

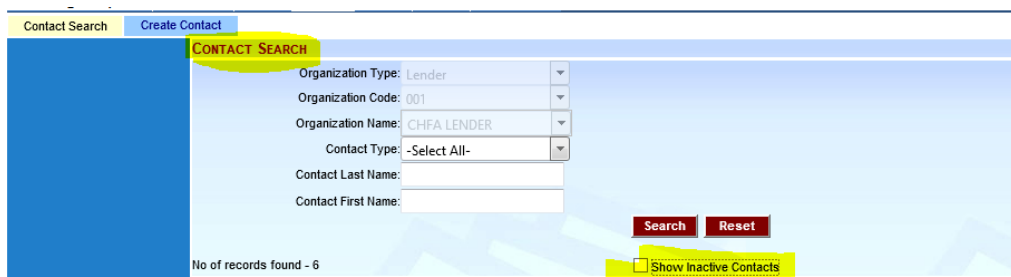
To: CHFA Lenders
From: CHFA Single Family Underwriting
Subject: Setting CHFA LOS to Display Active Users Only

CHFA-Approved Lenders receive “Administrative Rights” (Admin) with security features for accessing the CHFA LOS. Lenders assign staff access and maintain control over authorized usage. When a user is activated, CHFA creates a permanent record that cannot be deleted. To eliminate the display of both active and inactive users on the LOS **Contact** and **User** screens, LOS has been enhanced with a new option to display names of active users only.

Beginning on Friday, November 15, 2019, LOS Administrators can control the system view on the “Contact Search Screen” and the “User Screen”.

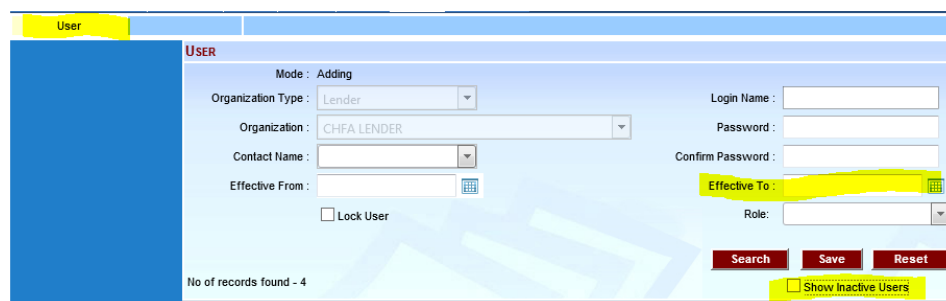
CONTACT SEARCH SCREEN

1. A date must be entered in the “Effective To” field on the User Screen in LOS.
(Contact name will be deactivated as of the date entered in this field).
2. DO NOT Check the box in front of the field titled “Show Inactive Contacts”.
3. The screen will display a list of only those Contacts that are currently active in the system.
4. To view a list of ALL Contacts ever entered, CHECK the box; active and inactive names will be displayed.



USER SEARCH SCREEN

1. A date must be entered in the “Effective To” field on the User Screen in LOS.
(User name will be deactivated as of the date entered in this field).
2. DO NOT Check the box in front of the field titled “Show Inactive Users”.
3. The screen will display a list of only those Users that are currently active in the system.
4. To view a list of ALL Users ever entered, CHECK the box; active and inactive names will be displayed.



All questions regarding this Bulletin should be directed to Valencia Taft-Jackson at (860) 571-4224 or valencia.taft-jackson@chfa.org or Hazim Taib at (860)571-4250 or hazim.taib@chfa.org