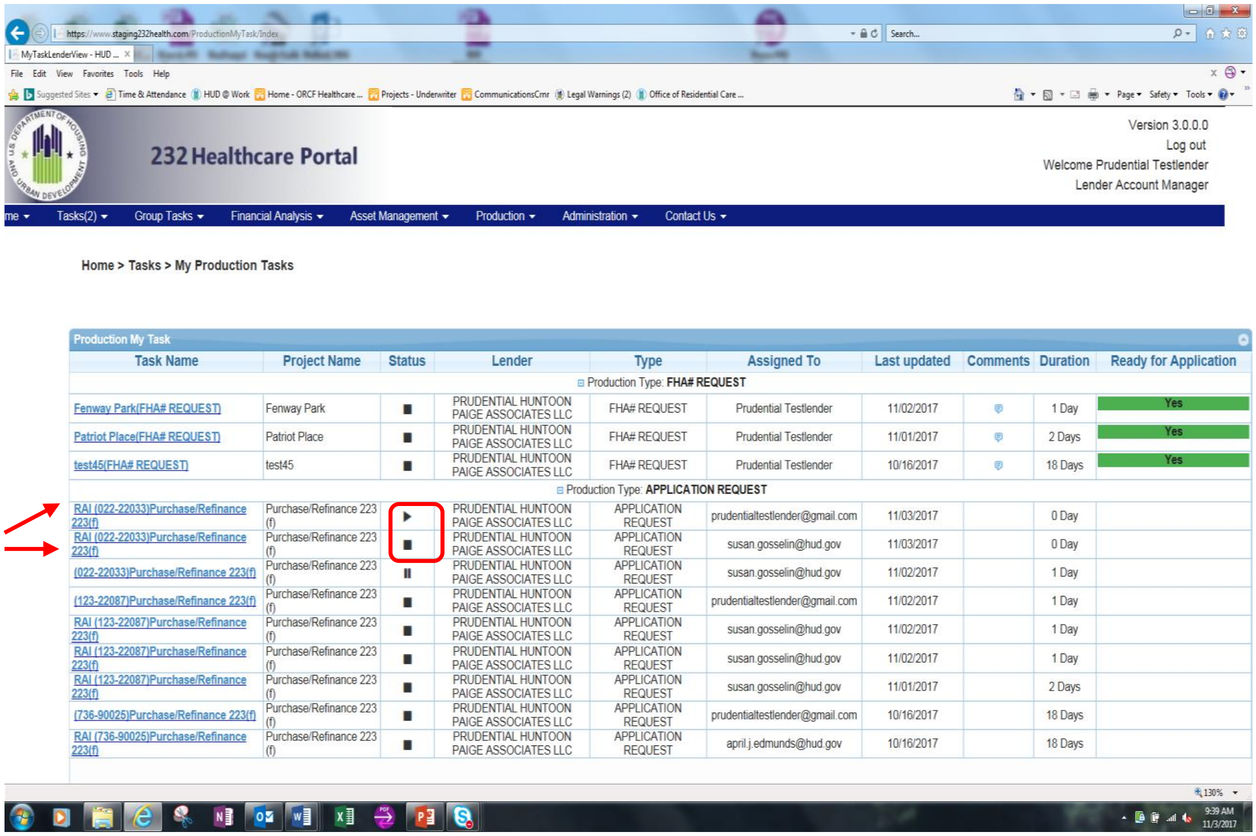
14. Attach updated files and add Comments to Submit the RAI response. (Note: It may be necessary to send a separate email to the ORCF reviewer if a full submission response option is not available in the Portal.)



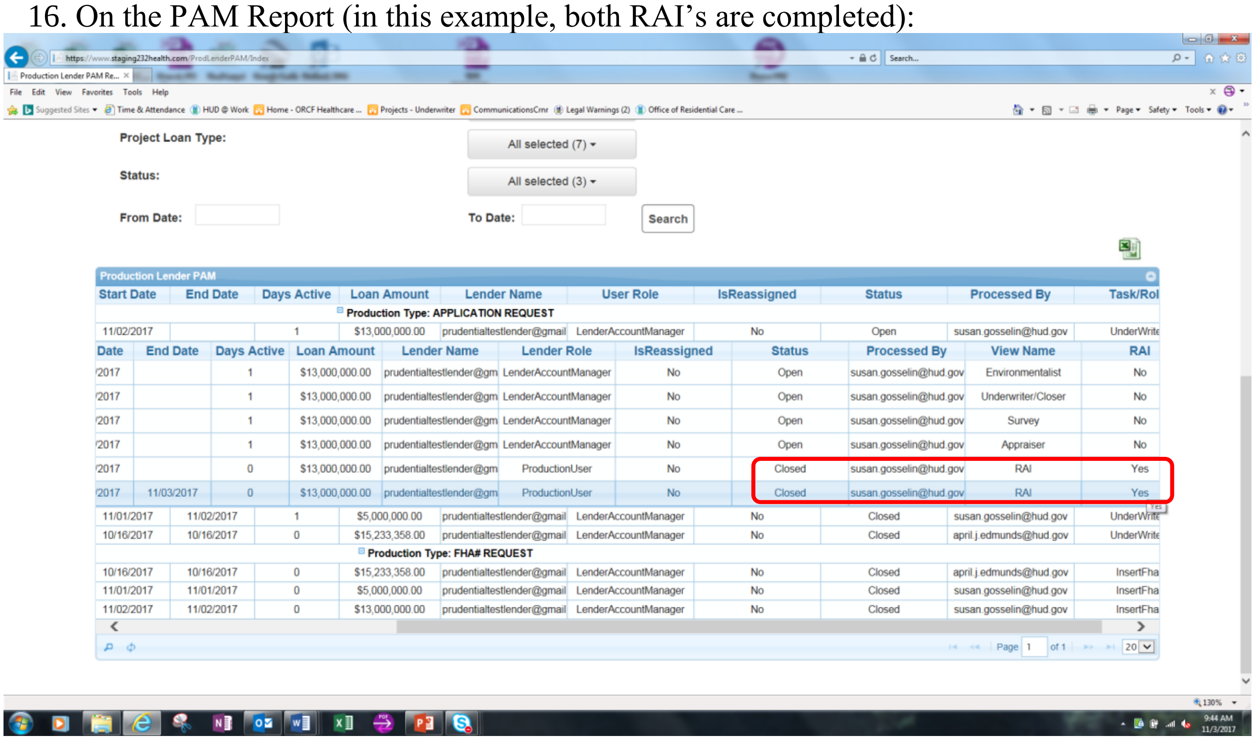
The ORCF reviewer will see a new task with the RAI response, and will complete the review or request further additional information.

The Lender will see the updates on their My Production Tasks and PAM report, as well as emails for any additional requests.

15. On the My Production Tasks tab (note in this example one RAI is awaiting lender action (Pause icon), and one RAI is complete (Stop icon):

