



FOCUS 2.5

Guide to January 2025 Update

FOCUS 2.5's Updated Form System

In January 2025, the form system in FOCUS 2.5 was updated to improve the user experience. Updates provide:

- Greater system reliability
- Easier navigation with improved "section by section" form layout
- Auto-save so users can start and resume forms at any point in the workflow
- The ability to change options in existing forms, such as designation level or Sealed Roof Deck method, without having to re-submit the entire application.
- "Smarter" forms help ensure all required fields are complete and provide warnings to help avoid errors, resulting in more efficiency for evaluators and auditors.

Using the New Form System

Step 1: Click the "+ New Evaluation" Button on the top right of the screen

- This is unchanged

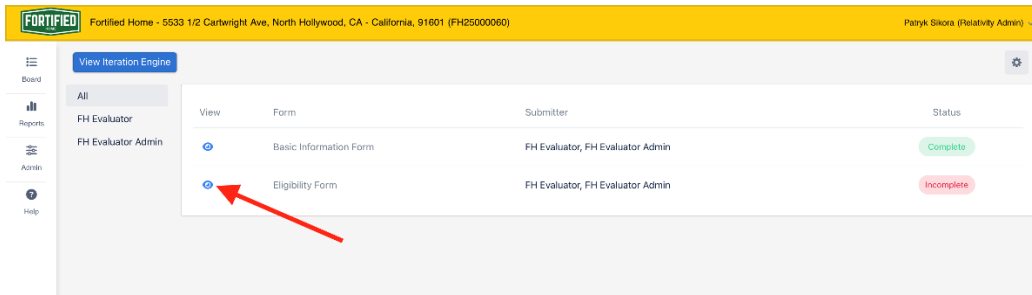
Step 2: Complete the "Basic Information" Form

- This is unchanged
- *All Required Field will be highlighted or outlined in yellow

The screenshot displays the 'Basic Information: Homeowner Information' form in the FOCUS 2.5 system. The form is titled 'Basic Information: Homeowner Information' and includes a 'View Checklist' button. The form fields are highlighted in yellow, indicating they are required. Red arrows point to the highlighted fields: Homeowner First Name, Homeowner Last Name, Homeowner Email, Property Address (Street, Additional Street, City, State, Zip Code, County), Special Project Type, and the radio buttons for 'Is this an FHLB - D: Fortified Fund project?'. A red arrow also points to the 'Submit Basic Information' button at the bottom right.

- When you have input all required fields, click the "Submit" button on the bottom right of the page

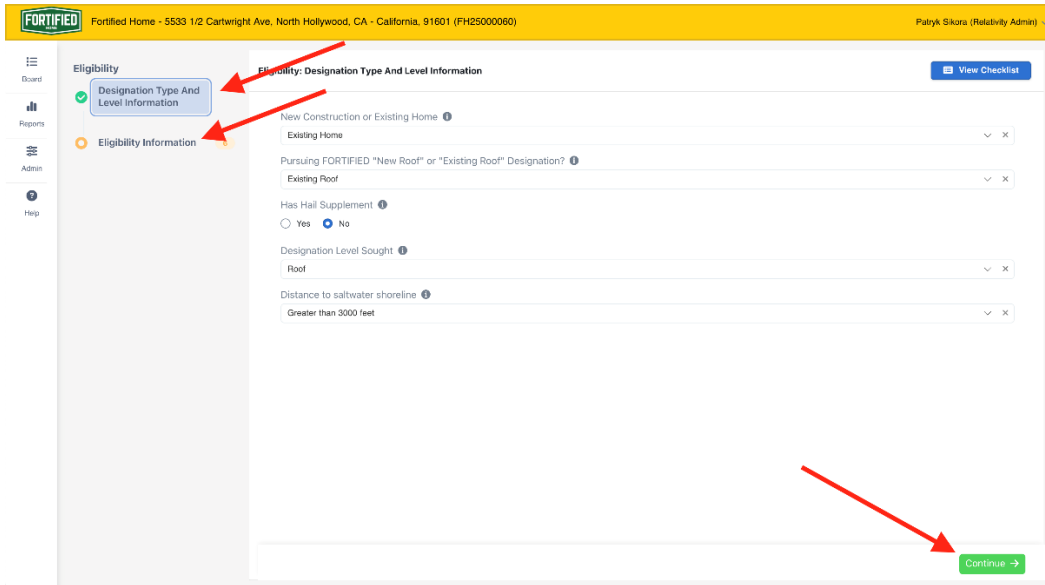
Step 3: Click the "Eyeball" to Start a New Form or Open Previously Submitted Forms



