Introduction:

In this training material, we explore FHA Connection. We will step by step walk you through the general processes and required procedures. The information contained here is meant to be a basic guide for accessing FHA Connection.
Topics covered in this training:

1. FHA Connection Login
2. Single Family FHA
3. FHA Case Query
4. FHA Case Query Results
5. Establishing a New Case
6. New Case Confirmation
7. FHA Streamline
8. Confirming FHA Case Number Results
9. CAIVRS Request
10. CAIVRS Results
FHA Connection Login:

1. Log onto the FHA Connection website:

2. Enter your FHA Connection username and password combination
**Single Family FHA:**

1. Click Single Family FHA

2. Click Single Family Origination
FHA Case Query:

1. Select the Field Office from the dropdown menu
2. Type the Borrower’s SSN (Social Security Number) / TIN (Taxpayer Identification Number)
3. Click Send
FHA Case Query Results:

1. Select the correct Borrower from the List
2. Click Send
Case Query Record Detail:

1. Click the Sponsor/Agent Name: hyperlink
2. Call the lender to determine how they would like the FHA Case transfer request handled
3. Click Close
Establish a New Case:

1. Click Establish a New Case
   1. Enter Property Address Information
   2. HECM Case Remains NO
   3. Enter Borrower Data
2. Click Send

Note: Borrower identification information is validated overnight against government records

Use Holds Tracking the next business day to determine if all borrowers passed validation
New Case Confirmation:

1. Print the results into the placeholder in the eFolder and call it
   - FHA: Connection Documents
   - FHA puts a 24 hour hold to validate borrower(s)
   - A final success result will be needed and placed in the file
FHA Streamline:

1. Click Establish a New Case
   1. Enter Property Address Information
   2. HECM Case Remains NO
   3. Enter Borrower Data
2. Click Send
FHA Streamline:

- The existing FHA Case No. can be accessed through FHA Connection through a case query lookup or by looking at a copy of the existing NOTE.
FHA Streamline:

1. Select FHA to FHA Refinance Type Streamline
2. Is it a Cash-Out Refinance No
3. Enter the Prior FHA and prior REO cases: Enter case number of previous case
FHA Streamline:

- Results Confirmation

Note: Borrower identification information is validated overnight against government records

Use Holds Tracking the next business day to determine if all borrowers passed validation
Confirming Case Number Results:

1. Under Case Processing from the Case Number Assignment click Update and Existing Case
2. Enter the FHA Case Number
3. Click Send
   • Case Number Assignment Update will display results
   • Print Success report and place into eFolder
CAIVRS LOGIN:

1. Log onto the FHA Connection website:

2. Enter your FHA Connection username and password combination
CAIVRS Request:

1. Click Single Family FHA Select Case Processing
2. Click CAIVRS Authorization
CAIVRS Request:

1. Select SSN from the dropdown menu and enter the Social Security # (SSN) for each borrower
   1. Enter the Lender ID (Branch FHA Mortgage ID)
   2. Select the Agency from the Drop Down – Typically HUD FHA Single Family

2. Click Send
CAIVRS Results:

1. Print the results into the placeholder in the eFolder and call it
   - FHA: Connection Documents
End
Retail TBD Underwriting