

eLynx, Ltd.

# eHUD User Guide

Version 10.0 Release

**eLynx**  
enter the world of *e*

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# Purpose

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## What is eHUD?

eHUD is a feature of the eCN product. eHUD is not available without having the eCN product. It is a comparison tool that allows the Lender and the Settlement Agent to reconcile the HUD-1 electronically. eHUD also has an audit trail feature to help keep track of the history of the HUD-1 reconciliation. eHUD does not perform any calculations and the printable HUD-1 should not be used as the actual executable HUD-1 document.

## Who uses eHUD and why?

In January of 2010, the mortgage industry went through a major change. The new RESPA laws went into effect requiring more control over the HUD-1 and how and when the fees are changed. eHUD is used by Lenders and Settlement Agents to reconcile the HUD-1 data. Because of the new RESPA laws, the HUD-1 data is limited in what can change from the beginning of the process. It is critical that the fees in initial GFE that the Lender provides are as accurate as possible to reduce the change of any fees changing at the time of closing.

# High Level Process Overview

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There are two ways a Settlement Agent can be set up with eHUD, integrated or non-integrated. If the Settlement Agent is integrated, this means that their HUD-1 system will interface directly with the eCN system. This is a more automated approach and will require less manual entry. If the Settlement Agent is non-integrated, this means that their HUD-1 system will not interface directly with the eCN system. The Settlement Agent will need to log into eCN and manually key their differences into the eHUD tab.

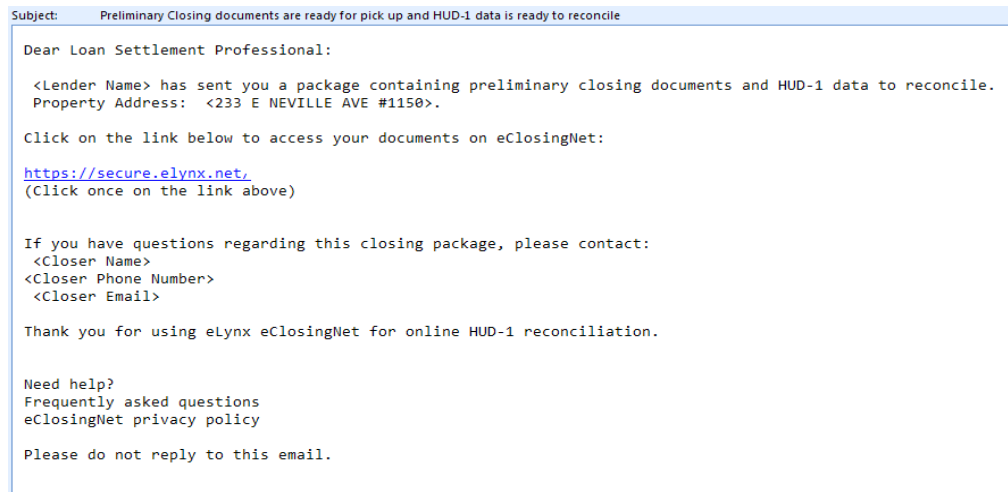
The HUD-1 Data is generated when the Lender sends their GFE data from their LOS to the eCN system. The Settlement Agent will receive an e-mail from the Lender indicating that there is a document package with HUD-1 Data that needs to be reconciled. The document package will be available for printing, but will contain a watermark of "Pending HUD-1 Approval" until the HUD-1 has been approved by the Lender. Once the HUD is approved by the Lender, the Settlement Agent will be able to print the executable documents. eHUD is only a comparison tool, there are no calculations being done. When entering values manually, all total values will need to be entered if they have changed.

When the differences are keyed or loaded into the HUD-1 Data, the Settlement Agent will click the "Submit to Lender" button to send the data to the Lender for approval. If the Lender accepts the changes, they will approve the HUD-1 Data and an e-mail notification will be sent to the Settlement Agent. The documents will be available to print. If the Lender does not approve of the changes, they can reject the updates and send a comment back to the Settlement Agent. The Settlement Agent will receive an e-mail notification that the Lender has updated the HUD-1 Data. This back and forth reconciliation can go on as long as necessary in order to reach an agreement on the HUD-1.

