

# LEAP

Lender Electronic Assessment Portal



# Lender Electronic Assessment Portal

# LEAP User Manual

U.S. Department of Housing and Urban Development

April 2018



# Contents

- Lender Electronic Assessment Portal..... 1
- 1. Introduction..... 5
  - 1. Introduction..... 6
  - 1.1 System Requirements ..... 6
- 2. How to Access LEAP ..... 7
  - 2. How to Access LEAP..... 8
  - 2.1 IPA UserRegistration..... 9
  - 2.2 Authorization Role Definitions..... 9
- 3. Help/Frequently Asked Questions (FAQs) ..... 11
  - 3. Help/Frequently Asked Questions (FAQs)..... 5
  - 3.1 General Tips ..... 5
- 4. Home Page ..... 10
  - 4. Home Page ..... 11
  - 4.2 Institution Summary..... 12
- 5. Institution ..... 14
  - 5. Institution ..... 15
  - 5.1 Addresses and Contact Information ..... 16
  - 5.2 Corporate Personnel..... 23
  - 5.3 Doing Business As Names..... 25
  - 5.4 Affiliations ..... 28
  - 5.5 Areas Approved for Business ..... 34
  - 5.6 Notice of Material Event..... 37
- 6. Branches..... 40
  - 6. Branches ..... 41
  - 6.1 Add New Branch ..... 41
  - 6.2 Branch List and Details ..... 49
  - 6.3 Branch Profile ..... 49
  - 6.4 Branch Addresses and Contact Information..... 51
  - 6.5 Branch Personnel ..... 53
  - 6.6 Doing Business As Names..... 57
  - 6.7 Terminating a Branch ..... 59
  - 6.8 Areas Approved for Business ..... 60

7. Recertification.....	62
7. Recertification.....	63
7.1 Lender Segments .....	65
7.2 Recertification Processes .....	66
7.3 Resolving Deficiencies in Financials .....	91
7.4 If FHA Rejects the Recertification Package .....	94
7.5 Recertification Extension Request .....	94
8. History Screens .....	96
8. History Screens .....	96
8.1 Payment History .....	96
8.2 Resubmitting Rejected Payments .....	97
8.3 Correspondence History .....	99
8.4 Recertification History.....	99
9. Requests .....	100
9. Requests .....	101
9.1 Submitting a Request to FHA .....	101
9.2 Responding with Additional Information.....	103
10. Cash Flow Account Setup.....	104
10. Cash Flow Account Setup.....	105
10.1 Adding a Cash Flow Account .....	106
10.2 Editing a Cash Flow Account .....	112
10.3 Deleting a Cash Flow Account .....	116
11. Merger, Acquisition, or Purchase.....	119
11. Merger, Acquisition, or Purchase .....	120
11.1 Transferring Branches.....	123
12. Voluntary Withdrawal from the FHA Program .....	126
12. Voluntary Withdrawal from the FHA Program .....	127

## Document History

Version No.	Date	Revision Description
V1.0	05/19/2014	Initial version
V1.1	10/2/2015	Updated Sections 5.4, 5.6, 8.1, 9, 10.3; Added Section 8.2; Added references to resubmitting payments in payment sections.
V1.2	02/5/2016	Updated Sections 2, 5.4.1, 5.4.3; Added Section 2.1.
V1.3	03/22/2017	Updated Sections 5.4.2
V1.4	04/05/2018	Updated Sections 7 for recertification packages.



---

# **1. Introduction**



# 1. Introduction

The Lender Electronic Assessment Portal (LEAP) is a one-stop shop for all Federal Housing Administration (FHA) Lender Approval and Recertification activities. This includes:

- Managing lender Institution and Branch profile information
- Maintaining other lender data such as Cash Flow Accounts
- Submitting requests and receiving notifications
- Completing the annual Recertification process.

LEAP replaces the Lender Assessment Sub-System (LASS) for lender and Independent Public Accountant (IPA) submission of financial information, as well as the Lender Approval and Cash Flow Account Setup sections of FHA Connection.

## 1.1 System Requirements

LEAP requires one of the following Internet browsers/versions (or higher):

- Internet Explorer 8
- Firefox 27
- Chrome 34

The browser must have cookies enabled.

The user must currently have FHA Connection credentials and the appropriate permissions for LEAP. Permissions are controlled by each Institution's FHA Connection Application Coordinators. Please contact an Application Coordinator to validate that permissions are provisioned correctly.



## **2. How to Access LEAP**

## 2. How to Access LEAP

Lender users with M-IDs and IPA users with I-IDs can access LEAP through FHA Connection by navigating to the LEAP link in the Lender Functions menu.

Sign on to FHA Connection, select Lender Functions from the Main Menu page, and then select Lender Electronic Assessment Portal (Figure 1).

The figure consists of three sequential screenshots of the FHA Connection website, illustrating the steps to access the Lender Electronic Assessment Portal (LEAP).

- First Screenshot:** Shows the main page with a "Sign on" button highlighted by a red arrow. A callout box on the right says: "Click 'Sign on' to enter your user ID and password to sign on to the FHA Connection".
- Second Screenshot:** Shows the "Lender Functions" menu highlighted by a red arrow. A callout box on the left says: "Select Lender Functions".
- Third Screenshot:** Shows the "Lender Functions" page with the "Lender Electronic Assessment Portal" link highlighted by a red arrow. A callout box on the right says: "Click link to access LEAP".

Figure 1: Accessing the Lender Electronic Assessment Portal (LEAP)

Users should not access LEAP through browser bookmarks or the browser “Back” or “Forward” buttons, as this may cause unexpected behavior.



## 2.1 IPA User Registration

Unlike a lender, IPA's do not access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LEAP by registering as an Independent User. The following is the setup process for an IPA user:

- 1) Receive Independent User I-ID by registering in Secure Systems:  
([http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm))
- 2) Lender's FHA Connection Application Coordinator assigns the auditor I-ID the role of IPA.
- 3) IPA applies for an UII number. Only one UII number is generated per auditing firm so if the auditor already has a UII there is no need to apply for another.
- 4) The IPA UII number is provided to the lender and entered during the Recertification process.

For further information refer to "IPA Registration and Assignment Instructions" located on the LEAP Information page:

([http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/sfh/lender/SFH\\_Lenders\\_LEAP](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/SFH_Lenders_LEAP)).

## 2.2 Authorization Role Definitions

Each Institution's FHA Connection Application Coordinator may assign one or more of the following LEAP roles to each user. When the user is granted multiple roles, the highest authorization level for each role applies. Due to the consolidation of Title I and Title II IDs for institutions with both authorities, LEAP roles are not specific to Title I or Title II authorities. Lender must insert FHA Lender ID into both the Title I and Title II boxes to access LEAP.

**Institution View Only** – Users must have this box checked in the FHA Connection to access LEAP. Users with "Institution View Only" authority will have "read-only" access to all Institution and Branch screens, Request screens, Notice of Material Event screens, and History screens.

**Institution Data Entry** – User can update Institution profile information including addresses and Principal-Agent affiliations. Read-write access to all Institution screens and the ability to submit requests, with the exception of voluntary withdrawal. Read-only access to Notice of Material Event screens and History screens.

**Branch Data Entry** – User can add Branches and update Branch profile information including personnel and addresses. Read-write access to all Branch screens, which include Areas Approved for Business. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

**Notice of Material Events** – User can submit Notices of Material Events and Merger/Acquisition requests. Read-write access to all Notice of Material Event screens. Read-only access to all Institution and Branch screens, Request screens, and History

screens. Users must have access to Notice of Material Events to submit merger requests.


**Recertification Data Entry** – User can enter financial and audit related data (if applicable) for Recertification. Read-write access to Recertification screens for Lender Data Verification, Audit Related Questions, and Financial Data Entry. Read-only access to Recertification screens for Certification, Payment and Extension Request. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

**Recertification Payment** – User can submit payment information for the Recertification fee. Read-write access to the Recertification screens for Payment and Extension Request. Read-only access to Recertification screens for Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

**Certifying Official** – User can complete the Certification step for Recertification. Read-write access to the Certification screen and the ability to submit a voluntary withdrawal. Read-only access to Recertification screens for Lender Data Verification, Audit Related Questions, Payment, and Financial Data Entry. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, History screens, and Cash Flow Account Setup screens. An Institution can have a maximum of three individuals with the Certifying Official role, all of whom must be listed as Corporate Officers.


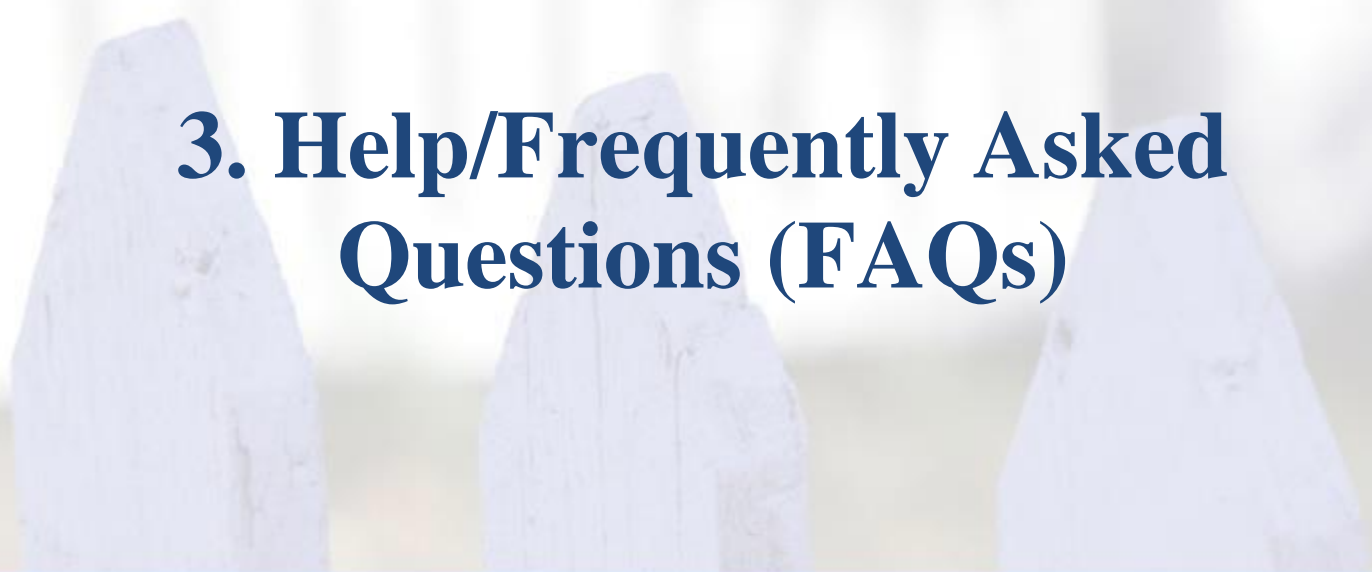
**Cash Flow Account Setup** – User can add, edit, and delete cash flow accounts. Read-write access to all Cash Flow Account Setup screens. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

**Independent Public Accountant** – User can view, verify and attest to the Institution's Recertification submission. Read-write access to all IPA screens. Read-only access to the Institution's Audit Related Questions and Financial Data Entry screens. IPA users must have an I-ID registered through HUD Secure Systems and may have the IPA role assigned for multiple Institutions.



---

### **3. Help/Frequently Asked Questions (FAQs)**



## 3. Help/Frequently Asked Questions (FAQs)

Information is posted and updated regularly at [www.hud.gov/lenders](http://www.hud.gov/lenders). Look for the *LEAP Information* link in the *Approvals and Renewals* section of the site.

Lenders and IPAs should direct any questions to the FHA Resource Center:

- 1-800-CALL-FHA
- TTY: 1-800-877-8339
- [answers@hud.gov](mailto:answers@hud.gov)

### 3.1 General Tips

This section outlines some general usability tips for interacting with the LEAP system. It also describes what a user can expect the first time they log into LEAP.

Additionally, the icons below are used throughout this document to indicate tips, warnings and/or important notes:



*Suggested tip for a specific screen or process*



*Warning or important note for a specific screen or process*

### 3.1.1 Administrative Contact Pop-Up

If the Institution does not already have an Administrative Contact identified the first time an Institution user logs into LEAP, the system will prompt the user to enter required information.

The Administrative Contact is the point of contact associated with the Institution's Administrative Address. The e-mail addresses associated with the Administrative Contact will receive all correspondence from LEAP.

Enter all required information and click "Save." The user will not be able to proceed until this step has been completed. Once the Administrative Contact information has been saved, the Administrative Contact pop-up will not reappear for any future log-in.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

## Update Administrative Contact Information

Your Institution profile does not contain the required Administrative Contact information.  
Please complete the missing required fields below and click 'Save' to make the updates.

\* First Name:

Middle Initial:

\* Last Name:

\* Email Address:

Secondary Email Address:

\* Phone Number:

\* Fax Number:

SAVE

Authorized For: Title 2 DE HECM  
Title 2 DE Forward  
LI Forward

*Initial Administrative Contact Information pop-up*

**TIP** For information on how to maintain and update the Institution Administrative Contact once it has been added, see section [5.1.5 – Maintaining Administrative Contact Information](#).


### 3.1.2 Attaching Documents



There are several screens that will either require or provide the option to submit supporting documentation via attachments.


When this option is available, the panel below will be displayed.



*Attachments Panel*

 *Small visual differences exist among different browsers when attaching documents.*

Upload the relevant attachment(s). To add more than one attachment, click the . To delete an attachment, click the .

 *Attachments cannot be larger than 5MB per file.*

### 3.1.3 Sorting On-Screen Information

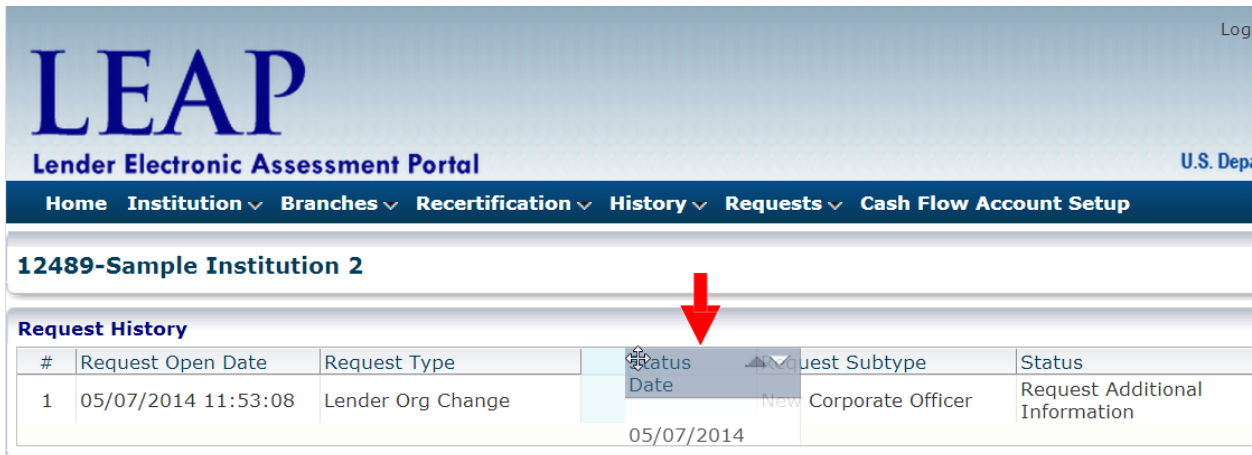
It is possible to change the order of any column in LEAP by selecting and moving the column. In this example, the user wishes to move the “Status Date” column.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, it says "Home | Contact Us | Help | Logout" and "Logged in as: LENDER IDMT00644 (MT0644)". The main header includes the LEAP logo and "Lender Electronic Assessment Portal" with the U.S. Department of Housing and Urban Development logo. A navigation bar contains "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". Below this, the page title is "12489-Sample Institution 2". The "Request History" table is displayed with the following columns: #, Request Open Date, Request Type, Request Subtype, Status Date, Status, and Requestor Comments. A red arrow points to the "Status Date" column header, which is currently selected.

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

With the “Status Date” column selected, hold down and drag to the desired location.



This screenshot shows the same LEAP portal interface as the previous one. A red arrow points to the "Status Date" column header, which is now being dragged. The column is highlighted in blue, and a mouse cursor is visible over it. The table content remains the same as in the previous screenshot.

#	Request Open Date	Request Type	Status Date	Request Subtype	Status
1	05/07/2014 11:53:08	Lender Org Change	05/07/2014	New Corporate Officer	Request Additional Information

The “Status Date” column will then appear in the new location.



This screenshot shows the final result of the column move. The "Status Date" column has been moved to the first position in the table, before the "#" column. A red arrow points to the new position of the "Status Date" column header. The rest of the table content remains unchanged.

Status Date	#	Request Open Date	Request Type	Request Subtype	Status	Requestor Comments
05/07/2014	1	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	Request Additional Information	Please add New Officer.

LEAP enables the user to sort individual columns by hovering over the column header and selecting the up or down arrows that appear.



### 3.1.4 On-Screen links

The following table describes the Home, Contact Us, Help, and Logout links that LEAP presents in the upper-right portion of the user’s screen. These links can be clicked at any time and will perform the action listed in the description column. “Logged in As” is not a link, but shows the user the Institution ID and Credential (M-ID, I-ID) that is currently logged into the system.

Link Name	Description
<b>Home</b>	The “Home” link will navigate the user back to the Institution Summary screen
<b>Contact Us</b>	The “Contact Us” link will navigate the user to the FHA Resource Center page.
<b>Help</b>	The “Help” link will launch the LEAP User Manual.
<b>Logout</b>	The “Logout” link will log the user out of LEAP and take the user to the FHA Connection screen. In order to access LEAP again the user will need to log back in through the FHA Connection.
<b>Logged in As</b>	“Logged in As” shows the user the Institution ID and the user credential for who the user is logged in as.





---

## **4. Home Page**



## 4. Home Page

### 4.1 LEAP Menu Bar

The LEAP Menu Bar is displayed across the blue ribbon at the top of the screen. It provides access to various categories and Subcategories of functionality in the system.



*LEAP Menu Bar*

The table below represents all menu options in LEAP. When using the application, the user can click a Menu Category on the Menu Bar to expand the associated Subcategories.

Menu Categories	Subcategories
<b>Home</b>	
<b>Institution</b>	Addresses Corporate Personnel Doing Business As Affiliations Areas Approved for Business Notice of Material Event
<b>Branches</b>	Add New Branch Branch List and Details Areas Approved for Business
<b>Recertification</b>	Submit Recertification Recert Extension Request
<b>History</b>	Payment History Correspondence History Recertification History
<b>Requests</b>	Create New Request View/Edit Submitted Requests
<b>Cash Flow Account Setup</b>	

## 4.2 Institution Summary

The Institution Summary screen provides a quick reference for basic information about the Institution which includes Institution identification numbers, key dates, and program authorizations. This summary data is presented in four distinct panels below the menu bar.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as LEADER IDMT00644 (MT0644). The main header displays the LEAP logo and the U.S. Department of Housing and Urban Development logo. Below the header is a menu bar with options: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489 - Sample Institution 2" and is divided into four panels. The top-left panel shows Institution ID: 12489, Insurance Type: Title 2, Mortgagee Type: Supervised Institution, and Supervising Agency: FDIC. The top-right panel shows Tax ID: and NMLS ID: . The bottom-left panel shows Fiscal Year End Date: December 31, Recertification Due Date: 03/31/2014, Last Recertification Date: 06/27/2013, and Last Payment Received Date: 03/21/2013. The bottom-right panel shows Total Active Branches: 7, Functions Authorized to Perform: Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family, and Authorized For: Title 2 DE HECM, Title 2 DE Forward, LI Forward. At the bottom of the screen, there are three panels: Notices, Pending & Upcoming Activities (with a notification: Your Recertification is past due), and Outstanding Requests.

*Institution Summary screen*

Across the bottom portion of the Institution Summary, the user is presented with three additional panels:

- Notices – See [section 4.2.1 - Notices](#)
- Pending & Upcoming Activities – See [section 4.2.2 – Pending & Upcoming Activities](#)
- Outstanding Requests – See [section 4.2.3 Outstanding Requests](#)

Information located in these panels is updated in real time based on key dates and actions performed in LEAP. In this example, within the “Pending & Upcoming Activities” section, the user is being notified that the Institution’s Recertification is past due.

### **4.2.1 Notices**

Notices provide the user with information regarding actions affecting the Institution. Notices do not require any further action by the Institution; they are simply a method for communicating status. All notices are deleted 30 days after they are created.

### **4.2.2 Pending & Upcoming Activities**

Pending & Upcoming Activities display reminder messages when an action must be performed. For example, Pending & Upcoming Activities can include submitting an Institution's Recertification package or responding to a proposed Credit Watch Termination. Pending & Upcoming Activities will be deleted only after the required action has been completed.

### **4.2.3 Outstanding Requests**

Outstanding Requests display a Request or Notice of Material Event that has been submitted by an Institution and is under review by FHA. Outstanding Requests will continue to be displayed until FHA Approves, Disapproves, or Requests Additional Information on the request. If FHA Requests Additional Information, an e-mail will be sent to the Institution's Administrative Contact and a Notice will be updated on the Institution Home Page. Outstanding Requests will be deleted once an Approve or Disapprove decision is made by FHA.



## **5. Institution**

## 5. Institution

LEAP enables a user to manage the data associated with the Institution's profile. To view or edit Institution-level information, click "Institution" from the Menu Bar and select from the available options, which include: Profile Details, Addresses, Corporate Personnel, Doing Business As Names, Affiliations, Areas Approved for Business, and Notice of Material Event.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and the user's login information (LENDER ID: MT00644) are on the right. Below the logo, the text "Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development" are visible. A dark blue navigation bar contains the following menu items: Home, Institution (selected), Branches, Recertification, History, Requests, and Cash Flow Account Setup. A dropdown menu is open under "Institution", listing: Profile Details, Addresses (highlighted with a red arrow), Corporate Personnel, Doing Business As Names, Affiliations, Areas Approved For Business, and Notice of Material Event. The main content area is divided into several sections. On the left, the institution ID "12489-S" is displayed. Below it, a table lists key dates: Fiscal Year End Date: December 31, Recertification Due Date: 03/31/2014, Last Recertification Date: 06/27/2013, and Last Payment Received Date: 03/21/2013. On the right, the Tax ID and NMLS ID fields are shown. Below these, the "Total Active Branches" is listed as 7. The "Functions Authorized to Perform" section includes: Originate Multi Family, Originate Single Family, Service Multi Family, and Service Single Family. The "Authorized For" section lists: Title 2 DE HEOM, Title 2 DE Forward, and LJ Forward.

*Institution Summary*

## 5.1 Addresses and Contact Information

There are eight possible addresses associated with the Institution; Administrative, CHUMS, Endorsement, Payee, Mailing, Premium, Servicing, and Geographic. Lenders must be authorized for servicing to update the servicing address.

The Administrative Address must have a designated point of contact (Administrative Contact). Point of contact information is optional for other addresses.

All addresses are validated with United States Postal Service (USPS).

### 5.1.1 Adding an Address

To add an address, click the Institution drop-down list on the Menu Bar and select “Addresses.” The Address and Contact Information panel will expand, and display all addresses currently on record for the Institution.

Click the “Add” button and enter the required fields.



*The Add button will only be active if there is a missing Address Type. If the Add button is inactive, use the edit button as described in section [5.1.2- Editing an Existing Address](#).*

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

## 12489-Sample Institution 2

### Institution Profile

Expand All | Collapse All

Profile Details

Address And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Administrative	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	GINA
CHUMS	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Payee	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Mailing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Premium	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Servicing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	

*Institution Profile – Address and Contact panel expanded*

## 5.1.2 Editing an Existing Address

When a change associated with the Institution’s address is required, click the Institution drop-down list on the Menu Bar and select “Addresses.”

To edit an existing address, select the address by clicking on the specific address type, then click the “Edit” button.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as LENDER IDMT00644 (MT0644). The main header displays the LEAP logo and the U.S. Department of Housing and Urban Development logo. Below the header, there is a navigation menu with options: Home, Institution (selected), Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the Institution Profile for '12489-Sample Institution 2'. The 'Address And Contact Information' panel is expanded, showing a table of addresses. A red arrow points to the 'Edit' button in the top left corner of the table.

