

Correcting or Cancelling a HAMP 1MP Trial or Official Modification*

Description & Purpose

Servicers are required to provide periodic loan level data for all activity relating to the Home Affordable Modification ProgramSM (HAMP[®]) using the HAMP Reporting Tool. You must ensure that the data submitted is accurate and matches your records. If the data is entered incorrectly or in error, you must take the proper steps to update the information incorrectly reported.

The HAMP Reporting Tool is available to participating servicers:
<https://hamp.blackknightdna.com/>

Trial corrections and cancellations can be completed at any time during the month. Corrections and cancellations of official modifications can only be reported during the first four business days of the month.

Contents

This job aid describes how and when to correct or cancel previously reported HAMP trial and official modifications.

List of References

Reference	Location	When Needed
HAMP Reporting Tool direct link	https://hamp.blackknightdna.com/	Direct access to the HAMP Reporting Tool.
Black Knight HAMP User's Guide	A downloadable version of the Black Knight HAMP User's guide is found in the Support section of the HAMP Reporting Tool.	Contains information for using the Tool, including viewing reports.
HAMP Solutions Center/Black Knight Technical Support	(866) 939-4469 Select Option 1, then Option 5.	Call if you need further assistance.
How to Check Web Data Submissions	Page 4 of this Job Aid	Once data is submitted, check this screen to see if the submission was successful.

* The reporting requirements explained in this document are in addition to any contractual reporting requirements you may have as a servicer of mortgage loans.

Correcting a HAMP 1MP Trial Modification

To correct a **HAMP 1MP Trial Modification**, follow the steps below. A correction submitted for a trial will overlay the previously submitted data. Certain fields such as loan numbers and HAMP Servicer Numbers cannot be corrected. If any of these fields were entered incorrectly, you must cancel the trial record and re-submit a new trial record with the correct data (see the next section on this page).

✓	#	Step Description
	1	Log in to the HAMP Reporting Tool: https://hamp.blackknightdna.com/ Use the Logon Name and Password assigned when registering for the tool. Select the HAMP Tab and select the Trial Setup option from the drop-down menu.
	2	Populate the appropriate fields for each section. Submitted data can be saved for up to 45 days. If your previous submission was saved, click on the "Load Saved Data" link at the bottom of the screen to populate the previously submitted data and then make the changes.
	3	Click Add Activity. The data entered is validated to determine if any fields are incorrectly populated. Initial validation results are shown directly on the screen.
	4	Check the Web Data Submissions Results. Go to Page 4 for instructions.

Cancelling a HAMP 1MP Trial Modification

To cancel a **HAMP 1MP Trial Modification**, take the following steps.

Note: Borrowers who default on their trial payments are no longer eligible for a new HAMP trial in the same tier.

✓	#	Step Description
	1	Log in to the HAMP Reporting Tool: https://hamp.blackknightdna.com/ Use the Logon Name and Password assigned when registering for the tool. Select the ADR Tab.
	2	Populate the appropriate fields for each section. <ul style="list-style-type: none"> • Identifying Information • Government Monitoring Information • NPV Model Inputs (if applicable) • Reason Code - Be sure to select the appropriate code from the Trial Fallout Reason Code drop-down section. Selecting Trial Plan Default (14) will result in a modification change from Trial Active state to Trial DQ state. All other reason codes will result in modification change from Trial Active to Trial Cancel. <p>Refer to the Reporting Additional Data Requirements job aid for complete guidance.</p>
	3	Click Add Activity. The data entered is validated to determine if any fields are incorrectly populated. Initial validation results are shown directly on the screen.
	4	Check the Web Data Submissions Results. Go to Page 4 for instructions.

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Correcting a HAMP 1MP Official Modification

To correct a **HAMP 1MP Official Modification**, follow the steps below. Corrections can be applied to Official Active modifications. And beginning August 1, 2016, Corrections can also be applied to Official Paid Off, Official Disqualified and Official Withdrawn modifications. Certain fields such as NPV Date and First Payment Due Date cannot be corrected. If any of these fields must be corrected, you must cancel the official record, correct the trial record and then resubmit the official (see the next section on this page).

✔ #	Step Description
1	Log in to the HAMP Reporting Tool: https://hamp.blackknightdna.com/ Use the Logon Name and Password assigned when registering for the tool. Select the HAMP Tab and select the Official Modification option from the drop-down menu.
2	Populate the appropriate fields for each section. Submitted data can be saved for up to 45 days. If your previous submission was saved, click on the "Load Saved Data" link at the bottom of the screen to populate the previously submitted data and then make changes.
3	Select Official Correction from the Submission Status Code drop-down list.
4	Click Add Activity. The data entered is validated to determine if any fields are incorrectly populated. Initial validation results are shown directly on the screen.
5	Check the Web Data Submissions Results. Go to Page 4 for instructions

Cancelling a HAMP 1MP Official Modification

The system will automatically convert a modification to an Official Disqualified (DQ) state after receiving 90 days of non-payment OMRs for a borrower. No further reporting is required or accepted after the loan is in a DQ state.