## Instructions for using eHUD

### Document Notification

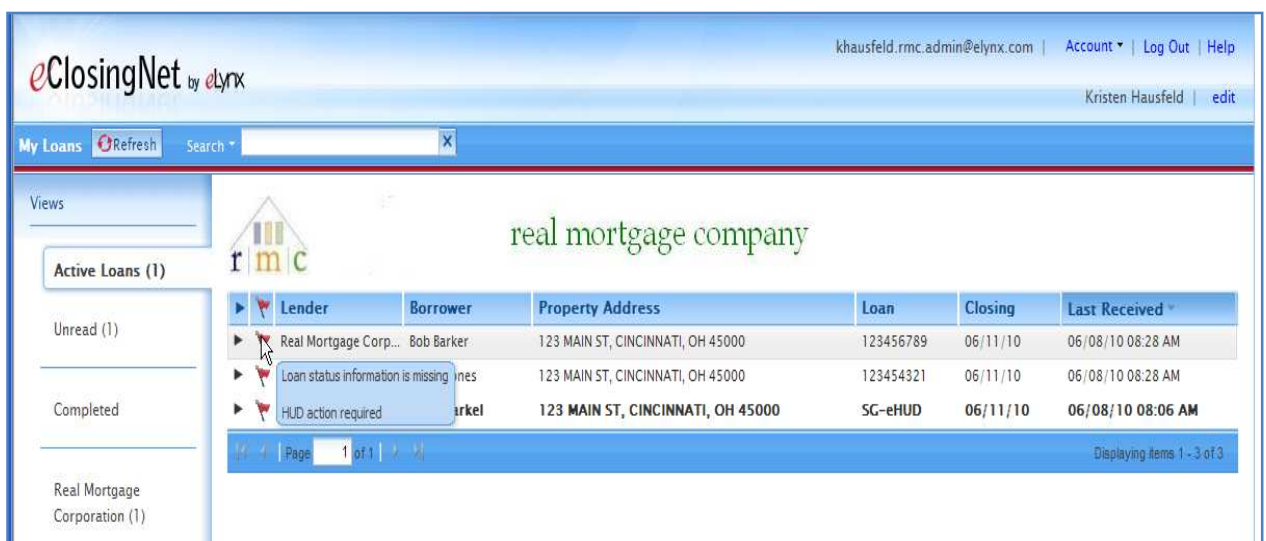
When documents are ready, an e-mail notification will be sent to the Settlement Agent from the Lender. This works the same as it does in eCN today; however, the email now states that there is a HUD-1 to reconcile.



### Document Retrieval

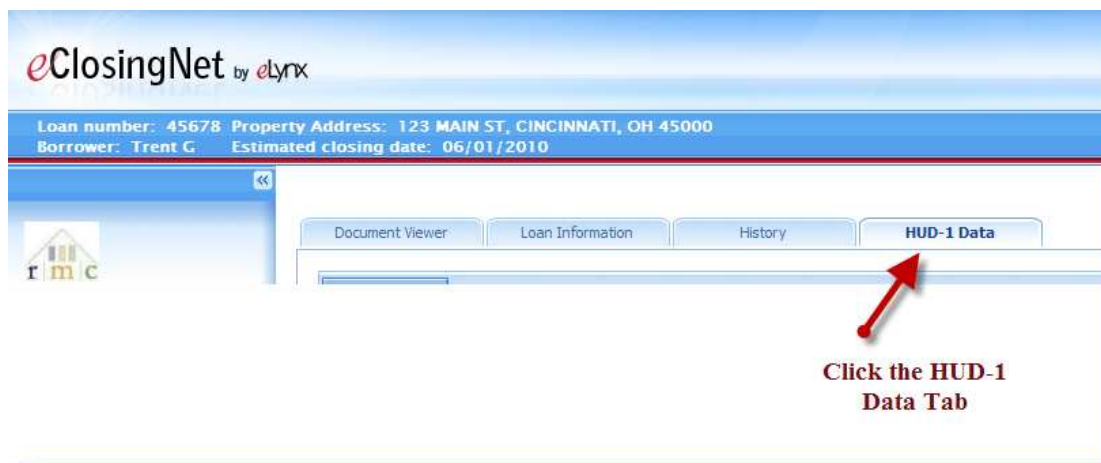
There are two ways to retrieve your package.

