



Single Family Default Monitoring System

Mortgagee User Guide

V1.16

U.S. Department of Housing and Urban Development

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Solution Information

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Solution Name	<i>FHA Catalyst: Single Family Default Monitoring System</i>
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1. Introduction

Welcome to the *FHA Catalyst: Single Family Default Monitoring System*. The *FHA Catalyst: Single Family Default Monitoring System* is a web-based secure medium supporting Electronic Data Interchange (EDI) and portal User Interface (UI) delivery of default reporting to the Federal Housing Administration (FHA). As part of the Housing Information Technology (IT) Modernization effort, the *FHA Catalyst: Single Family Default Monitoring System* replaced the FHA Connection's Single Family Default Monitoring System, streamlining the process to report defaults for Mortgagees. The *FHA Catalyst: Single Family Default Monitoring System* (SFDMS) enables real-time case status updates and creates a modernized experience through automation.

1.1 *FHA Catalyst: SFDMS Mortgagee Guide*

This document has been developed to provide users with guidance on how to use the *FHA Catalyst: Single Family Default Monitoring System*. Please refer to the Single-Family Housing Policy Handbook 4000.1 for in depth information on FHA policy, event definitions, reporting timeframes, data elements and post audit requirements.

For FHA policies and requirements for default reporting, please utilize:

- Handbook 4000.1, FHA Single Family Housing Policy Handbook

https://www.hud.gov/program_offices/housing/sfh/handbook_4000-1

For questions about this Guide, please contact FHACatalyst@hud.gov or the FHA Resource Center at 1- 800-CALLFHA (1-800-225-5342). Persons with hearing or speech support needs may use TDD/TTY by calling 1-877-TDD-2HUD (877-833-2483).

1.2 Technical Notes

It is highly recommended to use the latest **Google Chrome or Edge** browser when using *FHA Catalyst*. Other browsers are not fully supported and may cause loss of functionality.

Session Timeout is set to 30 minutes.

2. Getting Started

To utilize SFDMS, the Mortgagee must register with Catalyst.

Mortgagees with questions who are currently preparing or planning to apply for FHA approval soon may contact the FHA Resource Center via email at answers@hud.gov or telephone at (800) 225-5342. Mortgagees can also perform research through the FHA Resource Center's [Knowledge Base of FAQs](#).

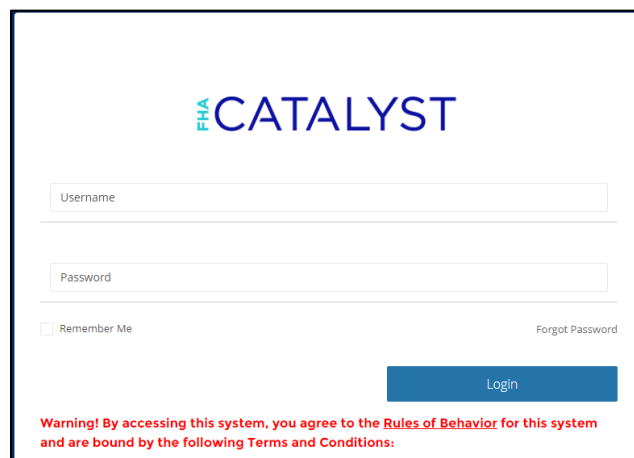
2.1 Access Information

FHA Approved Mortgagees may request access for a new user by contacting the FHA Resource Center at answers@hud.gov. Users will receive an email from HUD containing a username and a password reset link.

2.2 Logging In

The Google Chrome browser or Edge is the preferred browser to access FHA Catalyst. Other browsers are not fully supported and may cause loss of functionality.

1. Navigate to <https://hud2.my.site.com/hudpdeform/s/login/>.
2. Enter your username and your new password, then click **Login**.



The screenshot shows the login page for the FHA Catalyst Portal. At the top center, the text "FHA CATALYST" is displayed in blue. Below this, there are two input fields: "Username" and "Password". To the left of the "Password" field is a checkbox labeled "Remember Me". To the right of the "Password" field is a link labeled "Forgot Password". Below the input fields is a blue button labeled "Login". At the bottom of the page, there is a red warning message: "Warning! By accessing this system, you agree to the Rules of Behavior for this system and are bound by the following Terms and Conditions:".

Figure 1: FHA Catalyst Portal - Login Page

2.3 Resetting Your Password

1. If you do not remember your password, click **Forgot Password**.

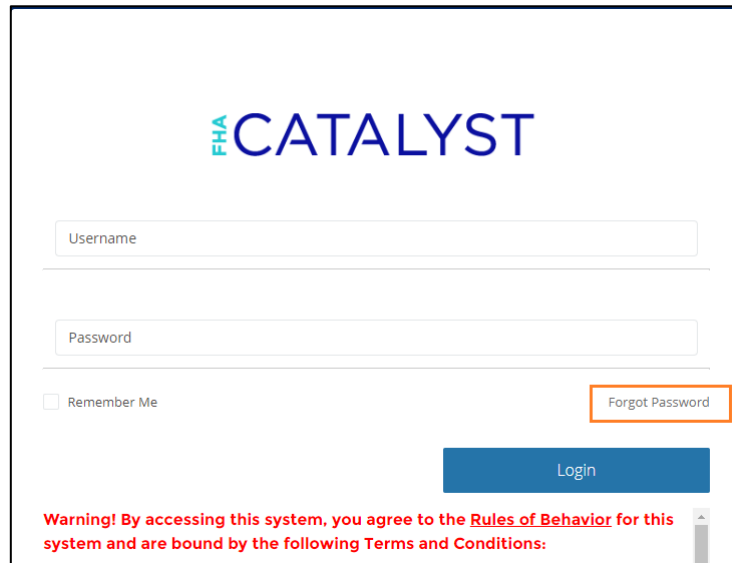


Figure 2: FHA Catalyst Portal - Forgot Password

2. Enter your username on the Password Reset page then click **Reset Password**.

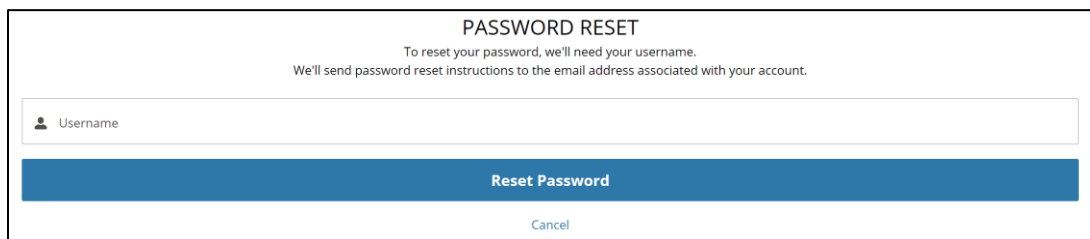


Figure 3: Reset Password

3. **Check your email.** Password reset instructions are sent to the email address associated with your username.

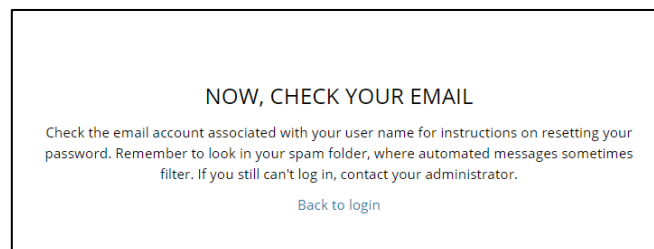


Figure 4: Reset Password Confirmation Message

2.4 Logging Out

1. Your **Profile Icon/Username** is displayed at the top right of the screen. Click on the icon to see the **Logout** button.
 - a. You can review/update your **Profile, Settings (Personal Information), Account, Account Management, Contact Support** and **Logout** from the drop-down.

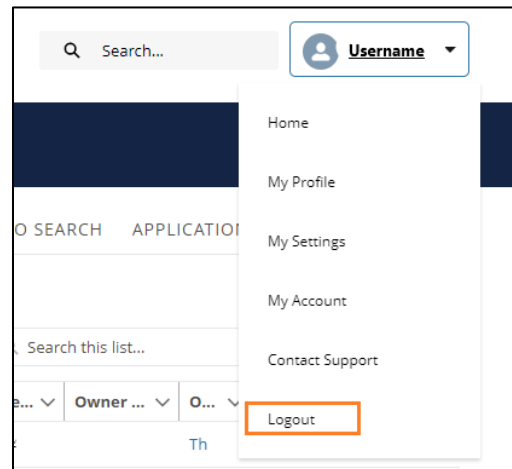


Figure 5: Log Out Button

2. Click on the **Logout** to exit the system.

3. *FHA Catalyst*: Single Family Default Monitoring System Home Page

The *FHA Catalyst*: Single Family Default Monitoring System (SFDMS) Reporting Module is HUD's system for tracking mortgagee data on defaulted mortgages until a default is resolved through reinstatement or termination. The module provides users the ability to report delinquency/default status codes that accurately reflect the severity of default and mortgagee action taken. Use this page to access key resources and quick links at HUD and the SFDMS application.

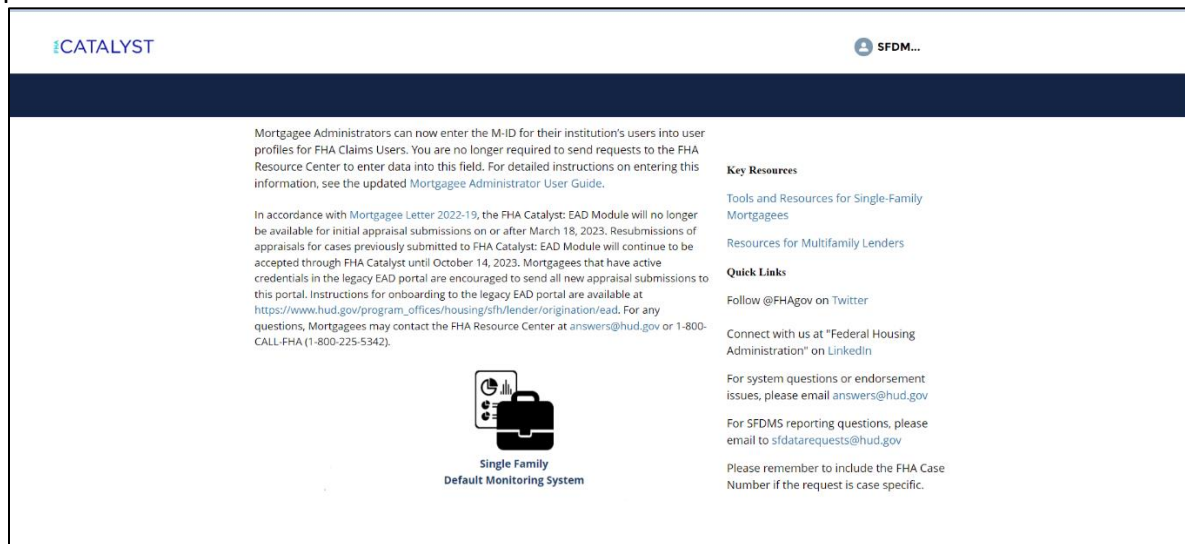


Figure 6: *FHA Catalyst* Home Page

- Your **Username** is displayed at the top right of the screen. Click on your username to see the options to setup your **Profile, Settings, Account Information, Account Management, Contact Support** and **Logout**.
- The home page also provides access to helpful **Key Resources** and **Quick Links**.
 - Click on the [Tools and Resources for Single-Family Mortgagees](#) hyperlink to access the HUD.Gov Single Family Housing Policy Handbook 4000.1 and supplemental documents.
 - Click on the [Resources for Multifamily Lenders](#) hyperlink to access the *FHA Catalyst*: Multifamily Application Module.
 - Follow [@FHAgov](#) on [Twitter](#)
 - Connect with us at “Federal Housing Administration” on [LinkedIn](#)
 - For system questions or endorsement issues, please email answers@hud.gov
 - For SFDMS reporting questions, please email to sfdatarequests@hud.gov



- Please remember to include the FHA Case Number if the request is case specific.
- **Click on the Single Family Default Monitoring System icon** to launch the application.

4. Single Family Default Monitoring System

The SFDMS application provides functionality for reporting, reviewing, cancelling, and correcting the default reporting for delinquent FHA insured cases.