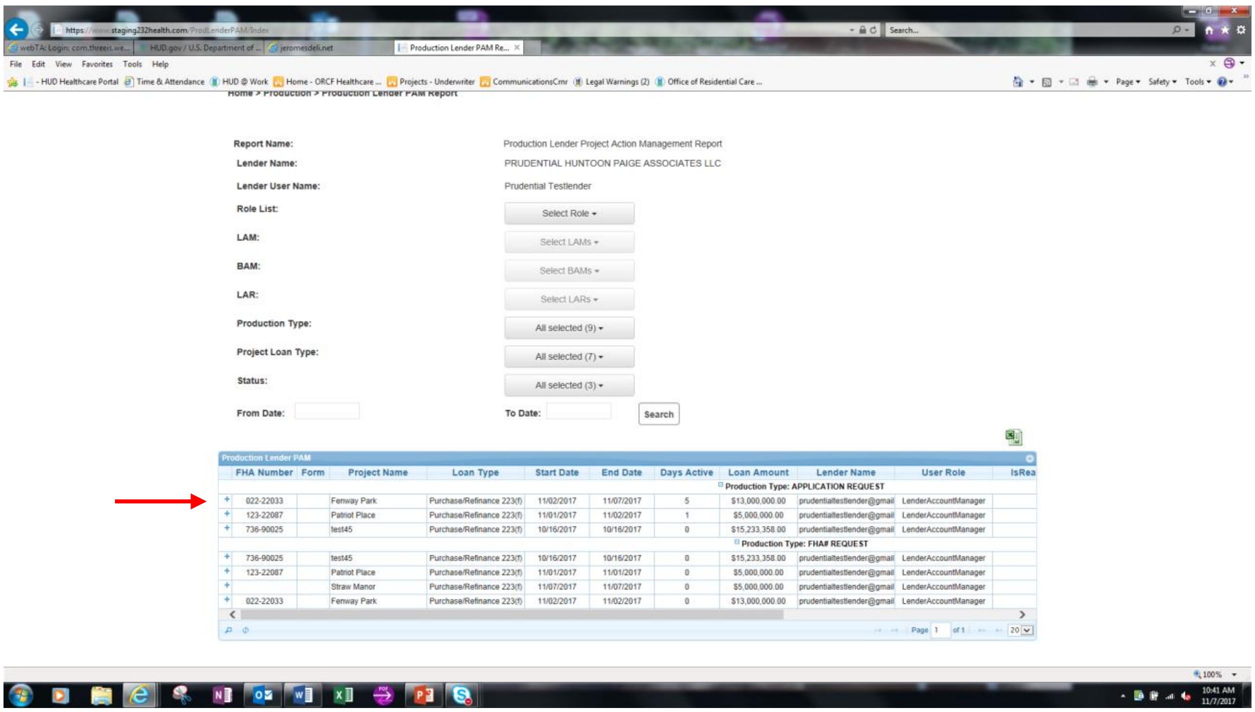


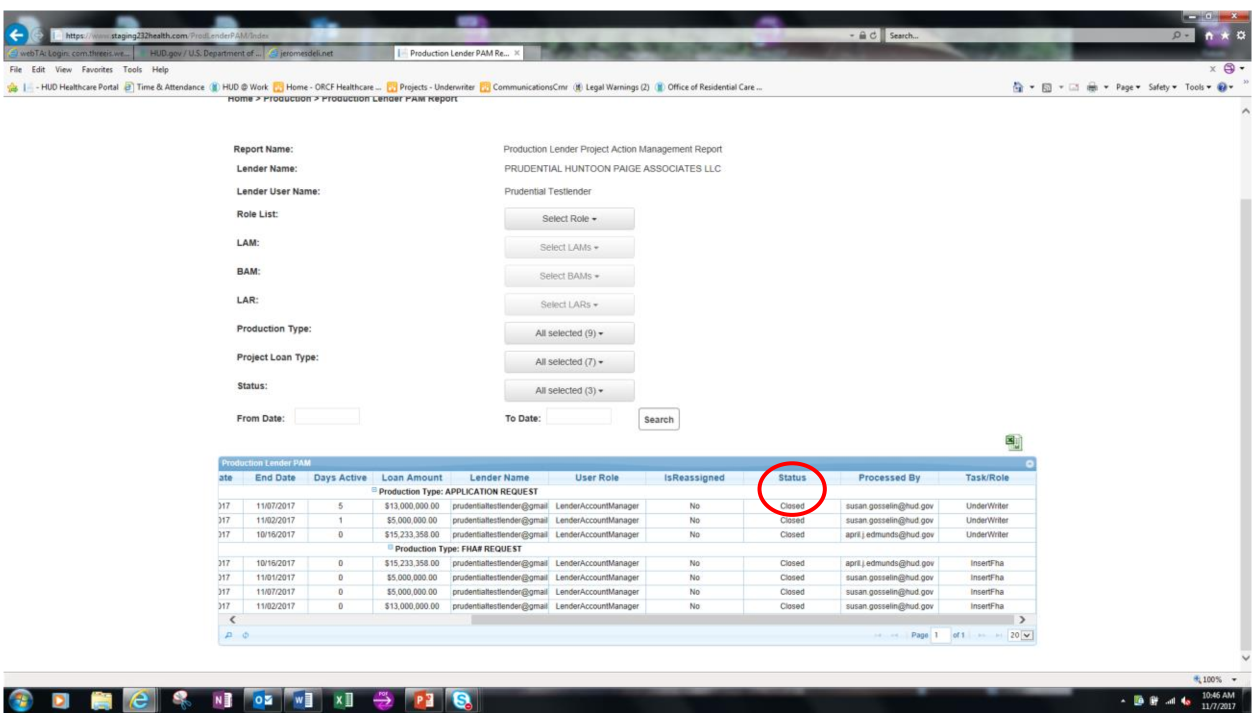
16. On the PAM Report (in this example, both RAI's are completed):



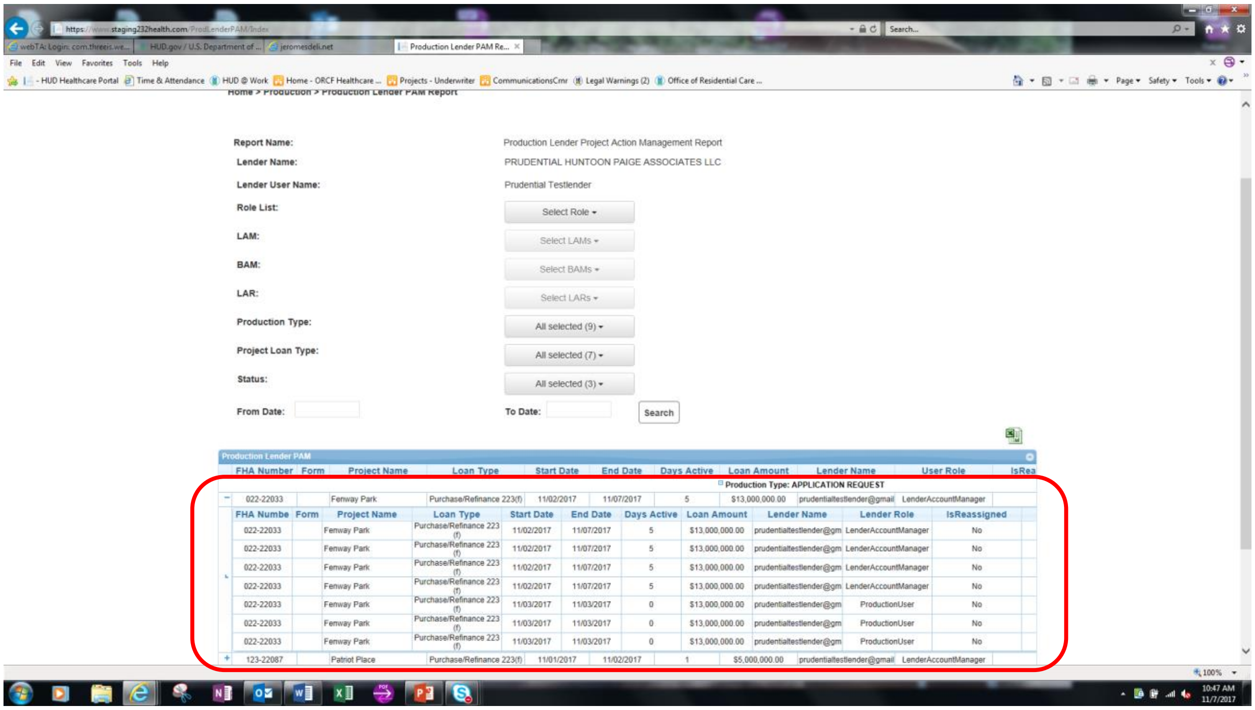
Once all reviews are complete, and the ORCF UW has presented the project to Loan Committee, the project will show in the Lender's PAM report as closed.

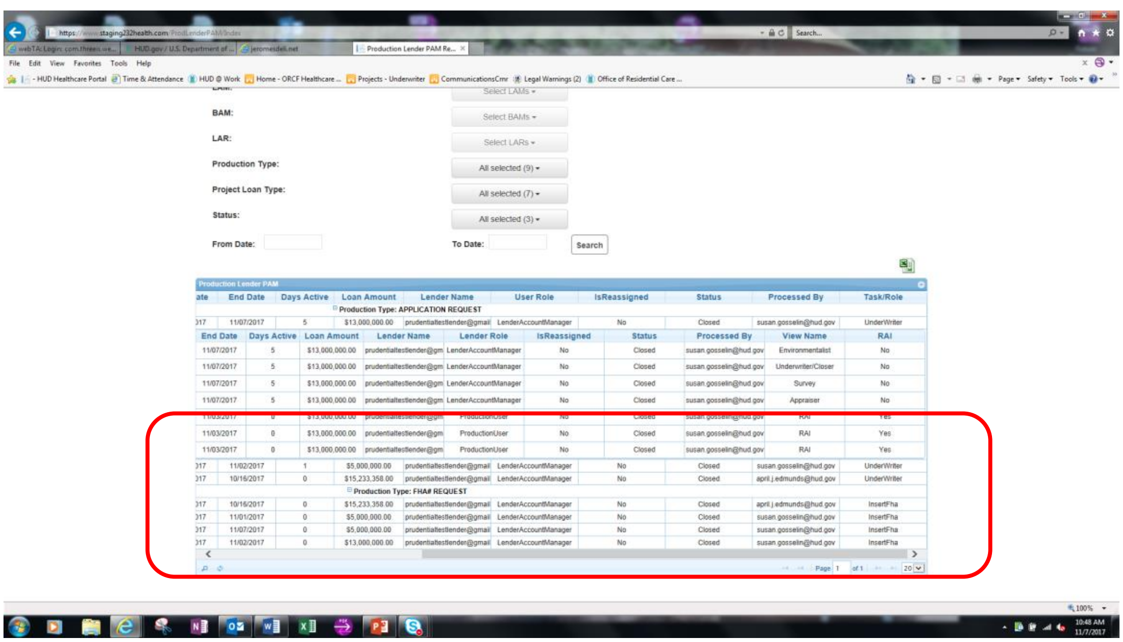
17. Open the Lender PAM report from the Production tab. Scroll to the right to see the Status.





