Fannie Mae

Loan Delivery User Guide

Updated December 2024

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Chapter 1: Loan Delivery Overview

Purpose

Loan Delivery is Fannie Mae's official Web-based application that provides the ability to submit loans for whole loan sale, mortgage-backed security (MBS) pools, and As Soon As Pooled Plus (ASAP Plus) loans to Fannie Mae. You can import or manually enter loan and pool data, perform edits to facilitate error-free delivery, transfer loans between commitments or between pools, track the status of loan deliveries, generate reports, and export loan and pool data for use elsewhere in your organization.

Through Loan Delivery, you can:

- Edit data against Fannie Mae business rules at the pool or loan level
- Compare data submitted to Desktop Underwriter® (DU®) against your loan delivery data
- Submit wiring instructions and revisions, and request pool numbers
- Search, filter, and sort data easily with enhanced capabilities for pool, commitment, and loan data
- View the current certification status of pools, which is automatically updated (when your custodian uses Document Certification).

Prerequisites

Before delivering loans to Fannie Mae via Loan Delivery, make sure that your organization has:

- Installed one of the following Web browsers: a minimum of Internet Explorer® 11.0, Mozilla Firefox® Version 38.1.1, or Google Chrome™ Version 46.

  > **NOTE:** *Loan Delivery is developed to run optimally on these browser versions. Attempting to use a lower version of these browsers could result in loss of functionality or unexpected behavior. Click here to see Fannie Mae's list of Technology Requirements.*

- Executed a custodial agreement Form 2017 with an approved full-service certification custodian (FCC) for whole loans and/or loans in MBS.
- Executed original Form 360 (Certificate Authority, Incumbency, and Specimen Signatures), which designates the person(s) authorized to establish, change, or delete transfer instructions on your behalf and a resolution.
- Received 9-digit payee code(s) created by Fannie Mae. These will be assigned after Form 482 has been executed.

  > **NOTE:** *An active Loan Delivery user profile is required before any payee codes can be added to the system. Once Loan Delivery assess is provisioned, it is important to log in to Loan Delivery to create and save a user in a timely manner.*

- Executed Form 1072 (Authorization for Automatic Transfer of Funds), which advises Fannie Mae that a custodial account has been established in a depository institution that can be used for Fannie Mae's direct deposit of funds due to the lender, or direct withdrawal of funds due to Fannie Mae.
- If the lender is servicing the loans or using a subservicer, the following forms are also required:
  - Form 1013 (Letter of Authorization for P&I Custodial Account)
  - Form 1014 (Letter of Authorization for T&I Custodial Account)
  - Form 101 Data Access Authorization Agreement (when using a subservicer)

    > **NOTE:** *Refer to the Fannie Mae Selling Guide for more details.*

Registering for Loan Delivery

To obtain access to Loan Delivery for new users, contact your company's delegated Technology Manager Administrator. Review the Technology Manager page for more information on registration. Once you receive your user ID and password, you may begin using Loan Delivery.

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For co-issue and third-party registrations, please contact your Fannie Mae Customer Account Team for details, as additional forms may be required to establish appropriate access.

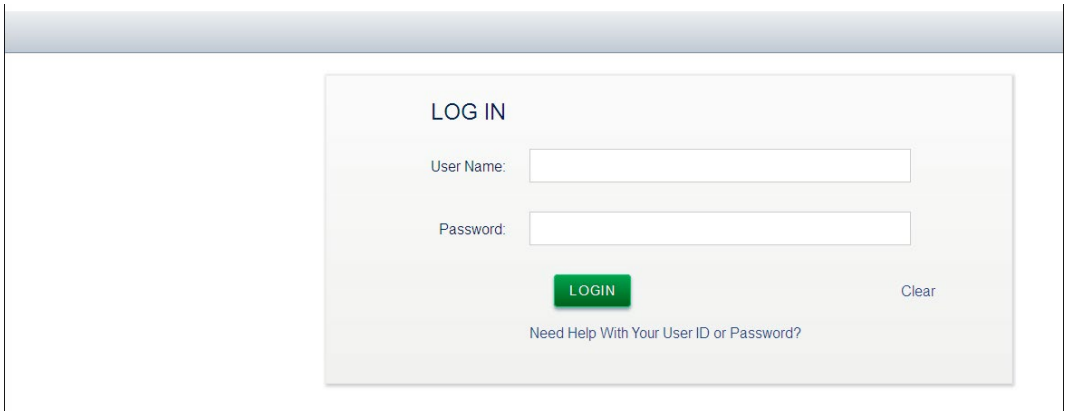
> **NOTE:** *If you plan to carry out administrator responsibilities in Loan Delivery, visit the Technology Manager page on FannieMae.com for more information on how to get started.*

Logging into Loan Delivery

To log into Loan Delivery:

1. On the FannieMae.com Home page, select **Single-Family**, followed by the **Delivering** tab. Select **Learn More** under the Technology Applications & Tools heading for Loan Delivery.

2. Click **LAUNCH APP**. A new browser will open displaying the Loan Delivery Log In page.



3. Enter your Loan Delivery User Name and Password, and click **Login**. (To minimize risk, do not save your password for security purposes.) The Loan Delivery Home page will appear.
4. If you have the Third-Party Deliverer user role in Loan Delivery, you can import or enter data on behalf of a seller and manage that data within Loan Delivery. As a third-party deliverer you can view and manage the data in which you import or enter on behalf of all of the sellers for whom you are authorized to do business.
5. Before you perform any actions on loans, pools, or commitments, please check to ensure you are working with the correct data.

> **NOTE:** *If you forget your password, go to the Loan Delivery page on FannieMae.com and select the Manage Account link located next to the LAUNCH APP button to request a password reset.*

Contact Information

If you are a first-time user of Loan Delivery a dialogue box will display to verify your contact information, select your Seller Number and **Save**. Loan Delivery displays the contact information provided at the time of registration.

> **NOTE:** *Contact your Technology Manager Administrator to update profile information.*

To view your contact information:

1. Click **Seller Profile** from the Loan Delivery Home page.

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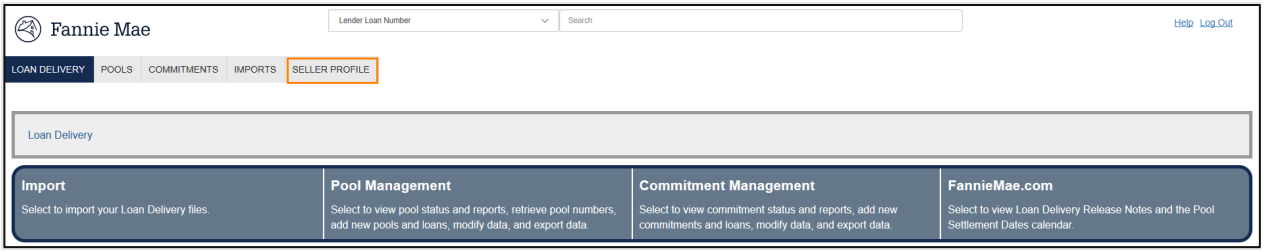
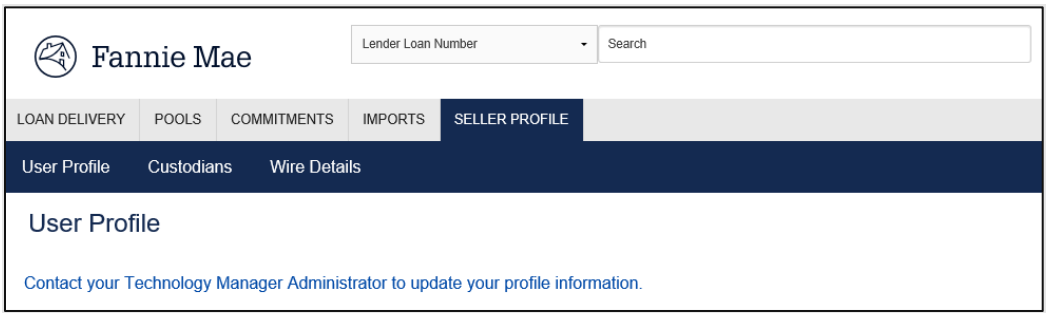