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Administrative	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	GINA
CHUMS	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Payee	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Mailing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Premium	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Servicing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	


*Institution Profile – Address and Contact panel expanded*

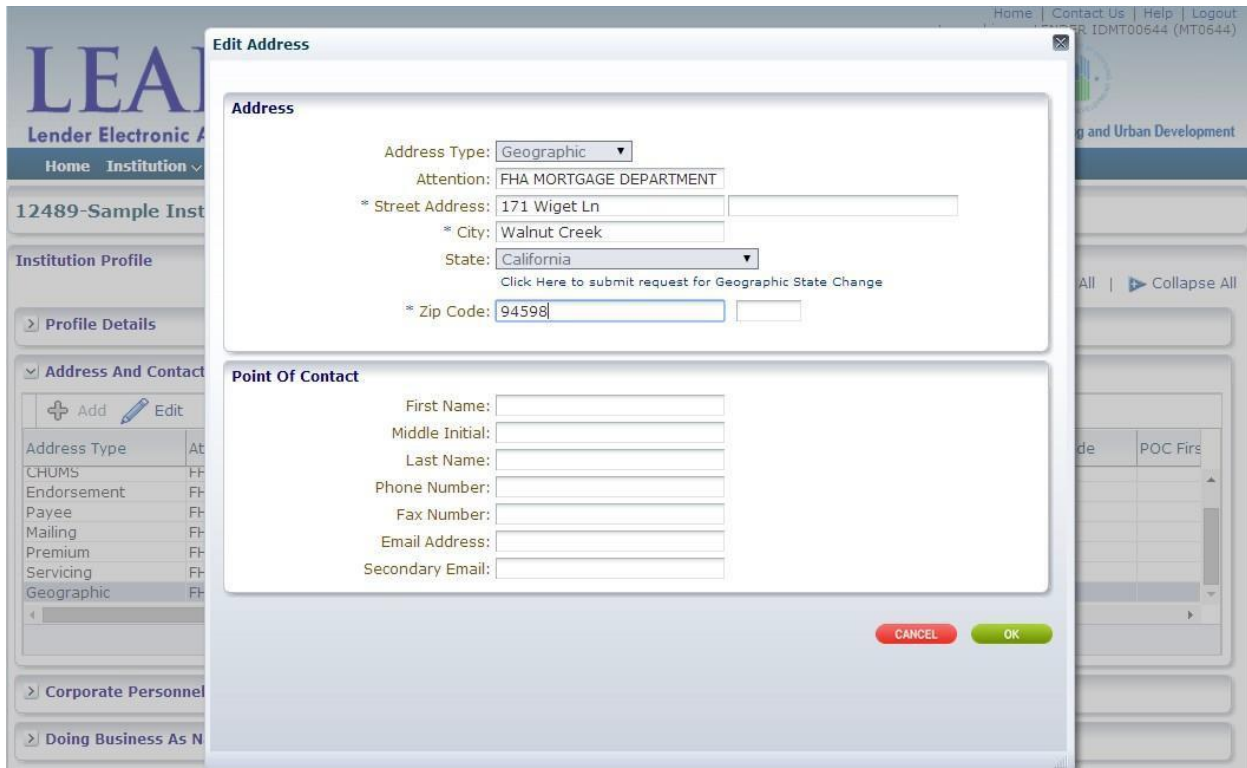


*The Institution must have one address designated as Geographic*




Clicking the “Edit” button opens the Edit Address pop-up. Edit any of the allowable fields, and click “OK.”

 *Fields that can be edited will have a white background, whereas fields that cannot be edited will have a grey background.*



*Edit Address pop-up*

 *To add or change an address for a different Address Type, navigate back to the Address and Contact Information panel in the Institution Profile screen and click “Add” or “Edit”.*

### 5.1.3 Updating Geographic Address to a Different State

The Geographic Address state cannot be edited directly by an Institution user. In order to change the Geographic Address to a different state, the Institution must submit a request to FHA with supporting documentation.

From the Institution Profile – Address and Contact panel, select the Geographic Address and click the “Edit” button. This opens the Edit Address pop-up. Click the “Click here to submit request for Geographic State Change” link located below the State data field box to submit a request to edit the address state.

The screenshot shows the 'Edit Address' pop-up window. The 'Address' section contains the following fields: Address Type (Geographic), Attention (FHA MORTGAGE DEPARTMENT), Street Address (171 Wiget Ln), City (Walnut Creek), State (California), and Zip Code (94598). Below the State field is a link: 'Click Here to submit request for Geographic State Change'. The 'Point Of Contact' section includes fields for First Name, Middle Initial, Last Name, Phone Number, Fax Number, Email Address, and Secondary Email. At the bottom right of the pop-up are 'CANCEL' and 'OK' buttons.

*Edit Address pop-up*

Clicking this link opens the Requests screen. For details on submitting a request to FHA, see [section 9 - Requests](#).

### 5.1.4 Editing an Address that USPS Does Not Recognize

After saving an address and clicking “OK,” if the address cannot be successfully validated with the USPS, an error message will appear in the Edit Address pop-up.

Normally, this will be due to an error that the user needs to correct, but in some rare cases the Institution may want to submit a request to FHA to override the error and add the address without USPS validation.

In these cases, click the “Click Here” link displayed in the error message.

The screenshot shows the 'Edit Address' pop-up window. The 'Address' section contains the following information: Address Type: Geographic; Attention: FHA MORTGAGE DEPARTMENT; Street Address: 111 Woget Ln; City: Walnut Creek; State: California; Zip Code: 94598. Below the address fields, there is a red 'X' icon and an error message: 'The address entered could not be validated. Click Here to submit a request to add the address or correct the address above.' A red arrow points to the 'Click Here' link. The 'Point Of Contact' section has fields for First Name, Middle Initial, Last Name, Phone Number, Fax Number, Email Address, and Secondary Email. At the bottom right of the pop-up are 'CANCEL' and 'OK' buttons.

*Edit Address pop-up*

Clicking this link opens the Requests screen, where the user may submit a request to add the address without USPS validation.

For details on submitting a request to FHA, see [section 9 – Requests](#).

## 5.1.5 Maintaining Administrative Contact Information

The Administrative Contact associated with the Institution’s administrative address will be the primary contact for all interaction between LEAP and the lender. Each Institution must designate one primary Administrative Contact and may also designate a secondary e-mail address to receive LEAP-generated correspondence. If the Institution does not already have an Administrative Contact identified the first time an Institution user logs into LEAP, the system will prompt the user to enter required information.



*The Primary Administrative contact’s e-mail address will receive all correspondence from LEAP; therefore, it is critical that it be kept up-to-date.*

To view the current Administrative Contact information, select Institution from the Menu Bar, and click “Addresses”. This opens the Institution Profile screen. Go to the Address and Contact Information panel, and refer to the Administrative Address.

Home | Contact Us | Help | Logout  
 Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile Expand All | Collapse All

Profile Details

Address And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Geographic	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
CHUMS	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
Administrative	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	Sample
Premium	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
Servicing	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA	DOUGLAS	NE	68154-5247	
Payee	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	

Corporate Personnel

*Institution Profile – Address and Contact Information Panel*

To edit the Administrative Contact information, select the Administrative Address from the Address and Contact Information panel of the Institution Profile screen and click “Edit.”

This opens the Edit Address pop-up. Edit any of the fields in the Address or Point of Contact panels and click “OK.”

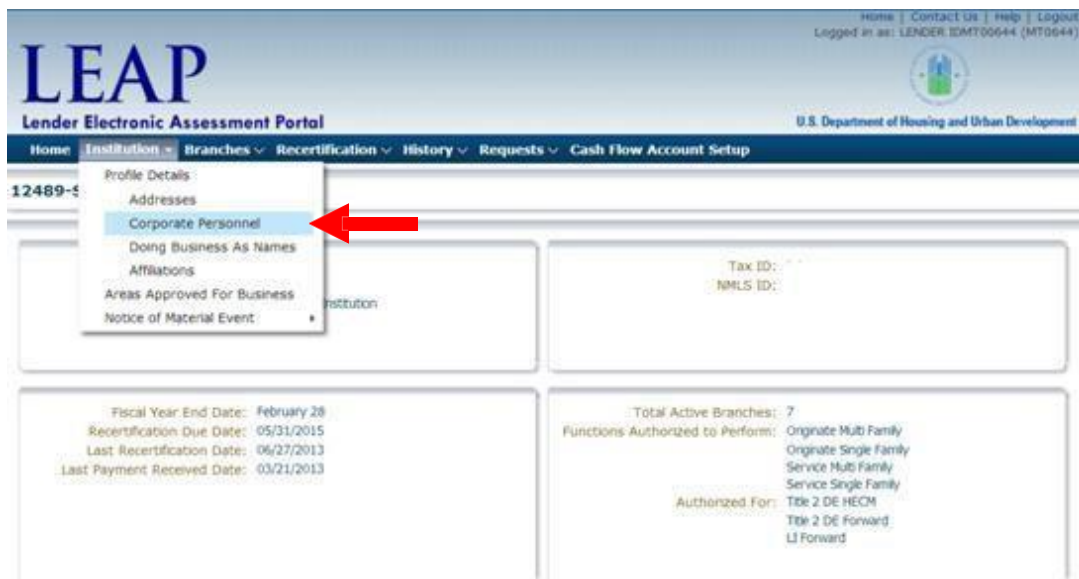
The screenshot shows the LEAP Lender Electronic Addressing System interface. The main window displays the 'Institution Profile' for '12489-Sample Instit'. The 'Address And Contact' section is expanded, showing a table of address types. The 'Administrative' address type is selected, and the 'Edit' button is clicked. This opens the 'Edit Address' pop-up window. The pop-up has two main sections: 'Address' and 'Point Of Contact'. The 'Address' section contains the following fields: Address Type (Administrative), Attention, Street Address (111 Sample Street), City (Example), State (Nebraska), and Zip Code (68154). The 'Point Of Contact' section contains the following fields: First Name (Sample), Middle Initial, Last Name (Contact), Phone Number ((248) 225-9026), Fax Number ((248) 225-9026), Email Address (leapautobulk@gmail.com), and Secondary Email. At the bottom right of the pop-up are 'CANCEL' and 'OK' buttons, with a red arrow pointing to the 'OK' button.

*Edit Address pop-up*

## 5.2 Corporate Personnel

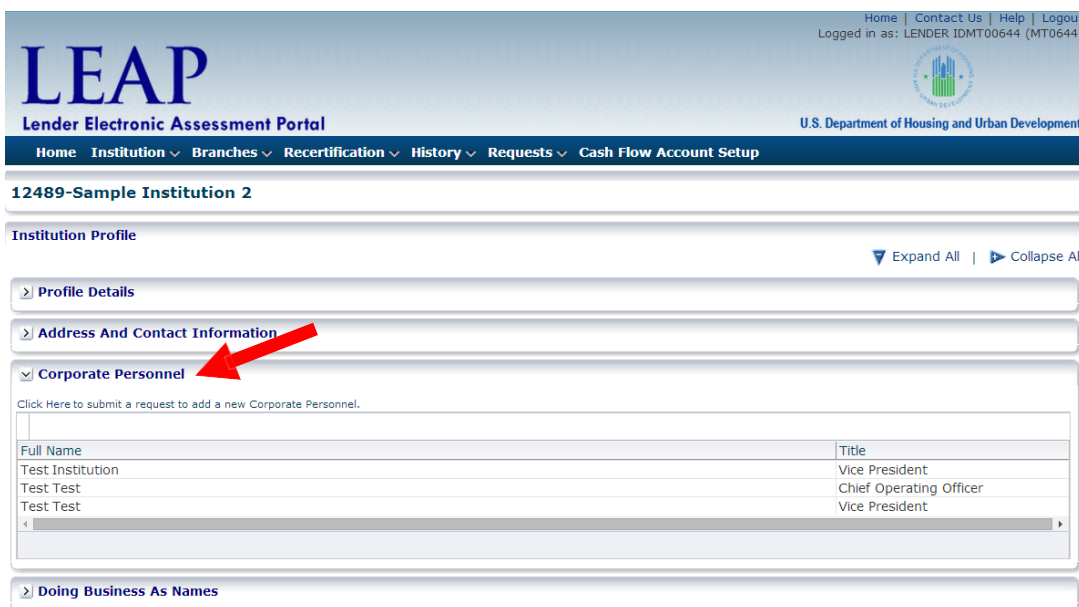
Corporate Personnel are listed in the Institution's profile on the Corporate Personnel panel. The panel displays the Full Name and Title of each corporate personnel. Maintain the corporate personnel by adding, updating, and deleting corporate personnel from the Institution's profile.

To view the corporate personnel information, click the Institution drop-down from the Menu Bar and select "Corporate Personnel."



*Institution Summary screen*

The Institution Profile screen displays with the Corporate Personnel panel expanded.



*Corporate Personnel panel expanded*

## 5.2.1 Adding Corporate Personnel

To view the corporate personnel information, click the Institution drop-down from the Menu Bar and select “Corporate Personnel.”

Corporate Personnel can be added by submitting a request in LEAP. To submit the request, click the “Click here to submit a request to add new personnel” link.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: LENDER IDMT00644 (MT0644)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. Below this, the page title is "12489-Sample Institution 2". The "Institution Profile" section is active, with "Expand All" and "Collapse All" options. The "Corporate Personnel" section is expanded, showing a link "Click Here to submit a request to add a new Corporate Personnel." with a red arrow pointing to it. Below the link is a table with columns "Full Name" and "Title".

Full Name	Title
Test Institution	Vice President
Test Test	Chief Operating Officer
Test Test	Vice President

*Institution Profile - Corporate Personnel panel*

Clicking this link opens the Requests screen. For details on submitting a request to FHA, see [section 9 – Requests](#).

## 5.2.2 Updating and Deleting Corporate Personnel

To update or delete Corporate Personnel, submit an Ad Hoc request. For details on submitting a request to FHA, see [section 9 – Requests](#).

### 5.3 Doing Business As Names

To view Doing Business As (DBA) names for the Institution, click “Doing Business As Names” from the Institution drop-down list on the Menu Bar.

This opens the Institution Profile screen with the Doing Business As Names Panel expanded.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the logo is a navigation menu with items: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and contains an "Institution Profile" section. This section has several expandable panels: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names (which is expanded), Principal Affiliations, and Agent Affiliations. The "Doing Business As Names" panel is expanded to show a table with one row containing the text "Sample". Above the table are icons for Add, Edit, and Delete. A red arrow points to the "Doing Business As Names" panel header.

*Institution Profile– Doing Business As Names Panel*

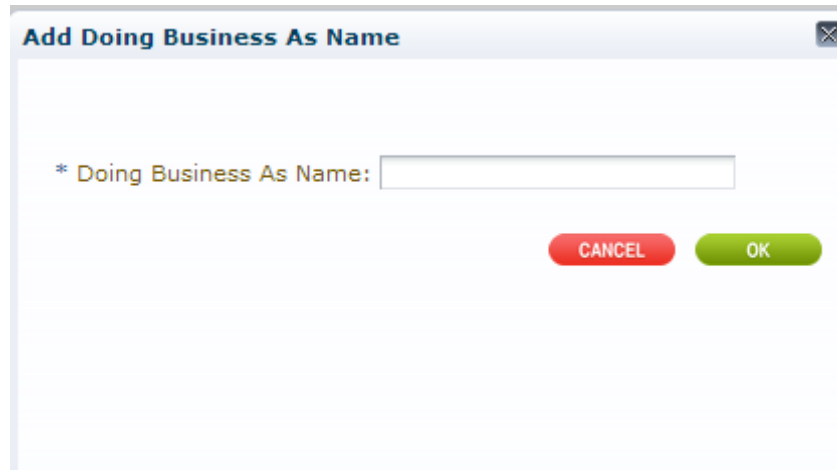
Once the Doing Business As Names panel has been expanded, the user has the option to Add, Edit, or Delete DBA names for the Institution.



### 5.3.1 Adding Doing Business As Names

To add a DBA name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”



*Add Doing Business As Name pop-up*



*DBA names are not required in LEAP.*



*Institutions with six or more existing DBA names must submit a request to add any additional DBA names. For details on submitting a request to FHA, see [section 9 – Requests](#).*

### 5.3.2 Editing Doing Business As Names

To edit an existing DBA name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

### 5.3.3 Deleting Doing Business As Names

To delete an existing DBA name, select the name and click “Delete” at the top of the Doing Business As Names panel.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: LENDER IDMT00644 (MT0644)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. The U.S. Department of Housing and Urban Development logo is on the right. A navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. Below this, the page title is "12489-Sample Institution 2". The "Institution Profile" section is expanded, showing sub-panels for Profile Details, Address And Contact Information, Corporate Personnel, and Doing Business As Names. The "Doing Business As Names" panel is active and shows a table with one entry: "Sample". Above the table are buttons for Add, Edit, and Delete. A red arrow points to the Delete button.

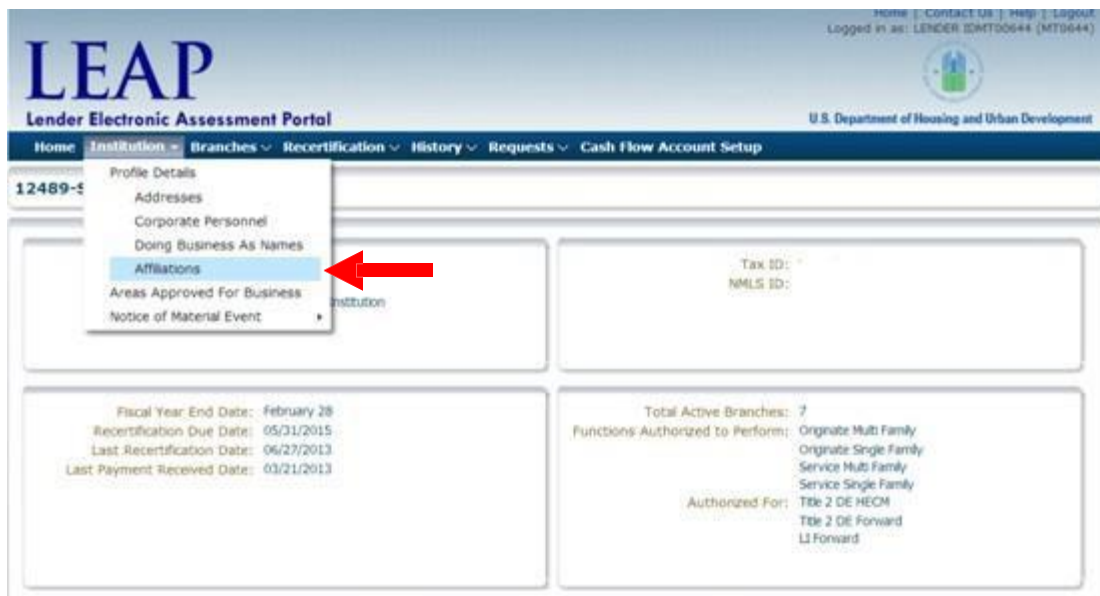
*Institution Profile – Doing Business As Names Panel*

## 5.4 Affiliations

FHA requires each Institution to identify Principal/Authorized Agent relationships. Principal-Authorized Agent relationships can only be entered into by lenders that possess unconditional Direct Endorsement approval (either forward or HECM). For a detailed description of acceptable Principal/Authorized Agent relationships, see FHA Single Family Housing Policy Handbook 4000.1.

Each relationship must be initiated by the Authorized Agent. The following sections will detail managing Affiliations. Institutions may only add other Institutions to their list of Principal Affiliations (thereby designating themselves as Authorized Agents for those Institutions).

To view affiliation information, click the Institution drop-down list from the Menu Bar and click “Affiliations”.



The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible, along with the U.S. Department of Housing and Urban Development logo. The user is logged in as LENDER IDMT00644 (MTD644). The navigation menu includes Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The Institution dropdown menu is open, showing options: Profile Details, Addresses, Corporate Personnel, Doing Business As Names, Affiliations (highlighted with a red arrow), Areas Approved For Business, and Notice of Material Event. The main content area shows various lender information, including Tax ID, NMLS ID, Fiscal Year End Date (February 28), Recertification Due Date (05/31/2015), Last Recertification Date (06/27/2013), Last Payment Received Date (03/21/2013), Total Active Branches (7), Functions Authorized to Perform (Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family), and Authorized For (Title 2 DE HECM, Title 2 DE Forward, LI Forward).

*Institution Summary – Highlighting Affiliations drop-down*

Selecting Affiliations opens the Institution Profile screen where the Principal and Agent Affiliations panels are expanded.

The Principal Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Principals (for whom the subject Institution may act as the Authorized Agent).

The Agent Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Authorized Agents (for whom the subject Institution may act as the Principal).

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile Expand All Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

**Principal Affiliations**

[Add](#) [Edit](#)

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn

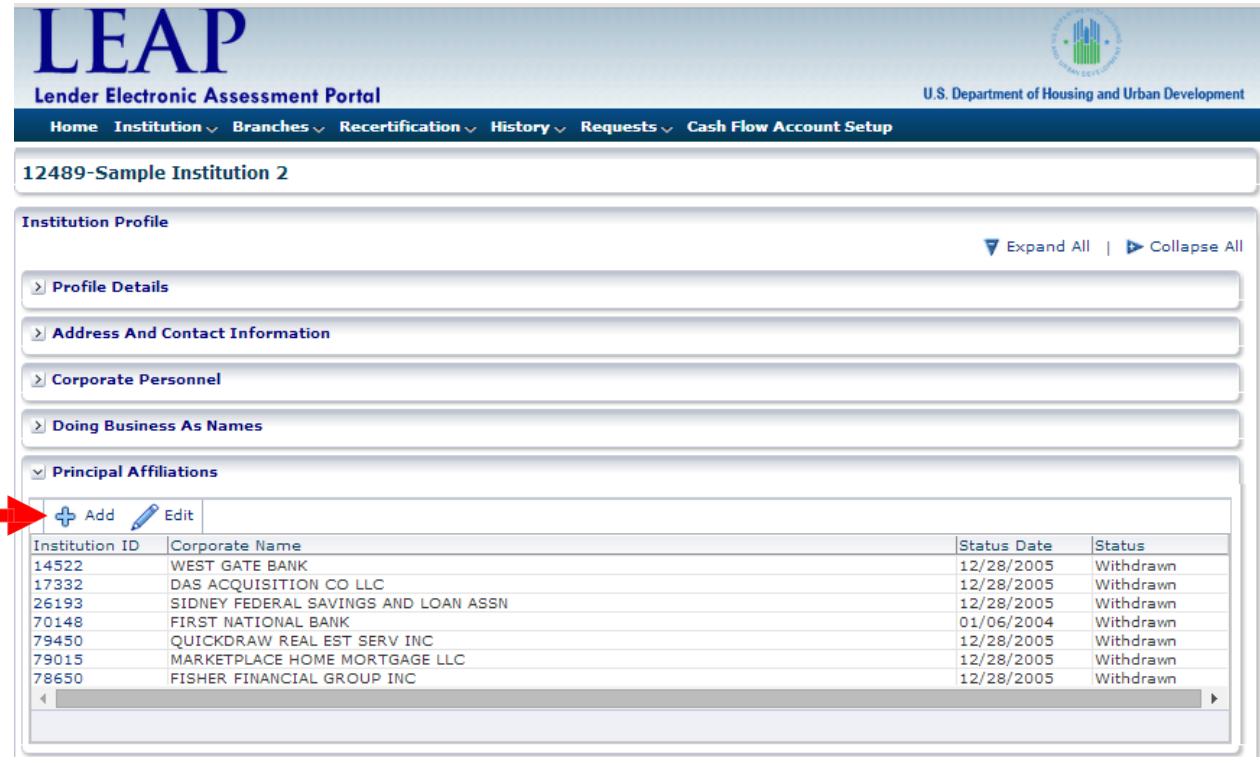
**Agent Affiliations**

Institution ID	Corporate Name	Status Date	Status
10253	FIRST STATE BANK IOWA	04/21/2003	Withdrawn
14522	WEST GATE BANK	05/11/2004	Withdrawn
15001	SEAFORTH MORTGAGE CORP	04/21/2003	Withdrawn
19341	UNION CAPITAL MORTGAGE BUSINESS TRUST	06/30/2011	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/23/2003	Active
74084	RESIDENTIAL MORTGAGE SER INC	11/13/2003	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	04/18/2003	Withdrawn

*Institution Profile – Principal Affiliations and Agent Affiliations expanded*

## 5.4.1 Adding an Affiliation

To add a new Principal Affiliation, click the “Add” button in the Principal Affiliations panel of the Institution Profile screen.

