

LEAP

Lender Electronic Assessment Portal



Lender Electronic Assessment Portal

LEAP User Manual

U.S. Department of Housing and Urban Development

March 2024



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Document History

Version No.	Date	Revision Description
V1.0	05/19/2014	Initial version
V1.1	10/2/2015	Updated Sections 5.4, 5.6, 8.1, 9, 10.3; Added Section 8.2; Added references to resubmitting payments in payment sections.
V1.2	02/5/2016	Updated Sections 2, 5.4.1, 5.4.3; Added Section 2.1.
V1.3	03/22/2017	Updated Sections 5.4.2
V1.4	04/05/2018	Updated Sections 7 for recertification packages.
V1.5	4/16/2019	Updated sections for Releases 4.1, 4.2, 4.3, and 4.4
V1.6	3/31/2021	Updated sections 9.1, 5.6 for LEAP release 5.0.3 ADF changes
V1.7	9/30/2022	Updated section 1.1 with official HUD supported browsers.
V1.8	12/15/2022	Updated section 2.2 to add new user role; updated Section 5.1 to incorporate instructions for updating the UEI
V1.9	3/4/2024	Updated to incorporate UEI Validation in Section 5.2; revised section 3 to “Navigating in LEAP”; moved Help and FAQs to new section 14; moved UEI information from section 4 to section 5.



1. Introduction



1. Introduction

The Lender Electronic Assessment Portal (LEAP) is the access portal for all Federal Housing Administration (FHA) Lender Approval and Recertification activities, including:

- Managing lender Institution and Branch profile information
- Maintaining other lender data such as Cash Flow Accounts
- Submitting requests and receiving notifications
- Completing the annual Recertification process.

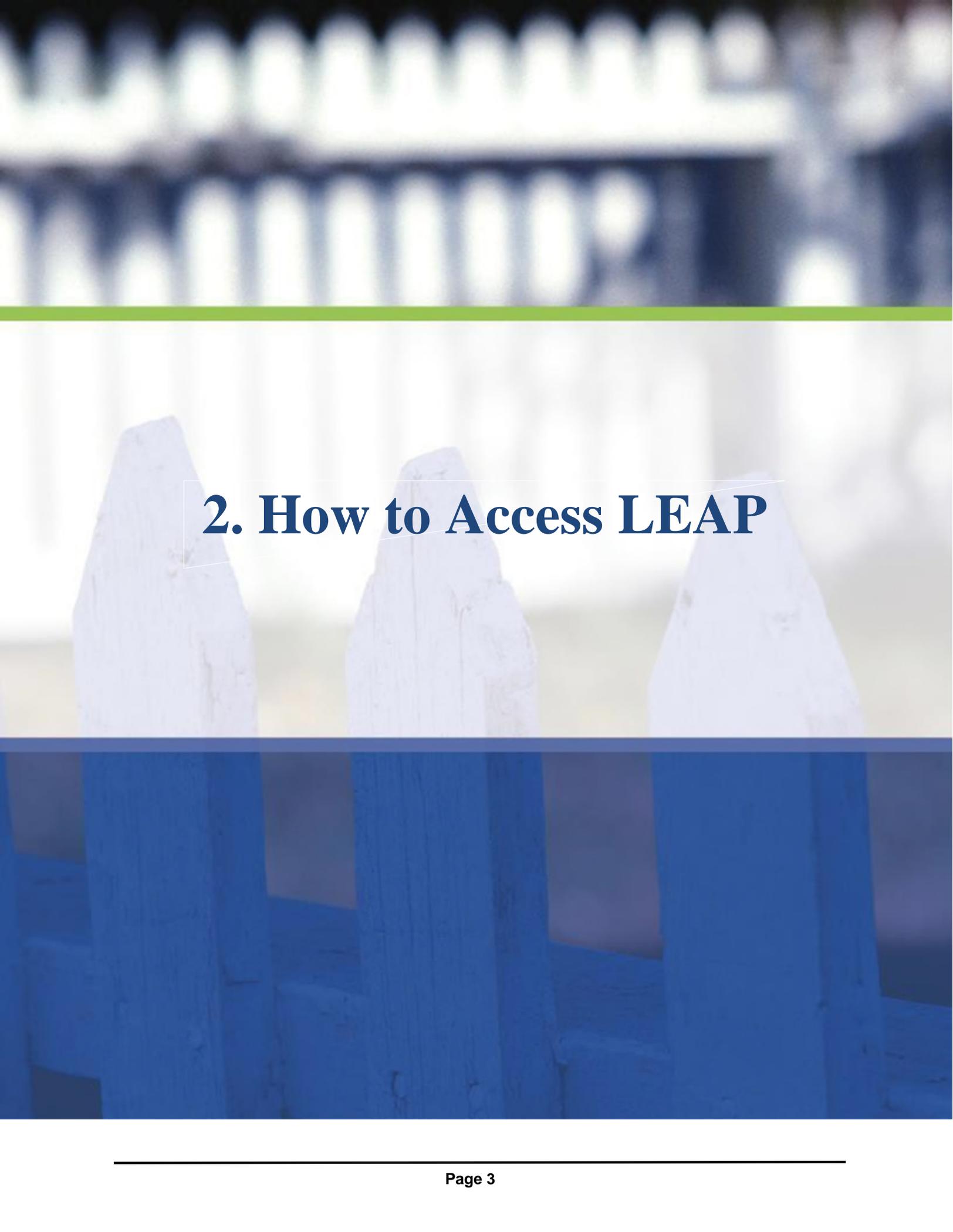
1.1 System Requirements

LEAP requires one of the following Internet browsers with cookies enabled, versions (or higher):

- Chrome 34
- Firefox 27

Users must currently have active FHA Connection credentials and the appropriate permissions (see section [2.1 Authorization Role](#)) for LEAP. Permissions are controlled by each Institution's FHA Connection Application Coordinators. Lenders with both Title I and Title II authorities must enter the FHA ID in both boxes during registration to access LEAP.

For more information regarding FHA Connection access/registration please visit: <https://entp.hud.gov/clas/reginfo.cfm>.



2. How to Access LEAP

2. How to Access LEAP

Sign on to FHA Connection, select Lender Functions from the Main Menu page, and then select Lender Electronic Assessment Portal (Figure 1). Lender users with M-IDs and IPA users with I-IDs can access LEAP through FHA Connection by navigating to the LEAP link in the Lender Functions menu.

NOTE: Attempting to access LEAP through browser bookmarks or the “Back” or “Forward” buttons in your browser may cause unexpected behavior.

The figure consists of three sequential screenshots of the FHA Connection website, illustrating the steps to access the Lender Electronic Assessment Portal (LEAP).

Step 1: The first screenshot shows the homepage with the "Sign on" button highlighted. A red arrow points to the button with the text: "Click 'Sign on' to enter your user ID and password to sign on to the FHA Connection".

Step 2: The second screenshot shows the "Lender Functions" menu highlighted. A red arrow points to the menu with the text: "Select Lender Functions".

Step 3: The third screenshot shows the "Lender Functions" page with the "Lender Electronic Assessment Portal" link highlighted. A red arrow points to the link with the text: "Click link to access LEAP".

Figure 1: Accessing the Lender Electronic Assessment Portal (LEAP)

2.1 Authorization Role Definitions

The FHA Connection Application Coordinator(s) for each institution is responsible for assigning the LEAP roles defined below, to each user in the organization according to the business needs. Users having issues accessing LEAP, should contact an Application Coordinator to validate that the correct roles are assigned to your user profile in FHA Connection.

Institution View Only

- All LEAP users should have, at a minimum, Institution View Only access.
- Users must have this box checked in the FHA Connection to be able to access LEAP.
- Users can view all Institution and Branch screens, Request screens, Notice of Material Event screens, and History screens.

Institution Data Entry

- Users can update the Institution Profile information, including addresses and Principal-Agent affiliations.
- Users can edit all Institution screens and the ability to submit requests (except Voluntary Withdrawal requests).
- Users can view all Notice of Material Event screens and History screens.

Branch Data Entry

- Users can add Branches and update Branch profile information including personnel and addresses.
- Users edit all Branch screens, including Areas Approved for Business.
- Users can view all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Notice of Material Events

- Users can submit Notices of Material Events and Merger/Acquisition requests.
- Users can edit all Notice of Material Event screens.
- Users can view all Institution and Branch screens, Request screens, and History screens.
- Users must have the “Institution Data Entry Role” to submit merger requests.

Recertification Data Entry

- Users can enter financial and audit related data (if applicable) for Recertification.
- Users can edit Recertification screens for Lender Data Verification, Audit Related Questions, and Financial Data Entry.
- Users can view Recertification screens for Certification, Payment and Extension Request, as well as all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Recertification Payment

- Users can submit payment information for the Recertification fee.
- Users can edit to the Recertification screens for Payment and Extension Request.
- Users can view Recertification screens for Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry, as well as all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Certifying Official

- An Institution can have a maximum of three individuals with the Certifying Official role, all of whom must be listed as Corporate Officers.
- Users can complete the Certification step for Recertification. edit access to the Certification screen and the ability to submit a voluntary withdrawal.
- User can view to Recertification screens for Lender Data Verification, Audit Related Questions, Payment, and Financial Data Entry, as well as all Institution screens, Request screens, Notice of Material Event screens, History screens, and Cash Flow Account Setup screens.

Cash Flow Account Setup

- Users can add, edit, and delete cash flow and Electronic Fund Transfer (EFT) accounts.
- Users can edit all Cash Flow Account Setup and EFT Account Setup screens.
- Users can view all Institution screens, Request screens, Notice of Material Event screens, and History screens.

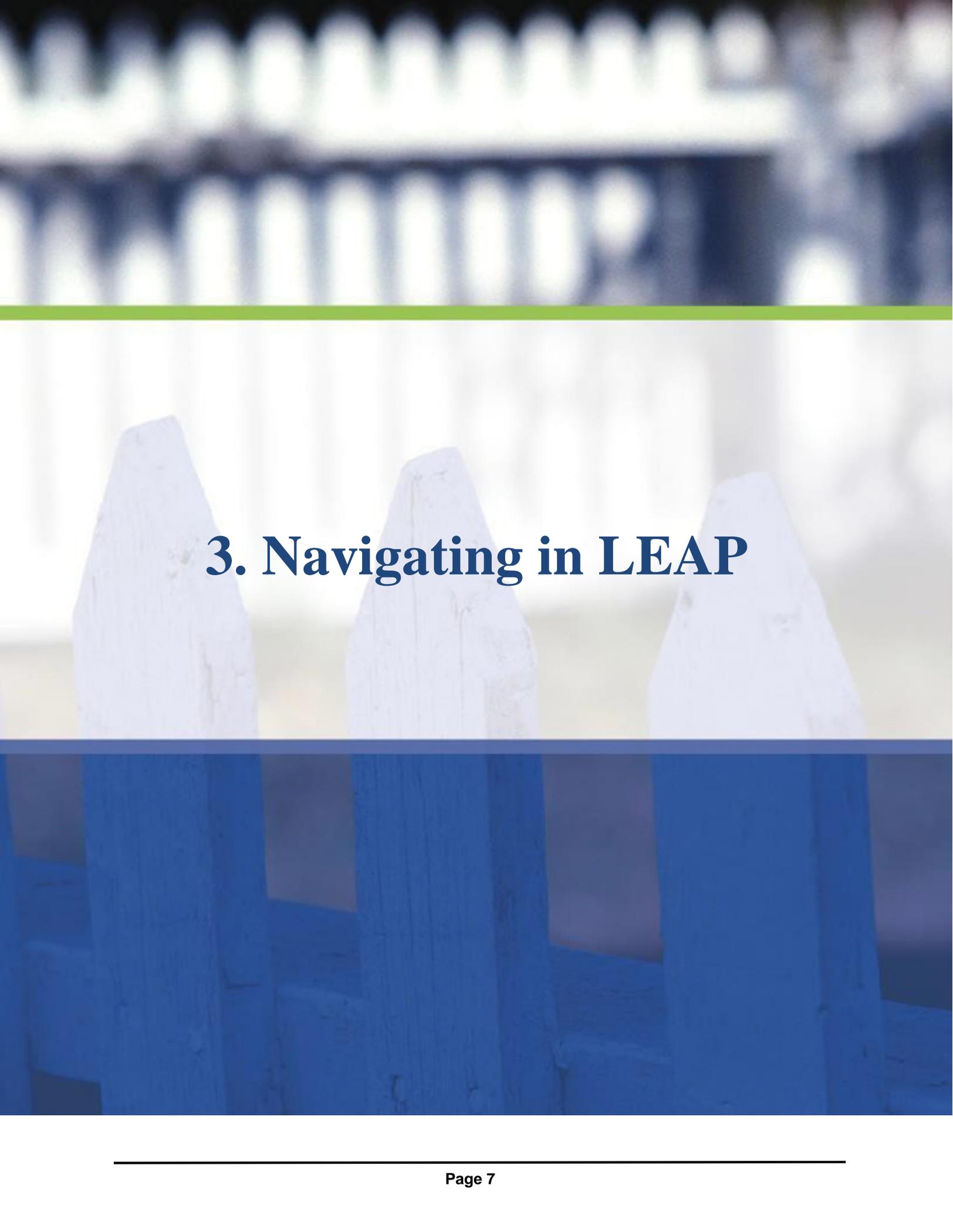
2.2 IPA User Registration

The Independent Public Accountant (IPA) users must have an I-ID registered through HUD Secure Systems and may have the IPA role assigned for multiple Institutions. IPA users can view, verify, and attest to the Institution's Recertification submission. Users may have the IPA role assigned to them for multiple Institutions.

IPA's can only edit the IPA screens to complete the required attestation but can only view the Institution's Audit Related Questions and Financial Data Entry screens.

All auditors must access Secure Systems to begin the setup process for LEAP by registering as an Independent User. The following is the setup process for an IPA user:

- 1) Receive Independent User I-ID by registering in Secure Systems:
(http://www.hud.gov/offices/reac/online/online_registration.cfm)
- 2) Lender's FHA Connection Application Coordinator assigns the auditor I-ID the role of IPA.
- 3) IPA applies for a [Unique IPA Identifier](#) (UII) number. Only one UII number is generated per auditing firm so if the auditor already has a UII there is no need to apply for another. The UII Number is ***not*** the same as the Institution ID.
- 4) The IPA UII number is provided to the lender and entered during the Recertification process.



3. Navigating in LEAP

3. Navigating in LEAP

3.1 General Tips

This section provides some tips for general usability when interacting with the LEAP system. Further, it describes what a user can expect the first time they log into LEAP.

The icons below are used throughout this document to indicate tips, warnings and/or important notes:

Suggested tip for a specific screen or process.

Warning or important note for a specific screen or process

3.1.1 Administrative Contact Pop-Up

The Administrative Contact is the point of contact associated with the Institution's Administrative Address. The e-mail addresses associated with the Administrative Contact will receive all correspondence from LEAP. If the Institution does not already have an Administrative Contact identified the first time an Institution user logs into LEAP, the system will prompt the user to enter required information. Enter all required information and click "Save." The user will not be able to proceed until this step has been completed. Once the Administrative Contact information has been saved, the Administrative Contact pop-up will not reappear for any future log-in.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

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Update Administrative Contact Information

Your Institution profile does not contain the required Administrative Contact information.
Please complete the missing required fields below and click 'Save' to make the updates.

* First Name:
Middle Initial:
* Last Name:
* Email Address:
Secondary Email Address:
* Phone Number:
* Fax Number:

SAVE

Authorized For: Title 2 DE HECM
Title 2 DE Forward
LI Forward

Initial Administrative Contact Information pop-up

For information on how to maintain and update the Institution Administrative Contact once it has been added, see section [5.4 Maintaining Administrative](#).

3.1.2 Attaching Documents

There are several screens where lenders have the option to submit required or optional supporting documentation via attachments. When this option is available, the panel below will be displayed.



Attachments Panel

To add attachments for upload, click the . To delete an attachment, click the .

Small visual differences exist among different browsers when attaching documents.

Attachments cannot be larger than 5MB per file.

3.1.3 Sorting On-Screen Information

It is possible to change the order of the columns in LEAP by selecting and moving the column. In this example, the user wishes to move the “Status Date” column.

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

With the “Status Date” column selected, hold down and drag to the desired location.

Log

LEAP

Lender Electronic Assessment Portal U.S. Dep.

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Request Open Date	Request Type	Status Date	Request Subtype	Status
1	05/07/2014 11:53:08	Lender Org Change	05/07/2014	New Corporate Officer	Request Additional Information

The “Status Date” column will then appear in the new location.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

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Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Status Date	Request Open Date	Request Type	Request Subtype	Status	Requestor Comments
1	05/07/2014	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	Request Additional Information	Please add New Officer.

LEAP enables the user to sort individual columns by hovering over the column header and selecting the up or down arrows that appear.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

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Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Request Open Date ▾	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/07/2014 11:53:08 Sort Descending	Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

3.1.4 On-Screen Links

The table below describes the Home, Contact Us, Help, and Logout links found in LEAP in the upper-right portion of the screen. These links can be clicked at any time. “Logged in As” is not a link, but shows the user the Institution ID and Credential (M-ID, I-ID) that is currently logged into the system.

Link	Description
Home	The “Home” link will navigate the user back to the Institution Summary screen
Contact Us	The “Contact Us” link will navigate the user to the FHA Resource Center page.
Help	The “Help” link will launch the LEAP User Manual.
Logout	The “Logout” link will log the user out of LEAP and take the user to the FHA Connection screen. In order to access LEAP again the user will need to log back in through the FHA Connection.
Logged in As	“Logged in As” shows the user the Institution ID and the user credential for who the user is logged in as.



4. Home Page

4. Home Page

4.1 LEAP Menu Bar

The LEAP Menu Bar is displayed in the blue ribbon at the top of the screen and provides access to categories and subcategories of functionality in the system.



LEAP Menu Bar

The table below represents all menu options in LEAP. When using the application, users can click a category from the Menu Bar to expand the associated subcategories.

Menu Categories	Subcategories
Home	
Institution	Addresses
	Corporate Personnel
	Doing Business As
	Affiliations
	Areas Approved for
	Notice of Material Event
Branches	Add New Branch
	Branch List and Details
	Areas Approved for
Recertification	Submit Recertification
	Recert Extension Request
History	Payment History
	Correspondence History
	Recertification History
Requests	Create New Request
	View/Edit Submitted
Cash Flow Account	
EFT Account Setup	

4.2 Institution Summary

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is prominent, along with navigation links for Home, Contact Us, Help, and Logout. The user is logged in as DANIEL SZPARAGA (MSG805). The main navigation bar includes Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The current page title is "00001-The Village - OLAPC".

The main content area contains a disclaimer about information collection requirements, followed by four data panels:

- Panel 1 (Top Left):** Institution ID: 00001; Insurance Type: Title 1 and Title 2; Mortgagee Type: Supervised Institution; Supervising Agency: Not Applicable.
- Panel 2 (Top Right):** Tax ID: 53-0196955; NMLS ID: 111111; UEI Number: 387722387341.
- Panel 3 (Bottom Left):** Fiscal Year End Date: December 31; Recertification Due Date: 06/30/2020; Last Recertification Date: 06/03/2016; Last Payment Received Date: 08/18/2019.
- Panel 4 (Bottom Right):** Total Active Branches: 0; Functions Authorized to Perform: Originate Single Family, Service Single Family, Title 2 DE Forward; Authorized For: Title 1 DE, Base, LI Forward.

At the bottom, there are three summary panels:

- Notices:** (Empty)
- Pending & Upcoming Activities:**
 - Your Recertification is past due
 - Your Recertification Certification Statement must be completed.
 - Recertification Payment Rejected. Please Resubmit.
 - You may submit a response to your Proposed Underwrite Credit Watch Termination.
- Outstanding Requests:**
 - Your Notice of Material Event of Change in Partnership is under review by OLAPC.

Institution Summary screen

The Institution Summary screen provides a quick reference for basic information about the Institution which includes the 5-digit Institution ID number, Unique Entity Identifier (UEI) Number, National Mortgage Licensing System (NMLS) Number, key dates, and program authorizations. This summary data is presented in four distinct panels below the menu bar.

At the bottom portion of the Institution Summary, the user is presented with three more panels:

- Notices – See section [4.2.1 - Notices](#)
- Pending & Upcoming Activities – See section [4.2.2 Pending & Upcoming Activities](#)
- Outstanding Requests – See section [4.2.3 Outstanding Requests](#)

The information located in these panels is updated in real time based on key dates and actions you enter, perform, or initiate in LEAP. In this example, within the “Pending & Upcoming Activities” section, the user is being notified that the Institution’s Recertification is past due.

4.2.1 Notices

Notices provide information regarding actions affecting the Institution. No action by the Institution regarding to address Notices, they are simply a method for communicating status. All notices are deleted 30 days after they are created.

4.2.2 Pending & Upcoming Activities

Pending & Upcoming Activities display reminder messages when an action is required by the institution. For example, Pending & Upcoming Activities can include submitting an Institution's Recertification package or responding to a proposed Credit Watch Termination. Pending & Upcoming Activities will be deleted only after the required action has been completed.

4.2.3 Outstanding Requests

Outstanding Requests display a Request or Notice of Material Event that has been submitted by an institution and is under review by FHA. Outstanding Requests will continue to be displayed until FHA Approves, Disapproves, or Requests Additional Information on the request. If FHA Requests Additional Information, an e-mail will be sent to the institution's Administrative Contact and a Notice will be updated on the Institution Home Page. Outstanding Requests will be deleted once approved or rejected.

If the Institution does not reply to a request for additional information in a timely manner, Notices of Material Event will be moved to a status of "Incomplete Submission", Requests will be rejected. In either case, an automated email will be sent to the Institution's Administrative Contact.



5. Institution

5. Institution

LEAP allows users to manage the data in the Institution Profile. To view or edit Institution-level information, click “Institution” from the Menu Bar and select from the available options; Profile Details, Addresses, Corporate Personnel, Doing Business As Names, Affiliations, Areas Approved for Business, and Notice of Material Event.

Home | Contact Us | Help | Logout
Logged in as: ADVANTAGE LENDING LL LEAP ADF I (MZ0Y25)

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U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

00176-Advantage Lending, LLC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 00176 Insurance Type: Title 2 Mortgagee Type: Non-Supervised Institution Supervising Agency: Not Applicable	Tax ID: 20-0948440 NMLS ID: 56871 UEI Number: FTDYWR8Q6D38 UEI Registration Status: Active UEI Expiration Date: 01/23/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: 03/31/2020 Last Payment Received Date: 03/11/2020	Total Active Branches: 0 Functions Authorized to Perform: Originate Single Family Authorized For: Base Title 2 DE Forward

Institution Summary

5.1 Updating the NMLS ID

To update the Nationwide Mortgage Licensing System (NMLS) ID click the “Edit” button and enter the new value(s), and then save the record by clicking “Ok”.

5.2 Entering the UEI Number

To update the UEI Number click the “Edit” button and enter the new value(s), and then save the record by clicking “Ok”.

The UEI Number is a unique twelve-digit alphanumeric value required for all FHA approved lenders according to [FHA Single Family Housing Policy Handbook 4000.1](#). The UEI is for organizations that are currently doing business with or desire to do business with the Federal Government. Lenders and Institutions can obtain a UEI by registering with SAM.gov.

For initial entry into LEAP, the user must perform a double entry of the UEI Number before validation. To validate their UEI Number click the “Click Here to Validate UEI Number” link. Once the UEI Number is validated, the system will populate the UEI Registration Status and UEI Registration Expiration Date in the LEAP Institution Profile. Updates made to SAM.gov will be reflected in LEAP the next week, following the regular system validation.

Once the UEI Number has been validated in LEAP, the field is locked and can no longer be updated through LEAP. You must submit an Ad Hoc request in LEAP, including a written explanation for the change on your institution letterhead. For details on submitting a request to FHA, see section [9 - Requests](#).

Edit Institution Profile

5.3 UEI Registration Status and Expiration

The UEI Registration Status and UEI Expiration Date are updated in the Institution Profile through an automated validation process in LEAP. LEAP uses the UEI Number entered in the Institution Profile to search SAM.gov and returns the core registration data that aligns with the requirements in [FHA Single Family Housing Policy Handbook 4000.1](#). The UEI data in LEAP is refreshed weekly for all institutions, and again for each institution on the UEI Expiration Date populated in the Institution Profile.

5.3.1 Inactive Registration Status

If, during validation, SAM.gov returns the UEI Registration Status of “Inactive” in the Institution Profile, you must visit SAM.gov and complete the renewal¹ process to return the entity’s registration

¹ View the SAM.gov Knowledge Base article [How do I update/renew an existing entity registration in SAM.gov?](#) for more information.

status “Active Registration”. You should refer to the SAM.gov Federal Service Desk at [FSD.gov](https://www.fsd.gov) to access their Knowledge Base for more information on renewing an existing entity registration in SAM.gov.

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27947-APEX HOME LOANS INC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 27947 Insurance Type: Title 2 Mortgagee Type: Non-Supervised Institution Supervising Agency: Other (HUD Supervised)	Tax ID: 52-2075704 NMLS ID: 2884 UEI Number: QV57UAZ7QJX3 UEI Registration Status: Inactive UEI Expiration Date: 03/19/2023
--	---

Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.

Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2021 Last Recertification Date: 04/30/2020 Last Payment Received Date: 01/15/2020	Total Active Branches: 10 Functions Authorized to Perform: Originate Single Family Service Single Family Authorized For: Title 2 DE HECM Title 2 DE Forward
--	---

Notices

- You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for the Recertification process.