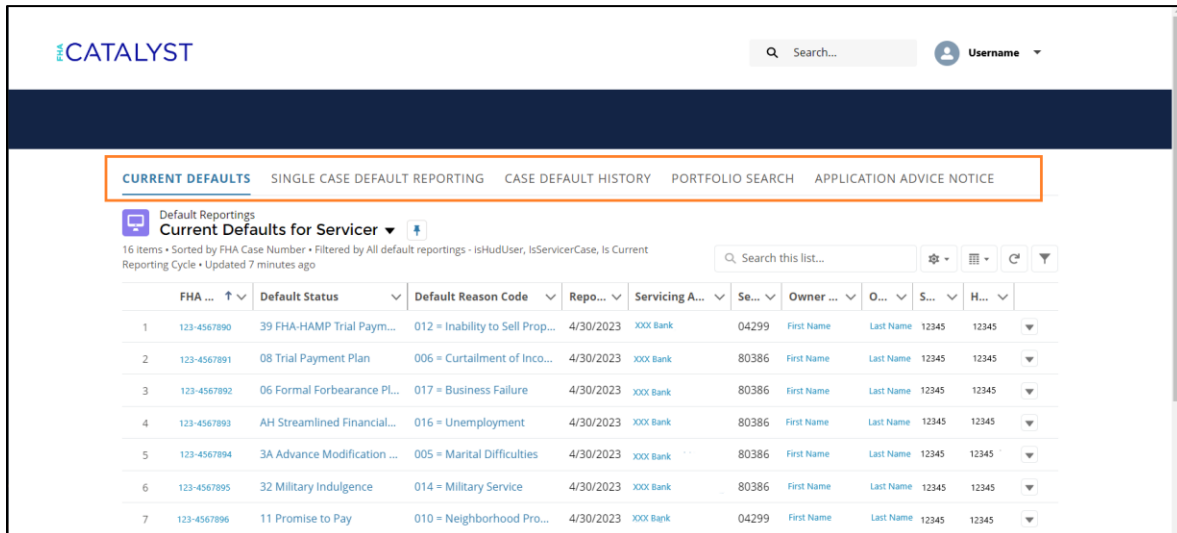


Figure 7: SFDMS Screen Menu Bar

Use the:

- **Current Defaults** screen to review five predefined list views (reports) of default reporting in SFDMS for your portfolio. Select from the Default Reportings drop-down to create the list views to monitor the monthly default reporting.
- **Single Case Default Reporting** screen to manually report and to make corrections to reporting of delinquent FHA insured cases in your portfolio.
- **Case Default History** screen to view the life of loan default reporting history of a case.
- **Portfolio Search** screen to create active default case queries. Users can create and view reports determined by their selections. A list of cases meeting the selection criteria will be displayed online and/or downloaded to use as a report.
- **Application Advice Notice** screen to view the EDI (Electronic Data Interchange) file submissions for your organization. Review the TS824 response report detailing cases, errors, and actions needed to make corrections for the reporting cycle.

5. Current Defaults Screen

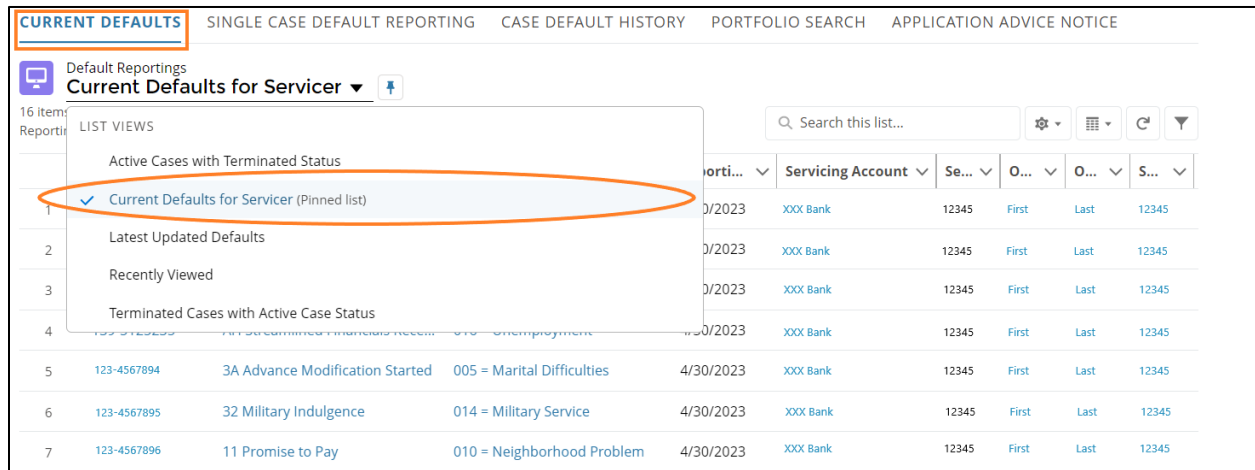


Figure 8: Current Defaults - Default Reportings List Views

The Current Defaults screen provides you the ability to review five predefined list views (reports) of default reporting for your portfolio of FHA cases. Select one of the list views to display on the screen. The cases can be filtered and sorted as needed in the table and you can click on any field in blue to access a hyperlink to display case information and other default reporting details.

The List Views selection options are:

- **Active Cases with Terminated Status** – This list view displays active cases with a terminated default status code reported in the cycle.
- **Current Defaults for Servicer** – A list of all current defaults reported for the Mortgagee.
- **Latest Updated Defaults** – A list of the cases reported/updated in the last 24 hours.
- **Recently Viewed** – A list of cases recently viewed by the associate logged into the system.
- **Terminated Cases with Active Case Status** – This list view displays insurance terminated cases with an active default status code reported in the cycle.

5.1 Current Defaults List View Control Settings

Use the control settings to filter the list view on the screen.

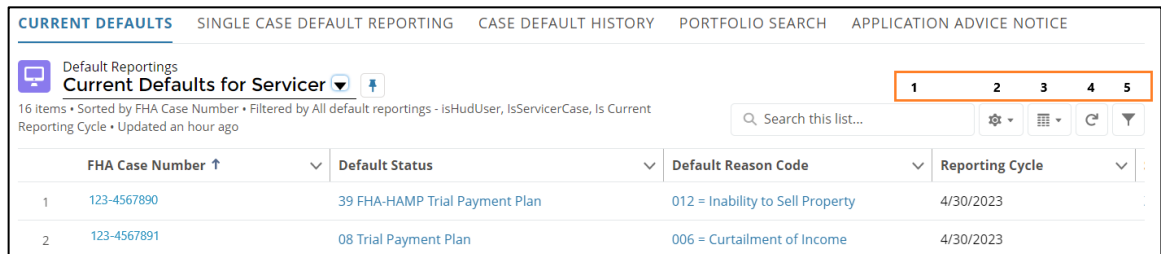


Figure 9: Default Reportings List View Control Settings

List Views Filter Menu Bar:

1. **Search this list...** – Use this field to search by FHA Case Number.
Note: The Default Status, Default Reason Code, Reporting Cycle, Servicing Account, Servicer ID, Holder ID, Owner First Name and Owner Last Name are not searchable. Move your cursor to the column header to sort those columns.
2. **Tool (Cog) Icon** – Allows access to List View Controls to reset column widths. System administrator has disabled all other options.
3. **Table Icon** – Allows the results to display as a table. The Kanban view has been disabled and the results default to the table view on the screen.
4. **Refresh Icon** – Refreshes the list view.
5. **Filter icon** – The filter is locked has been locked by the system administrator and cannot be accessed by general users.

Note: Some of the control settings are only allowed by Administrators

5.2 Create a List View

1. Click on **Current Defaults** at the top of the screen. The screen automatically defaults to the list view that has been pinned.

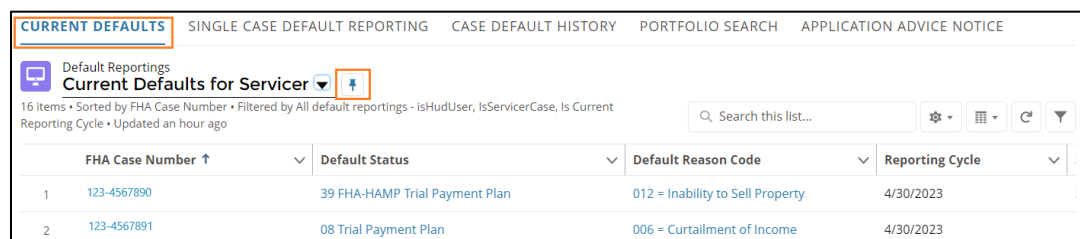


Figure 10: Default Reportings Pinned List View

- To change the list view, click on the Default Reportings drop-down arrow to view the five list view options.

The List Views are:

- Active Cases with Terminated Status**
- Current Defaults for Servicer**
- Latest Updated Defaults**
- Recently Viewed**
- Terminated Cases with Active Case Status**

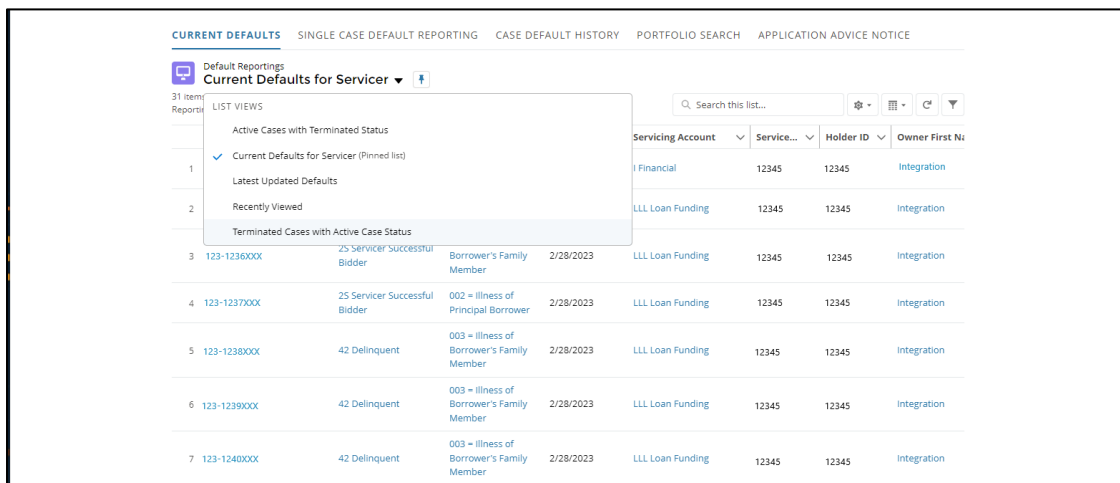


Figure 11: Default Reportings List Views

- Select a List View. The list view automatically populates the screen with a list of cases matching the criteria of the chosen view.

Note: There may be instances when mortgagees do not have active cases with terminated statuses or terminated cases with active statuses, in which, the list view will not return a list of cases on the screen for the institution.

- To pin a list view, click on the list view title, and then click the Pin icon. The list view pinned will have a checkmark at the beginning of the List View name and (Pinned list) will display at the end of the List View name.

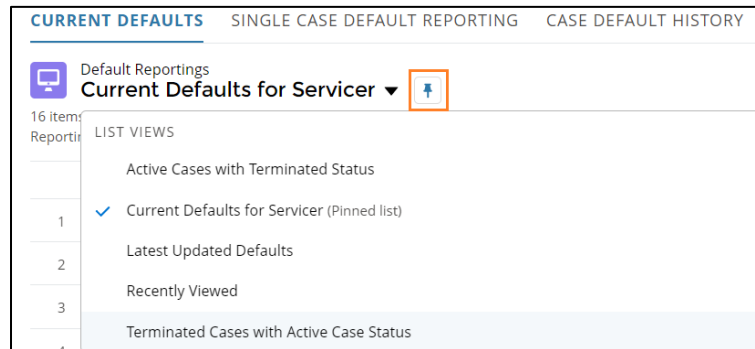
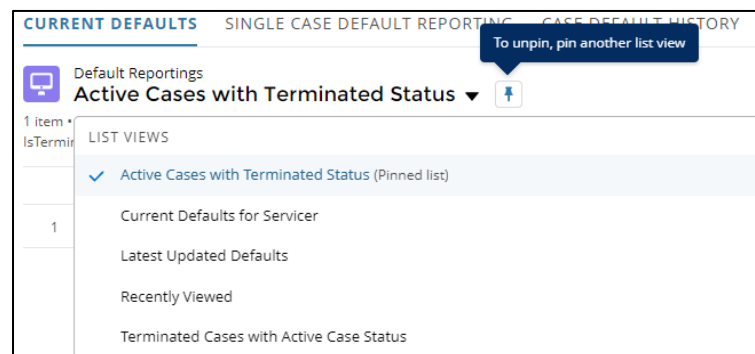


Figure 12: Pinned List View

- To Unpin a List View, click on the pin icon, and choose another list view. Click on the pin icon.



