



FHA Servicer Portfolio Case Level Report from FHA Connection

Mortgage servicers or HUD personnel can pull a case level listing of all Single Family FHA forward loans serviced by a particular 5 digit lender ID from FHA Connection. The results can be viewed on the screen or downloaded to a fixed-length file which can be opened in Microsoft Excel. This is a REAL TIME report. Therefore, the results may differ from Neighborhood Watch or other systems depending on when the data is pulled.

Step 1: Login to FHA Connection.

A screenshot of the FHA Connection website's login page. The page has a blue header with the HUD logo and the text "FHA Connection". Below the header is a red horizontal bar. The main content area is white and contains a "Welcome" section with a description of the site's purpose and a warning about federal information. Below the warning are two input fields for "User ID" and "Password", a "Sign on" button, and a "Forgot Your Password?" link. On the right side, there are two blue boxes: "Getting Started" and "References", each containing several links. A red circle highlights the login fields and button.

Welcome

The FHA Connection provides FHA-approved lenders and business partners with direct, secure, online access to computer systems of the U.S. Department of Housing and Urban Development (HUD).

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

User ID:

Password:

[Sign on](#)

[Forgot Your Password?](#)

Getting Started

- [About This Site](#)
- [Registering a New User](#)
- [Hours of Operation](#)
- [Contact Us](#)

References

- [Frequently Asked Questions](#)
- [Quick Start Guide](#)
- [FHA Connection Guide](#)

Step 2: Select the Single Family FHA option.



FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us Sign Off

Welcome TOMMY WOODS

| | | |
|---------------------|--|--------|
| ▶ 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 |

FHA Connection Resources

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.

Lenders Information: The Lenders page located on HUD's Internet Web site provides access to information originated and maintained by HUD's Office of Housing on how to become an FHA lender, what FHA lenders need to know, and a comprehensive index of FHA-related information.

Mortgagee Letters: The FHA Mortgagee Letters page on HUD's Internet Web site enables you to view online and/or print all mortgagee letters issued since 1976.

Step 3: Choose the Single Family Servicing option.



FHA Connection

› Home › Main Menu › ID Maintenance › E-mail Us › Contact Us › Sign Off

Welcome **TOMMY WOODS**

Single Family FHA

| Single Family FHA Business Areas | Message Boards Updated as of: |
|--|----------------------------------|
| Single Family Origination | Tuesday, January 07, 2014 |
| Single Family Servicing | Wednesday, March 12, 2014 |
| Property Improvement/Manufactured Housing | Monday, December 30, 2013 |
| Lender Approval | Thursday, March 27, 2014 |
| Neighborhood Watch | Wednesday, July 17, 2013 |
| Lender Assessment | |
| Physical Assessment | |
| Mortgagee Letters | |

Step 4: Choose the Monthly Premiums option.



FHA Connection

› Home › Main Menu › ID Maintenance › E-mail Us › Contact Us › Sign Off

Welcome TOMMY WOODS

Single Family FHA

Single Family Servicing

Single Family Servicing

Claims Processing

Delinquent Loans

Lender Query by Case Number

Monthly Premiums

Mortgage Calculator

Mortgage Record Changes

Mortgage Servicing Data

Quality System

Step 5: From the lower box titled “Monthly Premium Report Files”, choose the Portfolio option.



Home Main Menu ID Maintenance E-mail Us Contact Us Sign Off

Welcome TOMMY WOODS

Single Family FHA Single Family Servicing Monthly Premiums

Monthly Premiums

Help Links

Pay Periodic (Monthly) Premium

[Update or View Payment](#)

[View Payment History](#)

[Add Cases to Payment](#)

[View Batch File Transmissions](#)

[Submit Payment](#)

Monthly Premium Report Files

Request a Report:

[Portfolio](#)

[Lender Notification](#)

[Case Detail](#)

Get a Report:

Retrieve Files

Pregenerated: Advance Notices, Billing, Reconciliation, Refund Transactions, and Reallocation Transactions

Requested: Portfolio and Lender Notification

[View Schedule of Pregenerated Files](#)

Step 6: Input the 5 digit Mortgagee ID and then click the Send button. If you want to pull only actively insured loans make sure the Active check box is selected under Case Statuses. You could also choose the Terminated button to reconcile your terminated loans.