2. Select User Profile, Custodians, or Wire Details to validate that your information is accurate for each section. (This does not apply to new customers.)

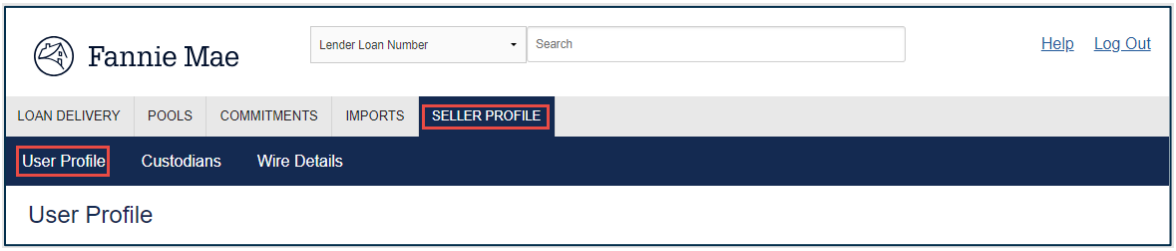


Managing Email Notifications

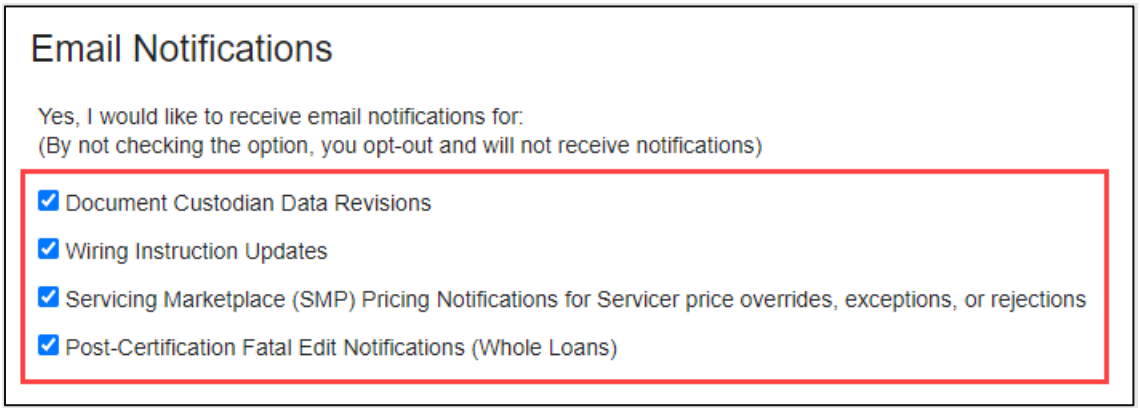
Loan Delivery provides users the ability to receive email notifications regarding document custodian data revisions, wiring instruction updates, Servicing Market Place (SMP) pricing notifications, and post-certification fatal edit notifications for whole loans. Loan Delivery will automatically send an email to users who opt-in to receive the notification(s).

Manage your preferences regarding these notifications by following the following directions:

1. From the Loan Delivery Home page, select **Seller Profile**, then select **User Profile**.



2. Under the **Email Notifications** heading, use the checkbox to indicate your preference.



3. Click **Save**.

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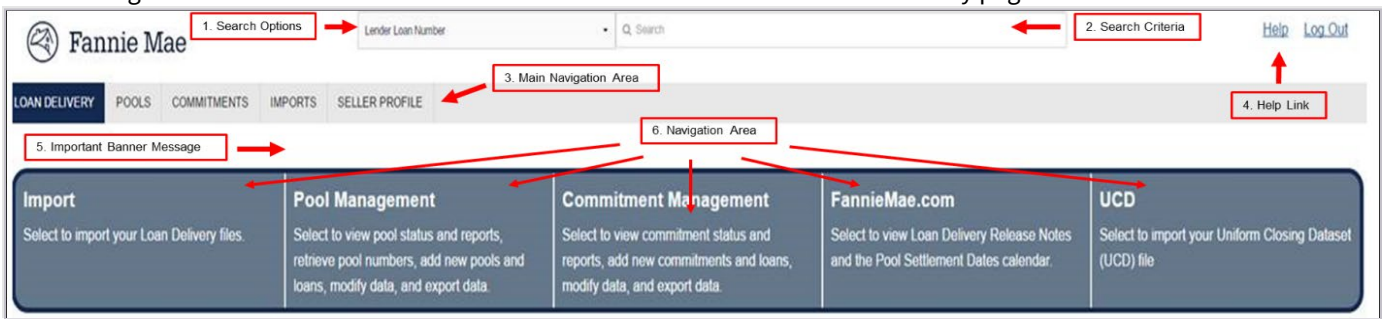
Navigating Loan Delivery

The following section describes some of the main features available on the Loan Delivery pages.



1. **Search Options** – Use this to search for a specific Lender Loan Number, Pool Number, Commitment Number, or Fannie Mae Loan Number.
2. **Search Criteria** – After selecting which Search field you want, use this search tool to help you find commitments, pools, and loans. (This field will auto-populate as you enter data.)
3. **Main Navigation Area** – This menu bar is used to access the Home page, Pool Management, Commitment Management, Import Management, or Seller Profile sections.
4. **Help Link** – This area will navigate you to the Loan Delivery Business Rules Dictionary, User Guide, Loan Delivery page, Job Aids, Warehouse Lender Identifiers, and FAQs.
5. **Important Banner Message** – Provides important messages such as system enhancements or system maintenance announcements.
6. **Navigation Area** – Each section will automatically navigate you to the area chosen.

> **NOTE:** *If you click the FannieMae.com or UCD links in the navigation area, a new window will open for each.*

Overview of Loan Delivery Buttons

Below is an overview of the basic buttons that appear on most pages throughout the application.

Button Name	Description
Export	Ability to save or open different reports, e.g. Edits CSV, MISMO® XML, Loan Level Data CSV, or Fannie Mae Loans CSV.
Reports	View and/or save Schedule of Mortgages and Delivery Schedule Reports.
Run Edits	The user can run edits to ensure the business rules are applied.
Delete	Deletes the selected commitment, pool, or loan. When adding a new loan, the Delete button is enabled after the loan is saved.
Submit	After all fatal edits are corrected, allows the end user to submit their pools or commitments through the system to complete the transaction for loan delivery.
Run Loan Edits	The business rules will run during the edit for loans under a pool or commitment.
Save and Run Loan Edits	Saves information entered on a page and initiates the running of edits.
Update All Loans	Allows you to make certain changes and apply the changes to all loans within a pool or commitment.
Update	Allows you to make certain changes and apply the changes to selected loans within a pool or commitment.

