



Pay.gov Lender User Manual FHA Connection, Multifamily Pay.gov Portal

Multifamily Pay.gov

For Use by: Multifamily Lenders

June 14, 2012
Version 5

Purpose:

The purpose of this user manual is to instruct the user in completing the steps to perform all transactions through FHA Connection's Multifamily Pay.gov portal. Following obtaining access for FHA Connection, each lender must register a bank account for ACH transactions and allow that submitted registration to be "Settled". This allows the submission of premium payments via FHA Connection's multifamily pages to Treasury's Pay.gov.

FHASL Environment:

Note that these processes and procedures must be executed within the FHAC Multifamily Premiums environment. This manual and screenshots are based on users and lenders using IE 7 or IE 8 browser and if another browser version is used the screenshots/popup windows may look slightly different than shown.

Access:

In order to use the Multifamily Pay.gov portal, an FHA Connection user account must be established by clicking on the "**Registering a New User**" hyperlink on the FHA Connection landing page shown below. As part of the registration process, a user account beginning with 'M' and a password will be provided to a lender user. Administrative users (employees or contractors) will register with their current user account and will be provided with a password for FHA Connection.

In order to access the Multifamily Premiums Menu the following steps must also be taken to set up a new or existing FHA Connection user. Use the URL provided to access the FHA Connection login page. At the top of the FHA Connection log in page, select "*ID Maintenance*". Enter the user name and password provided. Then click on "*FHA Connection ID Administration*". On the next page, verify that the information on the page is correct. Then scroll down and click on the "*FHA Subsidiary Ledger*" tab which is below both the "*Title II Lender ID*" section and the "*Service Bureau*" section. After clicking on the "*FHA Subsidiary Ledger*", a box will appear with the heading "*Authorization for FHA Subsidiary Ledger Applications*". Click on the small box next to the heading titled "*Query*", located under the "*Authorization for FHA Subsidiary Ledger Applications*" section. Finally, click "*Send*" once the box has been selected.

Multifamily Premium Payment Production System URL: <https://entp.hud.gov/clas/index.cfm>

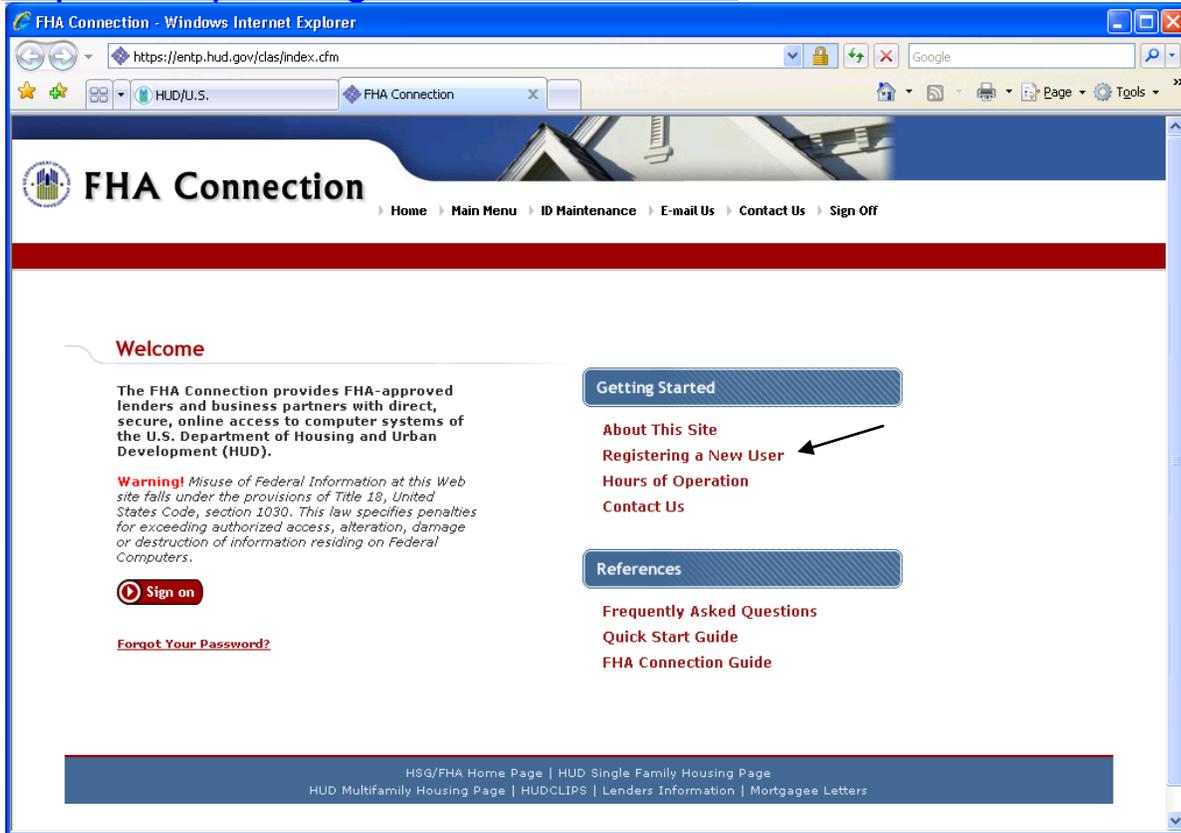
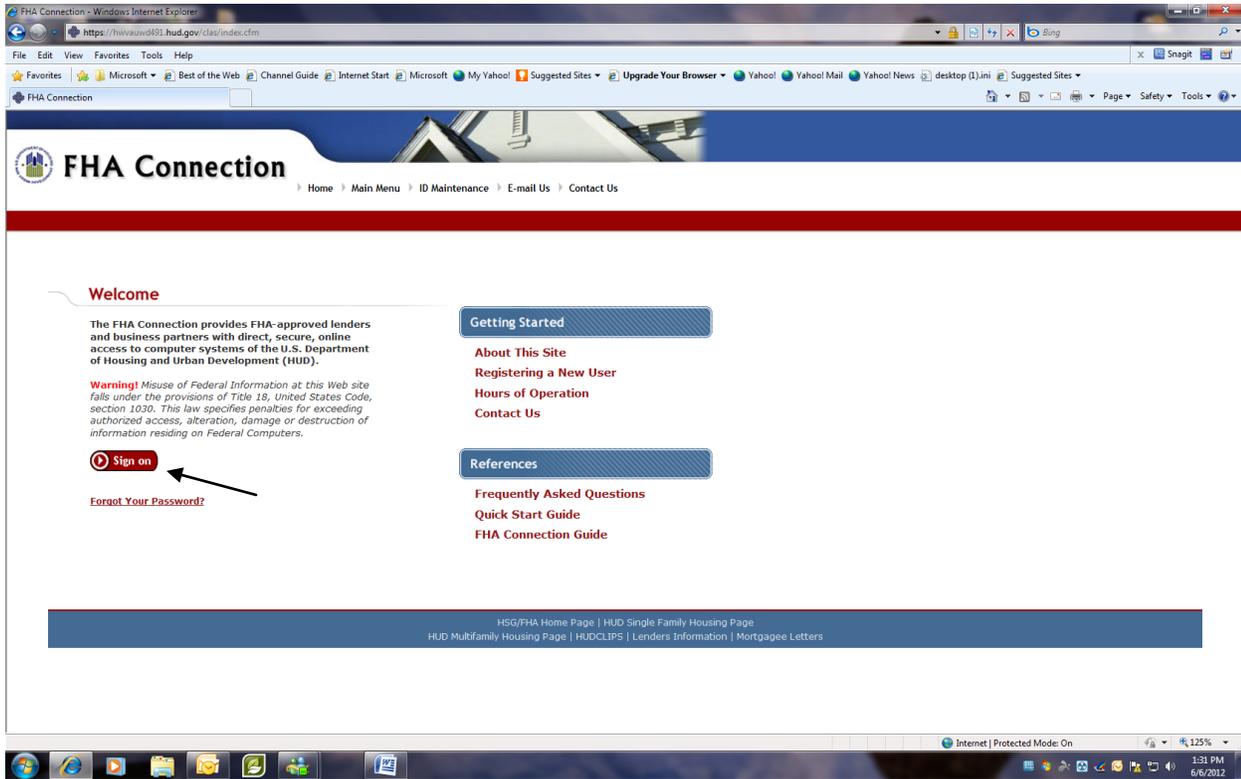


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Login and Navigation to Multifamily Premiums Home Page

1. Click on the **“Sign On”** button.
2. Under the heading **“User ID”**, enter the FHA Connection User ID.
3. Under the heading **“Password”**, enter the FHA Connection password.



Login and Navigation to Multifamily Premiums Home Page

The screenshot shows the FHA Connection website in Internet Explorer. The browser's address bar displays the URL <https://hwaawd491.hud.gov/class/index.cfm>. The website header features the FHA Connection logo and a navigation menu with links for Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. The main content area includes a "Welcome" section with a description of the site's purpose, a warning about federal information, and a "Sign on" button. Below the sign-on button are links for "Forgot Your Password?", "Quick Start Guide", and "FHA Connection Guide". A Windows Security dialog box is overlaid on the page, displaying the message: "The server hwaawd491.hud.gov at requires a username and password." The dialog box contains fields for "User name" and "Password", and a checkbox for "Remember my credentials". At the bottom of the page, a footer contains links for "HSG/FHA Home Page", "HUD Single Family Housing Page", "HUD Multifamily Housing Page", "HUDCLIPS", "Lenders Information", and "Mortgagee Letters". The taskbar at the bottom shows the system tray with the date and time: 1:33 PM, 6/6/2012.

4. Click on the "Multifamily FHA" section in blue.

The screenshot shows a web browser window displaying the FHA Connection website. The address bar shows the URL: <https://hwwauwd491.hud.gov/clar/html/connection.cfm>. The page features a blue header with the "FHA Connection" logo and a navigation menu with links for Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. A red banner below the header says "Welcome KEITH REPP".

