



# **FHA Catalyst: Case Binder Module**

## **User Guide Change Overview**

**U.S. Department of Housing and Urban Development**

*December 2024*

*Release 7.40*

## Solution Information

	Information
Solution Name	FHA Catalyst: Case Binder Module
Solution Acronym	N/A
Release Number	7.40

## Change Overview

Section Title	Description	Figure Link
<b>Case Binder Home Page</b>	<ul style="list-style-type: none"> <li>➤ A new Servicing Binder Logo has been added to the home page</li> </ul>	<a href="#">Figure 1 Case Binder Module Home Page</a>
<b>Transfer of an FHA Case Number</b>	<ul style="list-style-type: none"> <li>➤ Once a Case has been transferred in FHAC the original Mortgagee will no longer have access to any information on FCAT. FHAC functionality will remain the same.</li> <li>➤ Once a Case has been transferred in FHAC the new Mortgagee will be able to use the Create Binder function to manage the case, like any other case. There is a 20-minute delay between when the case is transferred in FHA Connection and the new Mortgagee will have the ability to create a new binder</li> </ul>	NA
<b>Cancelation of an FHA Case Number</b>	<ul style="list-style-type: none"> <li>➤ Once a Case has been cancelled in FHAC, the Mortgagee will no longer have access to the binder information in Catalyst. Records will be removed from all List Views.</li> </ul>	NA
<b>Servicing Binder</b>	<ul style="list-style-type: none"> <li>➤ New Functionality: HUD will have the ability to request a Servicing binder. Once requested the Servicer, once they access Catalyst, will have the ability to view the requested binders, via the list views.</li> <li>➤ If the binder has been assigned to a specific User, that User will see the Binder, based on the binder status under one of five List Views. <ul style="list-style-type: none"> <li>○ All</li> <li>○ My Requested Servicing Binders</li> <li>○ My Pending Submission Servicing Binders</li> <li>○ My Submitted Servicing Binders</li> <li>○ My Received Servicing Binders</li> </ul> </li> <li>➤ If the binder has not be assigned to a specific User, the binder will only be seen under the "All" List View</li> <li>➤ User will use the binder link to start the binder submission process. Link will take User to the Binder screen where they can upload the required documentation and submit the file back to HUD.</li> </ul>	<a href="#">Figure 2 Case Binder Data Screen</a>

	<ul style="list-style-type: none"><li>➤ Once submitted- HUD can either reject or accept the information<ul style="list-style-type: none"><li>○ If HUD rejects the submission- the binder status will change to Pending Submission and add the rejection notice to the Bell Icon at the top of the page (next to the user's name)</li><li>○ If HUD accepts the submission- the binder status will change to Received and will be locked from further updates.</li></ul></li></ul>	
--	--	--

# Catalyst Home Page

## Description

New home page for Catalyst when signing into the Case Binder Module

### New Version

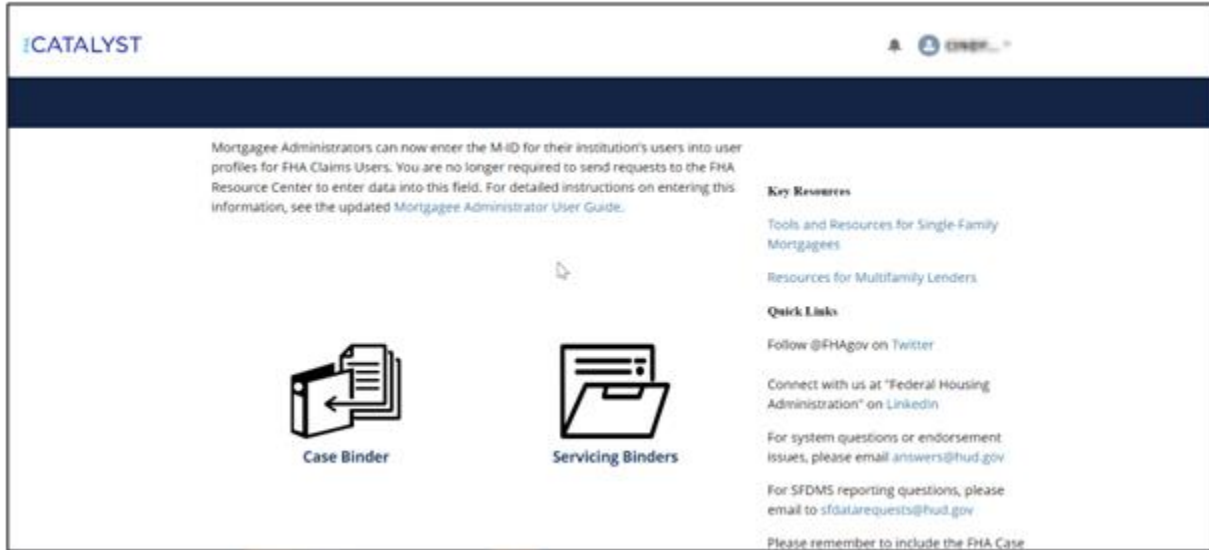


Figure 1 Case Binder Module Home Screen

# Managing a Servicing Binder

## Description

- A new section was added to the FHA Catalyst system. It will allow the Servicer to receive and fulfill electronic binder review requests.

