To: CHFA Lenders  
From: Single Family Underwriting  
Subject: CHFA LOS Screen Updates - Enter Borrowers Email and Loan Officers NMLS.

**Bulletin # 135**  
January 22, 2018

Beginning on Friday, January 26, 2018, CHFA will require data entry of the Borrowers email address and the Loan Officers assigned NMLS (Nationwide Mortgager Licensing System) number.

**Borrower Email Address - Additional Data Screen**
The email address will be entered on the CHFA LOS “Additional Data” screen below the CHFA DAP information. The primary borrowers email address is mandatory and must be completed; co-borrower field is optional and will not be visible on single borrower transactions. The “Additional Data” screen will not update for submission if the primary borrowers email address is blank.

**Loan Officer NMLS – Submit New Reservation Screen**
The NMLS number will be entered on the CHFA LOS “Submit New Reservation” screen in the “Loan Information” section. This is a mandatory field and must be completed; reservations will not update for submission if the field is blank.

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