FHA Catalyst: Case Binder Module

User Guide Change Overview

U.S. Department of Housing and Urban Development

May 2024

Release 7.32

Solution Information

	Information
Solution Name	FHA Catalyst: Case Binder Module
Solution Acronym	N/A
Release Number	7.32

Change Overview

Section Title	Description	Figure Link
Case Binder Home Page	➢ Create Tab no longer exists. The functionality now exists as a Create Case binder tab (located next to the binder Tab). ➢ Submission Type and FHA Case Number was removed from the view. Address Field, Last Modified Date, Case Binder was added to the list views	*Figure 1- Case Binder Landing Page*
Creating a Case Binder	➢ Create Tab no longer exists. The functionality now exists as a Create Case binder tab (located next to the binder Tab). ➢ Layout has changed- all data entry and document upload are done on the same screen. ➢ Save and Close Button has been added- this allows the user to save a file but wait to send to FHA, if they need to come back to the file and add additional documents before sending to FHA. ➢ Lenders no longer need to enter in the type, QAD/PUD information, property address, or location. ➢ Connection between FHA Catalyst and FHA Connection has been added. Catalyst will request information from Connection and will display a message to the Lender at the time the Search Button is used, during creation and/or when the Submit button is used during initial submission or NOR Resubmission.	*Figure 2 Case Binder Creation Process*
Viewing Binder Details	➢ Create Tab no longer exists. The functionality now exists as a Create Case binder tab (located next to the binder Tab). ➢ Layout has changed- all data entry and document upload are done on the same screen. ➢ Save and Close Button has been added- this allows the user to save a file but wait to send to FHA, if they need to come back to the file and add additional documents before sending to FHA. ➢ Lenders no longer need to enter in the type, QAD/PUD information, property address, or location.	*Figure 3 Binder Data Screen*

	➢ Connection between FHA Catalyst and FHA Connection has been added. Catalyst will request information from Connection and will display a message to the Lender at the time the Search Button is used, during creation and/or when the Submit button is used during initial submission or NOR Resubmission.	
Viewing Case Binder Details	➢ A new section was added to the Case Binder Screen. This section will show all Binders that have been associated with the FHA Case Number.	*Figure 4 Case Binder Data Screen*

Case Binder Home Page

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➢ Submission Type and FHA Case Number was removed from the view. Address Field, Last Modified Date, Case Binder was added to the list views

Top Picture- Old Version

Bottom Picture- New Version

Figure 1- Case Binder Landing Page

Creating a Case Binder

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> ➢ Our records indicate that the FHA Case Number you entered is not associated with a case binder that was requested by FHA. Please ensure that you have entered the correct case number.
>
> ➢ "The binder cannot be submitted because this case number is cancelled. "
>
> ➢ "This case binder has already been submitted."
>
> ➢ "This case number is associated with an FHA Approved eCaseBinder Lender. The binder must be submitted through the FHA Connection eCaseBinder process."
>
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>
> ➢ "Insurance Application Screen in FHA Connection must be completed prior to binder submission.
>
> ➢ "Our records indicate that the FHA Case Number you entered is not associated with a case binder that was requested by FHA. Please ensure that you have entered the correct case number."
>
> ➢ "Our records indicate that the FHA Case Number you entered is not associated with a case binder that was requested by FHA. Please ensure that you have entered the correct case number."
>
> ➢ "Our records indicate that the FHA Case Number you entered is not associated with a case binder that was requested by FHA. Please ensure that you have entered the correct case number."
>
> ➢ "Second Appraisal Must Be Logged Prior To Binder Submission"
>
> ➢ "The appraisal has not been logged in FHA Connection. Please complete Appraisal Logging prior to binder submission."
>
> ➢ Our records indicate that FHA Case Number, ######, is not associated with a case binder requested by FHA. Please ensure that you entered the correct case number.
>
> ➢ This case binder has already been submitted. Case Binder already exists for this Case Number. Click here to view.

Top Picture- Old Version

CASE BINDERS   **CREATE**

File successfully uploaded
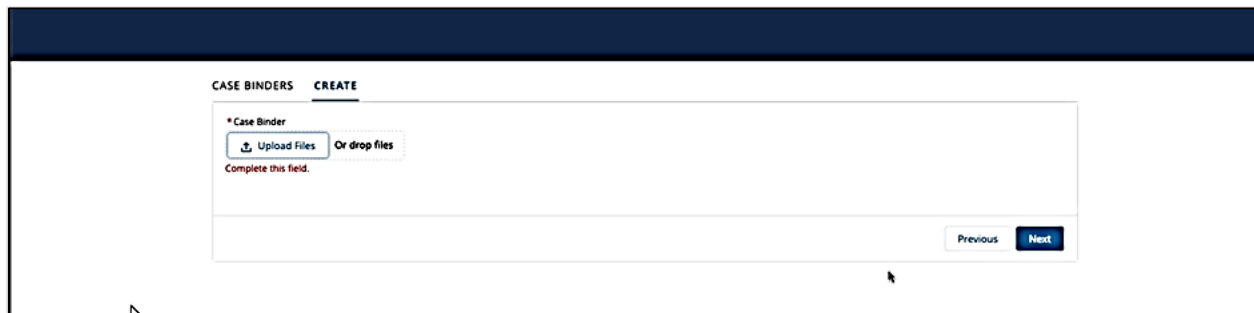
[Finish]