Clicking on the "+" sign next to the FHA # will expand the list to show the status of each individual review.





18. The project will now be available to start in the Closing process when ready.

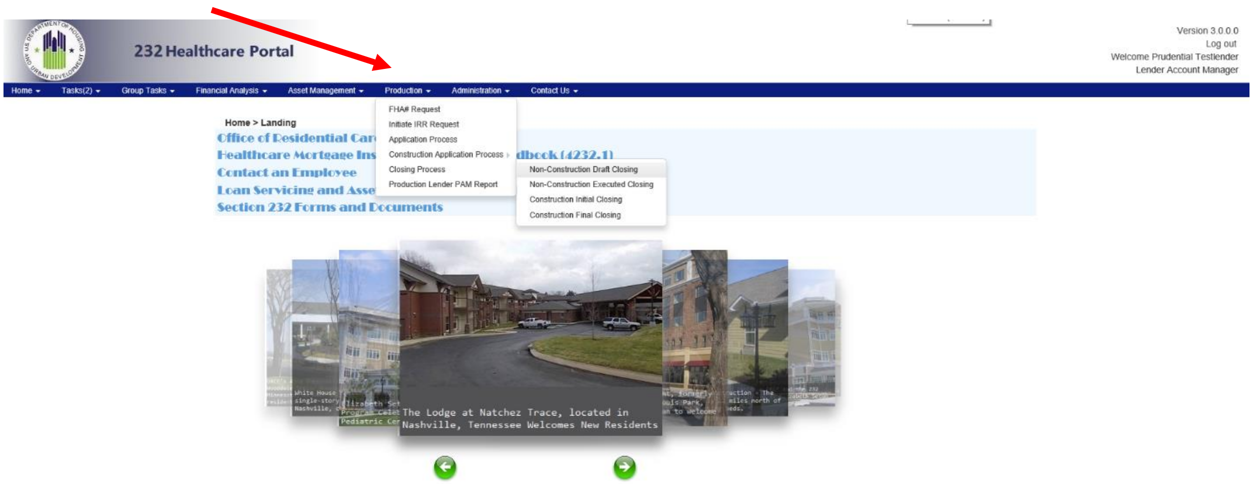
Closing

DRAFT CLOSING PROCESSING:

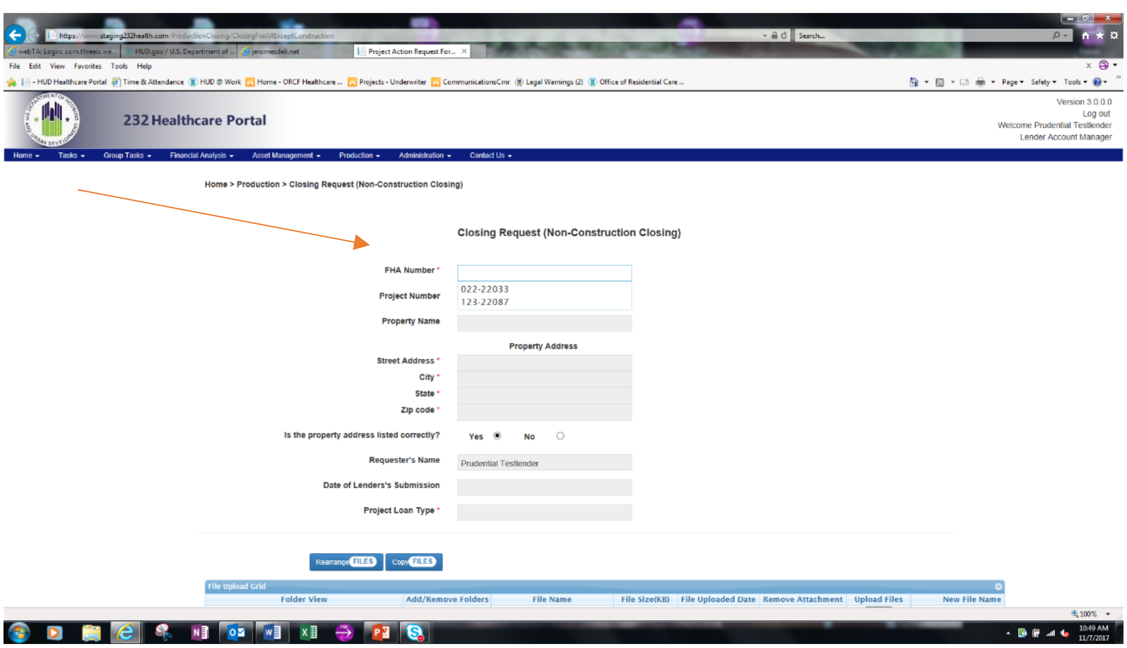
This section will provide instructions on Lender aspects of processing during draft closing document review.

To submit draft closing documents,

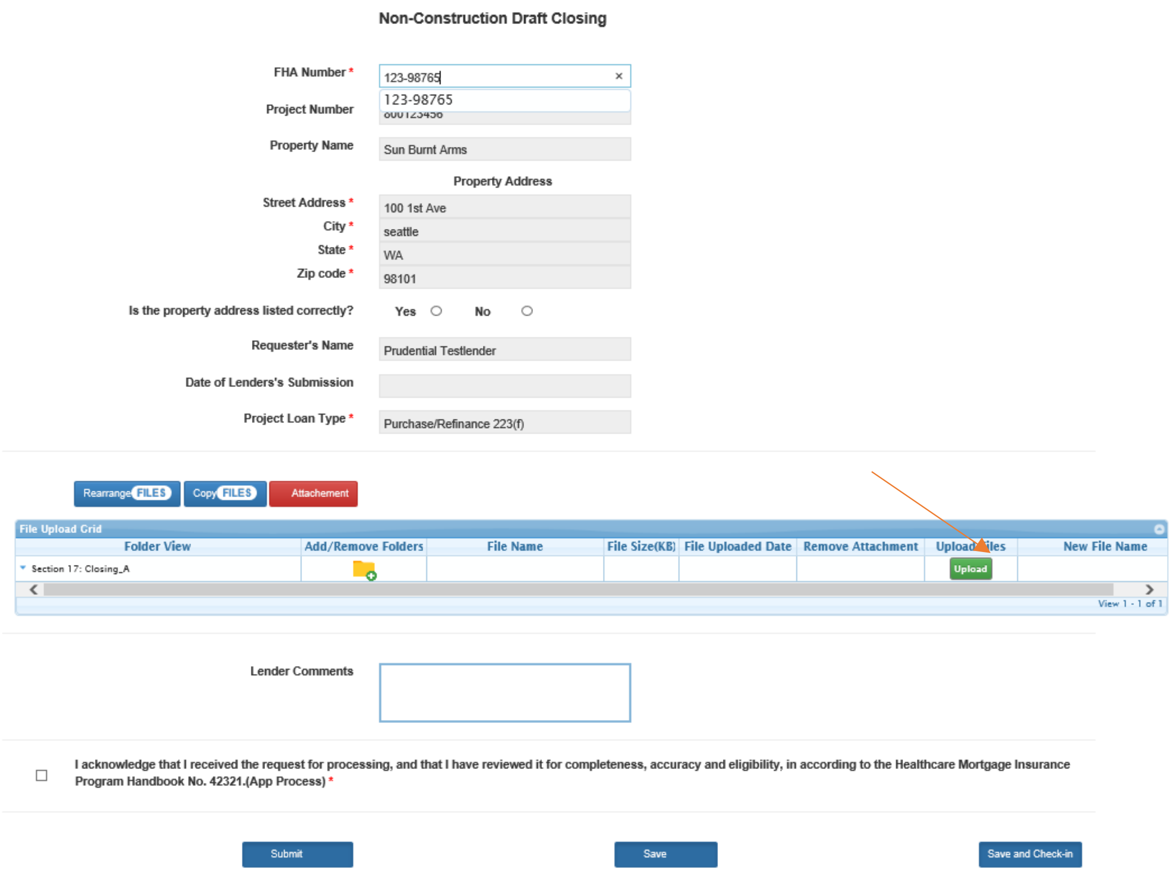
1. Log into the portal
2. Click on the Production tab
3. Select Closing Process
4. Select type of closing