To cancel a **HAMP 1MP Official Modification**, follow the steps below.

✔ #	Step Description
1	Log in to the HAMP Reporting Tool: https://hamp.blackknightdna.com Use the Logon Name and Password assigned when registering for the tool. Select the HAMP Tab and select the Official Modification option from the drop-down menu.
2	Populate the appropriate fields for each section. Submitted data can be saved for up to 45 days. If your previous submission was saved, click on the "Load Saved Data" link at the bottom of the screen to populate the previously submitted data. Cancelling an official will impact compensation incentives. Contact MHA_Comp@fanniemae.com for more details.
3	Select Official Cancel from the Submission Status Code drop-down list.
4	Click Add Activity. The data entered is validated to determine if any fields are incorrectly populated. Initial validation results are shown directly on the screen.
5	Check the Web Data Submissions Results. Go to Page 4 for instructions.

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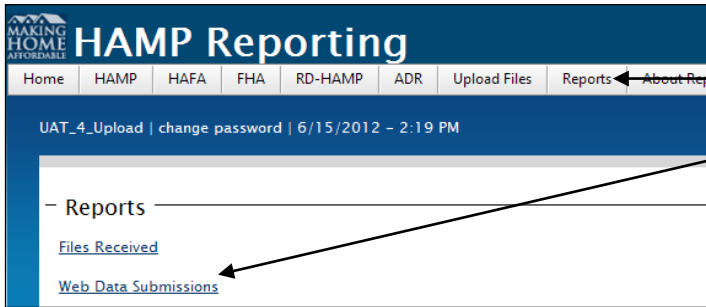
How to Check Web Data Submissions

Note: The response message may take a few minutes to complete.

To review second validation, follow these steps:

1. Go to the Reports Tab
2. Select Web Data Submissions

The Web Data Submissions Report lists the transactions that you submitted and provides a transaction processing status.



Reports - Data submitted through the website

Transaction Type	Entered On	HAMP Reporting System Response File Received	HAMP Reporting System Response Message
Deed-in-Lieu Loan Set-up	7/24/2014		HAMP Reporting System response file pending
Short Sale Loan Set-up	7/24/2014		HAMP Reporting System response file pending
Short Sale Loan Set-up	7/24/2014		HAMP Reporting System response file pending
Short Sale Loan Set-up	7/24/2014		HAMP Reporting System response file pending
RD-HAMP Trial Setup	7/24/2014		HAMP Reporting System response file pending
RD-HAMP Trial Setup	7/24/2014		HAMP Reporting System response file pending

Transaction Type
Type of transaction i.e. TrialLoanSetup, OfficialLoanSetup, etc.

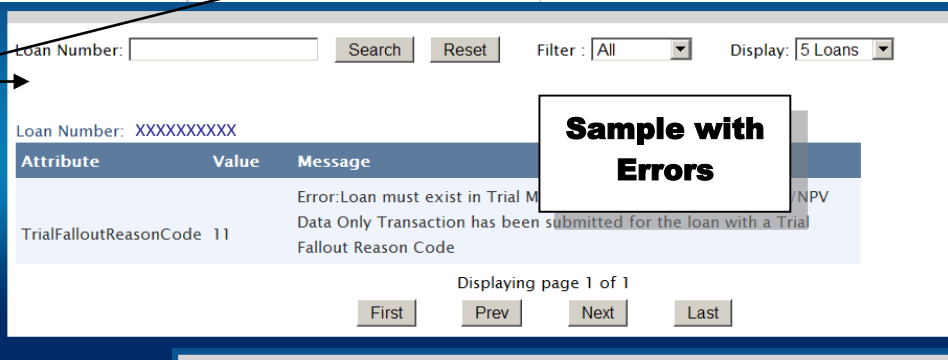
Entered On
The time stamp of each submittal. This is simply informing you that the data was submitted to the HAMP Reporting Tool for processing. A transaction should not be considered successfully processed until you have received confirmation by viewing the Response File report.

Response File Received
This column will display the date and time the file was received (but not processed).

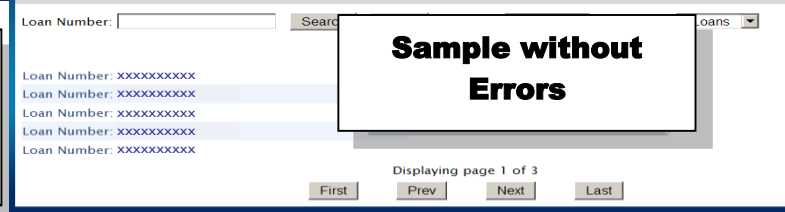
Response Message
Initially, this column will indicate that the HAMP Reporting Tool Response is pending. After successful processing, the response file will list a summary of errors and warnings that occurred for each individual transaction in the file.

4. Click on the message link to open the response file.
- Use the First, Prev, Next and Last buttons to scroll through the messages.
 - To locate a specific loan number, enter the appropriate number in the Loan Number field and click

- In addition, the number of displayed loans per page can be set and the user can filter by loans with errors or warnings to make searching faster.



Sample with Errors



Sample without Errors

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