Bottom Picture- New Version
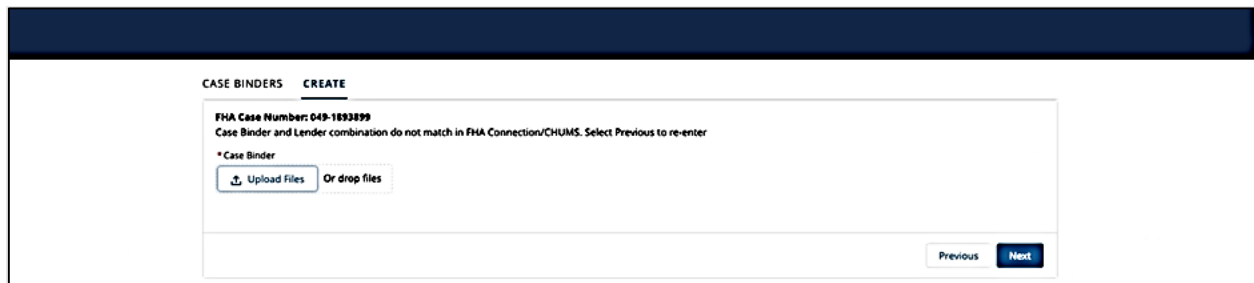
BINDERS   **CREATE CASE BINDER**

Case Binder

FHA Case Number

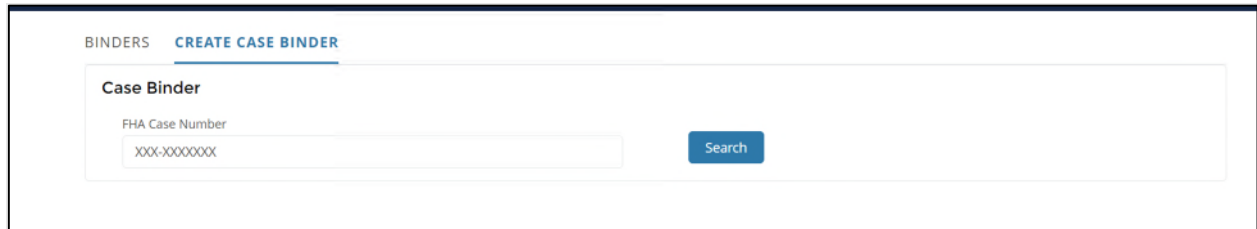XXX-XXXXXXX   [Search]
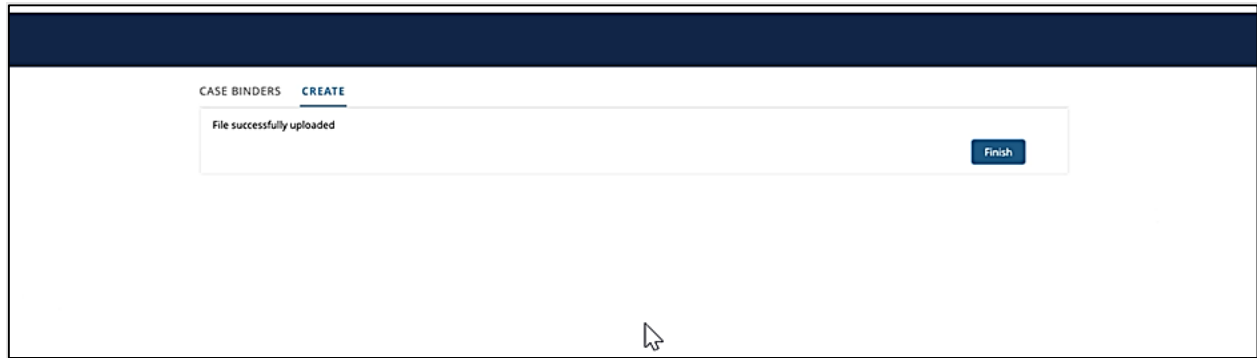
Figure 2 Case Binder Creation Process

Viewing Binder Details

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Top Picture- Old Version

Bottom Picture- New Version

Figure 3 Binder Data Screen

# Viewing Case Binder Details

Description

➢ A new section was added to the Case Binder Screen. This section will show all Binders that have been associated with the FHA Case Number.

New Version

Figure 4 Case Binder Data Screen