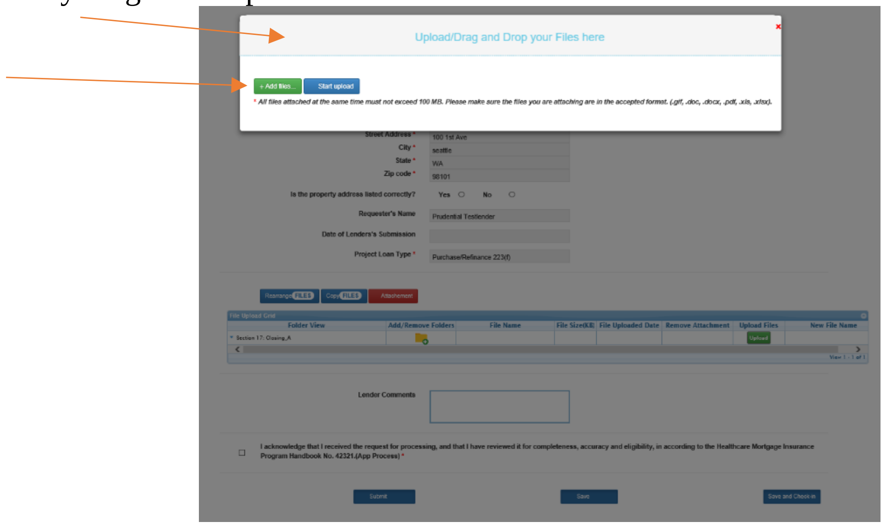
5. Select FHA # of subject project from available applications.



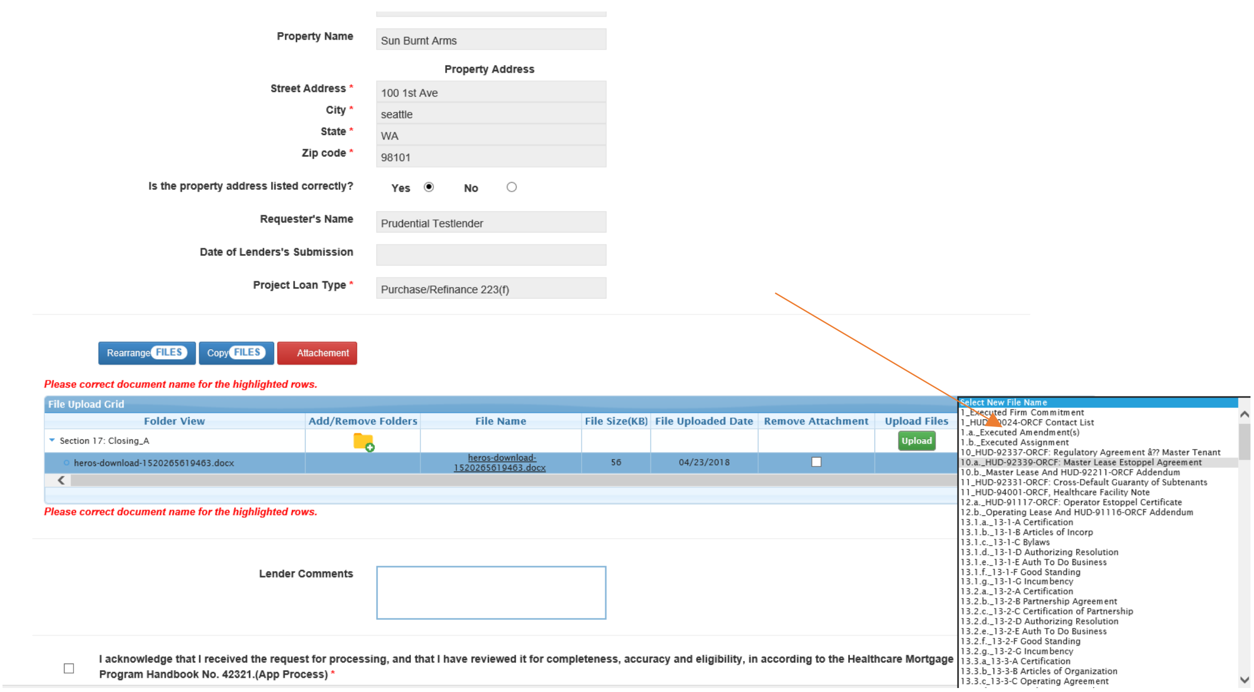
6. Once selecting the FHA#, the Portal will auto-fill several fields with data from the Application. To upload draft Closing documents, click on the green UPLOAD button.



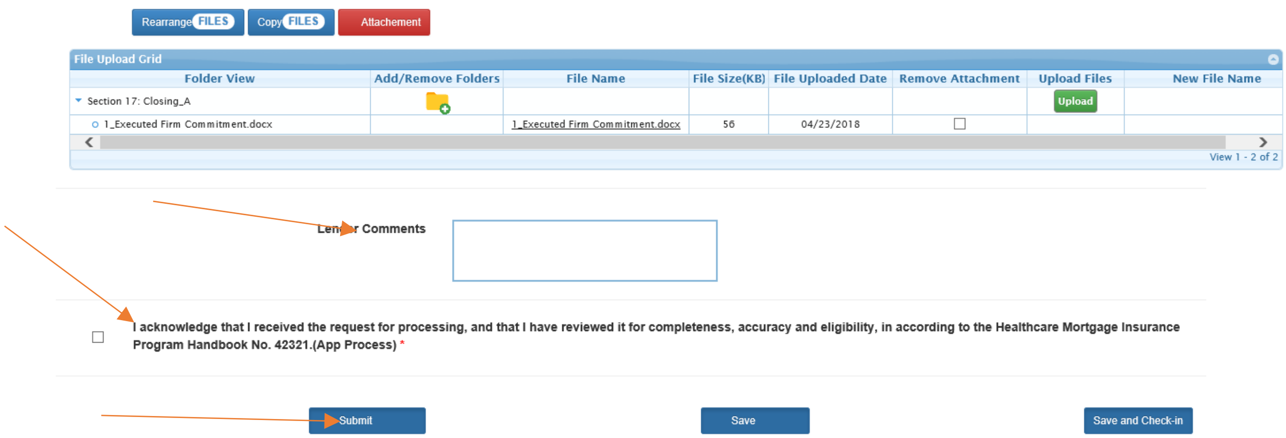
7. A pop-up window will open to allow you to either select specific documents to upload or you may drag and drop the documents.



8. The system will ask you to rename the documents to correspond with acceptable document names.



9. After the Portal asks to confirm that you want to rename the document(s), you may enter any comments you want to send to the Closer in the Lender Comments box, click the Acknowledge button and Submit to send the documents to be assigned to a Closer.

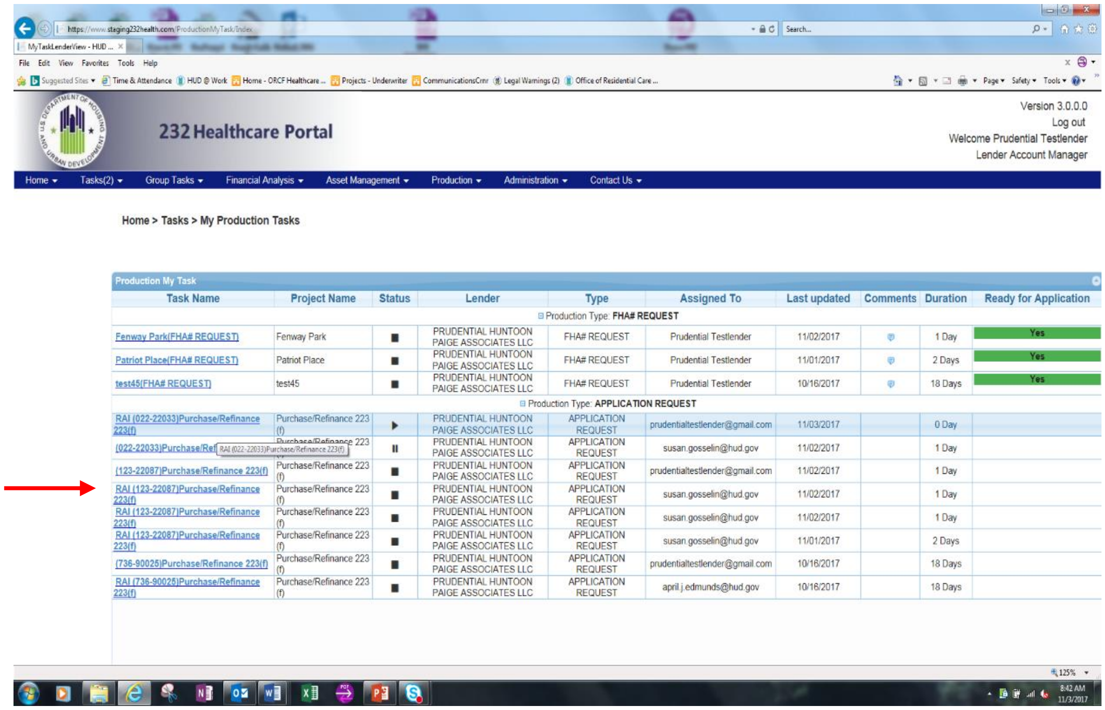


Requests for Additional Information:

Individual ORCF reviewers may initiate “Requests for Additional Information” (“RAI’s”) as they complete their reviews. An automatic email with the request is generated, but reviewers may need to follow up with a separate email if more detail is necessary.