Pending & Upcoming Activities

- Your Recertification is past due

Outstanding Requests

Institution UEI Number Inactive

5.3.2 UEI Registration Not Found

If, during validation, the UEI Number entered in the Institution Profile cannot be found in SAM.gov during the LEAP validation, you have not initiated validation in SAM.gov to receive a status of “Active Registration”. You should refer to the SAM.gov Federal Service Desk at [FSD.gov](https://www.fsd.gov) to access their Knowledge Base for more information on entity validation² in SAM.gov.

² View the SAM.gov Knowledge Base article [Starting Entity Validation as an Existing Entity](#) for more information.

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)
 Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

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[Home](#) | [Institution](#) | [Branches](#) | [Recertification](#) | [History](#) | [Requests](#) | [Cash Flow Account Setup](#) | [EFT Account Setup](#)

29208-AFFORDABLE MORTGAGE ADVISORS LLC

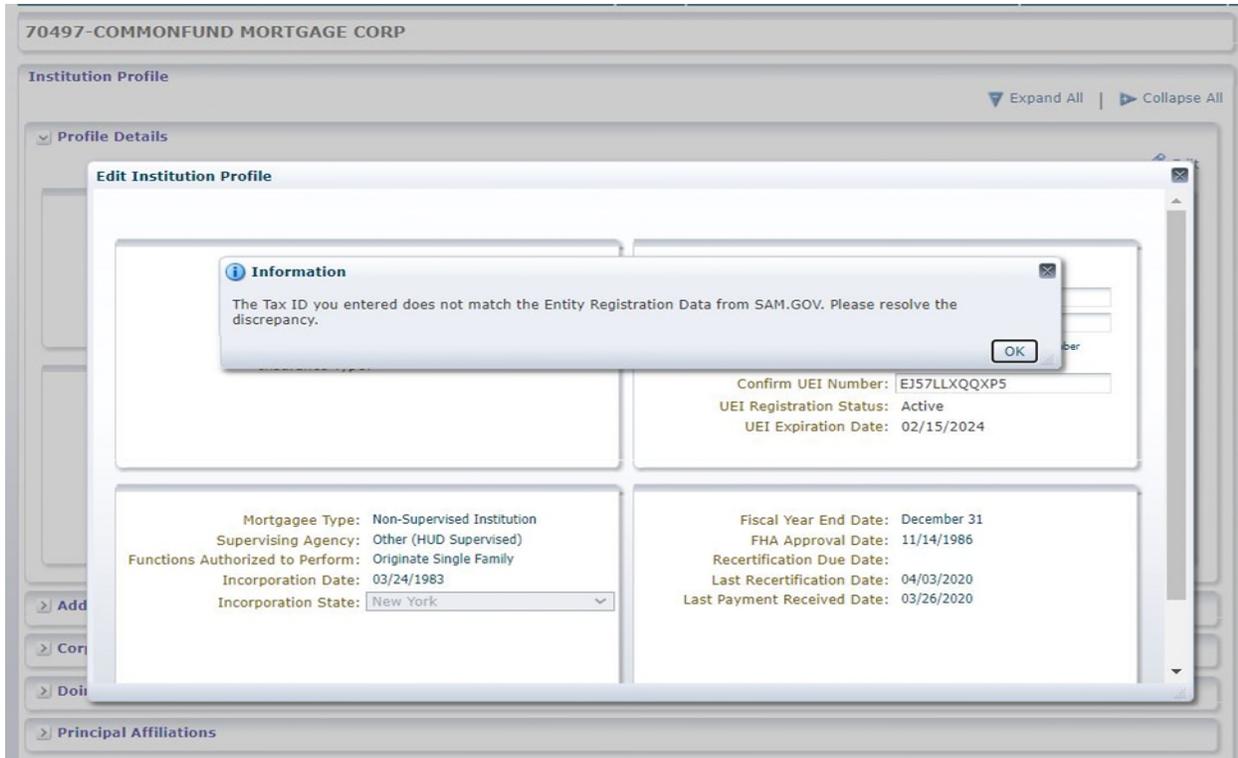
The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: UEI Registration Status: UEI Expiration Date: Note: You have not entered an active UEI Number associated with SAM.gov. Please enter an active UEI Number for system validation to occur.
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Institution UEI Number Not Found in SAM.gov

5.3.3 UEI Tax ID Number Doesn't Match

If, during validation, the UEI Number entered returns a Tax ID from SAM.gov that doesn't match the Institution's Tax ID in LEAP, a warning message will be displayed, and the information will not be stored in LEAP. The user has two options at this point. Either submit a Request in LEAP ADF to update their Tax ID on their record or correct the issue in SAM.gov and then re-enter the UEI Number.



5.4 Addresses and Contact Information

There are eight possible addresses associated with an FHA approved Institution in LEAP: Administrative, CHUMS, Endorsement, Payee, Mailing, Premium, Servicing, and Geographic. Institutions must be authorized for servicing to update the servicing address. All addresses are validated with United States Postal Service (USPS).

The Administrative Address must have a designated point of contact or Administrative Contact; a point of contact is optional for other addresses.

5.4.1 Expanding Column Views

To expand a column, select the triple right arrow, followed by the “View” button, to open a pop-up.

Institution Profile ▼ Expand All | ► Collapse All

> Profile Details

▼ Address And Contact Information

+ Add Edit View

Address Type		Street Address	City	County	State	Zip Code	POC First
Geographic		3345 S VAL VISTA DR STE 300	GILBERT	MARICOPA	AZ	85297-7330	
Mailing		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Premium		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Endorsement	New ATTENTION	3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	
Payee		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
CHUMS		3345 S VAL VISTA DR STE 300	GILBERT		AZ	85297-7330	
Administrative		3345 S Val Vista Dr Ste 300	Gilbert		AZ	85297-7340	Christina ▼

Institution Profile - View Button

Within the pop-up, the user may view the entire length of each field. The user may also select and copy values.

View Address [Close]

Address

Address Type: Administrative ▼

Attention:

Street Address: 3345 S Val Vista Dr Ste 300

City: Gilbert

State: Arizona ▼

* Zip Code: 85297 7340

Point Of Contact

First Name: Christina

Middle Initial:

Last Name: Graham

Phone Number: 4805395230

Fax Number: 4805394915

Email Address: leapautobulkemails@gmail.com

Secondary Email: leapautobulkemails@gmail.com

OK

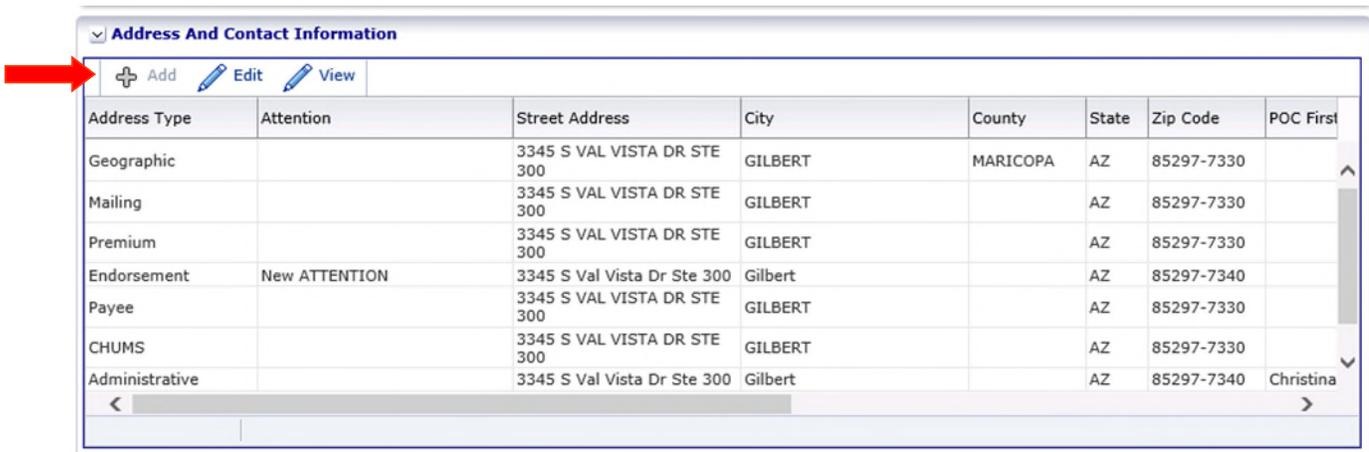
Institution Profile – View Pop-up

5.4.2 Adding an Address

To add an address, click the Institution drop-down list on the Menu Bar and select “Addresses.” The Address and Contact Information panel will expand and display all addresses currently on record for the Institution.

Click the “Add” button and enter the required fields.

The Add button will only be active if there is a missing Address Type. If the Add button is inactive, use the edit button as described in section [5.3.3 Editing an Existing Address](#).

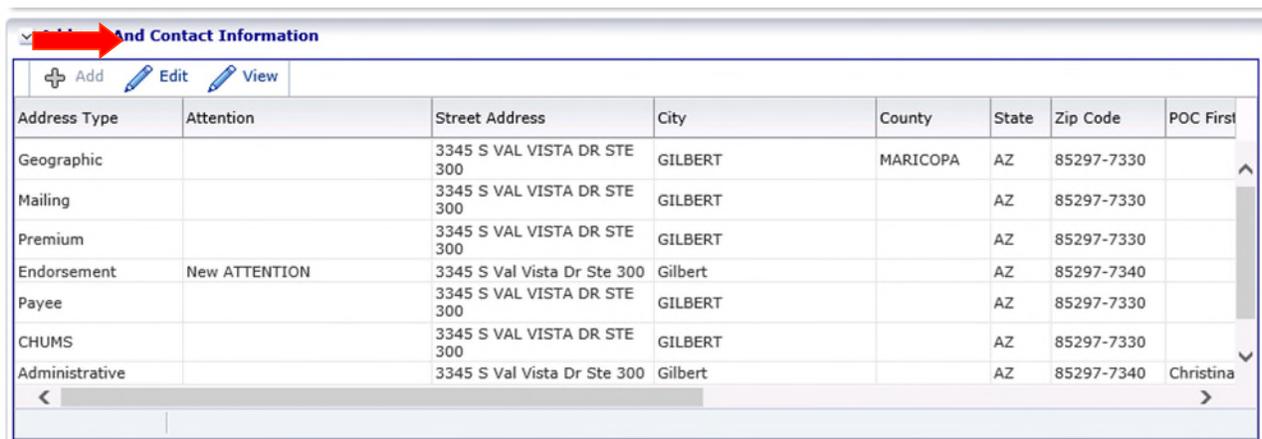


Institution Profile – Address and Contact panel expanded.

5.4.3 Editing an Existing Address

When a change associated with the Institution’s address is required, click the Institution drop-down list on the Menu Bar and select “Addresses.”

To edit an existing address, select the address by clicking on the specific address type, then click the “Edit” button.



Institution Profile – Address and Contact panel expanded

The Institution must have one address designated as Geographic

Clicking the “Edit” button opens the Edit Address pop-up. Edit any of the allowable fields and click “OK.”

Fields that can be edited will have a white background, whereas fields that cannot be edited will have a grey background.

The screenshot shows the 'Edit Address' pop-up window. The 'Address' section has a white background for the input fields, while the 'Point Of Contact' section has a grey background. The 'Address' section includes a dropdown for 'Address Type' (Geographic), a text field for 'Attention' (FHA MORTGAGE DEPARTMENT), a text field for 'Street Address' (171 Wiget Ln), a text field for 'City' (Walnut Creek), a dropdown for 'State' (California), and a text field for 'Zip Code' (94598). Below the 'State' dropdown is a link: 'Click Here to submit request for Geographic State Change'. The 'Point Of Contact' section includes text fields for 'First Name', 'Middle Initial', 'Last Name', 'Phone Number', 'Fax Number', 'Email Address', and 'Secondary Email'. At the bottom right of the pop-up are 'CANCEL' and 'OK' buttons. The background shows a sidebar with 'Institution Profile' and 'Address And Contact' sections.

Edit Address pop-up

To add or change an address for a different Address Type, navigate back to the Address and Contact Information panel in the Institution Profile screen and click “Add” or “Edit”.

5.4.4 Updating Geographic Address to a Different State

The Geographic Address cannot be edited by a user if the location is being changed to a different state. To change the Geographic Address to a different state, the Institution must submit a request to FHA with supporting documentation.

Users can select the Geographic Address from the Institution Profile – Address and Contact panel and click the “Edit”, then click the “Click here to submit request for Geographic State Change” link to submit a request. For details on submitting a request to FHA, see section [9 - Requests](#).

The screenshot shows the 'Edit Address' pop-up window. The 'Address' section contains the following fields and values:

- Address Type: Geographic
- Attention: FHA MORTGAGE DEPARTMENT
- Street Address: 171 Wiget Ln
- City: Walnut Creek
- State: California
- Zip Code: 94598

Below the state dropdown, there is a link: "Click Here to submit request for Geographic State Change".

The 'Point Of Contact' section contains the following fields:

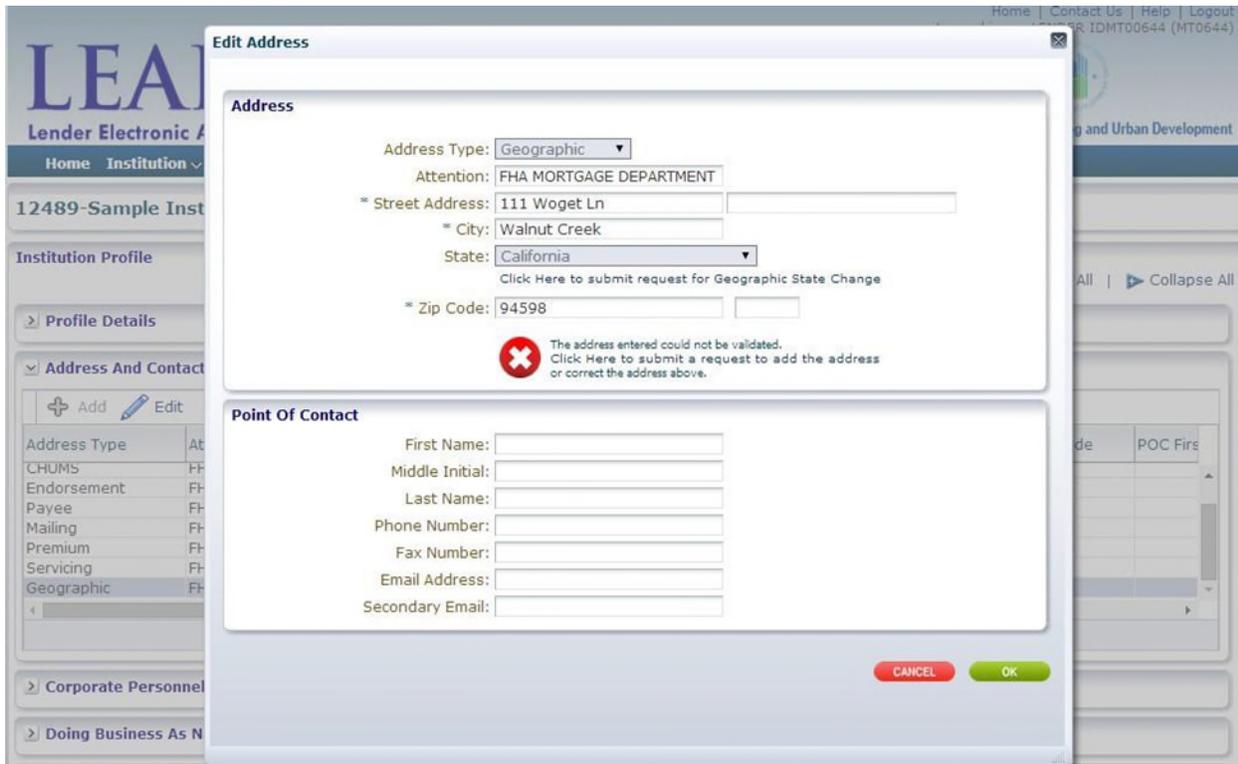
- First Name: [Empty]
- Middle Initial: [Empty]
- Last Name: [Empty]
- Phone Number: [Empty]
- Fax Number: [Empty]
- Email Address: [Empty]
- Secondary Email: [Empty]

At the bottom right of the pop-up, there are two buttons: 'CANCEL' (red) and 'OK' (green).

Edit Address pop-up

5.4.5 Editing an Address that USPS Does Not Recognize

After saving an address and clicking “OK,” if the address cannot be validated with the United States Postal Service (USPS), an error message will appear. This is normally due to an error that the user needs to correct, but in some rare cases the Institution may want to submit a request to FHA to override the error and add the address without USPS validation. If so, click the “Click Here” link displayed in the error message to submit a request to add the address without USPS validation. For details on submitting a request to FHA, see section [9 – Requests](#).



Edit Address pop-up – Validation Error

5.5 Maintaining Administrative Contact Information

The Administrative Contact associated with the Institution’s administrative address will be the primary contact for all interaction between LEAP and the lender. Each Institution must designate one primary Administrative Contact and may also designate a secondary e-mail address to receive LEAP-generated correspondence. If the Institution does not have the Administrative Contact information populated, when logging in to LEAP, the system will prompt the user to enter required information.

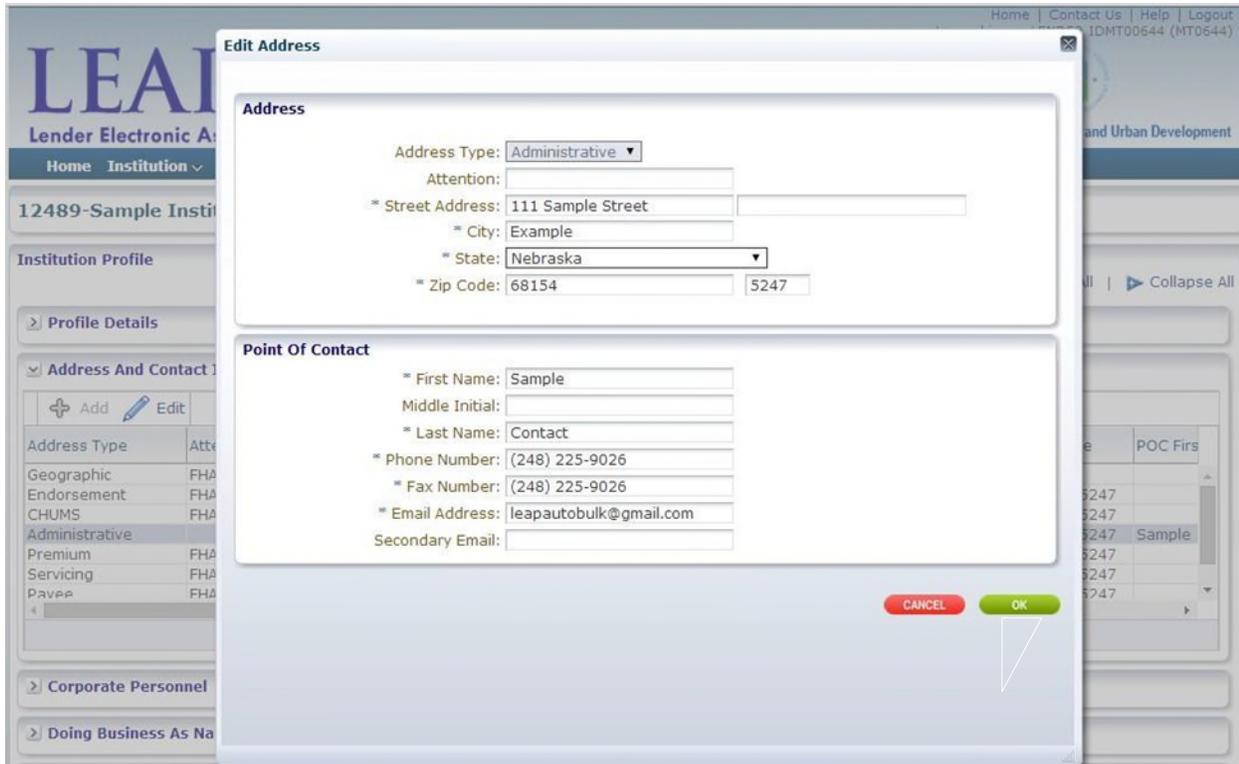
The Primary Administrative contact’s e-mail address will receive all correspondence from LEAP; therefore, it is critical that it be kept up-to-date.

To view the current Administrative Contact information, select Institution from the Menu Bar, and click “Addresses”. This opens the Institution Profile screen. Go to the Address and Contact Information panel, and refer to the Administrative Address.

Institution Profile – Address and Contact Information Panel

5.5.1 Editing the Administrative Contact

To edit the Administrative Contact information, select the Administrative Address from the Address and Contact Information panel and click “Edit.” Edit any of the fields in the Address or Point of Contact panels and click “OK.”



Edit Address pop-up

5.6 Corporate Personnel

The Corporate Personnel panel displays the Full Name and Title of all the Institution's corporate personnel. Corporate personnel can be added, deleted or updated by clicking the Institution drop-down from the Menu Bar and select "Corporate Personnel."

Home | Contact Us | Help | Logout
 Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

29208-4 VISORS LLC

The information on this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 and a per OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, or be obligated to collect information unless the collection displays a currently valid OMB control number.

- Profile Details
- Addresses
- Corporate Personnel
- Doing Business As Names
- Affiliations
- Areas Approved For Business
- Notice of Material Event

Insurance Type: Title 2
 Mortgagee Type: Loan Correspondent
 Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388
 NMLS ID: 139164
 UEI Number: HVFCF2UEYYV4
 UEI Registration Status: Active
 UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31
 Recertification Due Date:
 Last Recertification Date:
 Last Payment Received Date:

Total Active Branches: 0
 Functions Authorized to Perform:
 Authorized For:

Institution Summary screen

The Institution Profile screen displays with the Corporate Personnel panel expanded.

Home | Contact Us | Help | Logout
 Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All | Collapse All

- Profile Details
- Address And Contact Information
- Corporate Personnel
- Doing Business As Names

Click Here to submit a request to add a new Corporate Personnel.

Full Name	Title
Test Institution	Vice President
Test Test	Chief Operating Officer
Test Test	Vice President

Corporate Personnel panel expanded

5.6.1 Adding Corporate Personnel

To add Corporate Personnel by submitting a request in LEAP, click the “Click here to submit a request to add new personnel” link to open the Requests screen. For details on submitting a request to FHA, see section [9 – Requests](#).

5.6.2 Updating and Deleting Corporate Personnel

To update or delete Corporate Personnel, submit an Ad Hoc request. For details on submitting a request to FHA, see section [9 – Requests](#).

5.7 Doing Business As Names

To view Doing Business As (DBA) names for the Institution, click “Doing Business As Names” from the Institution drop-down list on the Menu Bar.

This opens the Institution Profile screen with the Doing Business As Names Panel expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the logo is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the Institution Profile for "12489-Sample Institution 2". The profile is divided into several sections: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names (which is expanded), Principal Affiliations, and Agent Affiliations. The expanded Doing Business As Names section includes an "Add", "Edit", and "Delete" toolbar, and a table with one entry: "Sample". A red arrow points to the "Doing Business As Names" section header.

Institution Profile– Doing Business As Names Panel

Once the Doing Business As Names panel has been expanded, the user has the option to Add, Edit, or Delete DBA names for the Institution.

5.7.1 Adding Doing Business As Names

To add a DBA name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”

The image shows a screenshot of a software dialog box titled "Add Doing Business As Name". The dialog box has a light blue header bar with the title and a close button (X) in the top right corner. The main area is white and contains a label "* Doing Business As Name:" followed by a text input field. Below the input field, there are two buttons: a red "CANCEL" button and a green "OK" button.

Add Doing Business As Name pop-up

DBA names are not required in LEAP.

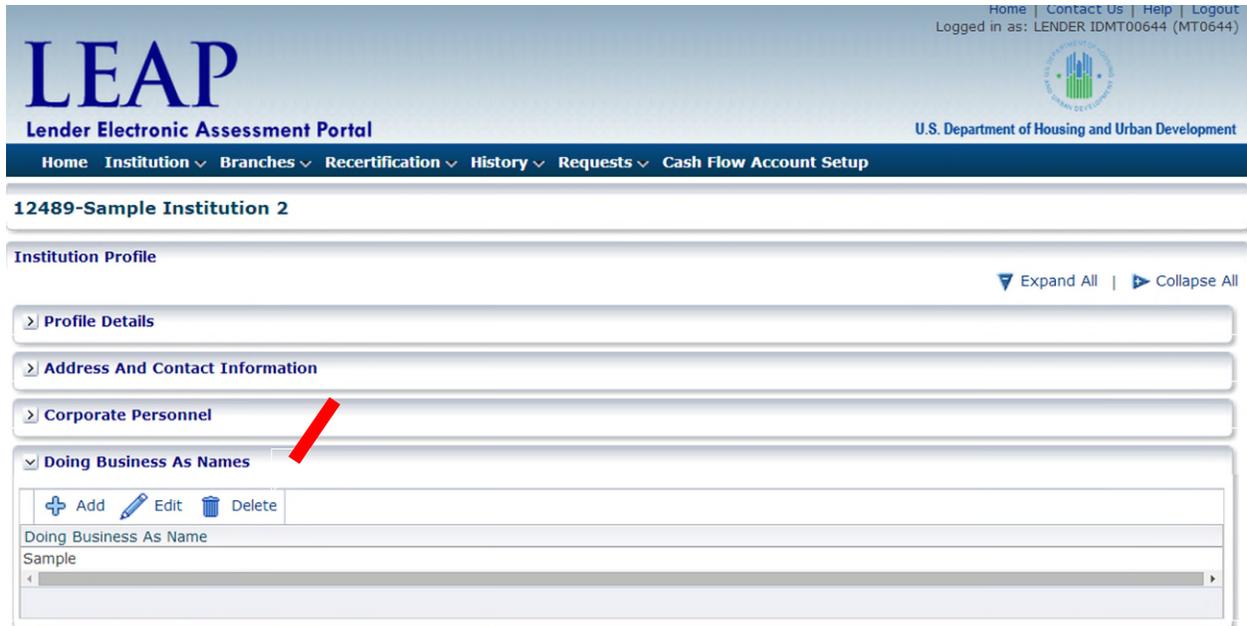
Institutions with six or more existing DBA names must submit a request to add any additional DBA names. For details on submitting a request to FHA, see section [9 – Requests](#).

