

Quick Start Guide

for the

FHA

Connection

Welcome to the
FHA Connection



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SECTION 1 - INTRODUCTION

This document has been created to introduce the FHA Connection to prospective users of the system and understand basic system navigation.

1.0 WHAT IS THE FHA CONNECTION?

In accordance with President Clinton's established National Performance Review of 1993 to develop and implement strategies to make the Federal government more efficient, more responsive to customers, and less costly to taxpayers, FHA established "The FHA Connection". The FHA Connection is an interactive system on the Internet that gives approved FHA lenders real-time access to FHA systems for the purpose of conducting official FHA business in an electronic fashion.

With the concept of speed and ease of use in mind, the FHA Connection was designed with help screens for every process within the system. This allows the user to receive help immediately. If the question has not been sufficiently answered by the help screen, an email address and help line telephone number have been included for more difficult problems (See Section 1.4.1 FHA Connection User Assistance).

1.1 SYSTEM REQUIREMENTS

To access the FHA Connection you must have the following:

- A personal computer, work station, or terminal with access to the Internet via a modem or network through an Internet Service Provider (ISP).
- An Internet web browser that is SSL-compliant. (Netscape 2.02 or higher version, or Microsoft's Internet Explorer 3.0 or higher are two such browsers that have been successfully used with the FHA Connection).

1.2 SECURITY

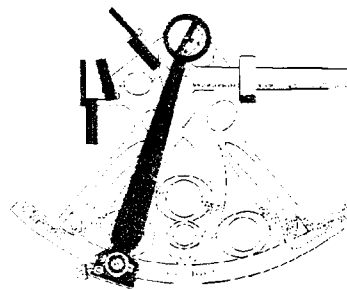
The FHA Connection uses the Secure Socket Layer (SSL) communications protocol to ensure data security. SSL incorporates data encryption to protect data transmitted between an FHA Connection users terminal and the HUD Internet server. SSL is the open standard for secure transactions on the World Wide Web. To use the FHA Connection, therefore, the Internet browser software you use must be SSL compliant.

HUD has also subscribed with a commercial firm to provide authentication to the user that they are indeed talking to HUD. The system involves the use of server side certificates which guarantee that the website that the user has connected to is the proper website. This prevents the creation of an illegal mirror website designed to steal information.

In addition to the Web site being secure, each user is required to have an ID to access the FHA Connection. This requirement ensures that only authorized individuals can view and modify information relating to a particular lender's data. IDs are to be requested and used by individual users. Lenders should be aware and should advise their staff that it is unlawful to intentionally, without authorization, access a Federal Department computer or a Federal interest computer for certain purposes and that an officer or employee of a lender who knowingly misuses an ID may be subject to a fine and/or imprisonment in accordance with 18 U.S.C. 1030.

1.3 NAVIGATING THE FHA CONNECTION

Understanding the features and functions of an Internet web browser enables users to easily navigate through the FHA Connection. Features and functions include: browser window, title bar, menu bar, toolbar buttons, location bar, scroll bars, status bar, links, buttons on pages, and the ability to search for key words. Although some features described are specific to the Netscape browser, the functionality described can easily be found in the other browsers.



1.3.1 FEATURES & FUNCTIONS OF WEB BROWSERS

Browser Window

The browser window is the main area of the screen where the web page displays.

To travel from one web page to another web page, you must select a link. A link is the doorway to the next page, and can be a selection of text, a button, or a picture. Within the FHA Connection, links are represented by blue text.

Title Bar

The browser displays the title bar "**Netscape - [FHA Connection]**." This title changes as the user moves to other pages. However, the title bar contains three other features that do not change: a **Control** menu, **Minimize** button, and **Restore** button.

For Windows 3.1:



For Windows 95:



Menu Bar

To access any of the menu functions, either click on the menu option with the left mouse button or press a and the underscored letter of the menu option. For example, to access **Edit** menu options, press the a button and E on the keyboard. A menu of editing options is displayed.

