

MyDec FAQs

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Can I retrieve my EZDec transactions?

Yes. Once you log in on the right side of the screen under “I want to...” click the Restore data from Ezdec link. Enter your EZDec Account ID and the email address associated with your EZDec account and your EZDec will populate in MyDec.

What are the required fields?

The yellow highlighted fields are required and the green fields are optional.

How do I add a unit number to a condominium address?

Check the “update the property address for this PIN” box. Enter into the Address box and add the unit number & parking space number.

If I have a HUD Buyer Select Transaction what is the FEIN number I enter?

The FEIN number for HUD is 52-1223262. This will be needed to mark the transaction as exempt.

Why if I validate the address does the “Validate Address” box not disappear?

Prior to validating the address there is a Yellow Pop up indicating you need to validate the address. The pop up will disappear once the address is validated.

I click on of the answers and nothing is populating. Did I do something wrong?

No the system sometimes lags. You have to move through the declarations and go back to that page to refresh the page.

What if I notice an error once I have submitted the Declaration, can this be corrected?

Yes. At closing the closer has an option to “Change the Declaration” it can be edited up until the point the closer submits the final Mydec for payment.

I added a second seller / buyer but I do not see a signature line for them?

The second buyer / seller will have a separate signature page which prints with the Chicago declaration.

Is the Mydec site hard to use?

No. It is basically entering paper declarations online. Once you enter basic information in the first declaration the information will auto populates to the additional declarations.

Can I still use paper transfer declarations?

Yes the Mydec site is not mandatory at this time and paper declarations can still be used.



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