

# **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

FORTI	Fortified Home - (FH250	00061)		Patryk Sikora (Relativity Admin) 👻
:= Board	Basic Information		Basic Information: Homaowner Information	Uiew Checklist
ound it Reports 3至 Admin @ Help	Information	•	Hamoowner First Name  Hemeowner Last Name  Hemeowner Ensail  Property Address  Street  Addional Street  City  Special Project Type  Is this an FHLB - D: Fortified Fund project?  Yei Ne	Auto-Suggest
				Submit Basic Information ->

• 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

FORTIF	Fortified Home - 5533	1/2 Cartwright /	we, North Hollywood, CA - California, 91601 (FH250	10060)	Patryk Silkora (Relativity Admin) 🐱
HE Board	View Iteration Engine				٥
ill Reports	All FH Evaluator	View	Form	Submitter	Status
委 Admin	FH Evaluator Admin	0	Basic Information Form	FH Evaluator, FH Evaluator Admin	Complete
0		° 🔨	Eligibility Form	FH Evaluator, FH Evaluator Admin	Incomplete
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• \*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.

FORT	Fortified Home - 5533 1/2 Cartwrigh	nt Ave, North Hollywood, CA - California, 91601 (FH25000060)	Patryk Sikora (Relativity Admin) –
<b>I</b> ≣ Board	Eligibility	Electrolity: Designation Type And Level Information	View Checklist
Lit Reports	Designation Type And Level Information     Eligibility Information	New Construction or Existing Home  Exating Jone Pursuing FORTIFIED "New Root" or "Existing Root" Designation? Existing Root Has Hall Supplement O Tessignation Level Sought Designation Level Sought	<ul> <li>× ×</li> <li>× ×</li> <li>× ×</li> <li>× ×</li> </ul>

### Step 5: Complete All Forms to Enable the Payment Step

• This is unchanged

FORTIF	FIED Fortified Home - 5533	1/2 Cartwri	ght Ave, North Hollywood, CA - California, 91601 (FH25000060)		Patryk Sikora (Relativity	Admin) 🗸
IE Board	View Iteration Engine				Proceed to Payment	٥
ell Reports	All FH Evaluator	View	Form	Submitter	Status	
	FH Roofer FH Evaluator Admin	0	Basic Information Form	FH Evaluator, FH Evaluator Admin	Complete	
Θ		0	Eligibility Form	FH Evaluator, FH Evaluator Admin	Complete	
Holp		0	Roofing Compliance Form: General Information	FH Roofer, FH Evaluator, FH Evaluator Admin	Complete	

#### **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

FORTIFI	Fortified Home - 5533	1/2 Cartwrig	ht Ave, North Hollywood, CA - California, 91601 (FH25000060)		Patryk Sikora (Relativity	Admin) 🗸
III Board	View Iteration Engine				Proceed to Payment	٠
ill Reports	All FH Evaluator	View	Form	Submitter	Status	
Se Admin	FH Roofer FH Evaluator Admin	٥	Basic Information Form	FH Evaluator, FH Evaluator Admin	Complete	
Θ		٥	Eligibility Form	FH Evaluator, FH Evaluator Admin	Complete	
Help		0	Roofing Compliance Form: General Information	FH Roofer, FH Evaluator, FH Evaluator Admin	Complete	

## Step 2: Fill Out Payment Details

- Input them email that you would like to receive the receipt at.
- Select you 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"

\$55.00		Or pay another way
FORTIFIED Home Roof Application Fee	\$55.00	
Subtotal Add promotion code	\$55.00	Payment method
Total due	\$55.00	🔿 🚺 Cash App Pay
		🔿 🔣 Klama
		Save my info for 1-click checkout with Link Securely pay on FORTIFIED and everywhere Link is accepted.
		<b>5</b> (800) 555-0175
		<b>⊘</b> link
		Pay
		By clicking Pay, you agree to the Link <u>Terms</u> and <u>Privacy Policy</u> .

# **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

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-												
			V Hazard Type	Roard View Configurat	tion	the Armond Physics	La de Barto	1000	y.			
14T	0p	FH25000064	Hurricane	Board view Configurat	aon				rtner		Sara McNair	No
	<b>#</b>	WFP25000021		Search for the fields y	ou would like to add to	this view.			75			No
2 Help	Qp	FH25000063	Hurricane	Type to Search					rtner		Sara MoNair	No
	φ			Added Fields					ora:			No
	<del>4</del>	FH25000060	High Wind	Comments				0	ora	No		No
	<b>P</b>		High Wind	FORTIFIED ID				0	stone	Yes		No
	<b>#</b>	WFP25000020		Hazard Type				•	do			No
	φ.	WFP25000019		Status				0	do			No
	<b>0</b> p	FH25000059	High Wind	Product				•	ther			No
	Qp	FH25000058	Hurricane	Updated By				0	rtner		Sara McNair	No
	Qp	FH25000057	Hurricane	Updated Date/Time				•	rtner		Sara McNair	No
	Qp	FH25000056	Hurricane	Greated By				•	etner		Sara McNair	No
	Qp	FH25000055	Hurricane	··· ·				-	rtner	No	Sara McNair	No
	Op	FH25000054	Humcane						atner		Sara McNair	No
	<b>Q</b> p	FH25000053	Hurricane				Cancel	Save	rther	No	Sara McNair	No
	φ.	WFP25000018		Application	Wildfire Prepared	Brian Test 75	01/13/2025 08:25:05 AM	M Brian T	est 75			No

## 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

											Productor	
FORTIFIED ID	<ul> <li>Expiration Type</li> </ul>	Y Non-Profit	Y Redesignation		Designation	Y Type	Withdrawn 7	V Status		First Name	valuator Votes	
FH24002208	Early	No	No	<b>P</b>	Roof	High Wind		Approved		Mira	/	
FH24002207	Not Applicable	Na	No	<b>P</b>	Roo!	High Wind		Ready For F	le-Review	Cheryl	1	
FH23004096-R4	Not Applicable	No	Yes	μ.	Gold	Hurricano		Not Approve	st	Jack	1	
FH24002164	Not Applicable	Metric	s Footer Configuration					$\times$		Chris	1	
FH24002163	Not Applicable	r Facus	n fan den Gelein om oon id	Her to odd to this via						Chris	1	
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FH24001546	Not Applicable	Adde	Added Fields								1	
FH24001510	Not Applicable	r Evalua	tion Count					•	ms	Chris	1	
FH24001507	Not Applicable	r							ms	Chris	1	
FH24001504	Not Applicable	1							ma	Chris	/	
FH24001503	Not Applicable	P						-	ms	Chris	1	
FH24001501	Not Applicable	1								Chris	1	
FH24000905	Not Applicable	P							rms	Salin Johnston	1	
FH24000727	Not Applicable	7					Cancel	Save	aired	Auditor Test	1	
FH24000726	Not Applicable	No	NU	- April	nuu	noncono		una yua na	baniupe	Auditor Trainee	~	
FH24000725	Not Annlinable	Nn	No	-	Boot	High Wind		IRHS Review	ĸ	Auditor Trainee	1	
Evaluation Count												

#### **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.