File Edit View Go Bookmarks Options Directory Window Help

For more information on each option, go to the **HELP** menu. A description of each menu option is provided below:

- File:** The **FILE** menu option allows the user to open a **New Web Browser** session; create and send a **New Mail Message**; **Open** a web site location; **Select** a file to open; **Save** a file that contains current Netscape contents; **Close** the current Netscape page; and **Exit** the current Netscape application. It also has features that allow the user to **Setup**, **Preview**, and **Print** the page.
- Edit:** The **EDIT** menu option allows the user to **Undo** the last action performed; **Cut**, or remove, the current selection and place it on the clipboard; **Copy** a current selection to the clipboard; **Paste** clipboard contents into the current Netscape page at the position of the selection marker; **Select all** of a certain content area; **Find** a word or phrase within the current Netscape page; and **Find Again** another occurrence of the text specified after using **Find**.
- View:** The **VIEW** menu option allows the user to **Reload** the current Netscape page to replace the originally loaded page.
- Go:** The **GO** menu option allows the user to go to the *HUDweb Home* page, back one page and forward one page. It gives the user the option to **Stop Loading** a page. This means that the browser stops looking for a page. It also numerically lists the last 25 pages by title that were visited by the user. This allows the user to move to different home pages without having to go back sequentially. All pages are erased from the **GO** menu option once the HUDweb is closed.
- Bookmarks:** The **BOOKMARKS** menu option allows the user to access designated home pages or Intranet sites. By choosing **Add Bookmark** from the menu option, the user can add the title of the current Netscape page to the list of pages in the bookmark file. Using bookmarks provides quick access to frequently visited web sites.

Options: The **OPTIONS** menu allows the user to define settings for Netscape's operation. Some setting options include **General Preferences**, **Mail and News**, **Network** and **Security**. Selecting **Toolbar**, **Location**, and **Directory** allows the user to view these menu options on the screen.

Directory: The **DIRECTORY** menu option contains features such as **Internet Search**, **People**, **What's Cool**, **What's New**. The **Internet Search** is a tool that allows a user to find information stored worldwide. **What's Cool** lists interesting Internet web sites. **What's New** lists new Internet web sites.

Window: The **WINDOW** menu option allows the user to switch between open windows. The **WINDOW** menu option contains features such as **Netscape Mail**, **Netscape News**, **Address Book**, **Bookmarks**, **History**, and **Window Items**.

Help: The **HELP** menu option provides assistance for Internet questions. The **HELP** menu option contains features such as **About Netscape**, **About Plug-ins**, **Registration Information**, **Software**, **Handbook**, **Release Notes**, **Frequently Asked Questions**, **On Security**, **How to Give Feedback**, **How to Get Support**, and **How to Create Web Services**.

Toolbar Buttons

The toolbar contains buttons which represent the most commonly used commands. Although the button bars visually change from web browser to web browser, the functions are generally the same.



Back Button: The **Back** button displays the previous page viewed.

Forward Button: The **Forward** button displays the next page in a sequence of pages already viewed.

Home Button: The **Home** button displays the designated home page.

Reload Button: The **Reload** button displays the newest version of the information in the current website. For example, if a user is in the HUDweb looking at information regarding a training

schedule, the user can click on the **Reload** button, and, if changes were made while the user was viewing, the training schedule is updated.

- Images Button:** The **Images** button causes images in the current page to be loaded.
- Open Button:** The **Open** button allows the user to access a site by typing the URL or address of the page (e.g. <http://www.hud.gov>).
- Print Button:** The **Print** button prints the current page of the document.
- Find Button:** The **Find** button allows the user to search the displayed text of the current page for key words.
- Stop Button:** If the **Stop** button is red, it allows the user to terminate the document loading process. If the **Stop** button is gray, the document has finished loading.

Location Bar

The **Location** bar displays the network address of the page currently displayed. Information can be entered directly into the Location field.

**Scroll Bars**

The scroll bars appear whenever there is more information to display in the dialog box or listbox. There are horizontal and vertical scroll bars.

**To use the scroll bars:**

1. Point and click the left mouse button on the scroll bar arrow for the desired viewing direction.
2. Continue to click the left mouse button. The information moves in the direction selected.

Status Bar

The status bar displays many types of information such as the progress of a loading document. Information that can be displayed includes messages about contacting the server; the percentage of the document already loaded; the rate at which it is loading; and what will be loaded after clicking on the linked text or images.