5.3 View Case Details using the List Views

- Click on a blue FHA Case Number to view case details of the last default reporting on the case.

	FHA Case Number ↑	Default Status	Default Reason Code	Reporting Cycle
1	123-4567890	39 FHA-HAMP Trial Payment Plan	012 = Inability to Sell Property	4/30/2023
2	123-4567891	08 Trial Payment Plan	006 = Curtailment of Income	4/30/2023
3	123-4567892	06 Formal Forbearance Plan	017 = Business Failure	4/30/2023
4	123-4567893	AH Streamlined Financials Received and In Review	016 = Unemployment	4/30/2023
5	123-4567894	3A Advance Modification Started	005 = Marital Difficulties	4/30/2023

Figure 13: Case Number Link

2. The Default Reporting Information panel displays.
 - a. Add a new default reporting to the case, by clicking on the **Add New** button (top Right). See procedures in [Section 6](#).
 - b. You can review the **Reporting Cycle Date** (top middle) to determine when the status was reported on the case.
 - c. Click on a field in blue to access a hyperlink to a **guidance panel** to provide more details about the reporting.

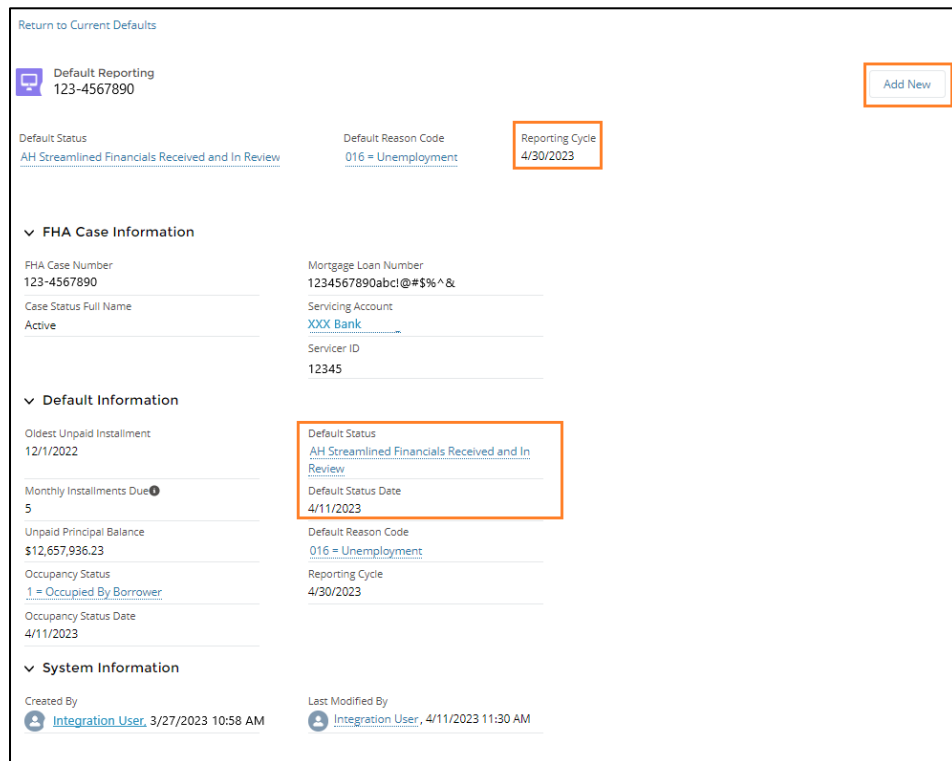


Figure 14: Default Reporting Information Panel

3. For this exercise, **Click on the blue Default Status code**. The guidance panel is displayed on the screen.

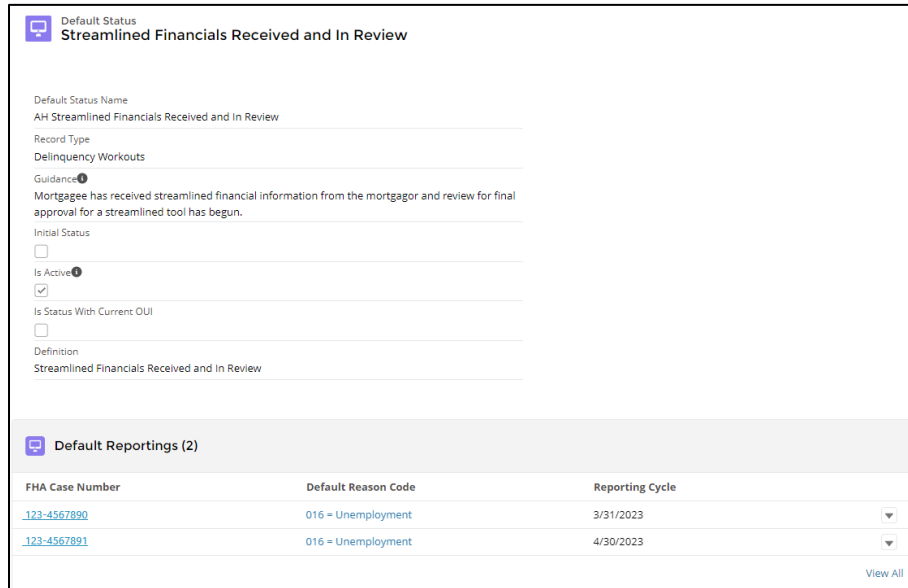


Figure 15: Guidance Panel

4. The Guidance Panel:
 - a. Provides the field name and definition for the selection.
 - b. Displays the Record Type, Guidance, and a checkmark in the **'Initial Status,' 'Is Active'** or the **'Is Status with Current OUI'** fields, to provide additional information to the user.
 - c. The **"i-icons"** provides field level guidance.
 - i. Hover over the **"i"** to view a pop-up description of the field.

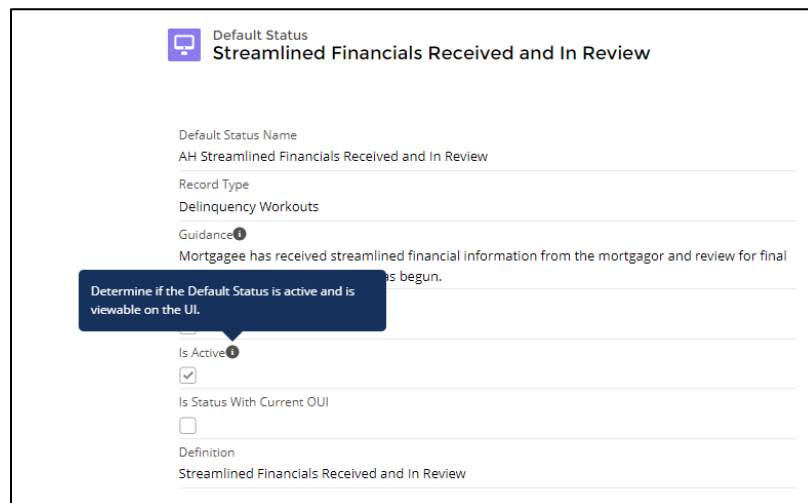


Figure 16: i icon details

- d. The **Default Reportings** section of the panel provides a list of case numbers , the default reason code and reporting cycle associated with the chosen field.
5. Click the **left browser arrow** to exit the guidance panel and return to the Default Reporting Information panel.

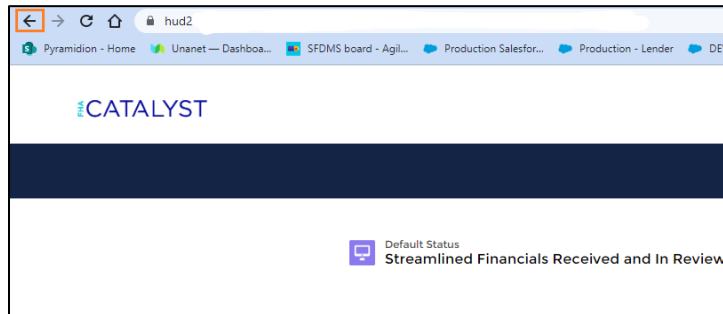


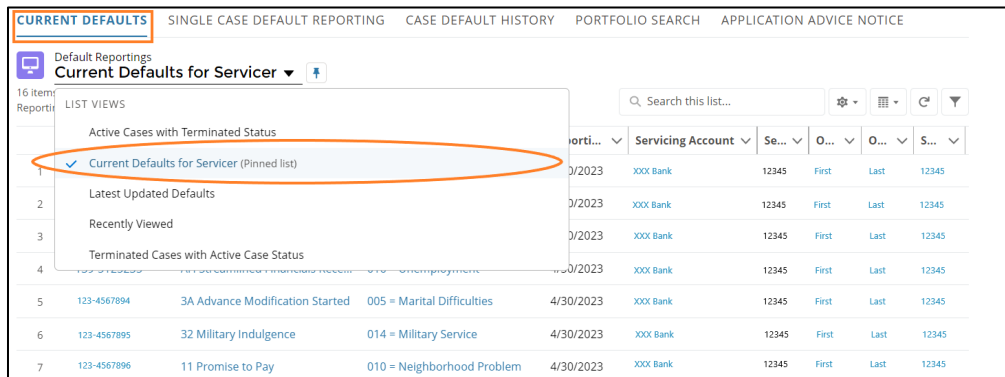
Figure 17: Left browser arrow

6. Click on the **Return to Current Defaults** link to exit the Default Reporting Information Panel.



Figure 18: Return to Current Defaults link

7. The system will display the Default Reportings list view pinned in the Current Defaults Default Reportings List Views.





6. Single Case Default Reporting Screen

The Single Case Default Reporting screen is used to manually report, update, or cancel and correct default reporting on delinquent FHA cases in your institution's portfolio.

CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING CASE DEFAULT HISTORY PORTFOLIO SEARCH APPLICATION ADVISE NOTICE

* FHA Case Number
123-4567890

Reset Next

Figure 19: Single Case Default Reporting Home Screen

CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING CASE DEFAULT HISTORY PORTFOLIO SEARCH APPLICATION ADVISE NOTICE

FHA Case Number Current Reporting Cycle Last Cycle Date Updated Mortgage Loan Number
123-4567890 2023-03-31 2023-03-31 1234567890abc!@#%&{

Borrower Name Claim Type Servicer ID
Mr. Borrower J1 - null 12345 - XXX Bank

First Payment to Principal & Interest Case Status Holder ID
2003-05-04 Active 12345 - XXX Bank

* Oldest Unpaid Installment Date * Default Status
6/1/2022 37 FHA-HAMP Standalone Modification Started

Do you want to cancel the previous reported default status of: 37 (FHA-HAMP Standalone Modification Started)?

* Unpaid Principal Balance * Default Status Date
\$210,000.00 3/27/2023

* Occupancy Status * Default Reason Code
1 = Occupied By Borrower 006 = Curtailment of Income

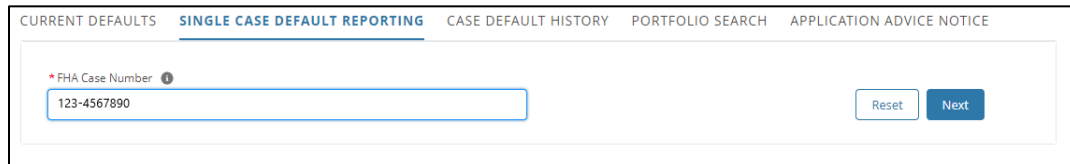
Occupancy Status Date
3/27/2023

Previous Submit & Add New Submit

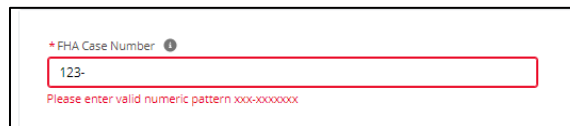
Figure 20: Single Case Default Reporting Screen

6.1 Report a First Time Delinquency

1. Click on the **Single Case Default Reporting** screen. Input the **FHA Case Number** and click **Next**.



- a. If you enter an invalid case number for your institution or enter a case number with an invalid format, a red error message will display on the screen **ERROR!**
 - i. Please enter valid numeric pattern XXX-XXXXXXX **or**
 - ii. R7: Invalid submitter authorization. Error processing your request for case XXX-XXXXXXX. One or more fields did not pass validation. Error Codes: R7.