FHA Connection

[Home](#) [Main Menu](#) [ID Maintenance](#) [E-mail Us](#) [Contact Us](#) [Sign Off](#)

Welcome TOMMY WOODS

[Single Family FHA](#) [Single Family Servicing](#) [Monthly Premiums](#) [Portfolio Request](#)

Portfolio Request

[Help Links](#)



Single Case Request

FHA Case Number: -

Multiple Case Request

Cases Acquired Since: -
(Optional) (MM-YYYY)

Mortgagee ID:
(Required)

Include Bill Type(s): Section 530 Risk-based One-time

Include Case Status(es): Active Terminated

Step 7: After submitting the request, you will see something similar to the information below. The request may take some time to fulfill. Check back on the Monthly Premiums page to see if the request is ready (see next step).

Successful Portfolio Request

[Help Links](#)



SUCCESS

PORTFOLIO REPORT FILE SUCCESSFULLY REQUESTED

This request may take as long as the following to complete:

Hour(s): 0 Minute(s): 04

To check availability or retrieve previously requested files, select:

[Retrieve Files](#)

To check availability at a later time, use the Retrieve Files button on the Monthly Premiums page.

To request another Portfolio, use the New Request button below.

[New Request](#)

Step 8: Use the Retrieve Files option on the Monthly Premiums screen to see if the request is ready.

FHA Connection | Home | Main Menu | ID Maintenance | E-mail Us | Contact Us | Sign Off
Welcome TOMMY WOODS

Single Family FHA | Single Family Servicing > Monthly Premiums

Monthly Premiums | Help Links ?

Pay Periodic (Monthly) Premium

Update or View Payment | View Payment History
Add Cases to Payment | View Batch File Transmissions
Submit Payment

Monthly Premium Report Files

Request a Report:
Portfolio
Lender Notification
Case Detail

Get a Report:
Retrieve Files
Pregenerated: Advance Notices, Billing, Reconciliation, Refund Transactions, and Reallocation Transactions
Requested: Portfolio and Lender Notification
View Schedule of Pregenerated Files

When the request is ready, you will see a button under the “Completed Requests” section.

FHA Connection | Home | Main Menu | ID Maintenance | E-mail Us | Contact Us | Sign Off
Welcome TOMMY WOODS

Single Family FHA | Single Family Servicing > Monthly Premiums > Retrieve Files

Retrieve Files | Help Links ?

Case Number: - (Optional)

Pregenerated Files
Below is the list of files that are currently available:

Mortgagee ID: (Required)

Completed Requests
Below is a list of requested files ready to view or download:

Portfolio/Lender Notification File(s)

Portfolio Request (530 /UP /RB; A; 39400) - 234673 case(s) - Apr 14 2014 05:08 PM (10881 K)

Portfolio Request (530 /UP /RB; A; 21899) - 167460 case(s) - Apr 14 2014 11:30 AM (9654 K)

Step 9: You have the option of viewing the report on the screen or downloading it. To view it on screen, click the View on Screen option and then click Send. To download a fixed-length file, click the Download File option and click Send.

Completed Requests

Below is a list of requested files ready to view or download:

Portfolio/Lender Notification File(s)

- Portfolio Request (530 /UP /RB; A; 39400) - 234673 case(s) - Apr 14 2014 05:08 PM (10881 K)
- Portfolio Request (530 /UP /RB; A; 21899) - 167460 case(s) - Apr 14 2014 11:30 AM (9654 K)

View on Screen Download File

Pending Requests

Below is a list of requested files that have not yet been generated:

No requests waiting to be processed for this user.