A screenshot of a status bar. It is a horizontal bar with a thin border. Inside the bar, the text "Document: Done" is displayed on the left side. On the right side of the bar, there is a small vertical line.

1.4 HELP



Help screens have been consistently placed throughout the FHA Connection. A help icon is located on each window to assist the user. The help screen will brief the user to the functions, valid data entries, a description of the data entry fields, and a description of the information that will be returned.

The help screens should be consulted prior to calling FHA for help with the data entry fields (See Section 1.4.1 FHA Connection User Assistance).

Field Name	Valid Entries	Description
Sorted By	Select the appropriate criteria to sort the query results from the pull down menu: - ID Number - Name - City - Zip Code - State	(Required Entry) Sorts query results by the selected criteria.
Field Office	Select the appropriate Field Office name from the pull down menu	(Required Entry) Field Office code of the office in which the suspect(s) reside
State	Select the appropriate State name from the pull down menu	(Required Entry) State in which the suspect(s) reside
ID Number	Four alphanumeric characters	(Optional Entry) Inspector's FHA ID number
Last Name	Twenty two alphanumeric characters	(Optional Entry) Last name of the suspect
City	Seventeen alphanumeric characters	(Optional Entry) Name of the city in which the suspect(s) reside
Zip Code	Five alphanumeric characters	(Optional Entry) Zip Code in which the suspect(s) reside
Status	Select the appropriate Status from the pull down menu: - Active - Terminated - Enroll	(Required Entry) Current status of the suspect

Information Returned:
The name, ID number, address, phone number, status and field office of the suspect(s) are returned. If the request for suspect information is rejected, an error message explaining the reason(s) for rejection display.

Time: 12:00:00 PM Date: 12/25/98

Comments or Questions: 37-00000000000000000000

37-000 Document Date

Inspectors Help

1.4.1 FHA Connection User Assistance

If you have questions regarding the data fields, screens, or help menus that have not been answered by the help screens, you can e-mail FHA at sfadmin@hud.gov or call your HOC (Home Ownership Center). Below are the HOC phone numbers and the states they support.

Atlanta (1-888-696-4687)

Alabama	Caribbean	Florida	Georgia
Illinois	Indiana	Kentucky	Mississippi
North Carolina	South Carolina	Tennessee	

Philadelphia (1-800-440-8647)

Connecticut	Delaware	Maine	Maryland
Massachusetts	Michigan	New Hampshire	New Jersey
New York	Ohio	Pennsylvania	Rhode Island
Vermont	Virginia	West Virginia	

Denver (1-800-543-9378)

Arkansas	Colorado	Iowa	Kansas
Louisiana	Minnesota	Missouri	Montana
New Mexico	Nebraska	North Dakota	Oklahoma
South Dakota	Texas	Utah	Wisconsin
Wyoming			

Santa Ana (1-888-827-5605)

Alaska	Arizona	California	Hawaii
Idaho	Nevada	Oregon	Washington

For premium problems and information about premiums, the telephone number of the Mortgage Insurance Accounting and Servicing is (703) 235-8117.

For problems with FHA Connection user IDs and passwords, call your HOC.

SECTION 2 - OBTAINING APPLICATION COORDINATOR IDS

The two types of FHA Connection user IDs are: Application Coordinator IDs and standard IDs.

Each mortgagee at the corporate level must designate up to two (2) Application Coordinators prior to requesting standard IDs. The mortgagee's Application Coordinators will be responsible for supplying authorization for the different applications that are available on the FHA Connection to each employee. This is accomplished through the FHA Connection's ID Maintenance window which will only be accessible to the Application Coordinators. The Application Coordinators are able to give employees of their company access to the different applications (e.g. Case Query, Appraiser Reassignment, Insurance processing, etc.) and remove IDs.

To obtain an Application Coordinator's ID, the designated Application Coordinator must complete the FHA Application Coordinator Registration form that resides on the FHA Connection's web site. A maximum of two Application Coordinator IDs may be issued per lender at the corporate level.

