

# Flood Reports

## Ordering a New Flood Report

To order a new flood report, use one of the following methods:

1. Follow the **New Report** link in the **Flood** section of the main desktop
2. Press the **Order** button on the **Flood panel** of the [credit file screen](#)
3. Press the **New File** button in the desktop's **Flood tab**

If you launched this dialog from the credit file screen, the name and reference number (if you specified one) will be transferred to this screen. You must specify a property address [street address, city, state, and ZIP code]. If no name was provided, you must also complete the first and last name fields.

The following options are listed on the right-hand panel:

- **Flood:** Flood Zone Determination. This option cannot be deselected.
- **Life of Loan:** Guarantee that the issued certificate is good for the life of the loan
- **HMDA:** Include geostatistical data in accordance with the Home Mortgage Disclosure Act of 1975
- **Rush Order:** Attempt a rush order. Again, using this option may incur an extra charge.

To process your order, press the **Order** button. When you submit your order, you may receive a completion response, an **in-progress** response, or an error. If your report requires manual verification or extra processing time, you will receive a notice with an explanation and a Geotrac reference number.

## Duplicate Reports

If the system already has another flood report on file for your borrower, you will be shown a duplicate reports warning. To view the existing report as a PDF, click the **open** link. To order a new report, click the **New Report** button.

**WARNING: Duplicated Name detected! Use existing or create new flood report.**

Existing Flood Reports						
ID	Ref #	First Name	Last Name	Ordered	User	
136	DEMO-BATCH-2	ROBERT	CRAWFORD	4/1/2002	DIANE BENNETT	<a href="#">open</a>