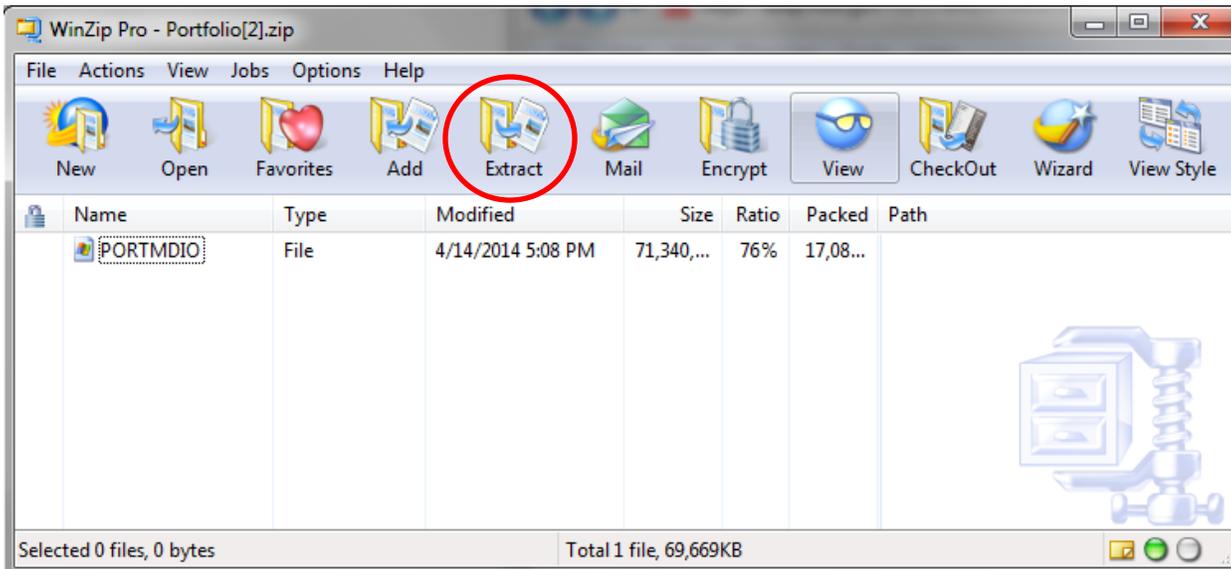
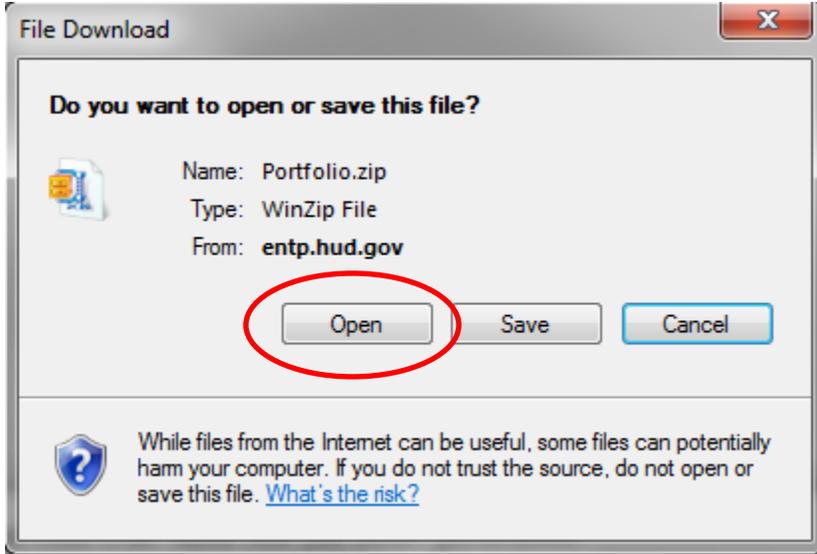
Including your request(s) listed above, there are a total of **0** requests waiting to be processed.

Note: After downloading a file to your computer system it must be uncompressed. You may use any compatible unzip pr available at [other Internet sites](#).