1. **Click on the X** to close out the message and then **click on the Reset** button. Then re-enter a correct case number in the FHA Case Number field.
2. The default reporting details panel displays and the **Default Status** field automatically defaults to the default status code **42 Delinquent**.
 - a. The **Default Status** code is grayed out and cannot be changed. This default status code must be reported as the initial default reporting delinquency code.
 - b. The **Submit** button is also grayed out until all required fields have been updated. The required fields are fields with the red asterisk (*).



3. Go to the **Oldest Unpaid Installment Date** field. Enter a date as shown in this format or use the calendar icon to select a date from the calendar.

4. Go to the **Unpaid Principal Balance** field. The field defaults to **0.00**. Move your cursor to the field and type in the dollar amount. If you do not add decimal and cents, the screen will add .00 automatically.

5. Tab to the **Occupancy Status** field. Click on the drop-down arrow to access the drop-down list. Select an Occupancy Status from the list.

6. Tab to the **Occupancy Status Date** field. The date field becomes a required field if the occupancy status is **3 = Known to be Vacant**. Input the date as shown or use the calendar icon to select a date.

Note: It is not a required field if one of the other Occupancy Status options is selected.

Borrower Name
Mr. Borrower

* Oldest Unpaid Installment Date ⓘ
2/1/2023

* Unpaid Principal Balance ⓘ
\$602,589.23

* Occupancy Status ⓘ
3 = Known to be Vacant

* Occupancy Status Date ⓘ
mm/dd/yyyy
Complete this field.

March							2023
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

Today

7. Tab to the **Default Status Date** field. Input the date or use the calendar icon to select a date for entry.

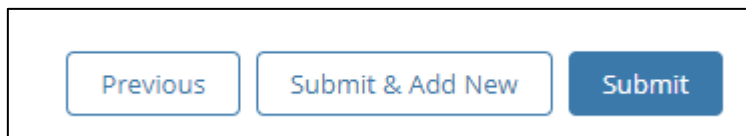
* Default Status Date ⓘ
3/9/2023

8. Go to the **Default Reason Code** field and select a Default Reason Code using the drop-down arrow.

* Default Reason Code ⓘ
Select Code ▼

- 001 = Death of Principal Borrower
- 002 = Illness of Principal Borrower
- 003 = Illness of Borrower's Family Member
- 004 = Death of Borrower's Family Member

Note: Once all required fields have been completed, the Submit button will turn blue.



- Click the blue **Submit** button. The system updates the reporting history, and you should see a green **“Success! Case Report Successful”** message at the bottom of the screen.



Figure 21: Successful Reporting Message

Note: If a red error message appears on the screen; review the message and make the corrections. Make sure all *required fields have been completed and click Submit.

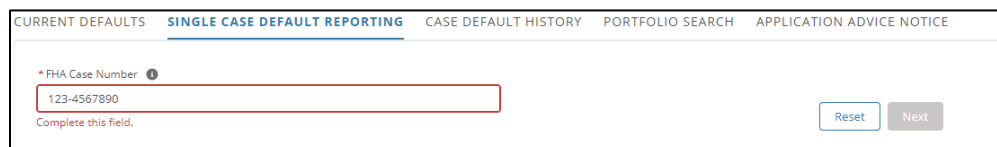


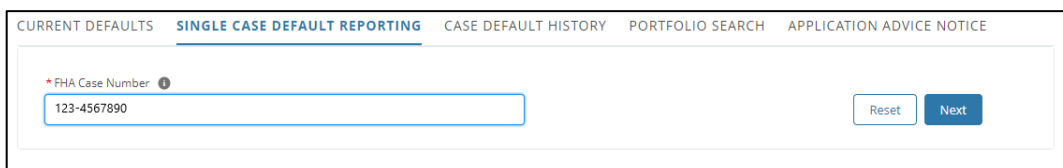
Figure 22: Red Error Message

- To report a status on another case number, **click on the X** in the green message panel and the system will take you back to the Single Case Default Reporting Home Screen.



6.2 Add a New Default Reporting to a Case

- Click on the **Single Case Default Reporting** screen. Input the **FHA Case Number** and click **Next**.





- The screen displays the last default reporting on the case. Update the required fields (red * asterisk) with added information as needed for the monthly default reporting.

Note: For the following example, changes were made to three fields on the screen. The **Occupancy Status Date**, **Default Status Code** and **Default Status Date**.

Figure 23: Update Single Case Default Reporting Screen

- Click **Submit** and a green **SUCCESS! Case Report Successful** message appears at the bottom of the screen. Click on the **X** in the message to go back to the Single Case Default Reporting home screen.



CURRENT DEFAULTS **SINGLE CASE DEFAULT REPORTING** CASE DEFAULT HISTORY PORTFOLIO SEARCH APPLICATION ADVICE NOTICE

FHA Case Number: 123-4567890 Mortgage Loan Number: 1234567890!@#\$%^&*()

Borrower Name	First Payment to Principal & Interest	Case Status	Claim Type
Mr. Borrower	3/10/1980	Active	00 - null
Oldest Unpaid Installment Date		Default Status	
1/15/2023		09 Special Forbearance	
Unpaid Principal Balance		Default Status Date	
\$12,345.00		3/9/2023	
Occupancy Status		Default Reason Code	
1 = Occupied By Borrower		003 = Illness of Borrower's Family Member	
Occupancy Status Date			
3/9/2023			

SUCCESS!
Case Report Successful

6.3 Add Multiple Default Status Codes

1. Click on the Single Case Default Reporting screen. **Input the FHA Case Number** and click **Next**.

CURRENT DEFAULTS **SINGLE CASE DEFAULT REPORTING** CASE DEFAULT HISTORY PORTFOLIO SEARCH APPLICATION ADVICE NOTICE

* FHA Case Number ⓘ

123-4567890

Reset Next

2. The last reported status is displayed on the screen. (The Occupancy Status, Occupancy Date, OUI, UPB, Default Status Code and Date, and Default Reason Code defaults to the screen).



3. Update the required fields (red * asterisk) and Click on the **Submit & Add New** button.

Figure 24: Submit & Add New Button

4. The screen accepts the new reporting, and a message is displayed at the bottom of the screen stating, **“The previous default reporting was saved successfully!”**

- The screen is ready to accept another default reporting.



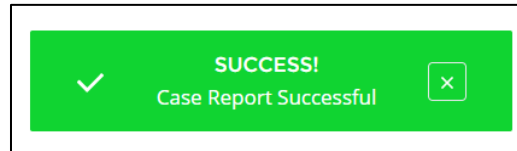
The screenshot shows the 'SINGLE CASE DEFAULT REPORTING' form. At the top, there are navigation tabs: CURRENT DEFAULTS, SINGLE CASE DEFAULT REPORTING (selected), CASE DEFAULT HISTORY, PORTFOLIO SEARCH, and APPLICATION ADVICE NOTICE. The form contains several fields: FHA Case Number (123-4567890), Current Reporting Cycle (2023-03-31), Last Cycle Date Updated (2023-03-31), and Mortgage Loan Number (1234567890abcl@#\$%^&). Below these are fields for Borrower Name (Gilbert Mehelich), First Payment to Principal & Interest (1975-12-26), Case Status (Active), and Claim Type (01 - Conveyance). There are also dropdown menus for Oldest Unpaid Installment Date (1/15/2023), Default Status (11 Promise to Pay), Unpaid Principal Balance (\$123,456.23), Default Status Date (3/13/2023), Occupancy Status (1 - Occupied By Borrower), and Default Reason Code (007 - Excessive Obligations - Same Income Including Habitual Nonpayment of ...). At the bottom right, there are buttons for Previous, Submit & Add New, and Submit. A message box at the bottom left states: 'The previous default reporting was saved successfully!'.

Figure 25: Previous Default Reporting Message

5. Update the Default Status code or any other required field(s), as needed for accurate default reporting. **Click Submit & Add New** to add another new reporting to the case,

This screenshot is similar to the previous one, but the 'Default Status' dropdown menu is open, showing '06 Formal Forbearance Plan' selected. The 'Submit & Add New' button is highlighted with an orange box. The success message 'The previous default reporting was saved successfully!' is still visible at the bottom left.

Or if no more updates are needed, **Click Submit**. A green **SUCCESS! Case Report Successful** message displays, and then you can **Click the X** in the message to return to the Single Case Default Reporting home page.



6.4 Cancel the Last Reported Default Status

When a Mortgagee discovers a previous status code was reported in error, the Mortgagee must:

- Report a **Default Status Code 25 (Cancel)**, to advise HUD that the last status code reported was in error and should be preserved as a historical record without influencing the default sequence; and
- Report the correct Status Code.

1. Go to the **Single Case Default Reporting** screen. Enter the case number and click the **Next** button.

2. The Single Case Default Reporting screen displays the last reporting on the case. To cancel the previously reported default status code; **click the box** beneath the **Default Status drop-down list**, to confirm cancellation of the previous code.

Do you want to cancel the previous reported default status of: 11 (Promise to Pay) ?

Figure 26: Example of Cancel Previous Status Message

3. A blue checkmark appears in the box and the current Default Status code is removed. This action adds the **Default Status Code 25 (Cancel)** to the default reporting history and allows you to make a new default status code selection from the drop-down list.

Note: The Submit buttons are disabled until another Default Status code has been selected.

CURRENT DEFAULTS	SINGLE CASE DEFAULT REPORTING	CASE DEFAULT HISTORY	PORTFOLIO SEARCH	APPLICATION ADVISE NOTICE
FHA Case Number 123-4567890	Current Reporting Cycle 2023-04-30	Last Cycle Date Updated 2023-04-30	Mortgage Loan Number 1234567890abcd@#5%*&	
Borrower Name Mr. Borrower	Claim Type J1 - null	Servicer ID 12345 - XXX Bank		
First Payment to Principal & Interest 2003-05-04	Case Status Active	Holder ID 12345 - XXX Bank		
* Oldest Unpaid Installment Date 6/1/2022	* Unpaid Principal Balance \$210,000.00	* Occupancy Status 1 = Occupied By Borrower	* Default Status Select Status <input checked="" type="checkbox"/> Do you want to cancel the previous reported default status of: 11 (Promise to Pay) ?	
Occupancy Status Date 4/11/2023			* Default Status Date 4/11/2023	* Default Reason Code 006 = Curtailment of Income
			Previous	Submit & Add New
			Submit	

Figure 27: Cancel a Status Code

4. Make a new selection from the **Default Status list** and **Click Submit**.

* Oldest Unpaid Installment Date 6/1/2022	* Unpaid Principal Balance \$210,000.00	* Occupancy Status 1 = Occupied By Borrower	* Default Status 09 Special Forbearance <input checked="" type="checkbox"/> Do you want to cancel the previous reported default status of: 11 (Promise to Pay) ?	
Occupancy Status Date 4/11/2023			* Default Status Date 4/11/2023	* Default Reason Code 006 = Curtailment of Income
			Previous	Submit & Add New
			Submit	

Figure 28: Change Default Status Code

5. A popup panel displays, asking **Are sure you want to cancel the XX (XXX XXXXXXXXXXXX)? Click OK.**

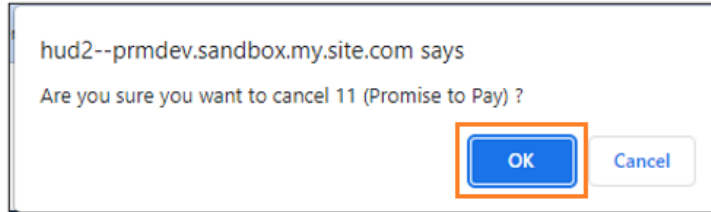


Figure 29: Default Status Cancellation Confirmation

6. The module adds the Status Code 25 and the new default status code to the case default history. A **green SUCCESS! Case Report Successful** message appears on screen.