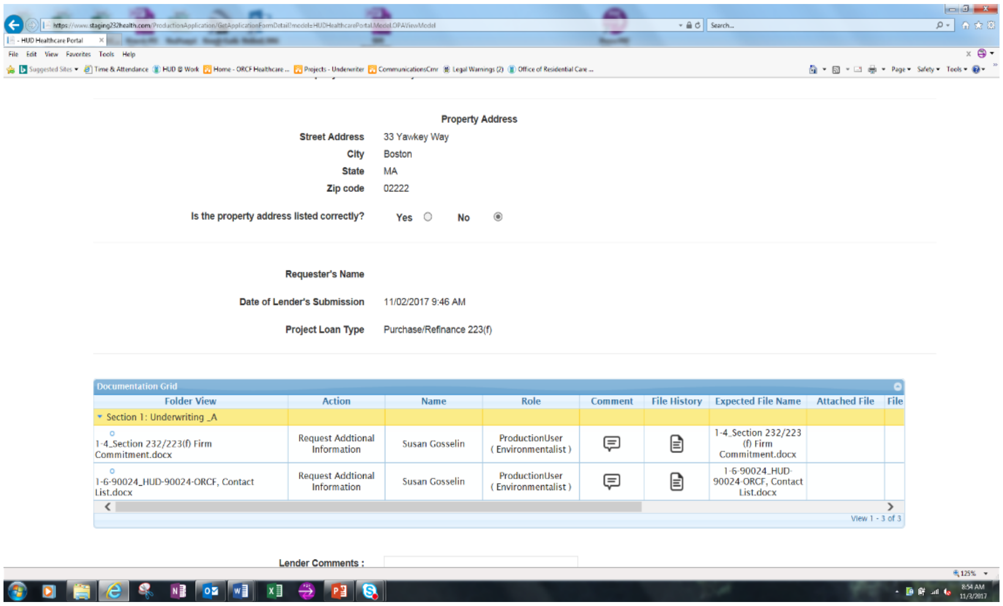
RAI’s will be shown in Lender’s My Production Tasks & the PAM Report.

10. Open the My Production Tasks tab. The Application Request list shows Tasks designated as RAI's.

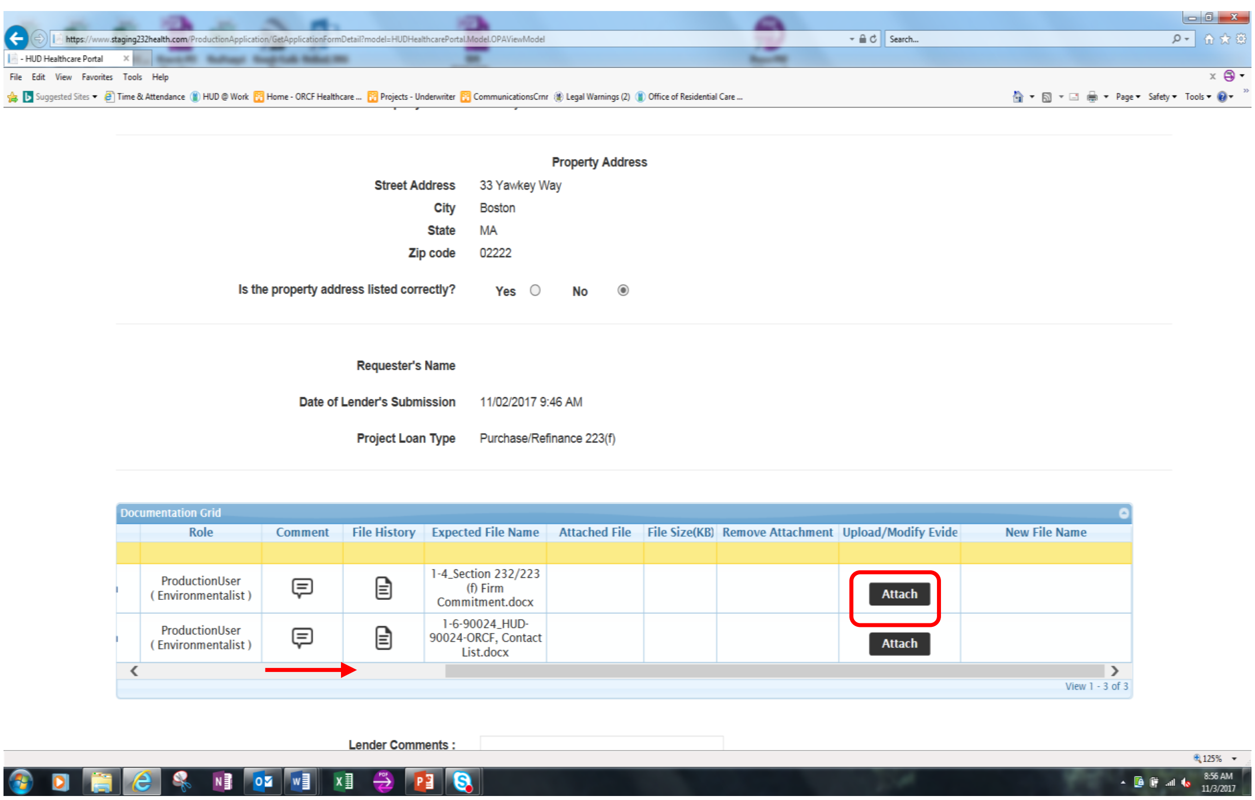


11. The "❚❚" (Pause icon) = **Awaiting Action from someone else**, the "■" (Stop icon) = **All Actions are Complete**, the "▶" (Play icon) = **Awaiting action from you**. The Play icon indicates a response needs to be submitted to the ORCF reviewer to continue processing.

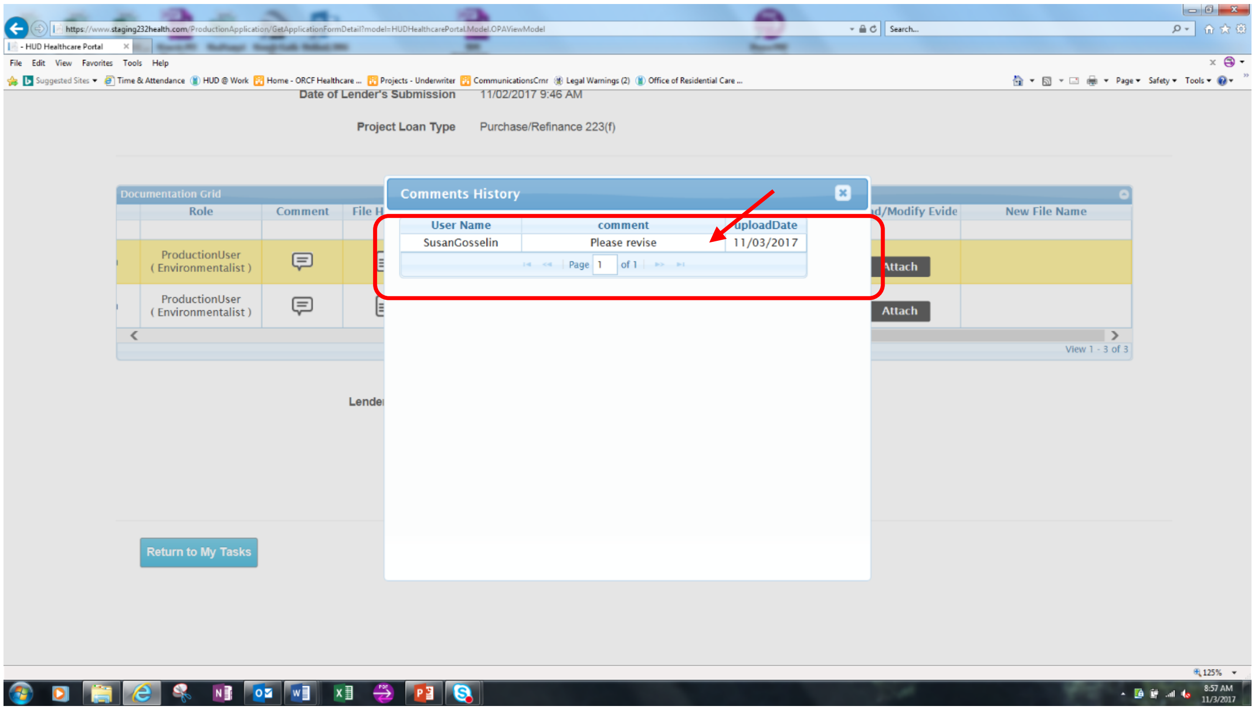
12. Access the RAI detail by clicking on the RAI task link.



