

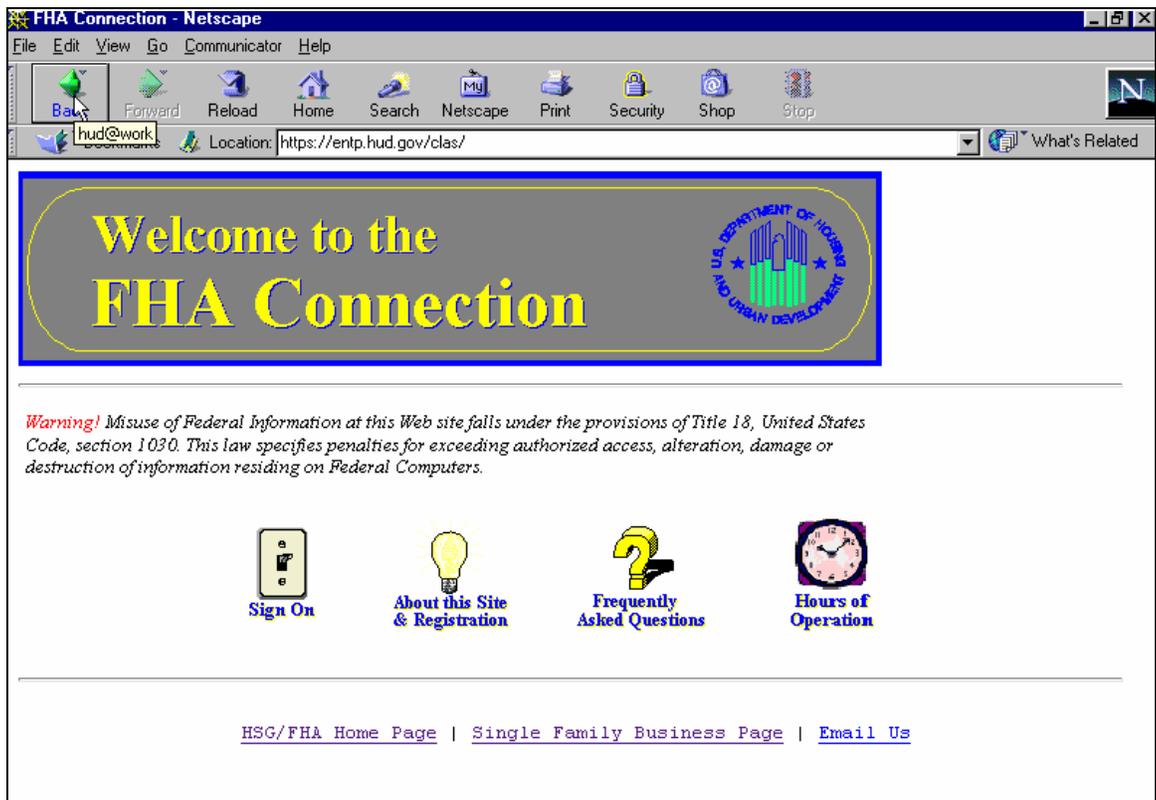
LASS FHA Connection Coordinator Instructions

Part 1- User Id Registration

***Note:** Lenders (Standard User Application) and Auditors (Independent User) must have completed the registration forms.

Part 2- Lender Registration (giving Standard users and Coordinators access to the Lender Assessment Subsystem-LASS)

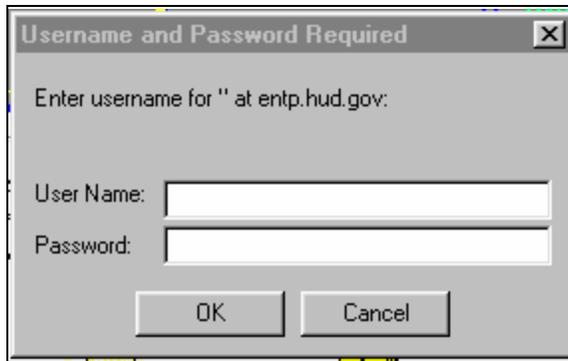
1. Enter this web address to log onto FHA Connection <https://entp.hud.gov/clas/>



- 2.
3. Click the "Sign On" Icon



LASS FHA Connection Coordinator Instructions



- 4.
5. Enter your FHA Connection Coordinator User Id and Password
6. Click the “OK” button 



- 7.
8. Click the “ID Maintenance” Icon or “ID Maintenance” Link

9.  or 

LASS FHA Connection Coordinator Instructions



10.

