

eMAQCS®plus Default Management System

Completing and Submitting Forms

April 2021



About this Information

The following presentation is intended to introduce users to various functions available in the eMAQCS[®]plus Delinquency Management System. This presentation is not intended to instruct viewers on the loss mitigation/default process. Information related to managing delinquencies may be found in the MPF[®] Guides. The MPF Guides are available on the MPF Website, www.fhlbmpf.com or through AllRegs.

“MPF” and “eMAQCS” are registered trademarks and the “MPF Mortgage Partnership Finance” logo is a trademark of the Federal Home Loan Bank of Chicago.

Form Submission Basics

- Throughout the default process, there are various forms that must be submitted to the MPF Program Default Team.
- Completing and submitting most of the required forms is done through the eMAQCSplus Default Management System.
- The following presentation will outline how to successfully complete and submit forms from within eMAQCSplus.

Accessing the System

The link for the
eMAQCSplus login screen
is:

<https://emaqcs.covius.com/>

Access is also available on the
eMAQCSplus page on the MPF
Program Website:

www.fhlbmpf.com

The eMAQCSplus landing page is
located under the *Resources* tab.

mpf Mortgage Partnership Finance™

eMAQCSplus

SYSTEM ACCESS

This Website is a protected information system. By logging in, you agree to the [Terms and Conditions](#).

Username

Password

Login

[Forgot Password?](#)

Locating a Loan



Home - Default Servicing Upload Loan Search Forms

mpf Mortgage Partnership Finance | **eMAQCSplus**

Service **All Delinquent Loans**

Loans
Notes
Documents
Loss Mitigation
Foreclosure
REO - Traditional
Claims - Traditional
Claims - Xtra
Claims - Govt
HLC Loans
Repurchased
To Do: Missing Docs
To Do: Exceptions
To Do: HLC Loans

Export to Excel Clear Filters

<input type="checkbox"/>	Menu	Service #	MA #	Ser
<input type="checkbox"/>		1111	43112	
<input type="checkbox"/>		1111	43112	
<input type="checkbox"/>		1111	43112	
<input type="checkbox"/>		1111	21432	
<input type="checkbox"/>		1111	21432	
<input type="checkbox"/>		1111	21432	
<input type="checkbox"/>		1111	21432	

Home - Default Servicing Upload Loan Search Forms Change Password

mpf Mortgage Partnership Finance | **eMAQCSplus**

Basic Search DM_Servicer

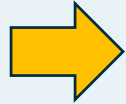
Basic Search DM_Servicer

MPF Loan Number

PFI Loan Number

PFI Number

Locating a Loan



Home - Default Servicing Upload Loan Search Forms Change Password

mpf Mortgage Partnership Finance™ | eMAQCSplus

Basic Search DM_Servicer

Basic Search DM_Servicer

MPF Loan Number 1416655

PFI Loan Number

PFI Number

Search



Menu	MPF Loan No	PFI Loan #	PFI #	PFI Name	MPF Bank Name	Product Type	Action Code
	1416655	4367123	1111	Federal Home Loan Bank of Boston	Federal Home Loan Bank of Boston	MPF Traditional	0
							View Default Loan Details

To open, right click on the loan and click on the *View Default Loan Details* box.

Servicer Loan Details-Summary



Default Loan Details	Servicer Loan Details - Summary	
Loan Summary	Loan Details - Updated Monthly on 19th*	
Forms and Documents	MPF Loan Number 999999999	Original Loan Amount 113800
Form Attachments	PFI Loan Number 1234567	Funding Date 04/23/2010
Loan Attachments	PFI Number 1111	First Payment Due 06/01/2010
Exhibit B Uploads	PFI Name Federal Home Loan Bank of Boston	Paid Thru Date 07/01/2020
Exceptions	Servicer Number 1111	Sched End Principal Balance 45301.79
Notes	Servicer Name Every Town Bank	End Actual Principal Balance 45301.79
Notification Log	MA Number 99999	PI Amount 870.57
	MA Owner Federal Home Loan Bank of Boston	Interest Rate .04500
	Product Type MPF Traditional	Maturity Date 05/01/2025
	Product Code FX15	PMI Insurer Name No PMI
	Product Name Fixed 15 Year	PMI Percent .00000
	SubProgram Name None	SMI Certificate Number