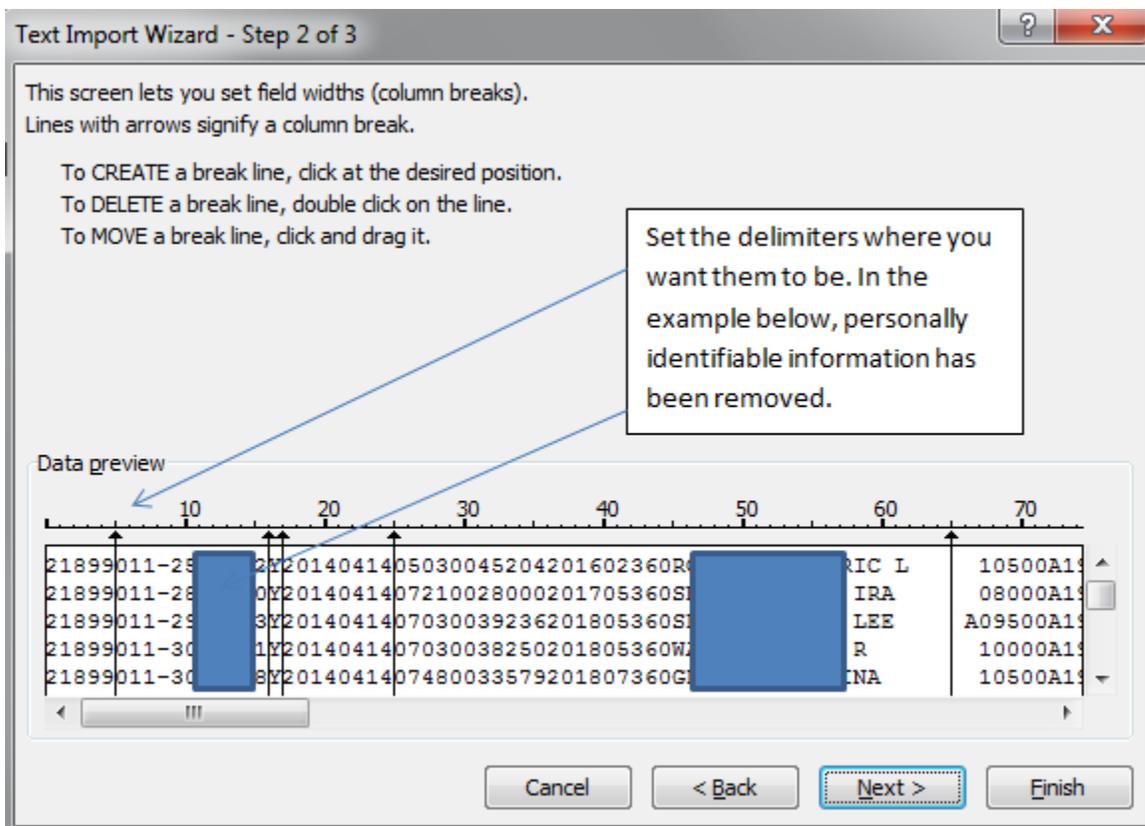
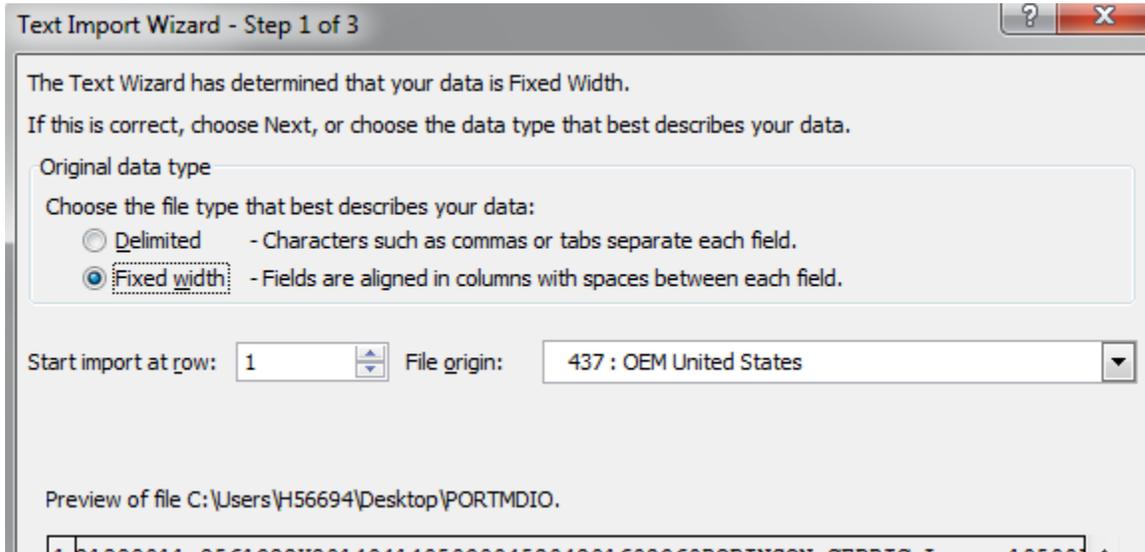
Send

Reset

Step 10: DOWNLOADING FILE – You will be asked to Open or Save the file. You can Open the file and then extract the results to a location of your choosing.