5.7.2 Editing Doing Business As Names

To edit an existing DBA name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

5.7.3 Deleting Doing Business As Names

To delete an existing DBA name, select the name and click “Delete” at the top of the Doing Business As Names panel.



Institution Profile – Doing Business As Names Panel

5.8 Affiliations

FHA requires each Institution to identify Principal/Authorized Agent relationships. Principal-Authorized Agent relationships can only be entered into by lenders that possess unconditional Direct Endorsement approval (either forward or HECM). For a detailed description of acceptable Principal/Authorized Agent relationships, see [FHA Single Family Housing Policy Handbook 4000.1](#).

Each relationship must be initiated by the Authorized Agent. The following sections will detail managing Affiliations. Institutions may only add other Institutions to their list of Principal Affiliations (thereby designating themselves as Authorized Agents for those Institutions).

To view affiliation information, click the Institution drop-down list from the Menu Bar and click “Affiliations”.



70497-CORP

The information provided in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 and a per OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, collection of information unless the collection displays a currently valid OMB control number.

- Profile Details
- Addresses
- Corporate Personnel
- Doing Business As Names
- Affiliations**
- Areas Approved For Business
- Notice of Material Event

Insurance Type: Title 1 and Title 2
Mortgagee Type: Non-Supervised Institution
Supervising Agency: Other (HUD Supervised)

Tax ID: 16-1223707
NMLS ID: 53923
UEI Number: SWMVHJ6ZSYB7
UEI Registration Status: Inactive
UEI Expiration Date: 08/23/2023

Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.

Fiscal Year End Date: December 31
Recertification Due Date:
Last Recertification Date: 04/03/2020
Last Payment Received Date: 03/26/2020

Total Active Branches: 2
Functions Authorized to Perform: Originate Single Family
Authorized For: Title 2 DE HECM
Title 2 DE Forward
Title 1 DE
LI Forward

Notices

- A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA
- A Proposed Origination Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA

Pending & Upcoming Activities

- You may submit a response to your Proposed Underwrite Credit Watch Termination.
- You may submit a response to your Proposed Origination Credit Watch Termination.

Outstanding Requests

Institution Summary – Highlighting Affiliations drop-down

Selecting Affiliations opens the Institution Profile screen where the Principal and Agent Affiliations panels are expanded.

The Principal Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Principals (for whom the subject Institution may act as the Authorized Agent).

The Agent Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Authorized Agents (for whom the subject Institution may act as the Principal).

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile Expand All Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

Principal Affiliations

+ Add Edit

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn

Agent Affiliations

Institution ID	Corporate Name	Status Date	Status
10253	FIRST STATE BANK IOWA	04/21/2003	Withdrawn
14522	WEST GATE BANK	05/11/2004	Withdrawn
13001	SEAFORTH MORTGAGE CORP	04/21/2003	Withdrawn
19341	UNION CAPITAL MORTGAGE BUSINESS TRUST	06/30/2011	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/23/2003	Active
74084	RESIDENTIAL MORTGAGE SER INC	11/13/2003	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	04/18/2003	Withdrawn

Institution Profile – Principal Affiliations and Agent Affiliations expanded

5.8.1 Adding an Affiliation

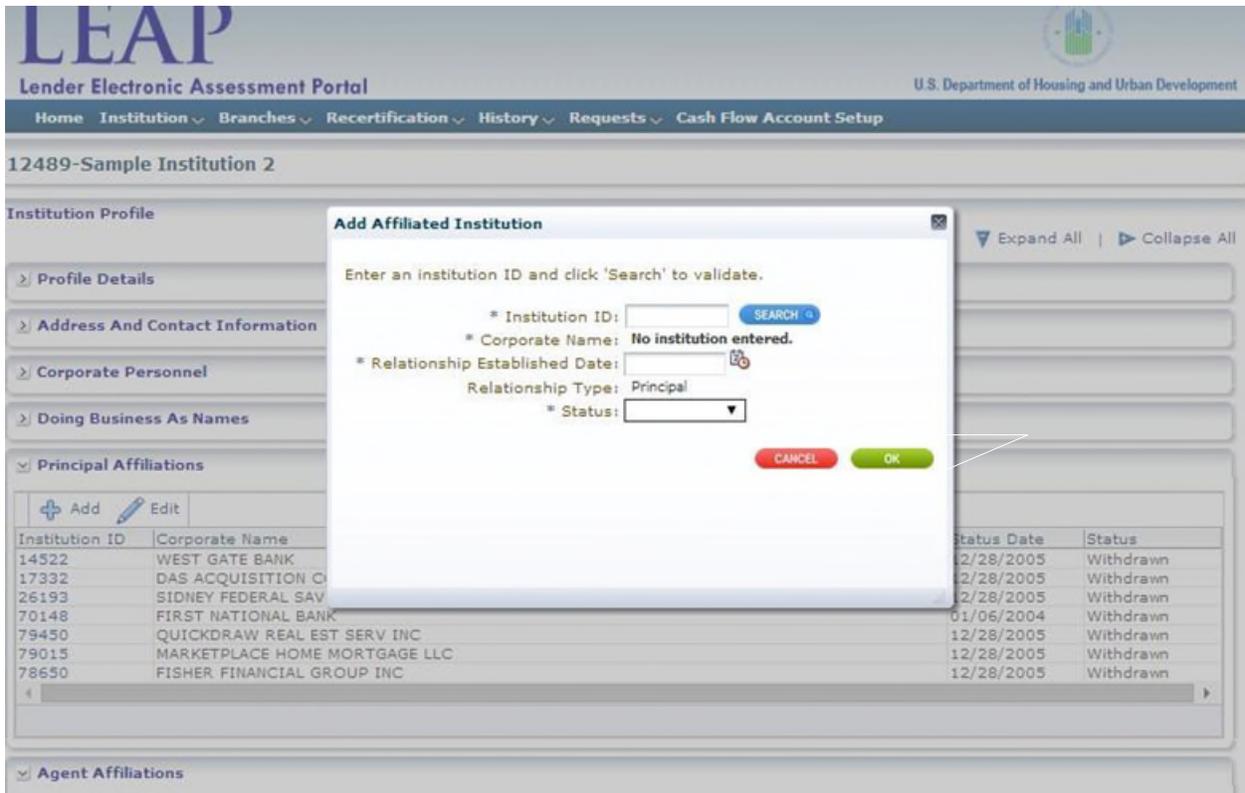
To add a new Principal Affiliation, click the “Add” button in the Principal Affiliations panel of the Institution Profile screen.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The main content area is titled '12489-Sample Institution 2' and contains an 'Institution Profile' section. This section has several expandable panels: 'Profile Details', 'Address And Contact Information', 'Corporate Personnel', 'Doing Business As Names', and 'Principal Affiliations'. The 'Principal Affiliations' panel is expanded, showing a table with columns for 'Institution ID', 'Corporate Name', 'Status Date', and 'Status'. The table lists seven entries, all with a status of 'Withdrawn'. Above the table are 'Add' and 'Edit' buttons.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

Institution Profile – Principal Affiliations expanded

Clicking the “Add” button opens the Add Affiliated Institution pop-up.



Add Affiliated Institution pop-up

To search for and validate the Principal Institution, enter the five-digit Institution ID in the Institution ID field, and click the “Search” button.

Once the Institution has been validated, enter the Relationship Established Date by either clicking the calendar icon to launch the calendar feature or entering the date directly.

Change the Status indicator to Active and click the “OK” button to add the affiliation.

An e-mail notification will be sent to the Administrative Contact for both the subject Institution (the Agent) and the other Institution (the Principal) stating that the affiliation has been added.

5.8.2 [Withdrawing an Affiliation](#)

Only Principal Affiliations can be withdrawn from the relationship.

To withdraw a Principal Affiliation, click the Institution drop-down list from the Menu Bar and select “Affiliations.”

Selecting Affiliations opens the Institution Profile page where the Principal and Agent Affiliations panels are expanded.

Select the Principal Affiliations and click “Edit.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The main content area is titled '12489-Sample Institution 2' and contains an 'Institution Profile' section with expandable sub-sections: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names, and Principal Affiliations. The 'Principal Affiliations' section is expanded, showing a table with columns for Institution ID, Corporate Name, Status Date, and Status. The table lists several affiliations, all with a status of 'Withdrawn'. An 'Add' button and an 'Edit' button are visible above the table.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHFR FINANCIAL GROUP INC	12/28/2005	Withdrawn

Institution Profile – Principal Affiliations expanded

Clicking the “Edit” button opens the Edit Affiliated Institution pop-up. To withdraw the affiliation, change the Status to Withdrawn. Click the “OK” button to save edits.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface with the 'Edit Affiliated Institution' pop-up window open. The pop-up window contains the following fields: Institution ID (14522), Corporate Name (WEST GATE BANK), Relationship Established Date (12/28/2005), Relationship Type (Principal), and Status (Active). The Status dropdown menu is open, showing 'Active' and 'Withdrawn' options. There are 'CANCEL' and 'OK' buttons at the bottom of the pop-up. The background shows the same 'Principal Affiliations' table as in the previous screenshot.

Edit Affiliated Institution pop-up

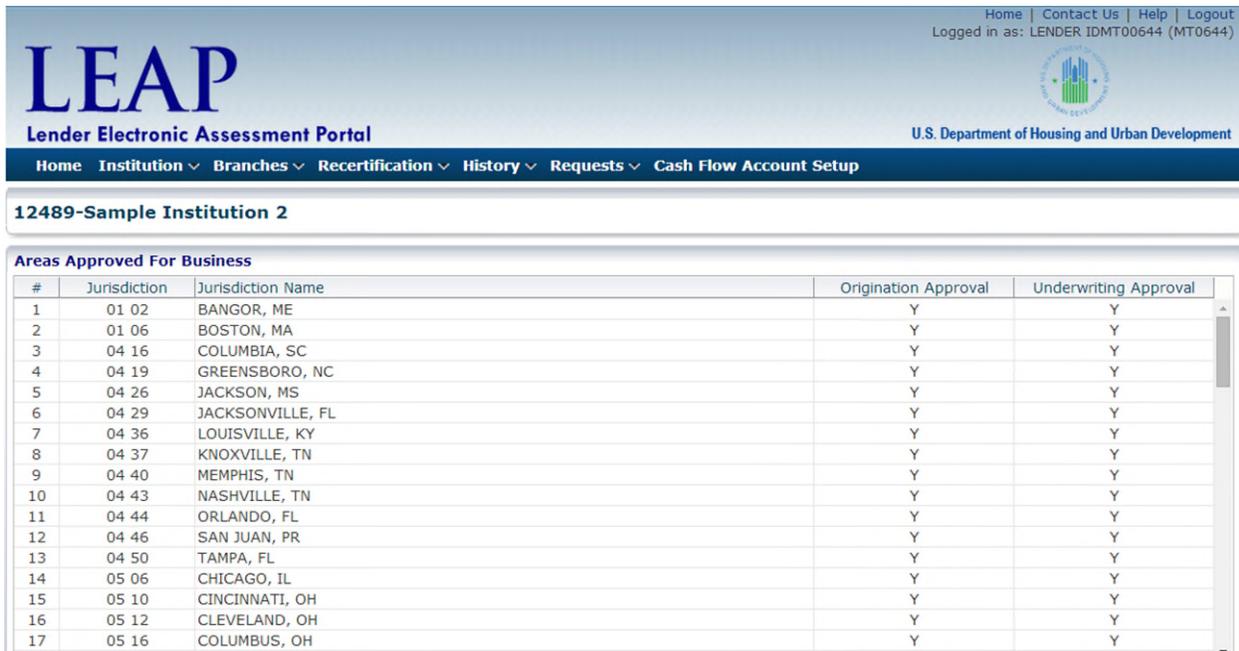
5.9 Areas Approved for Business

Areas Approved for Business (AAFBs) show the jurisdictions associated to the Institution, and indicate if the Institution has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

5.9.1 Viewing Areas Approved for Business

To view all AAFBs for an Institution, click the Institution drop-down list from the Menu Bar and click “Areas Approved for Business.”

This opens the Areas Approved for Business screen. View all AAFBs as well as which areas have origination and/or underwriting approval.



Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Areas Approved For Business

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval
1	01 02	BANGOR, ME	Y	Y
2	01 06	BOSTON, MA	Y	Y
3	04 16	COLUMBIA, SC	Y	Y
4	04 19	GREENSBORO, NC	Y	Y
5	04 26	JACKSON, MS	Y	Y
6	04 29	JACKSONVILLE, FL	Y	Y
7	04 36	LOUISVILLE, KY	Y	Y
8	04 37	KNOXVILLE, TN	Y	Y
9	04 40	MEMPHIS, TN	Y	Y
10	04 43	NASHVILLE, TN	Y	Y
11	04 44	ORLANDO, FL	Y	Y
12	04 46	SAN JUAN, PR	Y	Y
13	04 50	TAMPA, FL	Y	Y
14	05 06	CHICAGO, IL	Y	Y
15	05 10	CINCINNATI, OH	Y	Y
16	05 12	CLEVELAND, OH	Y	Y
17	05 16	COLUMBUS, OH	Y	Y

Areas Approved for Business screen

5.9.2 Notification of Credit Watch Action

In the event of a proposed Credit Watch Termination, a message will appear in the Pending & Upcoming Activities section of the Institution Summary screen (see section [4.2.2 Pending & Upcoming Activities](#)).

In the event of a Credit Watch Termination by FHA, a message will appear in the Notices section of the Institution Summary screen (see section [4.2.1 – Notices](#)).

Home | Contact Us | Help | Logout
 Logged in as: COMMONFUND MORTGAGE LEAP ADF X (M20Y34)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

70497-COMMONFUND MORTGAGE CORP

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 70497 Insurance Type: Title 1 and Title 2 Mortgagee Type: Non-Supervised Institution Supervising Agency: Other (HUD Supervised)	Tax ID: 16-1223707 NMLS ID: 53923 UEI Number: SWMVHJ6ZSYB7 UEI Registration Status: Inactive UEI Expiration Date: 08/23/2023 <p style="color: red; font-size: small;">Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.</p>
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: 04/03/2020 Last Payment Received Date: 03/26/2020	Total Active Branches: 2 Functions Authorized to Perform: Originate Single Family Authorized For: Title 2 DE HECM Title 2 DE Forward Title 1 DE LE Forward

Notices

- A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA
- A Proposed Origination Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA

Pending & Upcoming Activities

- You may submit a response to your Proposed Underwrite Credit Watch Termination.
- You may submit a response to your Proposed Origination Credit Watch Termination.

Outstanding Requests

Institution Summary screen

5.9.3 Applying for Credit Watch Reinstatement

An Institution may apply for authority to originate and/or underwrite FHA-insured mortgages in a specific field office jurisdiction at the end of the six-month exclusion period following a Credit Watch Termination. The Institution must be an active FHA-approved lender and the underlying causes for the termination must have been satisfactorily remedied.

Click on the “Office ID” field to view the Areas Approved for Business for the Branch for which the user wishes to apply for reinstatement.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution **Branches** Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

Areas Approved For Business For Branch

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

Branches screen

Click the "Reinstatement" button in the Action column.

Home Institution **Branches** Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248900007	Active	Y		171 Wiget Ln	Walnut Creek	CA
2	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
3	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
4	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
5	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

Areas Approved For Business For Branch 1248900013

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	04 19	GREENSBORO, NC	N	Y	<input type="button" value="REINSTATE"/>
2	04 26	JACKSON, MS	Y	Y	
3	04 29	JACKSONVILLE, FL	Y	Y	

Areas Approved For Business screen

This opens the Requests page. For more information on submitting a Request, see section [9–Requests](#).

5.10 Notice of Material Event

FHA-approved Institutions are required to notify FHA of business changes after approval. LEAP allows the Institution to electronically submit a Notice of Material Event for any one of the following:

1. Bankruptcy
2. Business Form Change
3. Cease Operations
4. Change in Partnership
5. Fidelity Bond or E&O Insurance
6. Lending License(s) Surrender
7. Liquid Assets Deficiency
8. Net Worth Deficiency
9. Operating Loss
10. Principal Activity Change
11. Principal Owners
12. Supervision Change
13. Unresolved Findings / Sanctions

5.10.1 Submitting a New Notice of Material Event

To submit a Notice of Material Event, click “Notice of Material Event,” and then click “Submit New Notice of Material Event” from the Institution drop-down on the Menu Bar.

Home | Contact Us | Help | Logout
 Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home | Institution ▾ | Branches ▾ | Recertification ▾ | History ▾ | Requests ▾ | Cash Flow Account Setup | EFT Account Setup

29208-A

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ed in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction
ed OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor,
ollection of information unless the collection displays a currently valid OMB control number.

Tax ID: 20-1830388
NMLS ID: 139164
UEI Number: HVFCF2UEYV4
UEI Registration Status: Active
UEI Expiration Date: 02/16/2024

<p>Insurance Type: Title 2</p> <p>Mortgagee Type: Loan Correspondent</p> <p>Supervising Agency: Other (HUD Supervised)</p>	<p>Notice of Material Event History</p>
--	---

<p>Fiscal Year End Date: December 31</p> <p>Recertification Due Date:</p> <p>Last Recertification Date:</p> <p>Last Payment Received Date:</p>	<p>Total Active Branches: 0</p> <p>Functions Authorized to Perform:</p> <p>Authorized For:</p>
--	--

Institution Summary – Notice of Material Event drop-down

This opens the Notice of Material Event screen.

Select a Notice of Material Event Type. The screen will then display additional instructions, including POC First Name, POC Last Name, POC Phone Number and POC Email address. You must also indicate the Event Date and include Additional Comments that will clarify the Notice of Material Event.

Notice of Material Event screen

To add any relevant attachments, select the file from where it is saved.

Once all required fields are completed, click “Submit.”

Once submitted, the Notice of Material Event List screen is opened, displaying the details of the submitted Notice of Material Event (see section [5.10.3– Notice of Material Event List](#)).

5.10.2 Attaching Additional Information to a Notice of Material Event

To provide additional information on an existing Notice of Material Event:

1. Navigate to the Notice of Material Event History Screen
2. Click on the corresponding Notice of Material Event
3. Scroll to the bottom of the screen to the list of attachments and click on the "+" in the bottom right corner. A new attachment line will be added.
4. Click the "Choose File" button to browse for the document to be attached.
5. Once the document is located, click "Open" to attach. This will bring you back to the Notice of Material Event detail
6. Click "Submit"

5.10.3 Notice of Material Event List

To view a history of any Notices of Material Events submitted by the Institution, click the Institution tab and select “Notice of Material Event,” and then Notice of Material Event List from the drop-down Menu Bar.

This opens the Notice of Material Event List screen, where all Notice of Material Event history is displayed.

Notice of Material Event List screen



6. Institution

6. Branches

To view all Branch screens, click the Branches drop-down list on the Menu Bar. The options on the Branches drop-down are as follows; Add New Branch, Branch List and Details, Areas Approved For Business.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31). The main header includes the LEAP logo and the U.S. Department of Housing and Urban Development logo. Below the header is a menu bar with options: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The Branches menu is open, showing three options: Add New Branch, Branch List and Details, and Areas Approved For Business. The main content area displays the Institution Summary for institution 29208-AFFORDABLE. The summary is divided into four sections: Institution ID (29208), Insurance Type (Title 2), Mortgagee Type (Loan Correspondent), and Supervising Agency (Other (HUD Supervised)); Tax ID (20-1830388), NMLS ID (139164), UEI Number (HVFCF2UEYYV4), and UEI Registration Status (Active); Fiscal Year End Date (December 31), Recertification Due Date, Last Recertification Date, and Last Payment Received Date; and Total Active Branches (0), Functions Authorized to Perform, and Authorized For.

Home | Contact Us | Help | Logout
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

29208-AFFORDABLE

Add New Branch
Branch List and Details
Areas Approved For Business

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Institution Summary – Branches drop-down

6.1 Add New Branch

To add a Branch, click “Add New Branch” on the Branches drop-down list on the Menu Bar. Clicking Add New Branch opens a Notice screen that states payment will be required to add a Branch.

Click “Continue.”

Add Branch Notice

This opens the Add Branch screen, where all required steps to add a Branch are displayed.

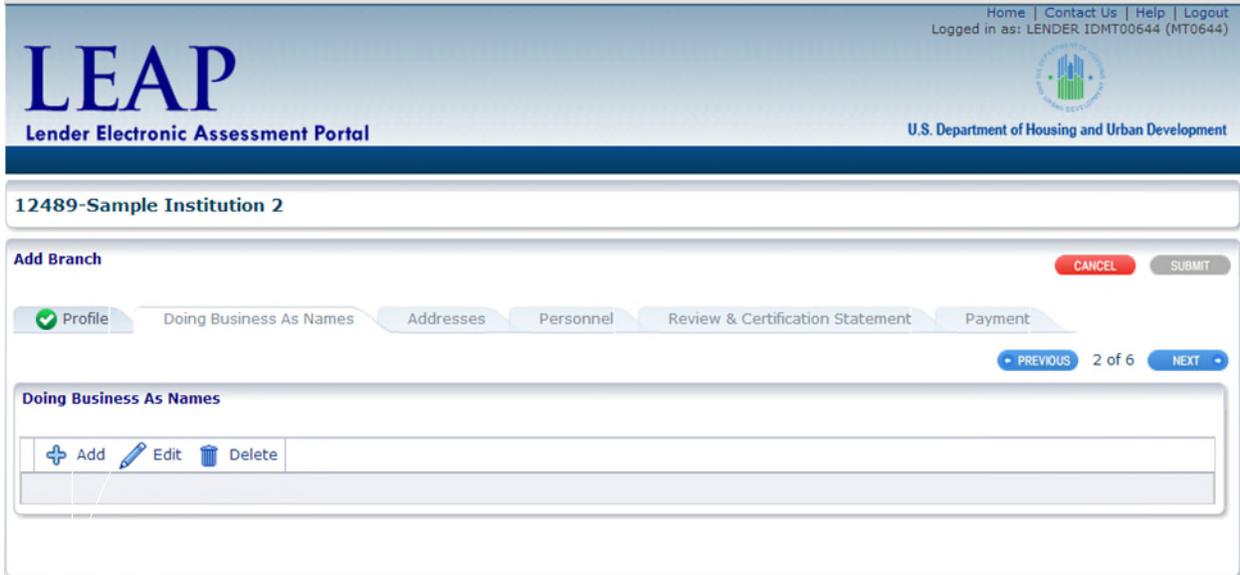
Add Branch – Profile

The submit button will remain inactive until all tabs are complete.

To go back to the Institution Summary or Menu Bar prior to completing all Add Branch tabs, click “Cancel.” The information entered prior to clicking Cancel will not be saved.

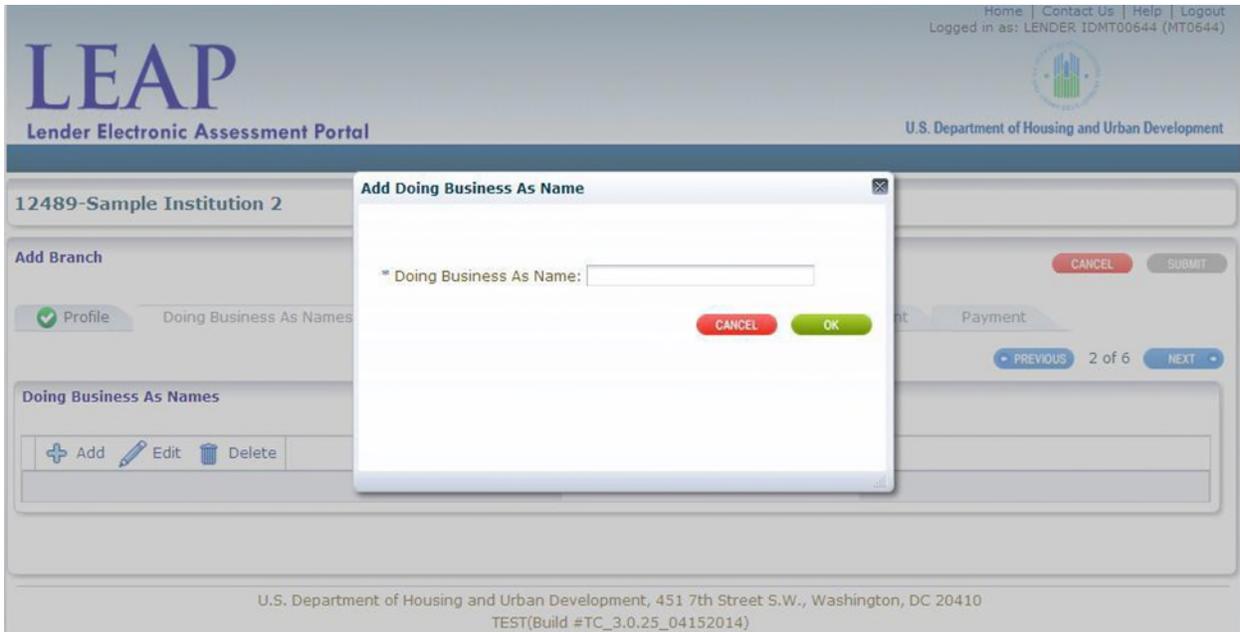
Enter all Required Fields for the Profile Tab of the Add Branch screen and click “Next.”

Clicking “Next” opens the Doing Business As Names Tab of the Add Branch screen. Enter any DBA names by clicking “Add.”