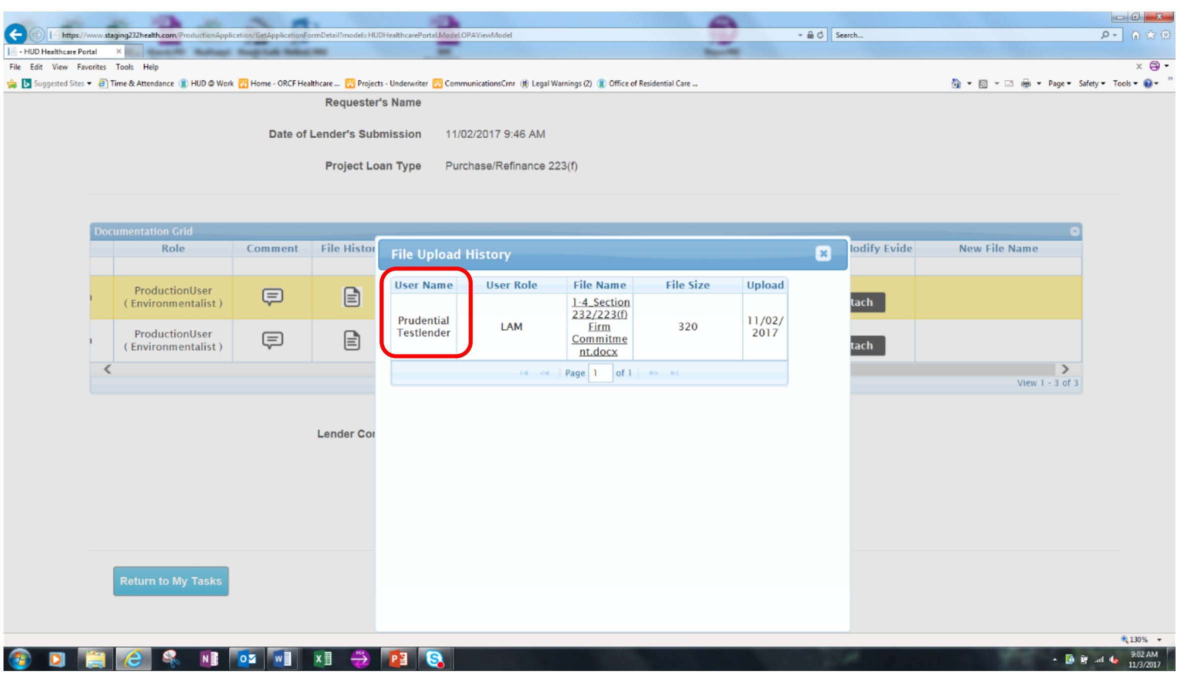
13. Scroll right to see the "Attach" file button. This button opens up the lender's ability to submit additional documentation as requested by the ORCF reviewer.



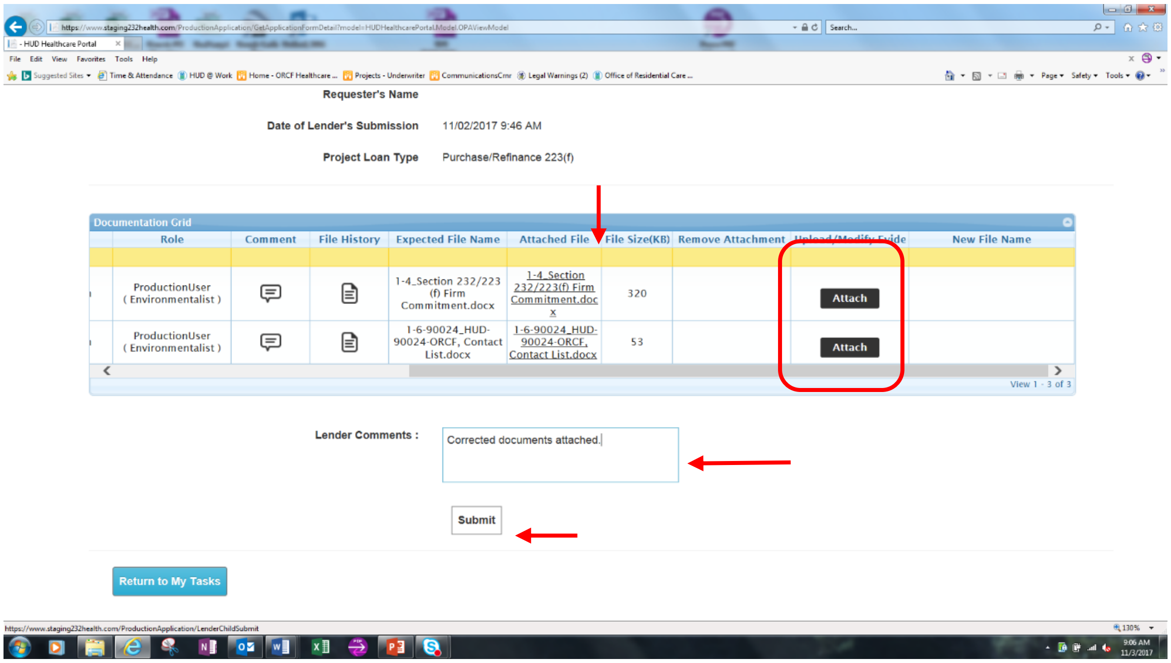
14. A pop-up box with reviewer comments can be viewed by clicking on the Comment icon.



15. A file history pop-up box can also be viewed by clicking on the File History icon.



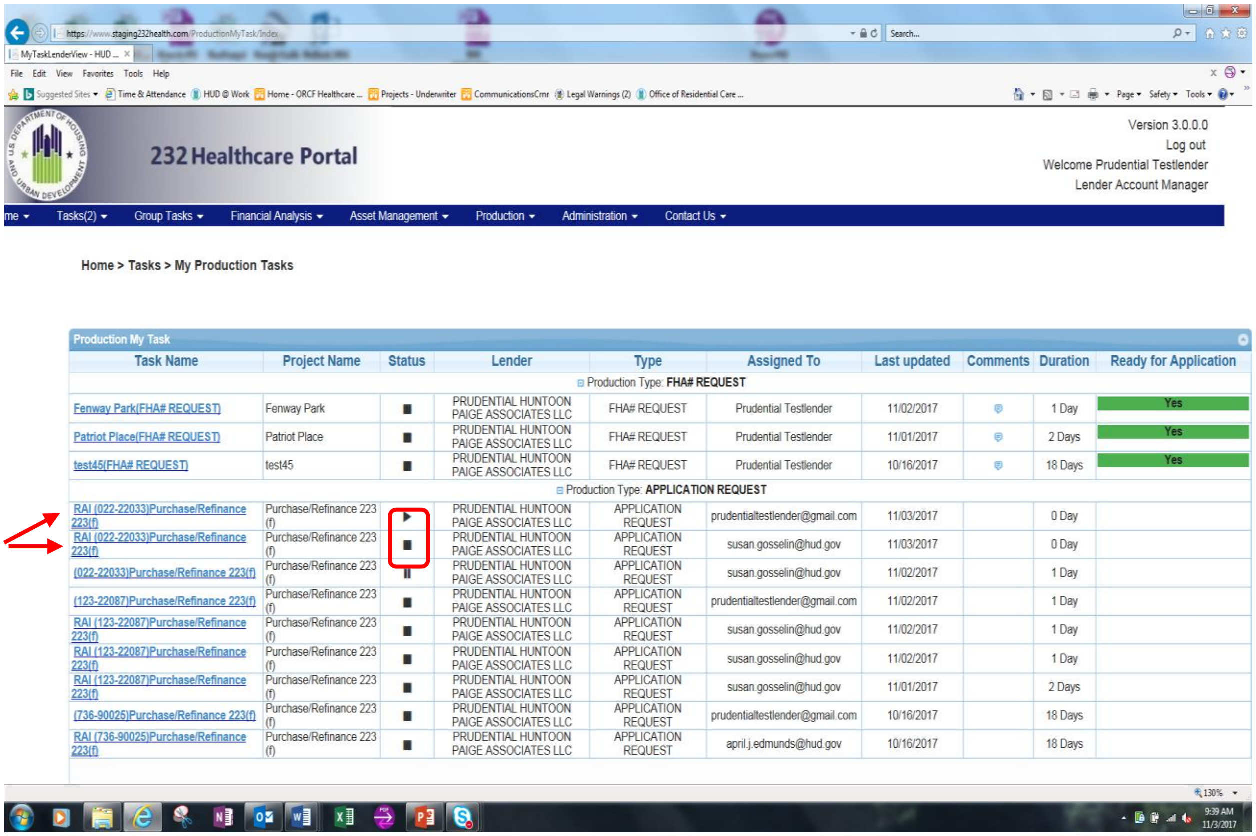
16. Attach updated files and add Comments to Submit the RAI response. (Note: It may be necessary to send a separate email to the ORCF reviewer if a full submission response option is not available in the Portal.)



