

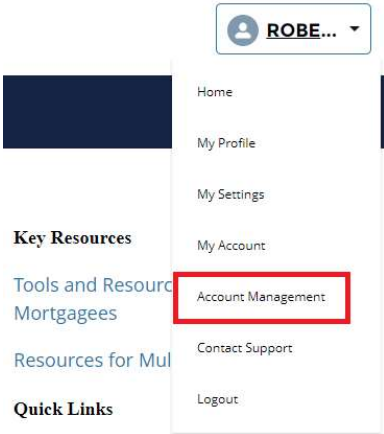
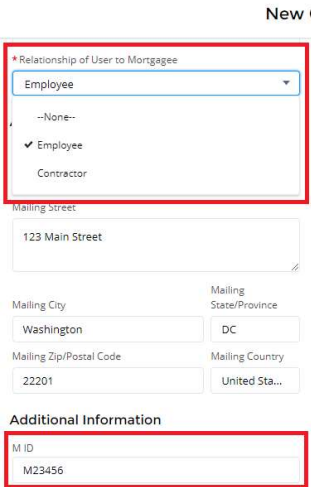


Changes to User Details in FHA Catalyst

Starting in June 2023, the FHA Catalyst system will require additional information from Mortgagees about the users within their organization, to ensure that only authorized users have access to the system:

- **Relationship of User to Mortgagee:** either “Employee” or “Contractor” must be selected, required for new users in June and for existing users starting July 15, 2023.
- **FHA Connection User ID (“M ID”):** Unique identifier from FHA Connection, needed for mortgagee admins and FHA Claims users.

Updating Your Users

<p>1. After logging in, click on your username at the top right, then “Account Management”.</p>  <p>The screenshot shows a user profile dropdown menu for 'ROBE...'. The menu items are: Home, My Profile, My Settings, My Account, Account Management (highlighted with a red box), Contact Support, and Logout. Below the menu are sections for 'Key Resources', 'Tools and Resources Mortgagees', 'Resources for Mul', and 'Quick Links'. A footer says 'Follow @FHAgov on Twitter'.</p>	<p>2. Click “New” to create any new users. Include their relationship and M ID as required.</p>  <p>The screenshot shows the 'New Contact' form. The 'Relationship of User to Mortgagee' dropdown is set to 'Employee' (highlighted with a red box). Below it are fields for 'Mailing Street' (123 Main Street), 'Mailing City' (Washington), 'Mailing State/Province' (DC), 'Mailing Zip/Postal Code' (22201), and 'Mailing Country' (United Sta...). The 'Additional Information' section has an 'M ID' field with the value 'M23456' (highlighted with a red box).</p>
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3. Use the “User Report” tab to identify which of your users might need updating or to download a report.
Click on the user’s first name to view or update their contact information.



INSTITUTION USERS MANAGE PERMISSIONS

USER REPORT

User Report With Permission Sets

[Download CSV User Report](#)

	First Name	Last Name	M ID	Username	Permissio...	Relations...	Is Active	Is Frozen ↓	Profile Na...
1	saritha	village		sbingivillage@...	Appraisal, Service Bureau Coordinator	Employee	true	false	HUD Lender Customer Community Plus User Profile
2	Robert	Village	M12345	rmarney@psi-i...	FHA Claims	Employee	true	false	HUD Lender Customer Community Plus User - Delegated Admin