Add Branch – Doing Business As Names

Clicking “Add” opens the Add Doing Business As Name pop-up. Enter the appropriate name in the Doing Business As Name field and click “OK.”



Add Doing Business As Name

Click “Next” to go to the Addresses Tab of the Add Branch screen.

The Addresses Tab displays a warning that a Geographic Address is required.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [✓] Doing Business As Names [✓] **Addresses** Personnel Review & Certification Statement Payment

[PREVIOUS] 3 of 6 [NEXT]

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
------	-----------	----------------	------	-------	----------	------------------

Add Branch – Addresses

To add a Geographic Address, click “Add.” This opens the Add Address pop-up. Enter all required fields and click “OK.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [✓] Doing Business As Names [✓] **Addresses** Personnel Review & Certification Statement Payment

[PREVIOUS] 3 of 6 [NEXT]

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
------	-----------	----------------	------	-------	----------	------------------

Add Address

Address

* Address Type: [dropdown]
Attention: [text]
* Street Address: [text] [text]
* City: [text]
* State: [dropdown]
* Zip Code: [text] [text]

Point Of Contact

First Name: [text]
Middle Initial: [text]
Last Name: [text]
Phone Number: [text]
Fax Number: [text]
Email Address: [text]
Secondary Email: [text]

[CANCEL] [OK]

Add Branch – Add Address

The address is then validated by USPS. Once validated, the below message will appear. Click “Confirm” to add the address.

Add Branch – Add Address

The address will now appear on the Addresses Tab of the Add Branch screen. Additional addresses can be added to the Branch through the same process. Only one of each Address Type can be added. Any Address Types not added will default to the Geographic Address.

Click “Next” to continue.

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
Geographic		171 Wiget Ln	Walnut Creek	CA	94598-3452	

Add Branch – Add Address

This opens the Personnel tab of the Add Branch screen. A warning is displayed that there must be a Branch Manager or Regional Manager to continue to the next step.

Click the “Add” button to add personnel.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [✓] Doing Business As Names [✓] Addresses [✓] **Personnel** Review & Certification Statement Payment

PREVIOUS 4 of 6 NEXT

Branch Personnel

You need to add a Branch Manager or Regional Manager to proceed to the next step.

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number

Add Branch – Personnel

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch Personnel

* First Name: Sample
Middle Name:
* Last Name: Personnel
* SSN: 111-22-3333
* Job Title: Branch Manager
* Phone Number: (111) 222-3333
* Fax Number: (111) 222-3333
* Email Address: leaptestola@gmail.com

[CANCEL] [OK]

Add Branch – Add Branch Personnel

The new personnel will appear on the Personnel Tab of the Add Branch screen.

Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.

Click “Next” to continue.

LEAP Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout
Logged in as: LENDER_IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [checked] Doing Business As Names [checked] Addresses [checked] Personnel [active] Review & Certification Statement Payment

PREVIOUS 4 of 6 NEXT

Branch Personnel

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leapestola@gmail.com	(111) 222-3333

Add Branch – Personnel

This opens the Review & Certification Statement Tab of the Add Branch screen.

Review the new Branch information, and certify to the statements in the Certification Statement section by checking each box.

LEAP Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout
Logged in as: LENDER_IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [checked] Doing Business As Names [checked] Addresses [checked] Personnel [checked] Review & Certification Statement [active] Payment

PREVIOUS 5 of 6 NEXT

Add Branch Information Review

Branch Profile
Branch Type: Non-traditional
Insurance Type: Title 2
Phone Number: (111) 222-3333
Fax Number: (111) 222-3333
Email Address: leapestobulk@gmail.com
Functions Authorized to Perform: 5-Originate SF
NMLS ID: 111111

Doing Business As Names
Sample

Personnel

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leapestola@gmail.com	(111) 222-3333

Addresses

Type	City	State	Zip Code	Street Address	Phone Number	Fax Number	Primary
Geographic	Walnut Creek	CA	94598	171 Wiget Ln			

Certification Statement

I certify that this branch office meets all HUD/FHA requirements.

I certify that the staff of this branch office are employees of this corporation, which will pay all operating costs of this office, including compensation of all employees.

Add Branch – Review and Certification

Once both boxes are checked, the next button is activated. Click “Next” to continue. Please proceed Submit for adding a branch." This opens the Payment Tab of the Add Branch screen. The amount due is automatically calculated. Enter the Bank Routing Number, Bank Account Number, and Account Type and click “Submit.”

LEAP uses a web service interface with pay.gov to collect payments using the account details provided.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 6 of 6

Branch Payment

Amount Due: \$300.00 - Title 2 Branch

Bank Routing Number:

Bank Account Number:

Account Type:

SUBMIT

Add Branch – Payment

For Government lenders, the user may bypass the payment screen by selecting Submit.

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 6 of 6

Branch Payment

*** For Government Lenders there is no fee. Please proceed Submit for adding a branch.**

Add Branch – No Payment for Government Lenders

Once payment is submitted, a Branch Payment Confirmation screen opens with a Pay.gov receipt number. The Submit button is now active on the top-right of the screen. Click “Submit” to add the Branch.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and 'Lender Electronic Assessment Portal' are visible on the left, while navigation links (Home, Contact Us, Help, Logout) and user information (Logged in as: LENDER IDMT00644 (HT0644)) are on the right. Below the header, the institution name '12489-Sample Institution 2' is shown. The main content area is titled 'Add Branch' and features a progress bar with six steps: Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The 'Payment' step is currently active. A 'PREVIOUS' button and '6 of 6' indicator are located to the right of the progress bar. Below the progress bar, a 'Branch Payment' section displays the following information: Amount Due: \$300.00 - Title 2 Branch; Pay.Gov Receipt Number: 12489680869LEAP; Pay.Gov Receipt Date: 04/16/2014. A confirmation message states: 'Your payment to Pay.Gov has been submitted. Click 'Submit' to process your Add a Branch request.' At the top right of the 'Add Branch' section, there are 'CANCEL' and 'SUBMIT' buttons.

Add Branch – Payment Confirmation

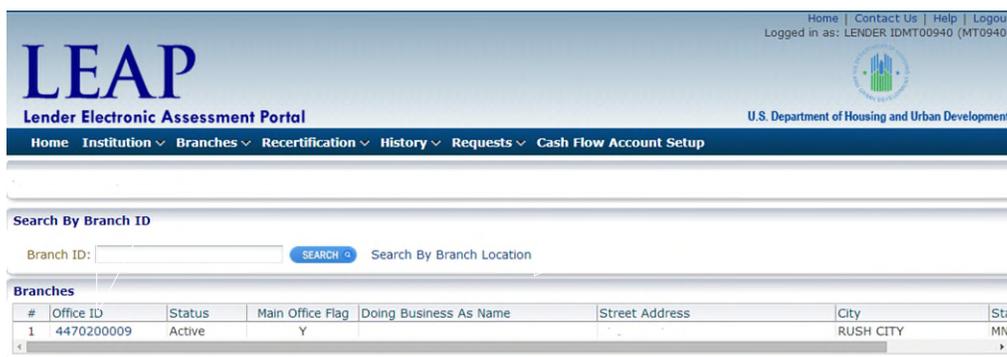
This Branch will not become active until payment has cleared.

Rejected Payments can be resubmitted in the Payment History screen (see section [8.2 – Resubmitting Rejected Payments](#)).

6.2 Branch List and Details

The Branch List will display a list of all Branches. To view the list, click the Branches drop-down from the Menu Bar and click “Branch List and Details.”

This opens the Branch List screen. To view the details of a Branch, click the 10-digit Office ID.



Branch List screen

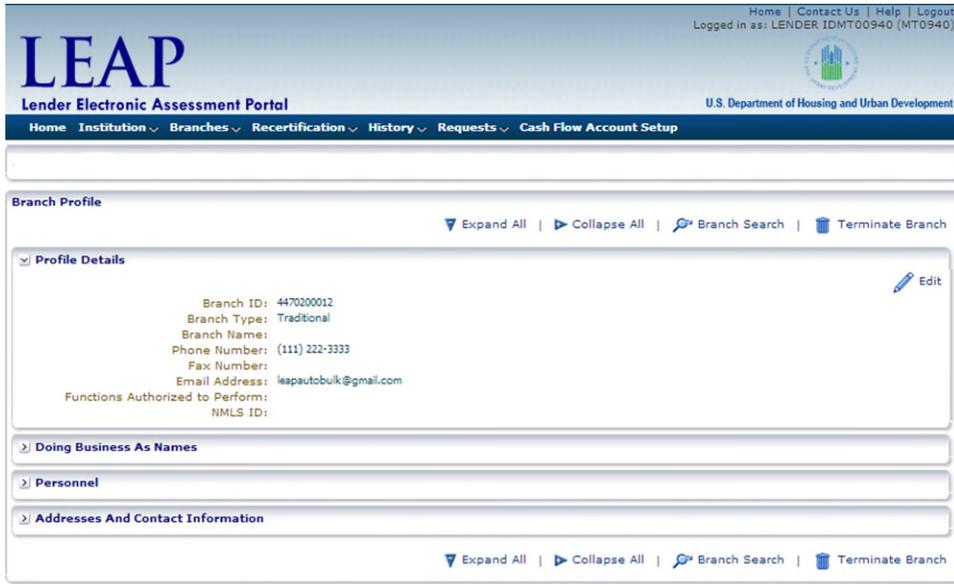
To search for a specific Branch, enter the 10-digit Branch ID in the Branch ID field, or use the Search by Branch Location link.

Once a Branch has been selected, the Branch Profile Details screen for that Branch is opened. See section [6.3 – Branch Profile Details](#).

If the Branch selected is the Main Office, the Institution Profile Details screen is opened.

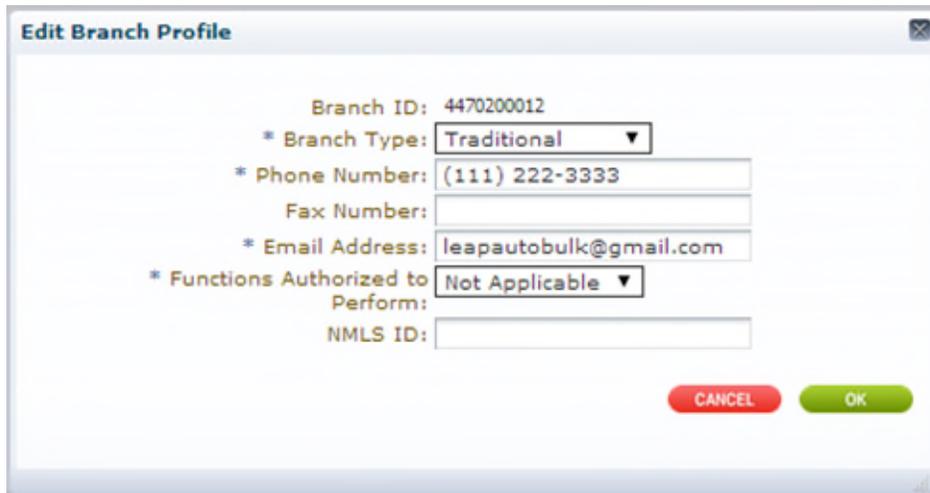
6.3 Branch Profile

To view profile details for a Branch, select the Branch from the Branch List and Details Screen. The Branch Profile screen for the selected branch is displayed.



Branch Profile – Profile details panel expanded

To edit basic profile information, click “Edit” in the Profile Details Panel.
This opens the Edit Branch Profile pop-up. Make any edits and click “OK.”



Edit Branch Profile

6.4 Branch Addresses and Contact Information

The address and contact information for the selected branch is displayed in the Addresses and Contact Information Panel of the Branch Profile screen.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00940 (MT0940). The main content area is titled "Branch Profile" and includes a search bar and a "Terminate Branch" button. The "Addresses And Contact Information" panel is expanded, showing a table with one address entry.

Address Type	Attention	Street Address	City	State	Zip Code	POC First Name	POC Middle Initial	POC Last Name
Endorsement		171 Wiget Ln	Walnut Creek	CA	94598-3452			

Branch Profile – Addresses and Contact Information panel expanded

6.4.1 Adding a New Address

To add a new address, click “Add” in the Addresses and Contact Information Panel of the Branch Profile Details screen.

This opens the Add Address pop-up.

Add Address

Address

* Address Type:

Attention:

* Street Address:

* City:

* State:

* Zip Code:

Point Of Contact

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL **OK**

Add Address pop-up

Enter all required fields and click “OK.” The address is then validated by USPS

6.4.2 Editing an Existing Address

To edit an existing address, go to the Addresses and Contact Information Panel on the Branch Profile Details screen. Select the address to edit by clicking in the Address Type Column, and then click the “Edit” Button.

This opens the Edit Address pop-up.

Edit Address

Address

Address Type:

Attention:

* Street Address:

* City:

* State:

* Zip Code:

Point Of Contact

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

Edit Address pop-up

Make the edits and click “OK.”

To update a Geographic Address to a different state, refer to section [5.3.4 – Updating Geographic Address to a Different State](#).

To edit an Address that USPS does not recognize, refer to section [5.3.5 Editing an Address that USPS Does Not Recognize](#).

6.5 Branch Personnel

To view personnel for a Branch, select Branch List and Details from the Branches drop-down on the Menu Bar. Select the relevant branch by clicking the Office ID.

This opens the Branch Profile screen for the selected branch. From here, expand the Personnel section by clicking the arrow to the left of the section.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details Edit

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number: (800) 563-1852
Fax Number: (402) 918-8401
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Doing Business As Names

Personnel

+ Add Edit »

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Personnel panel expanded

6.5.1 Add Branch Personnel

To add Personnel to a branch, click “Add” in the Personnel panel of the Branch Profile screen.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches **Recertification** History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details Edit

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number: (800) 563-1852
Fax Number: (402) 918-8401
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Doing Business As Names

Personnel

+ Add Edit »

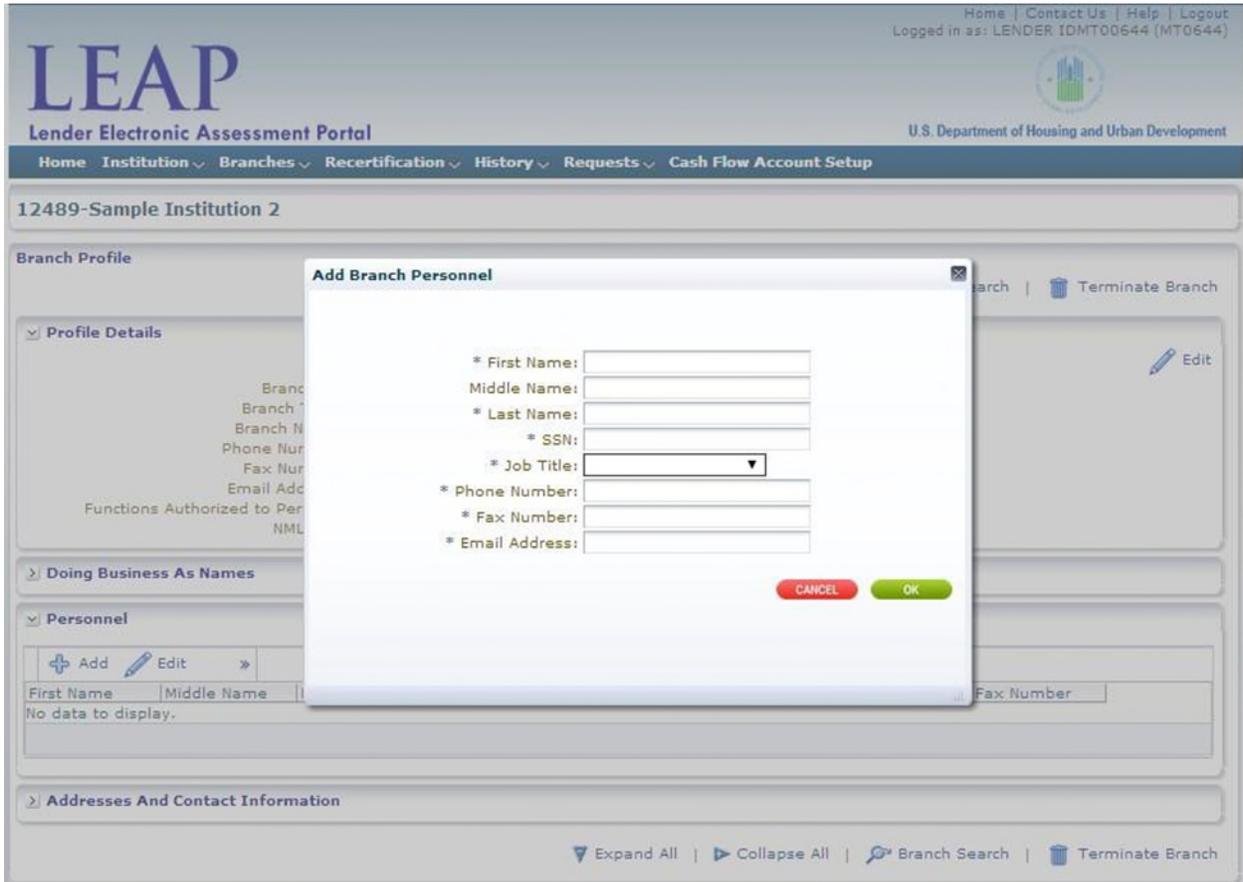
First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Personnel panel expanded

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”



Add Branch Personnel pop-up

The new personnel will appear in the Personnel panel of the Branch Profile screen.

Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches

6.5.2 Edit Branch Personnel

Branch Personnel can be edited or deleted by first selecting the row to edit and then clicking the “Edit” or “Delete” buttons on the Personnel panel of the Branch Profile screen.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details Edit

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number:
Fax Number:
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Doing Business As Names

Personnel Edit Delete

+ Add

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Personnel panel expanded

6.6 Doing Business As Names

To update a Doing Business As (DBA) Name, click “Doing Business As Names” from the Branches drop-down on the Menu Bar. This opens the Profile screen with the Doing Business As Names Panel expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top right, it shows navigation links (Home, Contact Us, Help, Logout) and the user's login information (Logged in as: LENDER IDMT00644 (MT0644)). The main header includes the LEAP logo and the U.S. Department of Housing and Urban Development. A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and shows the "Branch Profile" for this institution. The profile includes fields for Branch ID (1248900013), Branch Type (Direct Lender), Branch Name, Phone Number, Fax Number, Email Address (leapautobulkemails@gmail.com), Functions Authorized to Perform (Originate Single Family), and NMLS ID. Below the profile details is the "Doing Business As Names" panel, which is expanded. This panel contains an "Add" button, an "Edit" button, and a "Delete" button. Below these buttons is a table with the header "Doing Business As Name" and the message "No data to display." A red arrow points to the "Doing Business As Names" panel header. At the bottom of the page, there are additional navigation links: Expand All, Collapse All, Branch Search, and Terminate Branch.

Branch Profile – Doing Business As Names panel expanded

To add a DBA Name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”



Add Doing Business As Name pop-up

6.6.1 Editing Doing Business As Names

To edit an existing DBA Name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

6.6.2 Deleting Doing Business As Names

To delete an existing DBA Name, select the name and click “Delete” at the top of the Doing Business As Names panel.

6.7 Terminating a Branch

Select the branch to terminate from the Branch List and Details screen. The Branch Profile screen for the selected branch is displayed. Click the “Terminate Branch” button.

Home | Contact Us | Help | Logout
 Logged in as: LENDER IDMT00940 (MT0940)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details Edit

Branch ID: 4470200012
 Branch Type: Traditional
 Branch Name:
 Phone Number: (111) 222-3333
 Fax Number:
 Email Address: leapautobulk@gmail.com
 Functions Authorized to Perform:
 NMLS ID:

Doing Business As Names

Personnel

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Highlighting Terminate Branch

A Branch Termination pop-up warning will appear asking to confirm the Branch termination. Click “OK” to terminate the Branch.

Alert: Branch Termination



You are requesting to terminate the following branch:
 4470200012

Click 'OK' to continue or 'Cancel' to abandon branch termination

OK Cancel

Branch Termination pop-up

Once a Branch is terminated, it cannot be reinstated. If the Institution wishes to reinstate the Branch location, it must use the Add Branch function to re-register the Branch.

View the status of the Branches for the Institution by navigating to the Branch List and Details screen from the Branches drop-down on the Menu Bar. The newly terminated Branch has an updated status of Terminated.

Home | Contact Us | Help | Logout
 Logged in as: LENDER IDMT00940 (MT0940)

LEAP
 Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Search By Branch ID

Branch ID: Search By Branch Location

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	4470200009	Active	Y		1180 W 4TH ST	RUSH CITY	MN
2	4470200012	Terminated			171 Wiget Ln	Walnut Creek	CA

Branch List and Details

6.8 Areas Approved for Business

Areas Approved for Business (AAFBs) are displayed at the Branch level for each Institution. View AAFBs by selecting Areas Approved for Business from the Branches drop-down on the Menu Bar.



70497-CORP

The information provided in this system has been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 and a permanent OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and you may not be required to provide, collection of information unless the collection displays a currently valid OMB control number.

Profile Details

- Addresses
- Corporate Personnel
- Doing Business As Names
- Affiliations
- Areas Approved For Business**
- Notice of Material Event

Insurance Type: Title 1 and Title 2
Mortgagee Type: Non-Supervised Institution
Supervising Agency: Other (HUD Supervised)

Tax ID: 16-1223707
NMLS ID: 53923
UEI Number: SWMVHJ6ZSYB7
UEI Registration Status: Inactive
UEI Expiration Date: 08/23/2023

Note: You have entered a UEI that is not Active with SAM.gov. Please update UEI Number with SAM.gov to be eligible for Recertification process.

Fiscal Year End Date: December 31
Recertification Due Date:
Last Recertification Date: 04/03/2020
Last Payment Received Date: 03/26/2020

Total Active Branches: 2
Functions Authorized to Perform: Originate Single Family
Authorized For: Title 2 DE HECM
Title 2 DE Forward
Title 1 DE
LI Forward

Notices

- A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA
- A Proposed Origination Credit Watch has been imposed on Jurisdiction 3 26 PHILADELPHIA,PA

Pending & Upcoming Activities

- You may submit a response to your Proposed Underwrite Credit Watch Termination.
- You may submit a response to your Proposed Origination Credit Watch Termination.

Outstanding Requests

Institution Summary – Areas Approved for Business drop-down highlighted

6.8.1 Viewing Areas Approved for Business

Click on the Office ID of any Branch to view the AAFBs for that Branch. The AAFBs will appear in the Areas Approved For Business For Branch panel.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: LENDER IDMT00644 (MT0644)". The main header features the LEAP logo and the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". Below the header is a navigation menu with options: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and includes a "Search By Branch ID" section with a search bar and a "SEARCH" button. Below this is a table of branches with columns for #, Office ID, Status, Main Office Flag, Doing Business As Name, Street Address, City, and State.

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

Below the table is a section titled "Areas Approved For Business For Branch" with a red arrow pointing to the right. Below this section is the text: "Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch."

Areas Approved for Business

Areas Approved for Business show the jurisdictions associated to the Institution, and indicate if the Branch has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

Areas Approved For Business For Branch 1248900007

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	01 36	MANCHESTER, NH	Y	Y	
2	01 43	PROVIDENCE, RI	Y	Y	
3	02 02	ALBANY, NY	Y	Y	
4	02 06	BUFFALO, NY	Y	Y	
5	02 16	CAMDEN, NJ	Y	Y	
6	02 36	NEW YORK, NY	Y	Y	
7	02 39	NEWARK, NJ	Y	Y	
8	03 06	BALTIMORE, MD	Y	Y	
9	03 15	CHARLESTON, WV	Y	Y	
10	03 26	PHILADELPHIA, PA	Y	Y	
11	03 28	PITTSBURGH, PA	Y	Y	
12	03 36	RICHMOND, VA	Y	Y	
13	03 39	WASHINGTON, DC	Y	Y	
14	06 70	TULSA, OK	Y	Y	
15	07 05	DES MOINES, IA	Y	Y	
16	07 16	KANSAS CITY, KS	Y	Y	
17	07 26	OMAHA, NE	Y	Y	

Areas Approved for Business



7. Recertification

7. Recertification

FHA requires all approved lenders to complete and submit their Annual Recertification in accordance with HUD policy. For additional information on FHA’s Annual Recertification requirements, please visit the Approvals and Renewals page at www.hud.gov/lenders.

LEAP will send an e-mail notification to the Institution’s Administrative Contact ninety days prior to the Institution’s Recertification due date. LEAP will send additional e-mails throughout the Recertification process updating the Institution on the status of the Recertification package.

Please ensure that the Administrative Contact e-mail addresses are up to date as all system generated emails will be sent to these email addresses. Refer to section [5.1.5 – Maintaining Administrative Contact Information](#).