Also, a new message line displays under the new Default Status code advising **“The following code has been cancelled XX (XXXXXXXXX).”**

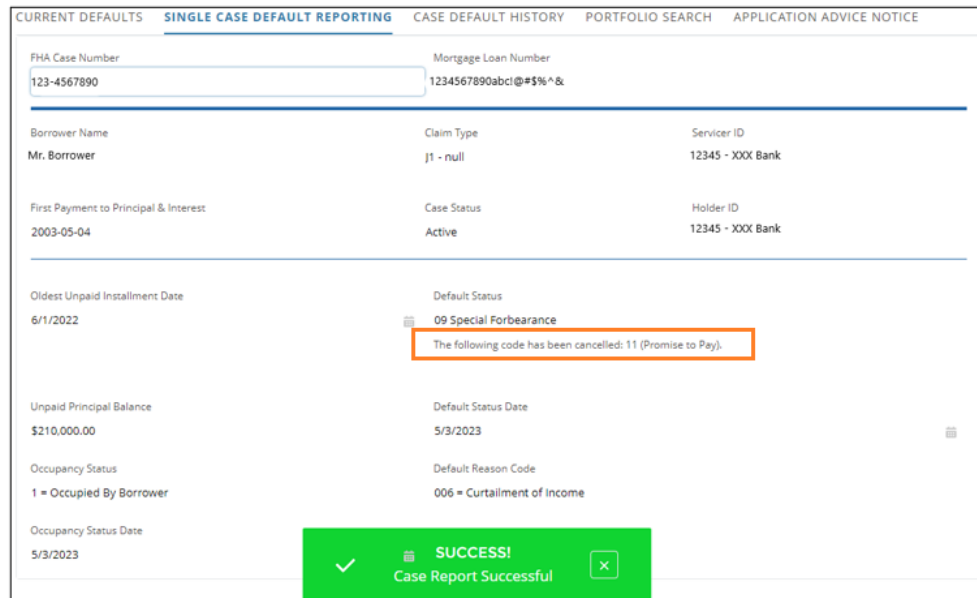


Figure 30: Updated Status Code Message



7. Case Default History Screen

Use the **Case Default History** screen to view a history of default reporting on a case. There is a Home screen to enter the FHA Case Number (Figure 31) which populates the History details (Figure 32). The Case Default History screen is a paging screen and provides the case life default reporting details, including the cancellations and corrections. Use the scroll bar to scroll right to see other columns of data on the screen or export and download to CSV for easy auditing and analysis.

Figure 31: Case Default History Home Screen

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military Indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)

Figure 32: Case Default History Screen



7.1 Review Case Default History

1. Click on the **Case Default History** screen. **Input the case number** in the FHA Case Number field and **Click Next**.

Note: The Next button will turn blue after you correctly enter the case number.

The screenshot shows the 'CASE DEFAULT HISTORY' tab selected in the top navigation bar. Below the navigation bar, there is a form with a label 'FHA Case Number' and a text input field containing '123-4567890'. To the right of the input field are two buttons: 'Reset' and 'Next'. The 'Next' button is highlighted in blue, and an orange arrow points to it from the right.

- a. The default reporting life of loan history is displayed on the screen(s).
 - Use [Download As CSV](#) to download the history to CSV/excel.
 - Use the [Add New Default](#) to add a new default reporting status to the case.
 - Click **Finish** when you have completed reviewing the history of the case and exit the screen.
 - Click on the **Show Entries** drop-down to display up to one hundred lines of history on the screen.
 - Use the bottom **scroll bar** to view more columns of data on the screen.
 - Use the **paging arrows** at the bottom right of the screen to view additional pages of default reporting history.

The screenshot shows the 'CASE DEFAULT HISTORY' tab selected. The form displays the FHA Case Number '123-4567890' and the Mortgage Loan Number '1234567890abc1@#5%&()'. Below the form are three buttons: 'Download As CSV', 'Add New Default', and 'Finish', all highlighted with an orange box. A search bar is present with the text 'Search this list...'. To the right of the search bar is a 'SHOW' dropdown set to '100' and 'ENTRIES'. Below this is a table with 8 columns: Sequence Num..., Servicer ID, Transaction Type, Transaction Date, Reporting Cycle Da..., Oldest Unpaid D..., Months Delinque..., and Default Status Co... The table contains 6 rows of data. At the bottom left, there is a '1 OF TOTAL 1 PAGES' indicator, and at the bottom right, there are paging arrows with the number '1' in the center, both highlighted with an orange box.

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)



7.2 Sort, Filter, and Export Case Default History

The **Case Default History** screen provides the capability to filter and sort the data online, as well as download and export the history to CSV/excel.

1. Go to the **Case Default History** screen. **Input the case number** in the FHA Case Number field and **Click the Next** button.

The screenshot shows the 'CASE DEFAULT HISTORY' tab selected in a navigation bar. Below the navigation bar, there is a form with a label 'FHA Case Number' and a text input field containing '123-4567890'. To the right of the input field are two buttons: 'Reset' and 'Next'.

2. The life of loan default reporting history is displayed on the screen.
 - Use the **Show Entries** drop-down to determine the number of lines of data viewable on the page.
 - Use the paging arrows on the bottom right to page through the data.
 - The page number you are viewing, and Total number of pages displays on the bottom left of the screen.

The screenshot shows the 'CASE DEFAULT HISTORY' screen with the following details:

- FHA Case Number: 123-4567890
- Mortgage Loan Number: 1234567890abcl@#%&{
- Buttons: Download As CSV, Add New Default, Finish
- Search: Search this list...
- Dropdown: SHOW 100 ENTRIES (highlighted)
- Table with 8 columns: Sequence Num..., Servicer ID, Transaction Type, Transaction Date, Reporting Cycle Da..., Oldest Unpaid D..., Months Delinque..., Default Status Co...
- Table Data:

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military Indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)

1 OF TOTAL 1 PAGES

Page indicator: 1 (highlighted)

- Use your cursor to hover over the column headings to view the **sorting arrows**. Click on the **up or down arrow** to sort the page. Use the **scroll bar** at the bottom of the page to view more columns of data for sorting, if needed.

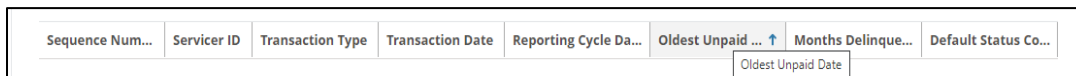


Figure 33: Sort Case History

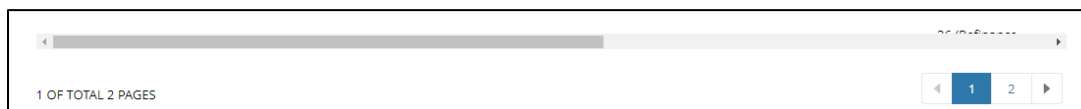


Figure 34: Case History Scroll Bar

- Use the **Search this list...** field to enter filter criteria.

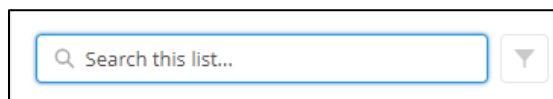
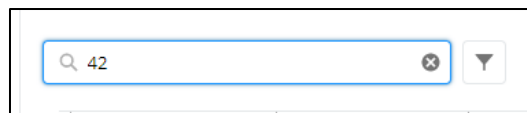


Figure 35: Search this list...field

- For example, **enter 42** and **click on the filter icon**. The screen will remove all other transactions than those reporting with a 42 (Delinquent).



Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...	Default Status D...	Unpaid Principal Bala...	First Payment Date	
06/30/2022	04/19/2022	3	42 (Delinquent)	04/29/2022	\$261,000.00	12/12/1994	(
07/31/2022	05/15/2022	5	42 (Delinquent)	06/15/2022	\$127,612.00	12/12/1994	(
07/31/2022	05/15/2022	5	42 (Delinquent)	06/15/2022	\$127,612.00	12/12/1994	(
09/30/2022	07/15/2022	3	42 (Delinquent)	08/15/2022	\$127,612.00	12/12/1994	(
07/31/2022	05/15/2022	5	42 (Delinquent)	06/15/2022	\$9,954.00	12/12/1994	(

5. To download the history, Click on the **Download as CSV** button.

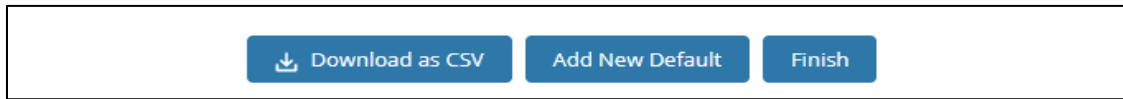


Figure 36: Download as CSV

6. When using Chrome, the export will load to the bottom of the screen.

Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...	Default Status D...	Unpaid Principal Bala...	First Pr
07/07/2022	06/30/2022	04/19/2022	3	42 (Delinquent)	04/29/2022	\$261,000.00	12
10/17/2022	07/31/2022	05/15/2022	5	42 (Delinquent)	06/15/2022	\$127,612.00	12
10/17/2022	08/31/2022	11/15/2022	0	21 (Reinstated by Assumptor)	07/15/2022	\$127,612.00	12
10/17/2022	10/31/2022	05/15/2022	5	25 (Cancel)	06/15/2022	\$127,612.00	12
10/17/2022	10/31/2022	08/15/2022	2	26 (Refinance started)	09/15/2022	\$127,612.00	12
10/17/2022	07/31/2022	05/15/2022	5	32 (Military Indulgence)	06/15/2022	\$127,612.00	12
10/17/2022	07/31/2022	05/15/2022	5	42 (Delinquent)	06/15/2022	\$127,612.00	12

Figure 37: Download Export Display

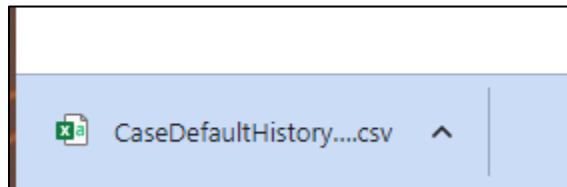


Figure 38: Export Closeup View

7. Click on the export and the file opens and can be saved as an Excel spreadsheet.

Case Status	Sequence	Servicer ID	Transac	Transaction Date	Reporting Cycle D	Oldest Unpaid Date	Months D	Default St	Default St	Default Status	Unpaid Princ	First Payment	Reason fo	Reason fo	Occ
A	1	12345 E		7/7/2022	6/30/2022	4/19/2022	3	42	Delinquer	4/29/2022	261000	12/12/1994	11	Property f	
A	2	12345 E		10/17/2022	7/31/2022	5/15/2022	5	42	Delinquer	6/15/2022	127612	12/12/1994	29	Transfer o	
A	3	12345 E		10/17/2022	8/31/2022	11/15/2022	0	21	Reinstater	7/15/2022	127612	12/12/1994	29	Transfer o	
A	4	12345 E		10/17/2022	10/31/2022	5/15/2022	5	25	Cancel	6/15/2022	127612	12/12/1994	29	Transfer o	
A	5	12345 E		10/17/2022	10/31/2022	8/15/2022	2	26	Refinance	9/15/2022	127612	12/12/1994	3	Illness of i	
A	6	12345 E		10/17/2022	7/31/2022	5/15/2022	5	32	Military in	6/15/2022	127612	12/12/1994	29	Transfer o	
A	7	12345 E		10/17/2022	7/31/2022	5/15/2022	5	42	Delinquer	6/15/2022	127612	12/12/1994	29	Transfer o	
A	8	12345 E		10/17/2022	8/31/2022	11/15/2022	0	21	Reinstater	7/15/2022	127612	12/12/1994	29	Transfer o	
A	9	12345 E		10/17/2022	9/30/2022	7/15/2022	3	42	Delinquer	8/15/2022	127612	12/12/1994	29	Transfer o	
A	10	12345 E		10/17/2022	10/31/2022	5/15/2022	5	25	Cancel	6/15/2022	127612	12/12/1994	29	Transfer o	
A	11	12345 E		10/19/2022	7/31/2022	5/15/2022	5	42	Delinquer	6/15/2022	9954	12/12/1994	29	Transfer o	
A	12	12345 E		10/20/2022	7/31/2022	5/15/2022	5	42	Delinquer	6/15/2022	8823	12/12/1994	29	Transfer o	
A	13	12345 E		10/20/2022	7/31/2022	5/15/2022	5	42	Delinquer	11/11/1994	8823	12/12/1994	29	Transfer o	
A	14	12345 E		10/20/2022	7/31/2022	5/15/2022	5	42	Delinquer	10/15/2022	8823	12/12/1994	29	Transfer o	
A	15	12345 E		10/20/2022	7/31/2022	5/15/2022	5	42	Delinquer	10/20/2022	8823	12/12/1994	29	Transfer o	
A	16	12345 E		10/24/2022	7/31/2022	5/15/2022	5	32	Military in	6/15/2022	127612	12/12/1994	29	Transfer o	
A	17	12345 S		12/15/2022	12/31/2022	12/1/2022	0	21	Reinstater	6/15/2022	127612	12/12/1994	29	Transfer o	
A	18	12345 S		3/9/2023	3/31/2023	2/1/2023	1	42	Delinquer	3/9/2023	602589.23	12/12/1994	10	Neighbor	
A	19	12345 S		4/4/2023	3/31/2023	2/1/2023	2	11	Promise ti	4/4/2023	602589.23	12/12/1994	10	Neighbor	

Figure 39: Case Default History Export File



- To exit the Case Default History screen, **click on the Finish** button. The system will take you back to the **Case Default History Home** screen.