Edits

Edit feedback messages based on the Loan Delivery business rules are displayed in the Edits section. These messages can also be viewed on the Commitment and Pool Details Edit Results tabs. The edit number will be displayed as well as the edit feedback message and severity. Severities are designated as red for Fatal and yellow for Warning.
The edit results may change when data is modified and saved. The edits are displayed in order of severity, with Fatal edits first. Below is a list of edit severity definitions.

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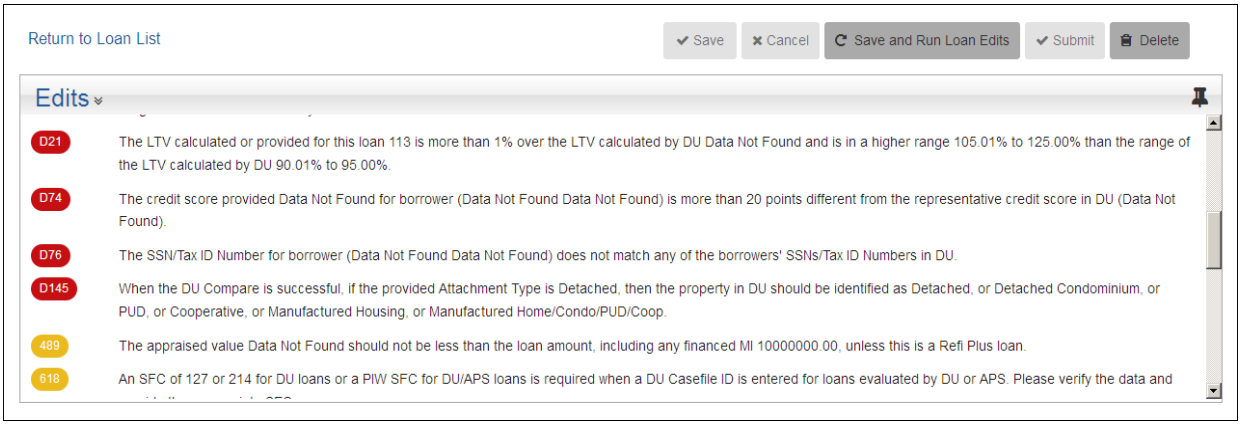
Severity	Description
Fatal	A Fatal edit indicates there is an issue with the submitted data and the issue must be corrected in order to successfully submit the loan to Fannie Mae.
Warning	A Warning edit indicates there is a potential data issue that requires data to be verified, however, the edit may be bypassed in order to achieve a successful loan submission.
Informational	An Informational edit indicates the edit will eventually transition to Warning at a specified date; these edits should be reviewed. These edits are not displayed on the user-interface. Informational edits can be viewed on the "Edits CSV" export prior to loans being submitted. Download the "Edit History CSV" export in Loan Delivery to view the edits.

The Loan Delivery Business Rules Dictionary provides information about the Loan Delivery business rules (i.e., edits) featuring a complete listing of the edits that may be generated upon import of an XML file or manual entry within the Loan Delivery user interface.
With the Save and Run Loan Edits option, you may run edits at the loan level to allow quick confirmation of data changes and edit resolution. You also have the option to save the data and wait to run edits later.

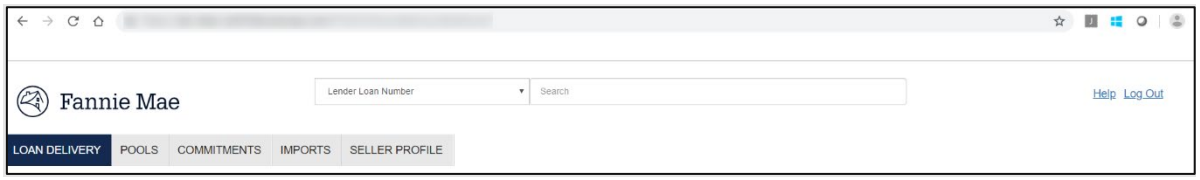


> **NOTE:** *For information about the Loan Delivery edits, refer to the Loan Delivery Business Rules Dictionary available on the Loan Delivery page (user credentials required).*

Navigation Tips

Here are some pointers to help navigate Loan Delivery:

- The menu items in the main navigation bar will direct you to the Management page of each selected tab. In addition, you may navigate to each menu option by clicking on the tabs from the Home page.
- To return to a previous page, use the back button on your web browser or click one of the menus at the top of the page.



- From Pool Management, Commitment Management, or Import Management, use the **Show** filter at the bottom left of the screen to display up to 100 pools, commitments, or reports on the same page *(defaults to 15)*.
- From each main screen, use the page arrows at the bottom of the screen to navigate when there are multiple pages available.

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- To sort items in a list by ascending or descending order, click the column headings with the blue text. For example, from the Commitment Management page, sort commitments by expiration date by clicking **Expiration Date**. Click **Expiration Date** again to sort in the opposite order. Then, click **Expiration Date** a third time to return to the original sort order.
- Clicking items in blue text allows you to navigate to related pages from the Commitment Management page, i.e., you will be directed to the Commitment Details page for that commitment number.
- Use the **Tab** key on the keyboard to move forward through the fields. To move backward through the fields, press and hold the **Shift** key, and press **Tab**.

Saving Information

The first time you manually enter a new loan, you must select **Save**. If you forget to click **Save** before leaving a page, a message will be displayed prompting you to leave the page without saving the changes made. If you do not want to save the information you entered, you can click **Yes.** Once the loan is in the system, you can either save without running edits, or you can click **Save and Run Loan Edits**.

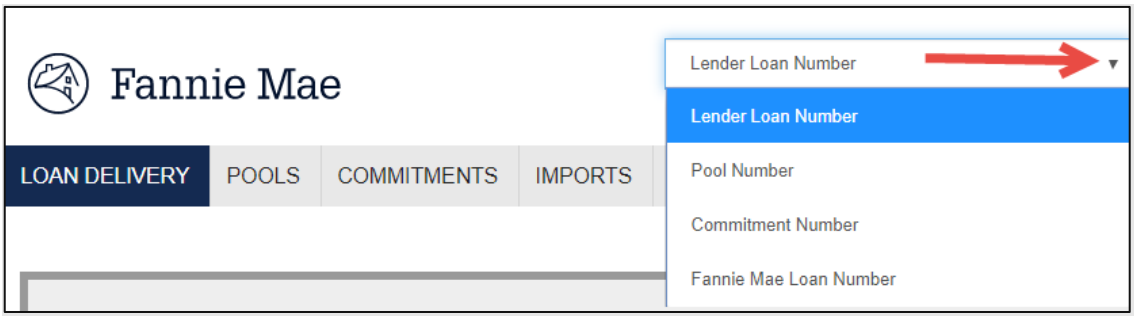
Using the Search Tool

Loan Delivery provides a search tool to help you to locate commitments, pools, and loans.