Each Application Coordinator will need to provide:

- ◇ Name
- ◇ Social Security Number
- ◇ Organization Name
- ◇ Mortgagee ID
- ◇ E-mail address
- ◇ Mother's Maiden Name
- ◇ Desired Password
- ◇ Type of System Access Needed

To register with the FHA Connection for an Application Coordinator user ID:

1. Start your web browser application by either double clicking on its icon, or selecting it from the Start menu.

The screenshot shows the 'Application Coordinator Registration' form. Key sections include:

- Personal Information:** Fields for First Name, Middle Initial, Last Name, Social Security Number, and Organization Name.
- Employment Information:** Fields for Title, Lender ID, and checkboxes for various system access types (e.g., Case Query, Appraiser Reassignment, Insurance Processing).
- System Access:** Checkboxes for different levels of access (e.g., Add/Remove, Modify, Delete).
- Registration Information:** Fields for Password, Confirm Password, and checkboxes for 'I agree to the terms and conditions' and 'I agree to the privacy policy'.

Application Coordinator Registration

2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://entp.hud.gov/clas> and press **e**. The FHA Connection main page displays.
4. Click on the "About this Site & Registration" light bulb. The *Welcome to the FHA Connection* page displays.
5. Read through the page and select the *Application Coordinator Registration* link. The *Application Coordinator Registration* page displays.
6. Read and fill out the application.

Note: Make sure that you remember your password

7. When all of the information has been entered, click on the *Send* button at the bottom of the screen. To start over, click on the *Reset* button.

U.S. DEPARTMENT OF HUD
411 17th St. NE (11th Floor) P.O. Box 2000
WASHINGTON, DC 20002

ACME BANK, P.O.
A.T.M. (20)
P.O. Box 1111
WASHINGTON, DC 20002-1111 1234567

Dear Mr. Smith:

The U.S. Department of Housing and Urban Development (HUD) is pleased to inform you that your company has been selected as an Application Coordinator for the FHA Connection. Please refer to the Application Coordinator Manual, which is attached to this letter, for more information.

The steps to take: A coordinator may create and update only those files which belong to the same organization in the application. The Application Coordinator may not update the files of other organizations. The files are sent to the Application Coordinator.

A. It is up to you to respond to the request for information. B. C. Let us know if you are unable to respond to the request for information. D. Let us know if you are unable to respond to the request for information. E. Let us know if you are unable to respond to the request for information.

The Application Coordinator Manual is attached to this letter. Please refer to the Application Coordinator Manual for more information.

10. United States Code, Section 1330. This act shall provide for the recording of all records, other than, except, or otherwise, of information received by the Federal Government.

Information on confidential data is being provided to you for the purpose of making the information available to the public. The information is being provided to the public for the purpose of making the information available to the public. The information is being provided to the public for the purpose of making the information available to the public.

Information should be changed at least every 24 hours after the receipt of new information that they have been requested, and do not have time. Please respond to the request for information as soon as possible. Contact the help line at (202) 726-2746 for more information.

Application Coordinator: Name: John Smith, ID: 1234567

If you have any questions about this letter or the information provided, please contact your local Field Office.

Very respectfully yours,
John Smith, II
Director
Office of Federal Single Family Housing

Notification Letter

After successfully completing the form, the system will generate a user ID that will be mailed to the current address of the President/CEO of the lending institution that is on file with the FHA. Once received the President/CEO will give the coordinator their ID. If the President/CEO feels the applicant should not receive this ID, they may contact the FHA Help Line to have the ID terminated.

SECTION 3 - OBTAINING A STANDARD USER ID

Once the lending institution has obtained an Application Coordinator ID, the system will allow other employees within that organization to request standard IDs for themselves. Employees accomplish this through the FHA Connection ID Registration form. They will have to indicate that they are requesting a standard user ID, and provide similar information as the Application Coordinator. After successfully completing the registration form, the FHA Connection will generate an ID. The Application Coordinator will then be able to retrieve the ID's from the system and entitle the proper authorizations for each new user ID.

Note: The Application Coordinator will not have access to your password.

Each application for a standard user ID will need to provide:

- ◇ Name
- ◇ Social Security Number
- ◇ Organization Name
- ◇ E-mail address
- ◇ Mother's Maiden Name
- ◇ Desired Password
- ◇ Type of System Access Needed

Standard User Registration

To register with the FHA Connection for a Standard User ID:

1. Start your web browser application by either double clicking on its icon, or selecting it from the Start menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in *https://entp.hud.gov/clas* and press e. The FHA Connection main page displays.
4. Click on the "About this Site & Registration" light bulb. The *Welcome to the FHA Connection* page displays.
5. Read through the page and select the *Standard User Registration* link. The *Standard*

User Registration page displays.