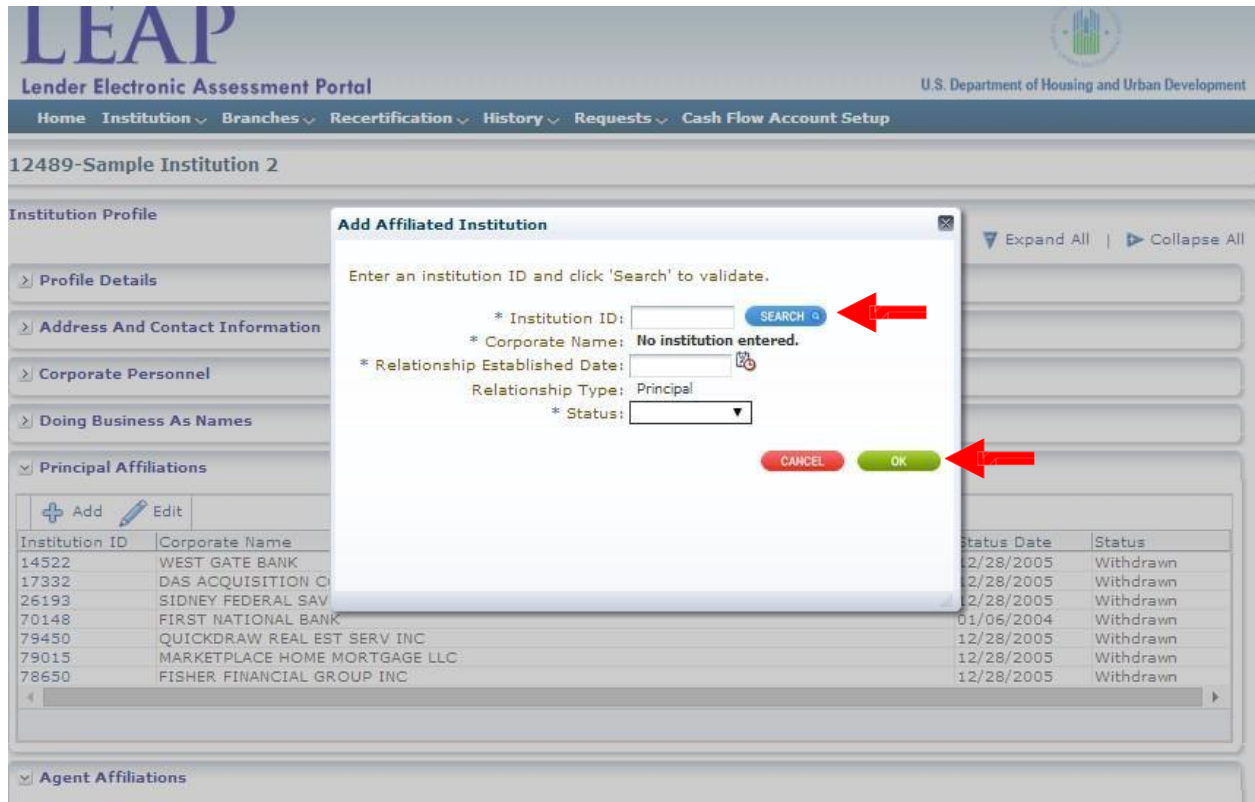


The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and the U.S. Department of Housing and Urban Development are visible. A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the profile for '12489-Sample Institution 2'. The 'Institution Profile' section is expanded, revealing several sub-sections: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names, and Principal Affiliations. The 'Principal Affiliations' section is further expanded, showing a table of existing affiliations. A red arrow points to the 'Add' button located at the top left of this table.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

*Institution Profile – Principal Affiliations expanded*

Clicking the “Add” button opens the Add Affiliated Institution pop-up.



*Add Affiliated Institution pop-up*

To search for and validate the Principal Institution, enter the five-digit Institution ID in the Institution ID field and click the “Search” button.

Once the Institution has been validated, enter the Relationship Established Date by either clicking the calendar icon to launch the calendar feature or entering the date directly.

Change the Status indicator to Active and click the “OK” button to add the affiliation.

An e-mail notification will be sent to the Administrative Contact for both the subject Institution (the Agent) and the other Institution (the Principal) stating that the affiliation has been added.

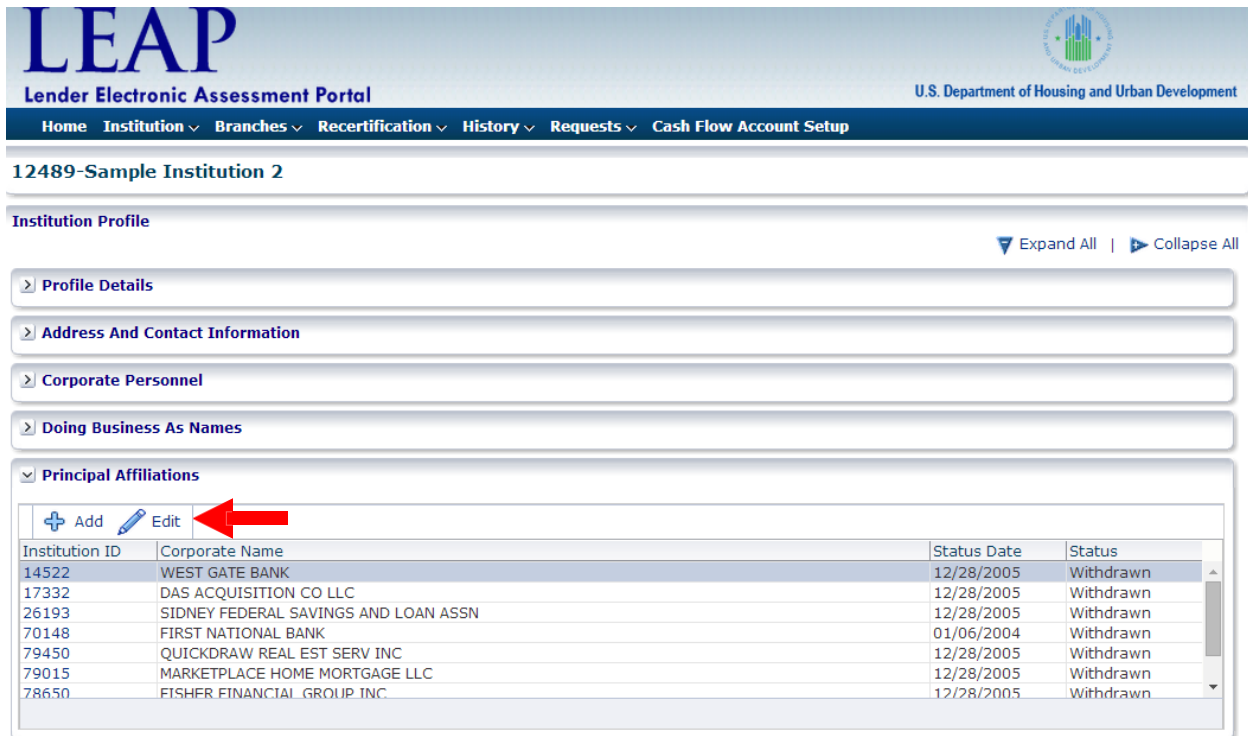
## 5.4.2 Withdrawing an Affiliation

Only Principal Affiliations can be withdrawn from the relationship.

To withdraw a Principal Affiliation, click the Institution drop-down list from the Menu Bar and select “Affiliations.”

Selecting Affiliations opens the Institution Profile page where the Principal and Agent Affiliations panels are expanded.

*Select the Principal Affiliations and click “Edit.”*

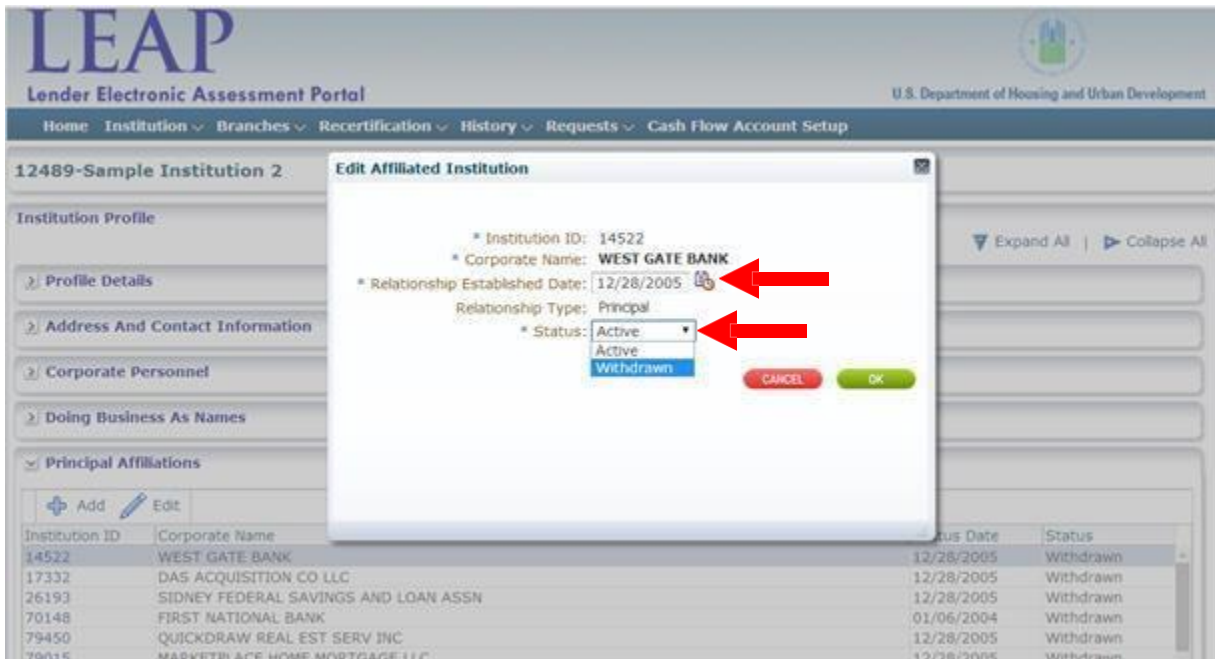


The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The main content area is titled '12489-Sample Institution 2' and 'Institution Profile'. The 'Principal Affiliations' section is expanded, showing a table with columns for Institution ID, Corporate Name, Status Date, and Status. A red arrow points to the 'Edit' button in the table's header.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

*Institution Profile – Principal Affiliations expanded*

Clicking the “Edit” button opens the Edit Affiliated Institution pop-up.  
To withdraw the affiliation, change the Status to Withdrawn.



*Edit Affiliated Institution pop-up*

Click the “OK” button to save edits.



## 5.5 Areas Approved for Business

Areas Approved for Business (AAFBs) show the jurisdictions associated to the Institution, and indicate if the Institution has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

### 5.5.1 Viewing Areas Approved for Business

To view all AAFBs for an Institution, click the Institution drop-down list from the Menu Bar and click “Areas Approved for Business.”

This opens the Areas Approved for Business screen. View all AAFBs as well as which areas have origination and/or underwriting approval.

Home | Contact Us | Help | Logout  
 Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
 Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Areas Approved For Business**

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval
1	01 02	BANGOR, ME	Y	Y
2	01 06	BOSTON, MA	Y	Y
3	04 16	COLUMBIA, SC	Y	Y
4	04 19	GREENSBORO, NC	Y	Y
5	04 26	JACKSON, MS	Y	Y
6	04 29	JACKSONVILLE, FL	Y	Y
7	04 36	LOUISVILLE, KY	Y	Y
8	04 37	KNOXVILLE, TN	Y	Y
9	04 40	MEMPHIS, TN	Y	Y
10	04 43	NASHVILLE, TN	Y	Y
11	04 44	ORLANDO, FL	Y	Y
12	04 46	SAN JUAN, PR	Y	Y
13	04 50	TAMPA, FL	Y	Y
14	05 06	CHICAGO, IL	Y	Y
15	05 10	CINCINNATI, OH	Y	Y
16	05 12	CLEVELAND, OH	Y	Y
17	05 16	COLUMBUS, OH	Y	Y

*Areas Approved for Business screen*

## 5.5.2 Notification of Credit Watch Action

In the event of a proposed Credit Watch Termination, a message will appear in the Pending & Upcoming Activities section of the Institution Summary screen (see section [4.2.2 – Pending & Upcoming Activities](#)).

In the event of a Credit Watch Termination by FHA, a message will appear in the Notices section of the Institution Summary screen (see section [4.2.1 – Notices](#)).

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

### 12489-Sample Institution 2

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: NMLS ID:	
Fiscal Year End Date: February 28 Recertification Due Date: 05/31/2015 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 7 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family Authorized For: Title 2 DE HECM Title 2 DE Forward LI Forward	
<b>Notices</b> <ul style="list-style-type: none"><li>A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 1 2 BANGOR, ME</li></ul>	<b>Pending &amp; Upcoming Activities</b> <ul style="list-style-type: none"><li>You may submit a response to your Proposed Underwrite Credit Watch Termination.</li><li>The financial data for your Recertification must be completed.</li><li>Your Recertification Payment is due.</li><li>Your Recertification is due in 388 days.</li><li>Your Recertification is due in 388 days.</li></ul>	<b>Outstanding Requests</b> <ul style="list-style-type: none"><li>Your request to add a new corporate officer is under review by OLAPC.</li></ul>


*Institution Summary screen*

### 5.5.3 Applying for Credit Watch Reinstatement


An Institution may apply for authority to originate and/or underwrite FHA-insured mortgages in a specific field office jurisdiction at the end of the six-month exclusion period following a Credit Watch Termination. The Institution must be an active FHA-approved lender and the underlying causes for the termination must have been satisfactorily remedied.

Click on the “Office ID” field to view the Areas Approved for Business for the Branch for which the user wishes to apply for reinstatement.

[Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)  
 Logged in as: LENDER IDMT00644 (MT0644)



**Lender Electronic Assessment Portal**



U.S. Department of Housing and Urban Development

[Home](#) | [Institution](#) | [Branches](#) | [Recertification](#) | [History](#) | [Requests](#) | [Cash Flow Account Setup](#)

**12489-Sample Institution 2**

Search By Branch ID

Branch ID:   Search By Branch Location

**Branches**

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

**Areas Approved For Business For Branch**

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

*Branches screen*

Click the “Reinstate” button in the Action column.

**LEAP**  
Lender Electronic Assessment Portal  
U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID:   Search By Branch Location

**Branches**

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248900007	Active	Y		171 Wiget Ln	Walnut Creek	CA
2	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
3	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
4	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
5	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

**Areas Approved For Business For Branch 1248900013**

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	04 19	GREENSBORO, NC	N	Y	<input type="button" value="REINSTATE"/>
2	04 26	JACKSON, MS	Y	Y	
3	04 29	JACKSONVILLE, FL	Y	Y	

*Areas Approved For Business screen*

This opens the Requests page. For more information on submitting a Request, see [section 9 – Requests](#).

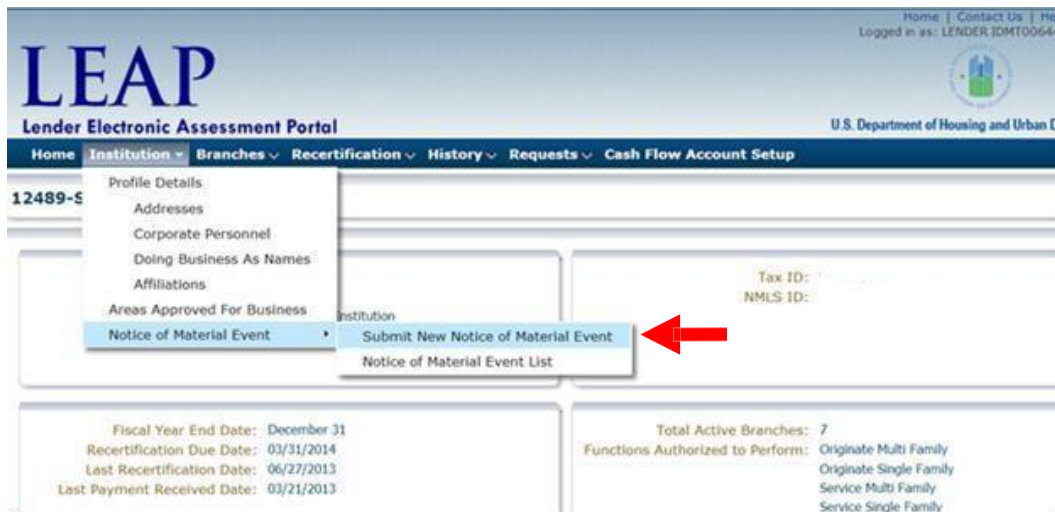
## 5.6 Notice of Material Event

FHA-approved Institutions are required to notify FHA of business changes subsequent to approval. LEAP allows the Institution to electronically submit a Notice of Material Event for any one of the following:

1. Bankruptcy
2. Business Form Change
3. Cease Operations
4. Change in Partnership
5. Fidelity Bond or E&O Insurance
6. Lending License(s) Surrender
7. Liquid Assets Deficiency
8. Net Worth Deficiency
9. Operating Loss
10. Principal Activity Change
11. Principal Owners
12. Supervision Change
13. Unresolved Findings/Sanctions

### 5.6.1 Submitting a New Notice of Material Event

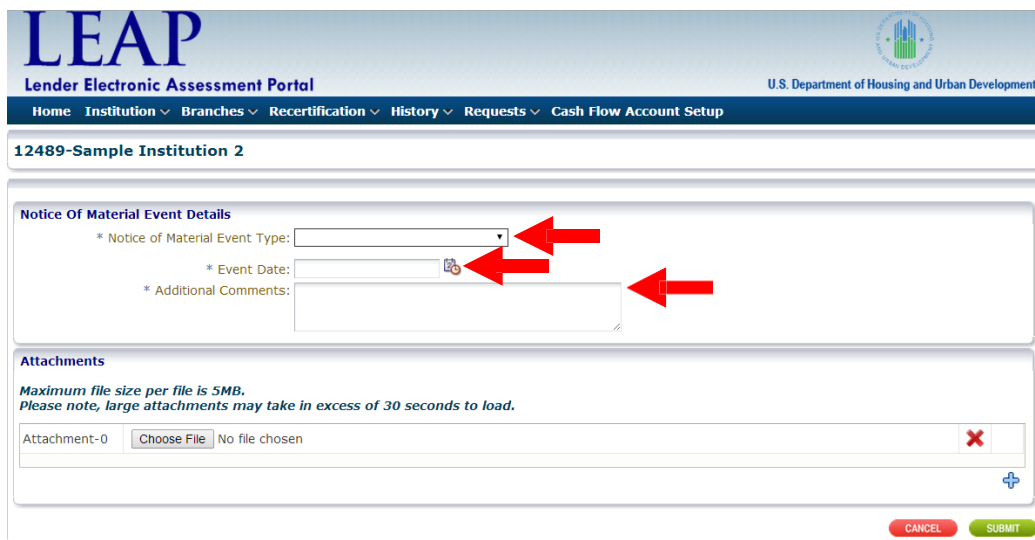
To submit a Notice of Material Event, click “Notice of Material Event,” and then click “Submit New Notice of Material Event” from the Institution drop-down on the Menu Bar.



*Institution Summary – Notice of Material Event drop-down*

This opens the Notice of Material Event screen.

Select a Notice of Material Event Type. The screen will then display additional instructions, including any information and/or documents that must be provided. You must also indicate the Event Date and include Additional Comments that will clarify the Notice of Material Event.



*Notice of Material Event screen*

To add any relevant attachments, select the file from where it is saved.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Notice Of Material Event Details**

\* Notice of Material Event Type: Fidelity Bond or E&O Insurance ▾  
Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number and a point of contact for the lender, to the attention of the Division Director of the Lender Approval and Recertification Division.

\* Event Date: 4/1/2014

\* Additional Comments: Notice of Material Event sample comment. |

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0  No file chosen

*Notice of Material Event – Adding attachments*

Once all required fields are completed, Click “Submit.”

Once submitted, the Notice of Material Event List screen is opened, displaying the details of the submitted Notice of Material Event (see [section 5.6.2 – Notice of Material Event List](#)).

## 5.6.2 Notice of Material Event List

To view a history of any Notices of Material Events submitted by the Institution, click “Notice of Material Event,” and then Notice of Material Event List from the Institution drop-down on the Menu Bar.

This opens the Notice of Material Event List screen, where all Notice of Material Event history is displayed.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

**Notice Of Material Events History**

#	Notice of Material Event Type	Description	Event Date
1	Unresolved Findings/Sanctions	Test NME.	04/08/2014 00:00:00

*Notice of Material Event List screen*



---



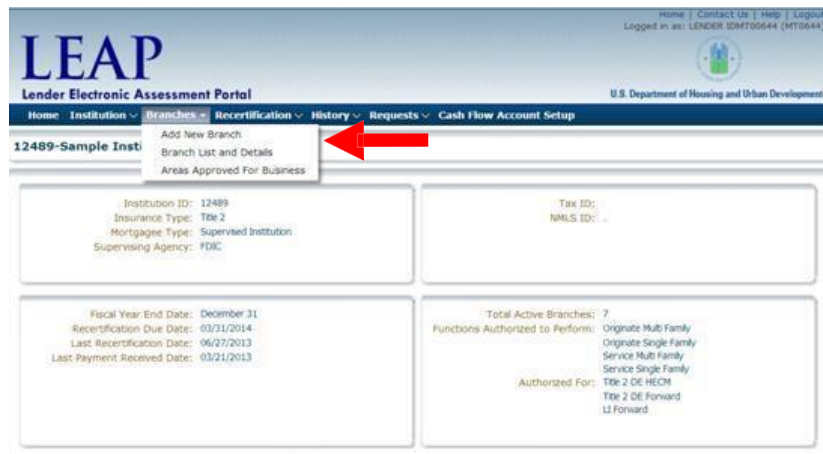
## **6. Branches**



## 6. Branches

To view all Branch screens, click the Branches drop-down list on the Menu Bar. The options on the Branches drop-down are as follows:

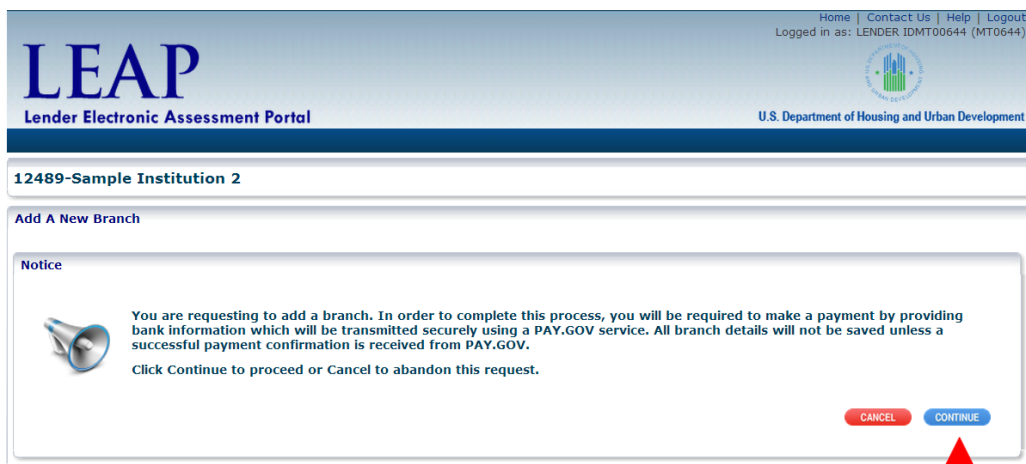
- Add New Branch
- Branch List and Details
- Areas Approved For Business.



*Institution Summary – Branches drop-down*

### 6.1 Add New Branch

To add a Branch, click “Add New Branch” on the Branches drop-down list on the Menu Bar. Clicking Add New Branch opens a Notice screen that states payment will be required to add a Branch.



*Add Branch Notice*

Click “Continue.”



This opens the Add Branch screen, where all required steps to add a Branch are displayed.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as LENDER IDMT00644 (MT0644). The main header displays the LEAP logo and the U.S. Department of Housing and Urban Development logo. Below the header, the institution name "12489-Sample Institution 2" is shown. The "Add Branch" section contains a series of tabs: Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. A red arrow points to the "Profile" tab, which is currently selected. To the right of the tabs are "CANCEL" and "SUBMIT" buttons. Below the tabs, the "Profile" tab contains several required fields: Branch Type (dropdown), Insurance Type (dropdown), Functions Authorized to Perform (dropdown), Phone Number (text), Email Address (text), Fax Number (text), and NMLS ID (text). A "NEXT" button is located at the bottom right of the form, with "1 of 6" indicating the current step.