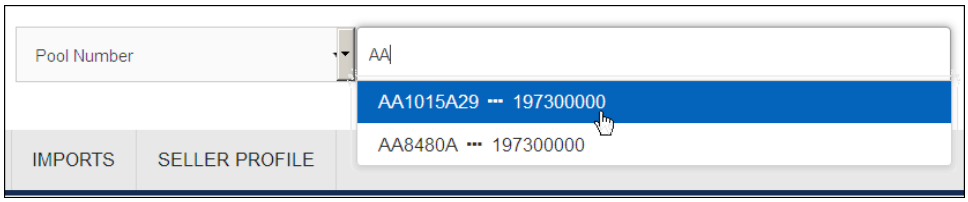
Search Function

Follow these steps to search using the Search function available at the top of the page.

1. In the Search drop-down list, select Lender Loan Number, Pool Number, Commitment Number, or Fannie Mae Loan Number.



2. Enter the applicable commitment, pool, or loan number.



> *When searching, the field has an autocomplete feature that will start to display any pools, commitments, or loans with similar alphanumeric characters.*

3. You will be directed to the page containing the detailed information on the loan, pool, or commitment requested. If Loan Delivery does not find any results based on the search criteria, a message will display stating “No Results Found.”

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Filter Function

The Filter function options vary between the Pool Management, Commitment Management and Loans List pages. The below table reflects the various Filter options.

Loan Delivery Page	Filter Options
Pool Management	Amortization Type Book Entry Date Certification Date Certification Status Closed Date Closed Prefix Closed Status Edit Status Financial Institution Number Issue Date LD Pool Prefix MBS Wiring Instruction Status PTR Seller # Submission Date Submission Status
Commitment Management	Certification Date Commitment Type Edit Status Expiration Date Financial Institution Number Fulfillment Status Purchased Date Purchased Status Seller Submitted Date
Loans List for Whole Loans	Certification Date Certification Status Financial Institution Number Purchased Date Submitted Date Warehouse Lender Wire Nickname
Loans List for MBS Loans	Certification Status Contact Number Edit Status Note Rate Warehouse Lender Wire Nickname

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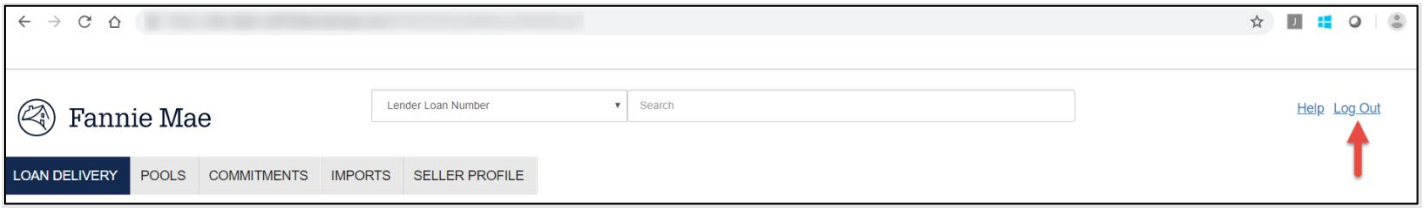
County Code Information

In the unlikely event that Loan Delivery cannot match the property address to a valid loan limit, you must enter a county code for the loan before you can submit the loan. If you need to locate a County Code, you can view the list on the Loan Limits page and access the Loan Limit Look-Up Table. The resulting comparison will determine if the loan is loan-limit eligible.

Logging Out

When you are finished using Loan Delivery, click **Log Out** in the upper-right corner of any page to exit the application.



> **NOTE:** *After a period of inactivity, the system will log out for security reasons and data will not be saved. Log back in to continue using Loan Delivery.*

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Chapter 2: Getting Started

Purpose

In this section, you will find instructions for the steps you need to take after initial set-up and registration before submitting loans to Fannie Mae. This chapter will show you how to create and manage your pre-defined delivery selections, such as custodian information, wiring instructions, and payee codes.

Custodial Information

Fannie Mae requires that certain documents relating to mortgage loans be held by an approved Document Custodian that meets the eligibility criteria established in the Fannie Mae Selling Guide.

Certification and Custody of eMortgages

Fannie Mae acts as the custodian for all eNotes and provides in-house automated document certification (auto-certification) for eligible eNotes. Those eNotes that cannot be auto-certified, but are permitted to be sold to Fannie Mae, will be routed for manual certification by a document custodian. For more information on eMortgage and auto-certification, refer to Guide to Delivering eMortgage Loans to Fannie Mae.

Managing Custodial Information

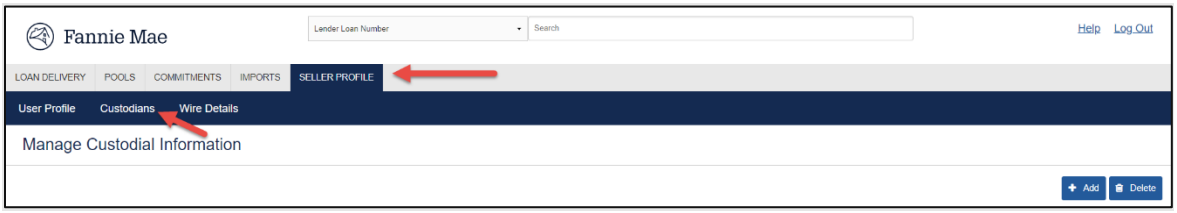
Custodian information, including their associated financial institution number (FIN) can be set up in Loan Delivery.

> **NOTE:** *You must enter the custodian information into the system before you start to deliver to Fannie Mae.*

Adding a Custodian

Follow these steps to enter a custodial institution into the application.

1. From the Loan Delivery Home page, select Seller Profile, then select Custodians to be directed to the Manage Custodial Information page. This page lists the custodial institutions which you have stored in the application.



