

## eNews Alert



January 4, 2012

### Minnesota Housing HDS SF Web Application Known Issues

As your organization's designated lender contact for the Minnesota Housing online loan reservation system (HDS SF Web Application), please note the following data items that may impact your ability to work in the HDS system.

- The U.S. Census Bureau updated its website with new information from the 2010 census. Our HDS software vendor has not yet fully transitioned to the changes that the U.S. Census Bureau made. If you experience issues entering a census tract and block number, please enter "9999.99" in the census tract field. Minnesota Housing staff will enter the correct Census Tract and Block numbers for these commitments, until the HDS software vendor addresses this issue.
- Please inform HDS Web users that once Minnesota Housing staff completes the Census Tract and Block number, they should not be changed. Changing the information will result in an error message requiring you to contact the Minnesota Housing Help Desk and limiting your ability to make other changes within the loan transaction.

#### Adding the Loan Officer Function to a Contact:

- Occasionally when a web administrator adds the Loan Officer function to a Contact, it "un-checks" the Loan Officer's permissions to view, commit and update loans in the HDS SF Web Application. Please be aware of this and double check to make sure the Loan Officer's permissions remain intact after you add the Loan Officer function to a Contact and before you leave the HDS SF Web Application.

### Questions?

Single Family Division Help Desk  
651.296.8215 or 800.710.8871  
7:30 a.m. - 5:00 p.m. (business days)