The ORCF reviewer will see a new task with the RAI response, and will complete the review or request further additional information.

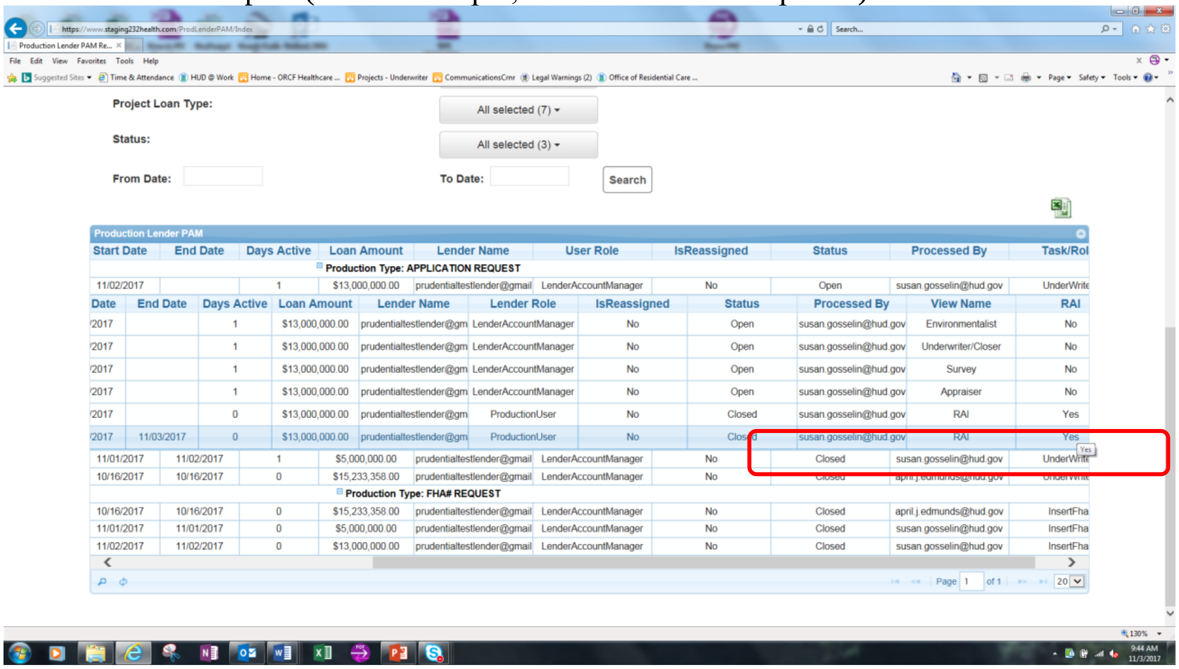
The Lender will see the updates on their My Production Tasks and PAM report, as well as emails for any additional requests.

17. On the My Production Tasks tab (note in this example one RAI is awaiting lender action (Pause icon), and one RAI is complete (Stop icon):



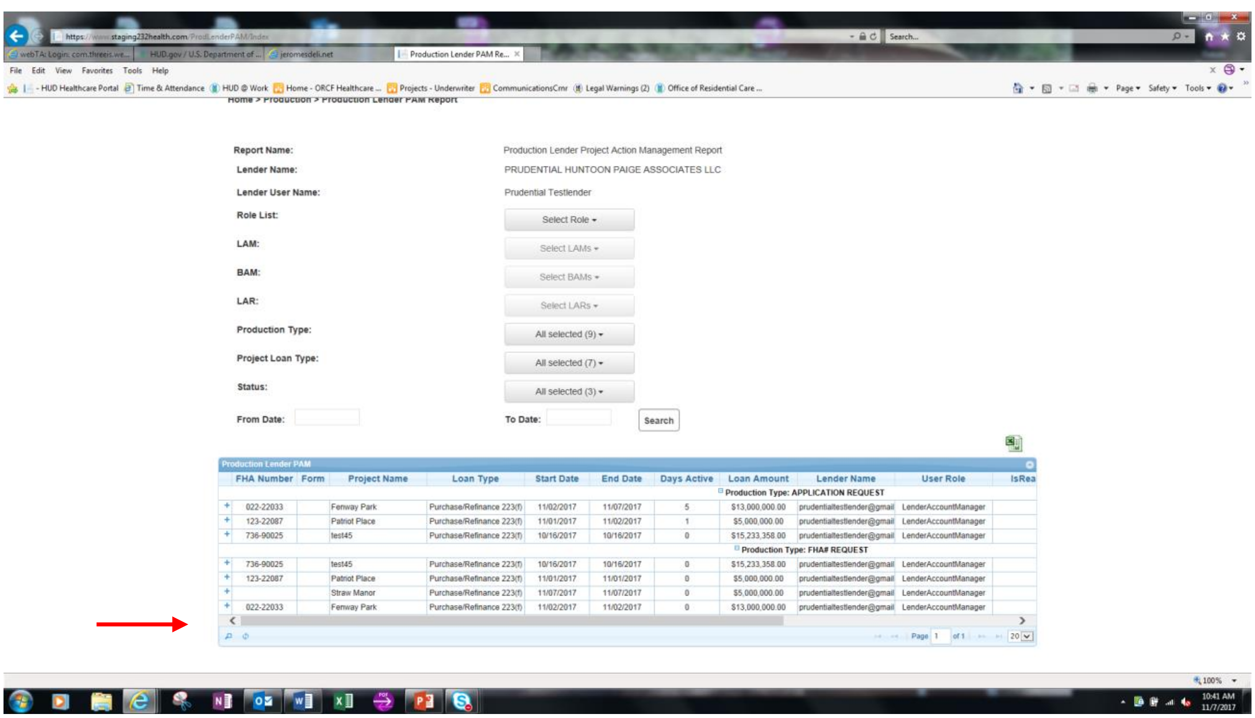
Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHA# REQUEST									
Fenway Park(FHA# REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/02/2017		1 Day	Yes
Patriot Place(FHA# REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/01/2017		2 Days	Yes
test45(FHA# REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	▶	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/03/2017		0 Day	
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/03/2017		0 Day	
(022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	II	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
(123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
(736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	10/16/2017		18 Days	
RAI (736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

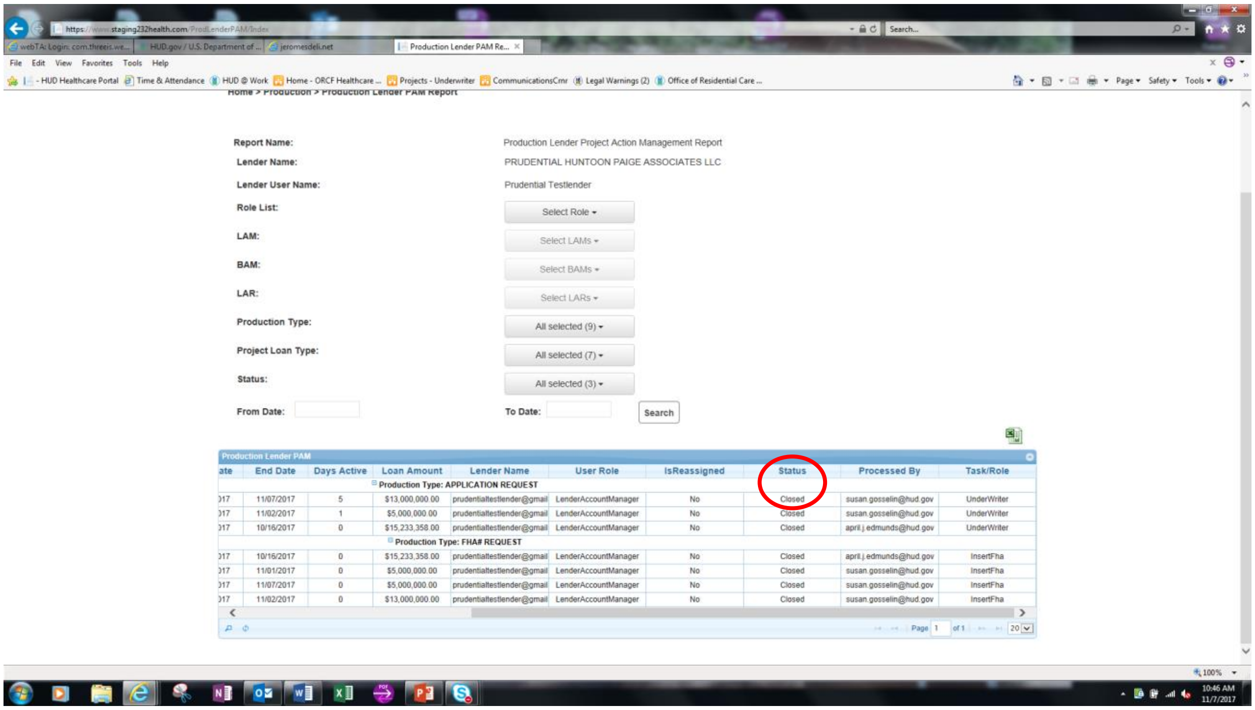
18. On the PAM Report (in this example, both RAI's are completed):