*Add Branch – Profile*



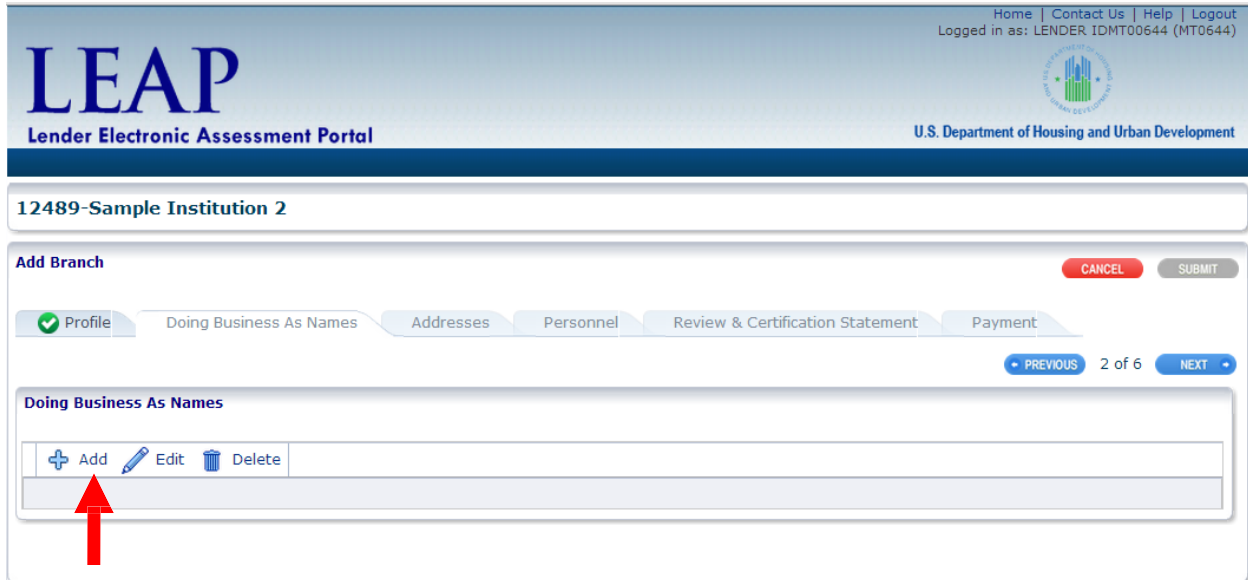
*The submit button will remain inactive until all tabs are complete.*



*To go back to the Institution Summary or Menu Bar prior to completing all Add Branch tabs, click “Cancel.” The information entered prior to clicking Cancel will not be saved.*

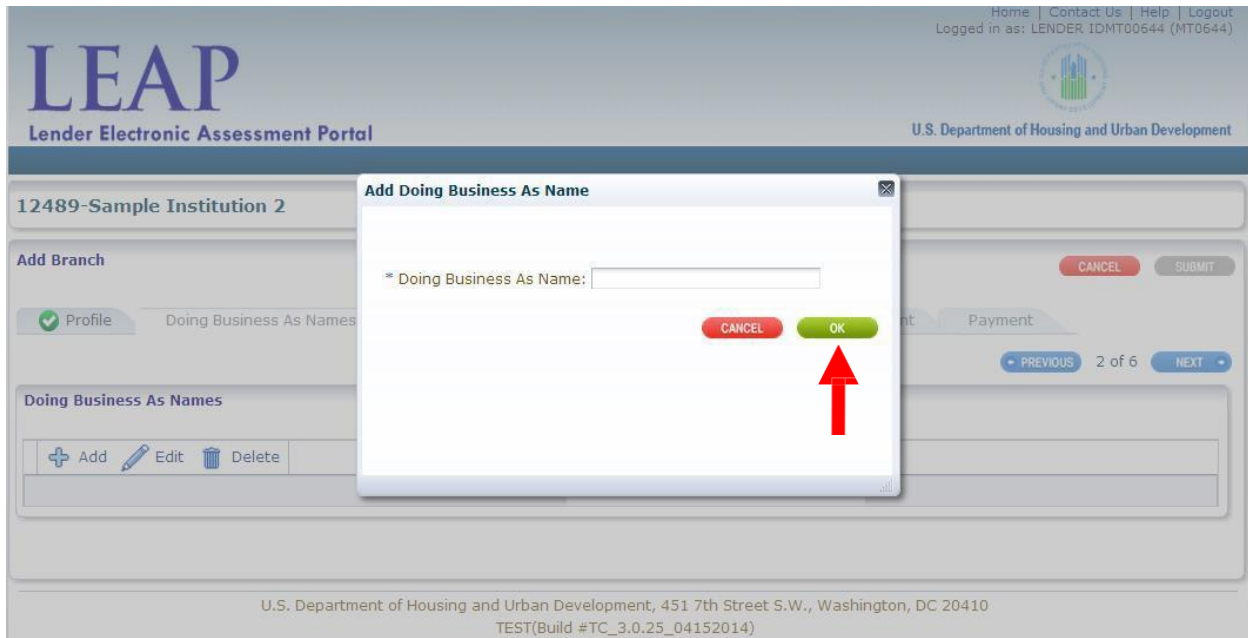
Enter all Required Fields for the Profile Tab of the Add Branch screen, and click “Next.”

Clicking “Next” opens the Doing Business As Names Tab of the Add Branch screen. Enter any DBA names by clicking “Add.”



*Add Branch – Doing Business As Names*

Clicking “Add” opens the Add Doing Business As Name pop-up. Enter the appropriate name in the Doing Business As Name field and click “OK.”



*Add Doing Business As Name*

Click “Next” to go to the Addresses Tab of the Add Branch screen.

The Addresses Tab displays a warning that a Geographic Address is required.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch CANCEL SUBMIT

Profile ✓ Doing Business As Names ✓ **Addresses** Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

**Branch Addresses**

A Geographic address is required to proceed to the next step.

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact

*Add Branch – Addresses*

To add a Geographic Address, click “Add.” This opens the Add Address pop-up. Enter all required fields and click “OK.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch CANCEL SUBMIT

Profile ✓ Doing Business As Names ✓ **Addresses** Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

**Branch Addresses**

A Geographic address is required to proceed to the next step.

**Add Address**

**Address**

\* Address Type:

Attention:

\* Street Address:

\* City:

\* State:

\* Zip Code:

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL OK

*Add Branch – Add Address*

The address is then validated by USPS. Once validated, the below message will appear. Click “Confirm” to add the address.

*Add Branch – Add Address*

The address will now appear on the Addresses Tab of the Add Branch screen. Additional addresses can be added to the Branch through the same process. Only one of each Address Type can be added. Any Address Types not added will default to the Geographic Address.

Click “Next” to continue.

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
Geographic		171 Wiget Ln	Walnut Creek	CA	94598-3452	

*Add Branch – Add Address*

This opens the Personnel tab of the Add Branch screen. A warning is displayed that there must be a Branch Manager or Regional Manager to continue to the next step.

Click the “Add” button to add personnel.

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [✓] Doing Business As Names [✓] Addresses [✓] Personnel [ ] Review & Certification Statement [ ] Payment [ ]

PREVIOUS 4 of 6 NEXT

Branch Personnel

You need to add a Branch Manager or Regional Manager to proceed to the next step.

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number

*Add Branch – Personnel*

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

LEAP  
Lender Electronic Assessment Portal

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [✓] Doing Business [✓]

Payment [ ]

PREVIOUS 4 of 6 NEXT

Branch Personnel

You need to add a Branch Manager or Regional Manager to proceed to the next step.

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number

*Add Branch – Add Branch Personnel*

The new personnel will appear on the Personnel Tab of the Add Branch screen.



*Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.*

Click “Next” to continue.

The screenshot shows the LEAP Lender Electronic Assessment Portal. The user is logged in as LENDER\_IDMT00644 (MT0644). The page title is "12489-Sample Institution 2". The "Add Branch" process is in progress, with tabs for Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The "Personnel" tab is active, showing a table of branch personnel. A red arrow points to the "NEXT" button in the navigation bar.

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

*Add Branch – Personnel*

This opens the Review & Certification Statement Tab of the Add Branch screen.

Review the new Branch information, and certify to the statements in the Certification Statement section by checking each box.

The screenshot shows the LEAP Lender Electronic Assessment Portal. The user is logged in as LENDER\_IDMT00644 (MT0644). The page title is "12489-Sample Institution 2". The "Add Branch" process is in progress, with tabs for Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The "Review & Certification Statement" tab is active, showing a review of branch information and certification statements. A red arrow points to the first certification statement checkbox.

**Add Branch Information Review**

**Branch Profile**

Branch Type: Non-traditional  
Insurance Type: Title 2  
Phone Number: (111) 222-3333  
Fax Number: (111) 222-3333  
Email Address: lespautobulk@gmail.com  
Functions Authorized to Perform: 5-Originate SF  
NMLS ID: 111111

**Doing Business As Names**

Sample

**Personnel**

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

**Addresses**

Type	City	State	Zip Code	Street Address	Phone Number	Fax Number	Primary
Geographic	Walnut Creek	CA	94598	171 Wiget Ln			

**Certification Statement**

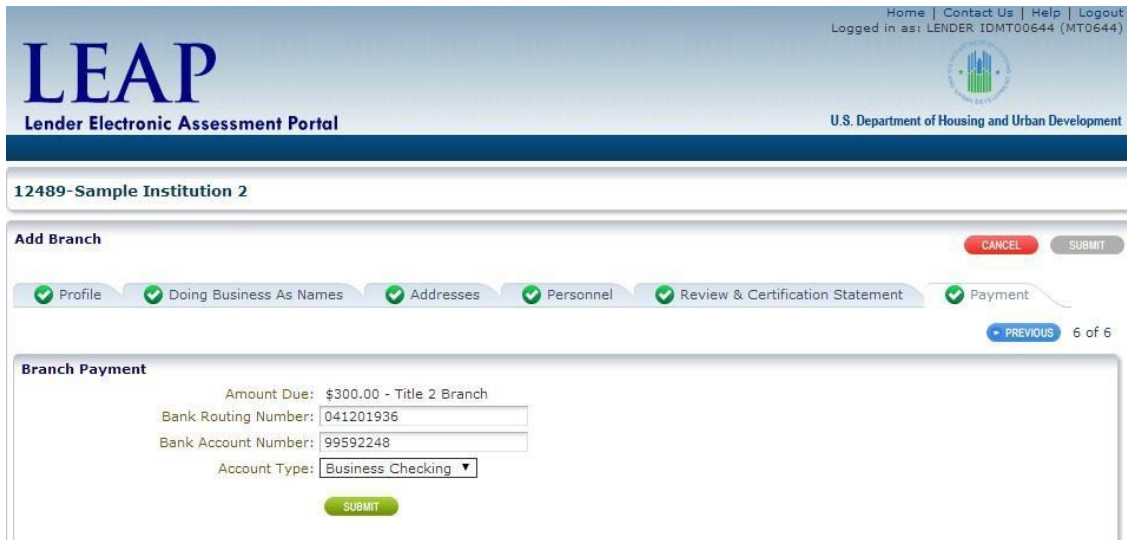
I certify that this branch office meets all HUD/FHA requirements.

I certify that the staff of this branch office are employees of this corporation, which will pay all operating costs of this office, including compensation of all employees.

*Add Branch – Review and Certification*

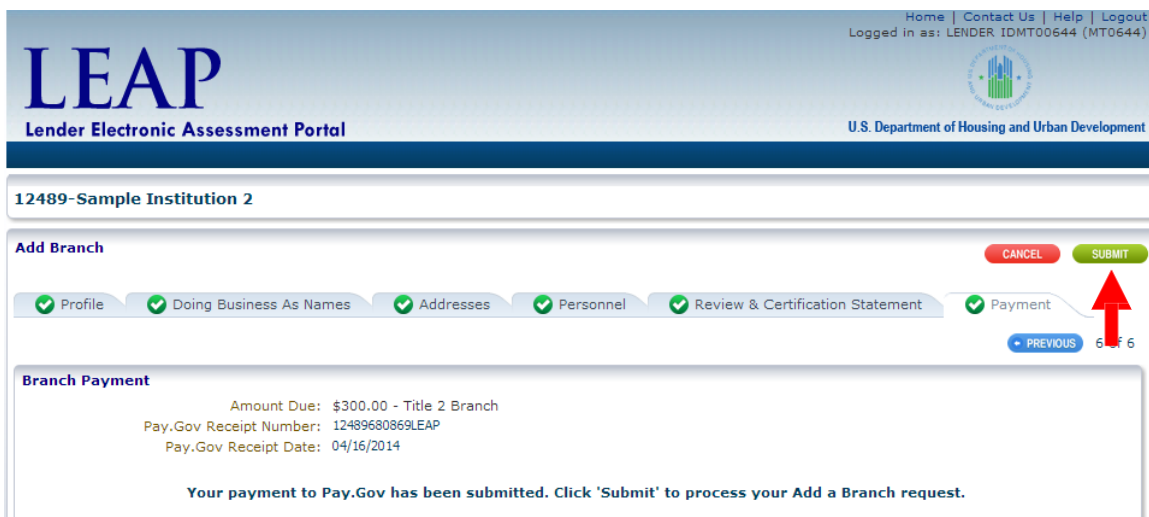
Once both boxes are checked, the next button is activated. Click “Next” to continue. This opens the Payment Tab of the Add Branch screen. The amount due is automatically calculated. Enter the Bank Routing Number, Bank Account Number, and Account Type and click “Submit.”

LEAP uses a web service interface with pay.gov to collect payments using the account details provided.



*Add Branch – Payment*

Once payment is submitted, a Branch Payment Confirmation screen opens with a Pay.gov receipt number. The Submit button is now active on the top-right of the screen. Click “Submit” to add the Branch.



*Add Branch – Payment Confirmation*



*This Branch will not become active until payment has cleared.*



*Rejected Payments can be resubmitted in the Payment History screen (see section [8.2 – Resubmitting Rejected Payments](#)).*

## 6.2 Branch List and Details

The Branch List will display a list of all Branches. To view the list, click the Branches drop-down from the Menu Bar and click “Branch List and Details.”

This opens the Branch List screen. To view the details of a Branch, click the 10-digit Office ID.

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	4470200009	Active	Y			RUSH CITY	MN

*Branch List screen*

To search for a specific Branch, enter the 10-digit Branch ID in the Branch ID field, or use the Search by Branch Location link.

Once a Branch has been selected, the Branch Profile Details screen for that Branch is opened. See section [6.3 – Branch Profile Details](#).



*If the Branch selected is the Main Office, the Institution Profile Details screen is opened.*

## 6.3 Branch Profile

To view profile details for a Branch, select the Branch from the Branch List and Details Screen. The Branch Profile screen for the selected branch is displayed.



Home | Contact Us | Help | Logout  
 Logged in as: LENDER IDMT00940 (MT0940)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

---

**Branch Profile** ▼ Expand All | ▶ Collapse All | 🔍 Branch Search | 🗑 Terminate Branch

☑ **Profile Details** ✎ Edit

Branch ID: 4470200012  
 Branch Type: Traditional  
 Branch Name:  
 Phone Number: (111) 222-3333  
 Fax Number:  
 Email Address: leapautobulk@gmail.com  
 Functions Authorized to Perform:  
 NMLS ID:

⌵ **Doing Business As Names**

⌵ **Personnel**

⌵ **Addresses And Contact Information**

▼ Expand All | ▶ Collapse All | 🔍 Branch Search | 🗑 Terminate Branch

*Branch Profile – Profile details panel expanded*

To edit basic profile information, click “Edit” in the Profile Details Panel.  
 This opens the Edit Branch Profile pop-up. Make any edits and click “OK.”

*Edit Branch Profile*

## 6.4 Branch Addresses and Contact Information

The address and contact information for the selected branch is displayed in the Addresses and Contact Information Panel of the Branch Profile screen.

Home | Contact Us | Help | Logout  
 Logged in as: LENDER IDMT00940 (MT0940)

**LEAP**  
 Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

**Branch Profile**

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details

Doing Business As Names

Personnel

Addresses And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	State	Zip Code	POC First Name	POC Middle Initial	POC Last Name
Endorsement		171 Wiget Ln	Walnut Creek	CA	94598-3452			

Expand All | Collapse All | Branch Search | Terminate Branch

*Branch Profile – Addresses and Contact Information panel expanded*

### 6.4.1 Adding a New Address

To add a new address, click “Add” in the Addresses and Contact Information Panel of the Branch Profile Details screen.

This opens the Add Address pop-up.

**Add Address**

**Address**

\* Address Type:

Attention:

\* Street Address:

\* City:

\* State:

\* Zip Code:

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

**CANCEL** **OK**

*Add Address pop-up*

Enter all required fields and click “OK.” The address is then validated by USPS.

## 6.4.2 Editing an Existing Address

To edit an existing address, go to the Addresses and Contact Information Panel on the Branch Profile Details screen. Select the address to edit by clicking in the Address Type Column, and then click the “Edit” Button.

This opens the Edit Address pop-up.

**Edit Address**

**Address**

Address Type: Endorsement ▼

Attention:

\* Street Address: 171 Wiget Ln

\* City: Walnut Creek

\* State: California ▼

\* Zip Code: 94598  3452

**Point Of Contact**

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL OK

*Edit Address pop-up*

Make the edits and click “OK.”

To update a Geographic Address to a different state, refer to [section 5.1.3 – Updating Geographic Address to a Different State](#).

To edit an Address that USPS does not recognize, refer to [section 5.1.4 – Editing an Address that USPS Does Not Recognize](#).

## 6.5 Branch Personnel

To view personnel for a Branch, select Branch List and Details from the Branches drop-down on the Menu Bar. Select the relevant branch by clicking the Office ID.

This opens the Branch Profile screen for the selected branch. From here, expand the Personnel section by clicking the arrow to the left of the section.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top right, it shows navigation links (Home, Contact Us, Help, Logout) and the user's login information (Logged in as: LENDER IDMT00644 (MT0644)). The main header includes the LEAP logo and the U.S. Department of Housing and Urban Development logo. A dark blue navigation bar contains links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. Below this, the page title is "12489-Sample Institution 2". The main content area is titled "Branch Profile" and includes controls for "Expand All", "Collapse All", "Branch Search", and "Terminate Branch". The "Profile Details" section shows branch information: Branch ID: 1248900013, Branch Type: Direct Lender, Branch Name, Phone Number: (800) 563-1852, Fax Number: (402) 918-8401, Email Address: leapautobulkemails@gmail.com, and Functions Authorized to Perform: Originate Single Family. Below this are sections for "Doing Business As Names", "Personnel", and "Addresses And Contact Information". The "Personnel" section is expanded, showing a table with columns for First Name, Middle Name, POC Last Name, Job Title, Type, Phone Number, Email Address, and Fax Number. A red arrow points to the expand/collapse arrow on the left of the "Personnel" section header. The table currently displays "No data to display."

*Branch Profile – Personnel panel expanded*

## 6.5.1 Add Branch Personnel

To add Personnel to a branch, click “Add” in the Personnel panel of the Branch Profile screen.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and 'Lender Electronic Assessment Portal' are visible, along with navigation links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00644 (MT0644). The main content area shows the 'Branch Profile' for '12489-Sample Institution 2'. The 'Personnel' panel is expanded, revealing an 'Add' button (indicated by a red arrow) and an 'Edit' button. Below these buttons is a table with columns for First Name, Middle Name, POC Last Name, Job Title, Type, Phone Number, Email Address, and Fax Number. The table currently contains the text 'No data to display.' Other panels visible include 'Profile Details' (with fields for Branch ID, Branch Type, Branch Name, Phone Number, Fax Number, Email Address, Functions Authorized to Perform, and NMLS ID) and 'Doing Business As Names'.


*Branch Profile – Personnel panel expanded*

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo and 'Lender Electronic Assessment Portal' are visible, along with navigation links like Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as 'LENDER IDMT00644 (MT0644)'. The main content area shows the 'Branch Profile' for '12489-Sample Institution 2'. A modal window titled 'Add Branch Personnel' is open, containing the following fields: \* First Name, Middle Name, \* Last Name, \* SSN, \* Job Title (with a dropdown arrow), \* Phone Number, \* Fax Number, and \* Email Address. There are 'CANCEL' and 'OK' buttons at the bottom of the pop-up. The background page has a 'Personnel' section with an 'Add' button and a table with columns for First Name, Middle Name, and Last Name, currently showing 'No data to display'.

*Add Branch Personnel pop-up*

The new personnel will appear in the Personnel panel of the Branch Profile screen.

 *Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.*

## 6.5.2 Edit Branch Personnel

Branch Personnel can be edited or deleted by first selecting the row to edit and then clicking the “Edit” or “Delete” buttons on the Personnel panel of the Branch Profile screen.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

### 12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details Edit

Branch ID: 1248900013  
Branch Type: Direct Lender  
Branch Name:  
Phone Number:  
Fax Number:  
Email Address: leapautobulkemails@gmail.com  
Functions Authorized to Perform: Originate Single Family  
NMLS ID:

Doing Business As Names

Personnel Add Edit Delete

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

*Branch Profile – Personnel panel expanded*



## 6.6 Doing Business As Names

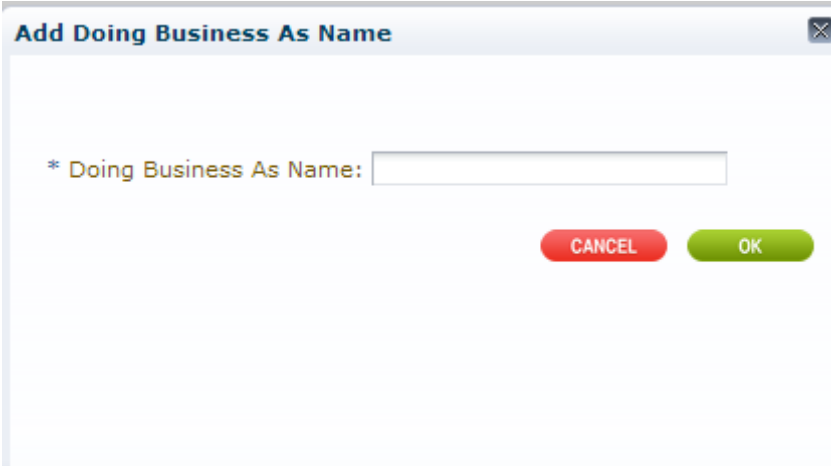
To update a Doing Business As (DBA) Name, click “Doing Business As Names” from the Branches drop-down on the Menu Bar. This opens the Profile screen with the Doing Business As Names Panel expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and navigation links (Home, Contact Us, Help, Logout) are visible. The user is logged in as LENDER IDMT00644 (MT0644). The main navigation bar includes Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The current page is titled "12489-Sample Institution 2" and shows the "Branch Profile" for this institution. The "Profile Details" section is expanded, showing fields for Branch ID (1248900013), Branch Type (Direct Lender), Branch Name, Phone Number, Fax Number, Email Address (leapautobulkemails@gmail.com), Functions Authorized to Perform (Originate Single Family), and NMLS ID. Below this, the "Doing Business As Names" panel is expanded, as indicated by a red arrow. This panel contains an "Add" button, an "Edit" button, and a "Delete" button. Below the buttons, the text "Doing Business As Name" and "No data to display." is visible. The "Personnel" and "Addresses And Contact Information" panels are also visible but collapsed. At the bottom of the page, there are additional navigation links: Expand All, Collapse All, Branch Search, and Terminate Branch.

*Branch Profile – Doing Business As Names panel expanded*

To add a DBA Name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”

A screenshot of a software dialog box titled "Add Doing Business As Name". The dialog box has a light blue header bar with the title and a close button (X) in the top right corner. The main area is white and contains a text input field preceded by an asterisk and the label "\* Doing Business As Name:". Below the input field are two buttons: a red "CANCEL" button and a green "OK" button.

*Add Doing Business As Name pop-up*

### **6.6.1 Editing Doing Business As Names**

To edit an existing DBA Name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

### **6.6.2 Deleting Doing Business As Names**

To delete an existing DBA Name, select the name and click “Delete” at the top of the Doing Business As Names panel.

## 6.7 Terminating a Branch

Select the branch to terminate from the Branch List and Details screen. The Branch Profile screen for the selected branch is displayed. Click the “Terminate Branch” button.


The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area displays the Branch Profile for a specific branch. The profile details include: Branch ID: 4470200012, Branch Type: Traditional, Branch Name, Phone Number: (111) 222-3333, Fax Number, Email Address: leapautobulk@gmail.com, and Functions Authorized to Perform: NMLS ID. A red arrow points to the 'Terminate Branch' button in the top right corner of the profile section.

*Branch Profile – Highlighting Terminate Branch*

A Branch Termination pop-up warning will appear asking to confirm the Branch termination. Click “OK” to terminate the Branch.

The screenshot shows a pop-up dialog box titled "Alert: Branch Termination". It contains a megaphone icon and the following text: "You are requesting to terminate the following branch: 4470200012. Click 'OK' to continue or 'Cancel' to abandon branch termination". There are "OK" and "Cancel" buttons at the bottom right of the dialog.