6. Read and fill out the application.

Note: Make sure that you remember your password. The Application Coordinator will not have access to this information.

7. When all of the information has been entered, click on the *Send* button at the bottom of the screen. To start over, click on the *Reset* button.

Although the process for a Standard User ID requires the assistance of the Application Coordinator, the Application Coordinator does not have access to the password of the individual who is applying for the user ID. Passwords will only be reset by calling the HOC (See Section 1.4.1 FHA Connection User Assistance).

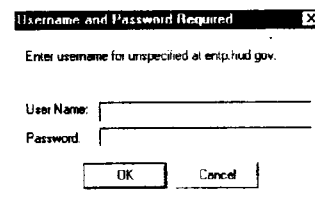
SECTION 4 - STARTING A SESSION ON THE FHA CONNECTION

Once you have received your user ID and password, you will be able to enter the FHA Connection.

To enter the FHA Connection:

1. Start your web browser application by either double clicking on its icon, or selecting it from the Start menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in *https://entp.hud.gov/clas* and press *e*.
4. Your browser displays the FHA Connection home page. Click on "Sign On".
5. A prompt screen displays and requests your user ID and password. For security reasons, asterisks display in the Password field as you type in your password. Once you have entered your user ID and password, click on **OK**.

Note: The password field of the login screen is case sensitive. This means that you must type the password in exactly as it is spelled, capitalizing all letters that require capitalization. The @ being active is commonly the culprit of a failed authorization.



Login Window

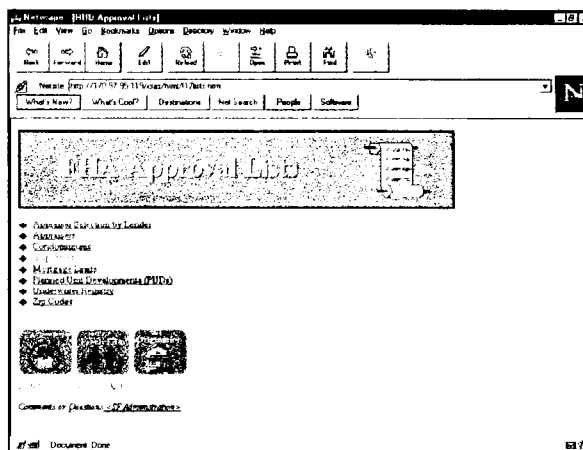
SECTION 5 - MENUS AND SCREENS

The FHA Connection is the umbrella over FHA applications available using the Internet. The menus for the FHA Connection divide the website into four major sections: Single Family Origination, Single Family Services, Property Improvement/Manufactured Housing, and Lender Approval.

The three types of screens within the FHA Connection are: Menu, Input, and Output.

Menu Screens

Menus are lists of the screens and functions that are accessible from the current screen. The names of the screens and functions are formatted as links to the appropriate screen or function. A link is like a door to the listed screen. To go to a certain screen, left-click on the screen name with the mouse and the browser goes to that screen.



FHA Approval Lists Menu

Input Screens

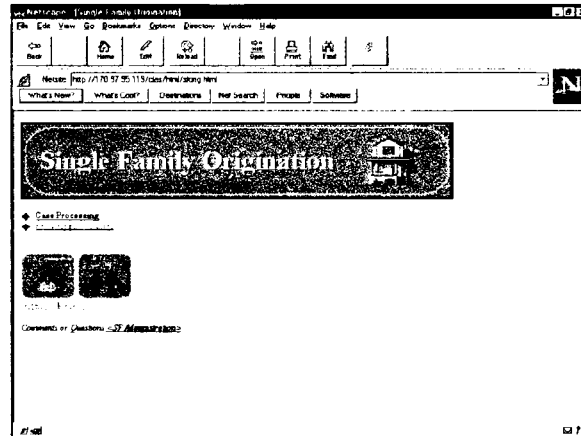
An Input screen is any screen that requires you to enter any form of information. This can be as simple as an FHA number, or as complex as defining the criteria of a specific query. For example, if you were searching for a list of all active male Hispanic appraisers in Washington, DC, you would select *Appraisers* from the *FHA Approval Lists* menu. Once the screen displays you select the fields with the mouse and enter the data by either selecting the appropriate selection from a list, or typing in the criteria. The important fields to fill for this query would be the race, gender, status, state, and city fields.