2. Click **+Add**.

3. The Add Custodian page is displayed.

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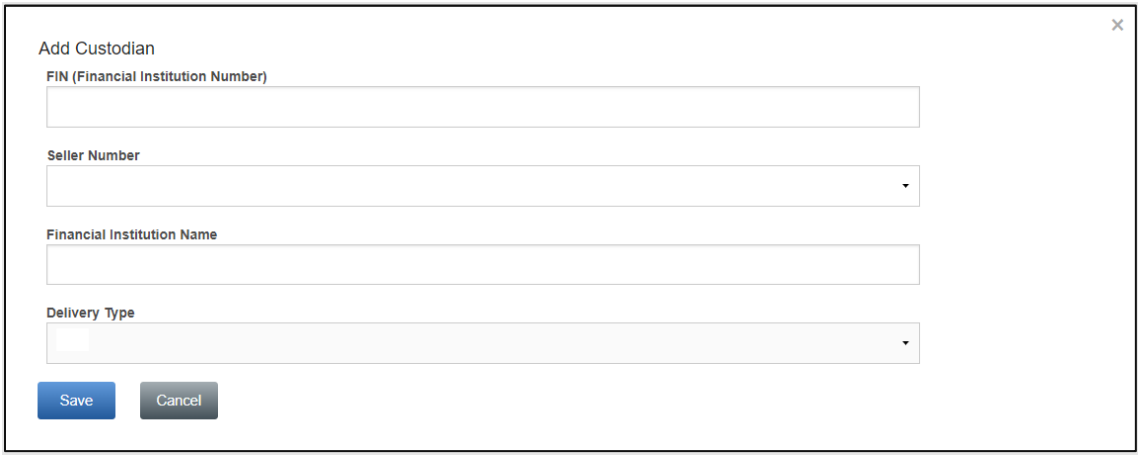
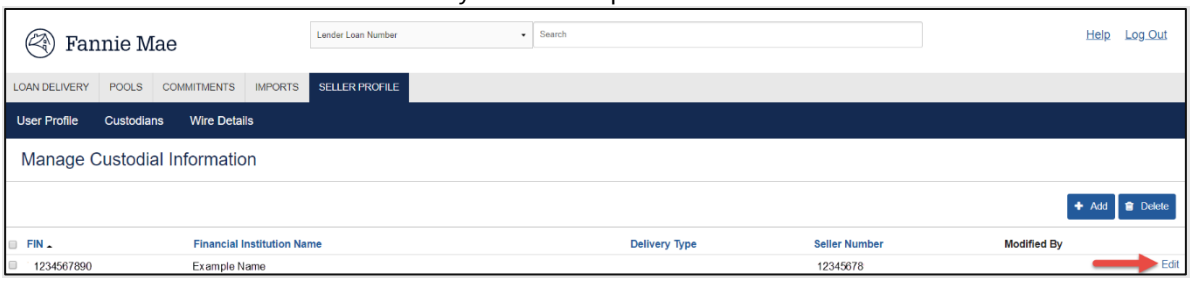


4. Enter the FIN (Financial Institution Number).
5. Select the appropriate Seller Number from the drop-down list.
6. Enter the Financial Institution Name of your custodian (do not include any special characters in the name, including '&').
7. Select the Delivery Type from the drop-down list. The options are MBS, Whole Loan, or Both.
8. Click **Save**. Loan Delivery returns you to the Custodial Information Management page.

Updating Custodial Information

1. From the Loan Delivery Home page, select Seller Profile, and then select Custodians to be directed to the Manage Custodial Information page.

2. Click Edit for the Financial Institution Number you want to update.



3. The Edit Custodian page is displayed.

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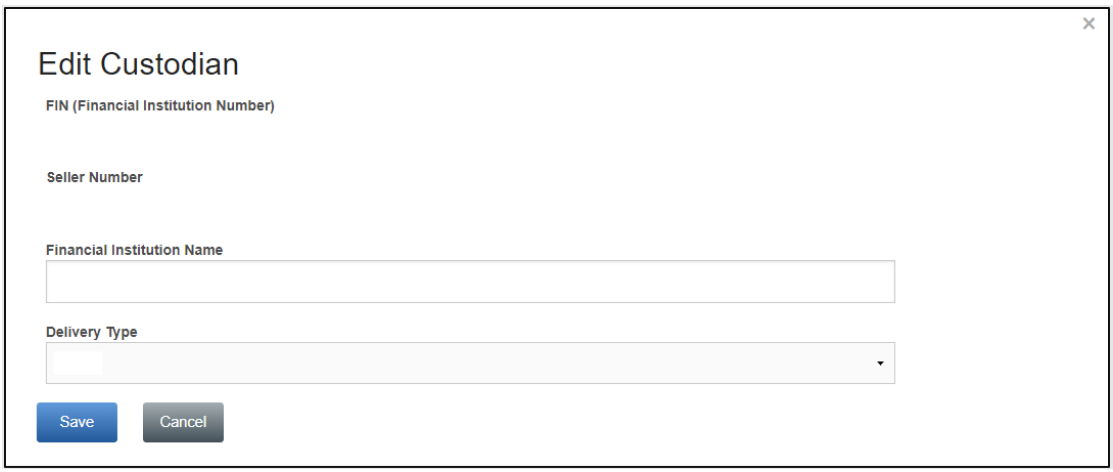


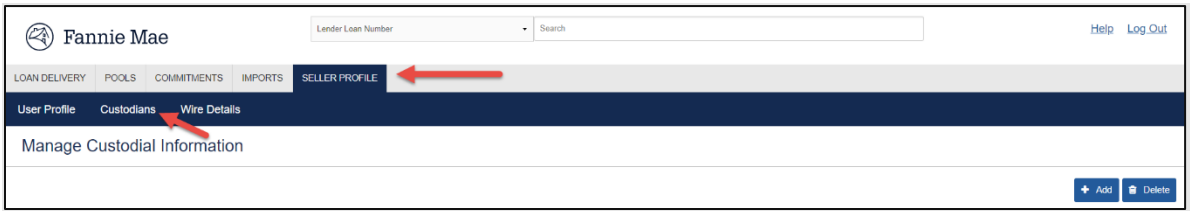
4. Make the applicable changes and click **Save**. Loan Delivery returns you to the Manage Custodial Information page.

> **NOTE:** *After initial setup, you cannot edit the FIN or Seller number from this page. If this information is incorrect, you must delete and re-add the custodian to Loan Delivery.*

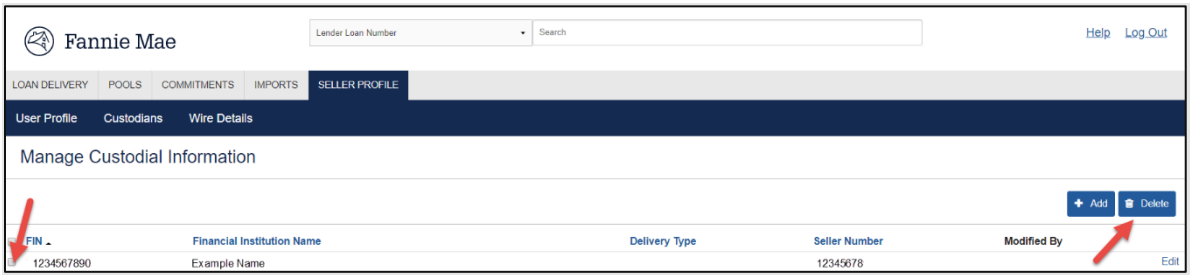
Deleting a Custodian

Follow these steps to delete a custodial institution.

1. From the Loan Delivery Home page, select Seller Profile, and then select Custodians to see the Manage Custodial Information page.



2. Click the box to the left of the Financial Institution Number you want to delete, then select **Delete** at the far right.



3. The Delete Custodian page is displayed.

4. Click **Yes** to confirm deletion. Loan Delivery returns you to the Manage Custodial Information page.

Managing Security Wire Instructions

Loan Delivery allows you to create and maintain wire instructions for mortgage-backed securities (MBS).