*Branch Termination pop-up*

 **Once a Branch is terminated, it cannot be reinstated. If the Institution wishes to reinstate the Branch location, it must use the Add Branch function to re-register the Branch.**

View the status of the Branches for the Institution by navigating to the Branch List and Details screen from the Branches drop-down on the Menu Bar. The newly terminated Branch has an updated status of Terminated.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Search By Branch ID

Branch ID:  SEARCH Search By Branch Location

**Branches**

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	4470200009	Active	Y		1180 W 4TH ST	RUSH CITY	MN
2	4470200012	Terminated			171 Wiget Ln	Walnut Creek	CA

*Branch List and Details*

## 6.8 Areas Approved for Business

Areas Approved for Business (AAFBs) are displayed at the Branch level for each Institution. View AAFBs by selecting Areas Approved for Business from the Branches drop-down on the Menu Bar.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Instit

- Add New Branch
- Branch List and Details
- Areas Approved For Business

Institution ID: 12489  
Insurance Type: Title 2  
Mortgagee Type: Supervised Institution  
Supervising Agency: FDIC

Tax ID:  
NMLS ID:

Fiscal Year End Date: December 31  
Recertification Due Date: 03/31/2014  
Last Recertification Date: 06/27/2013  
Last Payment Received Date: 03/21/2013

Total Active Branches: 6  
Functions Authorized to Perform:  
Originate Multi Family  
Originate Single Family  
Service Multi Family  
Service Single Family

*Institution Summary – Areas Approved for Business drop-down highlighted*

## 6.8.1 Viewing Areas Approved for Business

Click on the Office ID of any Branch to view the AAFBs for that Branch. The AAFBs will appear in the Areas Approved For Business For Branch panel.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

**Lender Electronic Assessment Portal**

U.S. Department of Housing and Urban Development

Home Institution **Branches** Recertification History Requests Cash Flow Account Setup

---

**12489-Sample Institution 2**

Search By Branch ID

Branch ID:  SEARCH Search By Branch Location

**Branches**

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

**Areas Approved For Business For Branch**

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

### *Areas Approved for Business*

Areas Approved for Business show the jurisdictions associated to the Institution, and indicate if the Branch has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

**Areas Approved For Business For Branch 1248900007**

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	01 36	MANCHESTER, NH	Y	Y	
2	01 43	PROVIDENCE, RI	Y	Y	
3	02 02	ALBANY, NY	Y	Y	
4	02 06	BUFFALO, NY	Y	Y	
5	02 16	CAMDEN, NJ	Y	Y	
6	02 36	NEW YORK, NY	Y	Y	
7	02 39	NEWARK, NJ	Y	Y	
8	03 06	BALTIMORE, MD	Y	Y	
9	03 15	CHARLESTON, WV	Y	Y	
10	03 26	PHILADELPHIA, PA	Y	Y	
11	03 28	PITTSBURGH, PA	Y	Y	
12	03 36	RICHMOND, VA	Y	Y	
13	03 39	WASHINGTON, DC	Y	Y	
14	06 70	TULSA, OK	Y	Y	
15	07 05	DES MOINES, IA	Y	Y	
16	07 16	KANSAS CITY, KS	Y	Y	
17	07 26	OMAHA, NE	Y	Y	

### *Areas Approved for Business*


A photograph of a wooden fence with a blurred background of a building. The fence is in the foreground, and the building is in the background. The text "7. Recertification" is overlaid on the image.

## **7. Recertification**

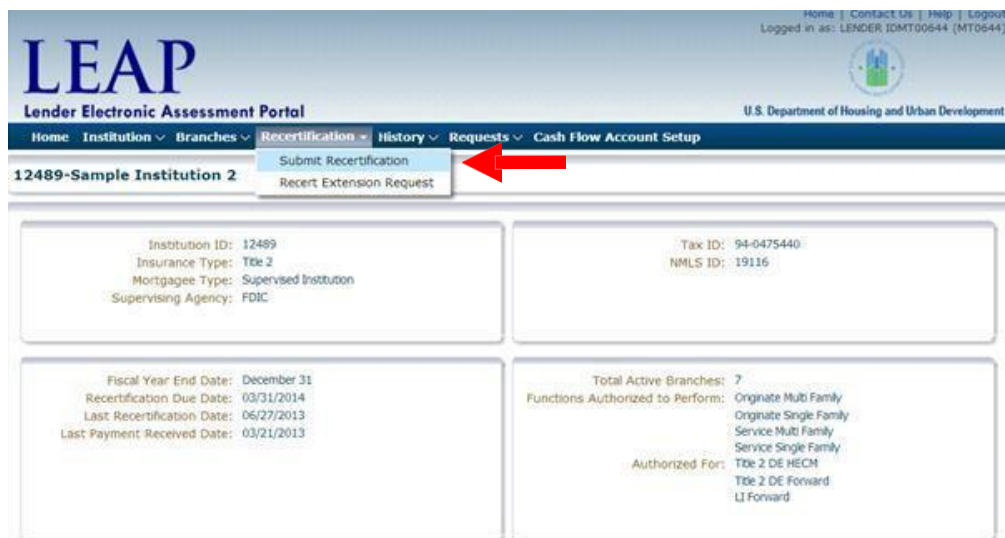
## 7. Recertification

FHA requires all approved lenders to complete and submit their Annual Recertification in accordance with HUD policy. For additional information on FHA’s Annual Recertification requirements, please visit the Approvals and Renewals page at [www.hud.gov/lenders](http://www.hud.gov/lenders).

LEAP will send an e-mail notification to the Institution’s Administrative Contact ninety days prior to the Institution’s Recertification due date. LEAP will send additional e-mails throughout the Recertification process updating the Institution on the status of the Recertification package.

 Please ensure that the Administrative Contact e-mail addresses are up to date as all system generated emails will be sent to these email addresses. Refer to section [5.1.5 – Maintaining Administrative Contact Information](#).

From the Menu Bar, click “Submit Recertification” from the Recertification drop-down to begin the process.



The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible, along with user information: "Logged in as: LENDER IDMT00644 (MT0644)". The navigation menu includes "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". The "Recertification" menu is expanded, showing "Submit Recertification" and "Recert Extension Request". A red arrow points to the "Submit Recertification" option. Below the menu, the "12489-Sample Institution 2" summary is shown, including details like Institution ID, Insurance Type, Mortgagee Type, Supervising Agency, Tax ID, NMLS ID, Fiscal Year End Date, Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches, and Functions Authorized to Perform.

*Institution Summary – Submit Recertification drop-down highlighted*

This opens the Recertification Status screen, which guides the user through the Recertification process. The following screenshot shows each of the possible Recertification process steps a user may need to complete.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup


51628-Sample Institution 3-Non-Supervised


Recertification Status : Not Started

Package Fiscal Year: 12/31/2016

Lender Data Verification	START ▾
Certification	START ▾
Audit Related Questions	START ▾
Financial Data Entry	START ▾
Payment	START ▾
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

*Recertification Status screen*

 *The Recertification Status screen will ONLY show the Recertification steps required for each specific Institution, as determined by the Institution's Lender Segment. The Lender Segment appears next to the Lender ID and Name at the top of the Recertification Status screen.*

 *The Recertification Status screen will show a green icon when a step is completed and a yellow icon if a step is in-process and needs further action to complete.*



## 7.1 Lender Segments

Lender Segments are generally based on each Institution's Mortgagee Type and size measured by total net assets. The table below shows the required Recertification steps for each Lender Segment.

Segment	Required Recertification Steps
<b>Non-Supervised</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>
<b>Supervised Large</b> <i>Total net assets <u>greater than or equal to</u> \$500 Million</i>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>
<b>Supervised Small</b> <i>Total net assets <u>less than</u> \$500 Million</i>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to HUD as Final</li> </ul>
<b>Government</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Submit to HUD as Final</li> </ul>
<b>Investing</b>	<ul style="list-style-type: none"> <li>• Lender Data Verification</li> <li>• Certification</li> <li>• Audit Related Questions</li> <li>• Financial Data Entry</li> <li>• Payment</li> <li>• Submit to IPA for Review</li> <li>• Submit to HUD as Final</li> </ul>

## 7.2 Recertification Processes

LEAP is designed to navigate the user through the Recertification process via the Recertification Status screen. As stated in section [7.1 – Lender Segments](#), each lender segment will have a specific Recertification process tailored to their segment.

The following sections provide a detailed overview of each Recertification process step.

### 7.2.1 Lender Data Verification

The Lender Data Verification step requires the user to verify that all Institution Profile information in LEAP is accurate.

To begin, click the “Start” button located to the right of Lender Data Verification on the Recertification Status screen.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the logo is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area displays the institution name "51628-Sample Institution 3-Non-Supervised" and the status "Recertification Status : Not Started". A table lists four recertification steps, each with a "START" button. A red arrow points to the "START" button for "Lender Data Verification".

Package Fiscal Year: 12/31/2016	
Lender Data Verification	START
Certification	START
Audit Related Questions	START
Financial Data Entry	START


*Recertification Status screen*

This opens the Institution Profile screen where the user can view and edit any profile details, as necessary.

If all Institution information is correct, click “Confirm” on the top-right of the screen. If information needs to be edited, click “Edit” for the relevant section. Once editing is complete, click “Confirm.”

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and 'Lender Electronic Assessment Portal' are visible, along with navigation links (Home, Contact Us, Help, Logout) and a user login status (Logged in as: LENDER IDMT00644 (MT0644)). The U.S. Department of Housing and Urban Development logo is also present. The main content area shows the '12489-Sample Institution 2' profile. The 'Institution Profile' section is active, with a 'CONFIRM' button highlighted by a red arrow. Below this, the 'Profile Details' section is expanded, showing four panels of information: Institution ID (12489), Insurance Type (Title 2), Mortgagee Type (Supervised Institution), Supervising Agency (FDIC); Tax ID (94-0475440), NMLS ID (19116), GNMA ID (3839), Incorporation State (CA), Incorporation Date (04/14/2014), and FHA Approval Date (09/16/1998); Fiscal Year End Date (December 31), Recertification Due Date (03/31/2014), Last Recertification Date (06/27/2013), and Last Payment Received Date (03/21/2013); and Total Active Branches (7), Functions Authorized to Perform (Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family), and Authorized For (Title 2 DE HECM, Title 2 DE Forward, LI Forward). An 'Edit' button is visible in the top right of the profile details section.

*Institution Profile – Profile Details*

 *Some Institution information changes may require submitting a request to FHA. If requests for changes to Institution information are still pending, the user can still confirm that the Lender Data Verification step is complete in order to move on to the next step in the Recertification. See [section 5 – Institution](#) for more information on editing Institution information.*

After clicking “Confirm,” the Recertification Status screen opens with an updated status for each required step.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible, along with the U.S. Department of Housing and Urban Development logo. A navigation menu includes Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the user's institution as "51628-Sample Institution 3-Non-Supervised" and the "Recertification Status : In Process". A table lists the recertification steps:

Package Fiscal Year: 12/31/2016	
Lender Data Verification	VIEW
Certification	START →
Audit Related Questions	START →
Financial Data Entry	START →
Payment	START →

*Recertification Status screen*

## 7.2.2 Certification

The Certification process requires an Institution’s corporate officer to certify that the Institution was in compliance with all HUD-required certification statements.

In order to complete this process, the user must have the Certifying Official role (see section [2.1 – Authorization Role Definitions](#)). The Institution’s FHA Connection Application Coordinator must grant this role to the appropriate user(s). An Institution can have a maximum of three individuals with the Certifying Official role.

Click the “Start” button to the right of Certification to begin this step. This opens the Certification screen.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

**Certification**

v1.1

In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click "Unable to Certify." You will be prompted to provide an explanation and attachments.

- 1. I certify that I am a Corporate Officer of the above-mentioned Mortgagee (hereinafter referred to as "the Mortgagee"); that I am duly authorized to execute this certification on behalf of the Mortgagee; and that throughout the Certification Period I have known, or been in the position to know, whether the operations of the Mortgagee conformed to all applicable HUD-FHA regulations, handbooks, Mortgage Letters, Title I Letters, and policies.
- 2. I certify that the Mortgagee is fully responsible for all actions of its principals, owners, officers, directors, managers, supervisors, loan processors, loan underwriters, loan originators, and for the actions of its employees and contractors conducting FHA business for the Mortgagee (hereinafter referred to as "Participants").
- 3. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was subject to a current suspension, debarment, limited denial of participation or other restriction imposed under part 25 of title 24 of the Code of Federal Regulations, part 180 as implemented by part 2424, or any successor regulations to such parts, or under similar provisions of any other Federal agency.
- 4. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was under indictment for, or had been convicted of, an offense that reflects adversely upon the Mortgagee's integrity, competence or fitness to meet the responsibilities of an FHA-approved Mortgagee; who had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry during the 7-year period preceding the first day of the Certification Period; and/or who had ever had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry that involved an act of fraud, dishonesty, a breach of trust, or money laundering.
- 5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- 6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- 7. I certify that during the Certification Period, no Participants were subject to any sanctions or unresolved findings, except for those sanctions or unresolved findings, if any, that the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- 8. I certify that during the Certification Period, the Mortgagee was not refused any license necessary to conduct its normal operations in the real estate or mortgage loan industry. I further certify that throughout the Certification Period, the Mortgagee maintained compliance with all applicable provisions of the S.A.F.E. Mortgage Lending Act of 2008 or its equivalent under state law, including all Nationwide Mortgage Licensing System and Registry requirements.
- 9. I certify that to the best of my knowledge, and after having conducted a reasonable investigation, that the Mortgagee does now, and did at all times throughout the Certification Period, comply with all HUD-FHA regulations and requirements applicable to the Mortgagee's continued approval and operations, including those contained in HUD handbooks, Mortgage Letters, Title I Letters, policies, and any agreements entered into between the Mortgagee and HUD.
- 10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

*Certification screen*

On the Certification screen, check the box for each certification statement as appropriate.



*If the user cannot certify to any of the statements, see section [7.2.2.1 - Unable to Certify](#).*

Once all certification statements have been checked, additional data fields are exposed.

Submission Date: 04-16-2014 12:58:42 AM - EDT  
Login ID: MT0644

\* Full Name:   
\* Job Title:   
\* Phone Number:   
\* Email Address:   
\* SSN:

*Certification – Able to Certify*

Enter information in all fields and click the “I Certify” button to complete the process. LEAP validates this information against FHA records to ensure that the current user has the appropriate authority to complete the Certification.

When the Certification step is complete, the Recertification Status screen reopens and the Certification button changes to View.

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

51628-Sample Institution 3-Non-Supervised

Recertification Status : In Process

Package Fiscal Year: 12/31/2016

<input checked="" type="checkbox"/> Lender Data Verification	<input type="button" value="VIEW"/>
<input checked="" type="checkbox"/> Certification	<input type="button" value="VIEW"/>
Audit Related Questions	<input type="button" value="START"/>
Financial Data Entry	<input type="button" value="START"/>
Payment	<input type="button" value="START"/>
Independent Public Accountant's Agreed Upon Procedures	<input type="button" value="VIEW"/>
Submit to IPA for Review	<input type="button" value="SUBMIT"/>

*Recertification Status screen*

### 7.2.2.1 Unable to Certify

If the user is unable to certify to any of the statements on the Certification, the corresponding box is left unchecked.

For example, in the screen shot below, the user is unable to certify to statements 5, 6, and 10.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00544 (MT0544)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

## 12489-Sample Institution 2

### Certification

v1.1

In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click "Unable to Certify." You will be prompted to provide an explanation and attachments.

1. I certify that I am a Corporate Officer of the above-mentioned Mortgagee (hereinafter referred to as "the Mortgagee"); that I am duly authorized to execute this certification on behalf of the Mortgagee; and that throughout the Certification Period I have known, or been in the position to know, whether the operations of the Mortgagee conformed to all applicable HUD-FHA regulations, handbooks, Mortgagee Letters, Title I Letters, and policies.
2. I certify that the Mortgagee is fully responsible for all actions of its principals, owners, officers, directors, managers, supervisors, loan processors, loan underwriters, loan originators, and for the actions of its employees and contractors conducting FHA business for the Mortgagee (hereinafter referred to as "Participants").
3. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was subject to a current suspension, debarment, limited denial of participation or other restriction imposed under part 25 of title 24 of the Code of Federal Regulations, part 180 as implemented by part 2424, or any successor regulations to such parts, or under similar provisions of any other Federal agency.
4. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was under indictment for, or had been convicted of, an offense that reflects adversely upon the Mortgagee's integrity, competence or fitness to meet the responsibilities of an FHA-approved Mortgagee; who had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry during the 7-year period preceding the first day of the Certification Period; and/or who had ever had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry that involved an act of fraud, dishonesty, a breach of trust, or money laundering.
5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
7. I certify that during the Certification Period, no Participants were subject to any sanctions or unresolved findings, except for those sanctions or unresolved findings, if any, that the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
8. I certify that during the Certification Period, the Mortgagee was not refused any license necessary to conduct its normal operations in the real estate or mortgage loan industry. I further certify that throughout the Certification Period, the Mortgagee maintained compliance with all applicable provisions of the S.A.F.E. Mortgage Licensing Act of 2008 or its equivalent under state law, including all Nationwide Mortgage Licensing System and Registry requirements.
9. I certify that to the best of my knowledge, and after having conducted a reasonable investigation, that the Mortgagee does now, and did at all times throughout the Certification Period, comply with all HUD-FHA regulations and requirements applicable to the Mortgagee's continued approval and operations, including those contained in HUD handbooks, Mortgagee Letters, Title I Letters, policies, and any agreements entered into between the Mortgagee and HUD.
10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

v1.1

*Certification screen*

Since the user is not able to check all of the certification statements, the "I Certify" button is inactive, and the "Unable to Certify" button is active.

Click the "Unable to Certify" button to proceed.

This opens a pop-up detailing the statement(s) to which the user was unable to certify. Enter comments in each explanation field (comments are required).

The screenshot shows a web application interface with a pop-up window titled "LEAP - Recertification - Unable to Certify Explanations". The pop-up contains a yellow warning icon and the text: "The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement." Below this, there are three numbered statements, each with an "Explanation:" field and a "Maximum number of characters: 255" limit. A red arrow points to the first explanation field. The background shows a sidebar with a "Certification" section and a list of items with checkboxes. The top right of the page has navigation links: Home, Contact Us, Help, Logout, and a logged-in user: LENDER IDMT00644 (MT0644).

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

### LEAP - Recertification - Unable to Certify Explanations

**!** The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement.

5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

\* Explanation:   
Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

\* Explanation:   
Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

\* Explanation:   
Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

*Certification – Unable to Certify Explanations*



Add any relevant attachments to further clarify the reasons for being Unable to Certify (attachments are optional).

**LEAP - Recertification - Unable to Certify Explanations**

\* Explanation: Sample  
Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

\* Explanation: Sample  
Maximum number of characters: 255

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

ID	File	Associated To
Attachment-0	Choose File No file chosen	<input type="checkbox"/> Certification Line 5 <input checked="" type="checkbox"/> Certification Line 6 <input type="checkbox"/> Certification Line 1

CANCEL SUBMIT

### Certification – Unable to Certify Explanations

The screen will display the details of each attachment.

Associate the attachment(s) to the relevant certification statement number(s) by checking the appropriate box in the Associated To column. Click “Submit.”

**TIP** In order to see all of the attachment details in the “Certification – Unable to Certify Explanations” pop-up, expand the window by clicking the bottom right corner and dragging to the desired height and width.

If the staff require clarification on any of the certification statements, the staff may request additional information from the lender. The lender will receive an email explaining the required information. The lender can then log back in to LEAP to provide the information. When logging in, the lender will see the below statement within the Pending & Upcoming Activities panel located on the home screen:



### Pending & Upcoming Activities – Provide Additional Certification Info

The Lender can then return to the Recertification package and view the Certification form. On both the top and bottom of the Certification form, there is a button that can be selected to allow the lender to provide additional information. After selecting this button, a pop-up will appear allowing the lender to enter comments and attach additional files. The certification form is then resubmitted to OLAPC for review.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top left is the LEAP logo and the text "Lender Electronic Assessment Portal". At the top right is the U.S. Department of Housing and Urban Development logo and name. Below the header is a section titled "51628-Sample Institution 3". Underneath is a "Certification" section. A red arrow points to a button labeled "PROVIDE ADDITIONAL INFO" next to a "RETURN" button and a version number "v1.3". Below the buttons, there is a paragraph of text: "Capitalized terms in the following statements refer to those terms as used in the relevant sections of HUD Handbook 4000.1." and another paragraph: "In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click "Unable to Certify." You will be prompted to provide an explanation and attachments."

*Certification – Provide Additional Info*

### 7.2.3 Audit Related Questions

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the Lender Data Verification and Certification Processes are complete, the user can start the Audit Related Questions. Click the “Start” button to the right of Audit Related Questions on the Recertification Status screen to begin this step.

Enter each required field (\*) in the Lender Owner/Comptroller panel. The Lender Owner/Comptroller is a point of contact at the Institution that can address audit-specific questions that FHA may have during its review of the Recertification package.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

**Audit Related Questions**

SAVE SAVE & RETURN CANCEL v1.1

**Institution Information**

Institution Name: Sample Institution 2  
Fiscal Year End Month: February 28

**Lender Owner/Comptroller**

\* First Name:   
Middle Name:   
\* Last Name:   
\* Job Title:   
\* Phone Number: (111) 222-3333 x   
\* Fax Number: (111) 222-3333  
\* Email Address:

*Audit Related Questions screen*

**TIP** *The Lender Owner/Comptroller information does NOT need to match the contact information for the user completing this data entry step.*


**TIP** *Select the Save or Save & Return button at the top right of the screen at any time. Save will save the data entered and keep the user on the same screen. Save and Return will save the data entered and return the user to the Recertification Statuspage.*


Answer all questions in the Questions and Documents panel.


**Questions And Documents**


*Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.*


**Financial Statement Information**


 \* 001: Is the FHA approved lender a subsidiary in a parent - subsidiary relationship? Yes ▾


 \* 002: Are you submitting audited consolidated financial statements of the parent company or audited financial statements of the FHA-approved subsidiary? Consolidated ▾


 \* 003: Is the subsidiary 40% or more of the parent? Yes ▾


 \* 005: Is the FHA approved lender in a parent- subsidiary relationship? ▾


 \* 006: Type of Audit Opinion issued Qualified Opinion ▾

 \* 007: Type of Audit Opinion issued on the supplemental information in relation to financial statements as a whole Qualified Opinion ▾


 \* 008: Is a going concern paragraph included in the auditor's report? Yes ▾


 \* 009: Reported Findings - Significant Deficiencies? No ▾


 \* 010: Reported Findings - Material Weaknesses? No ▾


 \* 011: Reported Findings - Material Noncompliance? No ▾

**HUD Compliance Audit**


 \* 020: Type of Audit Opinion issued Qualified Opinion ▾

 \* 021: Reported Findings - Significant Deficiencies? No ▾

 \* 022: Reported Findings - Material Weaknesses? No ▾

 \* 023: Reported Findings - Material Noncompliance? No ▾

**Management Letter**

 \* 030: Were certain matters communicated to management not disclosed in audit reports? No ▾

*Audit Related Questions – Questions and Documents*



Select the  icon to the left of any Audit Related Question for a detailed description.


Add all required documents in the Required Documents panel.

The screenshot shows a panel titled "Required Documents" with five rows of requirements. Each row includes an information icon (i), a requirement number and description, a "Choose File" button, the text "No file chosen", a red "X" icon, and a plus sign icon (+). The requirements are:

- \* 040: Independent Auditors' Report on the Financial Statements and Supplemental Schedules and the related financial reporting package including audited financial statements, notes, and supplemental schedules
- \* 041: Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards
- \* 042: Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major HUD Program and on Internal Control Over Compliance Based on an Audit in Accordance With the HUD Consolidated Audit Guide
- \* 043: Schedule of Findings, Questioned Costs, and Recommendations
- \* 044: CPA Firm or Practitioner License

*Audit Related Questions – Required Documents*



Add more than one attachment for each requirement by clicking .

Conditional Documents may be required based on the responses in the Financial Statement Information, HUD Compliance Audit, and Management Letter sections.

Any conditional document that is required, based on responses entered, will be highlighted in yellow to add. Add all applicable documents, and click "Save."

The screenshot shows a panel titled "Conditional Documents" with eight rows of requirements. Each row includes an information icon (i), a requirement number and description, a "Choose File" button, the text "No file chosen", a red "X" icon, and a plus sign icon (+). The requirements are:

- 050: Management Letter or other type of written auditor communication to management
- 051: Corrective Action Plan related to Financial Statement Audit or HUD Compliance Audit
- 052: Corrective Action Plan related to Management Letter or other type of written communication to management
- 053: Schedule of the Status of Prior Audit Findings, Questioned Costs, and Recommendations
- 054: Audited Consolidating Schedules
- 055: Corporate Guaranty Agreement
- 056: Unaudited Consolidating Schedules or Call Report
- 057: Other/Miscellaneous Documents

   v1.

*Audit Related Questions – Conditional Documents*

## 7.2.4 Financial Data Entry

Financial Data Entry is tailored to each lender segment. LEAP collects specific financial data points HUD uses to evaluate the Institution’s financial status.