11. Click the “**FHA Connection ID Administration** link”

[FHA Connection ID Administration](#)

LASS FHA Connection Coordinator Instructions

The screenshot shows a Netscape browser window titled "FHA Connection ID Administration - Netscape". The address bar displays "https://entp.hud.gov/idadmin/html/regmenu.html". The main content area features the heading "FHA Connection ID Administration" and a prompt "Choose one of the following:". Below this, there is a section for "Query FHA IDs:" with a "[Help]" link. The query options include: "By FHA ID:" with a text input field; "By Last Name:" with a text input field, and "First Name:" with a text input field; "By ID Status:" with a dropdown menu showing "Select Status"; and "By Assigned After the Date:" with three date input fields. A "Sorted By:" dropdown menu is set to "FHA ID". At the bottom of the form are "Send" and "Reset" buttons.

12.

13. Enter the Standard Users Last Name in the “**By Last Name** :” field.

By Last Name:

14. Click the “**Send**” button

Send

LASS FHA Connection Coordinator Instructions

FHA Connection ID Maintenance

To update an FHA user ID, fill out the form below and click Send when you are through. Upon verification of the information below, the user ID will be updated.

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

Current Information on File:	<input type="radio"/> Status Approved	<input type="radio"/> Coordinator Yes	Issue Date 08/16/01
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Indicate Action on FHA Connection ID:
 Change
 Terminate [\[Help\]](#)

First Name:
Middle Initial:
Last Name:
Organization Name:
Telephone Number: --

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/etec]. For example: jsmith@aol.com, johnlee@adv.org, fdh84a@prologty.com

E-mail Address:

If you would like to reset the password, please click on the link: [Reset Password](#)

Choose your System Applications.

- Please enter the appropriate ID(s) and click the corresponding box(es) to authorize access to the following FHA applications(s). One ID must be entered and one corresponding application must be chosen.

Title II Lender ID: **Service Bureau:**

Authorization for CHUMS Applications:
 Address Change CAIVRS Authorization Case Query
 Duplicate MIC Case Transfer Refinance Authorization
 Underwriter Registry Underwriters Origination Reports

Appraisal Processing: Add/Update Query (Read-Only) Not Authorized **Case Number Assignment:** Add/Update Query (Read-Only) Not Authorized

Insurance: Insuring Authorization Add/Update Query (Read-Only) Not Authorized **Inspector Processing:** Add/Update Query (Read-Only) Not Authorized

Non-Profits: Query (Read-Only) Not Authorized **203K Case Close-Out:** Add/Update Query (Read-Only) Not Authorized

203K Consultants: Query (Read-Only) Not Authorized **Mortgage Credit Reject:** Add/Update Query (Read-Only) Not Authorized

Authorization for Lender Approval Applications:
 Add Branch Terminate Branch Update Branch
 Query Branch Update Institution Query Institution
 Update Sponsor Relations Query Sponsor Relations Update Authorized Agent
 Query Authorized Agent

Authorization for Monthly Premiums Applications:
 Portfolio Billing Reconciliation
 Lender Notification Advance Notices Refund Transactions
 Case Detail

Authorization for Home Mortgage Disclosure Act Applications:
 File Transfer

Authorization for Delinquent Loans Applications:
 Lenders Information Reporting Delinquent Cases

Authorization for Mortgage Record Changes Applications:
 Transfers Assumptions Terminations Case Inquiry

Authorization for Claims Processing Applications:
 Claims Status Title Approval Claim Input

Authorization for SFPCS-U Applications:
 Case Summary Payment Details Case History
 Refund Details Penalties Due Refinance Exceptions
 Unendorsed Cases Disbursed Refunds