Once you have extracted the file to where you want, you will probably want to open it with Microsoft Excel. The file is a fixed-width file, so you will want to place delimiters where the fields are.



Below is a list of the field layout. For servicers who routinely pull a list of loans this way, it may be helpful to write a macro which sets all the delimiter positions. You can find this list by clicking on the Help Links button in FHA Connection.

Retrieve Files

Help Links



The first field begins at position 1 and the second begins at position 6, so the first delimiter would be set one position back to 5. Continue through the list moving the delimiter one position back from the Position listed below.

Portfolio - File Layout

The **Portfolio** file layout is explained below in order for you to effectively manipulate downloaded file information. The Case Number Assignment Date and "Unused" fields beginning at position 215 are not included in the version of the **Portfolio** file without the Case Number Assignment Date.

| Field Name | Length | Class | Position | Picture |
|-----------------------------|--------|--------------|----------|----------|
| Servicer ID | 5 | Alphanumeric | 1 | X(5) |
| FHA Case Number | 11 | Alphanumeric | 6 | X(11) |
| Exempt Indicator | 1 | Alphanumeric | 17 | X(1) |
| Report Date | 8 | Alphanumeric | 18 | YYYYMMDD |
| Section of the Act | 4 | Alphanumeric | 26 | X(4) |
| Original Mortgage Amount | 7 | Numeric | 30 | 9(7) |
| Maturity Date | 6 | Alphanumeric | 37 | YYYYMM |
| Term | 3 | Numeric | 43 | 9(3) |
| Mortgagor | 22 | Alphanumeric | 46 | X(22) |
| Interest Rate | 5 | Numeric | 68 | 99V999 |
| Status | 1 | Alphanumeric | 73 | X(1) |
| Beginning Amortization Date | 6 | Alphanumeric | 74 | YYYYMM |
| Bill Type | 1 | Alphanumeric | 80 | X(1) |
| Street | 19 | Alphanumeric | 81 | X(19) |
| City | 18 | Alphanumeric | 100 | X(18) |
| State | 2 | Alphanumeric | 118 | X(2) |
| Zip | 9 | Alphanumeric | 120 | X(9) |
| Annual Premium | 7 | Numeric | 129 | 9(5)V99 |
| Holder ID | 5 | Alphanumeric | 136 | X(5) |
| LTV | 5 | Numeric | 141 | 999V99 |
| Premium Rate | 3 | Numeric | 146 | 9V99 |
| Upfront Factor | 5 | Numeric | 149 | V9(5) |
| Percent Financed | 5 | Numeric | 154 | 999V99 |
| Billing Years | 3 | Numeric | 159 | 9(3) |
| Monthly Premium | 7 | Numeric | 162 | 9(5)V99 |
| Monthly P & I | 6 | Numeric | 169 | 9(4)V99 |
| Transfer/Termination Date | 8 | Alphanumeric | 175 | YYYYMMDD |
| Endorsement Date | 8 | Alphanumeric | 183 | YYYYMMDD |
| Endorsement Process Date | 6 | Alphanumeric | 191 | YYYYMM |
| Final Bill Date | 6 | Alphanumeric | 197 | YYYYMM |
| UPB @ 78% | 8 | Numeric | 203 | 9(6)V99 |
| Risk-based Pricing | 1 | Alphanumeric | 211 | X(1) |
| First-time Home Buyer | 1 | Alphanumeric | 212 | X(1) |
| HUD-approved Counseling | 1 | Alphanumeric | 213 | X(1) |
| (Unused) | 1 | Alphanumeric | 214 | X(1) |
| Case Number Assignment Date | 8 | Alphanumeric | 215 | YYYYMMDD |
| (Unused) | 80 | Alphanumeric | 223 | X(80) |