1. Once logged into eCN, go to the “My Loans” page. Select the loan package that requires HUD-1 action. There is a tool tip over the red flag to indicate this.
2. Select the link in the notification e-mail, log into eCN. Then select the HUD-1 Data tab.



## HUD-1 Data Tab

To review the HUD-1 Data, select the HUD-1 Data tab.



## HUD-1 Status Bar

At the top of the HUD-1 Data tab, there are a few items to review: Submit to Lender button; Page; Status; Saved; and Print.



1. The Submit to Lender button is used when the HUD-1 reconciliation is complete and the Settlement Agent is ready for the Lender to review the changes, if any.
2. This section shows what page of the HUD-1 is currently being displayed.
3. This is the Status of the HUD-1 Data reconciliation.
4. This is the date and time the HUD-1 was last updated. The HUD-1 will be auto saved every time a change is made.
5. The printer icon allows a printable version of the HUD-1 Data to be printed.

## Adding Comments

In this section of the HUD-1 Data, comments can be entered two ways:

1. General Comments from the Settlement Agent or Lender can be entered on the first page by clicking the pencil or typing directly into the line.

The screenshot displays the eClosingNet by eLynx interface for HUD-1 Data. The top navigation bar includes the eClosingNet logo, user information (ckearns@elynx.com), and account details. Below this, loan information is shown: Loan number: 333555999, Property Address: 456 New Home Rd, Loveland, OH 45140, Borrower: Trent C, and Estimated closing date: 07/15/10.

The main content area is divided into sections: Document Viewer, History, and HUD-1 Data. The HUD-1 Data section includes a 'Submit to Lender' button, a status message 'Status: Lender is waiting for your submission.', and two comment fields: 'Settlement Agent's Comment' (with a red '1' next to it) and 'Lender's Comment'. Below these fields is a table for 'B. Type of Loan' with columns for FHA, RHS, Conv. Unins., 6. File Number, 7. Loan Number, and 8. Mortgage Insurance Case Number. There are also sections for 'C. Note: This for' and 'D. Name & Address'.

A modal dialog box titled 'HUD-1 Comments' is open in the foreground. It has two text input areas: 'Settlement Agent Comment:' containing the text 'The seller will be paying 1000 in closing costs.' and 'Lender Comment:'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.



- Detailed Comments for each line can be entered by clicking the pencil. When this is done, there will be an icon of a person added to the line to indicate that there is a comment. The comment can be viewed by double clicking the icon or by clicking the pencil.

703	Commission paid at settlement			\$15,000.00
704	to			
<b>800. Items Payable in Connection with Loan</b>				
801	Our origination charge	\$2,500.00		
802	Your credit or charge (points) for the specific interest rate chosen	(\$1,100.00)		
803	Your adjusted origination charges		\$1,400.00	
804	Appraisal fee	to Jim's Appraisals	\$375.00	
805	Credit report	to Credit Checkers	\$50.00	
806	Tax s			
807	Flood			
808				
<b>900. Items</b>				
901	Daily		\$22.39...	\$313.46
902	Mort			
903	Home		ince	\$698.00
904				

**eClosingNet by eLynx**

**Line 804 Detail**

Description: Appraisal fee

Recipient: Jim's Appraisals

Amount: \$

POC: \$

POC By:

Paid by borrower at settlement: 375

Paid by seller at settlement: \$

Settlement Agent Comment: **2** Appraisal Fee collected outside of closing.

Lender Comment:

OK Cancel



## Updating the HUD-1 Data

When an update is made to the HUD-1 Data, a red box will appear and it will show the comparison of the new value entered along with the original value that was entered by the Lender, if any. Updates can be made by clicking the pencil or typing directly in the HUD-1 line using the in-line editing feature.