The main content area contains three blue buttons with white text, each with a right-pointing arrow and a "MORE" link:

- Single Family FHA**: Provides access to the online business areas used to originate, process, insure and service FHA loans. [MORE](#)
- Multifamily FHA**: Provides access to MDDR, PASS, and the Web-based eLOCCS system. [MORE](#)
- Lender Functions**: Provides access to lender-related functions. [MORE](#)

An arrow points to the "Multifamily FHA" button. Below this section is a heading for "FHA Connection Resources" and a paragraph about HUDCLIPS: "HUDCLIPS: The HUD Client Information and Policy System (HUDCLIPS) offers HUD clients free access to HUD's official repository of policies, procedures, announcements, and other materials using full-text online searches."

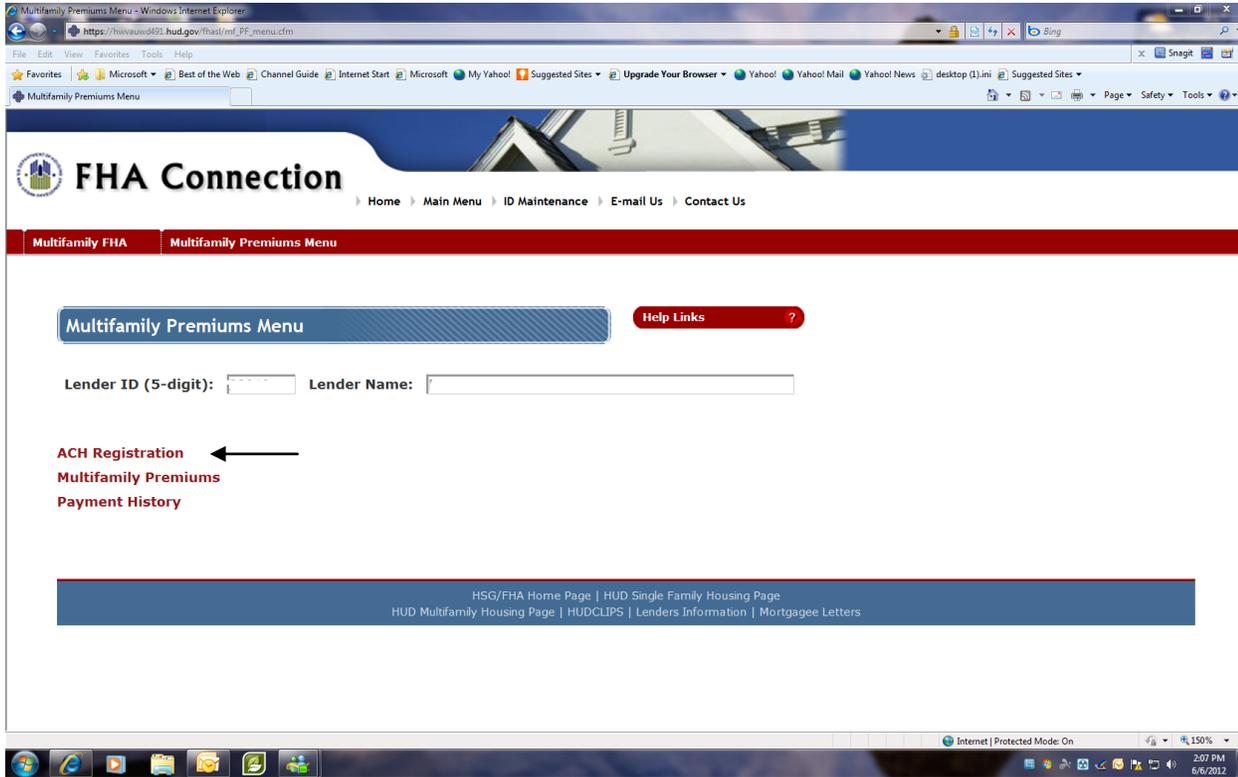
The Windows taskbar at the bottom shows the time as 1:37 PM on 6/6/2012.

5. Click on the “**Multifamily Premiums Menu**” hyperlink.

The screenshot displays the top section of the FHA Connection website. At the top left is the 'FHA Connection' logo. To its right is a navigation menu with links: Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. Below this is a red banner with 'Welcome KEITH REPP' and a 'Multifamily FHA' button. A blue box highlights the 'Multifamily FHA' section, which contains a list of links: Multifamily Delinquency and Default Reporting, Physical Assessment, eLOCCS - Line of Credit Control System, Active Partners Performance System, and Multifamily Premiums Menu. The last link is highlighted with a black arrow. At the bottom of the page, there is a blue footer bar with links: HSG/FHA Home Page, HUD Single Family Housing Page, HUD Multifamily Housing Page, HUDCLIPS, Lenders Information, and Mortgage Letters.

ACH Registration

1. Log in and navigate to the Multifamily Premiums Menu home page.
2. Click on the “**ACH Registration**” hyperlink.



Please note that fields marked with an asterisk are required fields.

3. Under the heading “**Bank Name**”, enter the name of the bank holding the account to be registered.
4. Under the heading “**Routing (ABA) Number**”, enter the routing number of the bank holding the account to be registered.
5. Under the heading “**Account Number**”, enter the bank account number to be registered.
6. Under the heading “**Re-enter Account Number**”, enter the account number of the account to be registered.
7. Under the heading “**Account Type**”, click on the down arrow and select the account type of the account to be registered.
8. Under the section “**Primary Contact Information**”, under the heading “**First Name**”, enter the first name of the primary contact for the account to be registered.
9. Under the section “**Primary Contact Information**”, under the heading “**Last Name**”, enter the last name of the primary contact for the account to be registered.
10. Under the section “**Primary Contact Information**”, under the heading “**E-mail Address**”, enter the e-mail address of the primary contact for the account to be registered.
11. Under the section “**Primary Contact Information**”, under the heading “**Phone Number**”, enter the telephone number of the primary contact for the account to be registered.
12. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**First Name**”, enter the first name of the secondary contact for the account to be registered.
13. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**Last Name**”, enter the last name of the secondary contact for the account to be registered.
14. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**E-mail Address**”, enter the e-mail address of the secondary contact for the account to be registered.
15. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**Phone Number**”, enter the telephone number of the secondary contact for the account to be registered.
16. Click on the “**Next**” button.

ACH Registration

ACH Registration - Windows Internet Explorer
https://www.va.us01.hud.gov/hsa/mf_ach_reg.cfm

Account Type*

Primary Contact Information

First Name*

Last Name*

E-mail Address*

Phone Number*

Alternate Contact Information

First Name

Last Name

E-mail Address

Phone Number

* - Required Field

[HSG/FHA Home Page](#) | [HUD Single Family Housing Page](#)
[HUD Multifamily Housing Page](#) | [HUDCLIPS](#) | [Lenders Information](#) | [Mortgage Letters](#)

Internet | Protected Mode: On 150% 3:58 PM 6/6/2012

17. Under the heading “**Bank Name**”, verify the name of the bank holding the account to be registered.
18. Under the heading “**Routing (ABA) Number**”, verify the routing number of the bank holding the account to be registered.
19. Under the heading “**Account Number**”, verify the account number of the account to be registered.
20. Under the heading “**Re-enter Account Number**”, verify the account number of the account to be registered.
21. Under the heading “**Account Type**”, verify the account type for the account to be registered.
22. Under the section “**Primary Contact Information**”, under the heading “**First Name**”, verify the first name of the primary contact for the account to be registered.
23. Under the section “**Primary Contact Information**”, under the heading “**Last Name**”, verify the last name of the primary contact for the account to be registered.
24. Under the section “**Primary Contact Information**”, under the heading “**E-mail Address**”, verify the e-mail address of the primary contact for the account to be registered.
25. Under the section “**Primary Contact Information**”, under the heading “**Phone Number**”, verify the telephone number of the primary contact for the account to be registered.
26. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**First Name**”, verify the first name of the secondary contact for the account to be registered.
27. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**Last Name**”, verify the last name of the secondary contact for the account to be registered.
28. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**E-mail Address**”, verify the e-mail address of the secondary contact for the account to be registered.
29. If there is a secondary contact, under the section “**Secondary Contact Information**”, under the heading “**Phone Number**”, verify the telephone number of the secondary contact for the account to be registered.
30. If any of the information is incorrect, click on the “**Back**” button. If all of the information is correct, click on the “**Submit**” button.

ACH Registration - Windows Internet Explorer

https://www.aud421.hud.gov/fha/mf_ach_reg.cfm

File Edit View Favorites Tools Help

ACH Registration

FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us

Multifamily/Healthcare FHA Multifamily/Healthcare Premiums and Fees > ACH Registration

ACH Registration Help Links ?

Lender ID (5-digit): Lender Name:

