

**Bulletin # 74
November 4, 2014**

To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: New "Senior Loan Processor" Role Added to CHFA Loan Origination System

On September 19, 2014, the CHFA Loan Origination System (LOS) was updated to allow Lender Account Administrators the authorization to edit multiple fields on the Loan Reservation screen in LOS.

Effective with the release of this Bulletin, CHFA is expanding access to this functionality by adding a new "**Senior Loan Processor**" role in CHFA LOS.

Staff assigned the new Senior Loan Processor role will have authorization to:

- SUBMIT RESERVATIONS
- SUBMIT ADDITIONAL DATA
- UPLOAD 1003
- **UNLOCK RESERVATION AND RESUBMIT**

Lender LOS Account Administrators can edit existing staff profiles in LOS to change the role assignment as needed.

Refer to CHFA Bulletin #73 – CHFA Loan Origination (LOS) Enhancements and Changes released on September 18, 2013, for an overview of the **UNLOCK RESERVATION AND RESUBMIT** fields available for editing.

All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at 860-571-4224 or valencia.taft-jackson@chfa.org or Norbert Deslauriers at 860-571-4374 or norbert.deslauriers@chfa.org.