Appraisers Input Screen

Application Results Screen

5.0 SINGLE FAMILY ORIGATION

The Single Family Origination menu contains all of the primary screens involved in the loan origination process.



Single Family Origination Menu

Case Number Assignment

Establishing a New Case

The Case Number Assignment screen “Establish a New Case” allows lenders to establish a new case in the Computerized Home Underwriting Management System (CHUMS). Before a case number is assigned, the Credit Alert Interactive Voice Response System (CAIVRS) will check the Social Security Numbers of the applicants and CHUMS will check the property address for duplicates. If there are no problems, CHUMS will issue the case number. Problems concerning case number assignment will be handled by the appropriate Field Office/HOC.

Update an Existing Case

Once the FHA case number has been assigned, the lender, its agent, or sponsor may correct the data captured at assignment anytime before the case is insured by accessing the Case Number Assignment screen “Update Existing Case” with the FHA case number and their lender ID.

Holds Tracking

The Case Number Assignment screen “Holds Tracking” allows lenders to monitor cases that have been held by the Field Office for further review. Cases are held for a variety of reasons including duplicate address or lender hold. Lenders should frequently review the status of the cases that are being held.

Appraisal Logging

The Appraisal Logging screen allows lenders to log appraisal information which is a prerequisite to insurance processing. Appraisal information may be corrected on this screen before the case is insured. Once the case has been insured, lenders may only access the Appraisal Logging screen to query the appraisal information.

Appraiser Reassignment

The Appraiser Reassignment screen allows lenders to override the initial appraiser assignment. An appraisal may be reassigned for a variety of reasons, including: 1) the current appraiser is on vacation, medical leave or otherwise unavailable, 2) the current appraiser has too many other cases on hand, 3) location convenience, or 4) to further equitable distribution. An appraiser may only be assigned to a case if the appraiser is licensed in the state where the property is located. To reassign a case to another appraiser, the lender must know the FHA case number, and the current and new appraisers' IDs.

Borrower/Address Change

The Borrower/Address Change screen allows lenders to access the complete Borrower/Address Change screen to review and, until the case is insured, update data previously entered on the Case Number Assignment or the Insurance Data screens. Errors discovered after insurance must be corrected by the Field Office/HOC.

CAIVRS Authorization

The CAIVRS Authorization screen lists any information regarding default, claim, judgment, or foreclosure reported on an applicant's past government loans or guarantees through the following agencies: 1) the Department of Education (ED), 2) the Department of Housing and Urban Development (HUD), 3) the Department of Justice (DOJ), 4) the Small Business Administration (SBA), 5) the United States Department of Agriculture (USDA), and 6) the Department of Veterans' Affairs (VA). Up to 10 CAIVRS records may be returned for each Social Security Number (SSN) entered.

Case Cancellation

The Case Cancellation screen allows lenders to end further processing of a case if it will not proceed to closing, for example, if 1) the home owner decides not to sell his/her property, 2) the borrower switches to a conventional loan, or 3) the borrower changes his/her mind.

A case may be canceled by the lender unless a Firm Commitment has been issued or the case has been insured.

Case Query

The Case Query screen lists general case information regarding the property address, case type, appraiser, Mortgage Insurance Premium (MIP), and insurance status. The lender may request the status of a specific loan as it progresses through the FHA mortgage process.

Duplicate MIC

The Duplicate Mortgage Insurance Certificate (MIC) screen allows a request for duplicate MICs to be previewed or the duplicate MIC to be printed at the Field Office and mailed to the lender. A duplicate MIC (HUD-59100) may only be issued for a case that has been endorsed and has had an original MIC previously printed. Prior to receiving the duplicate MIC form, the lender will be able to review the information on the screen as it will appear on the form once it has been processed. The duplicate MIC lists general case information regarding the mortgage, mortgagee, mortgagor, property address, borrower type, and ADP code.