Account Information

ACH Registration Status

Bank Name*

Routing (ABA) Number*

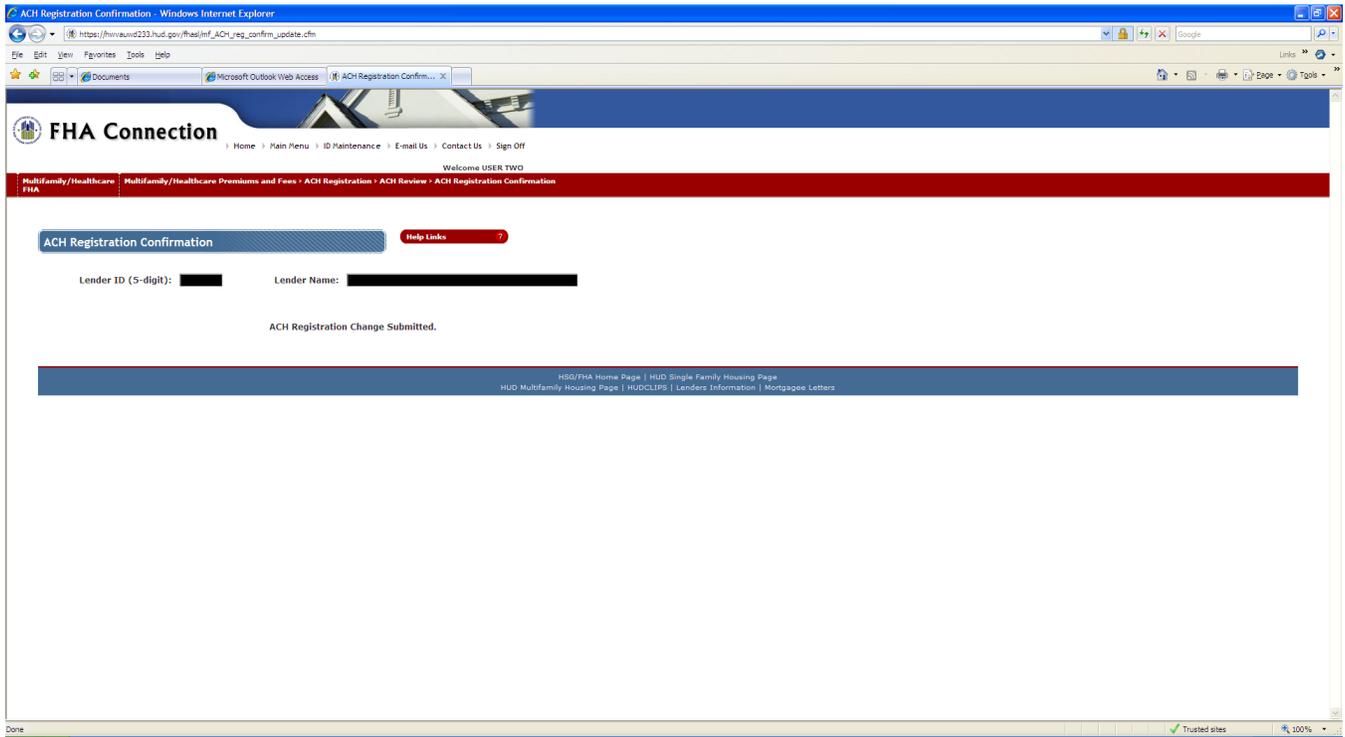
Account Number*

Re-enter Account

Done Internet | Protected Mode: On 150% 3:57 PM 6/6/2012

ACH Registration

31. The ACH Registration Confirmation screen appears.
32. Please allow seven (7) to ten (10) business days for ACH Registration to complete.



ACH Registration

33. After the ACH registration settlement period, the registration can be confirmed by viewing the same registration page. When the “ACH Registration Status” is ‘Settled’, payments can be submitted.

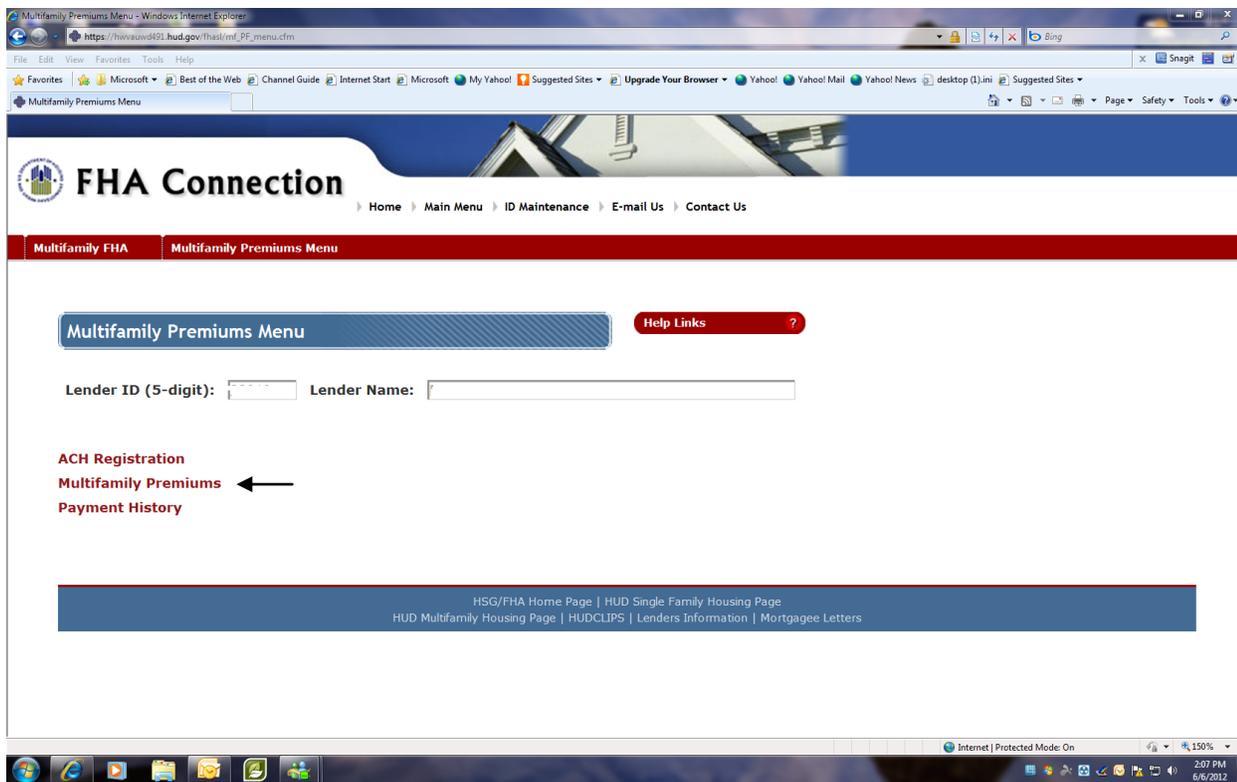
The screenshot shows a web browser window displaying the ACH Registration page. The browser's address bar shows the URL: https://hhs.usdoj.gov/fha/mf_ach_reg.cfm. The page header includes the FHA Connection logo and a navigation menu with links for Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. A red navigation bar contains the text: Multifamily/Healthcare > Multifamily/Healthcare Premiums and Fees > ACH Registration. Below this, there is a blue button labeled 'ACH Registration' and a red button labeled 'Help Links'. The main content area contains the following fields:

- Lender ID (5-digit):
- Lender Name:
- Account Information section (grey header):
 - ACH Registration Status:
 - Bank Name*:
 - Routing (ABA) Number*:
 - Account Number*:
 - Re-enter Account:

The Windows taskbar at the bottom shows the system tray with the time 3:59 PM and date 6/6/2012.

Bill Search and Payment

1. Log in and navigate to the Multifamily Premiums Menu home page.
2. Click on the **"Multifamily Premiums"** hyperlink.



Bill and Payment History Search

Please note that fields marked with an asterisk are required fields.

3. Under the heading “**Bill Type**”, will default to ‘All’ and used for bill search.
4. Under the heading “**Bill Due Date**”, select the due date of the bills to search for.
5. Under the heading “**FHA Project Number**”, enter the FHA Project Number of the bills to search for. If this field is left empty, bills for all projects will be displayed.
6. Under the heading “**Bill Status**”, click on the down arrow and select the status of the bills to search for. ‘Outstanding’ status will retrieve bills that can be paid. ‘In Process’ status will show bills for which payment has been submitted but not fully processed. ‘Paid’ status will show bills for which payment has been submitted and processed. ‘All’ status will retrieve bills in any status for the period indicated.
7. Click on the “**Search Bills**” button.

The screenshot displays the 'Multifamily Premiums' search interface. At the top, there is a navigation bar with 'Home', 'Main Menu', 'ID Maintenance', 'E-mail Us', and 'Contact Us'. Below this is a red banner with 'Multifamily FHA' and 'Multifamily Premiums Menu > Multifamily Premiums'. The main content area features a search form with the following fields:

- Lender ID (5-digit):** [Text input field]
- Lender Name:** [Text input field]
- Bill Type:** [Dropdown menu, currently set to 'All']
- Bill Due Date*:** [Dropdown menu, currently set to '2012-07-01']
- FHA Project Number:** [Text input field]
- Bill Status:** [Dropdown menu, currently set to 'Outstanding']

Below the form, there is a legend: "* - Required Field". To the right of the legend is a "Search Bills" button, which is highlighted with a black arrow. A "Help Links" button is also visible in the top right corner of the form area. The browser's address bar shows the URL: https://www.aud451.hud.gov/fhaid/mf_premiums.cfm. The taskbar at the bottom shows the system clock as 2:16 PM on 6/6/2012.

Bill and Payment History Search

8. The Bill Search Results page appears. The top and bottom of sample Bill Search Results are shown.

The screenshot shows a web browser window with the URL https://hwaund491.hud.gov/fhas/mf_bill_search_results.cfm. The page title is "Multifamily Bill Search Results".

Search filters at the top indicate: **You searched for: Bill Due Date = 2012-07-01; FHA Project Number = None; Bill Status = Outstanding; Bill Type = All**. A **Bill ID: 00000761739** is also displayed.

FHA Project Number	Mortgagor / Property Name	Bill Type	Bill Status	Premium Billed	Interest Billed	Late Charge Billed	Total Billed	Amount Due	Amount To Pay	Reason Code	Date Paid
		Renewal	Open	28850.27	0.00	0.00	28850.27	28850.27			
		Renewal	Open	74240.12	0.00	0.00	74240.12	74240.12			
		Renewal	Open	32584.74	0.00	0.00	32584.74	32584.74			
		Renewal	Open	11923.35	0.00	0.00	11923.35	11923.35			
		Renewal	Open	11228.15	0.00	0.00	11228.15	11228.15			

Total Amount Due: \$158826.63

Bill and Payment History Search

- To display a .pdf copy of the static bill, click on the **"Bill ID"** (if the **"Bill ID"** is present). Older bills may not be available. The static bill is generated forty-five (45) days in advance of the **"Bill Due Date"** and does not reflect changes that occurred after that date. The Bill Search Results page does reflect changes after the **"Bill Due Date"** and therefore may be different than the static bill.

Multifamily Bill Search Results Help Links ?