B. Type of Loan			6. File Number	7. Loan Number	8. Mortgage Insurance Case Number
<input checked="" type="checkbox"/> FHA	<input type="checkbox"/> RHS	<input type="checkbox"/> Conv. Unins.	09-0008	12345	6512
<input type="checkbox"/> VA	<input type="checkbox"/> Conv. Ins.				
<b>C. Note:</b> This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.					
D. Name & Address of Borrower		E. Name & Address of Seller	F. Name and Address of Lender		
Bob Jones 12 Old Circle Road Crofton, MD 21114  <b>Lender</b> Bob Jones 12 Old Circle Place Crofton, MD 21114		Sally Smith 55 Terrance Lane Annapolis, MD 21409	Money Tree 33 Dollar Tree Place Crofton, MD 21114		
G. Property Location		H. Settlement Agent	I. Settlement Date		
		Top Title Company Place of Settlement	03/28/2009		

J. Summary of Borrower's Transaction 100's			K. Summary of Seller's Transaction 400's		
100 Gross Amount Due from Borrower			400 Gross Amount Due from Seller		
101	Contract sales price	\$250,000.00	401	Contract sales price	\$250,000.00
102	Personal property		402	Personal property	\$5,000.00
103	Settlement charges to borrower (line 1400)	\$13,005.46	403		
104			404		
105			405		
Adjustment for items paid by Seller in advance			Adjustment for items paid by Borrower in advance		
106	City/town ta... 03/28/... to 03/28/...	\$2.21	406	City/town taxes 03/28/... to 03/28/...	\$2.21
107	County taxes to	\$439.00	407	County taxes to	\$1,000.00
108	Assessments to	\$100.00	<b>Lender</b>	County taxes to	\$439.00
<b>Lender</b>	Assessments to	\$88.00	<b>Varia...</b>		\$561.00
<b>Varia...</b>		\$12.00	408	Assessments to	\$88.00
109	to		409	to	
110	to		410	to	
111	to		411	to	
112	to		412	to	
<b>120</b>	<b>Gross Amount Due from Borrower</b>	<b>\$263,534.67</b>	<b>420</b>	<b>Gross Amount Due to Seller</b>	<b>\$255,529.21</b>

1. An update was made to the Borrower Address.
2. An update was made to HUD-1 line 108. It was changed from \$88 to \$100. The new amount will appear along with the original amount and the variance will be displayed.
3. An update was made to HUD-1 line 407. It was changed from \$439 to \$1,000. The new amount will appear along with the original amount and the variance will be displayed.

## Adding and Deleting HUD lines

To add a HUD-1 line, use the in-line editing or the pencil to add the description and amount. Once the HUD-1 line is added, the difference will be outlined in red and the difference between the original amount and the new amount will show in the variance.

1100. Title Charges			
	1101	Title services and lender's title insurance	\$1,450.00
	1102	Settlement or closing fee	\$150.00
	1103	Owner's title insurance	\$900.00
	1104	Lender's title insurance	\$500.00
	1105	Lender's title policy limit	\$250,000.00
	1106	Owner's title policy limit	\$250,000.00
	1107	Agent's portion of the total title insurance premium	\$700.00
	1108	Underwriter's portion of the total title insurance premium	\$700.00
	1109	Abstract Fee	\$100.00
	1110	Add a HUD line	\$500.00
	<b>Lender</b>		
	<b>Variance</b>	\$500.00	
	1111		

To delete a HUD-1 line, click the pencil and select "Delete This Line".

**eClosingNet by eLynx**

**Line 1112 Detail**

Description:

Amount:

Paid by borrower at settlement:

Paid by seller at settlement:

Settlement Agent Comment:

Lender Comment:

## Updating Reserves

When making changes to the Reserves, it is important to note that for non-integrated Settlement Agents, eHUD does not do any calculations. For example, when the months are changed for reserves, the new total must be manually keyed in to be reflected accurately. (See below)

1000. Reserve Deposited with Lender			
1001	Initial deposit for your escrow account		\$994.00
1002	Homeowner's insurance	4 months @ \$45.00/month	\$180.00
<b>Lender</b>	Homeowner's insurance	3 months @ \$45.00/month	\$135.00
<b>Variance</b>		1 months @	\$45.00
1003	Mortgage insurance	months @ /month	
1004	Property taxes	7 months @ \$145.00/month	\$1,015.00
<b>Lender</b>	Property taxes	6 months @ \$145.00/month	\$870.00
<b>Variance</b>		1 months @	\$145.00
1005		months @ /month	
1006		months @ /month	
1007	Aggregate Adjustment		(\$11.00)
1008			

## Out of Tolerance HUD

When the HUD-1 is out of tolerance, a message will appear in the Status bar and the item out of tolerance will be highlighted in yellow. The system will require an explanation to be entered regarding the out of tolerance items.