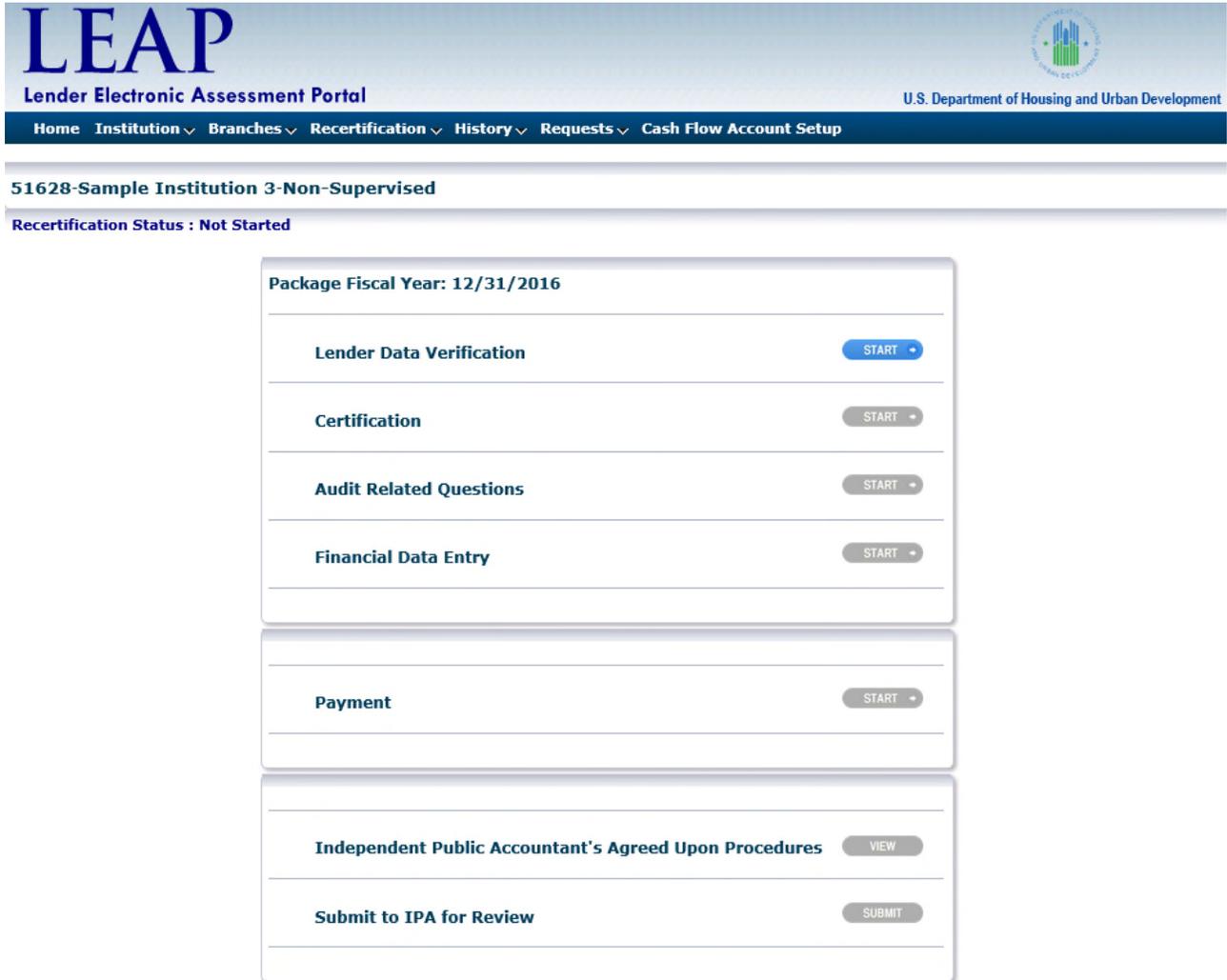
From the Menu Bar, click “Submit Recertification” from the Recertification drop-down to begin the process.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. A navigation bar contains: Home, Institution (dropdown), Branches (dropdown), Recertification (dropdown), History (dropdown), Requests (dropdown), Cash Flow Account Setup, and EFT Account Setup. The Recertification dropdown menu is open, showing "Submit Recertification" (highlighted) and "Recert Extension Request". Below the menu, the institution ID "29208-AFFORDABLE MORTGAGE" is visible. A disclaimer states: "The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number." The main content area is divided into four boxes with the following data:

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Institution Summary – Submit Recertification drop-down highlighted

This opens the Recertification Status screen, which guides the user through the Recertification process. The following screenshot shows each of the possible Recertification process steps a user may need to complete.



Recertification Status screen

The Recertification Status screen will ONLY show the Recertification steps required for each specific Institution, as determined by the Institution's Lender Segment. The Lender Segment appears next to the Lender ID and Name at the top of the Recertification Status screen.

The Recertification Status screen will show a green icon when a step is completed and a yellow icon if a step is in-process and needs further action to complete.

7.1 Lender Segments

Lender Segments are generally based on each Institution’s Mortgagee Type and size measured by total net assets. The table below shows the required Recertification steps for each Lender Segment.

Segment	Required Recertification Steps
Non-Supervised	<ul style="list-style-type: none"> • Lender Data Verification • Certification • Audit Related Questions • Financial Data Entry • Payment • Submit to IPA for Review • Submit to HUD as Final
Supervised Large <i>Total net assets <u>greater than or equal to</u> \$500 Million</i>	<ul style="list-style-type: none"> • Lender Data Verification • Certification • Audit Related Questions • Financial Data Entry • Payment • Submit to IPA for Review • Submit to HUD as Final
Supervised Small <i>Total net assets <u>less than</u> \$500 Million</i>	<ul style="list-style-type: none"> • Lender Data Verification • Certification • Financial Data Entry • Payment • Submit to HUD as Final
Government	<ul style="list-style-type: none"> • Lender Data Verification • Certification • Submit to HUD as Final
Investing	<ul style="list-style-type: none"> • Lender Data Verification • Certification • Audit Related Questions • Financial Data Entry • Payment • Submit to IPA for Review • Submit to HUD as Final

7.2 Recertification Processes

Status screen. As stated in section [7.1 Lender Segments](#), each lender segment will have a specific Recertification process tailored to their segment.

The following sections provide a detailed overview of each Recertification process step.

7.2.1 Lender Data Verification

The Lender Data Verification step requires the user to verify that all Institution Profile information in LEAP is accurate.

To begin, click the “Start” button located to the right of Lender Data Verification on the Recertification Status screen.



Recertification Status screen

This opens the Institution Profile screen where the user can view and edit any profile details, as necessary.

If all Institution information is correct, click “Confirm” on the top-right of the screen. If information needs to be edited, click “Edit” for the relevant section. Once editing is complete, click “Confirm.”

Home | Contact Us | Help | Logout
Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS LLC

Institution Profile

Expand All | Collapse All

Profile Details Edit

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:
Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024 GNMA ID: Incorporation State: Incorporation Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Address And Contact Information

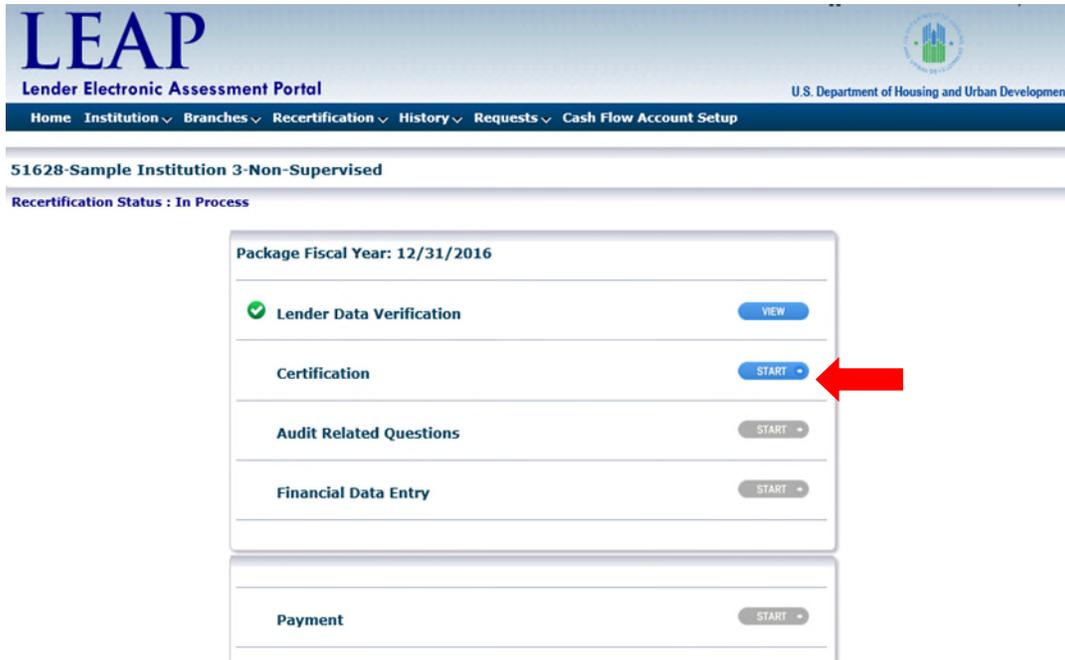
Corporate Personnel

Doing Business As Names

Institution Profile – Profile Details

Some Institution information changes may require submitting a request to FHA. If requests for changes to Institution information are still pending, the user can still confirm that the Lender Data Verification step is complete in order to move on to the next step in the Recertification. See [section 5 – Institution](#) for more information on editing Institution information.

After clicking “Confirm,” the Recertification Status screen opens with an updated status for each required step.



Recertification Status screen

7.2.2 Certification

The Certification process requires an Institution’s corporate officer to certify that the Institution was in compliance with all HUD-required certification statements. Anyone who submits false claims or false statements is subject to criminal and civil penalties, as indicated in the warning message.

To complete the annual certification, the user must have the Certifying Official role (see section [2.1 Authorization Role](#)). The Institution’s FHA Connection Application Coordinator must grant this role to the appropriate user(s). An Institution can have a maximum of three individuals with the Certifying Official role.

Click the “Start” button to the right of Certification to begin this step. This opens the Certification screen.



Certification screen

On the Certification screen, check the box for each certification statement as appropriate.

If the user cannot certify to any of the statements, see section [7.2.2.1 - Unable to Certify](#).

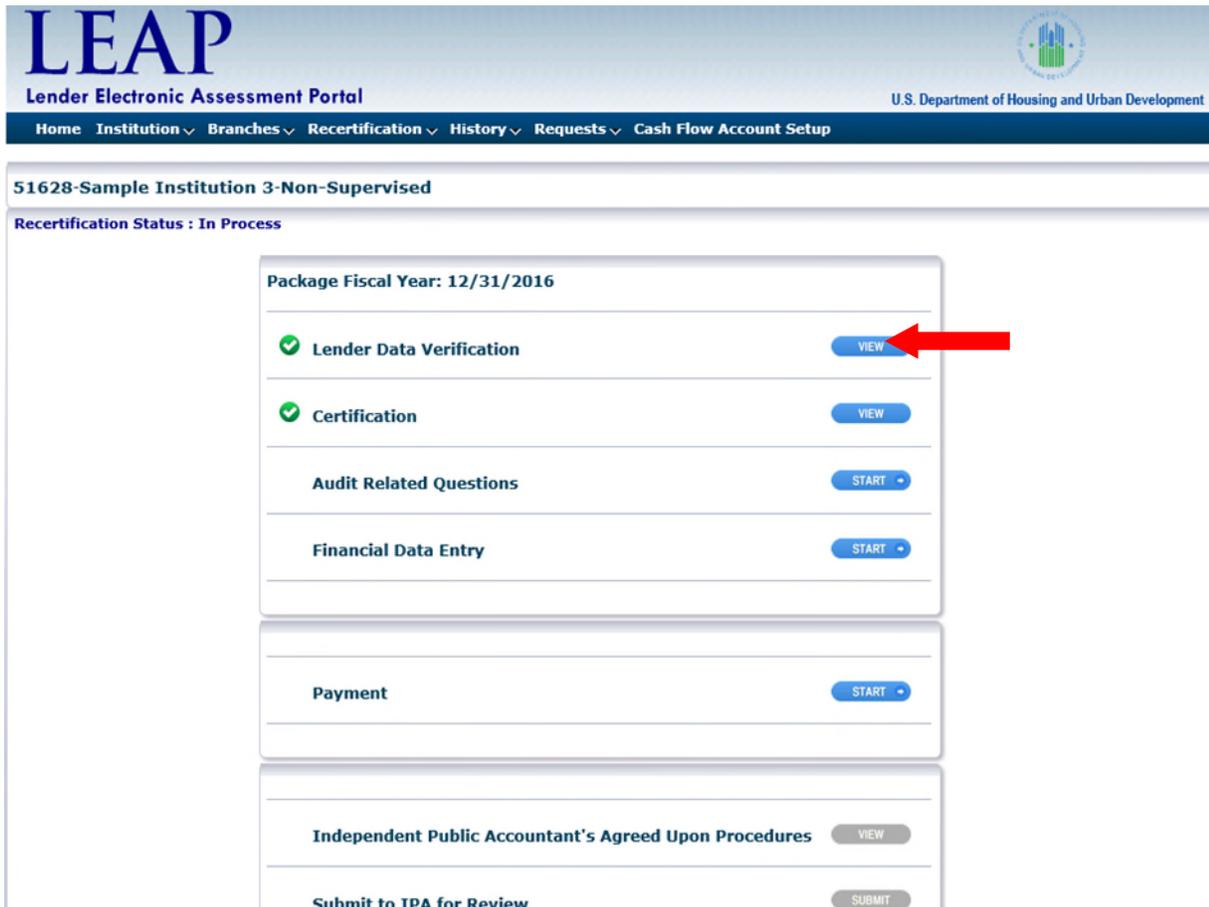
Once all certification statements have been checked, additional data fields are exposed.



Certification – Able to Certify

Enter information in all fields and click the “I Certify” button to complete the process. LEAP validates this information against FHA records to ensure that the current user has the appropriate authority to complete the Certification.

When the Certification step is complete, the Recertification Status screen reopens and the Certification button changes to View.



LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

51628-Sample Institution 3-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
Audit Related Questions	START ▾
Financial Data Entry	START ▾
Payment	START ▾
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

Recertification Status screen

7.2.2.1 Unable to Certify

If the user is unable to certify any of the statements on the Certification, the corresponding box is left unchecked.

For example, in the screen shot below, the user is unable to certify to statements 5, 6, and 10.



Certification screen

Since the user is not able to check all of the certification statements, the “I Certify” button is inactive, and the “Unable to Certify” button is active.

Click the “Unable to Certify” button to proceed.

This opens a pop-up detailing the statement(s) to which the user was unable to certify. Enter comments in each explanation field (comments are required).

The screenshot shows a web application interface with a pop-up window titled "LEAP - Recertification - Unable to Certify Explanations". The pop-up contains a yellow warning icon and the text: "The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement." Below this, there are three numbered items, each with an "Explanation:" field and a "Maximum number of characters: 255" label. Item 5: "I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process." Item 6: "I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process." Item 10: "Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law." The background shows a sidebar with a "Certification" section and a list of items with checkboxes. The top right of the page has navigation links: Home, Contact Us, Help, Logout, and a login status: Logged in as: LENDER IDMT00644 (MT0644).

Certification – Unable to Certify Explanations

Add any relevant attachments to further clarify the reasons for being Unable to Certify (attachments are optional).

LEAP - Recertification - Unable to Certify Explanations

* Explanation: Sample
Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

* Explanation: Sample
Maximum number of characters: 255

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

ID	File	Associated To
Attachment-0	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> Certification Line 5 <input checked="" type="checkbox"/> Certification Line 6 <input type="checkbox"/> Certification Line 10

Certification – Unable to Certify Explanations

The screen will display the details of each attachment.

Associate the attachment(s) to the relevant certification statement number(s) by checking the appropriate box in the Associated To column. Click “Submit.”

In order to see all of the attachment details in the “Certification – Unable to Certify Explanations” pop-up, expand the window by clicking the bottom right corner and dragging to the desired height and width.

If the staff require clarification on any of the certification statements, the staff may request additional information from the lender. The lender will receive an email explaining the required information. The lender can then log back in to LEAP to provide the information. When logging in, the lender will see the below statement within the Pending & Upcoming Activities panel located on the home screen:



Pending & Upcoming Activities – Provide Additional Certification Info

The Lender can then return to the Recertification package and view the Certification form. On both the top and bottom of the Certification form, there is a button that can be selected to allow the lender to provide additional information. After selecting this button, a pop-up will appear allowing the lender to enter comments and attach additional files. The certification form is then resubmitted to OLAPC for review.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, the logo 'LEAP' is displayed in large blue letters, with 'Lender Electronic Assessment Portal' underneath. To the right, the U.S. Department of Housing and Urban Development logo is visible. Below the header, the page title is '51628-Sample Institution 3'. The main section is titled 'Certification'. It contains a red button labeled 'PROVIDE ADDITIONAL INFO' and a blue button labeled 'RETURN'. A red arrow points to the 'PROVIDE ADDITIONAL INFO' button. Below the buttons, there is a note: 'Capitalized terms in the following statements refer to those terms as used in the relevant sections of HUD Handbook 4000.1.' At the bottom of the form, there is a paragraph of instructions: 'In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click "Unable to Certify." You will be prompted to provide an explanation and attachments.'

Certification – Provide Additional Info

The OLAPC will review “unable to Certify” explanation and determine if the additional information is sufficient to agree to the exceptions to certification. If an agreement is made, the Lender will receive an email of agreement with exceptions to certification. The Lender will then certify with agreed upon exceptions.

If there is not an agreement to the exceptions to certification, the Lender must restart the

7.2.3 Audit Related Questions

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the Lender Data Verification and Certification Processes are complete, the user can start the Audit Related Questions. Click the “Start” button to the right of Audit Related Questions on the Recertification Status screen to begin this step.

Enter each required field (*) in the Lender Owner/Comptroller panel. The Lender Owner/Comptroller is a point of contact at the Institution that can address audit-specific questions that FHA may have during its review of the Recertification package.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as LENDER IDMT00644 (MT0644). The main header features the LEAP logo and the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". Below the header, the institution name "12489- Sample Institution 2" is displayed. The "Audit Related Questions" section contains three buttons: "SAVE" (green), "SAVE & RETURN" (blue), and "CANCEL" (red), along with a version number "v1.1". The "Institution Information" section shows "Institution Name: Sample Institution 2" and "Fiscal Year End Month: February 28". The "Lender Owner/Comptroller" section contains a form with the following fields: * First Name, Middle Name, * Last Name, * Job Title, * Phone Number (with a dropdown menu showing "(111) 222-3333" and an extension field), * Fax Number (with a dropdown menu showing "(111) 222-3333"), and * Email Address.

*Audit Related Questions
screen*

The Lender Owner/Comptroller information does NOT need to match the contact information for the user completing this data entry step.

Select the Save or Save & Return button at the top right of the screen at any time. Save will save the data entered and keep the user on the same screen. Save and Return will save the data entered and return the user to the Recertification Statuspage.

Answer all questions in the Questions and Documents panel.

Questions And Documents

*Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.*

Financial Statement Information

	* 001: Is the FHA approved lender a subsidiary in a parent - subsidiary relationship?	Yes ▼
	* 002: Are you submitting audited consolidated financial statements of the parent company or audited financial statements of the FHA-approved subsidiary?	Consolidated ▼
	* 003: Is the subsidiary 40% or more of the parent?	Yes ▼
	* 005: Is the FHA approved lender in a parent- subsidiary relationship?	▼
	* 006: Type of Audit Opinion issued	Qualified Opinion ▼
	* 007: Type of Audit Opinion issued on the supplemental information in relation to financial statements as a whole	Qualified Opinion ▼
	* 008: Is a going concern paragraph included in the auditor's report?	Yes ▼
	* 009: Reported Findings - Significant Deficiencies?	No ▼
	* 010: Reported Findings - Material Weaknesses?	No ▼
	* 011: Reported Findings - Material Noncompliance?	No ▼

HUD Compliance Audit

	* 020: Type of Audit Opinion issued	Qualified Opinion ▼
	* 021: Reported Findings - Significant Deficiencies?	No ▼
	* 022: Reported Findings - Material Weaknesses?	No ▼
	* 023: Reported Findings - Material Noncompliance?	No ▼

Management Letter

	* 030: Were certain matters communicated to management not disclosed in audit reports?	No ▼
---	--	------

Audit Related Questions – Questions and Documents

Select the  icon to the left of any Audit Related Question for a detailed description.

Add all required documents in the Required Documents panel.

The screenshot shows a panel titled "Required Documents" with five rows of requirements. Each row contains a requirement ID and description, a "Choose File" button, the text "No file chosen", and a red "X" icon. A blue "+" icon is visible to the right of the first two rows.

Requirement ID	Description	Action
* 040:	Independent Auditors' Report on the Financial Statements and Supplemental Schedules and the related financial reporting package including audited financial statements, notes, and supplemental schedules	Choose File No file chosen
* 041:	Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards	Choose File No file chosen
* 042:	Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major HUD Program and on Internal Control Over Compliance Based on an Audit in Accordance With the HUD Consolidated Audit Guide	Choose File No file chosen
* 043:	Schedule of Findings, Questioned Costs, and Recommendations	Choose File No file chosen
* 044:	CPA Firm or Practitioner License	Choose File No file chosen

Audit Related Questions – Required Documents

Add more than one attachment for each requirement by clicking .

Conditional Documents may be required based on the responses in the Financial Statement Information, HUD Compliance Audit, and Management Letter sections.

Any conditional document that is required, based on responses entered, will be highlighted in yellow to add. Add all applicable documents and click "Save."

The screenshot shows a panel titled "Conditional Documents" with seven rows of requirements. Each row contains a requirement ID and description, a "Choose File" button, the text "No file chosen", and a red "X" icon.

Requirement ID	Description	Action
050:	Management Letter or other type of written auditor communication to management	Choose File No file chosen
051:	Corrective Action Plan related to Financial Statement Audit or HUD Compliance Audit	Choose File No file chosen
052:	Corrective Action Plan related to Management Letter or other type of written communication to management	Choose File No file chosen
053:	Schedule of the Status of Prior Audit Findings, Questioned Costs, and Recommendations	Choose File No file chosen
054:	Audited Consolidating Schedules	Choose File No file chosen
055:	Corporate Guaranty Agreement	Choose File No file chosen
056:	Unaudited Consolidating Schedules or Call Report	Choose File No file chosen
057:	Other/Miscellaneous Documents	Choose File No file chosen

SAVE SAVE & RETURN CANCEL v1.

Audit Related Questions – Conditional Documents

7.2.4 Financial Data Entry

Financial Data Entry is tailored to each lender segment. LEAP collects specific financial data points HUD uses to evaluate the Institution’s financial status.

Lenders in the Supervised Small segment must also attach their unaudited regulatory report (call report) on the Financial Data Entry screen. All other segments that submit financial information will attach required documents on the Audit Related Questions screen.

Click the “Start” button to the right of Financial Data Entry on the Recertification Status screen to begin this step. Complete all fields and click “Save.” After saving, any fields not completed will be highlighted in yellow.

Financial Data Entry screen

Select the  icon to the left of any Line Item for a detailed description.

Certain fields are automatically calculated based on the data entered. These fields are highlighted in grey and are read-only.

7.2.5 Payment

LEAP uses a direct web service with the Treasury Department’s Pay.Gov service.

To submit payment of the Institution’s Recertification fee, click the “Start” button to the right of Payment on the Recertification Status screen.

LEAP automatically calculates the fee amount based on the Institution's Insurance Type and number of active branches and displays this calculation on-screen.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Recertification Payment

Fee Calculation: Title 2 Main Office Recert Fee: \$500
0 Title 1 Branches Recert Fee: \$0
7 Title 2 Branches Recert Fee: \$1400
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00

* Bank Routing Number:

* Bank Account Number:

* Account Type:

CANCEL SUBMIT

CANCEL SUBMIT

Recertification Payment screen

Enter data in each required field (*) and click the “Submit” button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Recertification Payment

Fee Calculation: Title 2 Main Office Recert Fee: \$500
0 Title 1 Branches Recert Fee: \$0
7 Title 2 Branches Recert Fee: \$1400
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00
Pay.Gov Receipt Number: 3F0NB238
Pay.Gov Receipt Date: 04/16/2014

RETURN

RETURN

Payment Confirmation screen

Pay.gov requires a 48-hour processing time to clear payment.

Rejected Payments can be resubmitted in the Payment History screen (see section [8.1 – Resubmitting Rejected Payments](#)).

Click the “Return” button to return to the Recertification Status page.

7.2.6 Submit to Independent Public Accountant for Review

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the applicable steps for the Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry are complete, the “Submit” button in the “Submit to IPA for Review” line becomes active on the Recertification Status screen.

Lenders are responsible for informing the IPA after they submit the financials to IPA Review. Click “Submit” to submit the Recertification package to the IPA for review.

Recertification Status : In Process

Package Fiscal Year: 12/31/2013

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✓ Audit Related Questions	EDIT
✓ Financial Data Entry	EDIT
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

Recertification Status screen – Submit to IPA functionality enabled

The Institution is not required to complete the Payment section before submitting to the IPA. The Payment section is required to be completed before submitting the Recertification package to HUD.

7.2.6.1 IPA Home Screen

The IPA Attester will access LEAP via FHA Connection (See section [2 – How to Access LEAP](#)). After the IPA logs in, a Unique IPA Identifier (UII) number must be entered.

Enter the UII number and click “Submit.”

Firm Not Selected

* Enter UII Number:

SUBMIT

IPA UII Number

The screen will display the Audit Firm Details for the IPA Attester to complete and confirm. If the fields are prepopulated, then they only require confirmation. If any of the fields are not prepopulated, then they must be entered. Fields with a (*) are required in order to confirm and move to the next screen.

Click "Confirm."

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Firm Not Selected

Enter UII Number: 75987

Audit Firm Details

* Firm Name:

* Tax ID:

Street Address:

City:

State:

Zip Code:

* First Name:

Middle Name:

* Last Name:

Title:

Phone Number:

Fax Number:

Email Address:

IPA – Audit Firm Details

This opens the Associated Lenders panel at the bottom of the screen.

Recertification packages that are available to be reviewed will have an active link populated in the Recert ID column. Click the “Recert ID link” in the Recert ID field to view the Recertification package.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible, along with navigation links (Home, Contact Us, Help, Logout) and a user login status (Logged in as: IPA IDIT0001 (IT0001)). The U.S. Department of Housing and Urban Development logo is also present.