The screenshot shows the 'CASE DEFAULT HISTORY' screen with the following details:

- FHA Case Number: 123-4567890
- Mortgage Loan Number: 1234567890abcd@#5%&{
- Buttons: Download As CSV, Add New Default, Finish (highlighted in orange)
- Search: Search this list...
- SHOW: 100 ENTRIES
- Table with 8 columns: Sequence Num..., Servicer ID, Transaction Type, Transaction Date, Reporting Cycle Da..., Oldest Unpaid D..., Months Delinque..., Default Status Co...

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military Indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)

1 OF TOTAL 1 PAGES

7.3 Add a New Default Reporting from Case Default History Screen

- Go to the **Case Default History** screen. Input the **FHA Case Number**. Click the **Next** button.

The screenshot shows the 'CASE DEFAULT HISTORY' screen with the following details:

- Navigation: CURRENT DEFAULTS, SINGLE CASE DEFAULT REPORTING, CASE DEFAULT HISTORY (selected), PORTFOLIO SEARCH, APPLICATION ADVICE NOTICE
- Field: *FHA Case Number (123-4567890)
- Buttons: Reset, Next

- The default reporting history is displayed on the screen.



CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING **CASE DEFAULT HISTORY** PORTFOLIO SEARCH APPLICATION ADVISE NOTICE

FHA Case Number: 123-4567890 Mortgage Loan Number: 1234567890abcd@#%&()

Download As CSV Add New Default Finish

Search this list... SHOW 100 ENTRIES

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military Indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)

1 OF TOTAL 1 PAGES

- 2. Click on the **Add New Default** button. The **Add New Default** button is a **hyperlink** to the Single Case Default Reporting screen.

CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING **CASE DEFAULT HISTORY** PORTFOLIO SEARCH APPLICATION ADVISE NOTICE

FHA Case Number: 123-4567890 Mortgage Loan Number: 1234567890abcd@#%&()

Download As CSV **Add New Default** Finish

Search this list... SHOW 100 ENTRIES

Sequence Num...	Servicer ID	Transaction Type	Transaction Date	Reporting Cycle Da...	Oldest Unpaid D...	Months Delinque...	Default Status Co...
1	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
2	12345	E	04/04/2022	04/30/2021	12/29/2020	16	42 (Delinquent)
3	12345	S	04/06/2022	01/31/2022	12/29/2020	16	42 (Delinquent)
4	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)
5	12345	E	04/06/2022	03/31/2022	12/29/2020	16	32 (Military Indulgence)
6	12345	E	04/06/2022	03/31/2022	12/29/2020	16	25 (Cancel)

1 OF TOTAL 1 PAGES

Figure 40: Add New Default from History Screen

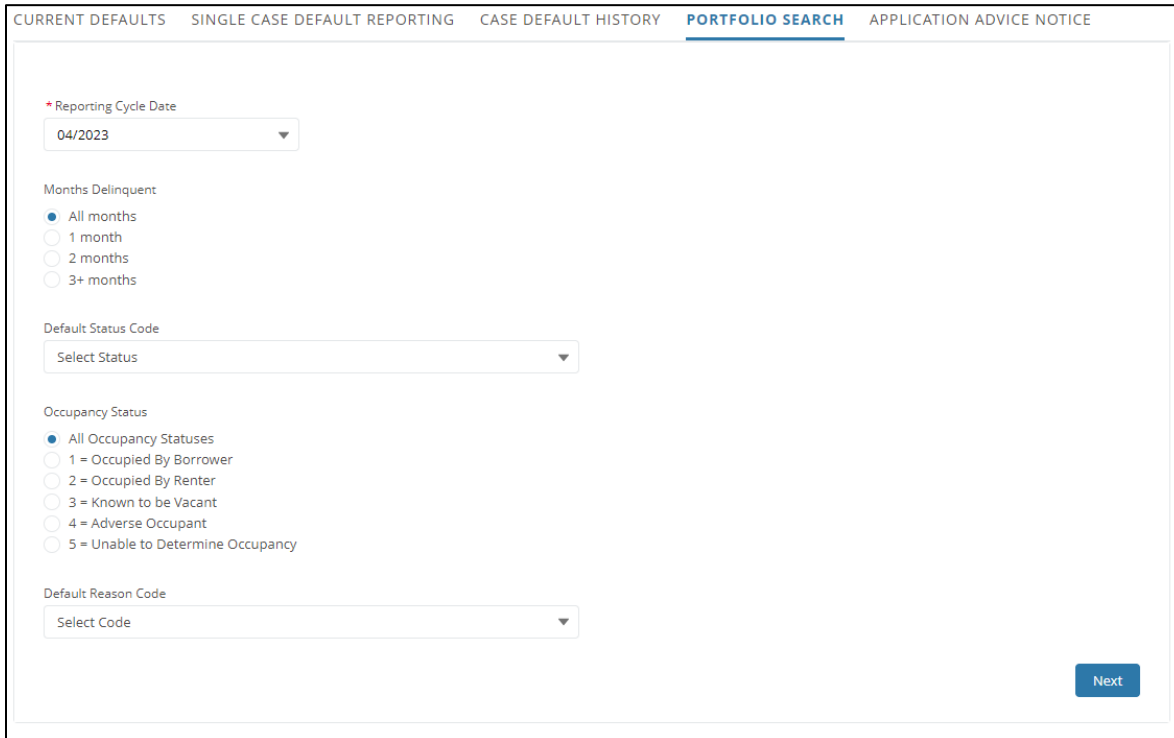


3. The **Single Case Default Reporting** screen displays, and you can now add a new default status on the case. The procedures to add new statuses are located in [section 6.2](#), to add a single default status, or go to [section 6.3](#) and follow the steps to add multiple default reporting codes.

CURRENT DEFAULTS	SINGLE CASE DEFAULT REPORTING	CASE DEFAULT HISTORY	PORTFOLIO SEARCH	APPLICATION ADVICE NOTICE
FHA Case Number 123-4567890	Current Reporting Cycle 2023-03-31	Last Cycle Date Updated 2023-03-31	Mortgage Loan Number 1234567890abc1@*!\$%&('	
Borrower Name Mr. Borrower	Claim Type J1 - null	Servicer ID 12345 - XXX Bank		
First Payment to Principal & Interest 2003-05-04	Case Status Active	Holder ID 12345 - XXX Bank		
* Oldest Unpaid Installment Date 6/1/2022		* Default Status 37 FHA-HAMP Standalone Modification Started		<input type="checkbox"/> Do you want to cancel the previous reported default status of: 37 (FHA-HAMP Standalone Modification Started)?
* Unpaid Principal Balance \$210,000.00		* Default Status Date 3/27/2023		
* Occupancy Status 1 = Occupied By Borrower		* Default Reason Code 006 = Curtailment of Income		
Occupancy Status Date 3/27/2023				
				<input type="button" value="Previous"/> <input type="button" value="Submit & Add New"/> <input type="button" value="Submit"/>

8. Portfolio Search Screen

Use the **Portfolio Search** screen to search default reporting cycles for a list of cases, determined by the filters selected on this screen, for your institution.



The screenshot shows the 'Portfolio Search' screen with the following elements:

- Navigation tabs: CURRENT DEFAULTS, SINGLE CASE DEFAULT REPORTING, CASE DEFAULT HISTORY, **PORTFOLIO SEARCH**, APPLICATION ADVICE NOTICE
- Reporting Cycle Date: A dropdown menu showing '04/2023'.
- Months Delinquent: Radio button options for 'All months' (selected), '1 month', '2 months', and '3+ months'.
- Default Status Code: A dropdown menu showing 'Select Status'.
- Occupancy Status: Radio button options for 'All Occupancy Statuses' (selected), '1 = Occupied By Borrower', '2 = Occupied By Renter', '3 = Known to be Vacant', '4 = Adverse Occupant', and '5 = Unable to Determine Occupancy'.
- Default Reason Code: A dropdown menu showing 'Select Code'.
- A blue 'Next' button in the bottom right corner.

Figure 41: Portfolio Search Home Page

Filter Options:

- **Reporting Cycle Date** – the system stores twenty five months of default reporting for your institution. Select from the drop-down which reporting cycle you would like to review. The system defaults to the current reporting cycle.
- **Months Delinquent** – there are four options.
 - All months (default)
 - 1 month
 - 2 months
 - 3+ months



- **Default Status Code** – Select from the drop-down which default status code you would like to view. You can choose the **All Default Statuses** or an individual status code as a filter.
- **Occupancy Status** – there are six options.
 - All Occupancy Status (default)
 - 1 = Occupied By Borrower
 - 2 = Occupied by Renter
 - 3 = Known to be Vacant
 - 4 = Adverse Occupant
 - 5 = Unable to Determine Occupancy
- **Default Reason Code** – select from the drop-down which default reason code you want to view in the report. You can choose the **All Default Reason Codes** or an individual reason code as a filter.

Once the criteria have been selected, the Portfolio Search screen displays a list of cases reported through SFDMS and EDI. The list can be downloaded as CSV/Excel and used as a report, or depending on the size of your portfolio, you can get detailed reporting history online.

CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING CASE DEFAULT HISTORY **PORTFOLIO SEARCH** APPLICATION ADVICE NOTICE

Search criteria:

Servicer ID: 12345 Reporting Cycle Date: 04/2023
 Months Delinquent: Any Default Status Code: Any
 Reason for Default: Any Occupancy Status: Any

Current Page: 1
Total Pages: 2

SHOW 10 ENTRIES

FHA Case Num...	Months Delinque...	Reporting Cycle Da...	Loan Num...	Case Last Upda...	Default Status Co...	Default Status D...	Reason for Defau
123-4567890	11	04/30/2023	834673943	04/21/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)
123-4567890	11	04/30/2023	834673943	04/21/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)
123-4567890	11	04/30/2023	834673943	04/19/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)
123-4567890	6	04/30/2023	loan#083-4673943	04/19/2023	25 (Cancel)	11/22/2022	006 (Curtailment o Income)
123-4567890	11	04/30/2023	834673943	04/19/2023	11 (Promise to Pay)	03/27/2023	006 (Curtailment o Income)
123-4567890	6	04/30/2023	loan#083-4673943	04/19/2023	25 (Cancel)	11/22/2022	006 (Curtailment o Income)
123-4567891	4	04/30/2023	987732424	04/11/2023	06 (Formal Forbearance Plan)	04/11/2023	017 (Business Failure)

1 OF TOTAL 2 PAGES

Figure 42: Portfolio Search Details screen



8.1 How to Search Using Portfolio Search

1. Click on **Portfolio Search** to access the Portfolio Search home page.

CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING CASE DEFAULT HISTORY **PORTFOLIO SEARCH** APPLICATION ADVICE NOTICE

* Reporting Cycle Date
04/2023

Months Delinquent
 All months
 1 month
 2 months
 3+ months

Default Status Code
Select Status

Occupancy Status
 All Occupancy Statuses
 1 = Occupied By Borrower
 2 = Occupied By Renter
 3 = Known to be Vacant
 4 = Adverse Occupant
 5 = Unable to Determine Occupancy

Default Reason Code
Select Code

Next

2. Go to the **Reporting Cycle Date** field. Select using the drop-down.

Note: This is a required field (red*asterisk) which defaults to the current reporting cycle. Only one month can be selected at a time and you can choose a date from 25 reporting cycles.