- *You can now go back to previously submitted forms to update answers

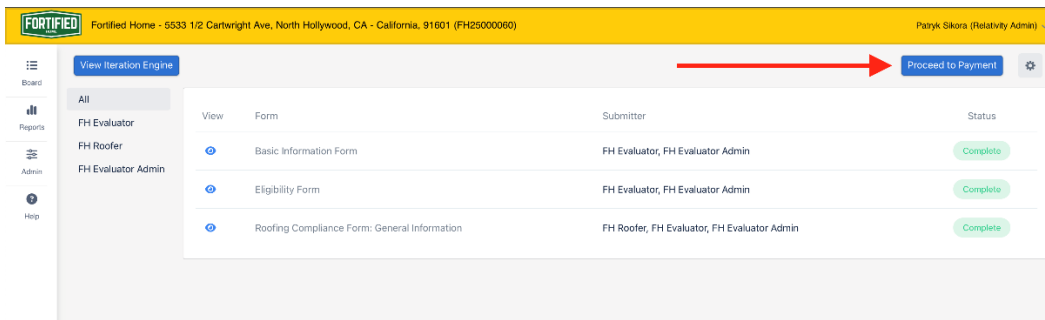
Step 4: Navigate Between Different Form Sections

- The left panel will allow you to navigate between the different sections of a form or use the "Back" and "Continue" buttons to complete the form in order.



Step 5: Complete All Forms to Enable the Payment Step

- This is unchanged



Step 6: Submit Payment

- The payment page is new and improved, see the following section for guide.

FOCUS 2.5's updated Checkout Process

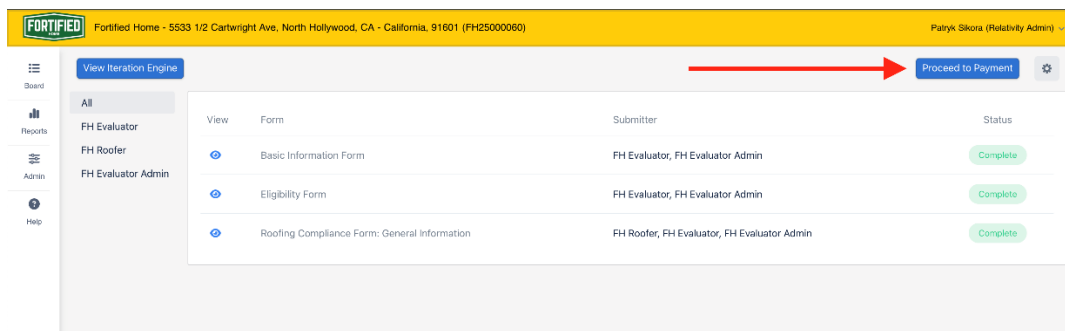
In January 2025, the checkout process in FOCUS 2.5 was updated to offer the following:

- A standardized, efficient, and reliable payment experience
- Payment receipts
- The ability to save payment information
- Single-click checkout process (if desired)

Using the New Checkout Process

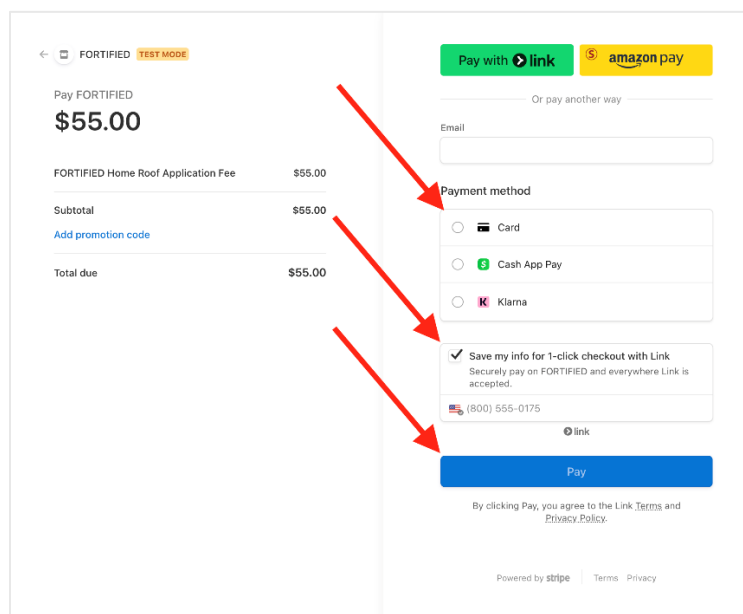
Step 1: Click "Proceed to Payment"