Document Viewer
History
HUD-1 Data

◀ Page 3 ▶ Status: This negotiation has been approved.  
HUD-1 is currently out of tolerance 1

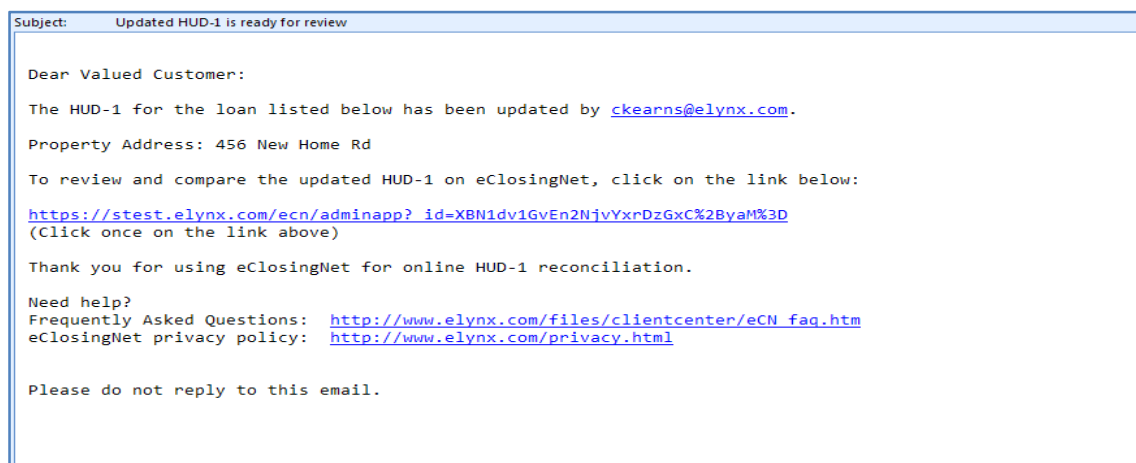
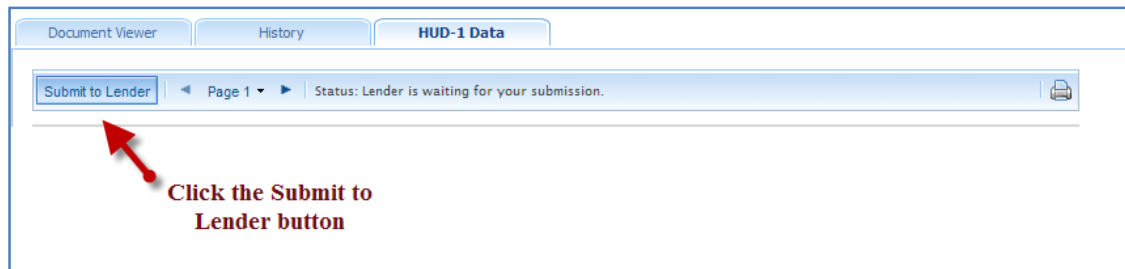
Comparison of Good Faith Estimate (GFE) and HUD-1 Charges			
Charges That Cannot Increase	HUD-1 Line Number	Good Faith Estimate	HUD-1
Our origination charge	# 801	\$2,500.00	2 \$5,000.00
<b>Lender</b>			
Our origination charge	# 801	\$2,500.00	\$2,500.00
<b>Variance</b>			\$2,500.00

3 Settlement Agent's Out of Tolerance Explanation	Lender's Out of Tolerance Explanation
Comments	

1. The out of tolerance message will display in the Status bar.
2. The out of tolerance item will be highlighted in yellow and outlined.
3. When there are items that are out of tolerance, the system will require an Out of Tolerance Explanation.