* Reporting Cycle Date
04/2023

05/2023
✓ 04/2023
03/2023
02/2023
01/2023
12/2022
11/2022
10/2022
09/2022
08/2022
07/2022

3. Go to the **Months Delinquent** field and select one of the options. The values are:

- All months (default)
- 1 month
- 2 months
- 3+ months



Months Delinquent

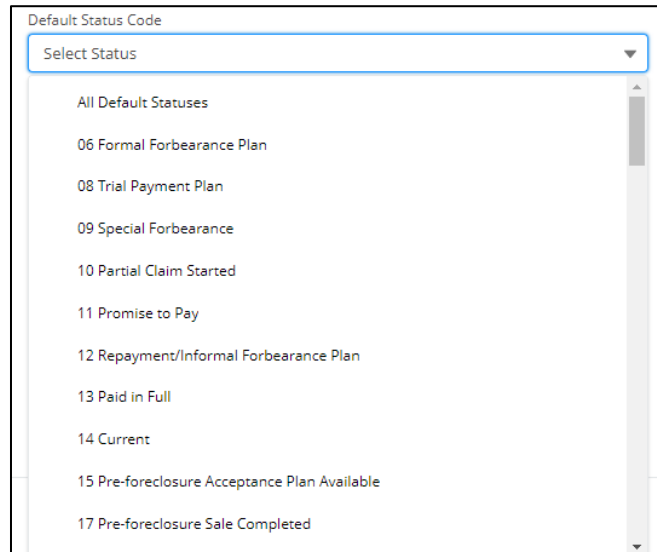
All months

1 month

2 months

3+ months

4. Go to the **Default Status Code** field and select from the drop-down options. You can choose **All Default Statuses** to bring in all Default Status codes into the report or choose a single Default Status Code.



Default Status Code

Select Status

All Default Statuses

06 Formal Forbearance Plan

08 Trial Payment Plan

09 Special Forbearance

10 Partial Claim Started

11 Promise to Pay

12 Repayment/Informal Forbearance Plan

13 Paid in Full

14 Current

15 Pre-foreclosure Acceptance Plan Available

17 Pre-foreclosure Sale Completed

5. Go to the **Occupancy Status** field and select one of the options. Valid values:

1. All Occupancy Status (default)
2. 1 = Occupied by Borrower
3. 2 = Occupied by Renter
4. 3 = Known to be Vacant
5. 4 = Adverse Occupant

6. 5 = Unable to Determine Occupancy

Occupancy Status

All Occupancy Statuses

1 = Occupied By Borrower

2 = Occupied By Renter

3 = Known to be Vacant

4 = Adverse Occupant

5 = Unable to Determine Occupancy

6. Go to the **Default Reason Code** drop-down box and select one of the options. You can choose **All Default Reason Codes** to bring in all Default Reason Codes for the report or choose a single Default Reason code. **Click Next** when completed.

Default Reason Code

All Default Reason Codes ▼

Next

7. The results will display online when the amount of data is <6MB. (Figure 43)

CURRENT DEFAULTS								SINGLE CASE DEFAULT REPORTING	CASE DEFAULT HISTORY	PORTFOLIO SEARCH	APPLICATION ADVICE NOTICE
Search criteria:											
Servicer ID:		12345		Reporting Cycle Date:		04/2023					
Months Delinquent:		Any		Default Status Code:		Any					
Reason for Default:		Any		Occupancy Status:		Any					
Current Page: 1										Download As CSV Finish	
Total Pages: 2										SHOW <input type="text" value="10"/> ENTRIES	
<input type="text" value="Search this list..."/>											
FHA Case Num...	Months Delinque...	Reporting Cycle Da...	Loan Num...	Case Last Upda...	Default Status Co...	Default Status D...	Reason for Defau				
123-4567890	11	04/30/2023	834673943	04/21/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)				
123-4567890	11	04/30/2023	834673943	04/21/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)				
123-4567890	11	04/30/2023	834673943	04/19/2023	08 (Trial Payment Plan)	03/27/2023	006 (Curtailment o Income)				
123-4567890	6	04/30/2023	loan#083-4673943	04/19/2023	25 (Cancel)	11/22/2022	006 (Curtailment o Income)				
123-4567890	11	04/30/2023	834673943	04/19/2023	11 (Promise to Pay)	03/27/2023	006 (Curtailment o Income)				
123-4567890	6	04/30/2023	loan#083-4673943	04/19/2023	25 (Cancel)	11/22/2022	006 (Curtailment o Income)				
123-4567891	4	04/30/2023	887732424	04/11/2023	06 (Formal Forbearance Plan)	04/11/2023	017 (Business Failure)				
1 OF TOTAL 2 PAGES											

Figure 43: Portfolio Search <6mb

Note: The blue case number is a hyperlink to the to the Case Default History screen.

- i. See [Section 7.2](#) to Download the History of the case from Case Default History.
 - ii. See [Section 7.3](#) to Add New Default Reporting Statuses from Case Default History.
8. If the amount of data is **>6MB**, you will see a message stating **“ERROR! Request exceeds size limit. Click on the Download as CSV Button.”** (Figure 44)

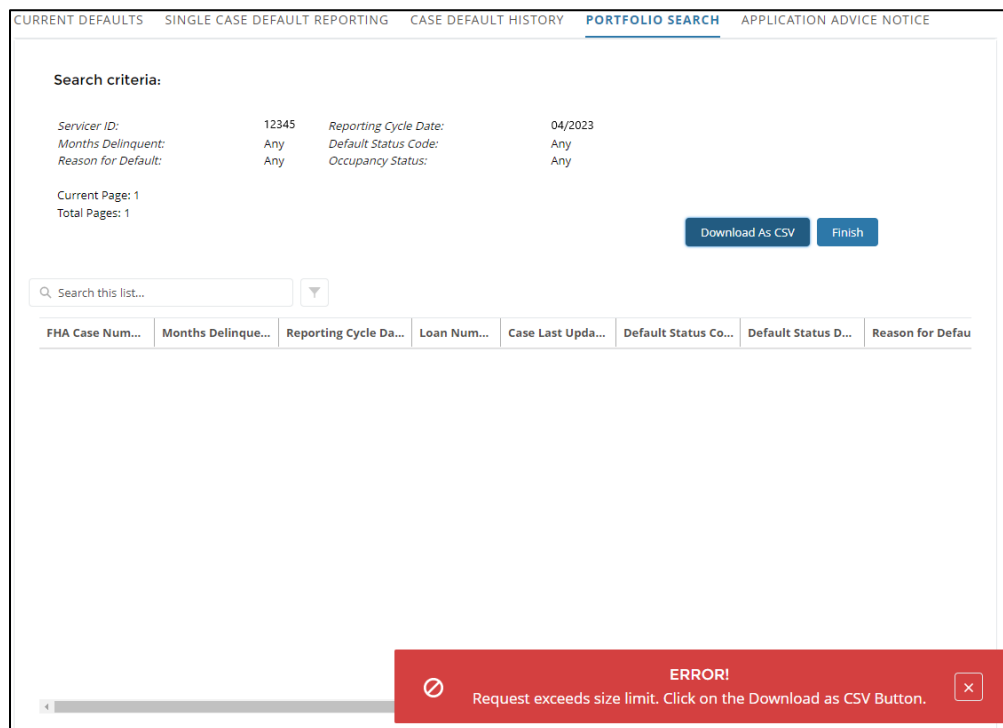
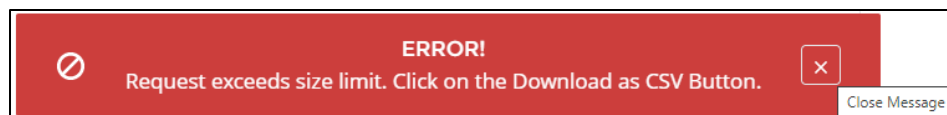


Figure 44: Portfolio Search Error Message >6mb

9. If you receive the red error message, **click on the X** to close it out.



10. Click on the **Download as CSV** button.



CURRENT DEFAULTS SINGLE CASE DEFAULT REPORTING CASE DEFAULT HISTORY **PORTFOLIO SEARCH** APPLICATION ADVICE NOTICE

Search criteria:

Servicer ID:	12345	Reporting Cycle Date:	04 /2023
Months Delinquent:	Any	Default Status Code:	Any
Reason for Default:	Any	Occupancy Status:	Any

Current Page: 1
Total Pages: 1

[Download As CSV](#) [Finish](#)

Search this list...

FHA Case Num...	Months Delinque...	Reporting Cycle Da...	Loan Num...	Case Last Upda...	Default Status Co...	Default Status D...	Reason for Defau
-----------------	--------------------	-----------------------	-------------	-------------------	----------------------	---------------------	------------------

- a. A **File Download** progress bar displays the progress of the file download.

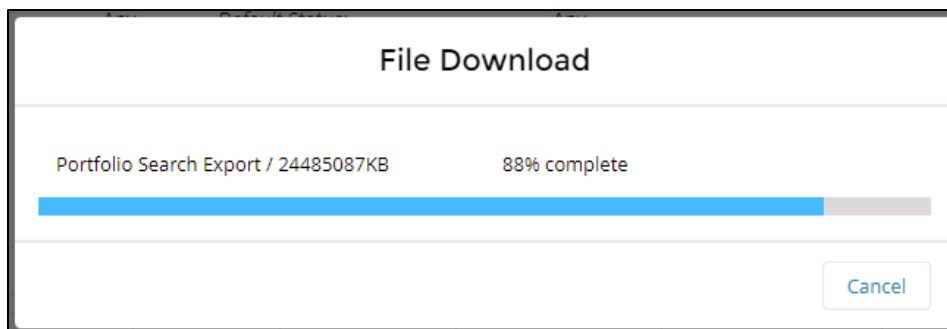


Figure 45: Portfolio Search File Download

- b. When the file download has been completed, a CSV document will display at the bottom of the screen. Click on the download to view the report.



Figure 46: Portfolio Search Export



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R									
1	FI Mont	Reporting	Cycle	Lo	Case	Last	Default	St	Default	Statu	Default	Status	D	Reason	fo	Reason	fo	Occupanc	Occupanc	Occupanc	Oldest	Un	Unpaid	Pr	Sequence	Serv	Tra
2	01	2	3/31/2023	#	4/4/2023		42	Delinquent		1/31/2023				2	Illness of		5	Unable to determin		2/1/2023		9882.12		167	###	E	
3	01	38	3/31/2023	#	4/4/2023		69	Bankruptcy F		12/8/2021				55	Related tc		5	Unable to determin		2/1/2020		17076.91		287	###	E	

Figure 47: Portfolio Search Export Detail

c. Click Finish when completed.



9. Application Advise Notice (AAN) Screen

Use the Application Advice Notice screen to retrieve EDI Transmission Reports when default reporting was provided to SFDMS through Electronic Data Interchange (EDI). Make selections using the drop-down options on the home screen to receive a CSV download of transactions.