The main content area is divided into sections:

- Sample Institution:** Includes a text input field for "Enter UII Number:" with the value "75987".
- Audit Firm Details:** Lists information for "Sample Institution":
 - * Firm Name: Sample Institution
 - * Tax ID: 11-1111111
 - Street Address: 171 Wiget Lane
 - City: Walnut Creek
 - State: California
 - Zip Code: 94598
 - * First Name: Sample
 - Middle Name:
 - * Last Name: IPA
 - Title:
 - Phone Number:
 - Fax Number:
 - Email Address:
- Associated Lenders:** A table with the following data:

#	Institution ID	Institution Name	Insurance Type	Segment	Fiscal Year End Date	Recert ID	Recertification Due Date
1		DISCOVER BANK	Title 2	Investing	December 31	1-15ALTE	03/31/2014

A red arrow points to the "Recert ID" column in the "Associated Lenders" table.

IPA Firm Details

Only Institutions that have been associated to the IPA firm in FHA Connection will appear in the IPA’s Associated Lenders panel.

Institutions that are still working on the Recertification Package will also be displayed in the Associated Lenders panel; however, they will not have an active link in the Recert ID column.

7.2.6.2 Agreed-Upon Procedures

After the IPA has selected a specific Institution’s Recertification to review, the Recertification Status screen opens. The IPA has access to view the Audit Related Questions and Financial Data Entry information in read-only format by selecting “View” to the right of either line item.

31145-Sample Institution 4-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016	
Audit Related Questions	VIEW
Financial Data Entry	VIEW
Independent Public Accountant's Agreed Upon Procedures	START

Recertification Status – IPA screen

Click the “Start” button next to the Independent Public Accountant’s Agreed Upon Procedures (AUP) to access the AUP.

The IPA Procedures screen displays the Audit Statement, Audit Procedures, Independent Public Auditor Details, and the Attesting Practitioner Details. In the Audit Statement section, type the Institution name in the Client Name field. LEAP will auto populate the Institution’s name in the Audit Statement text below the field.

The Independent Public Auditor Details and Attesting Practitioner’s Details sections will display the information entered by the IPA on the previous screens.

The Audit Procedures section provides the IPA Attester the option to select one of the following radio buttons for each Audit Procedure:

- Agrees
- Does Not Agree
- No Such Document Issued.



IPA Procedures

CANCEL SUBMIT

Audit Statement

* Client Name:

INDEPENDENT ACCOUNTANTS REPORT ON APPLYING AGREED-UPON PROCEDURES

To: **Sample Institution** and the U.S. Department of Housing and Urban Development

We have performed the procedures enumerated in the chart below, which were agreed to by **Sample Institution** (the "lender") and the U.S. Department of Housing and Urban Development, solely to assist them in determining the accuracy of the electronic submission of certain information into the Lender Electronic Assessment Portal (LEAP). The lender is responsible for the accuracy and completeness of the electronic submission.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures

No.	Category	Procedures Applied	Agree	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opinion on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related Questions and Documents (ARQ).	Financial Data Template (FDT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	We compared the schedule of findings, questioned costs, and recommendations attached in line item 043 of the ARQ to the hard copy schedule of findings, questioned costs, and recommendations.	Schedule of Findings, Questioned Costs, and Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	We compared the management letter attached in line item 050 of the ARQ to the hard copy management letter.	Management Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	We compared the corrective action plans attached in line items 051 and 052 of the ARQ to the hard copy corrective action plans.	Corrective Action Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Independent Public Auditor Details

UII: 73987
Firm Name: Sample Institution
Employer Identification Number: 11-1111111

Attesting Practitioner's Details

First Name: Sample
Middle Name:
Last Name: IPA
Title:
Phone Number:
Fax Number:
Email Address:

CANCEL SUBMIT

IPA Procedures screen

Once all procedures have been completed, click "Submit."

This opens the Submit Agreed Upon Procedures notice. Click “OK.”

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures

No.	Category	Procedures Applies	Agrees	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related (FDT)		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Agreed Upon Procedures

You are submitting your agreement or disagreement with the institution's financial reporting package.

Select 'OK' to continue or 'Cancel' to return to the previous page.

OK Cancel

Independence

Firm Name: [REDACTED]
Employer Identification Number: [REDACTED]

Attesting Practitioner's Details

Attesting Practitioner's First Name: [REDACTED]
Attesting Practitioner's Middle Name: [REDACTED]
Attesting Practitioner's Last Name: [REDACTED]
Attesting Practitioner's Title: [REDACTED]
Attesting Practitioner's Telephone Number: [REDACTED]
Attesting Practitioner's Email Address: [REDACTED]
Attesting Practitioner's Fax Number: [REDACTED]

SUBMIT CANCEL

IPA – Submit Agreed Upon Procedures pop-up

If the IPA Attester does not complete all information on the Audit Procedures and clicks “Submit,” LEAP presents an Error Message to complete all fields.



IPA Error pop-up

An e-mail is sent to the Institution’s Administrative Contact stating whether the IPA attested to all procedures. If no issues were discovered, the Institution can submit the Recertification package to HUD (see section [7.2.6.4 – IPA Attests to an Institution Financials](#)). If issues were discovered, the Institution must correct and submit back to the IPA (see section [7.2.6.3 – IPA Does Not Attest to an Institution Financials](#)).

7.2.6.3 IPA Does Not Attest to an Institution’s Financials

If the IPA Attester selects “Does Not Agree” to any procedure, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA did not attest to their submission. The Institution will have to revise the information provided on the Audit Related Questions and/or Financial Data Entry form based on the information specific to that finding and resubmit for IPA Review.

7.2.6.4 IPA Attests to an Institution’s Financials

If the IPA Attester selects Agrees to all procedures, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA attests to their submission. The Institution Recertification Package is now available to the Institution to submit to HUD once all other sections of the package have been completed.

7.2.7 Submit to HUD as Final

Once all Recertification steps required for an Institution’s Lender Segment are complete, the “Submit” button next to Submit to HUD as Final on the Recertification Status screen is active. Click “Submit.”

31145-Sample Institution 4-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification

VIEW

✓ Certification

VIEW

✓ Audit Related Questions

VIEW

✓ Financial Data Entry

VIEW

✓ Payment

VIEW

✓ Independent Public Accountant's Agreed Upon Procedures

VIEW

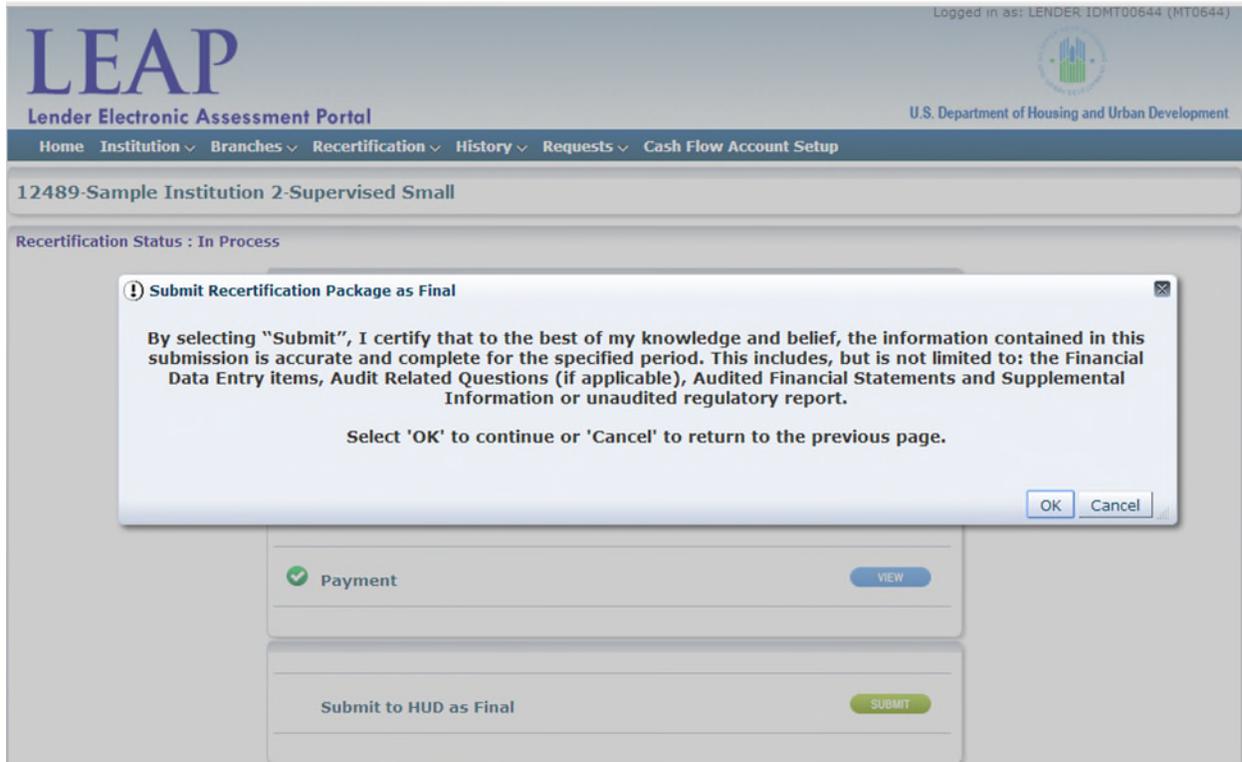
Submit to HUD as Final

SUBMIT



Recertification Status – Submit to HUD as Final functionality enabled

A pop-up will appear asking for confirmation that the user wishes to submit the Recertification Package to HUD as final.



Recertification Status – Confirm Submission as Final pop-up

Click “OK” to submit the Recertification Package to HUD; or click “Cancel” to navigate the user back the Recertification Package to make any required updates before submitting the final Recertification Package to HUD.

The Recertification Status screen will refresh with an updated status for all Recertification steps. The Recertification Status is updated to “Under Review.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and the U.S. Department of Housing and Urban Development logo are visible. Below the logo is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area displays the title "31145-Sample Institution 4-Non-Supervised" and the "Recertification Status : Under Review" with a red arrow pointing to it. Below this, there is a list of recertification steps, each with a green checkmark and a button:

Step	Status	Action
Package Fiscal Year: 12/31/2016		
Lender Data Verification	✓	VIEW
Certification	✓	VIEW
Audit Related Questions	✓	VIEW
Financial Data Entry	✓	VIEW
Payment	✓	VIEW
Independent Public Accountant's Agreed Upon Procedures	✓	VIEW
Submit to HUD as Final	✓	COMPLETE

Recertification Status screen – Status of Under Review

The Recertification package will now be reviewed by FHA. E-mails will be sent to the Institution’s Administrative Contact as the package is reviewed if additional action is required.

7.3 Resolving Deficiencies in Financials

If any portion of the Institution’s Recertification Package is deficient, an e-mail will be sent to the Institution’s Administrative Contact.

The Institution Summary screen will display a notice stating that FHA has found deficiencies on the Recertification Package.

To respond to deficiencies, navigate to “Submit Recertification” from the Recertification drop-down on the Menu Bar. On the Recertification Status screen, a red X will appear next to the section or sections requiring attention.

Click the “Edit” button next to the section with the red X.

Recertification Status : In Process

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✗ Financial Data Entry	EDIT

✓ Payment	VIEW
-----------	------

Submit to HUD as Final	SUBMIT
------------------------	--------

Recertification Status screen – Issue with Financial Data Entry

At the top of the screen, a Deficiencies panel will be displayed with all deficiencies noted. The Deficiencies panel displays the Deficiency ID, Description of the deficiency, the OLAPC Proposed Resolution, and the Lender Resolution fields.

Click the “Resolve” button.

Recertification - Financial Statements RETURN v1.1

*Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.*

Deficiencies

Deficiency ID	Description	OLAPC Proposed Resolution	Lender Resolution
1-14LTE0	Insufficient Adjusted Net Worth	Provide documentation for net worth calculation.	
1-14LTE2	Insufficient Liquidity	Provide documentation for liquidity calculation.	

RESOLVE

Financial Data Template

Financial Statement Upload

1: Unaudited regulatory report (Call Report) signed by a corporate officer

TX-SML-Mtg-Company-Description.pdf

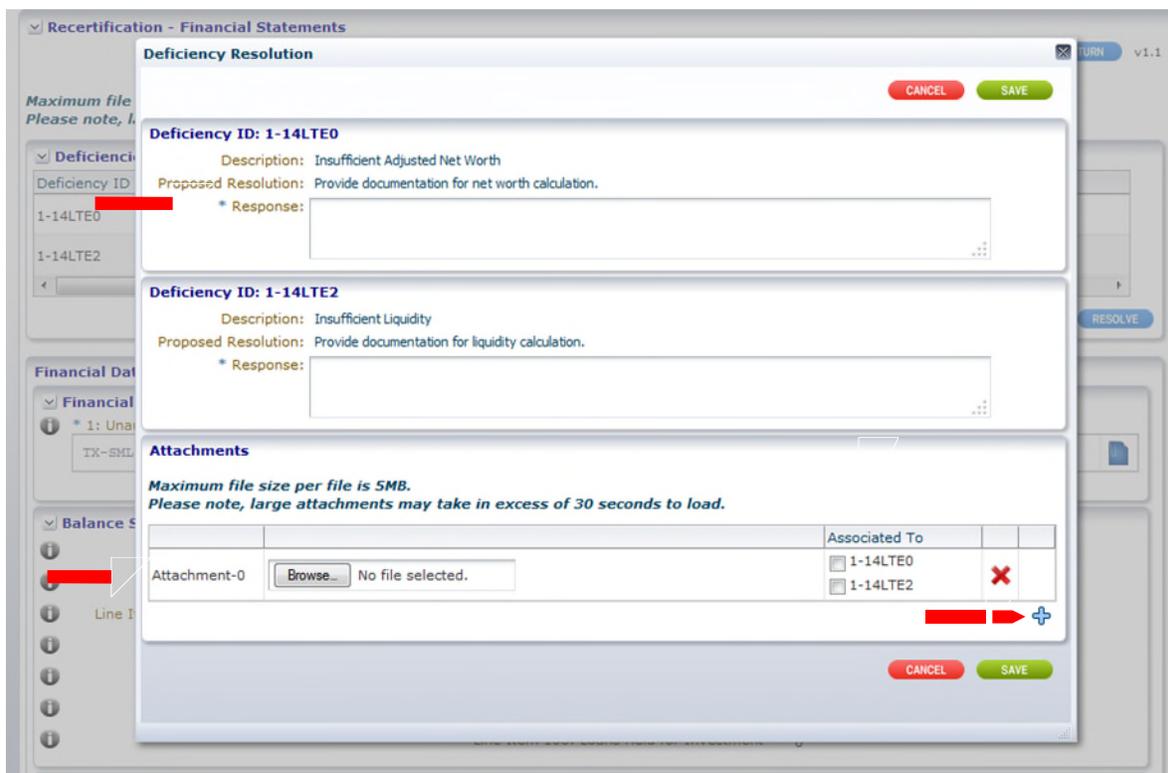
Balance Sheet - Assets

- Line Item 100: Cash and Cash Equivalents 0
- Line Item 101: Escrow deposit Cash 0
- Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1) 0
- Line Item 103: Trading Account Securities 0
- Line Item 104: Net Mortgage Servicing Rights 0
- Line Item 105: Other Real Estate Owned at Net Realizable Value 0
- Line Item 106: Loans Held for Investment 0

Recertification – Financial

A pop-up will display all deficiencies. A comment must be entered in the Response field for each deficiency (required). Attachments may be added.

After adding attachments, indicate the deficiency associated with each attachment by clicking the “Deficiency ID” in the “Associated To” column. The same document can be associated with any or all deficiencies.



Recertification – Financial

Attachments cannot be larger than 5MB per file.

To add more than one attachment, click .

To delete an attachment, click .

Once complete, click “Save.”

After all deficiencies have been resolved, the Recertification Status screen will show all steps as complete. Click the “Submit to HUD as Final” button to resubmit the Recertification Package.

7.4 If FHA Rejects the Recertification Package

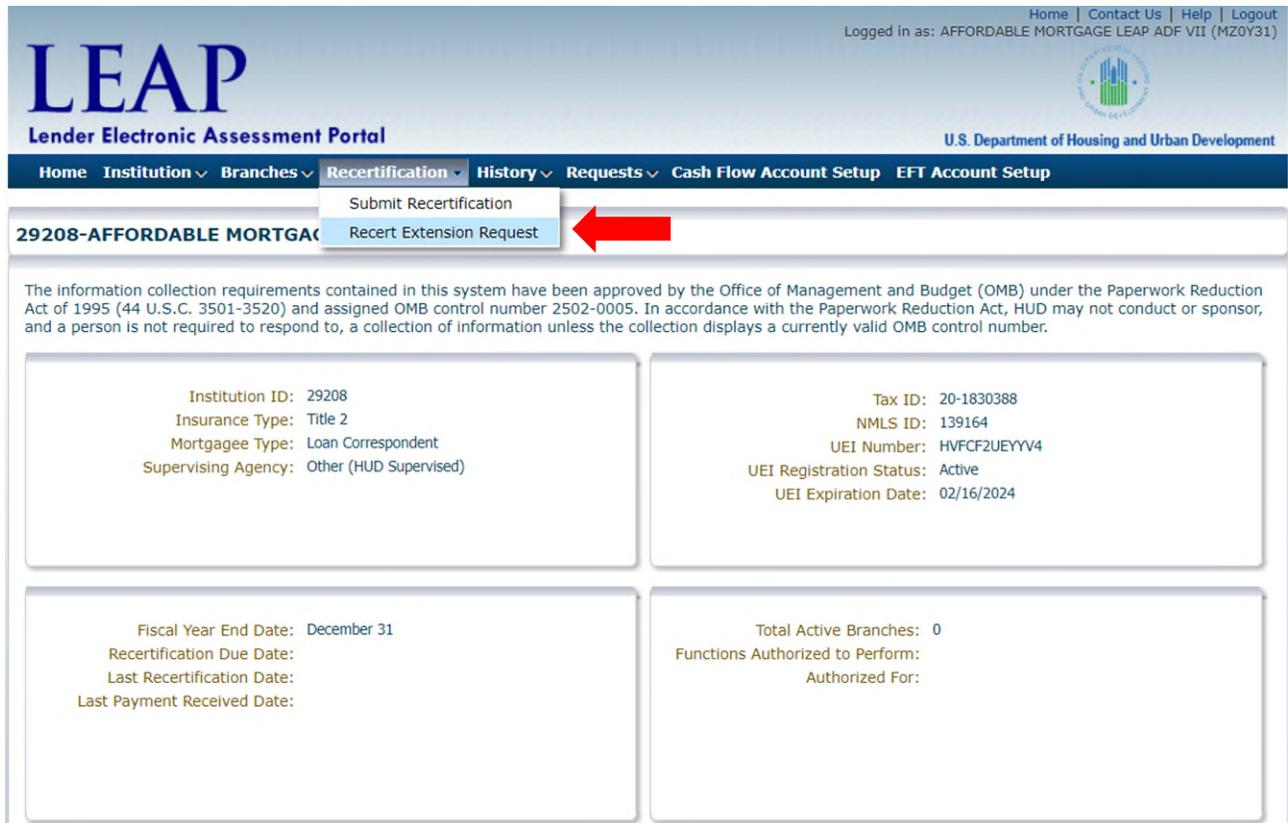
FHA may reject an Institution’s entire Recertification package due to noncompliance. When this occurs, the Institution must fill out a new Financial Data Entry and Audit Related Questions based on the Lender Segment. If the Institution is in the Non-Supervised, Supervised Large, or Investing segments then they must resubmit the Recertification Package to the IPA again for review and completion of the AUP.

7.5 Recertification Extension Request

Prior to an Institution's assigned Recertification package Due Date, the user may request an extension of that Due Date.

7.5.1 Submitting the Extension Request

From the Recertification drop-down on the Menu Bar, select "Recert Extension Request."



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. The U.S. Department of Housing and Urban Development logo is on the right. A navigation bar contains: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The Recertification dropdown menu is open, showing "Submit Recertification" and "Recert Extension Request", with a red arrow pointing to the latter. Below the menu is a notice about OMB control numbers. The main content area is divided into four boxes containing institution details: Institution ID (29208), Insurance Type (Title 2), Mortgagee Type (Loan Correspondent), Supervising Agency (Other (HUD Supervised)), Tax ID (20-1830388), NMLS ID (139164), UEI Number (HVFCF2UEYYV4), UEI Registration Status (Active), UEI Expiration Date (02/16/2024), Fiscal Year End Date (December 31), Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches (0), Functions Authorized to Perform, and Authorized For.

Institution Summary – Request Extension Request drop-down highlighted

This opens the Request screen, with the Request Type field automatically populated to Extension Request.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the logo 'LEAP' is prominent, with 'Lender Electronic Assessment Portal' below it. The U.S. Department of Housing and Urban Development logo is also visible. A navigation menu includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The user is logged in as 'LENDER IDMT00644 (MT0644)'. The main content area is titled '12489-Sample Institution 2' and contains two sections: 'Information' and 'Details'. In the 'Information' section, the 'Request Type' is set to 'Extension Request'. Below this, instructions state: 'Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division. The request must include the following: a detailed explanation of why the extension is requested, timeframe for the extension, and a point of contact for the lender.' The 'Details' section contains three input fields: 'Recertification Due Date' (03/31/2014), 'Reason for Extension Request', and 'Requestor Comments'.

Requests – Extension request

Enter information in the required fields. Provide any additional comments specific to this request. Once complete, click the “Submit” button.

The Recertification Due Date is automatically set to thirty days after the current Due Date.

The extension request details will be visible on the Request History page as well on the Institution Summary.

Once the request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information will also be provided in the Notices section of the Institution Summary screen. If approved, the Recertification Due Date will show the new date on the Institution Summary screen.

8. History Screens

8. History Screens

Payment, Correspondence, and Recertification History can be viewed by selecting the History drop-down on the Menu Bar. All History screens are read-only views of all transactions.

LEAP

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)
 Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (M20Y31)

Lender Electronic Assessment Portal


 U.S. Department of Housing and Urban Development

Home
Institution ▾
Branches ▾
Recertification ▾
History ▾
Requests ▾
Cash Flow Account Setup
EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS L

[Payment History](#)
[Correspondence History](#)
[Recertification History](#)

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

8.1 Payment History

An Institution's payment history can be viewed by selecting "Payment History" from the History drop-down on the Menu Bar.

The Payment History page will show any Pay.gov payments required or made by the Institution. Lenders will be able to submit rejected recertification payments from this page.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00625 (mt0625)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

16936-Sample Institution 3

Payment History

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPCQ	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

Payment Details

Fee Calculation: Branch Fee: 300

Amount Due: \$300.00

Pay.Gov Receipt Number: 25HPCQ

Pay.Gov Receipt Date: 09/30/2014

Payment History screen

8.1 Resubmitting Rejected Payments

Rejected Payments can be resubmitted from the Payment History Screen. To resubmit a rejected payment, first select the payment to be resubmitted from the Payment History list. Enter data in each required field (*) in the Resubmit Payment form and click the "Submit" button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00625 (mt0625)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

16936-Sample Institution 3

Payment History

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPHCQQ	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

Resubmit Payment

Fee Calculation: Title 2 Branch Fee: 300

Amount Due: \$300.00

* Bank Routing Number:

* Bank Account Number:

* Account Type:

CANCEL
SUBMIT

Payment History screen

Pay.gov requires a 48-hour processing time to clear payment.

8.2 Correspondence History

An Institution's correspondence history can be viewed by selecting Correspondence History from the History drop-down on the Menu Bar.

The Correspondence History page will show any correspondence between LEAP and the Institution.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Correspondence History

#	Date Sent	Subject
1		LEAP Affiliation Withdrawn Agent Email
2		Invalid Address Change Request Email
3	04/15/2014	Recertification 90 Day Notice - Supervised

Correspondence History screen

8.3 Recertification History Screen

An Institution’s Recertification history can be viewed by selecting “Recertification History” from the History drop-down on the Menu Bar.

The Recertification History page will show relevant status and dates associated with the Institution’s LEAP Recertification history. LEAP does not provide details or documents from past Recertification packages.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Recertification History

#	Recert Fiscal Year	Certification Status	Certification Status Date	Recertification Fees	Fiscal Year End Month
1	12/31/2013	Certified			December

Recertification History screen



9. Requests

9. Requests

Requests can be submitted via the Requests drop-down on the Menu Bar. Requests should only be submitted when the Institution is unable to directly make the change in LEAP.

The following requests can be submitted in LEAP:

- Add Insurance Authority
- Asset Purchase
- Credit Watch Reinstatement
- Extension Request (see section [7.5 Recertification Extension](#))
- Lender Org Change:
 - Ad Hoc
 - Add Institution DBA
 - Branch Address State Change
 - Branch Address Verification
 - Change Branch Insurance Type
 - Convert Mortgagee Type
 - Fiscal Year End Change
 - Geo Address State Change
 - Inst. Address Verification
 - Name Change
 - New Corporate Officer
- Merger or Acquisition (see section [11. Merger, Acquisition, or Purchase](#)11 – Merger, Acquisition or Purchase)
 - Merger
 - Acquisition
 - Purchase
- Voluntary Withdrawal (see section [13. Voluntary Withdrawal](#) from the FHA Program).

To submit a request, click the Requests drop-down and select “Create New Request.”



Create New Request

View/Edit Submitted Requests



29208-AFFORDABLE MORTGAGE ADVISORS LLC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208
Insurance Type: Title 2
Mortgagee Type: Loan Correspondent
Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388
NMLS ID: 139164
UEI Number: HVFCF2UEYYV4
UEI Registration Status: Active
UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31
Recertification Due Date:
Last Recertification Date:
Last Payment Received Date:

Total Active Branches: 0
Functions Authorized to Perform:
Authorized For:

Institution Summary – Requests drop-down highlighted

Clicking “Create New Request” opens the Requests screen. Choose the type of request to submit by selecting an option from the Request Type drop-down.

