FHA INFO #16-34

June 2, 2016

TO: All FHA-Approved Mortgagees; All FHA Roster Appraisers

NEWS AND UPDATES

Getting Ready for Full EAD Portal Appraisal Submissions

Electronic Appraisal Delivery (EAD) portal becomes mandatory for all appraisal submissions for originations with case numbers assigned on and after June 27, 2016

If you are a mortgagee who has not yet transitioned your operations to the Federal Housing Administration's (FHA) Electronic Appraisal Delivery (EAD) portal for all of your FHA appraisal submissions, now is the time do to so. While most FHA-approved mortgagees are already submitting their appraisals to FHA through the EAD portal each week, all mortgagees must be ready to submit *all appraisals* through the EAD portal **for all originations** with case numbers assigned **on and after June 27, 2016.**

On and after the June 27 mandatory use date, mortgagees *will no longer be able to*:
- Use both the EAD portal and other appraisal submission methods concurrently for originations;
- Submit appraisals for originations with case numbers assigned on and after June 27 to FHA through any method other than the EAD portal; and
- Access the Appraisal Logging Screen in FHA Connection (FHAC) for case numbers that require an appraisal to be submitted through the EAD portal.

A Roadmap for EAD Portal Core Documents

Mortgagees that are in the process of migrating to full use of the EAD portal for all of their appraisal submissions for originations may wish to consider accessing and using the materials described below. The following EAD portal core documents are available on the EAD Portal Information Page on HUD.gov:

Document	Content Summary	Core Users
FHA EAD Lender Admin Guide	The detailed guide for EAD portal Lender Administrators that includes step-by-step instructions for portal organizational setup, assigning user roles, and Administrator-specific functions.	EAD portal Lender Administrators, after they have been assigned the role in FHAC, on an ongoing basis.

FHA EAD Portal General User Guide	The detailed guide for EAD portal Lender Users that includes user setup steps, role-based functions, appraisal submission steps, and other details.	EAD portal Lender Users, after they have been invited to be a user by the EAD portal Administrator, on an ongoing basis.
EAD Portal Appraisal Loading (fact sheet)	The "What Goes Where" document for EAD portal users seeking additional summary information about using the three Appraisal fields in the portal.	EAD portal Lender Users and Administrators, on an ongoing basis.
EAD Portal Hard Stop Checks and Error Messages (fact sheet)	A list of the EAD portal hard stops and error messages that users may receive, and that require action, before achieving a successful appraisal submission.	EAD portal Lender Users and Administrators, on an ongoing basis.
EAD Portal Data Format and Forms (fact sheet)	A summary of the required data formats required by the EAD portal, and the associated appraisal report forms that must be submitted through the portal.	EAD portal Lender Users and Administrators, on an ongoing basis.
FHA Single Family Housing Appraisal Report and Data Delivery Guide (Data Delivery Guide)	A supplemental document to the *Single Family Housing Policy Handbook* 4000.1, the Data Delivery Guide provides detailed guidance for mortgagees and appraisers on required data for each field of a required appraisal report.	EAD portal Lender Users and Administrators; other staff within a mortgagee's organization; and FHA Roster Appraisers, on an ongoing basis.

In addition to these key documents, there are additional fact sheets, user guides, and pre-recorded webcast training modules accessible from the EAD Portal Information Page.

Quick Links

- Get information, user guides, fact sheets, and more on FHA's EAD Portal Information Page at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead
- View FHA's pre-recorded EAD portal webcast training modules:
  — FHA Training for Lender Users: 100–FHA Electronic Appraisal Delivery (EAD) Portal
  — FHA Training for Lender Administrators: 101–FHA Electronic Appraisal Delivery (EAD) Portal
  — Electronic Appraisal Delivery (EAD) Portal: Direct Integration Service Provider Technical Overview

Resources

- Contact the FHA Resource Center:
  — Visit our online knowledge base to obtain answers to frequently asked questions 24/7 at: www.hud.gov/answers.
  — E-mail the FHA Resource Center at answers@hud.gov. Emails and phone messages will be responded to during normal hours of operation, 8:00 AM to 8:00 PM (Eastern), Monday through Friday on all non-Federal holidays.

— Call 1-800-CALLFHA (1-800-225-5342). Persons with hearing or speech impairments may reach this number by calling the Federal Relay Service at 1-800-877-8339.

RESOURCE INFORMATION	
FHA INFO Archives:	Visit the FHA INFO Archives to access FHA INFO messages issued from 2012 to the present.

Subscribe/Unsubscribe Instructions:	To subscribe to the Single Family FHA INFO mailing list you can use this link: FHA INFO or send a request by email to: answers@hud.gov
	Bulk subscriptions: To sign up your entire office or a large group, send the list of email addresses (in the format below) to: answers@hud.gov
	    aaa@xyz.com
	    bbb@xyz.com
	    ccc@xyz.com
	To Unsubscribe follow the unsubscribe instructions on that page.

Resource Links:	Archived Webinars Foreclosure Assistance Career Opportunities Grant Opportunities Contracting Opportunities HUD Homes Property Listings Events & Training HUD.gov FHA Forms Making Home Affordable FHA Homeownership Centers Presidentially Declared Disaster Areas FHA Mortgagee Letters Visit our Single Family Home Page

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