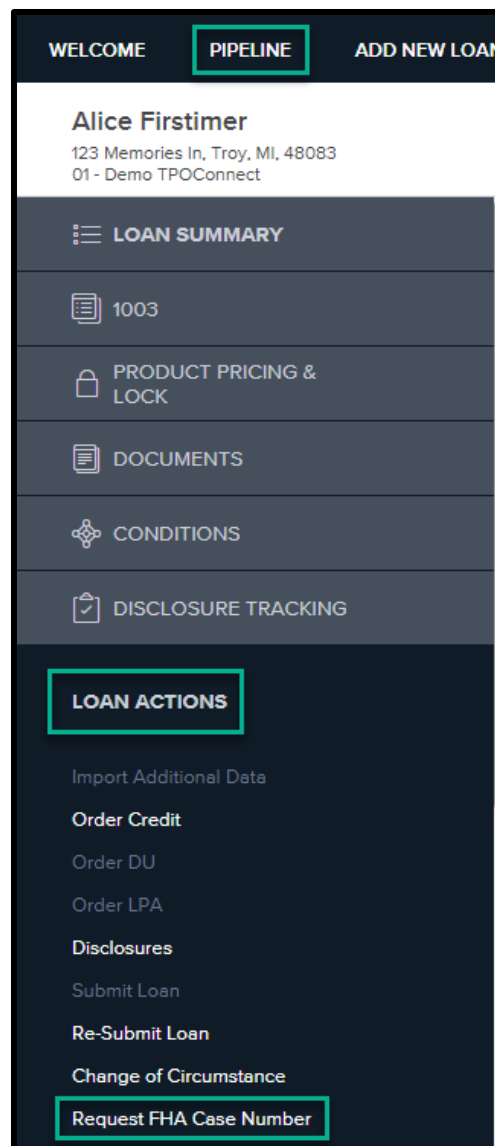


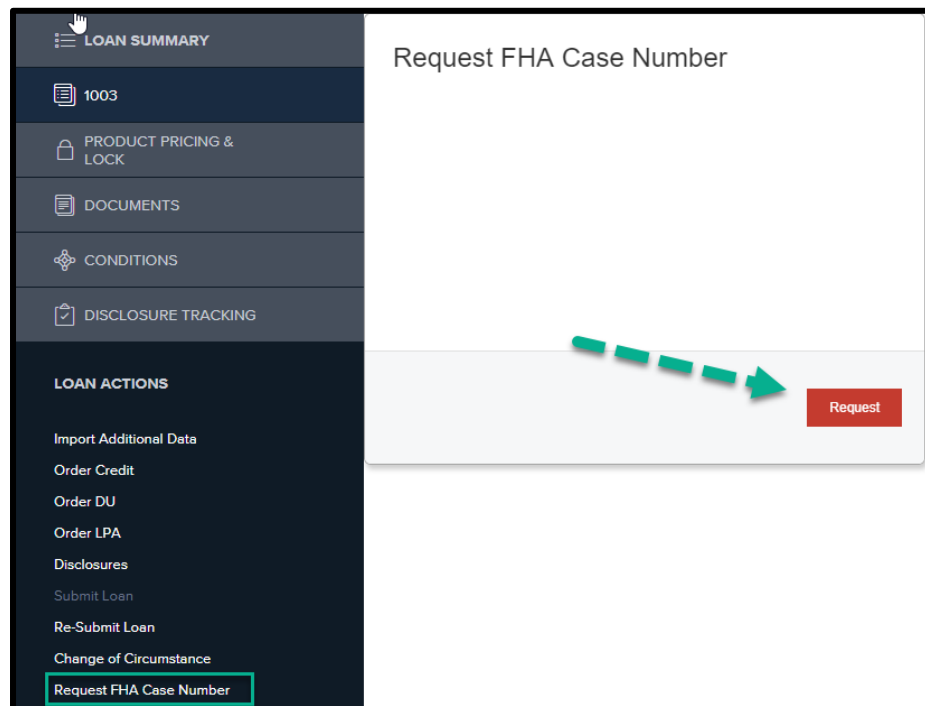


## HOW TO: Request a FHA Case Number

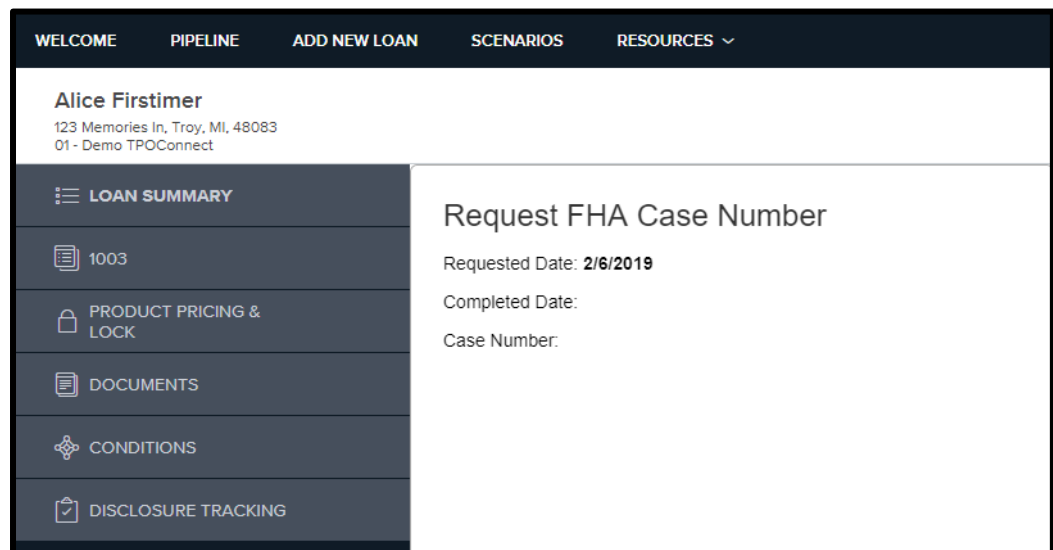
Step 1: Access your loan from the pipeline in TPO Connect, scroll down to Loan Actions and click on Request FHA Case Number.



Step 2: On the Request FHA Case Number screen – click the red Request button.



Step 3: While the request is in line to be processed – the screen will only have the Requested Date filled in.



Step 4: Once the request has been processed – the completed date and the case number will also populate. You will receive an e-mail confirmation as well.

The screenshot displays a user profile for Alice Firstimer with address 444 Snowy Day, SHELBY TOWNSHIP, MI, 48317 and phone 01 - Demo TPOConnect. A sidebar menu includes LOAN SUMMARY (1003), PRODUCT PRICING & LOCK, and DOCUMENTS. The main content area is titled 'Request FHA Case Number' and shows 'Requested Date: 02/06/2019'. A green box highlights the 'Completed Date: 02/05/2019' and 'Case Number: 555-5555555-555'.

<b>Alice Firstimer</b> 444 Snowy Day, SHELBY TOWNSHIP, MI, 48317 01 - Demo TPOConnect	Loan Number: Total Loan Am
<b>LOAN SUMMARY</b> 1003 <b>PRODUCT PRICING &amp; LOCK</b> <b>DOCUMENTS</b>	<b>Request FHA Case Number</b> Requested Date: <b>02/06/2019</b> <b>Completed Date: 02/05/2019</b> Case Number: <b>555-5555555-555</b>

**Please note:** Once the loan has officially been Submitted to Underwriting by a Towne team member, if the case number for that loan hasn't been requested – the system will automatically do it for you.