**TIP** *Lenders in the Supervised Small segment must also attach their unaudited regulatory report (call report) on the Financial Data Entry screen. All other segments that submit financial information will attach required documents on the Audit Related Questions screen.*

Click the “Start” button to the right of Financial Data Entry on the Recertification Status screen to begin this step. Complete all fields and click “Save.” After saving, any fields not completed will be highlighted in yellow.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Recertification - Financial Statements

SAVE SAVE & RETURN CANCEL v1.1

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Financial Data Template


Balance Sheet - Assets


Line Item 100: Cash and Cash Equivalents	<input type="text"/>	0
Line Item 101: Escrow deposit Cash	<input type="text"/>	0
Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1)	<input type="text"/>	0
Line Item 103: Trading Account Securities	<input type="text"/>	0
Line Item 104: Net Mortgage Servicing Rights	<input type="text"/>	0
Line Item 105: Other Real Estate Owned at Net Realizable Value	<input type="text"/>	0
Line Item 106: Loans Held for Investment	<input type="text"/>	0

Balance Sheet - Unacceptable Assets

Line Item 200: Pledged Assets	<input type="text"/>	0
Line Item 201: Assets Due from an Officer, Stockholder, or Related Entity	<input type="text"/>	0
Line Item 202: Personal Interest Investment	<input type="text"/>	0

*Financial Data Entry screen*

**TIP** *Select the  icon to the left of any Line Item for a detailed description.*

 *Certain fields are automatically calculated based on the data entered. These fields are highlighted in grey and are read-only.*

## 7.2.5 Payment

LEAP uses a direct web service with the Treasury Department's Pay.Gov service.

To submit payment of the Institution's Recertification fee, click the "Start" button to the right of Payment on the Recertification Status screen.

LEAP automatically calculates the fee amount based on the Institution's Insurance Type and number of active branches and displays this calculation on-screen.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

### Recertification Payment

**Fee Calculation:** Title 2 Main Office Recert Fee: \$500  
0 Title 1 Branches Recert Fee: \$0  
7 Title 2 Branches Recert Fee: \$1400  
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00

\* Bank Routing Number:

\* Bank Account Number:

\* Account Type:

CANCEL SUBMIT

CANCEL SUBMIT

*Recertification Payment screen*

Enter data in each required field (\*) and click the “Submit” button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the text "Logged in as: LENDER IDMT00644 (MT0644)". The LEAP logo and "Lender Electronic Assessment Portal" are on the left. The U.S. Department of Housing and Urban Development logo is on the right. Below the header, the institution name "12489-Sample Institution 2" is displayed. The main section is titled "Recertification Payment" and contains the following information:

Fee Calculation: Title 2 Main Office Recert Fee: \$500  
0 Title 1 Branches Recert Fee: \$0  
7 Title 2 Branches Recert Fee: \$1400  
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00  
Pay.Gov Receipt Number: 3FONB238  
Pay.Gov Receipt Date: 04/16/2014

There are two "RETURN" buttons, one on the right side of the fee calculation section and one at the bottom right of the main content area.

*Payment Confirmation screen*



*Pay.gov requires a 48-hour processing time to clear payment.*



*Rejected Payments can be resubmitted in the Payment History screen (see section [8.2 – Resubmitting Rejected Payments](#)).*

Click the “Return” button to return to the Recertification Status page.



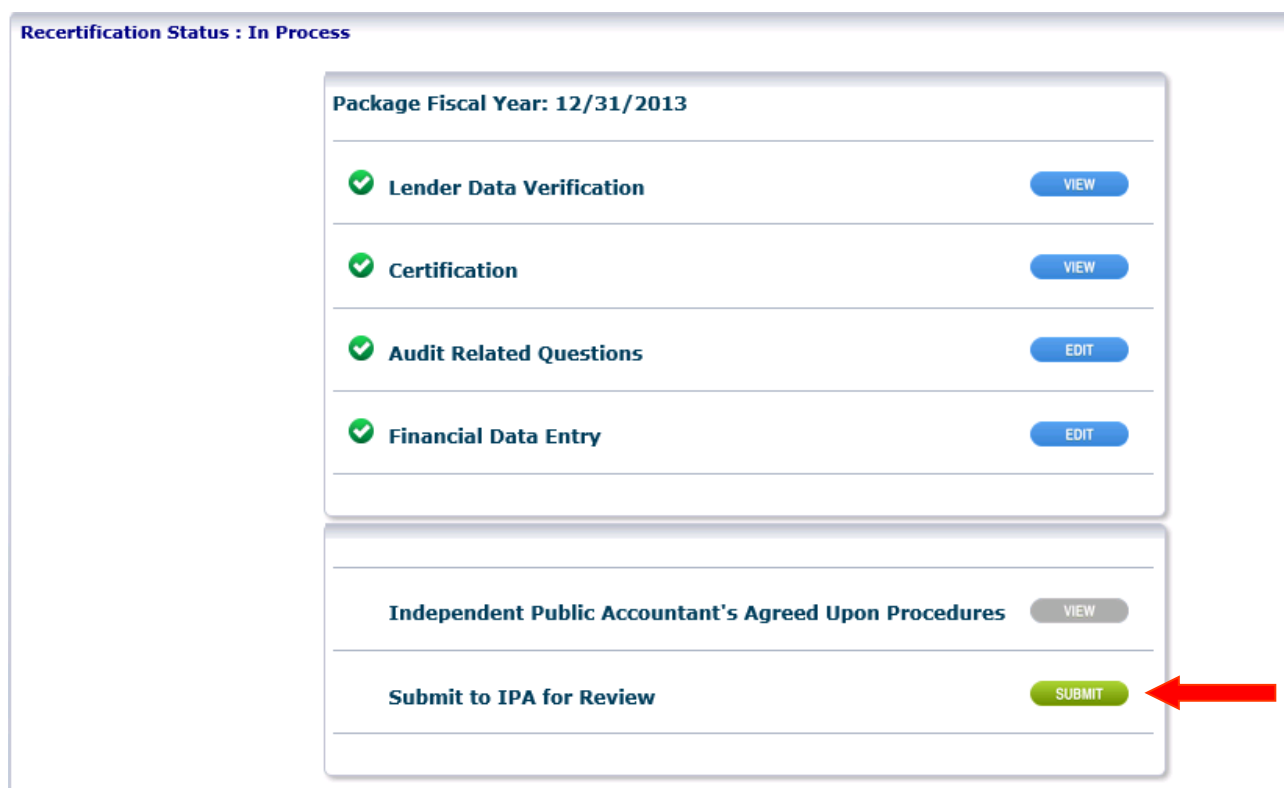
## 7.2.6 Submit to Independent Public Accountant for Review

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the applicable steps for the Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry are complete, the “Submit” button in the “Submit to IPA for Review” line becomes active on the Recertification Status screen.


Lenders are responsible for informing the IPA after they submit the financials to IPA Review.

Click “Submit” to submit the Recertification package to the IPA for review.



The screenshot displays the 'Recertification Status : In Process' screen. At the top, it indicates 'Package Fiscal Year: 12/31/2013'. Below this, there is a list of four completed steps, each with a green checkmark icon and a button: 'Lender Data Verification' (VIEW), 'Certification' (VIEW), 'Audit Related Questions' (EDIT), and 'Financial Data Entry' (EDIT). Below these steps, there are two more items: 'Independent Public Accountant's Agreed Upon Procedures' (VIEW) and 'Submit to IPA for Review' (SUBMIT). A red arrow points to the 'SUBMIT' button, indicating it is the active functionality.

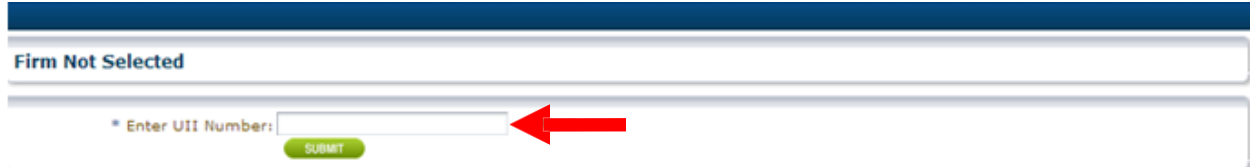
*Recertification Status screen – Submit to IPA functionality enabled*

 **The Institution is not required to complete the Payment section before submitting to the IPA. The Payment section is required to be completed before submitting the Recertification package to HUD.**

### 7.2.6.1 IPA Home Screen

The IPA Attester will access LEAP via FHA Connection (See section [2 – How to Access LEAP](#)). After the IPA logs in, a Unique IPA Identifier (UII) number must be entered.

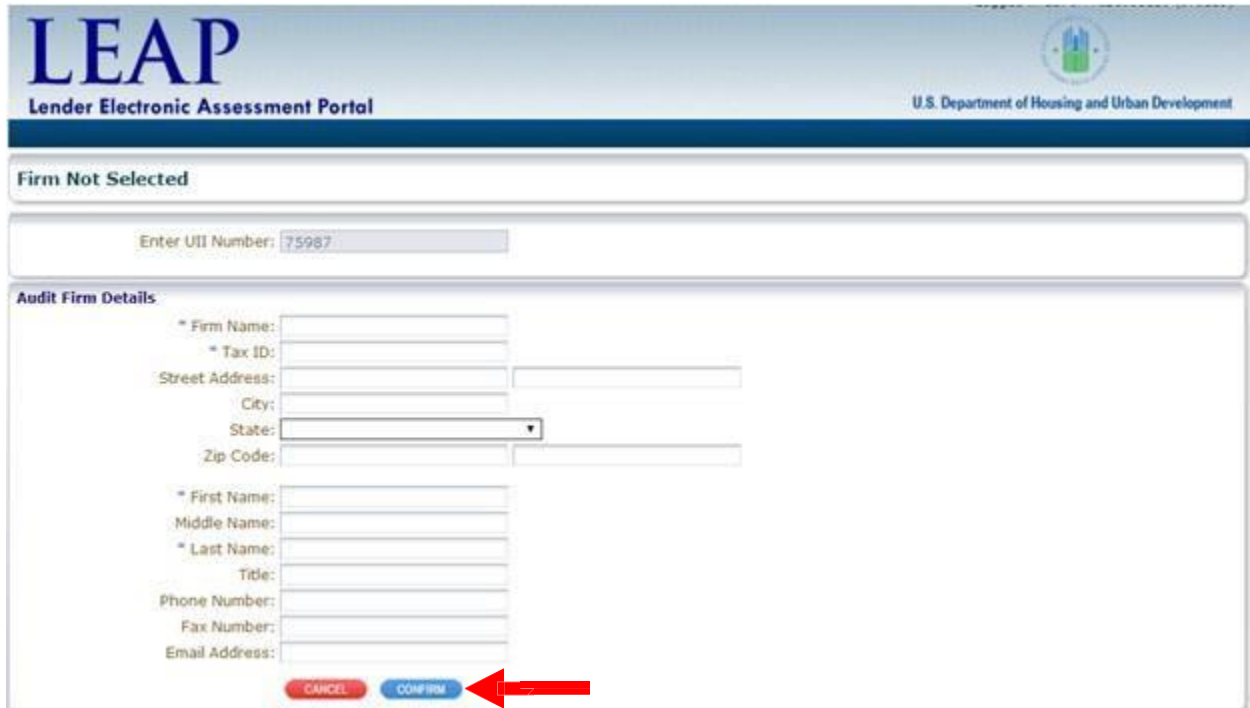
Enter the UII number and click “Submit.”



*IPA UII Number*

The screen will display the Audit Firm Details for the IPA Attester to complete and confirm. If the fields are prepopulated, then they only require confirmation. If any of the fields are not prepopulated, then they must be entered. Fields with a (\*) are required in order to confirm and move to the next screen.

Click “Confirm.”



*IPA – Audit Firm Details*

This opens the Associated Lenders panel at the bottom of the screen.

Recertification packages that are available to be reviewed will have an active link populated in the Recert ID column. Click the “Recert ID link” in the Recert ID field to view the Recertification package.

Home | Contact Us | Help | Logout  
Logged in as: IPA IDIT00001 (IT0001)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Sample Institution

Enter UII Number:


**Audit Firm Details**

\* Firm Name: Sample Institution  
\* Tax ID: 11-1111111  
Street Address: 171 Wiget Lane  
City: Walnut Creek  
State: California  
Zip Code: 94598

\* First Name: Sample  
Middle Name:  
\* Last Name: IPA  
Title:  
Phone Number:  
Fax Number:  
Email Address:

**Associated Lenders**

#	Institution ID	Institution Name	Insurance Type	Segment	Fiscal Year End Date	Recert ID	Recertification Due Date
1		DISCOVER BANK	Title 2	Investing	December 31	1-15ALTE	03/31/2014



*IPA Firm Details*



*Only Institutions that have been associated to the IPA firm in FHA Connection will appear in the IPA’s Associated Lenders panel.*



*Institutions that are still working on the Recertification Package will also be displayed in the Associated Lenders panel; however, they will not have an active link in the Recert ID column.*

## 7.2.6.2 Agreed-Upon Procedures

After the IPA has selected a specific Institution's Recertification to review, the Recertification Status screen opens. The IPA has access to view the Audit Related Questions and Financial Data Entry information in read-only format by selecting "View" to the right of either line item.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the header, the page title is "31145-Sample Institution 4-Non-Supervised" and the status is "Recertification Status : In Process". A central box displays "Package Fiscal Year: 12/31/2016" and a table with three rows:

Audit Related Questions	VIEW
Financial Data Entry	VIEW
Independent Public Accountant's Agreed Upon Procedures	START

Red arrows point to the "VIEW" buttons for "Audit Related Questions" and "Financial Data Entry".

*Recertification Status – IPA screen*

Click the "Start" button next to the Independent Public Accountant's Agreed Upon Procedures (AUP) to access the AUP.

The IPA Procedures screen displays the Audit Statement, Audit Procedures, Independent Public Auditor Details, and the Attesting Practitioner Details. In the Audit Statement section, type the Institution name in the Client Name field. LEAP will auto populate the Institution's name in the Audit Statement text below the field.

The Independent Public Auditor Details and Attesting Practitioner's Details sections will display the information entered by the IPA on the previous screens.

The Audit Procedures section provides the IPA Attester the option to select one of the following radio buttons for each Audit Procedure:

- Agrees
- Does Not Agree
- No Such Document Issued.



### IPA Procedures

#### Audit Statement

\* Client Name:

#### INDEPENDENT ACCOUNTANTS REPORT ON APPLYING AGREED-UPON PROCEDURES

To: **Sample Institution** and the U.S. Department of Housing and Urban Development

We have performed the procedures enumerated in the chart below, which were agreed to by **Sample Institution** (the "lender") and the U.S. Department of Housing and Urban Development, solely to assist them in determining the accuracy of the electronic submission of certain information into the Lender Electronic Assessment Portal (LEAP). The lender is responsible for the accuracy and completeness of the electronic submission.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

#### Audit Procedures

No.	Category	Procedures Applied	Agree	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opinion on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related Questions and Documents (ARQ).	Financial Data Template (FDT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	We compared the schedule of findings, questioned costs, and recommendations attached in line item 043 of the ARQ to the hard copy schedule of findings, questioned costs, and recommendations.	Schedule of Findings, Questioned Costs, and Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	We compared the management letter attached in line item 050 of the ARQ to the hard copy management letter.	Management Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	We compared the corrective action plans attached in line items 051 and 052 of the ARQ to the hard copy corrective action plans.	Corrective Action Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Independent Public Auditor Details

UII: 73987  
Firm Name: Sample Institution  
Employer Identification Number: 11-1111111

#### Attesting Practitioner's Details

First Name: Sample  
Middle Name:  
Last Name: IPA  
Title:  
Phone Number:  
Fax Number:  
Email Address:

IPA Procedures screen

Once all procedures have been completed, click "Submit."

This opens the Submit Agreed Upon Procedures notice. Click “OK.”

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

No.	Category	Procedures Applies	Agrees	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related	Financial Data Template (FDT)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Submit Agreed Upon Procedures</b>					
2					
3					
4					

**You are submitting your agreement or disagreement with the institution's financial reporting package.**

Select 'OK' to continue or 'Cancel' to return to the previous page.

OK Cancel

Independence

Firm Name: [REDACTED]  
Employer Identification Number: [REDACTED]

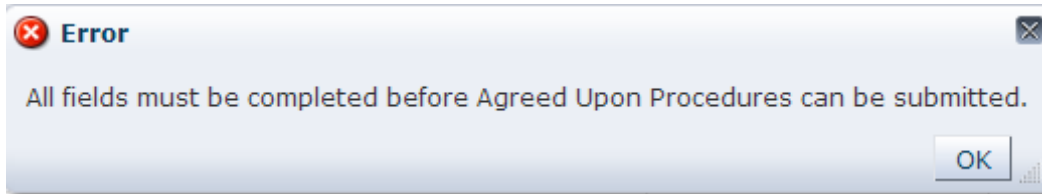
**Attesting Practitioner's Details**

Attesting Practitioner's First Name: [REDACTED]  
Attesting Practitioner's Middle Name: [REDACTED]  
Attesting Practitioner's Last Name: [REDACTED]  
Attesting Practitioner's Title: [REDACTED]  
Attesting Practitioner's Telephone Number: [REDACTED]  
Attesting Practitioner's Email Address: [REDACTED]  
Attesting Practitioner's Fax Number: [REDACTED]

SUBMIT CANCEL

*IPA – Submit Agreed Upon Procedures pop-up*

If the IPA Attester does not complete all information on the Audit Procedures and clicks “Submit,” LEAP presents an Error Message to complete all fields.



*IPA Error pop-up*

An e-mail is sent to the Institution’s Administrative Contact stating whether the IPA attested to all procedures. If no issues were discovered, the Institution can submit the Recertification package to HUD (see section [7.2.6.4 – IPA Attests to an Institution Financials](#)). If issues were discovered, the Institution must correct and submit back to the IPA (see section [7.2.6.3 – IPA Does Not Attest to an Institution Financials](#)).

### **7.2.6.3 IPA Does Not Attest to an Institution’s Financials**

If the IPA Attester selects “Does Not Agree” to any procedure, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA did not attest to their submission. The Institution will have to revise the information provided on the Audit Related Questions and/or Financial Data Entry form based on the information specific to that finding and resubmit for IPA Review.

### **7.2.6.4 IPA Attests to an Institution’s Financials**

If the IPA Attester selects Agrees to all procedures, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA attests to their submission.

The Institution Recertification Package is now available to the Institution to submit to HUD once all other sections of the package have been completed.

## 7.2.7 Submit to HUD as Final

Once all Recertification steps required for an Institution's Lender Segment are complete, the "Submit" button next to Submit to HUD as Final on the Recertification Status screen is active.

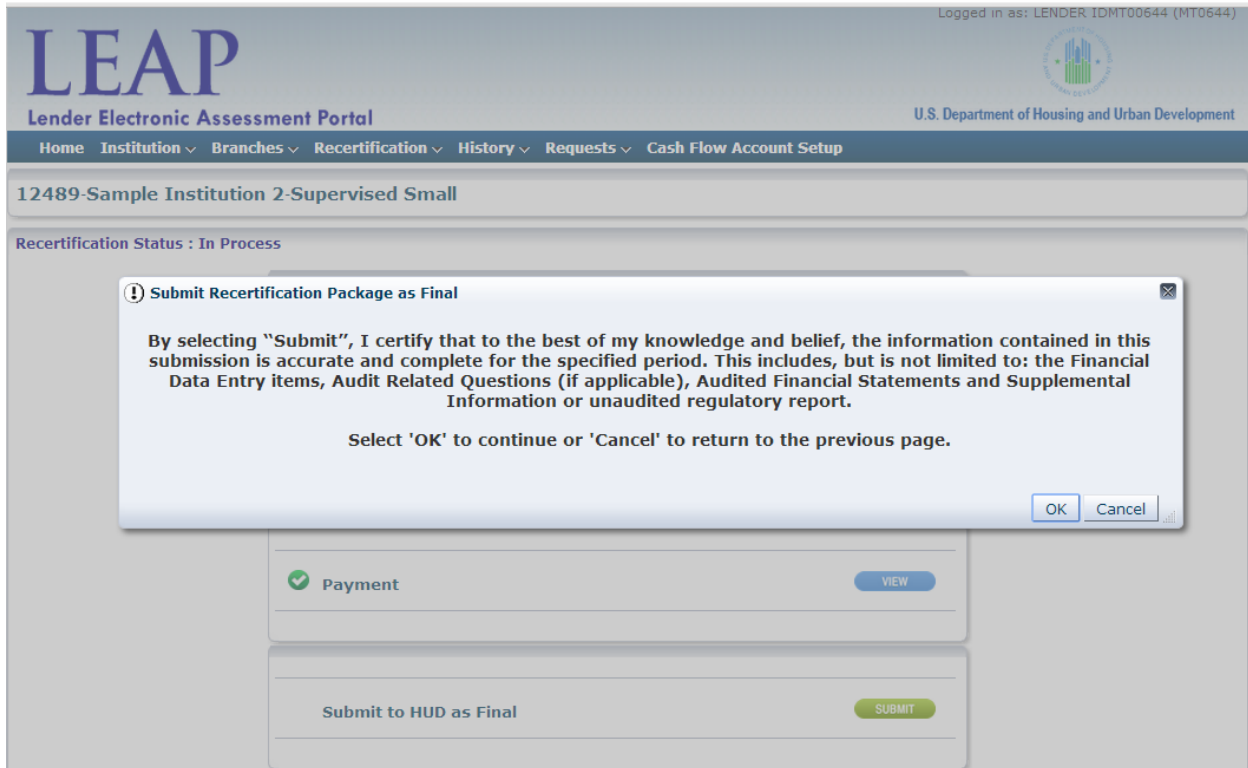
Click "Submit."

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo is on the left, and the U.S. Department of Housing and Urban Development logo is on the right. Below the logo is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "31145-Sample Institution 4-Non-Supervised" and "Recertification Status : In Process". A box titled "Package Fiscal Year: 12/31/2016" contains a list of steps, each with a green checkmark and a "VIEW" button. The steps are: Lender Data Verification, Certification, Audit Related Questions, Financial Data Entry, Payment, and Independent Public Accountant's Agreed Upon Procedures. At the bottom of this list is a "Submit to HUD as Final" button, which is highlighted in green and pointed to by a red arrow.

*Recertification Status – Submit to HUD as Final functionality enabled*



A pop-up will appear asking for confirmation that the user wishes to submit the Recertification Package to HUD as final.



*Recertification Status – Confirm Submission as Final pop-up*

Click “OK” to submit the Recertification Package to HUD; or click “Cancel” to navigate the user back the Recertification Package to make any required updates before submitting the final Recertification Package to HUD.

The Recertification Status screen will refresh with an updated status for all Recertification steps. The Recertification Status is updated to “Under Review”

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

**31145-Sample Institution 4-Non-Supervised**

Recertification Status : Under Review

Package Fiscal Year: 12/31/2016

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✓ Audit Related Questions	VIEW
✓ Financial Data Entry	VIEW
✓ Payment	VIEW
✓ Independent Public Accountant's Agreed Upon Procedures	VIEW
✓ Submit to HUD as Final	COMPLETE

*Recertification Status screen – Status of Under Review*

The Recertification package will now be reviewed by FHA. E-mails will be sent to the Institution’s Administrative Contact as the package is reviewed if additional action is required.

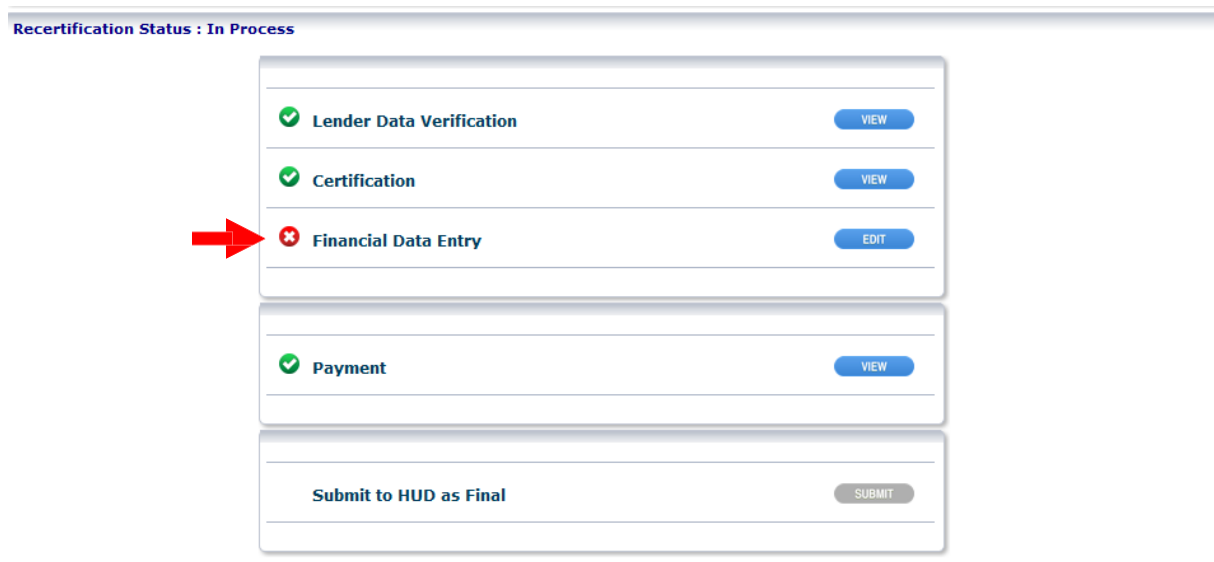
### 7.3 Resolving Deficiencies in Financials

If any portion of the Institution’s Recertification Package is deficient, an e-mail will be sent to the Institution’s Administrative Contact.