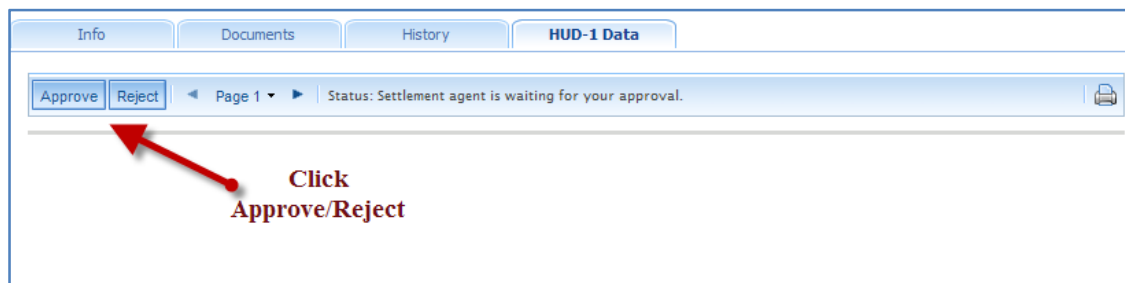
## Submit to Lender

When all changes/updates have been made to the HUD-1 Data, the Settlement Agent must click the “Submit to Lender” button. This will send an e-mail notification to the Lender letting them know that there is a HUD-1 waiting for them to review. At this time, the HUD-1 will be locked for changes until the Lender submits a response back.



## Lender Response

When the Lender receives the HUD-1 Data for review, there is an option to Approve or Reject the HUD-1 Data. When the HUD-1 Data is approved or rejected, an email notification will be sent to the Settlement Agent indicating what action is required.



All documents will appear with a watermark of “Pending HUD-1 Approval” until the HUD is approved by the Lender.

### Sample Approval e-mail notification:

Subject: Executable Closing Documents are ready for pick up

Dear Loan Settlement Professional:

Now that the HUD-1 has final approval, executable closing documents are now available for the loan listed below.

Property Address: 456 New Home Rd

Click on the link below to access your documents on eClosingNet:

<https://stest.elynx.com/ecn/r? id=tiZmE8T%2BpLPZwJzrg4ia7AgcUVE%3D>  
 (Click once on the link above)

If you have any questions regarding this package, please contact:

[ckearns@swiftview.com](mailto:ckearns@swiftview.com)  
 513-612-1234  
[ckearns@swiftview.com](mailto:ckearns@swiftview.com)

Thank you for using eClosingNet for online HUD-1 reconciliation.

Need help?  
 Frequently Asked Questions: [http://www.elynx.com/files/clientcenter/eCN\\_faq.htm](http://www.elynx.com/files/clientcenter/eCN_faq.htm)  
 eClosingNet privacy policy: <http://www.elynx.com/privacy.html>

Please do not reply to this email.

### Sample Rejected e-mail notification:

Subject: Updated HUD-1 is ready for review

Dear Loan Settlement Agent Professional:

The HUD-1 for the loan listed below has been updated by [ckearns@swiftview.com](mailto:ckearns@swiftview.com).

Property Address: 456 New Home Rd

To review and compare the updated HUD-1 on eClosingNet, click on the link below:

<https://stest.elynx.com/ecn/adminapp? id=NuWqlqqlxL37gV3Bt6MF1pCD1rI%3D>  
 (Click once on the link above)

Thank you for using eClosingNet for online HUD-1 reconciliation.

Need help?  
 Frequently Asked Questions: [http://www.elynx.com/files/clientcenter/eCN\\_faq.htm](http://www.elynx.com/files/clientcenter/eCN_faq.htm)  
 eClosingNet privacy policy: <http://www.elynx.com/privacy.html>

Please do not reply to this email.

## History Tab

The History Tab is the Audit trail for the activity on the HUD-1 reconciliation. It will display all previous versions of the HUD-1 as read only. Because the Historical HUD-1 data is read only, in order to view the detailed comments, the HUD-1 in its entirety can be viewed by selecting the printer icon.