Home | Contact Us | Help | Logout
 Logged in as: COMMONFUND MORTGAGE LEAP ADF X (M20Y34)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

70497-COMMONFUND MORTGAGE CORP

Information

* Request Type

Details

* POC First Name

* POC Last Name

* POC Phone Number

* POC Email Address

Requestor Comments

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0 No file chosen ✖

+

CANCEL SUBMIT

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410
 This site requires cookies to be enabled and must be accessed directly through FHA Connection
 Best viewed in IE 8, IE 9, Chrome 34, Firefox 27
 TEST(Build #TC_5.6_10.06.2023)

Requests screen

Based on the type of request selected, the details section will change to display instructions and requirements specific to that request type, including any required attachments. For example, an extension requests and a voluntary withdrawal both require supporting documentation.

9.1 Submitting a Request to FHA

In the example below, the user is submitting a request to add a New Corporate Officer, but the general steps are used to submit any Request Type.

Select “Lender Org Change” and “New Corporate Officer” from the Request Type and Sub-Type fields, respectively. Once selected, the requirements for this request are displayed below the Request Sub-Type field.

Requests screen – Lender Org Change, New Corporate Officer

In the Details panel, complete all required fields which include First Name, Last Name, Title, Officer Type, Email address, and SSN. Finally, complete the POC First Name, POC Last Name, POC Phone Number, POC Email address and Requestor Comments fields.

The Officer Type allows a lender to select Corporate Officer or Officer in Charge while adding the new personnel. When lender submits the request to add the new Officer in Charge through this page, the existing Officer in Charge (if any) will be automatically switched to Corporate Officer and the new Officer in Charge will be added when the request is approved.

The Requestor Comments box can be used to add further directions to provide further information which can help identify the reasons of this change.

To add any required attachments, select the file and attach the request.

Requests – Add New Corporate Officer

Attachments cannot be larger than 5MB per file.

To add more than one attachment, click .

To delete an attachment, click .

Click “Submit.” This opens the Request History screen, displaying a summary of the submitted request.



Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00940 (MT0940)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	04/28/2014 10:03:33	Lender Org Change	New Corporate Officer	04/28/2014	Open	

Request History screen

When a Request is approved or rejected by FHA, the Institution's Administrative Contact will receive an e-mail notification. This information also will display in the Notices section of the Institution Summary screen.

NOTE: The request to add a New Corporate Officer or Officer In Charge, can also be submitted from Institution tab (see section [5.5 Corporate Personnel](#)).

9.2 Responding with Additional Information

If FHA requires additional information to complete their review of a request, the Institution's Administrative Contact will receive an e-mail notification.

Provide the information by clicking on "View/Edit Submitted Requests" in the Requests drop-down from the Menu Bar. The request's status will be displayed as Request Additional Information.

Select the request by clicking on that request's row. The bottom of the screen displays the request details and allows the user to enter information in the fields and upload additional attachments. If FHA recommends a particular resolution, it will appear in the Issue Resolution field.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the logo 'LEAP' and 'Lender Electronic Assessment Portal' are visible, along with the U.S. Department of Housing and Urban Development logo. A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup.

The main content area is titled '19874-TEST LENDER' and shows a 'Request History' table with the following data:

#	Request Open Date	Request Type	Request Sub-Type	Status Date	Status	Requestor Comments
1	03/31/2021 16:44:44	Lender Org Change	New Corporate Officer	04/01/2021	Request Additional Information	Tesssss
2	03/31/2021 18:44:31	Lender Org Change	New Corporate Officer	03/31/2021	Approved	hey
3	03/31/2021 18:43:02	Lender Org Change	New Corporate Officer	03/31/2021	Approved	Test
4	03/31/2021 17:45:52	Lender Org Change	New Corporate Officer	03/31/2021	Open	test
5	03/31/2021 17:42:51	Lender Org Change	New Corporate Officer	03/31/2021	Open	test
6	03/31/2021 17:38:19	Lender Org Change	New Corporate Officer	03/31/2021	Open	q
7	03/31/2021 17:38:12	Lender Org Change	New Corporate Officer	03/31/2021	Approved	Test

Below the table, the 'Request' details for the selected row are shown. The 'Request Type' is 'Lender Org Change' and the 'Request Sub-Type' is 'New Corporate Officer'. A red arrow points to the 'Status' field, which is set to 'Request Additional Information'. The 'Issue Resolution' field is currently empty.

The 'Details' section contains the following information:

- * First Name: Strawberry
- Middle Initial: [Empty]
- * Last Name: Shortcake
- * Title: Director
- * Officer Type: Officer In Charge
- * SSN: [Redacted]
- Requestor Comments: Tesssss

Request History screen

Enter the additional information requested and add any attachments. Click "Submit." FHA will review the information and approve or reject the request.



10. Cash Flow Account Setup



10. Cash Flow Account Setup

Each Institution must use Cash Flow Account Setup in LEAP to identify bank account information for the following payment types:

HUD Program	Payment Type
Title I	Single Family Upfront Premiums
Title I	Single Family Periodic (Annual) Premiums
Title II	Single Family Upfront Premiums
Title II	Single Family Periodic (Monthly) Premiums
Title II	Single Family Claim Remittance Amounts

An Institution User can add, edit, or remove cash flow account information in the Cash Flow Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through Cash Flow Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.

10.1 Adding a Cash Flow Account

To add a cash flow account, select “Cash Flow Account Setup” from the Menu Bar.

LEAP
Lender Electronic Assessment Portal

Home Institution Branches Recertification History Requests **Cash Flow Account Setup** EFT Account Setup

29208-AFFORDABLE MORTGAGE ADVISORS LLC

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Institution Summary – Cash Flow Account Setup screen

Select the appropriate Branch for which the Cash Flow Account will be added by selecting a Branch from the “Select a Branch” drop-down field list.

LEAP
Lender Electronic Assessment Portal

Home Institution Branches Recertification History Requests **Cash Flow Account Setup**

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	Account Number	Name on Account	Status	Status Description
The selected branch	1248900013 - Active			
	1248901019 - Active			
	1248901110 - Active			
	1248902008 - Active			
	1248902014 - Active			
	1248901127 - Active			
	1248901146 - Active			
	1248901996 - Terminated			
	1248901060 - Terminated			

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TEST(Build #TC_3.0.25_04152014)

Cash Flow Account Setup

A cash flow account can only be added to an active Branch. If the user selects a terminated branch from the Select a Branch drop-down, the following error is displayed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248901996 - Terminated ▾

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Unable to add/modify cash flows for a branch that has been merged or terminated.							

Cash Flow Account Setup screen

Select an active branch from the Select a Branch drop-down and click “New.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

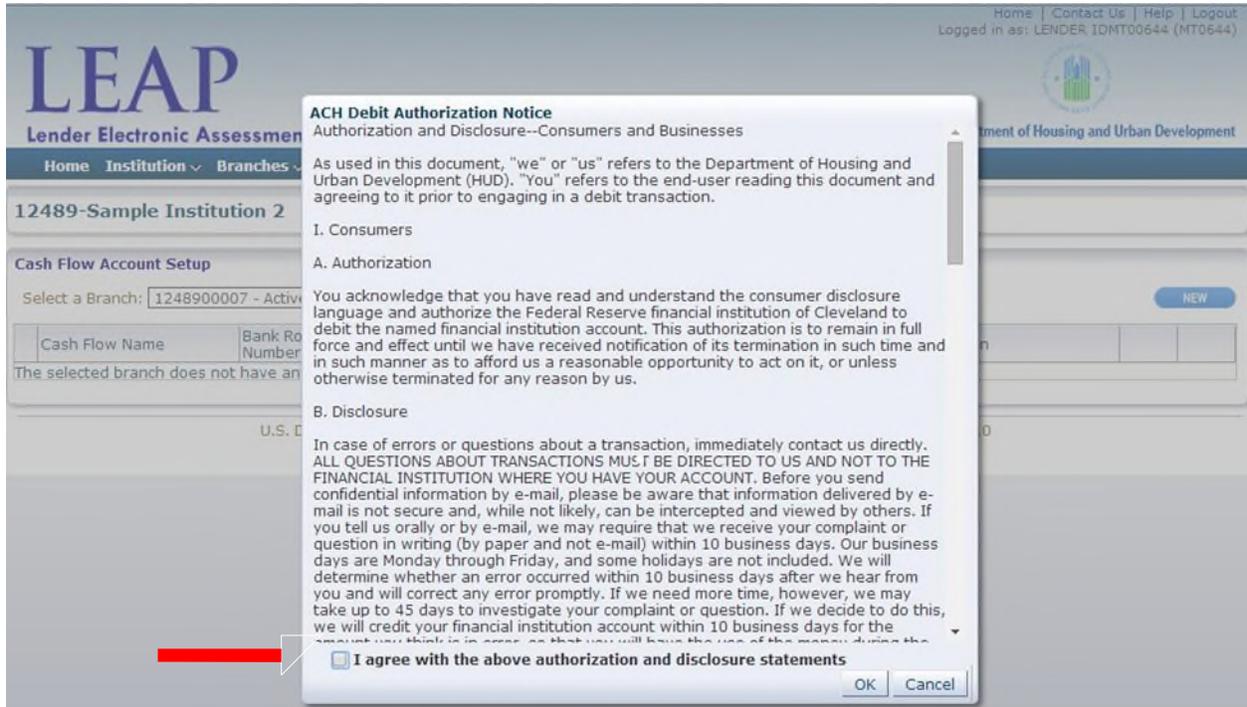
Cash Flow Account Setup

Select a Branch: 1248900007 - Active ▾ ▶ NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
The selected branch does not have any cash flow accounts setup. Click the 'New' button to add a new cash flow account.							

Cash Flow Account Setup screen

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”



ACH Debit Authorization Notice pop-up

This opens the Cash Flow Account Details screen to complete the required information.

Choose the appropriate payment type in the Cash Flow Name field, enter all required bank account, and contact information, and click “Next.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 1248900007

* Cash Flow Name: Single Family Claim Remittance ▾

* Bank Routing Number: 041201936

* Account Number: 99592248

* Re-enter Account Number: 99592248

* Bank Account Type: Business Checking ▾

* Name on Account: Sample Account

Primary Contact Information

* First Name: Sample

* Last Name: Contact

* Email Address: leapautobulk@gmail.com

* Phone Number: (111) 222-3333

Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

CANCEL RESET NEXT

Cash Flow Account Details screen

A note will appear on-screen warning that once submitted, a request to Pay.gov will be sent for prenote processing to validate the account information. Click “Submit.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 1248900007
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 99592248
Re-enter Account Number: 99592248
Bank Account Type: Business Checking
Name on Account: Sample Account

Primary Contact Information

First Name: Sample
Last Name: Contact
Email Address: leapautobulk@gmail.com
Phone Number: (111) 222-3333

Alternate Contact Information

First Name:
Last Name:
Email Address:
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

Cash Flow Account Details – Submit

This opens the Cash Flow Account Setup Confirmation Page.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 1248900007
 Cash Flow Name: Single Family Claim Remittance
 Bank Routing Number: 041201936
 Account Number: 99592248
 Bank Account Type: Business Checking
 Name on Account: Sample Account
 Date of Transaction: 04/16/2014 10:55:46

Account information successfully saved. Please check back periodically for the next 8 calendar days for updates to this cash flow status. If no errors are reported this account will be made active on 04/24/2014.

[MAIN](#)

Cash Flow Account Setup Confirmation

Refer back to this page periodically over the next eight calendar days to view the updated status of the Cash Flow Account. To view this page, click “Cash Flow Account Setup” from the Menu Bar, and select the branch for which the new Cash Flow Account was added. This will open a description of the status of the new account.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active [NEW](#)

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	
Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become active on 05/15/2014	Delete

Primary Contact Name: Sample Cont
 Email Address: leapautobulk@gmail.com
 Phone Number: (111) 222-3333

Alternate Contact Name:
 Email Address:
 Phone Number:

Cash Flow Account Setup

10.2 Editing a Cash Flow Account

To edit a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Edit.”

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home | Institution | Branches | Recertification | History | Requests | Cash Flow Account Setup

Cash Flow Account Setup

Select a Branch: 9412400005 - Active

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxx9999	hilghl	Active			Edit Delete

Primary Contact Name: luh
Email Address: asfdw@asdf.com
Phone Number: (222) 333-2323

Alternate Contact Name:
Email Address:
Phone Number:

Cash Flow Account Setup

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home | Institution | Branches | Recertification | History | Requests | Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxx9999	hilghl	Active			Edit Delete

Primary Contact Name:
Email Address:
Phone Number:

Alternate Contact Name:
Email Address:
Phone Number:

U.S. Department of Housing and Urban Development

ACH Debit Authorization Notice
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the

I agree with the above authorization and disclosure statements

OK Cancel

ACH Debit Authorization Notice pop-up

This opens the Cash Flow Account Setup screen. Edit information in the appropriate field(s) and click “Next.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00043 (MT0043)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005

* Cash Flow Name: Single Family Claim Remittance ▾

* Bank Routing Number: 041201936

* Account Number: 999999999

* Re-enter Account Number: 999999999

* Bank Account Type: Business Checking ▾

* Name on Account: hilghl

Primary Contact Information

* First Name: l

* Last Name: uih

* Email Address: asfdw@asdf.com

* Phone Number: (222) 333-2323

Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

Cash Flow Account Setup

A note will appear on-screen, warning that once submitted a request to Pay.gov is sent for prenote processing to validate the account information. Click “Submit.”

LEAP

Lender Electronic Assessment Portal



U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 999999999
Re-enter Account Number: 999999999
Bank Account Type: Business Checking
Name on Account: hilghl

Primary Contact Information

First Name: I
Last Name: uih
Email Address: asfdw@asdf.com
Phone Number: (222) 333-2323

Alternate Contact Information

First Name:
Last Name:
Email Address:
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

[CANCEL](#) [BACK](#) [SUBMIT](#)

*Cash Flow Account Setup –
Submit*

This opens the Cash Flow Account Setup Confirmation screen, confirming the successful edits.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00043 (MT0043)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 999999999
Bank Account Type: Business Checking
Name on Account: hilghl
Date of Transaction: 05/12/2014 15:23:09

Cashflow has been updated successfully

[MAIN](#)

Cash Flow Account Setup Confirmation

If banking information is updated, an eight-calendar-day prenote test with Pay.gov is required for the new account setup. During this prenote period, two accounts will temporarily reside in Cash Flow Account Setup for the same business area. The existing account will have the status of Active/Pending update and the new account will have the status of Prenote in process. Payments during this prenote period for this business area will be made using the existing (Active/Pending Update) cash flow account until the prenote is successfully completed.

If only contact information is updated, a prenote test is not performed and the account setup remains Active.

10.3 Deleting a Cash Flow Account

To delete a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Delete.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become [REDACTED] on 05/15/2014		Delete

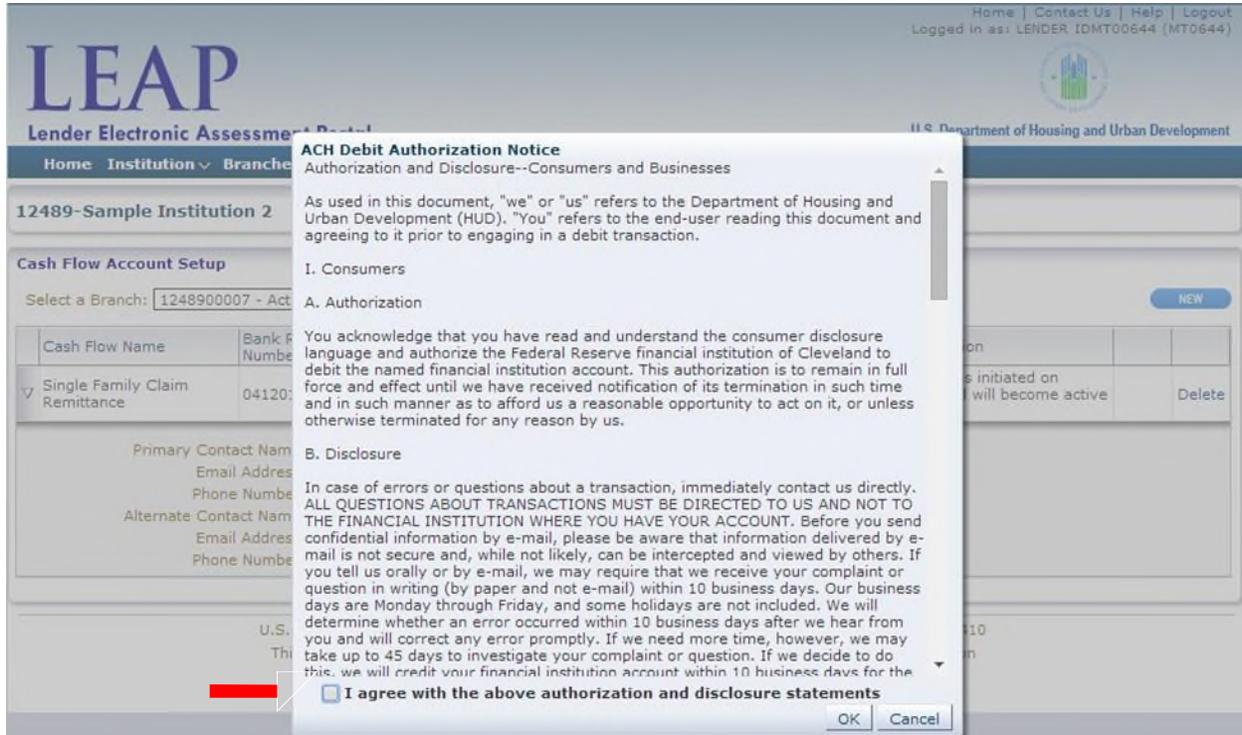
Primary Contact Name: Sample Cont
Email Address: leapautobulk@gmail.com
Phone Number: (111) 222-3333

Alternate Contact Name:
Email Address:
Phone Number:

Cash Flow Account Setup

Active Cash Flow Accounts cannot be deleted. When a new Cash Flow Account is created the older Cash Flow Account will be deleted once the new account becomes active.

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”



ACH Debit Authorization Notice pop-up

The Cash Flow Account Setup screen reopens asking to confirm the deletion, stating that the Institution will be unable to make payments from this Cash Flow Account, and that reentering account information initiates a new prenote test (requiring eight calendar days). To delete, click “Delete.”

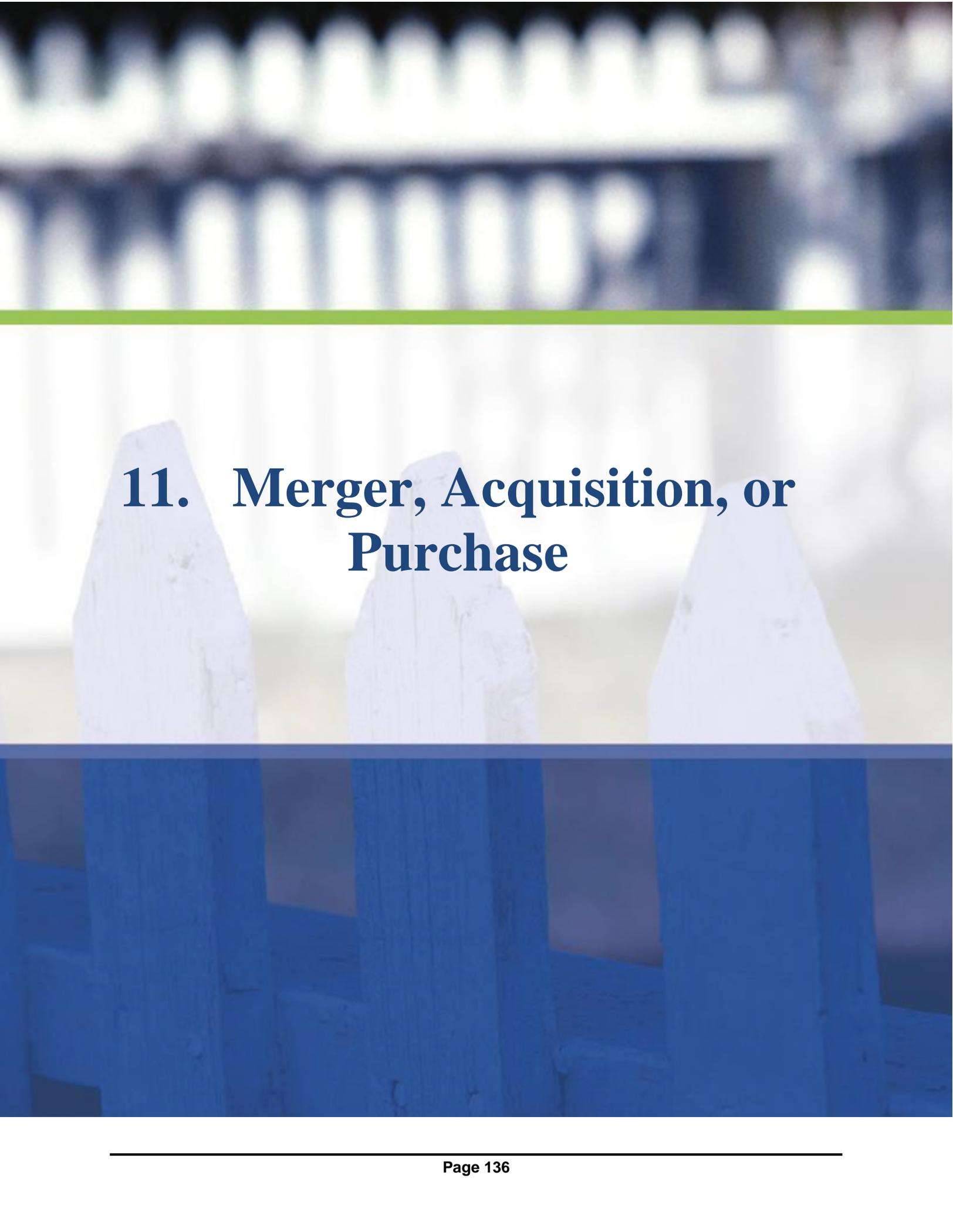
The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: LENDER IDMT00644 (MT0644)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. A navigation bar contains "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". Below this, the institution name "12489-Sample Institution 2" is displayed. The main section is titled "Cash Flow Account Setup" and contains a "Cash Flow Details" box with the following information: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, Bank Routing Number: 041201936, and Account Number: 99592248. Below the details is a confirmation question: "Are you sure you want to delete this cash flow account setup?" followed by a warning: "You will be unable to make payments from this cash flow account if this information is deleted. Re-entering the account information initiates a new prenote test (requiring eight calendar days)." At the bottom of the confirmation area are two buttons: "CANCEL" (red) and "DELETE" (blue).

Cash Flow Account Setup

A confirmation page will appear, stating that the Cash Flow Account has been successfully deleted.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface, similar to the previous one. The navigation bar and institution name are the same. The "Cash Flow Account Setup" section now displays the "Cash Flow Details" box with: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, and Date of Deletion: 05/07/2014 12:19:13. Below the details, a confirmation message reads: "The cash flow Single Family Claim Remittance has been successfully deleted for lender 1248900007." A single "MAIN" button (blue) is centered at the bottom of the confirmation area.

Cash Flow Account Setup Confirmation



11. Merger, Acquisition, or Purchase

11. Merger, Acquisition, or Purchase

When an FHA-approved Institution merges with, acquires, or purchases another FHA-approved Institution, LEAP facilitates the process by allowing the surviving Institution to submit all required details and documents to FHA for review. LEAP allows the surviving Institution to designate which branches will transfer from the non-surviving Institution and automatically transfers those branches to the surviving Institution upon completion of the merger.

To notify FHA of any transaction involving an entity that is not FHA-approved, submit an Ad Hoc request in LEAP and include all relevant details and documents.

A user from the surviving Institution must initiate the process for a merger, acquisition, or purchase by submitting a Request in LEAP. To begin, click “Create New Request” from the Requests drop-down on the Menu Bar. The user must have access to Notice of Material events to initiate a merger request.

Once FHA has approved the merger, acquisition, or purchase, the non-surviving entity will be terminated, and the approval status will be changed to “Merged”. The branches selected for transfer will be approved under the surviving institution and issued new FHA ID numbers. The remaining branches will be terminated.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and navigation links (Home, Contact Us, Help, Logout) are visible. The user is logged in as AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31). The main navigation bar includes Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. The 'Requests' menu is expanded, showing 'Create New Request' (highlighted with a red arrow) and 'View/Edit Submitted Requests'. Below the navigation, the institution name '29208-AFFORDABLE MORTGAGE ADVISORS LLC' is displayed. A disclaimer regarding information collection requirements is present. The main content area is divided into four summary boxes:

<p>Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)</p>	<p>Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024</p>
<p>Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:</p>	<p>Total Active Branches: 0 Functions Authorized to Perform: Authorized For:</p>

Institution Summary – Requests drop-down highlighted

Select a Request Type of “Merger or Acquisition” and a Sub-Type of “Merger, Acquisition, or Purchase.” The Sub-Type is for informational purposes.

The following example is a Merger, but all process steps are identical regardless of Sub-Type.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and user information (Logged in as: LENDER IDMT00644 (MT0644)) are on the right. Below the logo is the text "Lender Electronic Assessment Portal" and the U.S. Department of Housing and Urban Development logo. A dark blue navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and is divided into three sections: Information, Details, and Attachments. The Information section contains two dropdown menus: "Request Type" set to "Merger or Acquisition" and "Request Sub Type" set to "Merger". The Details section has a heading "Enter the information for the institution being merged." and includes input fields for "Lender ID", "Lender Name", "Merger Completion Date" (with a calendar icon), and a "Requestor Comments" text area. The Attachments section includes a note: "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load." and a file upload area labeled "Attachment-0" with a "Choose File" button, "No file chosen" text, a red "X" icon, and a plus sign icon.