- This is unchanged



Step 2: Fill Out Payment Details

- Input the email that you would like to receive the receipt at.
- Select your payment method
- Select if you want to save your payment info for "1-Click Checkout"
Note: IBHS does not store your payment information. This payment information is stored by Stripe.
- Click "Pay"



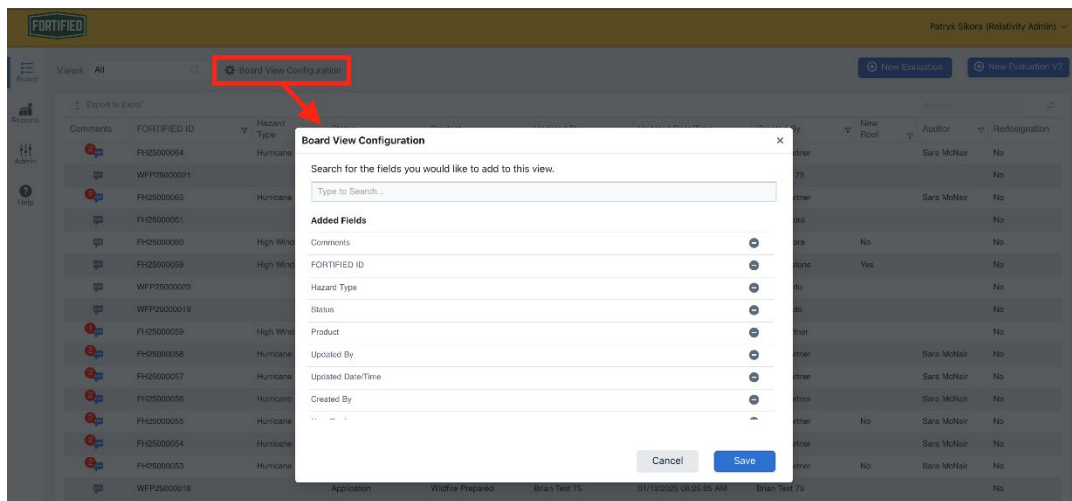
New Board Features in FOCUS 2.5

The new board columns and metrics system in FOCUS 2.5 allow for better oversight and efficiency by providing instant access to data.

Using the New Board Features in FOCUS 2.5

Step 1: Access the Updated Board Features - Columns

- Log in to FOCUS
- Click the "Board View Configuration" button to explore available columns