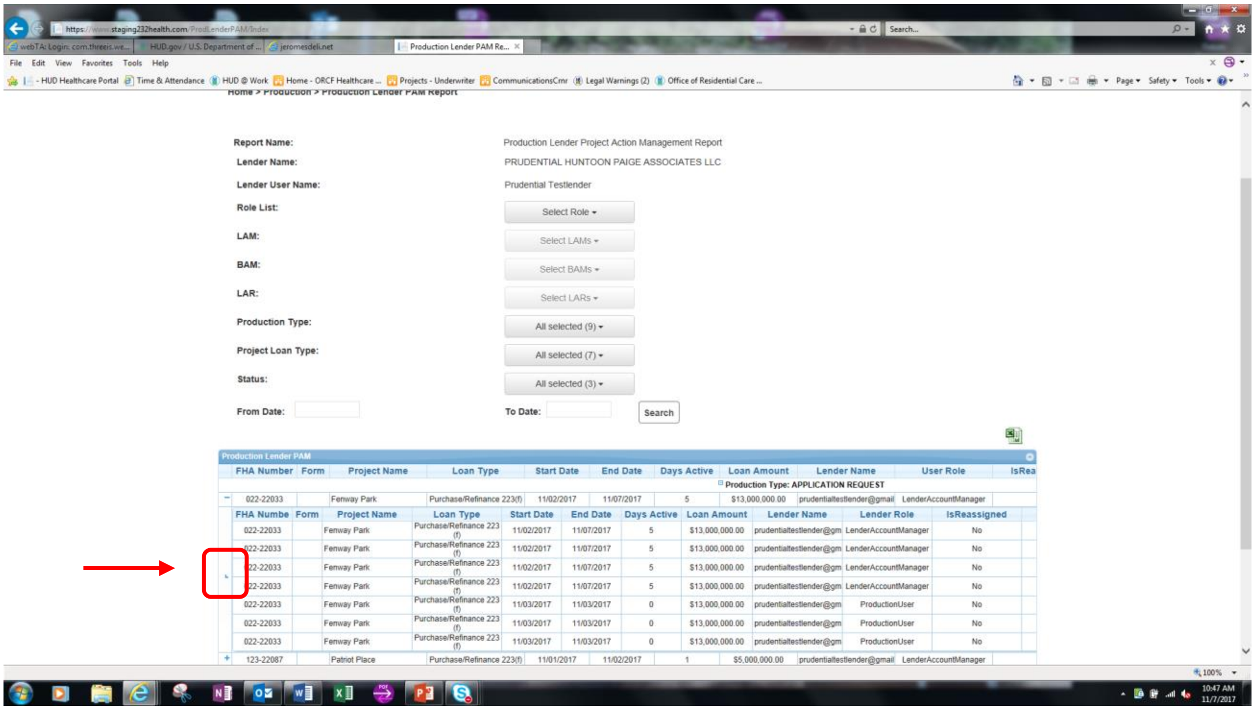
Once all reviews are complete, and the ORCF UW has presented the project to Loan Committee, the project will show in the Lender's PAM report as Completed.

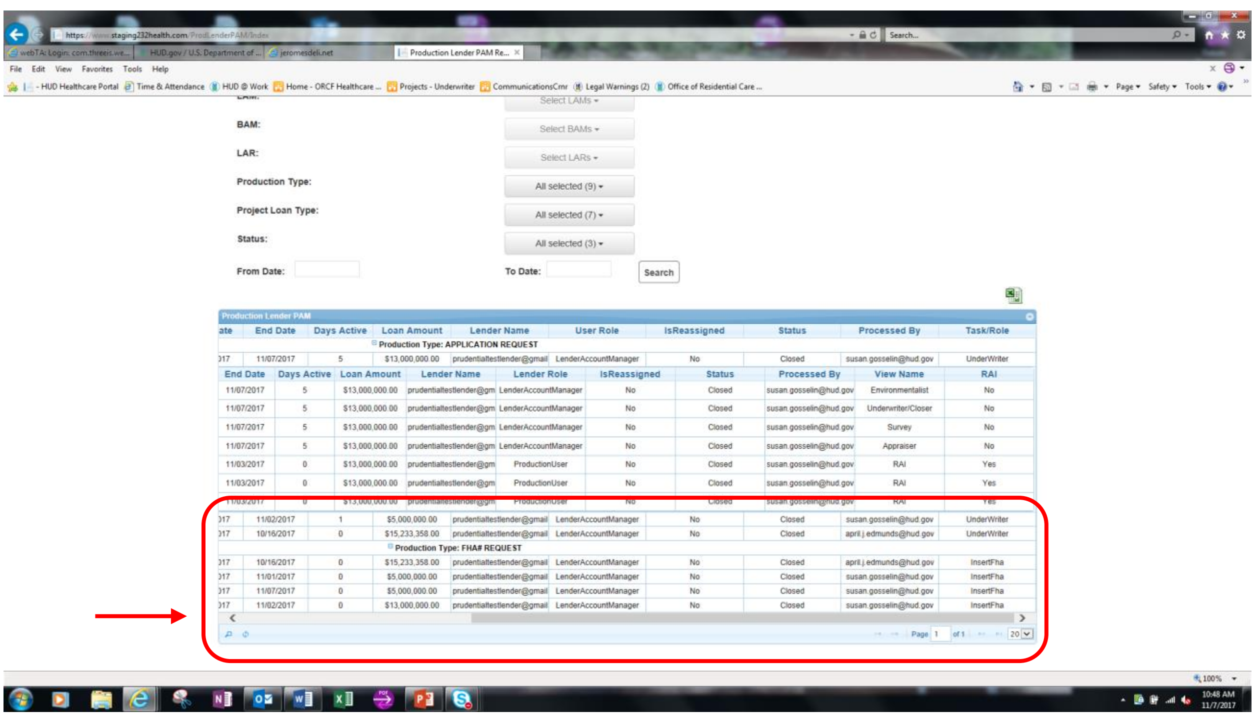
19. Open the Lender PAM report from the Production tab. Scroll to the right to see the Status.




Home > Production > Production Lender PAM Report
Report Name: Production Lender Project Action Management Report
Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
Lender User Name: Prudential Testlender
Role List: Select Role
LAM: Select LAMs
BAM: Select BAMs
LAR: Select LARs
Production Type: All selected (9)
Project Loan Type: All selected (7)
Status: All selected (3)
From Date:
To Date:
Search
Production Lender PAM
ate | End Date | Days Active | Loan Amount | Lender Name | User Role | IsReassigned | Status | Processed By | Task/Role
Production Type: APPLICATION REQUEST
017 | 11/07/2017 | 5 | $13,000,000.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | susan.gosselin@hud.gov | UnderWriter
017 | 11/02/2017 | 1 | $5,000,000.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | susan.gosselin@hud.gov | UnderWriter
017 | 10/16/2017 | 0 | $15,233,358.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | april.j.edmunds@hud.gov | UnderWriter
Production Type: FHA# REQUEST
017 | 10/16/2017 | 0 | $15,233,358.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | april.j.edmunds@hud.gov | InsertFha
017 | 11/01/2017 | 0 | $5,000,000.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | susan.gosselin@hud.gov | InsertFha
017 | 11/07/2017 | 0 | $5,000,000.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | susan.gosselin@hud.gov | InsertFha
017 | 11/02/2017 | 0 | $13,000,000.00 | prudentialtestlender@gmail | LenderAccountManager | No | Closed | susan.gosselin@hud.gov | InsertFha
Page 1 of 1
20

20. Clicking on the “+” sign next to the FHA # will expand the list to show the status of each individual review.





21. The project will now be available to start in the Closing process when ready.