Merger or Acquisition Request

On the Request screen, enter the Lender ID (five digit), and Lender Name of the non-surviving Institution, as well as the proposed Merger Completion Date and any Requestor Comments in the Details section.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the logo 'LEAP' is prominent, with the text 'Lender Electronic Assessment Portal' below it. The U.S. Department of Housing and Urban Development logo is also visible. A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as 'LENDER IDMT00644 (MT0644)'. The main content area is titled '12489-Sample Institution 2' and is divided into three sections: Information, Details, and Attachments. In the Information section, the Request Type is 'Merger or Acquisition' and the Request Sub Type is 'Merger'. The Details section contains fields for Lender ID (12345), Lender Name (Sample Merger), Merger Completion Date (4/1/2014), and Requestor Comments (Sample comments.). The Attachments section includes a note about file size and a file upload area with a 'Choose File' button and a 'No file chosen' status.

Merger or Acquisition Request Details

To add any required attachments, select the file and attach to the request.

Click “Submit.” This opens the Request History screen to review the details of the request.

11.1 Transferring Branches

After FHA has validated the merger, acquisition, or purchase, the Institution’s Administrative Contact receives an e-mail notification indicating that Branches can now be selected for transfer from the non-surviving Institution to the surviving Institution.

After receiving this e-mail, click “View/Edit Submitted Requests” from the Requests drop-down on the Menu Bar.



29208-AFFORDABLE MORTGAGE ADVISORS LLC

- Create New Request
- View/Edit Submitted Requests** 

The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Institution ID: 29208
Insurance Type: Title 2
Mortgagee Type: Loan Correspondent
Supervising Agency: Other (HUD Supervised)

Tax ID: 20-1830388
NMLS ID: 139164
UEI Number: HVFCF2UEYV4
UEI Registration Status: Active
UEI Expiration Date: 02/16/2024

Fiscal Year End Date: December 31
Recertification Due Date:
Last Recertification Date:
Last Payment Received Date:

Total Active Branches: 0
Functions Authorized to Perform:
Authorized For:

Institution Summary – Requests drop-down highlighted

Select the Merger or Acquisition Request by clicking on the row. The Request box will populate with the Information, Details, and Attachments sections.

The Details section will display the Lender ID, Lender Name, and proposed Merger Completion Date. The Select Branches section will display all Active Branches of the non-surviving Institution.

Information

Request Type: Merger or Acquisition
Request Sub Type: Merger
Status: Select Branches
Issue
Resolution

Details

Lender ID: 00017
Lender Name: Sample Institution 1
Merger Completion Date: 4/1/2014

Select Branches: 0001700003

Payment Amount
Bank Routing Number
Bank Account Number
Type of Account: Select One...
Requestor Comments

View/Edit Submitted Requests

Select the Branches of the non-surviving Institution from the left box and click the single right arrow to designate a Branch to be transferred. Click the double right arrow to select all Branches of the non-surviving Institution for transfer.

Click the single left arrow to deselect a Branch from the right box or click the double left arrow to deselect all Branches.

After selecting Branches for transfer, the required Payment Amount will display in the Details section. The Payment Amount may take a few moments to calculate. Enter values for Bank Routing Number, Bank Account Number, and Type of Account, as well as any additional Requestor Comments.

Merger Completion Date 

Select Branches

7010100017		7010100000
7010100023		
7010100032		

Payment Amount

* Bank Routing Number

* Bank Account Number

* Type of Account

Requestor Comments

[View/Edit Submitted Requests](#)

To add any required attachments, select the file and attach the document. Click “Submit.” A payment in the amount stated will be processed in Pay.gov. FHA will review and if approved, the selected Branches will be transferred to the surviving Institution. The remaining branches will be terminated.



12. EFT Account Setup

12. EFT Account Setup

Debt Collection Improvement Act of 1996 requires all agencies to make all Federal payments by an Electronic Funds Transfer (EFT).

For a user to access the EFT Account Setup screen, the user must be:

- An authorized employee of an FHA-approved lender,
- Registered to use FHA Connection, and
- Authorized to access Cash Flow Account Setup.

An Institution User can add, edit, or remove EFT Account information in the EFT Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through EFT Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.

12.1 Adding an EFT Account

To add an EFT Account, select "EFT Account Setup" from the Menu Bar.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible. The navigation menu includes: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. A red arrow points to the "EFT Account Setup" menu item. Below the menu, the user is logged in as "AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)". The main content area shows the "29208-AFFORDABLE MORTGAGE ADVISORS LLC" institution summary. A disclaimer states: "The information collection requirements contained in this system have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0005. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number." The summary is divided into four sections:

<p>Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)</p>	<p>Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024</p>
<p>Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:</p>	<p>Total Active Branches: 0 Functions Authorized to Perform: Authorized For:</p>

Institution Summary – EFT Account Setup Tab

The institution's Main Office Branch ID will be automatically selected for the "Select a Branch" field. Only one EFT can be active at a time.

16936

EFT Account Setup

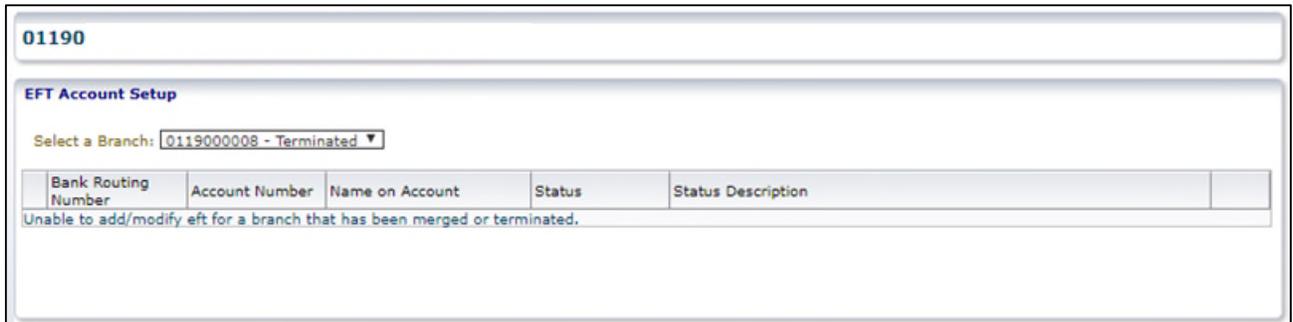
Select a Branch: 1693600008 - Active NEW

Bank Routing Number	Name on Account	Status	Status Description
083001314	xxxx8302	Active	

Primary Contact Name:
Email Address:
Phone Number:
Alternate Contact Name:
Email Address:
Phone Number:

EFT Account Setup Home screen

An EFT Account can only be added to an active Main Office Branch. If the Main Office Branch is terminated, the following error is displayed.



01190

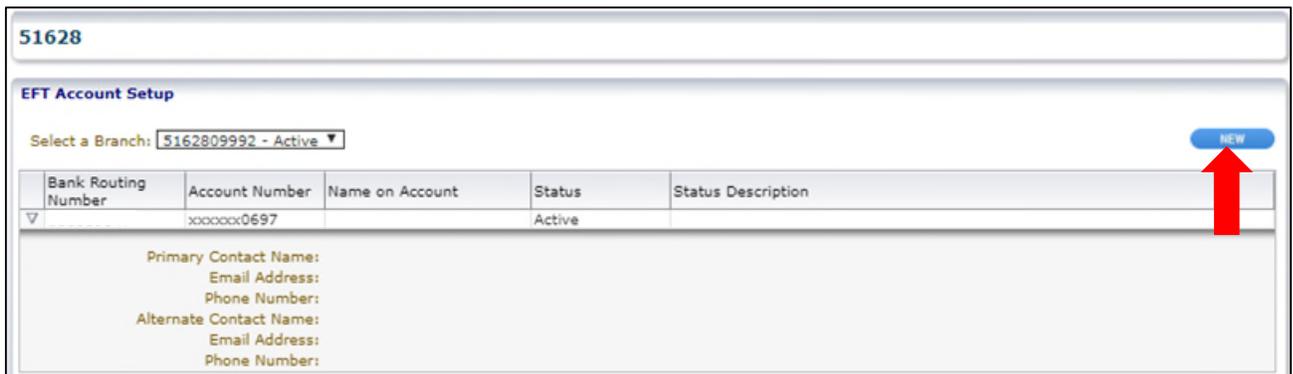
EFT Account Setup

Select a Branch: 0119000008 - Terminated ▼

Bank Routing Number	Account Number	Name on Account	Status	Status Description
Unable to add/modify eft for a branch that has been merged or terminated.				

EFT Account Setup screen – Terminated

If the Main Office Branch is Active, then the user may select the “New” button.



51628

EFT Account Setup

Select a Branch: 5162809992 - Active ▼

Bank Routing Number	Account Number	Name on Account	Status	Status Description
▼	xxxxxx0697		Active	

Primary Contact Name:
Email Address:
Phone Number:
Alternate Contact Name:
Email Address:
Phone Number:

[New](#)

EFT Account Setup Screen

This opens the EFT Account Details screen to complete the required information. Enter all required bank account and contact information and click “Next.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00364 (mt0364)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

51628

EFT Account Setup

EFT Details

Branch Office ID: 5162809992

* Bank Routing Number:

* Account Number:

* Re-enter Account Number:

* Bank Account Type:

* Name on Account:

Primary Contact Information

* First Name:

* Last Name:

* Email Address:

* Phone Number:

Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

CANCEL RESET NEXT

EFT Account Details Screen

A note will appear on-screen informing the user that the EFT will become active four business days from the date of submission. Click 'Submit.'

51628-

EFT Account Setup

EFT Details

Branch Office ID: 5162809992
Bank Routing Number: 051000017
Account Number: 999999999
Re-enter Account Number: 999999999
Bank Account Type: Checking
Name on Account: Sample Account

Primary Contact Information

First Name: Sample
Last Name: Contact
Email Address: samplecontact@email.com
Phone Number: (555) 123-1234

Alternate Contact Information

First Name:
Last Name:
Email Address:
Phone Number:

Note: Once you submit the information, your EFT will become active in four business days from the date of submission.



EFT Account Details – Note

Once submitted, the EFT Account Setup Confirmation Page displays.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00364 (mt0364)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

51628

EFT Account Setup

EFT Details

Branch Office ID: 5162809992
 Bank Routing Number: 051000017
 Account Number: 999999999
 Bank Account Type: Checking
 Name on Account: Sample Account
 Date of Transaction: 03/06/2019 14:07:32

MAN

EFT Account Setup Confirmation

To refer back to this EFT Account, click “EFT Account Setup” from the Menu Bar. Please note that the new EFT Account will display with a status of “Account Verified” for four days until the account has been completely processed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00364 (mt0364)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup EFT Account Setup

51628

EFT Account Setup

Select a Branch: 5162809992 - Active ▾

Bank Routing Number	Account Number	Name on Account	Status	Status Description
▶ 111319347	xxxxxxxx0697		Active	
▼ 051000017	xxxxxx9999	Sample Account	Account Verified	Delete

Primary Contact Name: Sample Contact
 Email Address: samplecontact@email.com
 Phone Number: (555) 123-1234

Alternate Contact Name:
 Email Address:
 Phone Number:

EFT Account Setup – View

12.2 Editing an EFT Account

To edit an EFT Account, the user must create a new EFT Account. There is no way to make edits to an existing EFT Account.

51628

EFT Account Setup

Select a Branch: 5162809992 - Active

Bank Routing Number	Account Number	Name on Account	Status	Status Description
111319347	xxxxxx0697		Active	

Primary Contact Name:
Email Address:
Phone Number:
Alternate Contact Name:
Email Address:
Phone Number:

EFT Account Setup - Edit

12.3 Deleting an EFT Account

In order to create a new EFT Account while another EFT Account is in the status, “Account Verified,” the user must first delete the in-progress EFT Account prior to creating a new EFT Account.

To delete an EFT Account that is not yet active, open the EFT Account Setup Screen and click “Delete.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00364 (mt0364)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup EFT Account Setup

51628

EFT Account Setup

Select a Branch: 5162809992 - Active

Bank Routing Number	Account Number	Name on Account	Status	Status Description
111319347	xxxxxx0697		Active	
05100017	xxxxxx9999	Sample Account	Account Verified	

Primary Contact Name: Sample Contact
Email Address: samplecontact@email.com
Phone Number: (555) 123-1234
Alternate Contact Name:
Email Address:
Phone Number:

EFT Account Setup - Delete

If a new EFT Account moves from the status, “Account Verified” to “Active”, the previously active EFT Account will be automatically deleted.

Active EFT Accounts cannot be deleted. When a new EFT Account is created, the older EFT Account will be deleted once the new account becomes active.

After selecting 'Delete,' a confirmation message will display to the user about the deletion. The confirmation will state that the user will be unable to make payments from this account. The message also reminds the user that they will not be able to have a new account ready for the next four days.

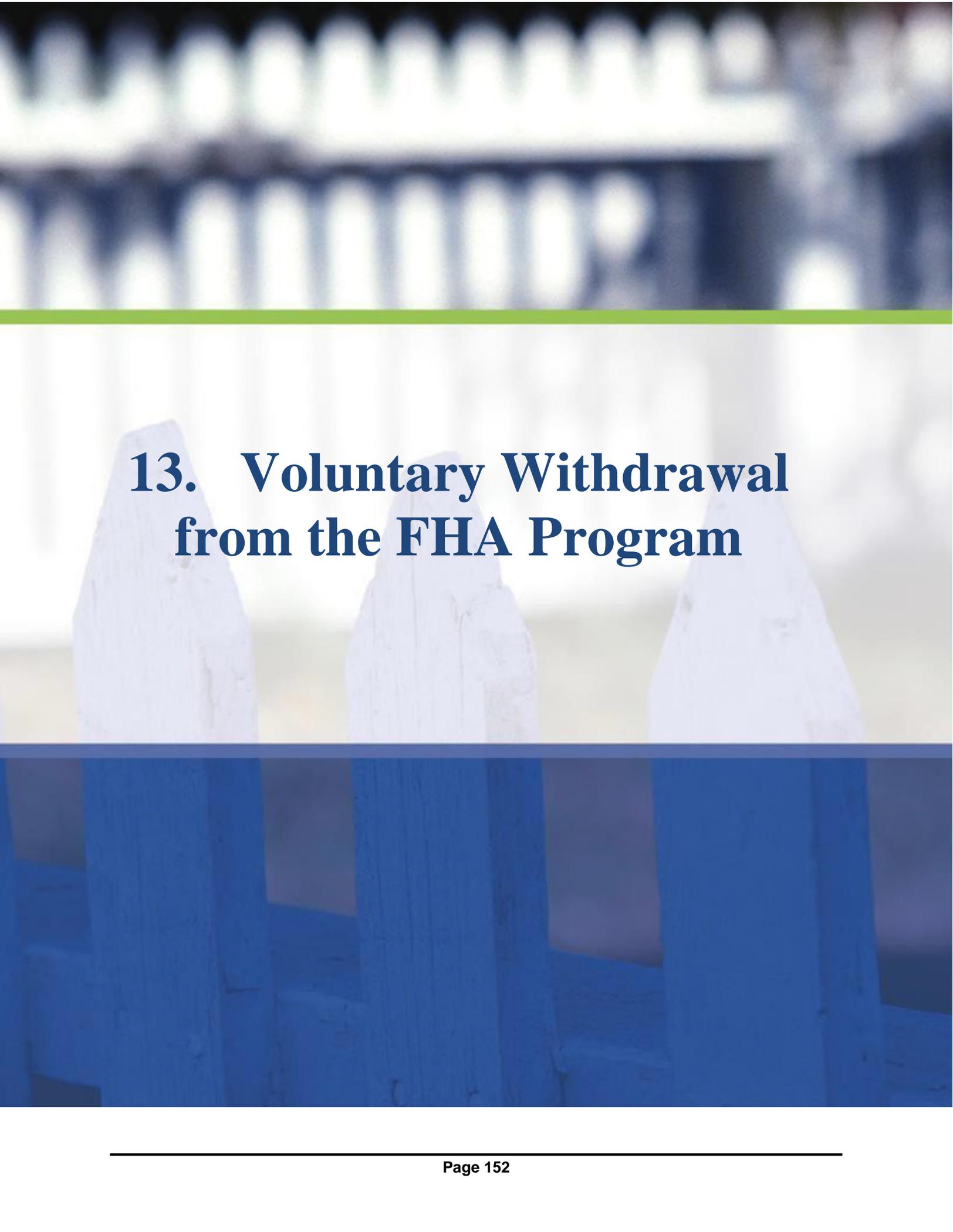
The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the user's login information: "Logged in as: LENDER IDMT00364 (mt0364)". The main header includes the LEAP logo and the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup, and EFT Account Setup. Below the navigation bar, the page displays the institution ID "51628" and the "EFT Account Setup" section. Under "EFT Details", the following information is shown: Branch Office ID: 5162809992, Bank Routing Number, and Account Number. A confirmation message asks, "Are you sure you want to delete this eft account setup?" and states, "You will be unable to make payments from this eft account if this information is deleted. Re-entering the account information initiates a four day waiting time to become active." At the bottom of the confirmation area, there are two buttons: "CANCEL" (red) and "DELETE" (blue).

EFT Account Setup - Delete

Once the user selects 'Delete,' EFT Account deletion details are displayed confirming that the EFT Account has been deleted.

This screenshot is similar to the previous one, showing the LEAP Lender Electronic Assessment Portal interface. The navigation bar and header information are the same. In the "EFT Account Setup" section, the "EFT Details" box now includes the "Date of Deletion: 03/06/2019 14:07:35" in addition to the Branch Office ID: 5162809992, Bank Routing Number, and Account Number. The confirmation message and the "CANCEL" and "DELETE" buttons are also present.

EFT Account Setup – Delete Confirmation



13. Voluntary Withdrawal from the FHA Program

13. Voluntary Withdrawal from the FHA Program

If an Institution wishes to voluntarily withdraw from the FHA Program, a Voluntary Withdrawal Request can be submitted in LEAP.

Select “Create New Request” from the Requests drop-down on the Menu Bar.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: AFFORDABLE MORTGAGE LEAP ADF VII (MZ0Y31)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. The U.S. Department of Housing and Urban Development logo is on the right. A navigation bar contains: Home, Institution, Branches, Recertification, History, Requests (highlighted), Cash Flow Account Setup, and EFT Account Setup. Below the navigation bar, a dropdown menu for "Requests" is open, showing "Create New Request" (highlighted) and "View/Edit Submitted Requests". The main content area is for "29208-AFFORDABLE MORTGAGE ADVISORS LLC". It includes a disclaimer about OMB control numbers and a summary of institution details:

Institution ID: 29208 Insurance Type: Title 2 Mortgagee Type: Loan Correspondent Supervising Agency: Other (HUD Supervised)	Tax ID: 20-1830388 NMLS ID: 139164 UEI Number: HVFCF2UEYYV4 UEI Registration Status: Active UEI Expiration Date: 02/16/2024
Fiscal Year End Date: December 31 Recertification Due Date: Last Recertification Date: Last Payment Received Date:	Total Active Branches: 0 Functions Authorized to Perform: Authorized For:

Institution Summary – Requests drop-down highlighted

Select "Voluntary Withdrawal" from the Request Type drop-down.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top right, there are links for Home, Contact Us, and Help, along with the text "Logged in as: LENDER IDMT00644". The LEAP logo is prominently displayed on the left. Below the logo is the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". It is divided into three sections: Information, Details, and Attachments. In the Information section, there is a "Request Type" dropdown menu. The dropdown is open, showing a list of options: "Add Insurance Authority", "Credit Watch Reinstatement", "Extension Request", "Lender Org Change", "Merger or Acquisition", and "Voluntary Withdrawal". The "Voluntary Withdrawal" option is highlighted in blue. In the Details section, there is a "Requestor Comments" field with a redacted area. The Attachments section includes a note: "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load."

Voluntary Withdrawal Request screen

Enter all required information, including proposed Effective Date, Reason for Withdrawal, and a specific Contact Person for any questions that FHA may have about this Voluntary Withdrawal Request.

The user must electronically submit a written request on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division. This is done via the Attachments section of the Request page.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the header includes the LEAP logo, the text "Lender Electronic Assessment Portal", and navigation links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as "LENDER IDMT00644 (MT0644)".

The main content area is titled "12489-Sample Institution 2" and contains the following sections:

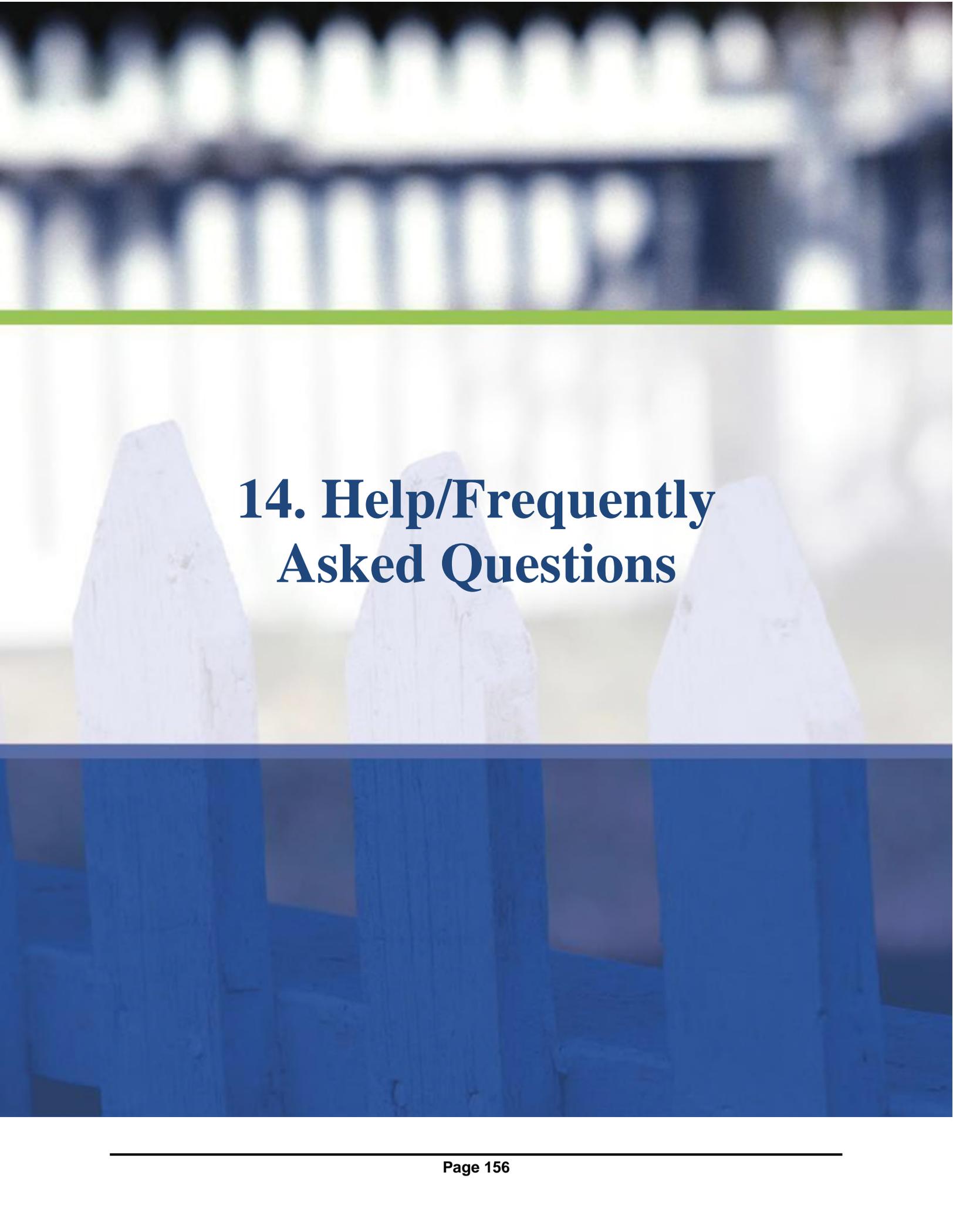
- Information:** A dropdown menu for "Request Type" is set to "Voluntary Withdrawal". Below it, instructions state: "Electronically submit a written request through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division." Required fields are listed: "An effective date" and "A point of contact for the lender".
- Details:** Fields for "Effective Date" (with a calendar icon) and "Reason For Withdrawal" (a text area).
- Contact Person:** Fields for "First Name", "Middle Name", "Last Name", "Phone Number", "Fax Number", and "Email Address".
- Requestor Comments:** A text area for additional notes.
- Attachments:** A section with the note "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load." It shows a file upload area labeled "Attachment-0" with a "Choose File" button and the text "No file chosen". A red "X" icon is present, and a plus sign (+) is at the bottom right of the section.

At the bottom right of the form, there are two buttons: "CANCEL" (red) and "SUBMIT" (green).

Voluntary Withdrawal Request screen

To add any required attachments, select the file and attach a document to the request.

Click "Submit." This opens the Request History screen to view the details of the request. FHA will review the request and will notify the Institution via e-mail of the status. After review, the Institution will be terminated.



**14. Help/Frequently
Asked Questions**

14. Help/Frequently Asked Questions (FAQs)

Information is posted and updated regularly at www.hud.gov/lenders. Look for the *LEAP Information* link in the *Approvals and Renewals* section of the site.

Lenders and IPAs should direct any questions to the FHA Resource Center:

- 1-800-CALL-FHA
- TTY: 1-800-877-8339
- answers@hud.gov

14.1 Tip Icons

The icons below are used throughout this document to indicate tips, warnings and/or important notes:

Suggested tip for a specific screen or process

Warning or important note for a specific screen or process