Inspector Assignment

The Inspector Assignment screen allows lenders to initially assign an inspector, to log a compliance inspection, reassign an inspector, and enter or update case information. The lender may assign an inspector to the case once it has been processed through the Case Number Assignment screen. Lenders will not be able to continue to request insurance on proposed construction cases if this screen has not been completed. After insurance, the lender may only update this screen if the case was insured under Section 203(k).

Insurance Application

The Insurance Application screen allows lenders to add, review, or change insurance application data for a case prior to endorsement. The screen is divided into five sections: 1) Fundamental Case Information, 2) General Information, 3) Mortgage Credit Worksheet Information, 4) Borrower Information, and 5) Mortgage Information.

For the following types of errors, an error message will be passed to the lender so that the error can be corrected before the case binder is submitted for insurance:

- Monthly Payment Error
- Maturity Date or Term of Loan Error
- First Payment Date or Closing Date Error
- MIP Error
- Underwriter Error
- Loan to Value Error
- Investor Unit Error
- Condo or Subdivision Error
- Compliance Inspection Error
- MIP Penalties Due Error

If an error has been detected by the system, the Error(s) Detected field will list the error message explaining the problem. This feature should eliminate most Notices of Return (NORs).

Lender Transfer

The Lender Transfer screen allows a case to be transferred between lenders when a loan application is transferred from one lender to another. The transfer request must be initiated by the lender or sponsor/agent currently recorded in CHUMS. The lender's sponsor/agent may be corrected using this screen as well.

Refinance Authorization

The Refinance Authorization screen allows lenders to access the Upfront Mortgage Insurance Premium (UFMIP) information for Refinance cases. This information includes the used and refundable amounts of the UFMIP from the old case. The listed information is for a two month period, the indicated month and the following month, and is based on the closing date entered. An authorization number and an expiration date will be issued when the exchange of information is verified and posted.

Appraiser Approval List

The Appraisers screen allows users to search for appraisers by location, name, license, race, gender, or status. The search can be configured to find specific types of appraisers through the use of the pull down menus and entry fields. For example, if the search was for all active male Hispanic appraisers in Washington, DC, the important fields to fill would be the race, gender, status, state, and city fields. To search a smaller area, the ZIP code and Field Office code could be used.

Condominium Approval List

The Condominiums screen allows users to search for condominium projects by location, name, or status. The search can be configured to find specific types of projects through the use of the pull down menus and entry fields. For example, if the search was for all rejected projects in Lexington, KY, the important fields to fill would be the state, city, and status fields. To search a smaller area, the ZIP code and Field Office code could be used.

Inspector Approval List

The Inspectors window allows users to search for inspectors by location, ID, name, or status. The search can be configured to find specific types of inspectors through the use of the pull down menus and entry fields. For example, if the search was for all active inspectors in Washington, DC, the important fields to fill would be the state, city, and status fields. To search a smaller area, the ZIP code and Field Office code could be used.

Mortgage Limits Listing

This is a link to FHA's maximum mortgage limits on HUD's Web page. It is a listing of the FHA single family mortgage limits. This listing is downloaded from the Department's Computerized Home Underwriting Management System every Wednesday. Since mortgage limits are updated constantly by local HUD office staff, please contact the Single Family Housing Director in your local HUD office for current information.

Planned Unit Development (PUD) Approval List

The PUDs screen allows users to search for PUDs by location, PUD ID, name, or status. The search can be configured to find specific types of projects through the use of the pull down menus and entry fields. For example, if the search was for all projects in Lexington, KY, the important fields to fill out would be the state and city fields. To search a smaller area, the ZIP code and Field Office code could be used.

Underwriter Registry

The Underwriter Registry screen allows lenders to add, change, or terminate an underwriter record in CHUMS. When a lender adds an underwriter, an underwriter ID is issued by the FHA Connection. Lenders may change an underwriter's information, including name, mailing address, and employment information, but may not change the underwriter's ID or SSN. Lenders may terminate an underwriter when the underwriter leaves its employ. If an underwriter hired by a new lender has an active ID (e.g. was not terminated by the previous employer), the new lender may still change the underwriter's information to reflect the underwriter's current employment status.

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