The Institution Summary screen will display a notice stating that FHA has found deficiencies on the Recertification Package.

To respond to deficiencies, navigate to “Submit Recertification” from the Recertification drop-down on the Menu Bar. On the Recertification Status screen, a red X will appear next to the section or sections requiring attention.

Click the “Edit” button next to the section with the red X.



*Recertification Status screen – Issue with Financial Data Entry*

At the top of the screen, a Deficiencies panel will be displayed with all deficiencies noted. The Deficiencies panel displays the Deficiency ID, Description of the deficiency, the OLAPC Proposed Resolution, and the Lender Resolution fields.

Click the “Resolve” button.

**Recertification - Financial Statements** RETURN v1.1

*Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.*

**Deficiencies**

Deficiency ID	Description	OLAPC Proposed Resolution	Lender Resolution
1-14LTE0	Insufficient Adjusted Net Worth	Provide documentation for net worth calculation.	
1-14LTE2	Insufficient Liquidity	Provide documentation for liquidity calculation.	

**RESOLVE**

**Financial Data Template**

**Financial Statement Upload**

*\* 1: Unaudited regulatory report (Call Report) signed by a corporate officer*

TX-SML-Mtg-Company-Description.pdf

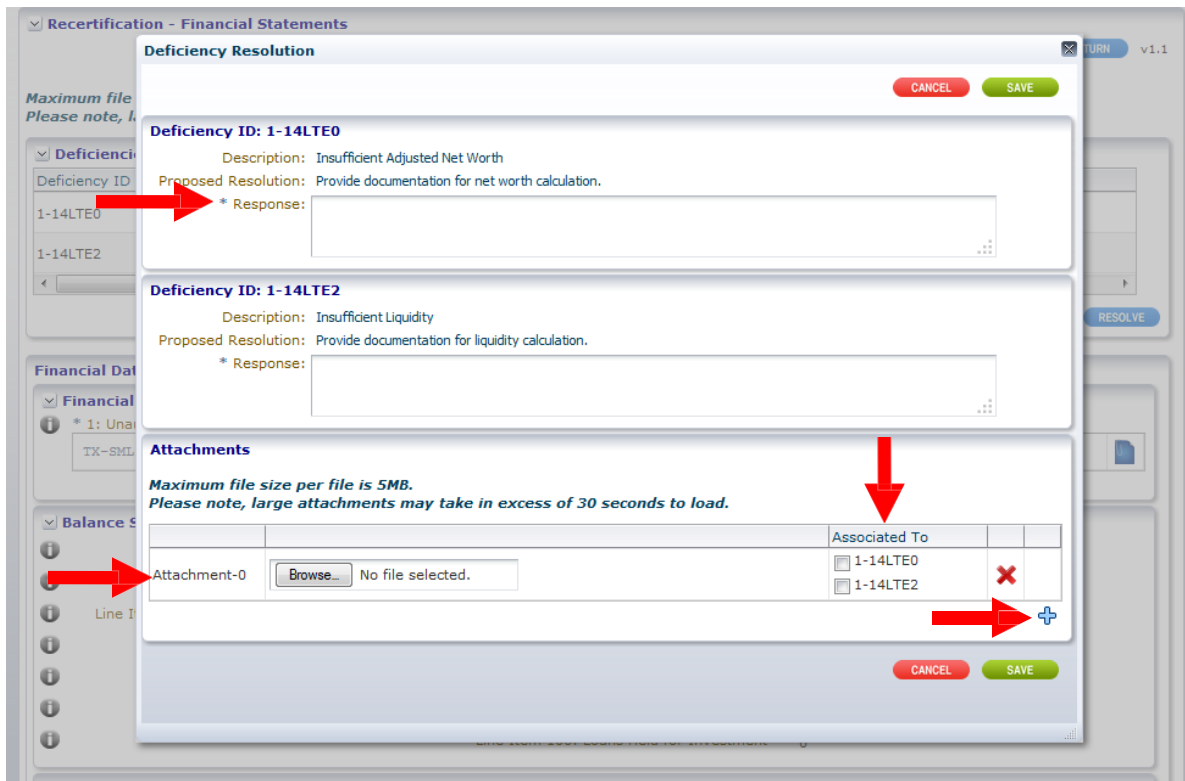
**Balance Sheet - Assets**

- Line Item 100: Cash and Cash Equivalents 0
- Line Item 101: Escrow deposit Cash 0
- Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1) 0
- Line Item 103: Trading Account Securities 0
- Line Item 104: Net Mortgage Servicing Rights 0
- Line Item 105: Other Real Estate Owned at Net Realizable Value 0
- Line Item 106: Loans Held for Investment 0


*Recertification – Financial*



A pop-up will display all deficiencies. A comment must be entered in the Response field for each deficiency (required). Attachments may be added.



After adding attachments, indicate the deficiency associated with each attachment by clicking the “Deficiency ID” in the “Associated To” column. The same document can be associated with any or all deficiencies.



*Recertification – Financial*

 Attachments cannot be larger than 5MB per file.

 To add more than one attachment, click .

 To delete an attachment, click .

Once complete, click “Save.”

After all deficiencies have been resolved, the Recertification Status screen will show all steps as complete. Click the “Submit to HUD as Final” button to resubmit the Recertification Package.

## 7.4 If FHA Rejects the Recertification Package

FHA may reject an Institution’s entire Recertification package due to noncompliance. When this occurs, the Institution must fill out a new Financial Data Entry and Audit Related Questions based on the Lender Segment. If the Institution is in the Non-Supervised, Supervised Large, or Investing segments then they must resubmit the Recertification Package to the IPA again for review and completion of the AUP.

## 7.5 Recertification Extension Request

Prior to an Institution’s assigned Recertification package Due Date, the user may request an extension of that Due Date.

### 7.5.1 Submitting the Extension Request

From the Recertification drop-down on the Menu Bar, select “Recert Extension Request.”

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top right, there are links for Home, Contact Us, Help, and Logout, along with the user's login information: "Logged in as: LENDER IDMT00644 (MT0644)". The LEAP logo is prominently displayed on the left. Below the logo, the text "Lender Electronic Assessment Portal" is visible, followed by the U.S. Department of Housing and Urban Development logo and name. A navigation menu bar contains the following items: Home, Institution (with a dropdown arrow), Branches (with a dropdown arrow), Recertification (with a dropdown arrow), History (with a dropdown arrow), Requests (with a dropdown arrow), and Cash Flow Account Setup. A dropdown menu is open under the "Recertification" item, showing two options: "Submit Recertification" and "Recert Extension Request". A red arrow points to the "Recert Extension Request" option. Below the menu, the "Institution Summary" for "12489-Sample Institution 2" is shown, divided into four sections:

- Top Left:** Institution ID: 12489, Insurance Type: Title 2, Mortgagee Type: Supervised Institution, Supervising Agency: FDIC.
- Top Right:** Tax ID: 94-0475440, NMLS ID: 19116.
- Bottom Left:** Fiscal Year End Date: February 28, Recertification Due Date: 05/31/2015, Last Recertification Date: 06/27/2013, Last Payment Received Date: 03/21/2013.
- Bottom Right:** Total Active Branches: 7, Functions Authorized to Perform: Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family, Authorized For: Title 2 DE HECM, Title 2 DE Forward, LI Forward.

*Institution Summary – Request Extension Request drop-down highlighted*

This opens the Request screen, with the Request Type field automatically populated to Extension Request.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00644 (MT0644). The main content area is titled "12489-Sample Institution 2" and is divided into two sections: "Information" and "Details".

**Information Section:**

- A red arrow points to the "\* Request Type" dropdown menu, which is currently set to "Extension Request".
- Below the dropdown, there is a text instruction: "Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division."
- Below the instruction, there is a list of requirements for the request:
  - a detailed explanation of why the extension is requested
  - timeframe for the extension
  - a point of contact for the lender

**Details Section:**

- The "Recertification Due Date" is displayed as "03/31/2014".
- The "Reason for Extension Request" field is empty.
- The "Requestor Comments" field is empty.

*Requests – Extension request*

Enter information in the required fields. Provide any additional comments specific to this request. Once complete, click the “Submit” button.



*The Recertification Due Date is automatically set to thirty days after the current Due Date.*



*The extension request details will be visible on the Request History page as well on the Institution Summary.*

Once the request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information will also be provided in the Notices section of the Institution Summary screen. If approved, the Recertification Due Date will show the new date on the Institution Summary screen.



---



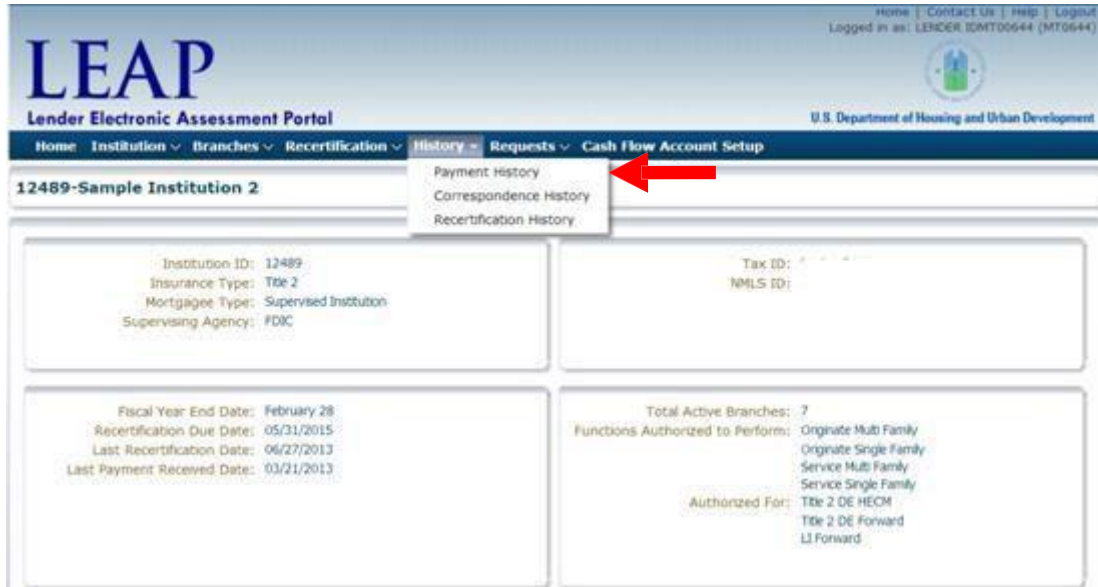
## **8. History Screens**





## 8. History Screens

Payment, Correspondence, and Recertification History can be viewed by selecting the History drop-down on the Menu Bar. All History screens are read-only views of all transactions.



The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the LEAP logo and "Lender Electronic Assessment Portal" are visible, along with user login information: "Logged in as: LENDER IDMT00644 (MT0644)". The navigation menu includes "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". The "History" menu is open, showing three options: "Payment History", "Correspondence History", and "Recertification History". A red arrow points to the "Payment History" option. Below the menu, the "12489-Sample Institution 2" summary is shown, including details like Institution ID, Insurance Type, Mortgagee Type, Supervising Agency, Tax ID, NMLS ID, Fiscal Year End Date, Recertification Due Date, Last Recertification Date, Last Payment Received Date, Total Active Branches, Functions Authorized to Perform, and Authorized For.

*Institution Summary – History drop-down highlighted*

### 8.1 Payment History

An Institution's payment history can be viewed by selecting "Payment History" from the History drop-down on the Menu Bar.

The Payment History page will show any Pay.gov payments required or made by the Institution. Lenders will be able to submit rejected recertification payments from this page.



## 16936-Sample Institution 3

### Payment History

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPhCQq	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

### Payment Details

Fee Calculation: Branch Fee: 300  
Amount Due: \$300.00  
Pay.Gov Receipt Number: 25HPhCQq  
Pay.Gov Receipt Date: 09/30/2014

*Payment History screen*

## 8.2 Resubmitting Rejected Payments

Rejected Payments can be resubmitted from the Payment History Screen. To resubmit a rejected payment, first select the payment to be resubmitted from the Payment History list. Enter data in each required field (\*) in the Resubmit Payment form and click the “Submit” button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.



### 16936-Sample Institution 3

#### Payment History

#	ID Number	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status
1	1-91041117			09/30/2014	Branch	25HPHCQQ	\$300.00	Paid - Confirmed
2	1-91047277			09/30/2014	Branch	25HPHEL6	\$300.00	Paid - Confirmed
3	1-73176430	1693600332	06/01/2014	05/29/2014	Branch		\$300.00	Rejected

#### Resubmit Payment

Fee Calculation: Title 2 Branch Fee: 300

Amount Due: \$300.00



\* Bank Routing Number:

\* Bank Account Number:

\* Account Type:

Payment History screen



*Pay.gov requires a 48-hour processing time to clear payment.*

### 8.3 Correspondence History

An Institution’s correspondence history can be viewed by selecting Correspondence History from the History drop-down on the Menu Bar.

The Correspondence History page will show any correspondence between LEAP and the Institution.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Correspondence History**

#	Date Sent	Subject
1		LEAP Affiliation Withdrawn Agent Email
2		Invalid Address Change Request Email
3	04/15/2014	Recertification 90 Day Notice - Supervised

*Correspondence History screen*

### 8.4 Recertification History

An Institution’s Recertification history can be viewed by selecting “Recertification History” from the History drop-down on the Menu Bar.

The Recertification History page will show relevant status and dates associated with the Institution’s LEAP Recertification history. LEAP does not provide details or documents from past Recertification packages.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Recertification History**

#	Recert Fiscal Year	Certification Status	Certification Status Date	Recertification Fees	Fiscal Year End Month
1	12/31/2013	Certified			December

*Recertification History screen*



## 9. Requests

## 9. Requests

Requests can be submitted via the Requests drop-down on the Menu Bar. Requests should only be submitted when the Institution is unable to directly make the change in LEAP.

The following requests can be submitted in LEAP:

- Add Insurance Authority
- Credit Watch Reinstatement
- Extension Request (see section [7.5 – Recertification Extension Request](#))
- Lender Org Change:
  - Ad Hoc
  - Add Institution DBA
  - Branch Address State Change
  - Branch Address Verification
  - Change Branch Insurance Type
  - Convert Mortgagee Type
  - Fiscal Year End Change
  - Geo Address State Change
  - Inst. Address Verification
  - Name Change
  - New Corporate Officer
- Merger or Acquisition (see section [11 – Merger, Acquisition or Purchase](#))
  - Merger
  - Acquisition
  - Purchase
- Voluntary Withdrawal (see section [12 – Voluntary Withdrawal from the FHA Program](#))

To submit a request, click the Requests drop-down and select “Create New Request.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with the following items: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The 'Requests' menu is currently open, showing two options: 'Create New Request' and 'View/Edit Submitted Requests'. A red arrow points to the 'Create New Request' option. Below the navigation bar, the page title is '12489-Sample Institution 2'. The main content area is divided into four sections: Institution ID (12489), Insurance Type (Title 2), Mortgagee Type (Supervised Institution), and Supervising Agency (FDIC); Tax ID and NMLS ID; Fiscal Year End Date (February 28), Recertification Due Date (05/31/2015), Last Recertification Date (06/27/2013), and Last Payment Received Date (03/21/2013); and Total Active Branches (7), Functions Authorized to Perform (Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family), and Authorized For (Title 2 DE HEOM, Title 2 DE Forward, LI Forward).

*Institution Summary – Requests drop-down highlighted*

Clicking “Create New Request” opens the Requests screen. Choose the type of request to submit by selecting an option from the Request Type drop-down.

The screenshot shows the LEAP Requests screen. The 'Request Type' dropdown menu is open, displaying the following options: Add Insurance Authority, Credit Watch Reinstatement, Extension Request, Lender Org Change, Merger or Acquisition, and Voluntary Withdrawal. A red arrow points to the dropdown menu. Below the dropdown menu, there is a 'Requestor Comments' text area. At the bottom of the screen, there is an 'Attachments' section with a note: 'Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load.' Below this note, there is a file upload area with a 'Choose File' button and the text 'No file chosen'.

*Requests screen*



Based on the type of request selected, the details section will change to display instructions and requirements specific to that request type, including any required attachments. For example, an extension request and a voluntary withdrawal both require attachments for supporting documentation.

## 9.1 Submitting a Request to FHA

In the example below, the user is submitting a request to add a New Corporate Officer, but the general steps are used to submit any Request Type.

Select “Lender Org Change” and “New Corporate Officer” from the Request Type and Sub-Type fields, respectively. Once selected, the requirements for this request are displayed below the Request Sub-Type field.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the logo 'LEAP' is prominent, along with navigation links for Home, Contact Us, Help, and Logout. The user is logged in as 'LENDER IDMT00644 (MT0644)'. The main navigation bar includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The current page is titled '12489-Sample Institution 2'.

The 'Information' section contains the following fields and instructions:

- Request Type:** Lender Org Change
- Request Sub Type:** New Corporate Officer

Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division.

**A. Non-Supervised and investing lenders adding a principal owner or corporate officer must provide:**

- the name and title of the corporate officer
- designation as full-time officer or for authority to complete the annual certification
- the officer's resume covering at least the previous seven years of employment
- a Residential Mortgage Credit Report (RMCR) or a tri-merged report of individuals who are new owners or officers
- an explanation for all negative items disclosed by any credit agency (if applicable)
- a point of contact for the lender.

**B. Supervised and government lenders adding a corporate officer must provide:**

- each officer's social security number
- a resume covering at least the previous seven years of employment
- a point of contact for the lender.

**C. Lenders removing a corporate officer must provide the effective date of removal, to remove corporate officers no longer employed by the lender or directly involved in FHA activities.**

**D. Lenders removing a principal owner must provide:**

- the name of the principal owner
- the effective date of removal
- a point of contact for the lender
- documentation of the change

FHA may require additional information prior to completing the change in its internal system.

The 'Details' section includes the following fields:

- First Name:** [Text Input]
- Middle Initial:** [Text Input]
- Last Name:** [Text Input]
- Title:** Select One... [Dropdown Menu]
- SSN:** [Text Input]
- Requestor Comments:** [Text Area]

The 'Attachments' section is currently empty.

*Requests screen – Lender Org Change, New Corporate Officer*

In the Details panel, complete all required fields which include First Name, Last Name, Title, and SSN. Enter any Requestor Comments.



To add any required attachments, select the file and attach to the request.

**Details**

\* First Name

Middle Initial

\* Last Name

\* Title

\* SSN

Requestor Comments

---

**Attachments**


*Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.*



Attachment-0  No file chosen ✖

+

CANCEL SUBMIT

*Requests – Add New Corporate Officer*

 Attachments cannot be larger than 5MB per file.

 To add more than one attachment, click .

 To delete an attachment, click .

Click “Submit.” This opens the Request History screen, displaying a summary of the submitted request.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00940 (MT0940)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

---

**Request History**

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	04/28/2014 10:03:33	Lender Org Change	New Corporate Officer	04/28/2014	Open	

*Request History screen*

When a Request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information also will display in the Notices section of the Institution Summary screen.

## 9.2 Responding with Additional Information

If FHA requires additional information to complete their review of a request, the Institution's Administrative Contact will receive an e-mail notification.

Provide the information by clicking on "View/Edit Submitted Requests" in the Requests dropdown from the Menu Bar. The status of the request will display as Request Additional Information.

Select the request by clicking on the row of that request. The bottom of the screen displays the details of the request and allows the user to enter new information in the fields and upload additional attachments. If FHA recommends a particular resolution, it will appear in the Issue Resolution field.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and contains a "Request History" table. The table has columns for #, Request Open Date, Request Type, Request Subtype, Status Date, Status, and Requestor Comments. Two requests are listed, both with a status of "Request Additional Information". A red arrow points to the "Status" column of the first request. Below the table, the "Request" details are shown. The "Information" section displays the request type as "Lender Org Change" and the subtype as "New Corporate Officer". It includes instructions for submitting written notification and lists requirements for non-supervised and investing lenders. The "Status" is "Request Additional Information", the "Issue" is "Not enough information", and the "Resolution" is "Please send more information regarding this request." A red arrow points to the "Status" field. The "Details" section contains fields for First Name (Test), Middle Initial, Last Name (Request), Title (Chairman of the Board), and SSN (111-22-3333). The "Attachments" section shows a file named "1-1685D1 - Run JIRA Reports - Instructions.docx" and a "Choose File" button. The bottom of the screen shows a status bar with the text "Request History screen".

*Request History screen*

Enter the additional information requested and add any attachments. Click "Submit." FHA will review the information and approve or reject the request.



---



## **10. Cash Flow Account Setup**

## 10. Cash Flow Account Setup

Each Institution must use Cash Flow Account Setup in LEAP to identify bank account information for the following payment types:

HUD Program	Payment Type
<b>Title I</b>	Single Family Upfront Premiums
<b>Title I</b>	Single Family Periodic (Annual) Premiums
<b>Title II</b>	Single Family Upfront Premiums
<b>Title II</b>	Single Family Periodic (Monthly) Premiums
<b>Title II</b>	Single Family Claim Remittance Amounts

An Institution User can add, edit, or remove cash flow account information in the Cash Flow Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through Cash Flow Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.

## 10.1 Adding a Cash Flow Account

To add a cash flow account, select “Cash Flow Account Setup” from the Menu Bar.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The 'Cash Flow Account Setup' link is highlighted with a red arrow. Below the navigation bar, the page title is '12489-Sample Institution 2'. The main content area is divided into four panels:

- Top Left Panel:** Institution ID: 12489, Insurance Type: Title 2, Mortgagee Type: Supervised Institution, Supervising Agency: FDIC.
- Top Right Panel:** Tax ID: 94-0475440, NMLS ID: 19116.
- Bottom Left Panel:** Fiscal Year End Date: December 31, Recertification Due Date: 03/31/2014, Last Recertification Date: 06/27/2013, Last Payment Received Date: 03/21/2013.
- Bottom Right Panel:** Total Active Branches: 7, Functions Authorized to Perform: Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family, Authorized For: Title 2 DE HECM, Title 2 DE Forward, LI Forward.

*Institution Summary – Cash Flow Account Setup screen*

Select the appropriate Branch for which the Cash Flow Account will be added by selecting a Branch from the “Select a Branch” drop-down field list.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface with the 'Cash Flow Account Setup' screen. The 'Select a Branch' dropdown menu is open, displaying a list of branches with their status. The selected branch is 1248900007 - Active. Below the dropdown menu, there is a table with columns for Cash Flow Name, Account Number, Name on Account, Status, and Status Description. The table is currently empty, and a message below it reads: 'No cash flow accounts setup. Click the 'New' button to add a new cash flow account.'

Cash Flow Name	Account Number	Name on Account	Status	Status Description
No cash flow accounts setup. Click the 'New' button to add a new cash flow account.				

*Cash Flow Account Setup*

A cash flow account can only be added to an active Branch. If the user selects a terminated branch from the Select a Branch drop-down, the following error is displayed.

The screenshot shows the LEAP Lender Electronic Assessment Portal. The user is logged in as LENDER IDMT00644 (MT0644). The navigation menu includes Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The current page is titled "12489-Sample Institution 2" and "Cash Flow Account Setup". A dropdown menu for "Select a Branch" is set to "1248901996 - Terminated". Below this is a table with columns: Cash Flow Name, Bank Routing Number, Account Number, Name on Account, Status, and Status Description. A message below the table reads: "Unable to add/modify cash flows for a branch that has been merged or terminated."