Lender ID (5-digit): Lender Name:

You searched for: Bill Due Date = 2012-07-01; FHA Project Number = None; Bill Status = Outstanding; Bill Type = All Bill ID: **00000761739**

FHA Project Number	Mortgagor / Property Name	Bill Type	Bill Status	Premium Billed	Interest Billed	Late Charge Billed	Total Billed	Amount Due	Amount To Pay	Reason Code	Date Paid
		Renewal	Open	28850.27	0.00	0.00	28850.27	28850.27	<input type="text"/>	<input type="text"/>	
		Renewal	Open	74240.12	0.00	0.00	74240.12	74240.12	<input type="text"/>	<input type="text"/>	
		Renewal	Open	32584.74	0.00	0.00	32584.74	32584.74	<input type="text"/>	<input type="text"/>	
		Renewal	Open	11923.35	0.00	0.00	11923.35	11923.35	<input type="text"/>	<input type="text"/>	
		Renewal	Open	11228.15	0.00	0.00	11228.15	11228.15	<input type="text"/>	<input type="text"/>	

Total Amount Due: \$158826.63

Bill and Payment History Search

US Dept of HUD
Multifamily Premiums

**Billing Statement
and Reconciliation - Part 1**
Multifamily Mortgage Insurance Premium

If you have a question about your account,
call (202) 708-2022 (8 a.m. - 4 p.m. ET)
fax (202) 401-3248

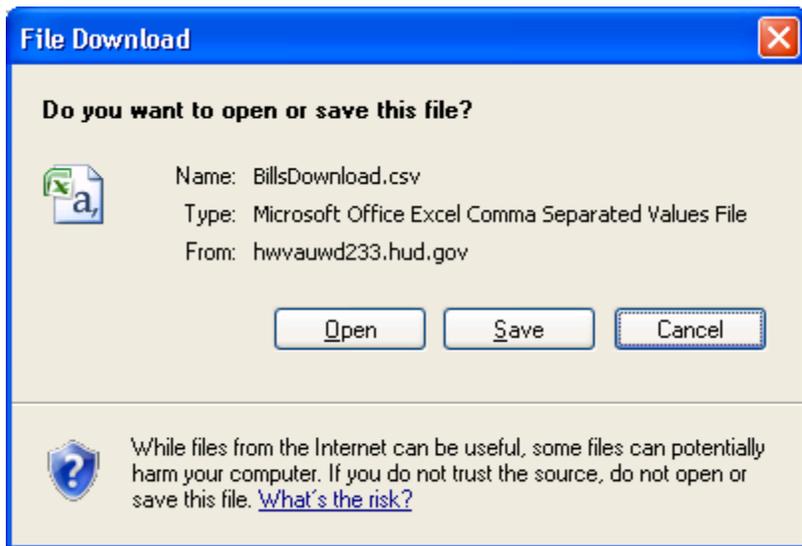
Run Date: 02/23/2012

OMB Approval No. 2502-0426 (exp. 6-30-98)

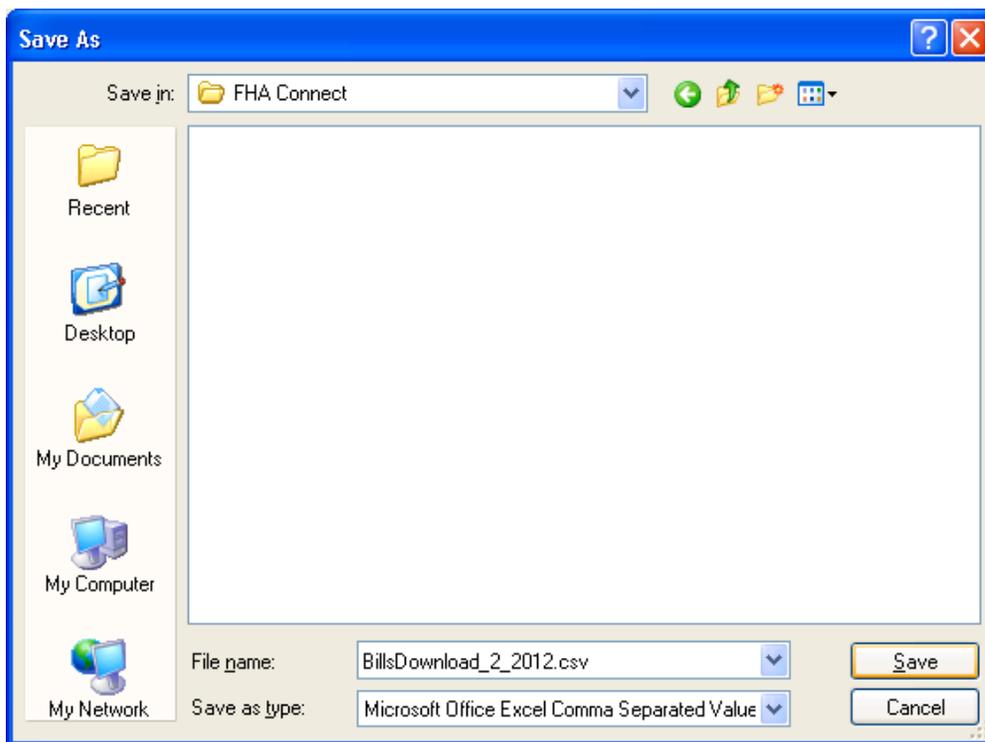
		A. Total Billed		\$ 3,169,428.86
		B. Deductions (payment withheld)		
		Reason 01	\$	
		Reason 02	\$	
		Reason 03	\$	
		Subtotal (01, 02 + 03)		
Mortgagee Number	Payment Due Date			
	03/01/11			
Mortgagee Representative: (Please Complete)		C. Additions from Part II		\$
		(Submit Form HUD-92080)		
Telephone Number: ()		D. Amount of Payment (A-B+C)		\$
FHA Project	Section	*Bill	Mortgagor/Property Name	** Premium Premium Amount Code 01,02,03, Redirected to

10. Print or save the static bill statement and then close the window.

11. To open or save a .csv copy of the search results, click on the “**Download**” button.

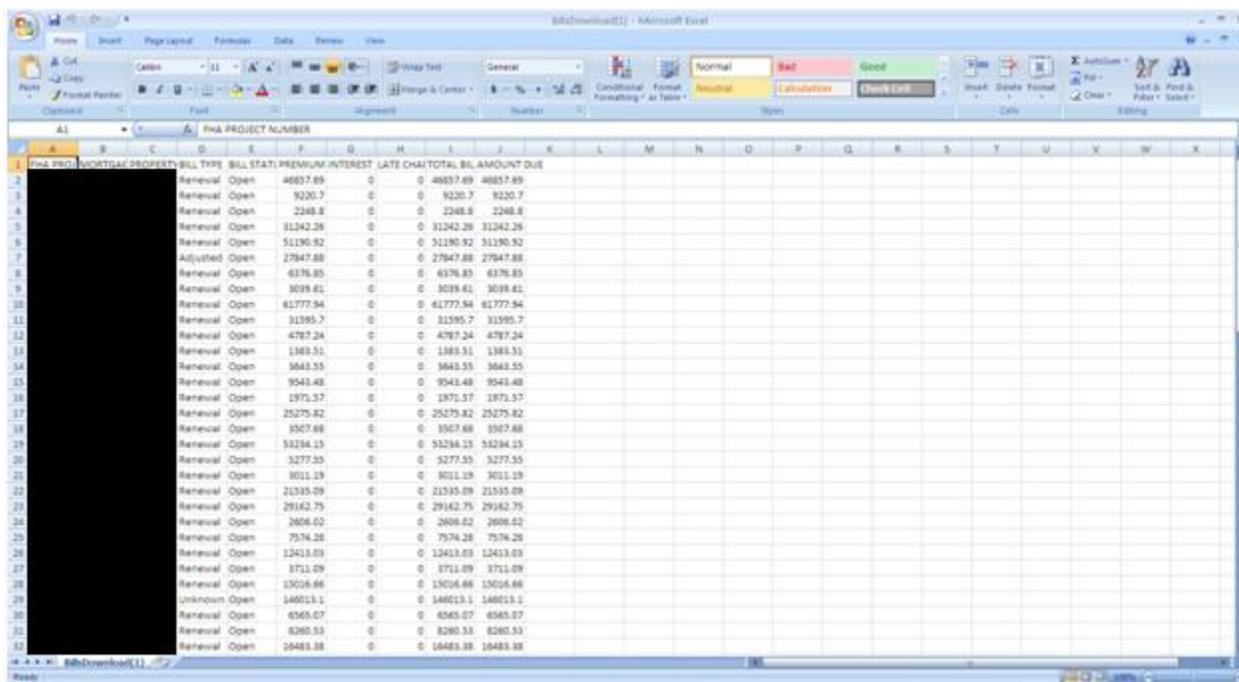


12. To save the .csv file to your computer, click on the “**Save**” button. The Save As dialog box opens to allow you to choose the name and location of the saved file. Click on the “**Save**” button to save the file.



Bill and Payment History Search

13. To open the .csv file, click on the “Open” button. The file will be opened in Excel and the data will mirror the contents of the page.
14. To save as an Excel file, from the ‘File’ tab, select ‘Save As’, for save as type select ‘Excel Workbook (*.xlsx)’ click the ‘Save’ button.
15. If you don’t want to save the Excel file, close the window.

