February 26, 2016

Planned Electronic Appraisal Delivery (EAD) Portal March 14, 2016 Technical Updates; Updated Data Delivery Guide Now Available

On March 14, 2016, the Federal Housing Administration (FHA) will implement a set of system enhancements to the Electronic Appraisal Delivery (EAD) portal. These system enhancements will further improve EAD portal functionality, and also address user feedback.

For mortgagees and other users: system terminology changes for the "Appraisal Portal One Time Key" used in onboarding; and a new Hard Stop error code related to the "As Is" and "Subject To" appraisal data fields will be visible to all EAD portal users on and after March 14, 2016.

The changes to be implemented on March 14, 2016 are described below.

Terminology Change for "One Time Key"

A mortgagee's designated EAD Administrator(s) uses a six-digit alphanumeric "one time key" generated in the FHA Connection system as the last step in their initial EAD login process. For consistency and an easier onboarding experience, references to this key will be revised throughout the EAD portal screens and system-generated messages to refer to this key consistently as the "Appraisal Portal One Time Key."

New, "Non-Overridable" Hard Stop Error Code

Beginning March 14, 2016, users will receive a new hard stop error code, FHA3700, related to the following appraisal data check boxes on the *Uniform Residential Appraisal Report* (FRE Form 70/FNMA Form 1004); the *Individual Condominium Unit Appraisal Report* (FRE Form 465/FNMA Form 1073); the *Small Residential Income Property Appraisal Report* (FRE Form 72/FNMA Form 1025); and the *Manufactured Home Appraisal Report* (FRE Form 70B/FNMA Form 1004C):

- "As Is;"
- "Subject to Completion;"
- "Subject to Repair;" and
- "Subject to Inspection" check box.

If none of the four check boxes are selected, or if the "As Is"

Quick Tips While Ramping Up EAD Portal Submissions

Consider the following quick tips selected from some of the most frequently asked questions FHA has received from mortgagees who are now using the EAD portal for their FHA appraisal submissions:

- Mortgagee EAD Administrator(s) must initiate a relationship with each of their designated third-party service providers in the EAD portal before the third-party service provider can access the portal. More information is contained in the FHA EAD Portal *Lender Agent Administrator User Guide*.

- EAD portal functionality allows mortgagees or their designated third-party service providers to load up to three appraisals for the same property address and FHA case number according to FHA policy. Each appraisal and/or correction to an appraisal must be loaded in the appropriate EAD portal fields to comply with FHA policy. More details on the appraisal loading sequence are contained in the *FHA EAD Portal Appraisal Loading* fact sheet.

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checkbox is selected **and** any of the other three check boxes are also selected, users will receive the new hard stop error message, which will read as follows:

> "FHA3700: At least one of "as is," "subject to completion," "subject to the following repairs," or "subject to the following required inspection," must be selected. If "as is" is selected, no other value may be selected."

New Appraisal Report and Data Delivery Guide

To correspond with these upcoming technical enhancements, on February 25, 2016 FHA also published an updated version of its *FHA Single Family Housing Appraisal Report and Data Delivery Guide* (Data Delivery Guide). Mortgagees and FHA Roster Appraisers should review the updated Data Delivery Guide, including its Change Log included at the beginning of the document.