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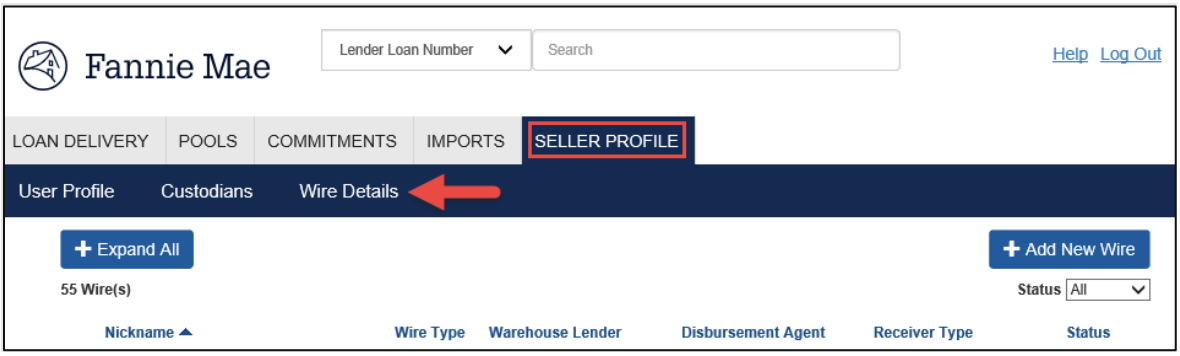
Adding MBS Wiring Instructions

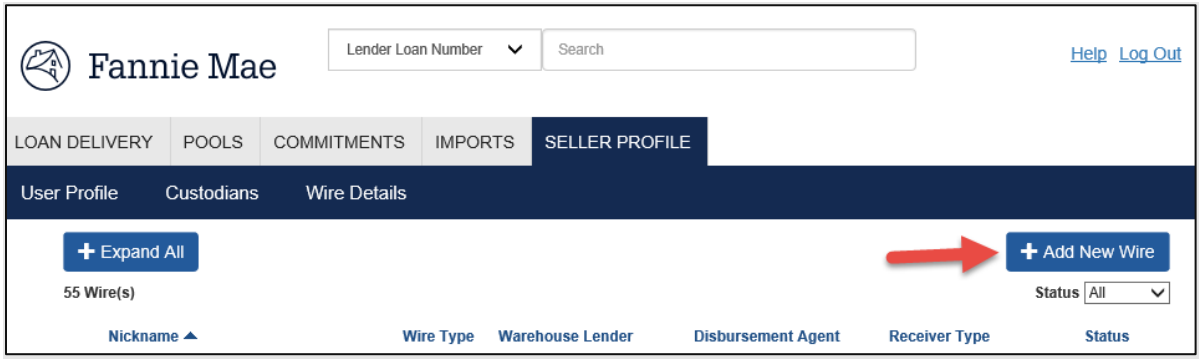
Follow these steps to add wiring instructions to the application:

1. From the Loan Delivery Home page, select Seller Profile, then select Wire Details to be directed to the Wire Details page.

> **NOTE:** *This page lists the MBS wiring instructions and payee codes.*



2. From the Wire Details page, click **+Add New Wire**.



3. Loan Delivery displays the Add New Wire box. Select **Security Wire.**

> **NOTE:** *If the instructions are for a Warehouse Lender or Disbursement Agent, see instructions below under* ***Adding a Warehouse Lender*** *or* ***Adding a Disbursement Agent****.*

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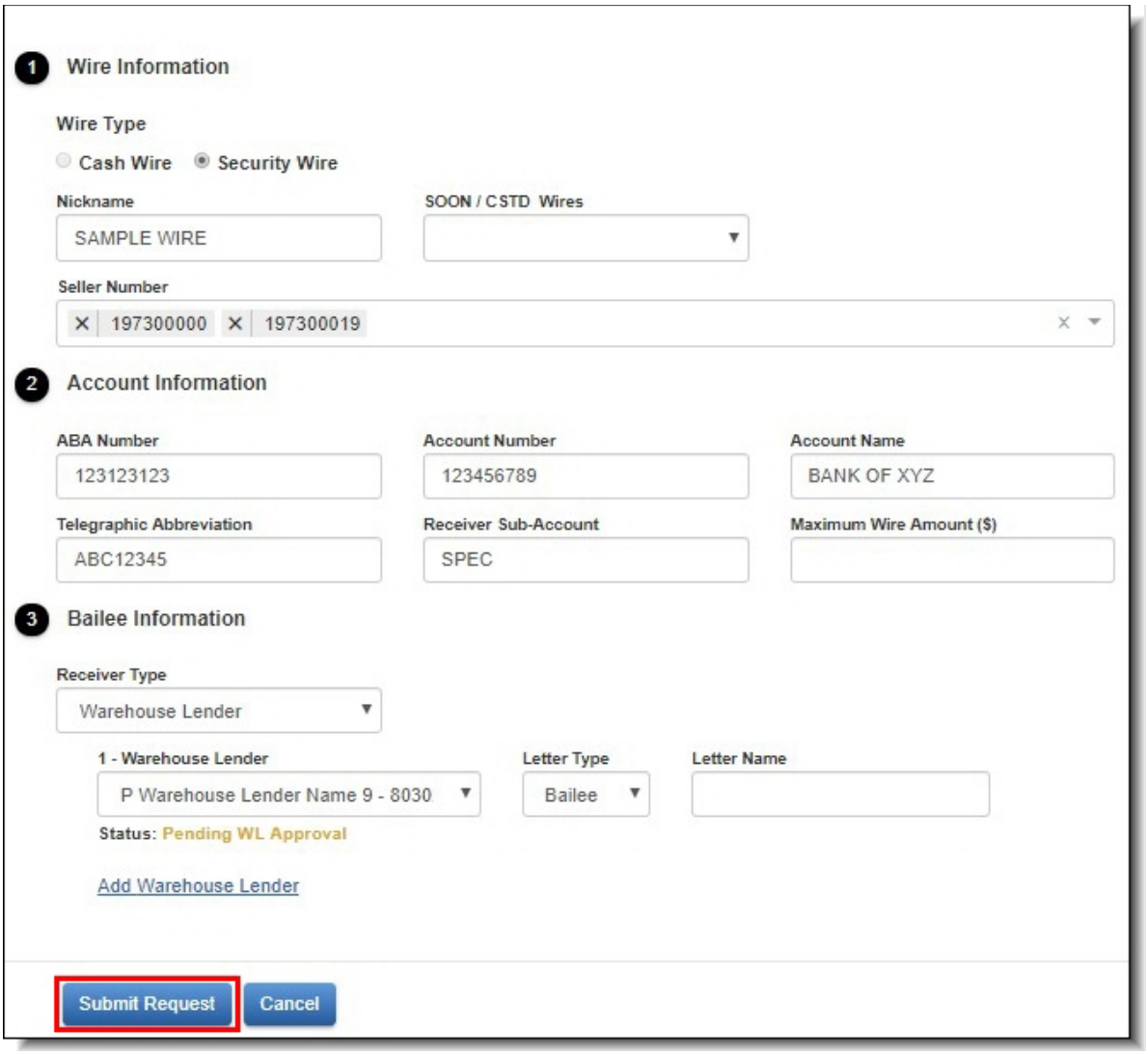

4. **Section 1** - include a Nickname if one does not exist and add applicable seller numbers by selecting the drop down in the Seller Number field. Enter the ABA Number (must be 9 digits). *(Required)*
5. **Section 2** - verify/add account information. Select all appropriate Seller Number(s) from the drop-down list. *(Required)*
6. **Section 3** - leave the receiver type set to 'Seller' since this wire is for loans not delivered under bailee.
7. Click **Submit Request**. Loan Delivery returns you to the Wire Details page.