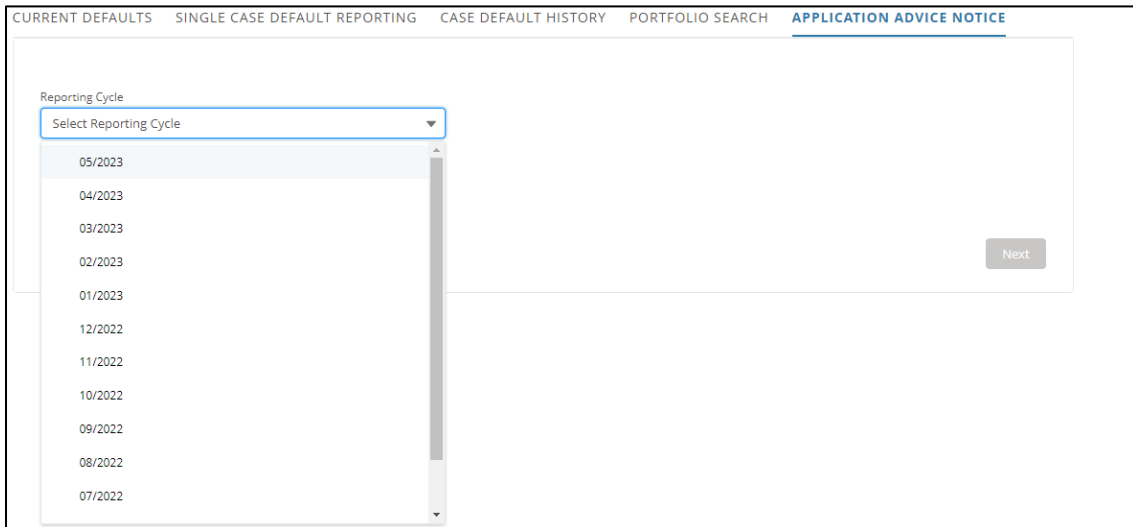
Note: *The Mortgagee is responsible for retrieving results and submitting the necessary corrections by the fifth business day of the month. HUD will not provide additional time to enter corrections. Submissions received after the end of the reporting cycle will be added to next month’s reporting cycle.*

Figure 48: AAN Home Screen

Figure 49: AAN Results Screen

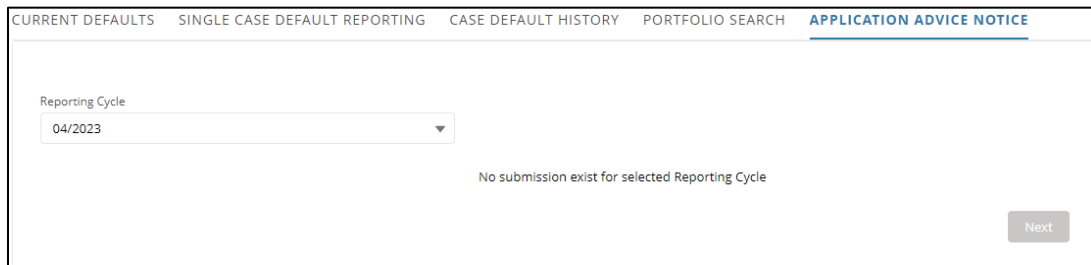
9.1 How to Retrieve EDI Results

1. Go to the **Application Advise Notice** screen. Select one of the thirteen **Reporting Cycle Dates** from the **Reporting Cycle** drop-down list.



The screenshot shows the 'APPLICATION ADVISE NOTICE' screen. At the top, there are navigation tabs: 'CURRENT DEFAULTS', 'SINGLE CASE DEFAULT REPORTING', 'CASE DEFAULT HISTORY', 'PORTFOLIO SEARCH', and 'APPLICATION ADVISE NOTICE'. Below the tabs, there is a 'Reporting Cycle' dropdown menu. The dropdown is open, showing a list of dates from 07/2022 to 05/2023. A 'Next' button is visible on the right side of the screen.

Note: If the Reporting Cycle Date you choose does not have a corresponding EDI Bulk Report Submissions timestamp, you will see the “**No Submissions exist for selected Reporting Cycle**” message.



The screenshot shows the 'APPLICATION ADVISE NOTICE' screen. The 'Reporting Cycle' dropdown menu is set to '04/2023'. Below the dropdown, there is a message that reads: 'No submission exist for selected Reporting Cycle'. A 'Next' button is visible on the right side of the screen.

Figure 50: AAN No EDI Submissions Message

2. Go to the **Bulk Report Submissions** drop-down list and select the timestamp/submission you would like to view. Click **Next**.

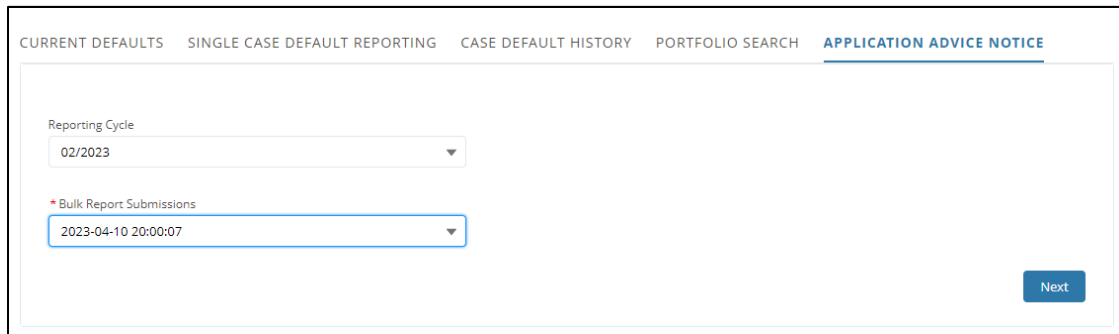


Figure 51: AAN Bulk Report Submissions Timestamp

3. The AAN Results screen displays a red error message stating **“ERROR! Request exceeds size limit. Click on the Download as CSV Button.”**

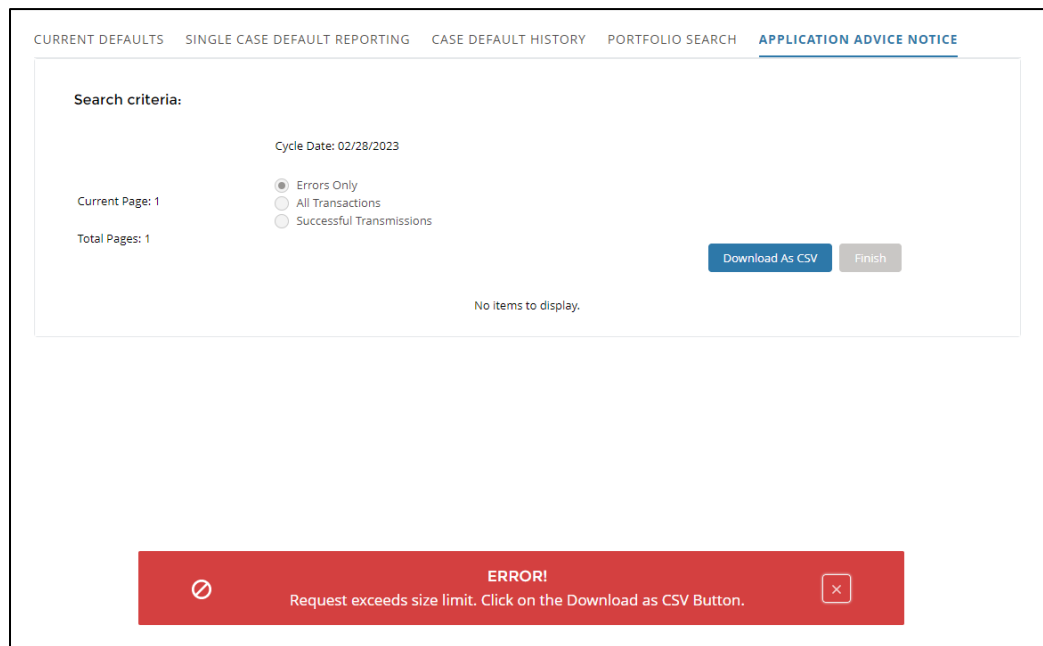
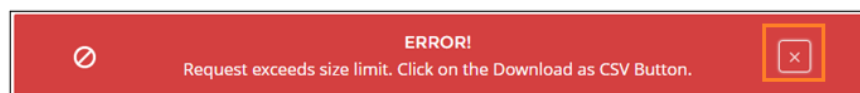
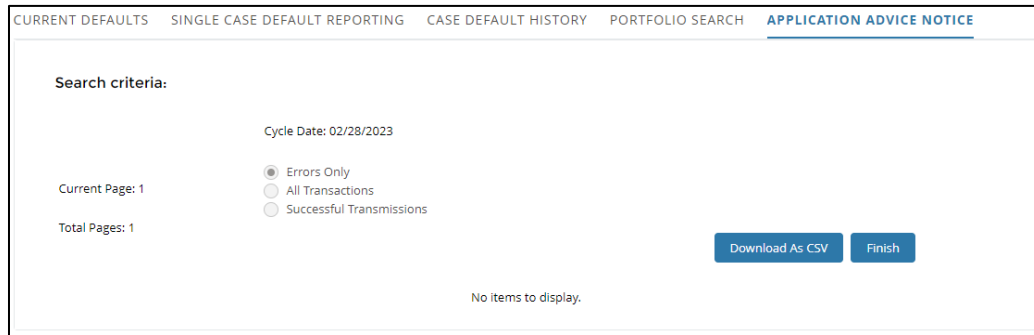


Figure 52: AAN Download as CSV Message

4. To close the message, Click on **“X”** in the error message. The message is removed, and the Finish button turns blue.



5. Click on the **Download As CSV** button.



6. The CSV is downloaded to the bottom of the screen. Click on the export to open the report.

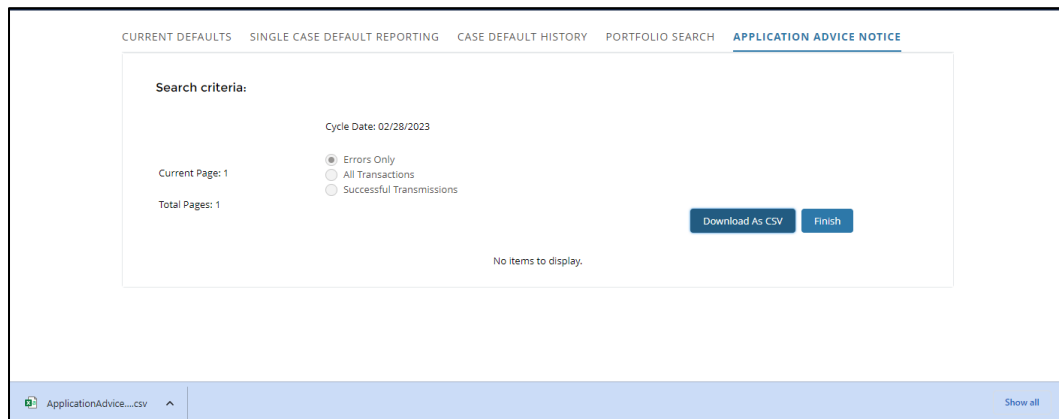


Figure 53: AAN File Download

1	FHA Case Numb	Sequence	Error Codes	Loan Num	Current D	New Defa	Accepted	Processed Date	Servicing Lender Id
2	123-4567890	0			42	42	TRUE	4/10/2023	12345
3	123-4567891	0			42	42	TRUE	4/10/2023	12345
4	123-4567892	0			42	42	TRUE	4/10/2023	12345

Figure 54: AAN Export

7. Click on the **Finish** button to close the screen and return to the AAN Home screen.





10. Key Terms

The table below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
FHA	Federal Housing Administration
FHAC	FHA Connection
FRB	Federal Reserve Bank
SF	Salesforce
SFDMS	Single Family Default Monitoring System
SFIS	Single Family Insurance System
MORTGAGEE	Entity that lends money to the borrower (mortgagor)
MORTGAGOR	The borrower
LENDER ID	Six-digit code assigned to a Lender
SERVICER ID	The Lender ID of the Institution Servicing the Loan
HOLDER ID	The Lender ID of the Institution who Holds the Note
SUBMITTER ID	The Lender ID of the Institution submitting the transaction
AAN	Application Advice Notice
LIST VIEW	Grid representation of data
TERMINATED CASE	No longer insured by FHA Single Family Mortgage Insurance
ACTIVE CASE	Insured by FHA Single Family Mortgage Insurance
DEFAULT STATUS CODE	Code Identifying the Status of the Default
DEFAULT REASON CODE	Code Identifying the Reason for the Default
UPB	Unpaid Principal Balance
HOLDER ACCOUNT	Institution Name of the Holder of Record
SERVICING ACCOUNT	Institution Name of the Servicer of Record
REPORTING CYCLE	Month and Year for the SFDMS reporting
DEFAULT STATUS DATE	Date of the Default Status reported
RECORD TYPE	Category (Summary Record) of the Default Status Code
OPEN SESSION	Beginning or Continuation of a Delinquency
CLOSED SESSION	End of a Delinquency



End of Document