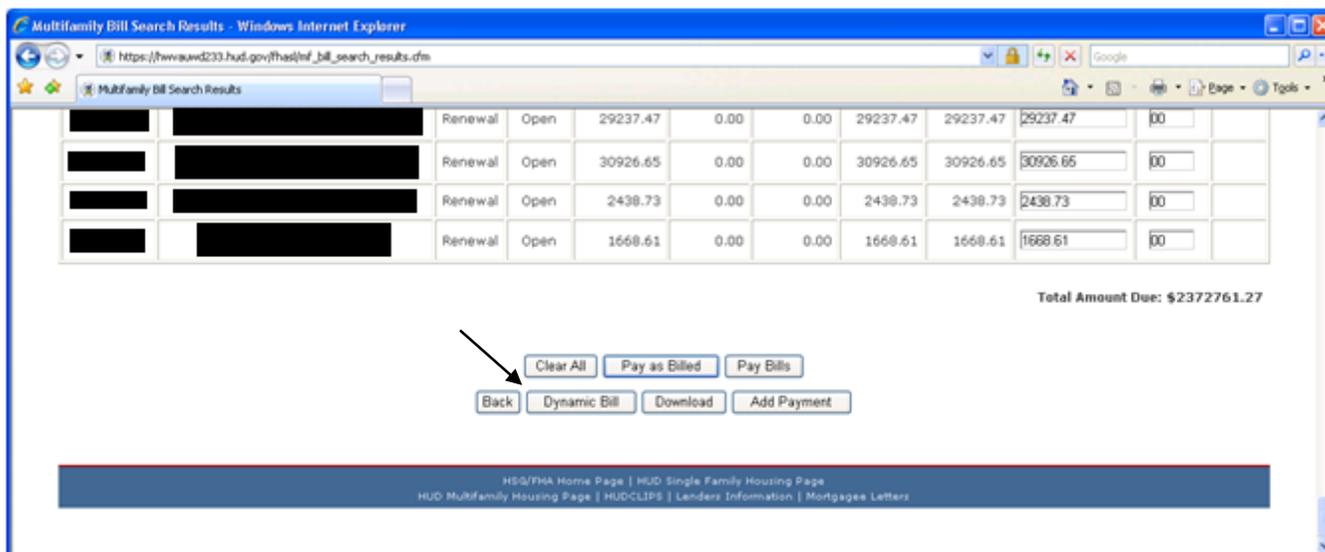


The screenshot displays a Microsoft Excel spreadsheet with a table containing bill and payment history data. The table has the following columns: BILL ID, BILL TYPE, BILL STATUS, PREMIUM, INTEREST, LATE CHARGE, TOTAL BILL, and AMOUNT DUE. The data rows show various bill entries, including Renewal, Adjusted, and Unknown bills, with their respective amounts and statuses.

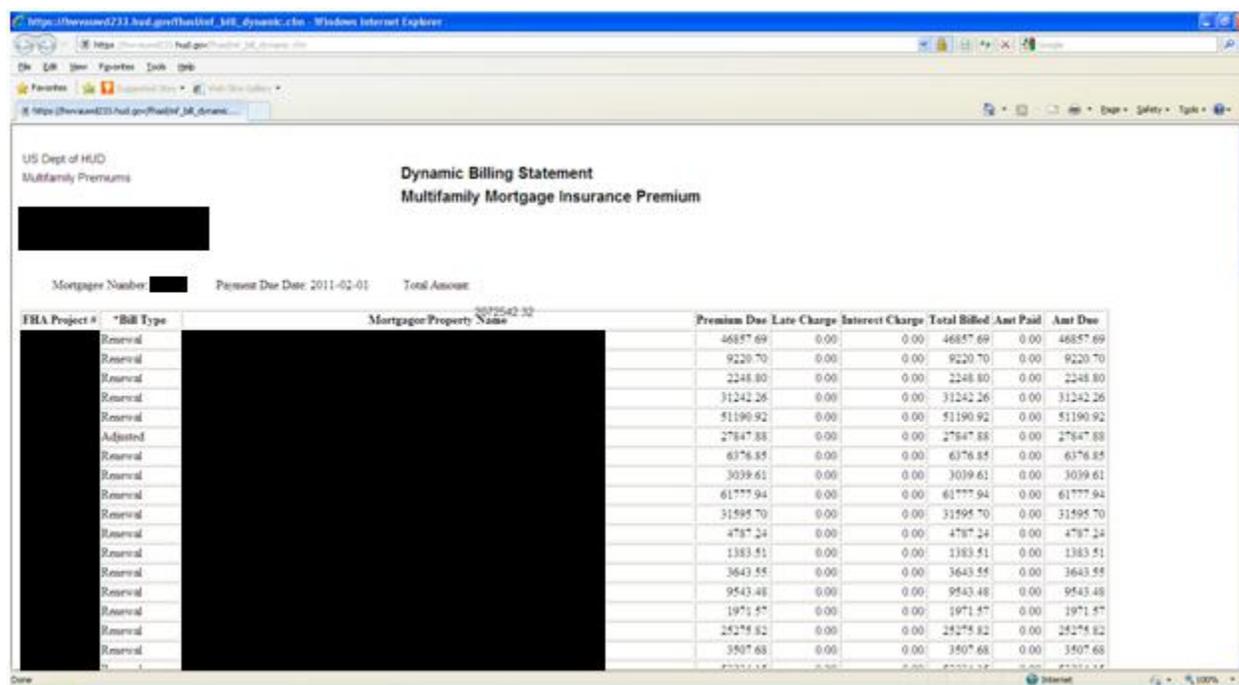
BILL ID	BILL TYPE	BILL STATUS	PREMIUM	INTEREST	LATE CHARGE	TOTAL BILL	AMOUNT DUE
46857.89	Renewal	Open	46857.89	0	0	46857.89	46857.89
9220.7	Renewal	Open	9220.7	0	0	9220.7	9220.7
2248.8	Renewal	Open	2248.8	0	0	2248.8	2248.8
31242.26	Renewal	Open	31242.26	0	0	31242.26	31242.26
51190.92	Renewal	Open	51190.92	0	0	51190.92	51190.92
27947.88	Adjusted	Open	27947.88	0	0	27947.88	27947.88
4376.85	Renewal	Open	4376.85	0	0	4376.85	4376.85
3028.42	Renewal	Open	3028.42	0	0	3028.42	3028.42
41777.94	Renewal	Open	41777.94	0	0	41777.94	41777.94
31595.7	Renewal	Open	31595.7	0	0	31595.7	31595.7
4787.24	Renewal	Open	4787.24	0	0	4787.24	4787.24
1383.51	Renewal	Open	1383.51	0	0	1383.51	1383.51
3643.55	Renewal	Open	3643.55	0	0	3643.55	3643.55
9543.48	Renewal	Open	9543.48	0	0	9543.48	9543.48
1971.57	Renewal	Open	1971.57	0	0	1971.57	1971.57
25275.82	Renewal	Open	25275.82	0	0	25275.82	25275.82
1507.68	Renewal	Open	1507.68	0	0	1507.68	1507.68
53234.15	Renewal	Open	53234.15	0	0	53234.15	53234.15
5277.55	Renewal	Open	5277.55	0	0	5277.55	5277.55
3011.19	Renewal	Open	3011.19	0	0	3011.19	3011.19
21535.09	Renewal	Open	21535.09	0	0	21535.09	21535.09
29162.75	Renewal	Open	29162.75	0	0	29162.75	29162.75
2606.02	Renewal	Open	2606.02	0	0	2606.02	2606.02
7574.28	Renewal	Open	7574.28	0	0	7574.28	7574.28
12413.03	Renewal	Open	12413.03	0	0	12413.03	12413.03
3711.09	Renewal	Open	3711.09	0	0	3711.09	3711.09
15016.66	Renewal	Open	15016.66	0	0	15016.66	15016.66
148013.1	Unknown	Open	148013.1	0	0	148013.1	148013.1
4545.07	Renewal	Open	4545.07	0	0	4545.07	4545.07
8280.53	Renewal	Open	8280.53	0	0	8280.53	8280.53
16483.38	Renewal	Open	16483.38	0	0	16483.38	16483.38

Bill and Payment History Search

17. To generate a copy of the dynamic bill, click on the **“Dynamic Bill”** button at the bottom of the page.



18. This is a printable version of what is currently due for the searched bill due date. The header and top few rows of a sample dynamic bill are shown below.



Bill and Payment History Search

Please note that all rows containing an outstanding bill must be populated with “Amount to Pay” and “Reason Code” in order to submit a payment.

19. To automatically populate all outstanding rows with “Amount to Pay” equal to “Amount Due” and “Reason Code” 00, click on the “Pay as Billed” button.
20. To clear “Amount to Pay” and “Reason Code” for all rows, click on the “Clear All” button.