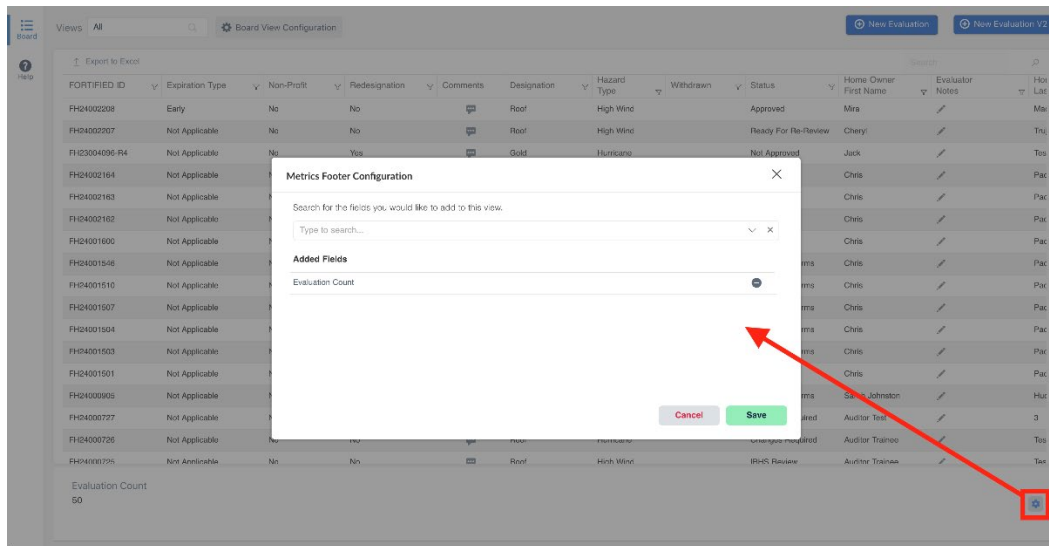


Step 2: Explore New Columns

- **Certificate:**
 - This column allows you to download the most recent certificate directly from your board.
 - Click the button to download the cert.
- **Expiration Type:**
 - Monitor whether an evaluation is Early, On Time, Late, Fully Expired, or Not Applicable.
- **Non-Profit:**
 - See whether the evaluation is marked as Non-Profit.

Step 4: Access the Updated Board Features - Metrics

- Click the "Cog" button on the footer to explore available metrics



Step 5: Explore New Metrics

- **Evaluation Count:** Count of evaluations.
- **Completed Evaluations This Week:** Count of evaluations was approved this week.
- **Redesignations Coming Due in 6 Months:** Count of redesignations coming due in the next 6 months.
- **Audit Queue Count:** Count of evaluations in the audit queue.
- **Audit Queue Aged < 3 Days:** Count of evaluations in the audit queue that are less than 3 days old.
- **Audit Queue Aged 4-7 Days:** Count of evaluations in the audit queue that are aged between 4 and 7 days.
- **Audit Queue Aged 8-14 Days:** Count of evaluations in the audit queue that are aged between 8 and 14 days.
- **Audit Queue Aged > 14 Days:** Count of evaluations in the audit queue that are older than 14 days.
- **Audit Queue Oldest Submission:** The oldest submission in the audit queue in terms of days.
- **Application Status Count:** Count of evaluations in the "Application" status.
- **Changes Required Status Count:** Count of evaluations in the "Changes Required" status.
- **Ready For Re-Review Status Count:** Count of evaluations in the "Ready for Re-Review" status.
- **IBHS Review Status Count:** Count of evaluations in the "IBHS Review" status.
- **Application Forms Status Count:** Count of evaluations in the "Application Forms" status.
- **Payment Status Count:** Count of evaluations in the "Payment" status.
- **Approved Status Count:** Count of evaluations in the "Approved" status.

- **Not Approved Status Count:** Count of evaluations in the "Not Approved" status.
- **Withdrawn Status Count:** Count of evaluations in the "Withdrawn" status.
- **NCIUA/NCJUA SYR Count:** Count of evaluations associated with NCIUA/NCJUA SYR special project.
- **NCIUA/NCJUA SYCR Count:** Count of evaluations associated with the NCIUA/NCJUA SYCR special project.
- **NCIUA/NCJUA Claim Count:** Count of evaluations associated with the NCIUA/NCJUA Claims special project.
- **Strengthen AL Homes Count:** Count of evaluations associated with the Strengthen AL Homes special project.
- **SC Safe Home Count:** Count of evaluations associated with the SC Safe Home special project.
- **LDI Roof Grant Count:** Count of evaluations associated with the LDI Roof Grant special project.
- **Fannie Mae Count:** Count of evaluations with the Fannie Mae special project.
- **NCIUA/NCJUA Metrics**
 - **IBHS Eligibility Review Status Count:** Count of evaluations in the "Eligibility Review" status.
- **FORTIFIED Commercial/Multifamily Metrics**
 - **IBHS Eligibility Review Status Count:** Count of evaluations in the "Eligibility Review" status.
 - **Field Inspections Status Count:** Count of evaluations in the "Field Inspections" status.
 - **Compliance Letter Status Count:** Count of evaluations in the "Compliance Letter" status.
 - **Application Fee Status Count:** Count of evaluations in the "Payment" status.
 - **Certificate Fee Status Count:** Count of evaluations in the "Certificate Fee" status.