Borrower/Property Info - Updated Monthly on 19th*	
Borrower Name Edward R Haskell	Property Type Single Family Residence
CoBorrower Name	Occupancy Primary Residence
Property Address 123 Beaver Cleaver Way	Appraisal Value 146000
Property City Wardville	Sales Price
Property State ME	Current Property Value 146000
Property Zip Code 04000	Loan to Value .950000

Delinquent Loan Details - Updated Monthly on 19th*	
Servicer Loan Number 10101	Foreclosure Approval Date
Action Code Loss Mitigation	Attorney Referral Date
Action Code Description Loss Mitigation	First Legal Date
Effective Action Code Date	Foreclosure Sale Expected Date
Delinq Reason Code 022	Foreclosure Sale Date
Delinq Status Code 9	Foreclosure Sale Results
Bankruptcy Filed Date	Foreclosure Sale Amount
Bankruptcy Chapter Code	Foreclosure Start Date

Forms and Documents

The **Forms and Documents** screen lists forms that have been submitted and allows you to create and submit new forms.

Servicer Loan Details - Forms and Documents

Submit New Form

Select Form

Forms

	Form No	Form Name	Status	Created By	Created Date	Submitted By	Submitted Date	
<input type="button" value="Edit"/>	Delete	SG-404	Bidding Instructions	Draft	Provider	02/05/2020	Servicer548833	02/07/2020

Selecting a Form

Default Loan Details ▾ Servicer Loan Details - Forms and Documents

Loan Summary

Forms and Documents

Attachments

Exceptions

Exhibits & Uploads

Notes

Notification Log

Submit New Form

Select Form ▼

Create

Select Form

Foreclosure

REO Update-1 Offer Submission

REO Update-2 List Price Reduction Request

REO Update-3 Repair Request

REO Update-4 Insurance Claim

SG-331 Property Inspection Report

SG-332 Calculation of Realized Loss/Gain

SG-334 Notice of Acquired or Conveyed Property

SG-337 HLC Mortgage Notification

SG-342 Property Insurance Loss Notification

SG-343 MI Cancellation Notice

SG-354 Workout Worksheet

SG-400 Loan Workout Plan

SG-401 Temp Loan Payment Modification

SG-402 Borrower Hardship Certification

SG-404 Bidding Instructions

SG-405 REO Marketing Plan

Status	Created By	Created Date	Submitted By	Submitted Date
Draft	Provider	02/05/2020	Servicer548833	02/07/2020

1. Click on the *Select New Form* drop down box to view a list of forms.
2. Select your desired form.
3. Click *Create*.

Complete the Form

SG-331 Property Inspection Report

Create

Forms

		Form No	Form Name	Status	Created By	Created Date	Submitted By	Submitted Date
Edit	Delete	SG-404	Bidding Instructions	Draft	Provider	02/05/2020	Service5488	02/07/2020
Edit	Delete	SG-331	Property Inspection Report	Draft	Service548833	02/07/2020		

SG-331 Property Inspection Report

Form

Document

Instruction

SG-331

Property Inspection Report (Form SG331)

[Logo]

PFI / Servicer Information

PFI Number: 548833

Servicer Name: FAKE BANK

Loan Information

MPF Loan Number: 1111111

Borrower Name: Paul Revere

Property Address: 2020 Vision Street Charlotte, NC 00000

Product Information

This form is for the MPF Traditional products only.

Property Information

Date of Inspection: mm/dd/yyyy

Property Type: ☐ Single Family ☐ 2-4 Family ☐ PUD ☐ Condo ☐ Manufactured Housing

General Condition of Property: ☐ Good ☐ Fair ☐ Poor

If "fair" or "poor", provide a general description of property interior (including any damaged or missing fixtures):

Submitting a Form

The screenshot shows a web form titled "Employee Information". It contains several input fields: "Printed Name of Employee Completing Form:" with the value "Wanda Blake", "Title:" with "Default Specialist", "Phone Number:" with "9999999999", "Email:" with "wb40@etbk.fake", and "Date Completed:" with "01/28/2021". A yellow arrow points to the "Printed Name" field. At the bottom, there are three buttons: "Submit", "Save As Draft", and "Cancel". A red box highlights these buttons, and a red arrow points from this box to a larger, zoomed-in version of the same three buttons. Three yellow arrows point down from the top of the zoomed-in button area to the "Submit", "Save As Draft", and "Cancel" buttons respectively.

Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form:

Title:

Phone Number:

Email:

Date Completed:


"Mortgage Partnership Finance", "MPF", "eMPF", "MPF Xtra" and "eMAQCS" are registered trademarks of the Federal Home Loan Bank of Chicago. The "MPF Mortgage Partnership Finance" logo is a trademark of the Federal Home Loan Bank of Chicago.

Clicking **Submit** will check your form for missing or incorrect data. Any fields requiring corrections will be outlined in red. If no corrections are necessary, the form will submit.

Clicking **Save as Draft** will save your form to finish and submit later. If saving, don't forget to submit later!

Cancel will delete any completed fields and close the screen.

Need Help with a Form?



Property Inspection Report

Form **Document** **Instruction**

Are supporting documents attached? ☒ Yes ☐ No

List any supporting documents and/or any missing documents and provide an explanation for any missing documents:

Inspector Information

Printed Name of Inspector:

Inspection Company Name:

Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form:

Title: Email:

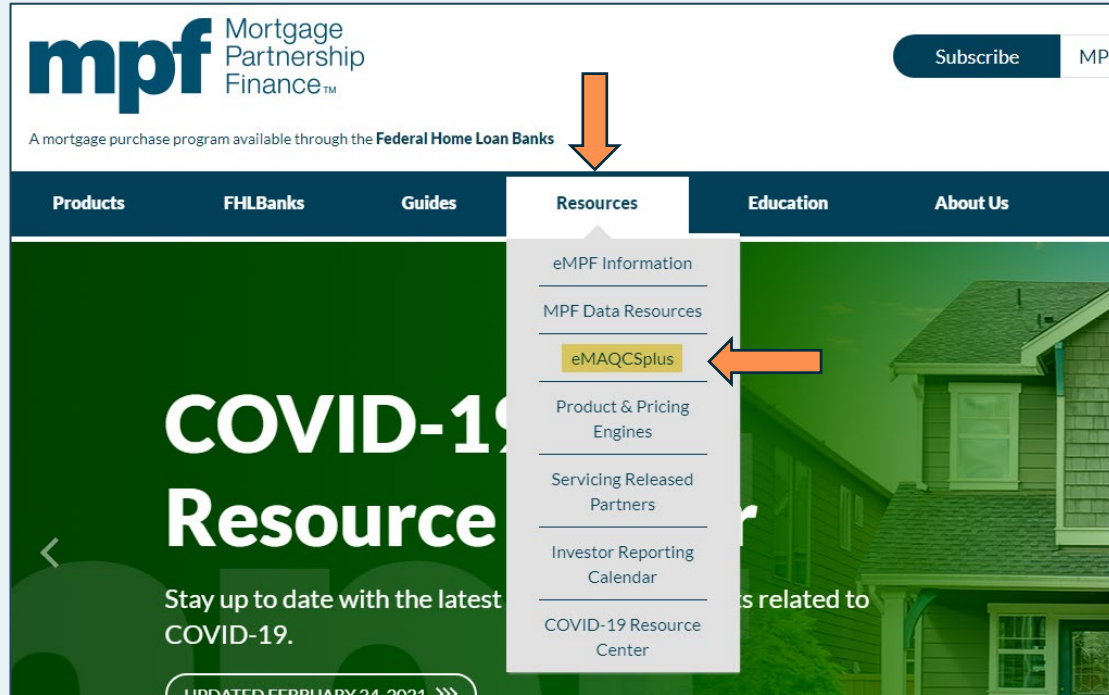
Phone Number: Date Completed:

"Mortgage Partnership Finance", "MPF", "eMPF", "MPF Xtra" and "eMAQCS" are registered trademarks of the Federal Home Loan Bank of Chicago. The "MPF Mortgage Partnership Finance" logo is a trademark of the Federal Home Loan Bank of Chicago.

If you require guidance about how to complete a form, there are instructions available under the ***Instructions*** tab.

Accessing eMAQCSplus

www.fhlbmpf.com



MPF Program Contacts

MPF Service Center

Phone - 877-345-2673

Email - MPF-Help@FHLBC.com

Hours - 8:30 AM to 4:30 PM CST

MPF Program Default Team

MPFDefaultServicing@fhlbc.com