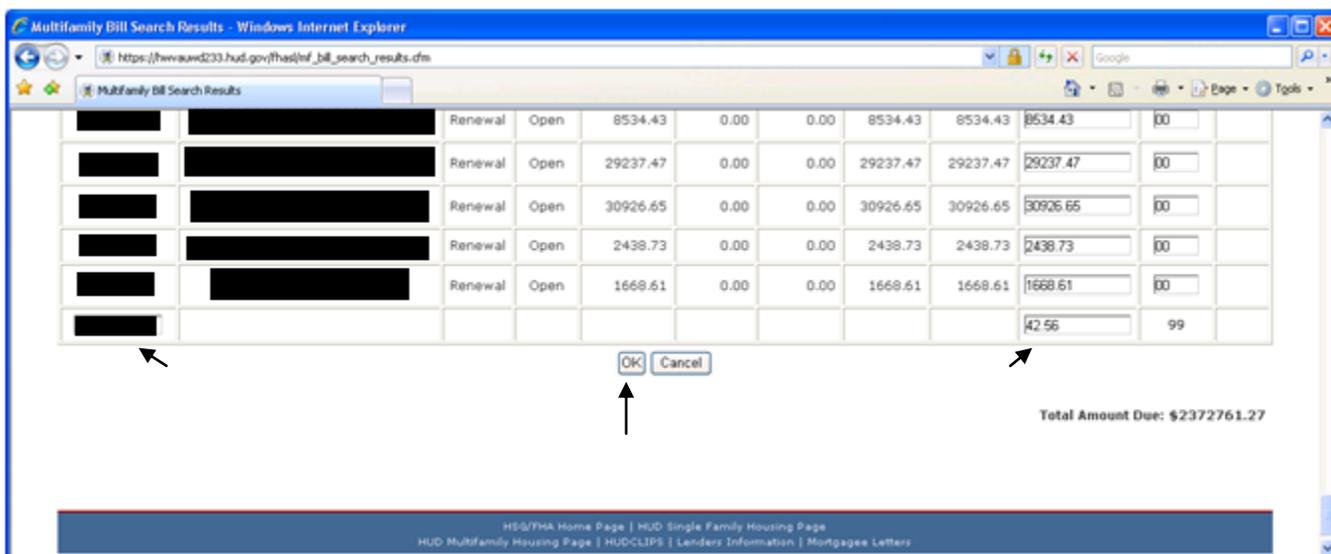
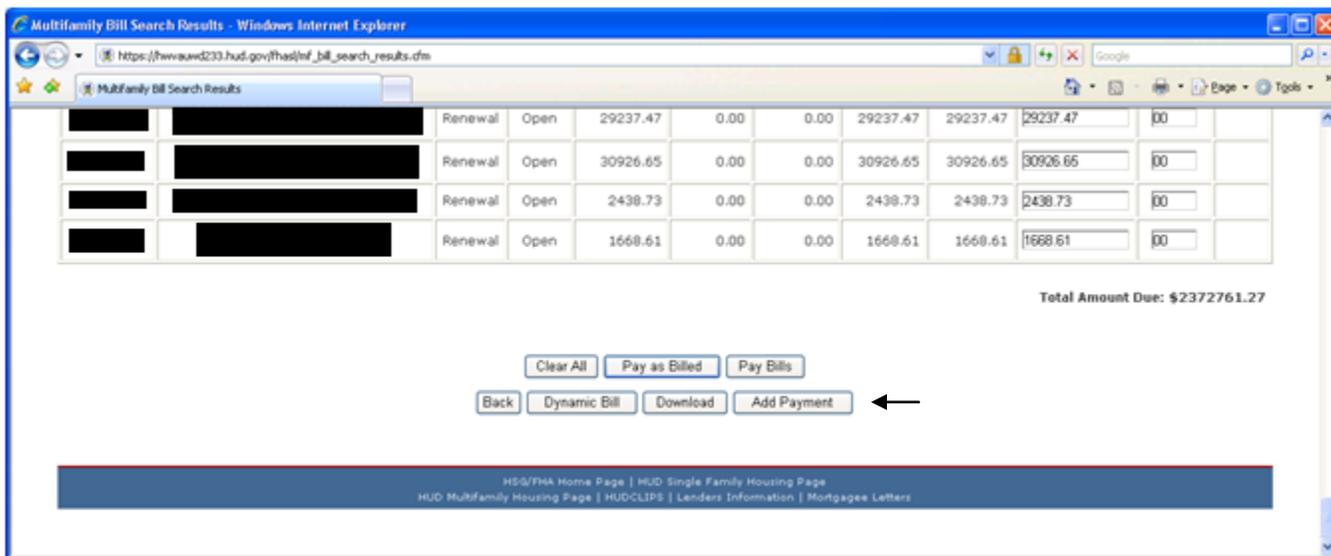
The screenshot displays a web application window titled "Multifamily Bill Search Results - Windows Internet Explorer". The browser address bar shows the URL: https://www.aud233.hud.gov/hsf/bil_search_results.cfm. The main content area contains a table with the following data:

Property ID	Address	Bill Type	Status	Amount Due	Amount Paid	Amount Owed	Amount Due	Amount Due	Amount Due	Reason Code
[REDACTED]	[REDACTED]	Renewal	Open	29237.47	0.00	0.00	29237.47	29237.47	29237.47	00
[REDACTED]	[REDACTED]	Renewal	Open	30926.65	0.00	0.00	30926.65	30926.65	30926.65	00
[REDACTED]	[REDACTED]	Renewal	Open	2438.73	0.00	0.00	2438.73	2438.73	2438.73	00
[REDACTED]	[REDACTED]	Renewal	Open	1668.61	0.00	0.00	1668.61	1668.61	1668.61	00

Below the table, there are several buttons: "Clear All", "Pay as Billed", "Pay Bills", "Back", "Dynamic Bill", "Download", and "Add Payment". A "Total Amount Due: \$2372761.27" is displayed at the bottom right of the table area. Arrows in the image point from the "Pay as Billed" button to the "Amount to Pay" column and from the "Clear All" button to the "Reason Code" column.

Bill and Payment History Search

21. To pay for a project not on the bill, click on the **“Add Payment”** button at the bottom of the page.
 - a. Under the heading **“FHA Project Number”**, enter the project number for the project to be paid.
 - b. Under the heading **“Amount to Pay”**, enter the amount to pay.
 - c. Click on the **“OK”** button.
 - d. The **“Mortgagor/Property Name”** and **“Reason Code”** fields will automatically populate in the new row.



Bill and Payment History Search

Multifamily Bill Search Results - Windows Internet Explorer

https://www.aud233.hud.gov/fhas/mf_bill_search_results.dfm

Multifamily Bill Search Results

[REDACTED]	[REDACTED]	Renewal	Open	29237.47	0.00	0.00	29237.47	29237.47	29237.47	00	
[REDACTED]	[REDACTED]	Renewal	Open	30926.65	0.00	0.00	30926.65	30926.65	30926.65	00	
[REDACTED]	[REDACTED]	Renewal	Open	2438.73	0.00	0.00	2438.73	2438.73	2438.73	00	
[REDACTED]	[REDACTED]	Renewal	Open	1668.61	0.00	0.00	1668.61	1668.61	1668.61	00	
[REDACTED]	[REDACTED]	Added	Open	42.56	0.00	0.00	42.56	42.56	42.56	99	

Total Amount Due: \$2372761.27

[HSA/FHA Home Page](#) | [HUD Single Family Housing Page](#)
[HUD Multifamily Housing Page](#) | [HUDCLIPS](#) | [Lenders Information](#) | [Mortgages Letters](#)

Bill and Payment History Search

22. If the “**Amount to Pay**” is changed in any row, the “**Reason Code**” must also be changed in that row.
- To display a list of the “**Reason Code**”s including definitions, click on the heading “**Reason Code**”. Click on the “**OK**” button to close the list.
 - Reason Codes 01-04 are used to explain why “**Amount to Pay**” is 0 for a regular bill.
 - Reason Code 15 is used to explain why “**Amount to Pay**” is 0 for a delinquent bill.
 - Reason Code 10 explains why “**Amount to Pay**” is less than “**Amount Due**”.
 - Reason Code 11 explains why “**Amount to Pay**” is more than “**Amount Due**”.

Message from webpage

REASON CODES

- 00 - Pay as Billed
- 01 - Payment Withheld, Mortgage Paid in Full
- 02 - Payment Withheld, Mortgage Sold or Transferred
- 03 - Payment Withheld, Unable to Identify
- 04 - Premium Previously Paid
- 10 - Over Billed/Payment Less than Bill
- 11 - Under Billed/Payment Greater than Bill
- 15 - Payment Withheld, Delinquent Amount in Dispute
- 99 - Not on Bill, Apply to Project

OK

Multifamily Bill Search Results

Lender ID (5-digit): Lender Name:

You searched for: Bill Due Date = 2012-02-01; FHA Proj

anding; Bill Type = All Bill ID: 00001278573

FHA Project Number	Mortgagor / Property Name	Bill Type	Bill Status	Billed	Billed	Charge Billed	Total Billed	Amount Due	Amount To Pay	Reason Code	Date Paid
		Renewal	Open	26911.41	0.00	1076.46	27987.87	27987.87			

Total Amount Due: \$27987.87

Clear All Pay as Billed Pay Bills

Internet | Protected Mode: On 4:34 AM 6/7/2012

Bill and Payment History Search

23. Once all of the rows are populated with the correct “Amount to Pay” and “Reason Code”, click on the “Pay Bills” button.

The screenshot displays a web browser window with a table of bill and payment history. The table contains 12 rows of data, each representing a bill. The columns include: ID, Name, Status, Reason Code, Amount, and other financial details. Below the table, there are several buttons: 'Clear All', 'Pay as Billed', 'Pay Bills', 'Back', 'Dynamic Bid', 'Download', and 'Add Payment'. An arrow points to the 'Pay Bills' button. The total amount due is \$2072542.32. The footer bar contains navigation links: 'HUD/Trak Home Page', 'HUD Single Family Housing Page', 'HUD Multi-Family Housing Page', 'HUDCLIRG', 'Lenders Information', and 'Mortgages Letters'.

ID	Name	Status	Reason Code	Amount	Other Amount	Total	Other Total	Input	Input	
[REDACTED]	[REDACTED]	Renewal	Open	80628.85	0.00	0.00	80628.85	80628.85	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	20039.20	0.00	0.00	20039.20	20039.20	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	30281.34	0.00	0.00	30281.34	30281.34	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	17697.58	0.00	0.00	17697.58	17697.58	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	11924.20	0.00	0.00	11924.20	11924.20	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	1196.11	0.00	0.00	1196.11	1196.11	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	3574.43	0.00	0.00	3574.43	3574.43	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	9332.08	0.00	0.00	9332.08	9332.08	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	18006.75	0.00	0.00	18006.75	18006.75	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	630.69	0.00	0.00	630.69	630.69	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	79242.79	0.00	0.00	79242.79	79242.79	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Renewal	Open	16594.07	0.00	0.00	16594.07	16594.07	<input type="text"/>	<input type="checkbox"/>

Total Amount Due: \$2072542.32

Buttons: Clear All, Pay as Billed, Pay Bills, Back, Dynamic Bid, Download, Add Payment

Footer: HUD/Trak Home Page | HUD Single Family Housing Page | HUD Multi-Family Housing Page | HUDCLIRG | Lenders Information | Mortgages Letters

Bill and Payment History Search

24. The Payment Review page appears. The top and bottom of the page is shown (3 screenshots).
25. If any of the information is incorrect, click on the **“Back”** button.
26. If all of the displayed information is correct, click on the **“Pay Bills”** button.

The screenshot shows the 'Multifamily Bill Search Results' page on the FHA Connection website. The search criteria are: Bill Due Date = 2012-06-01; FHA Project Number = None; Bill Status = Outstanding; Bill Type = All. The Bill ID is 00000720138.