Authorization for Neighborhood Watch Applications:
 Summary Data Loan Details

Authorization for Home Equity Conversion Mortgage Reports Applications:
 Query Reports

Authorization for Multi-Family Delinquency and Default Reporting Applications:
 Point of Contact Data Submission

Authorization for Physical Assessment Subsystem Applications:
 Scheduler Single Family REO Inspection

Authorization for Development Application Processing Applications:
 MAP Discipline Assigner MAP User

Authorization for Lender Assessment Subsystem Applications:
 Submitter

Title I Lender ID:

Authorization for Title I Applications:
 Claims Case Status

Authorization for Lender Approval Applications:
 Add Branch Terminate Branch Update Branch
 Query Branch Update Institution Query Institution
 Update Sponsor Relations Query Sponsor Relations

Authorization for Home Mortgage Disclosure Act Applications:
 File Transfer

Authorization for Lender Assessment Subsystem Applications:
 Submitter

Enter Title II Lender ID

Click Submitter checkbox

Enter Title I Lender ID

Click Submitter checkbox

15.

LASS FHA Connection Coordinator Instructions

16. Enter your Title II Mortgage Number (if applicable) in the “**Title II Lender ID:**” field.

Title II Lender ID:

17. Select “**Submitter**” in Lender Assessment Subsystem check box.

Authorization for **Lender Assessment Subsystem** Applications:
 Submitter

18. Click the “**Send**” button

19. Enter your Title I Mortgage Number (if applicable) in the “**Title I Lender ID:**” field.

Title I Lender ID:

20. Select “**Submitter**” in Lender Assessment Subsystem check box.

Authorization for **Lender Assessment Subsystem** Applications:
 Submitter

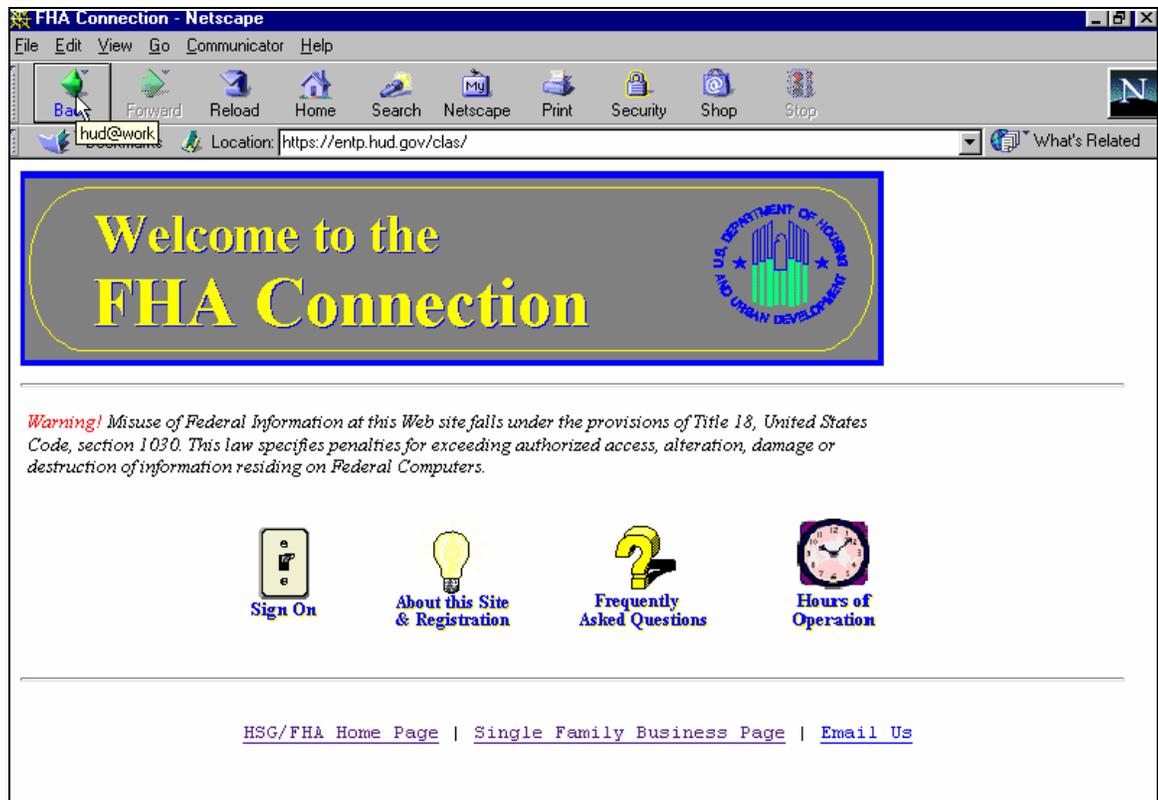
21. Click the “**Send**” button

***Note:** Contact your Independent Public Account for their UII; this is needed to complete the electronic submission process. Please see LASS Auditor Registration Instructions document.

Part 3- Auditor Registration (giving Auditor Submitters and Independent Public Accountants access to the Lender Assessment Subsystem-LASS)

1. After the auditor completes the Independent Registration form and gives you their User Id.
2. Enter this web address to log onto FHA Connection <https://entp.hud.gov/clas/>

LASS FHA Connection Coordinator Instructions



22.

23. Click the “Sign On” Icon



24.

A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for " at entp.hud.gov:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

25. Enter your FHA Connection Coordinator User Id and Password

26. Click the “OK” button



LASS FHA Connection Coordinator Instructions



28. Click the “**ID Maintenance**” Icon or “**ID Maintenance**” Link



LASS FHA Connection Coordinator Instructions

Single Family FHA - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
FHA Connection Netsite: https://entp.hud.gov/class/html/secure.html

ID Maintenance

[Password Change](#)
[FHA Connection ID Administration](#)
[Service Bureau Authorization](#)
[Coordinators](#)

[\[Home\]](#) [\[Previous\]](#)

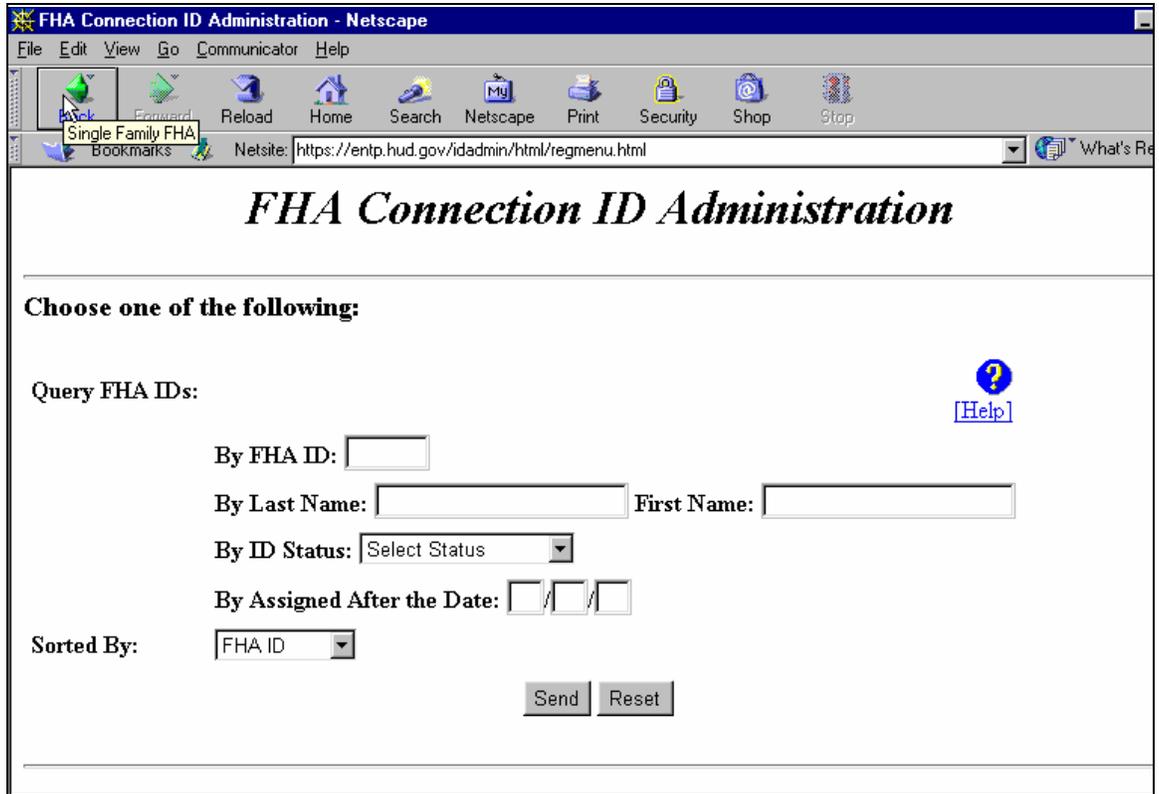
Comments or Questions [<SF Administration>](#)