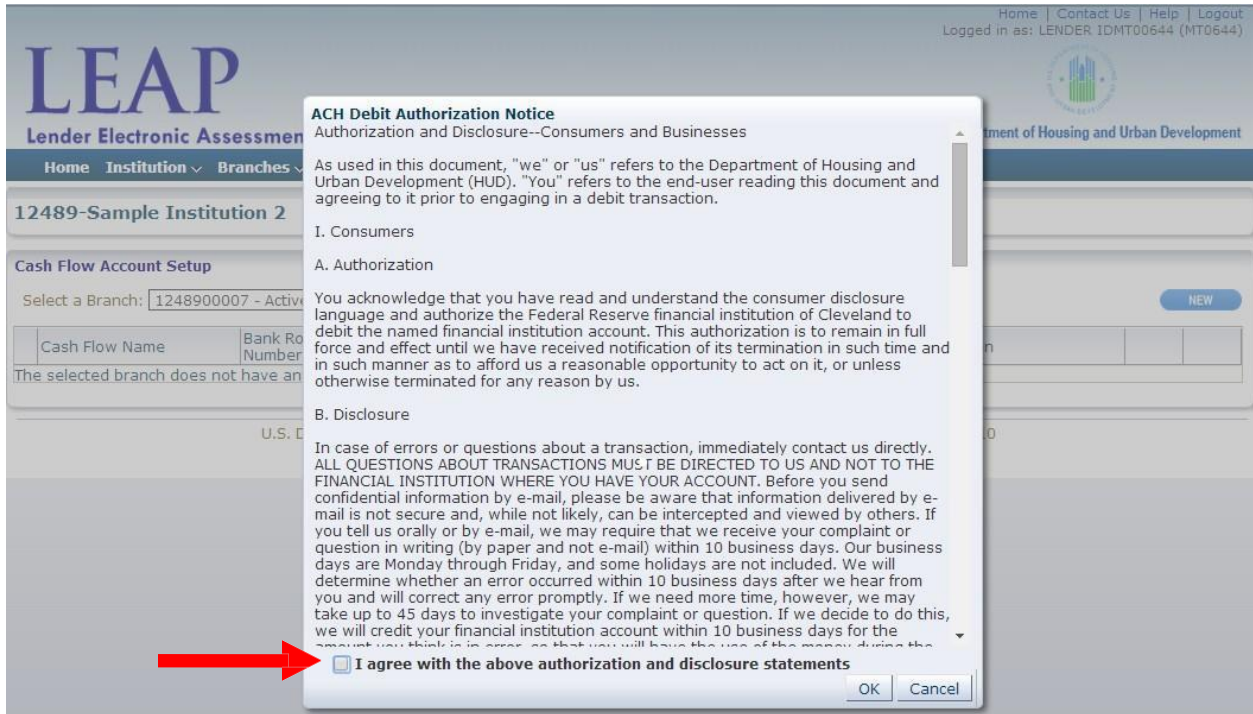
*Cash Flow Account Setup screen*

Select an active branch from the Select a Branch drop-down and click “New.”

The screenshot shows the LEAP Lender Electronic Assessment Portal. The user is logged in as LENDER IDMT00644 (MT0644). The navigation menu includes Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The current page is titled "12489-Sample Institution 2" and "Cash Flow Account Setup". A dropdown menu for "Select a Branch" is set to "1248900007 - Active". To the right of the dropdown is a blue button labeled "NEW" with a red arrow pointing to it. Below this is a table with columns: Cash Flow Name, Bank Routing Number, Account Number, Name on Account, Status, and Status Description. A message below the table reads: "The selected branch does not have any cash flow accounts setup. Click the 'New' button to add a new cash flow account."

*Cash Flow Account Setup screen*

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”



*ACH Debit Authorization Notice pop-up*

This opens the Cash Flow Account Details screen to complete the required information.

Choose the appropriate payment type in the Cash Flow Name field, enter all required bank account and contact information, and click “Next.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

### Cash Flow Account Setup

**Cash Flow Details**

Branch Office ID: 1248900007

\* Cash Flow Name:  ←

\* Bank Routing Number:

\* Account Number:

\* Re-enter Account Number:

\* Bank Account Type:  ▾

\* Name on Account:

**Primary Contact Information**

\* First Name:

\* Last Name:

\* Email Address:

\* Phone Number:

**Alternate Contact Information**

First Name:

Last Name:

Email Address:

Phone Number:

←

*Cash Flow Account Details screen*



A note will appear on-screen warning that once submitted, a request to Pay.gov will be sent for prenote processing to validate the account information. Click “Submit.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

## 12489-Sample Institution 2

### Cash Flow Account Setup

#### Cash Flow Details

Branch Office ID: 1248900007  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 99592248  
Re-enter Account Number: 99592248  
Bank Account Type: Business Checking  
Name on Account: Sample Account

#### Primary Contact Information

First Name: Sample  
Last Name: Contact  
Email Address: leapautobulk@gmail.com  
Phone Number: (111) 222-3333

#### Alternate Contact Information

First Name:  
Last Name:  
Email Address:  
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

*Cash Flow Account Details – Submit*

This opens the Cash Flow Account Setup Confirmation Page.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Cash Flow Account Setup**

**Cash Flow Details**

Branch Office ID: 1248900007  
 Cash Flow Name: Single Family Claim Remittance  
 Bank Routing Number: 041201936  
 Account Number: 99592248  
 Bank Account Type: Business Checking  
 Name on Account: Sample Account  
 Date of Transaction: 04/16/2014 10:55:46

Account information successfully saved. Please check back periodically for the next 8 calendar days for updates to this cash flow status. If no errors are reported this account will be made active on 04/24/2014.

MAIN

*Cash Flow Account Setup Confirmation*

Refer back to this page periodically over the next eight calendar days to view the updated status of the Cash Flow Account. To view this page, click “Cash Flow Account Setup” from the Menu Bar, and select the branch for which the new Cash Flow Account was added. This will open a description of the status of the new account.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Cash Flow Account Setup**

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	
Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become active on 05/15/2014	Delete

Primary Contact Name: Sample Cont  
 Email Address: leapautobulk@gmail.com  
 Phone Number: (111) 222-3333

Alternate Contact Name:  
 Email Address:  
 Phone Number:

*Cash Flow Account Setup*

## 10.2 Editing a Cash Flow Account

To edit a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Edit.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00043 (MT0043)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Cash Flow Account Setup

Select a Branch: 9412400005 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxx9999	hihl	Active			Edit Delete

Primary Contact Name: luh  
Email Address: asfdw@asdf.com  
Phone Number: (222) 333-2323

Alternate Contact Name:  
Email Address:  
Phone Number:

*Cash Flow Account Setup*

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**  
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxx9999	hihl	Active			Delete

Primary Contact Name:  
Email Address:  
Phone Number:

Alternate Contact Name:  
Email Address:  
Phone Number:

U.S. Department of Housing and Urban Development

**ACH Debit Authorization Notice**  
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the

I agree with the above authorization and disclosure statements

OK Cancel

*ACH Debit Authorization Notice pop-up*

This opens the Cash Flow Account Setup screen. Edit information in the appropriate field(s) and click “Next.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00043 (MT0043)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

### Cash Flow Account Setup

**Cash Flow Details**

Branch Office ID: 9412400005

\* Cash Flow Name:

\* Bank Routing Number:

\* Account Number:

\* Re-enter Account Number:

\* Bank Account Type:

\* Name on Account:

**Primary Contact Information**

\* First Name:

\* Last Name:

\* Email Address:

\* Phone Number:

**Alternate Contact Information**

First Name:

Last Name:

Email Address:

Phone Number:

*Cash Flow Account Setup*

A note will appear on-screen, warning that once submitted a request to Pay.gov is sent for prenote processing to validate the account information. Click “Submit.”

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

## Cash Flow Account Setup

### Cash Flow Details

Branch Office ID: 9412400005  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 999999999  
Re-enter Account Number: 999999999  
Bank Account Type: Business Checking  
Name on Account: hilghl

### Primary Contact Information

First Name: I  
Last Name: uih  
Email Address: asfdw@asdf.com  
Phone Number: (222) 333-2323

### Alternate Contact Information

First Name:  
Last Name:  
Email Address:  
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

*Cash Flow Account Setup – Submit*

This opens the Cash Flow Account Setup Confirmation screen, confirming the successful edits.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00043 (MT0043)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

## Cash Flow Account Setup


### Cash Flow Details


Branch Office ID: 941240005  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 999999999  
Bank Account Type: Business Checking  
Name on Account: hilghl  
Date of Transaction: 05/12/2014 15:23:09

Cashflow has been updated successfully

MAIN

### *Cash Flow Account Setup Confirmation*

 *If banking information is updated, an eight-calendar-day prenote test with Pay.gov is required for the new account setup. During this prenote period, two accounts will temporarily reside in Cash Flow Account Setup for the same business area. The existing account will have the status of Active/Pending update and the new account will have the status of Prenote in process. Payments during this prenote period for this business area will be made using the existing (Active/Pending Update) cash flow account until the prenote is successfully completed.*

 *If only contact information is updated, a prenote test is not performed and the account setup remains Active.*

### 10.3 Deleting a Cash Flow Account

To delete a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Delete.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489- Sample Institution 2


Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	Delete
Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become active on 05/15/2014	Delete

Primary Contact Name: Sample Cont  
Email Address: leapautobulk@gmail.com  
Phone Number: (111) 222-3333  
Alternate Contact Name:  
Email Address:  
Phone Number:

*Cash Flow Account Setup*

 **Active Cash Flow Accounts cannot be deleted. When a new Cash Flow Account is created the older Cash Flow Account will be deleted once the new account becomes active.**

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. A pop-up window titled "ACH Debit Authorization Notice" is displayed over the main content. The pop-up text includes:

**ACH Debit Authorization Notice**  
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the

I agree with the above authorization and disclosure statements

Buttons: OK, Cancel

A red arrow points to the checkbox.

*ACH Debit Authorization Notice pop-up*



The Cash Flow Account Setup screen reopens asking to confirm the deletion, stating that the Institution will be unable to make payments from this Cash Flow Account, and that reentering account information initiates a new prenote test (requiring eight calendar days). To delete, click “Delete.”

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

### Cash Flow Account Setup

**Cash Flow Details**

Branch Office ID: 1248900007  
Cash Flow Name: Single Family Claim Remittance  
Bank Routing Number: 041201936  
Account Number: 99592248

**Are you sure you want to delete this cash flow account setup?**

You will be unable to make payments from this cash flow account if this information is deleted. Re-entering the account information initiates a new prenote test (requiring eight calendar days).

*Cash Flow Account Setup*

A confirmation page will appear, stating that the Cash Flow Account has been successfully deleted.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

### Cash Flow Account Setup

**Cash Flow Details**

Branch Office ID: 1248900007  
Cash Flow Name: Single Family Claim Remittance  
Date of Deletion: 05/07/2014 12:19:13

The cash flow Single Family Claim Remittance has been successfully deleted for lender 1248900007.


*Cash Flow Account Setup Confirmation*



## **11. Merger, Acquisition, or Purchase**

## 11. Merger, Acquisition, or Purchase

When an FHA-approved Institution merges with, acquires, or purchases another FHA-approved Institution, LEAP facilitates the process by allowing the surviving Institution to submit all required details and documents to FHA for review. LEAP allows the surviving Institution to designate which branches will transfer from the non-surviving Institution and automatically transfers those branches to the surviving Institution upon completion of the merger.

 *To notify FHA of any transaction involving an entity that is not FHA-approved, submit an Ad Hoc request in LEAP and include all relevant details and documents.*

A user from the surviving Institution must initiate the process for a merger, acquisition, or purchase by submitting a Request in LEAP. To begin, click “Create New Request” from the Requests drop-down on the Menu Bar. The user must have access to Notice of Material events to initiate a merger request.

Once FHA has approved the merger, acquisition, or purchase, the non-surviving entity will remain active for 45 days. The branches selected to be transferred will show as “Active-Pending Merger” and the remaining branches will stay active. After the 45 days, the branches selected for transfer will be approved under the surviving institution and issued new FHA ID numbers. The remaining branches will be terminated.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes 'Home', 'Institution', 'Branches', 'Recertification', 'History', 'Requests', and 'Cash Flow Account Setup'. The 'Requests' menu is highlighted with a red arrow, and its dropdown menu is open, showing 'Create New Request' and 'View/Edit Submitted Requests' options. The main content area displays institution details for '12489-Sample Institution 2', including Institution ID, Insurance Type, Mortgagee Type, Supervising Agency, Tax ID, NMLS ID, Fiscal Year End Date, and Total Active Branches.

*Institution Summary – Requests drop-down highlighted*

Select a Request Type of “Merger or Acquisition” and a Sub-Type of “Merger, Acquisition, or Purchase.” The Sub-Type is for informational purposes.

The following example is a Merger, but all process steps are identical regardless of Sub-Type.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Information**

\* Request Type  ←

\* Request Sub Type

**Details**

Enter the information for the institution being merged.

\* Lender ID

\* Lender Name

\* Merger Completion Date

Requestor Comments

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0  No file chosen

*Merger or Acquisition Request*

On the Request screen, enter the Lender ID (five digit), and Lender Name of the non-surviving Institution, as well as the proposed Merger Completion Date and any Requestor Comments in the Details section.

Home | Contact Us | Help | Logout  
Logged in as: LENDER IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

**Information**

\* Request Type: Merger or Acquisition  
\* Request Sub Type: Merger

**Details**

Enter the information for the institution being merged.

\* Lender ID: 12345  
\* Lender Name: Sample Merger  
\* Merger Completion Date: 4/1/2014  
Requestor Comments: Sample comments.

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0 Choose File No file chosen

*Merger or Acquisition Request Details*

To add any required attachments, select the file and attach to the request.

Click “Submit.” This opens the Request History screen to review the details of the request.

## 11.1 Transferring Branches

After FHA has validated the merger, acquisition, or purchase, the Institution's Administrative Contact receives an e-mail notification indicating that Branches can now be selected for transfer from the non-surviving Institution to the surviving Institution.

After receiving this e-mail, click "View/Edit Submitted Requests" from the Requests drop-down on the Menu Bar.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Contact Us, and Help, along with the user's login information: "Logged in as: LENDER IDMT00644". The main menu bar contains "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". The "Requests" menu is expanded, showing "Create New Request" and "View/Edit Submitted Requests", with a red arrow pointing to the latter. Below the menu, the "12489-Sample Institution 2" summary is displayed, including institution details, tax information, fiscal year end date, recertification due date, last recertification date, last payment received date, total active branches, and functions authorized to perform.

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: NMLS ID: :
Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2014 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 6 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family

*Institution Summary – Requests drop-down highlighted*

Select the Merger or Acquisition Request by clicking on the row. The Request box will populate with the Information, Details, and Attachments sections.

The Details section will display the Lender ID, Lender Name, and proposed Merger Completion Date. The Select Branches section will display all Active Branches of the non-surviving Institution.

**Information**

Request Type: Merger or Acquisition  
Request Sub Type: Merger  
Status: Select Branches  
Issue  
Resolution

**Details**

Lender ID: 00017  
Lender Name: Sample Institution 1  
Merger Completion Date: 4/1/2014  
Select Branches: 0001700003  
Payment Amount  
Bank Routing Number  
Bank Account Number  
Type of Account: Select One...  
Requestor Comments

*View/Edit Submitted Requests*

Select the Branches of the non-surviving Institution from the left box and click the single right arrow to designate a Branch to be transferred. Click the double right arrow to select all Branches of the non-surviving Institution for transfer.

Click the single left arrow to deselect a Branch from the right box, or click the double left arrow to deselect all Branches.

After selecting Branches for transfer, the required Payment Amount will display in the Details section. The Payment Amount may take a few moments to calculate. Enter values for Bank Routing Number, Bank Account Number, and Type of Account, as well as any additional Requestor Comments.

Merger Completion Date: 4/1/2014

Select Branches: 0001700003

Payment Amount: 200.00

\* Bank Routing Number:

\* Bank Account Number:

\* Type of Account: Select One...

Requestor Comments:

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0  No file selected.

*View/Edit Submitted Requests*

To add any required attachments, select the file and attach the document.

Click "Submit." A payment in the amount stated will be processed in Pay.gov.

FHA will review and if approved, the selected Branches will be transferred to the surviving Institution. The remaining branches will be terminated.





## **12. Voluntary Withdrawal from the FHA Program**

## 12. Voluntary Withdrawal from the FHA Program

If an Institution wishes to voluntarily withdraw from the FHA Program, a Voluntary Withdrawal Request can be submitted in LEAP.

Select “Create New Request” from the Requests drop-down on the Menu Bar.

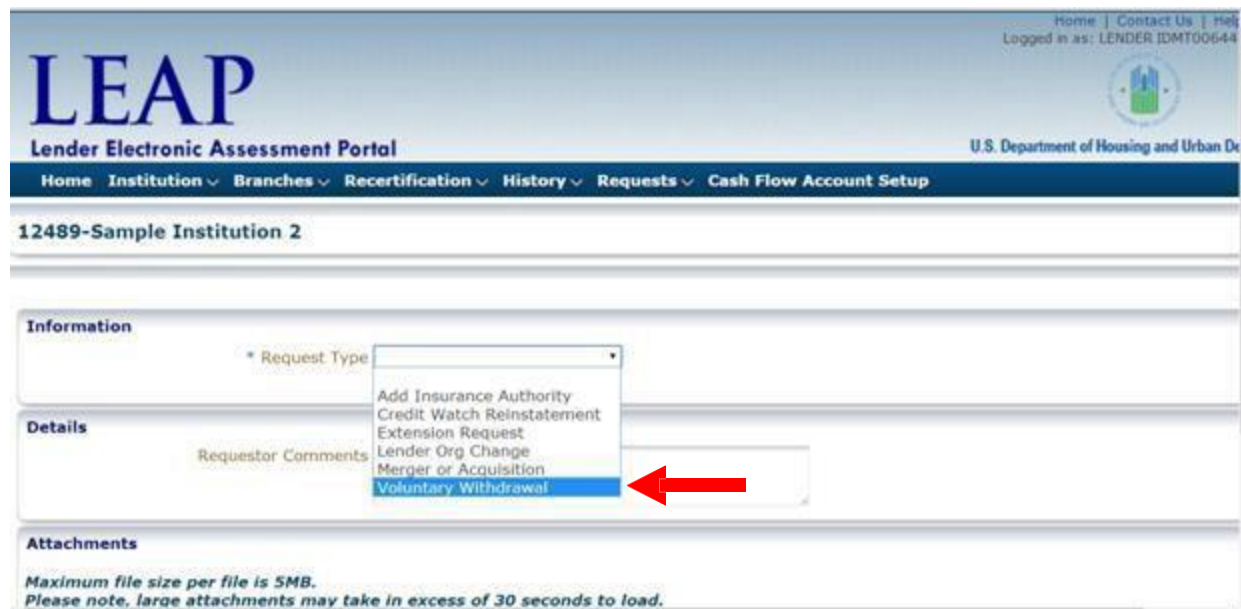


The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top right, it says "Home | Contact Us | Help" and "Logged in as: LENDER IDMT00644". The main header includes the LEAP logo and "Lender Electronic Assessment Portal" with the U.S. Department of Housing and Urban Development logo. A navigation bar contains "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". The "Requests" menu is open, showing "Create New Request" (highlighted with a red arrow) and "View/Edit Submitted Requests". Below the navigation bar, the page title is "12489-Sample Institution 2". The main content area is divided into two columns of information:

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: 94-0475440 NMLS ID: 19116
Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2014 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 7 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family

*Institution Summary – Requests drop-down highlighted*

Select “Voluntary Withdrawal” from the Request Type drop-down.




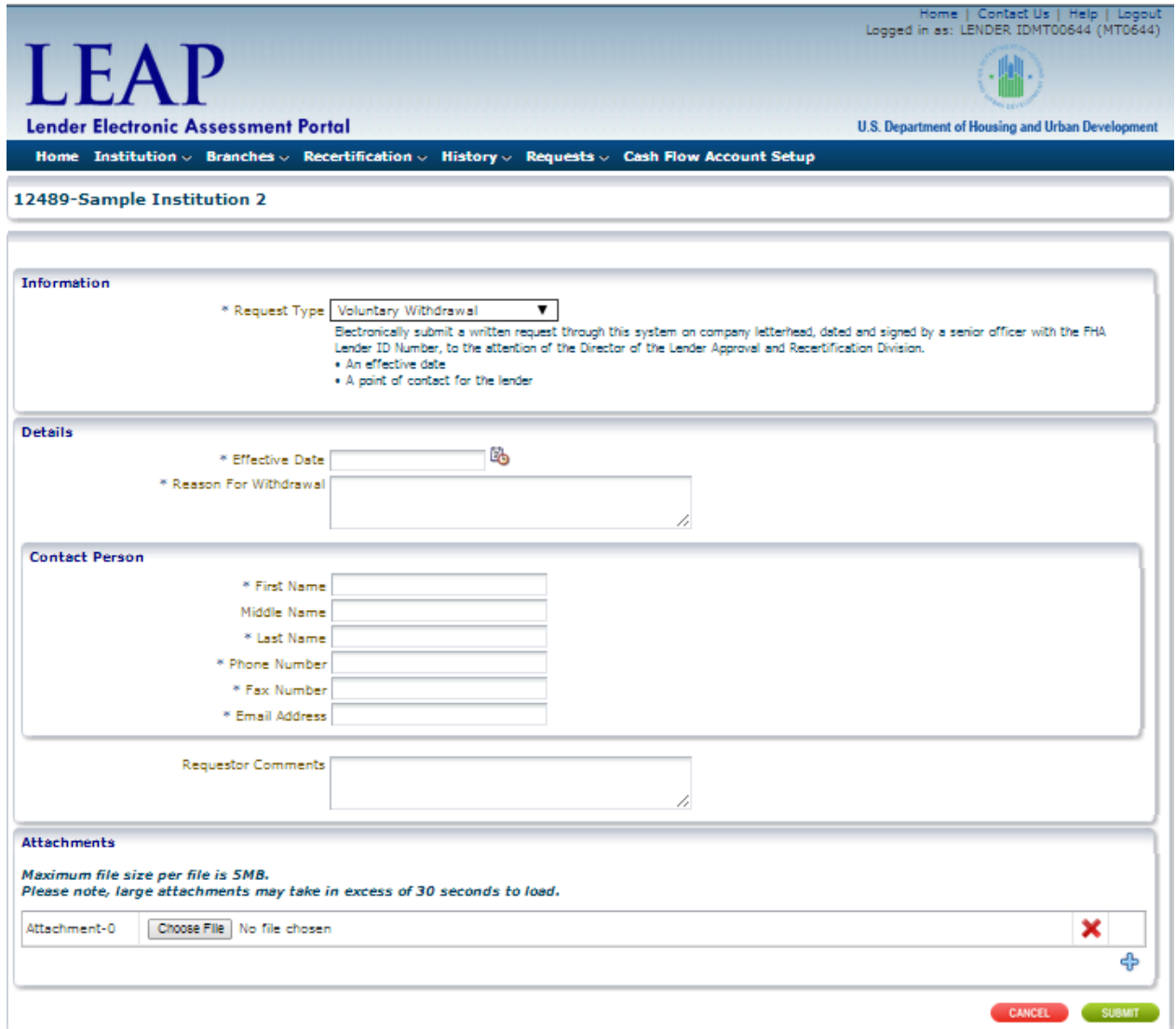
The screenshot shows the LEAP Lender Electronic Assessment Portal interface for creating a new request. At the top right, it says "Home | Contact Us | Help" and "Logged in as: LENDER IDMT00644". The main header includes the LEAP logo and "Lender Electronic Assessment Portal" with the U.S. Department of Housing and Urban Development logo. A navigation bar contains "Home", "Institution", "Branches", "Recertification", "History", "Requests", and "Cash Flow Account Setup". The page title is "12489-Sample Institution 2". The main content area is divided into three sections:

- Information**: A dropdown menu for "Request Type" is open, showing options: "Add Insurance Authority", "Credit Watch Reinstatement", "Extension Request", "Lender Org Change", "Merger or Acquisition", and "Voluntary Withdrawal" (highlighted with a red arrow).
- Details**: A text input field for "Requestor Comments".
- Attachments**: A section with the text "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load."

*Voluntary Withdrawal Request screen*

Enter all required information, including proposed Effective Date, Reason for Withdrawal, and a specific Contact Person for any questions that FHA may have about this Voluntary Withdrawal Request.

 *The user must electronically submit a written request on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division. This is done via the Attachments section of the Request page.*



Home | Contact Us | Help | Logout  
Logged in as: LENDER\_IDMT00644 (MT0644)

# LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

## 12489-Sample Institution 2

**Information**

\* Request Type: Voluntary Withdrawal

Electronically submit a written request through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division.

- An effective date
- A point of contact for the lender

**Details**

\* Effective Date:

\* Reason For Withdrawal:

**Contact Person**

\* First Name:

Middle Name:

\* Last Name:

\* Phone Number:

\* Fax Number:

\* Email Address:

Requestor Comments:

**Attachments**

Maximum file size per file is 5MB.  
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0  No file chosen

*Voluntary Withdrawal Request screen*

To add any required attachments, select the file and attach a document to the request.

Click “Submit.” This opens the Request History screen to view the details of the request. FHA will review the request and will notify the Institution via e-mail of the status. After review, the Institution will be terminated.