Updating MBS Wiring Instructions

Follow these steps to modify user-defined wiring instructions that are stored in the application:

1. From the Loan Delivery Home page, select Seller Profile, and then select Wire Details.
2. Expand the wiring instructions you wish to update and select **Edit.**

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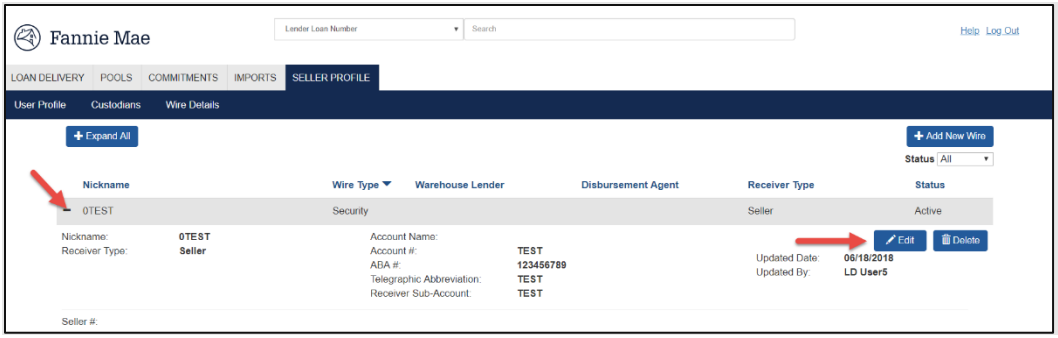
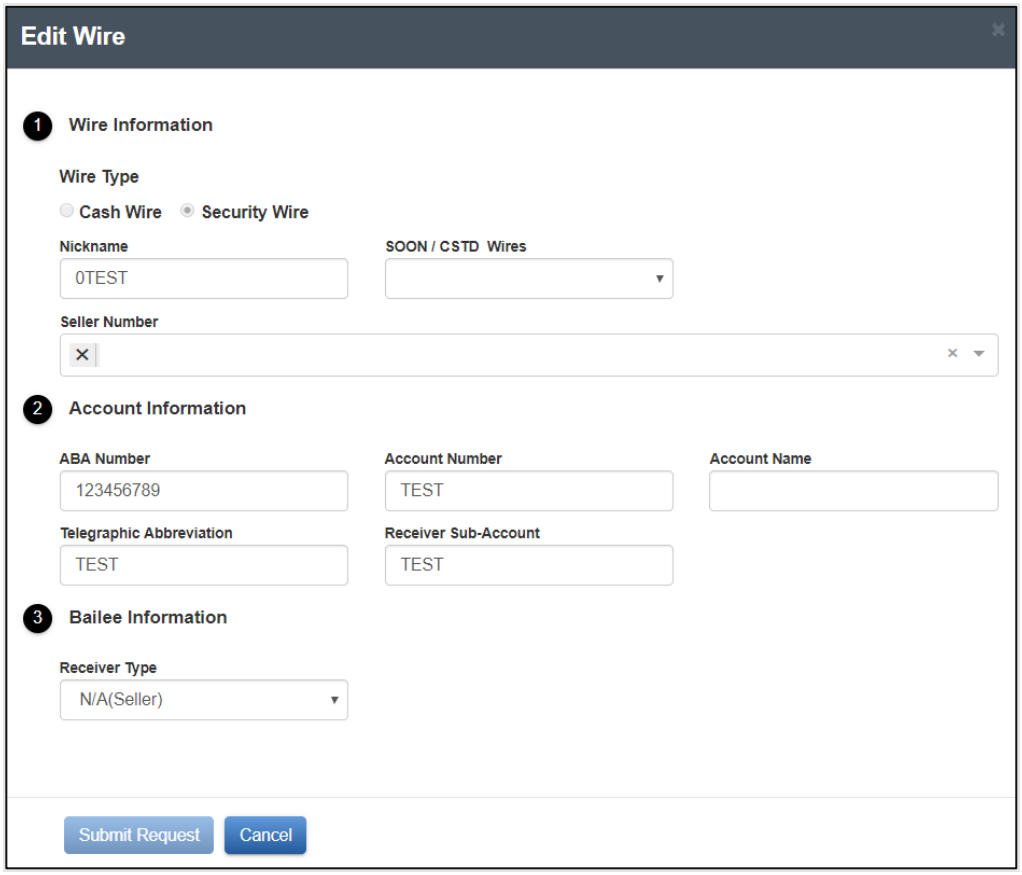


3. Loan Delivery displays the Edit Wire information.



4. Make the applicable changes. You can modify any of the fields except Seller Number. To make a change to seller number, simply add a new set of wiring instructions.
5. Click **Submit Request**. Loan Delivery returns you to the Wire Details page.

Deleting MBS Wiring Instructions

Follow these steps to delete a user-defined wiring instruction from Loan Delivery:

1. From the Loan Delivery application Home page, select Seller Profile, and then select Wire Details to be directed to the Wire Details page.
2. Expand the wire instructions you wish to remove and select **Delete**.

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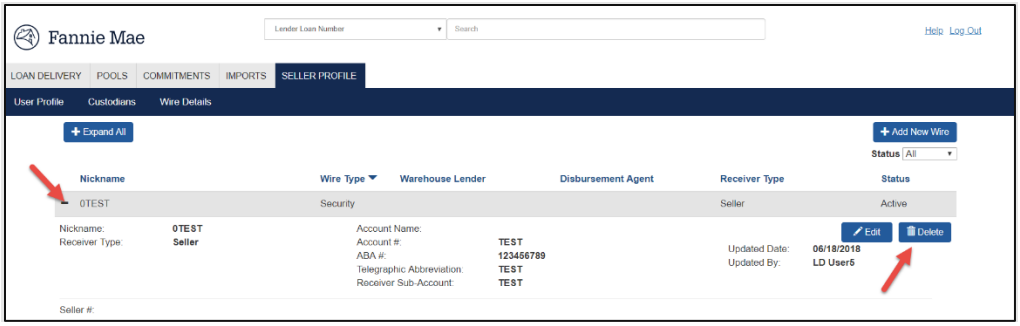


3. A confirmation message is displayed. Select **Yes** to confirm the deletion. Loan Delivery returns you to the Wire Details page.

Managing Cash Wiring Instructions

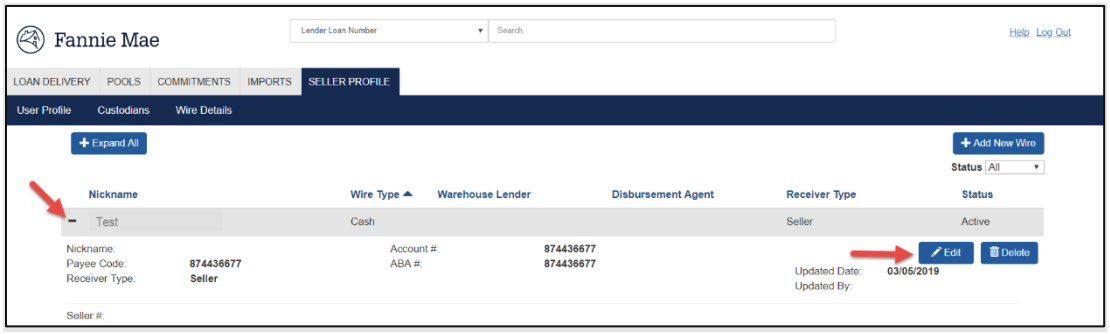
Cash wire instructions use payee codes to instruct Fannie Mae where to deliver your organization's whole loan purchase proceeds. You can assign payee codes at the loan level.