### New Version

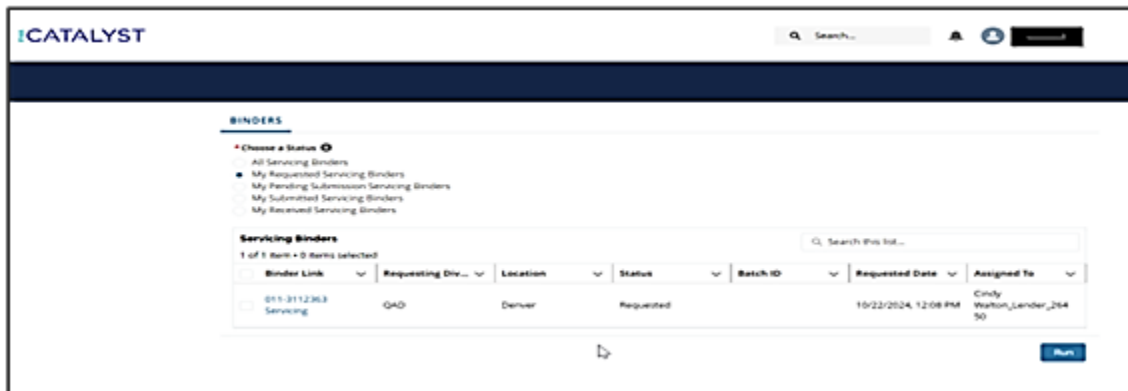


Figure 2 Servicing Binder List View Screen

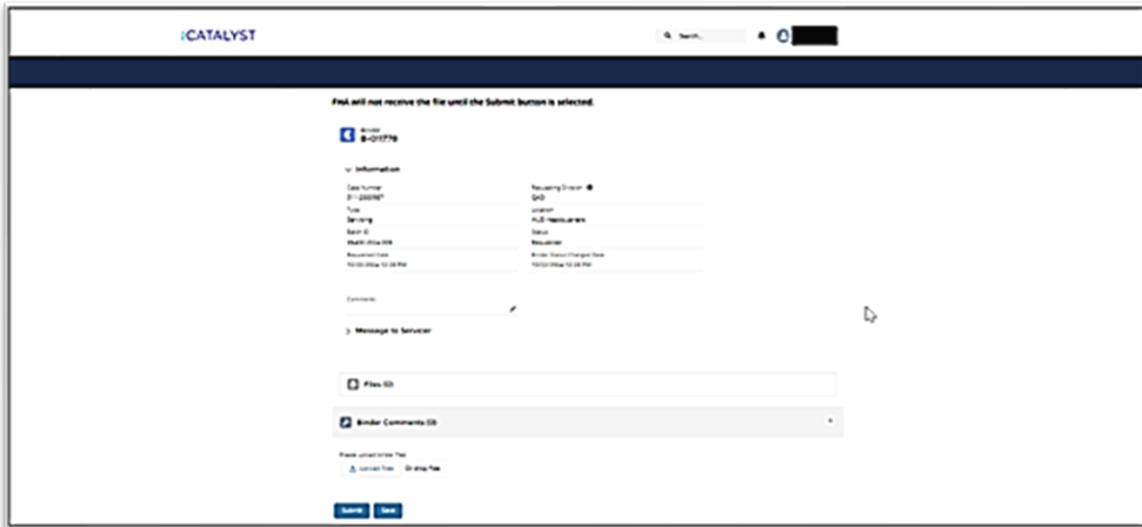


Figure 3 Servicing Binder Processing Screen



Figure 4 Servicing Binder Notification

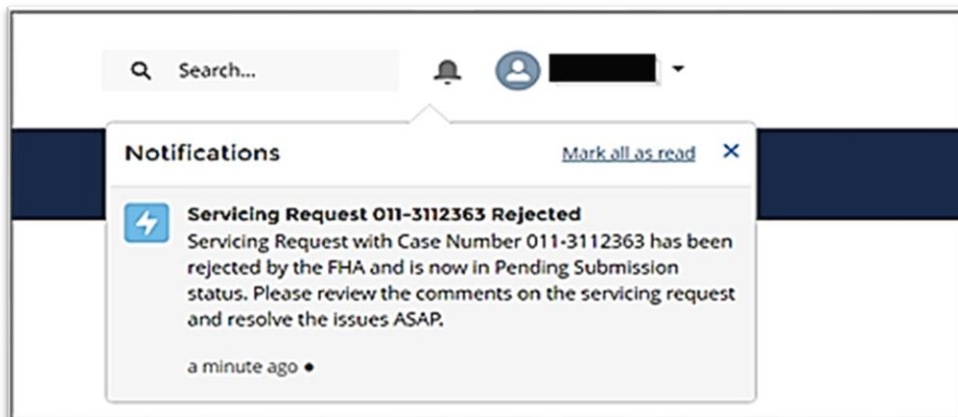


Figure 5 Servicing Binder Reject Message