

# Your MSFH Portal account is your best source for current account status and latest information.

# Below are the MSFH account status terms and what they mean for you.

**Draw/Draw Request** – A request in the My Safe Florida Home Portal to receive funds from the program.

For specific instructions with screenshots on how to submit a draw, please navigate to our Homeowner's Guide or Contractor Manual.

To resubmit a draw request, enter your case, navigate to your previous draw, and move your mouse over the draw to make a blue door icon appear. Click the blue door icon to reenter your draw, add additional information, and then submit again.

Proof of Insurance Premium Discounts – an email, letter, or new quote from insurance agent that outlines what, if any, discount is available on your premium. This information is required to complete draw processing. If you are a Low-Income applicant and do not have insurance, please indicate that via a statement uploaded to the portal.

## **REQUIRED DOCUMENTS**

#### **Homeowner Draw (Matching Grant)**

- Invoice Cover Sheet
- Original Invoice
- Proof of Payment
- Proof of Insurance Premium Discounts

#### **Contractor Draw (Low-Income Grant)**

- Invoice Cover Sheet
- Original Invoice
- Please remind homeowners to submit their Proof of Insurance Premium Discounts directly into the portal.

### **ACCOUNT STATUS TERMS**

Your status will not immediately change upon Draw submission or resubmission.

**Draw Request Under Review** – A case manager will review the documents provided. If they have further questions, you will receive an email stating what information needs to be submitted.

#### **Draw Request Returned - Need More Info -**

A case manager has reviewed your case and has determined that information is missing or incorrect. They will request additional information regarding the issue via email. A case manager will not be alerted that you submitted additional information unless you resubmit the draw request.

Draw Request Resubmitted Under Review – You have resubmitted your draw and a case manager is now reviewing your case. No action is required by the homeowner.

Draw Request Under Secondary Review – Your draw has passed initial review and is undergoing secondary review. No action is required by the homeowner.

**Draw Approved, Payment Pending** – Your draw has passed secondary review and will be disbursed soon.

Payment Sent – Your check is in the mail. If the check is returned to the program because it could not be delivered, you will hear from the program to find a better address.