Document Viewer | **History** | HUD-1 Data

Timestamp	User	Status
6/21/10 1:35 PM	Cheri Kearns	Lender approved settlement agent's HUD
6/21/10 1:34 PM	Cheri Kearns	Settlement agent submitted HUD for lender approval
6/15/10 4:12 PM		Lender posted HUD/GFE data

When a previous version of the HUD-1 is selected, the date and time of that HUD-1 will display in the top right corner of the screen. To get back to the current HUD-1 data, click the picture of the paper with an arrow. There is a tool tip that states "Show current data".

Document Viewer | History | **HUD-1 Data**

Page 1 | Status: Lender posted HUD/GFE data

Historical data as of 6/10/10 9:00 AM

Settlement Agent's Comment | Lender's Comment | [Show current data](#)

**B. Type of Loan**

<input checked="" type="checkbox"/> FHA	<input type="checkbox"/> RHS	<input type="checkbox"/> Conv. Unins.	6. File Number 09-0008	7. Loan Number 454545	8. Mortgage Insurance Case Number 6512
<input type="checkbox"/> VA	<input type="checkbox"/> Conv. Ins.				

**C. Note:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

<b>D. Name &amp; Address of Borrower</b> Bob Jones 12 Old Circle Road Crofton, MD 21114	<b>E. Name &amp; Address of Seller</b> Sally Smith 55 Terrance Lane Annapolis, MD 21409	<b>F. Name and Address of Lender</b> Money Tree 33 Dollar Tree Place Crofton, MD 21114
<b>G. Property Location</b>	<b>H. Settlement Agent</b> Top Title Company Place of Settlement	<b>I. Settlement Date</b> 03/28/2009

## Printable HUD-1

A printable version of the HUD-1 is available by selecting the printer icon. This will allow for an overall view of the HUD-1 during reconciliation. **This is not an executable HUD-1. The document will be watermarked with "For Reference Only".**

Document Viewer
History
HUD-1 Data

Submit to Lender
Page 1
Status: Lender is waiting for your submission.
Print

<b>Settlement Agent's Comment</b>	<b>Lender's Comment</b>
-----------------------------------	-------------------------

<b>B. Type of Loan</b>		
<input checked="" type="checkbox"/> FHA <input type="checkbox"/> RHS <input type="checkbox"/> Conv. Unins. <input type="checkbox"/> VA <input type="checkbox"/> Conv. Ins.	<b>6. File Number</b> 09-0008	<b>7. Loan Number</b> 454545
<b>8. Mortgage Insurance Case Number</b> 6512		

C. **Note:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

<b>D. Name &amp; Address of Borrower</b> Bob Jones 12 Old Circle Road Crofton, MD 21114	<b>E. Name &amp; Address of Seller</b> Sally Smith 55 Terrance Lane Annapolis, MD 21409	<b>F. Name and Address of Lender</b> Money Tree 33 Dollar Tree Place Crofton, MD 21114
--	--	---

<b>G. Property Location</b>	<b>H. Settlement Agent</b> Top Title Company Place of Settlement	<b>I. Settlement Date</b> 03/28/2009
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Current HUD-1 Data
Close

A. Settlement Statement (HUD-1)
Lender's Copy for your reference

<b>B. Type of Loan</b> <input checked="" type="checkbox"/> FHA <input type="checkbox"/> RHS <input type="checkbox"/> Conv. Unins. <input type="checkbox"/> VA <input type="checkbox"/> Conv. Ins.	<b>6. File Number</b> 09-0008	<b>7. Loan Number</b> 454545
<b>8. Mortgage Insurance Case Number</b> 6512		

C. **Note:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

<b>D. Name &amp; Address of Borrower</b> Bob Jones 12 Old Circle Road Crofton, MD 21114	<b>E. Name &amp; Address of Seller</b> Sally Smith 55 Terrance Lane Annapolis, MD 21409	<b>F. Name and Address of Lender</b> Money Tree 33 Dollar Tree Place Crofton, MD 21114
--	--	---

<b>G. Property Location</b>	<b>H. Settlement Agent</b> Top Title Company Place of Settlement	<b>I. Settlement Date</b> 03/28/2009
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**Summary of All Property Settlements**