29.

30. Click the “**FHA Connection ID Administration** link”

31. [FHA Connection ID Administration](#)

LASS FHA Connection Coordinator Instructions



32.

33. Enter the Auditors User Id in the “By FHA ID” field

A close-up view of the "By FHA ID:" label and its corresponding empty text input box.

34. Click the “Send” button

A close-up view of the "Send" button, which is a rectangular button with a light gray background and a dark border.

35.

LASS FHA Connection Coordinator Instructions

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

	User ID	Status	Issue Date
Current Information on File:	<input type="text"/>	Approved	08/20/99

First Name:

Middle Initial:

Last Name:

Organization Name:

Telephone Number: --

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com**, **johndoe@adv.org**, **hfdb84a@prodigy.com**.

E-mail Address:

If you would like to reset the password, please click on the link: [Reset Password](#)

Choose your System Applications.

- Please click the corresponding box(es) to authorize access to the following FHA application(s).

Title II ()
Authorization for **Lender Assessment Subsystem** Applications:
 Independent Public Accountant **Auditor Submitter**

36.

Select the “**Independent Public Accountant**” check box for CPAs or IPAs attesting to the electronic submission (The sam user id cannot be assigned Independent Public Accountant and Auditor Submitter). This is the only role that can register for a UII.

Or

Select “**Auditor Submitter**” check box for the auditor entering your financial data into LASS. (This user can enter and validate your financial data).

Authorization for **Lender Assessment Subsystem** Applications:
 Independent Public Accountant **Auditor Submitter**

37.