FHA Project Number	Mortgagor / Property Name	Bill Type	Bill Status	Premium Billed	Interest Billed	Late Charge Billed	Total Billed	Amount Due	Amount To Pay	Reason Code	Date Paid
		Renewal	Open	49628.17	0.00	0.00	49628.17	49628.17	49268.17	00	
		Renewal	Open	19434.52	0.00	0.00	19434.52	19434.52	19434.52	00	
		Renewal	Open	115917.38	0.00	0.00	115917.38	115917.38	115917.38	00	

Bill and Payment History Search

Multifamily Bill Search Results - Windows Internet Explorer
https://www.waunakee931.hud.gov/fhaid/mf_bill_search_results.cfm

Renewal	Open	12555.10	0.00	0.00	12555.10	12555.10	12555.10	00
Renewal	Open	13546.86	0.00	0.00	13546.86	13546.86	13546.86	00
Renewal	Open	13927.54	0.00	0.00	13927.54	13927.54	13927.54	00
Renewal	Open	72924.85	0.00	0.00	72924.85	72924.85	72924.85	00
Renewal	Open	39847.65	0.00	0.00	39847.65	39847.65	39847.65	00
Renewal	Open	9342.62	0.00	0.00	9342.62	9342.62	9342.62	00
Renewal	Open	77094.26	0.00	0.00	77094.26	77094.26	77094.26	00
Renewal	Open	52590.76	0.00	0.00	52590.76	52590.76	52590.76	00
Renewal	Open	161215.61	0.00	0.00	161215.61	161215.61	161215.61	00

Multifamily Bill Search Results - Windows Internet Explorer
https://www.waunakee931.hud.gov/fhaid/mf_bill_search_results.cfm

Renewal	Open	77094.26	0.00	0.00	77094.26	77094.26	77094.26	00
Renewal	Open	52590.76	0.00	0.00	52590.76	52590.76	52590.76	00
Renewal	Open	161215.61	0.00	0.00	161215.61	161215.61	161215.61	00
Renewal	Open	17336.79	0.00	0.00	17336.79	17336.79	17336.79	00

Total Amount Due: \$655362.11

[Clear All](#) [Pay as Billed](#) [Pay Bills](#)
[Back](#) [Dynamic Bill](#) [Download](#) [Add Payment](#)

[HSG/FHA Home Page](#) | [HUD Single Family Housing Page](#)
[HUD Multifamily Housing Page](#) | [HUDCLIPS](#) | [Lenders Information](#) | [Mortgagee Letters](#)

Bill and Payment History Search

27. The Payment Confirmation page appears.
28. Make note of the **"FHA Tracking ID"**. The **"FHA Tracking ID"** serves as the confirmation number.
29. The payment will be processed by the next business day. This can be later confirmed as settled on the Payment History page.

The screenshot shows a web browser window with the URL https://hvsauwd491.hud.gov/fhas/mf_bill_pay_confirm.cfm. The page title is "Multifamily Premium Payment Confirm". The breadcrumb navigation is: Multifamily FHA > Multifamily Premiums Menu > Multifamily Premiums > Multifamily Bill Search Results > Multifamily Premium Payment Review > Multifamily Premium Payment Confirm.

At the top, there is a blue button labeled "Multifamily Premium Payment Confirm" and a red button labeled "Help Links". Below these are input fields for "Lender ID (5-digit):" and "Lender Name:". A horizontal line separates the input fields from the payment details table.

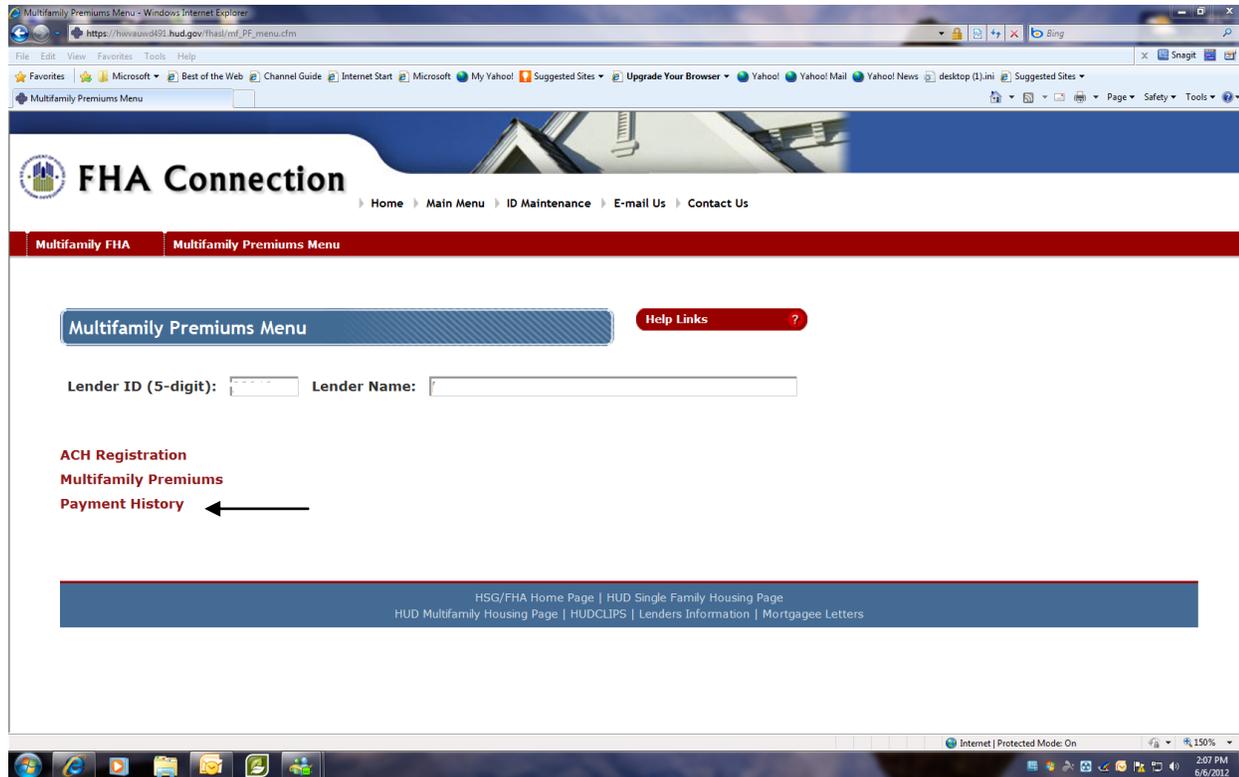
Bill Date	2012-06-01
Number of Bills Affected	13
Premium Billed	655362.11
Interest Billed	0.00
Late Charge Billed	0.00
Total Amount Billed	655362.11
Total Amount Due	655362.11
Total Amount Paid	655362.11
FHA Tracking ID	220180662012155120

Below the table, there is a "Message" section that says "Payment has been successfully Submitted". A red arrow points to the FHA Tracking ID value.

The browser's taskbar at the bottom shows the date and time as 2:51 PM on 6/6/2012.

Payment History Search

1. Log in and navigate to the Multifamily Premiums Menu home page.
2. Click on the **“Payment History”** hyperlink.



Bill and Payment History Search

Please note that fields marked with an asterisk are required fields.

3. Under the heading “**Start Date**”, click on the calendar and select the starting date of the date range to be searched.
4. Under the heading “**End Date**”, click on the calendar and select the ending date of the date range to be searched.
5. Under the heading “**Payment Type**”, click on the down arrow and select the type of payments to be searched for.
6. Under the heading “**Payment Status**”, click on the down arrow and select the status of payments to be searched for.
7. Click on the “**Search Payments**” button.

The screenshot shows a web browser window displaying the 'Multifamily Payment History' search page on the FHA Connection website. The page has a blue header with the FHA logo and navigation links. Below the header is a red navigation bar with the following links: Multifamily FHA, Multifamily Premiums and Fees, and Multifamily Payment History. The main content area features a search form with the following fields and controls:

- Multifamily Payment History** (Section Header)
- Help Links** (Red button with question mark)
- Lender ID (5-digit):** A text input field with a placeholder '-----'.
- Lender Name:** A text input field.
- Start Date*:** A date selection field with a calendar icon. An arrow points to the calendar icon.
- End Date*:** A date selection field with a calendar icon. An arrow points to the calendar icon.
- Payment Type:** A dropdown menu currently set to 'Premium'. An arrow points to the dropdown arrow.
- Payment Status:** A dropdown menu currently set to 'All'. An arrow points to the dropdown arrow.
- * - Required Field** (Text label)
- Search Payments** (Button) with an arrow pointing to it.

The browser's address bar shows the URL: https://www.aud451.hud.gov/fhaid/mf_pay_hist.cfm. The taskbar at the bottom shows the system time as 3:11 PM on 6/6/2012.

Bill and Payment History Search

8. The Payment History Search Results page appears.

Multifamily Payment History Search Results [Help Links](#)

Lender ID (5-digit): Lender Name:

You searched for: Start Date = 06/01/12; End Date = 06/06/12; Payment Type = Premium; Payment Status = ALL

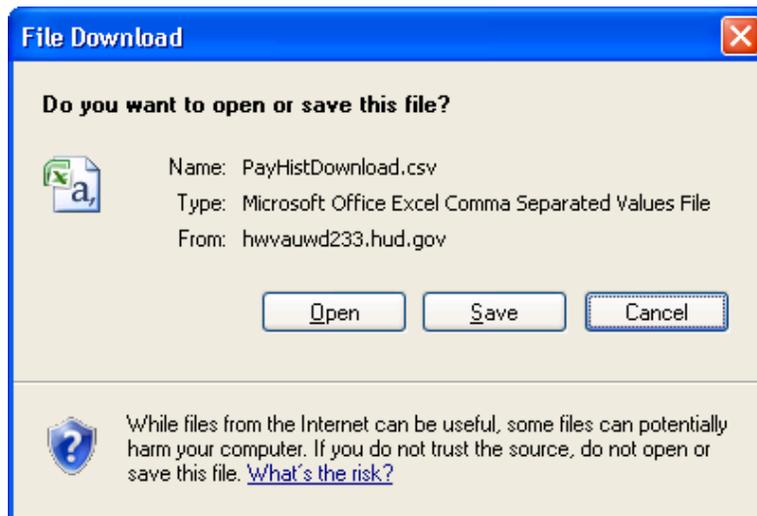
Payment Type	Date Received	Amount	FHA Tracking ID/Pay Event ID	Pay.gov Confirmation Number	Payment Status	Payment Notes
Premium	2012-06-06	655362.11	220180662012155120		Submitted	
TOTAL		655362.11				