1. Seller's Gross Proceeds	\$100,000.00
2. Seller's Expenses	(10,000.00)
3. Seller's Net Proceeds	\$90,000.00
4. Seller's Share of Net Proceeds	\$45,000.00
5. Seller's Share of Net Proceeds (p.o.c.)	\$0.00
<b>Seller's Total Share of Net Proceeds</b>	<b>\$45,000.00</b>

**Summary of Buyer's Settlements**

6. Buyer's Purchase Price	\$100,000.00
7. Buyer's Expenses	(10,000.00)
8. Buyer's Total Settlement	\$90,000.00
9. Buyer's Total Settlement (p.o.c.)	\$0.00
<b>Buyer's Total Settlement</b>	<b>\$90,000.00</b>



## FAQs

### **Why is there a watermark on my documents?**

There will be a watermark of "Pending HUD-1 Approval" until the Lender approves the HUD-1. Once the HUD-1 is approved by the Lender, the watermark will be removed.

### **Why am I not able to edit the HUD-1 Data on the eLynx eCN website?**

1. You are only viewing a Historical version of the HUD-1. Be sure to check and see which version of the HUD-1 you are viewing.
2. If you are an integrated Settlement Agent, the HUD-1 will be read-only. As an integrated Settlement Agent, you are only able to enter Comments to an individual HUD-1 line and general Comments on the top of the first page.
3. If you are a Lender the HUD-1 will be read-only. You are only able to enter Comments to an individual HUD-1 line and general Comments on the top of the first page.
4. If you have submitted the HUD-1 to the Lender, it will be read-only until the Lender approves or rejects it.

### **Is this an executable HUD-1?**

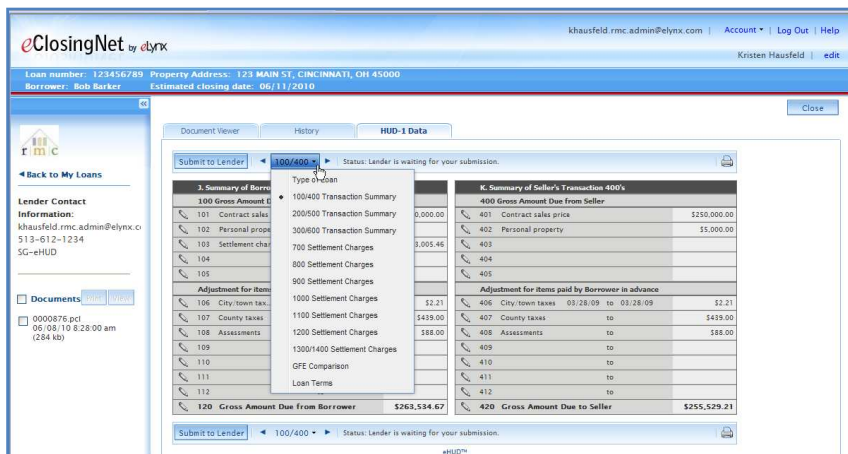
No. eHUD is a reconciliation tool, not a document generation tool. The printable HUD-1 that is provided will have a watermark on it of "For Reference Only". It should only be used to aid in the reconciliation process.

### **I can't view the entire width of the HUD-1 on the screen. How can I change the screen to see more of the form?**

On the top of the left panel where documents are listed, there is an icon of double arrows. Click this button to expand (and collapse) the left panel, providing more space on the screen to view the HUD-1.

## Why do I have more than 3 pages for the HUD-1?

If you are using Internet Explorer versions 6 or 7, the pagination will display differently than if you are using Internet Explorer version 8 or Firefox.



**I can't view the entire width of the HUD-1 on the screen. How can I change the screen to see more of the form?**

On the top of the left panel where documents are listed, there is an icon of double arrows. Click this button to expand (and collapse) the left panel, providing more space on the screen to view the HUD-1.

## Contact Us

eLynx Technical Support is available by telephone twenty-four (24) hours a day, seven (7) days a week. Business hours for live support are Monday through Friday, 7am to 10pm Eastern Time. All other hours and holidays are staffed by on-call voicemail support. Please call us at any time at 1.513.612.5975.