Adding & Editing Previous Participation
4.0 Adding Previous Participation

[Note] Always update previous participation at the entity level to roll down the participation to all participants under that entity.

Step 1. From the APPS Home Page, select “Edit Previous Participation” from the Participant Processing drop-down list.

Step 2. Click “Go”.

Step 3. The Participant Search page will display.

Step 4. Enter Participant TIN or SSN.

Step 5. Click “Search”.

Step 6. The Previous Participation List screen will display.
Step 7. Click on the “Add Participation” button.

Step 8. The Previous Participation Property Search page will display.

Step 9. Select the Property Role. (Example: Managing Agent, Owner/Mortgagor, Limited Partner, etc.)

Step 10. Enter one of the following: Contract Number, FHA Number, Property ID, or Property Name.

Step 11. Click on the “Search” button.

Step 12. The Previous Participation Property List page will display.

Step 13. Select the radio button (if not already selected) next to the property you want to add.

Step 14. Click on the “Previous Participation” button.
Step 15. The Previous Participation Detail page will display.

Step 16. If the Agency/Role Information “To Date” is current, click the “(check if current)” checkbox.

Step 17. Enter the Loan Status Information. If the “As of Date” is current, click the “(check if current)” checkbox.
Step 18. Review the Physical Inspection score (if applicable). If the score is accurate, click “I agree to this score” and update the “Performed by” box to indicate who performed the inspection (usually this is the HUD contractor). If you did not receive a physical inspection during your participation, check “No scores received”.

[Note] Users must select a response for the Performed by drop-down list while updating a score. The “Explanation for Rating” field is editable for any comments the participant may want to enter. The following comment will populate automatically when “No scores received” is checked: “No physical inspection score.” You can edit this comment and enter any relevant comments that you want.

Step 19. Review the Management Review Information rating (if applicable). If the rating is accurate, click “I agree to this score”. If you did not receive a management review during the time you were part of the property, select “No scores received”.

[Note] Users must select a response for the Performed by drop-down list while updating a score. The “Explanation for Rating” field is editable for any comments the participant may want to enter. The following comment will populate automatically when “No scores received” is checked: “No management review rating.”

Step 20. Click “Save”.

Step 21. Screen displays with the message “Save was successful”.

Step 22. When you are finished, click on the “Previous Participation List” button.
Step 23. The Previous Participation List screen will display with your new information.

4.1 Editing Previous Participation

Step 1. From the APPS Home Page, select “Edit Previous Participation” from the Participant Processing drop-down list.

Step 2. Click “Go”.

Step 3. The Participant Search page will display.

[Note] During the process of creating any submission or a baseline, a user can update the previous participation of an applicant.

Step 4. Enter Participant TIN or SSN.
Step 5. Click “Search”.

Step 6. The Previous Participation List screen will display.

Step 7. Select Previous Participation to edit by selecting the radio button next to the Property Name.

Step 8. Click on the “Edit Participation” button.

Step 9. The Previous Participation Detail page will display.

Step 10. Edit any relevant Information and update the inspection score and MOR rating, if applicable.

Step 11. Click “Save”.
Step 12. The Previous Participation page displays with the message “Save was Successful”.

Step 13. When finished, click on the “Previous Participation List” button.

Step 14. The Previous Participation List screen will display with your new information.