[Back](#) [Download](#)

HSG/FHA Home Page | HUD Single Family Housing Page

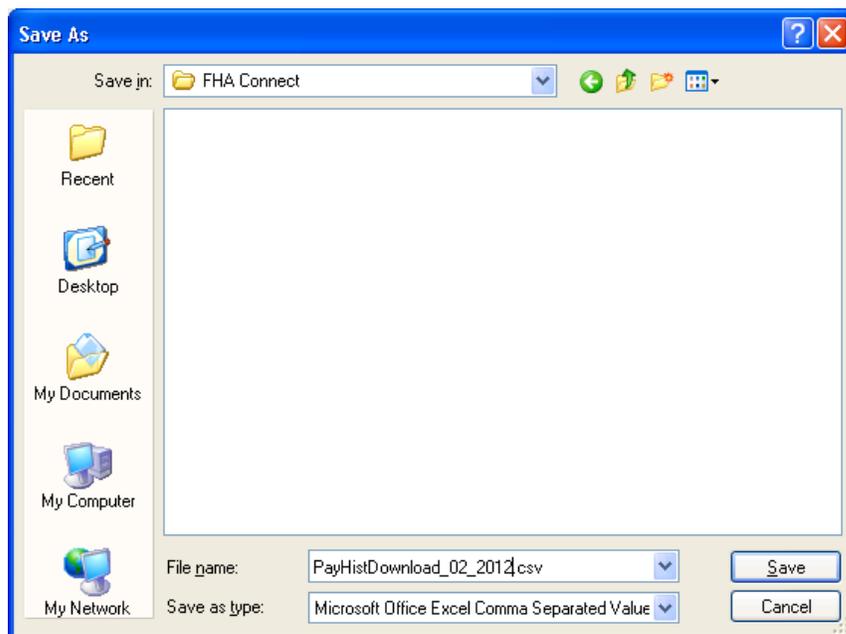
Bill and Payment History Search

- To open or save a .csv copy of the search results, click on the “**Download**” button.

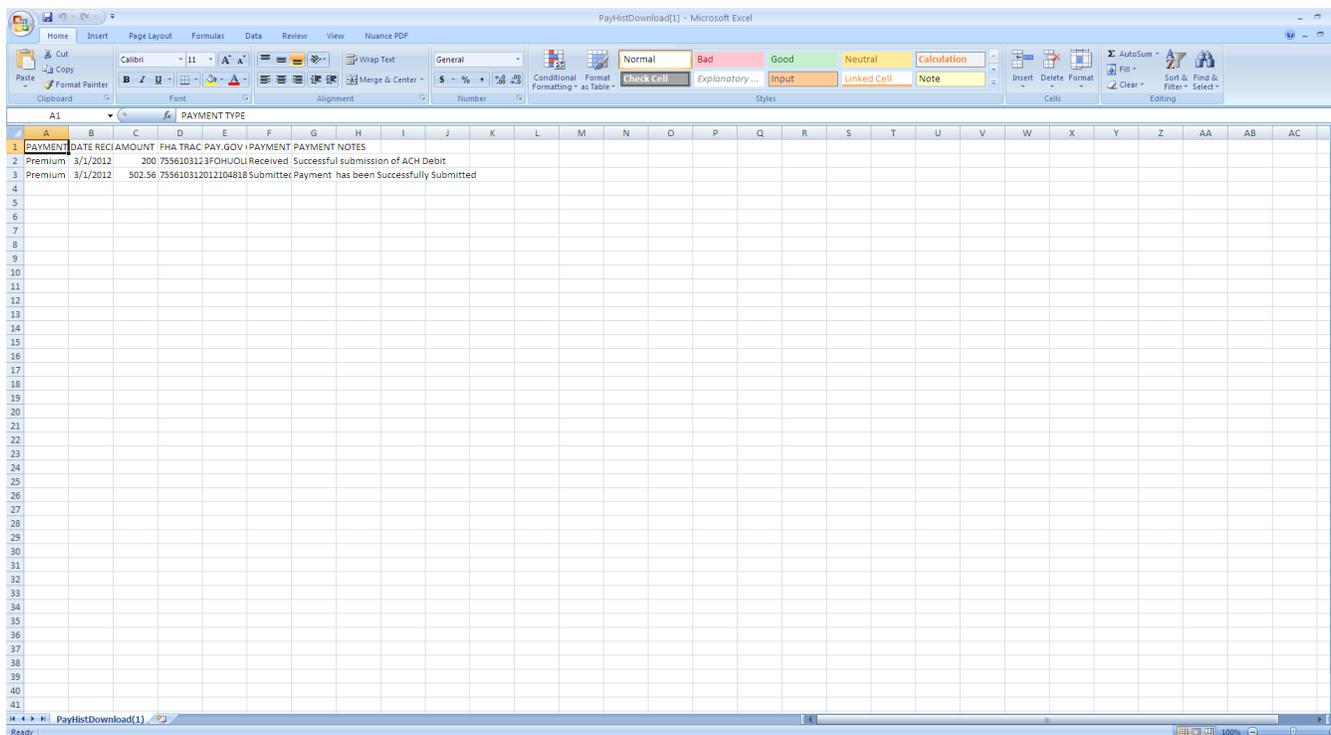


Bill and Payment History Search

- To save the .csv file to your computer, click on the **“Save”** button. The Save As dialog box opens to allow you to choose the name and location of the saved file. Click on the **“Save”** button to save the file.



- To open the .csv in Excel, click on the **“Open”** button. The Excel file mirrors the Payment History Search Results page.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	PAYMENT	DATE	RECIAMOUNT	FHA TRAC	PAY.GOV	PAYMENT	PAYMENT	NOTES																					
2	Premium	3/1/2012	200	755610312	3FOHUOLI	Received	Successful	submission of ACH Debit																					
3	Premium	3/1/2012	502.56	755610312012104818	Submitter	Payment	has been	Successfully Submitted																					

- Close the Excel window.

Bill and Payment History Search

13. To view details of a payment, click on the “FHA Tracking ID/Pay Event ID” of the payment row.

The screenshot displays the 'Multifamily Payment History Search Results' page on the FHA Connection website. The page includes a search bar with fields for 'Lender ID (5-digit):' and 'Lender Name:'. Below the search bar, it shows the search criteria: 'You searched for: Start Date = 06/01/12; End Date = 06/06/12; Payment Type = Premium; Payment Status = ALL'. A table of results is shown with the following data:

Payment Type	Date Received	Amount	FHA Tracking ID/Pay Event ID	Pay.gov Confirmation Number	Payment Status	Payment Notes
Premium	2012-06-06	655362.11	220180662012155120		Submitted	
TOTAL		655362.11				

An arrow points to the 'FHA Tracking ID/Pay Event ID' value '220180662012155120'. Below the table are 'Back' and 'Download' buttons. The page footer includes 'HSG/FHA Home Page | HUD Single Family Housing Page' and the system tray shows the date and time as 3:13 PM 6/6/2012.

Bill and Payment History Search

14. The Premium Payment Detail page appears. Details of what was due and paid for are shown in order by "FHA Project Number".

Multifamily Premium Payment Detail [Help Links](#)

Lender ID (5-digit): Lender Name:

FHA Tracking ID = 220180662012155120; Bill Due Date = 2012-06-01; Date Received = 2012-06-06

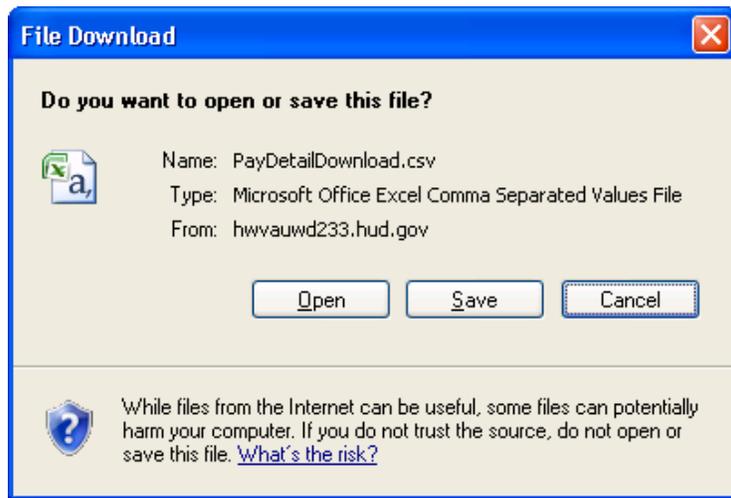
FHA Project Number	Mortgagor / Property Name	Premium Due	Interest Due	Late Charge Due	Total Due	Total Paid	Reason Code
	C	161215.61	0.00	0.00	161215.61	161215.61	00
	I	115917.38	0.00	0.00	115917.38	115917.38	00
		52590.76	0.00	0.00	52590.76	52590.76	00
		39847.65	0.00	0.00	39847.65	39847.65	00

		39847.65	0.00	0.00	39847.65	39847.65	00
		17336.79	0.00	0.00	17336.79	17336.79	00
		19434.52	0.00	0.00	19434.52	19434.52	00
		72924.85	0.00	0.00	72924.85	72924.85	00
		49628.17	0.00	0.00	49628.17	49628.17	00
		13546.86	0.00	0.00	13546.86	13546.86	00
		12555.10	0.00	0.00	12555.10	12555.10	00
		13927.54	0.00	0.00	13927.54	13927.54	00
		77094.26	0.00	0.00	77094.26	77094.26	00
		9342.62	0.00	0.00	9342.62	9342.62	00
TOTAL		655362.11	0.00	0.00	655362.11	655362.11	

[Back](#) [Download](#)

Bill and Payment History Search

15. To open or save a .csv copy of the payment details, click on the **“Download”** button, at the bottom of the page.



16. To save the .csv file to your computer, click on the **“Save”** button. The Save As dialog box opens to allow you to choose the name and location of the saved file. Click on the **“Save”** button to save the file.