38. Click the “Send” button

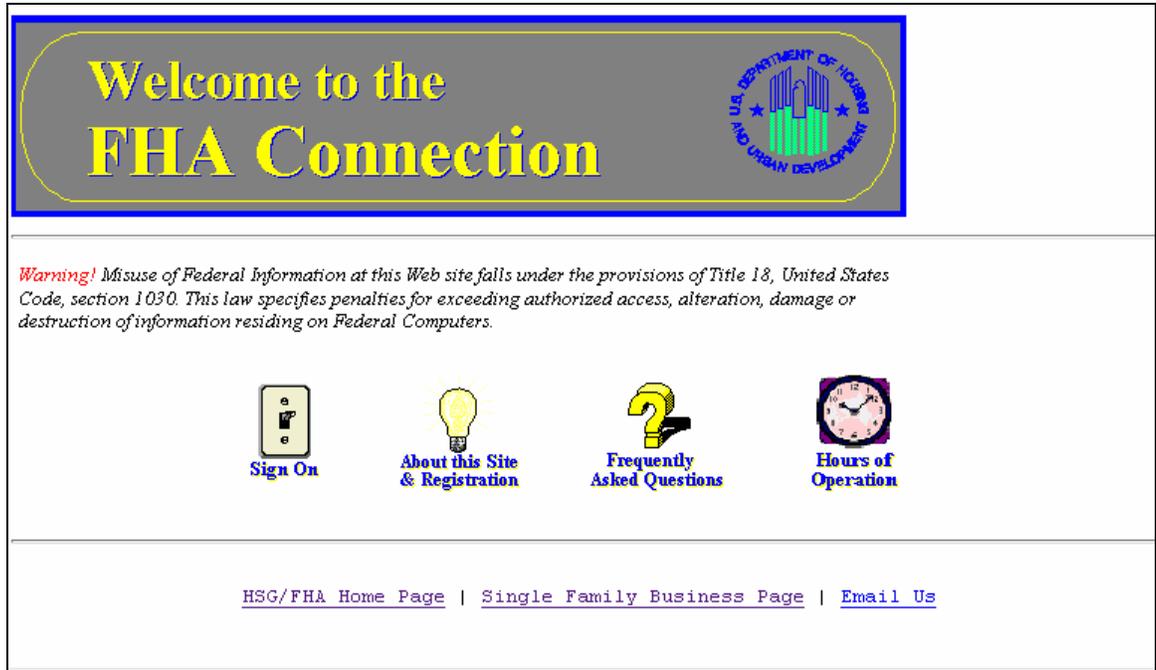


Part 4- Independent Public Accountant

***Note:** Contact your Independent Public Accountant for their UII, you need this to complete the electronic financial data submission process. See the Auditor registration process document.

Part 5- Logging onto LASS

39. Enter this web address to log onto FHA Connection <https://entp.hud.gov/clas/info.html>

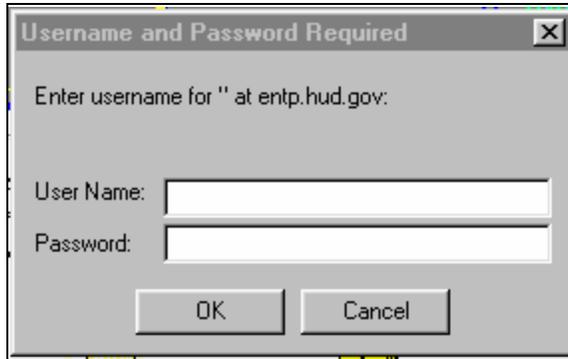
A screenshot of the FHA Connection website. At the top, a blue banner with a yellow border contains the text "Welcome to the FHA Connection" in yellow. To the right of the text is the U.S. Department of Housing and Urban Development logo. Below the banner is a red warning message: "Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers." Below the warning are four icons with corresponding text: a key icon labeled "Sign On", a lightbulb icon labeled "About this Site & Registration", a question mark icon labeled "Frequently Asked Questions", and a clock icon labeled "Hours of Operation". At the bottom of the page are three links: "HSG/FHA Home Page", "Single Family Business Page", and "Email Us".

40.



41. Click the “Sign On” Icon.

LASS FHA Connection Coordinator Instructions



42.

43. Enter your FHA Coordinator User Id and Password.

44. Click the “OK” button .



45.

46. Click the “Single Family FHA” link .

Single Family FHA



- ◆ [Single Family Origination](#)
- ◆ [Single Family Servicing](#)
- ◆ [Property Improvement/Manufactured Housing](#)
- ◆ [Lender Approval](#)
- ◆ [Lender Assessment](#)
- ◆ [Physical Assessment](#)
- ◆ [HMDA Data Submissions](#)
- ◆ [Neighborhood Watch](#)
- ◆ [Mortgage Letters](#)

Message Boards Updated As Of:

[Tuesday November 26, 2002](#)

[Wednesday November 13, 2002](#)

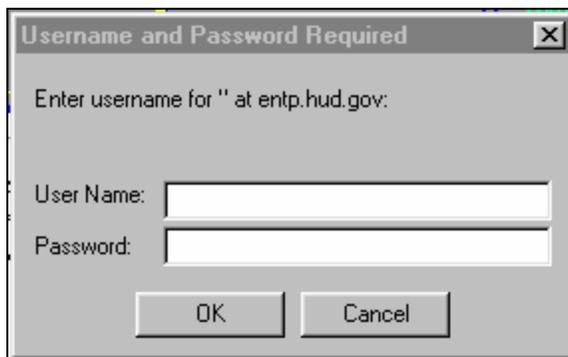
[Tuesday September 03, 2002](#)



[\[Home\]](#) [\[Main\]](#) [\[ID Maintenance\]](#)

47.

48. Click the “**Lender Assessment**” link. ◆ [Lender Assessment](#)



49.

50. Enter your FHA Coordinator User Id and Password.

51. Click the “**OK**” button .