New payee codes cannot be added directly in Loan Delivery. Complete and submit Form 482 to add a new payee code to Loan Delivery. When a new payee code is added in Loan Delivery, the system will automatically send a notification to all active users who have not opted out. The Loan Delivery Wire Details page can be used to administer payee codes in the application.

Updating Cash Wiring Instructions

Follow these steps to update cash wiring instructions for wires when no bailee letter is required:

1. From the Loan Delivery Home page, select Seller Profile, then select Wire Details to be directed to the Wire Details page.
2. Expand the wiring instructions you wish to update and click **Edit**.



3. Loan Delivery displays the Edit Wire page.

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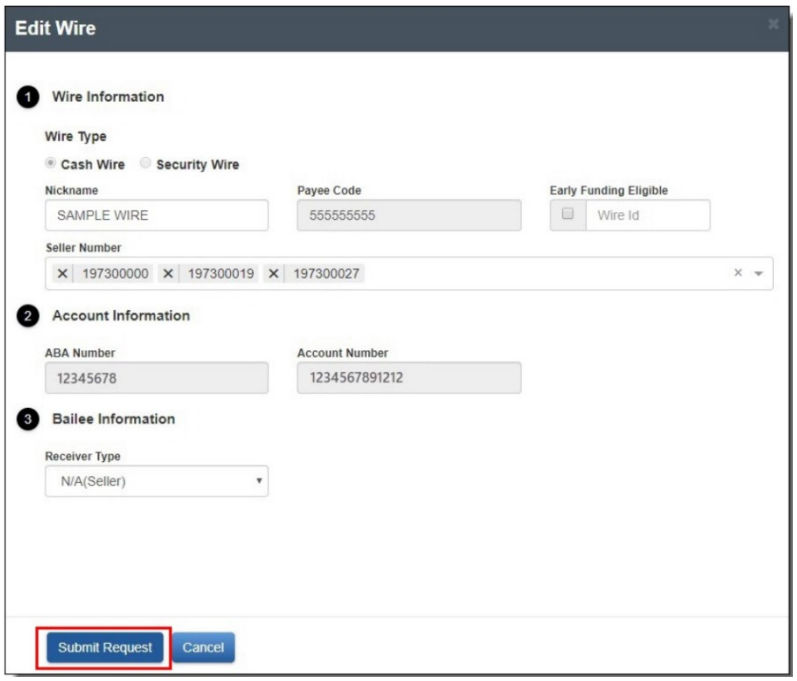

4. Section 1 - include a Nickname if one has not already been designated. A Form 482 will need to be submitted for each 9-digit seller branch number that the payee code should be associated to.
5. Section 2 - verify account information.
6. Section 3 - leave the receiver type set to 'Seller' since this wire is for cash loans not delivered under a Bailee Letter.

> **NOTE:** *Refer to the "Adding a Warehouse Lender" and Adding a Disbursement Agent" sections in this chapter to administer those specific set-up instructions.*

7. Click **Submit Request**. Loan Delivery returns you to the Wire Details page.

> **NOTE:** *Updating a payee code does not affect loans that are already stored in Loan Delivery. Payee code, ABA #, and Account # cannot be modified by the user in Loan Delivery. To modify these fields, the user must complete and submit a Form 482.*

Deleting Cash Wiring Instructions

Payee codes cannot be deleted in Loan Delivery. If a payee code is no longer in use, complete and submit a Form 482, requesting that the payee code be deleted. Once processed, the payee code will automatically be deleted from the seller profile.

Adding a Warehouse Lender

For wire instructions for either cash or MBS that are used for loans delivered with a bailee letter, follow the steps below to add the Warehouse Lender.

1. From the Loan Delivery Home page, select Seller Profile, then select Wire Details to be directed to the Wire Details page. This page lists the MBS wiring instructions and payee codes that are stored in the application for you.
2. Expand the wire instruction and click **Edit** to access the "Edit Wire" window.
3. Click **Add Warehouse Lender** link, select additional warehouse lenders from drop-down, if applicable.

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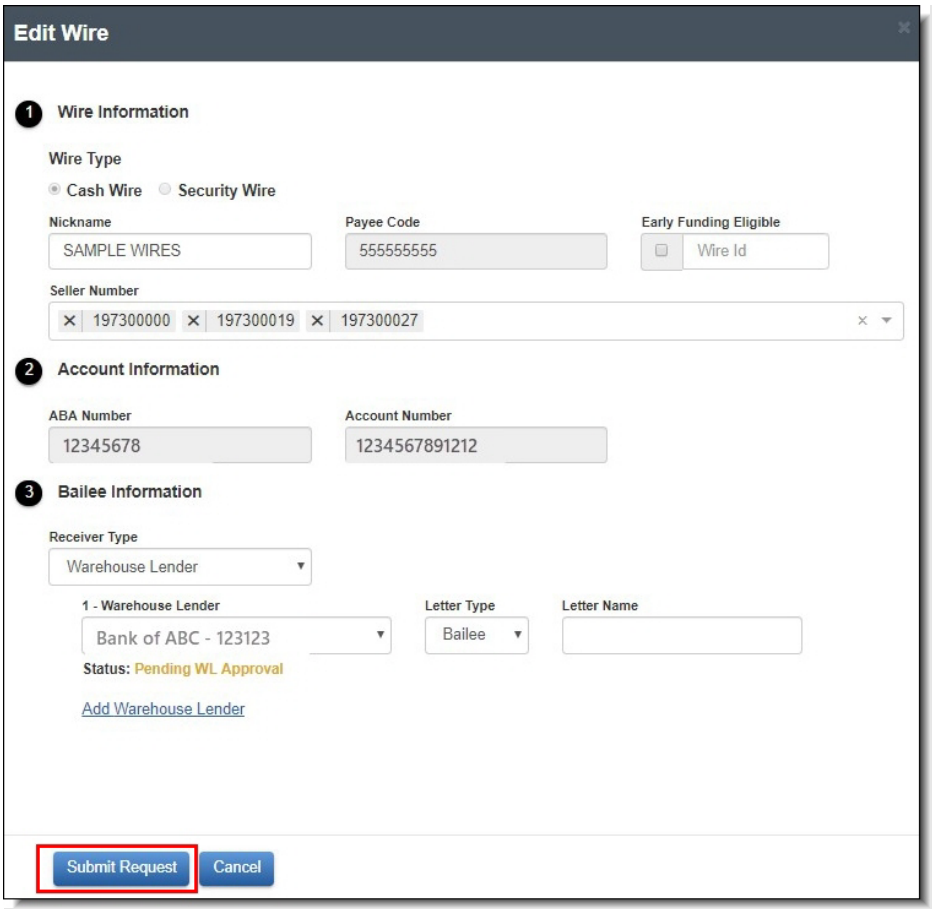

4. Click **Submit Request**.

> **NOTE:** *Loan Delivery will return to the Wire Details page. The **Receiver Type** for the modified wire should now display Warehouse Lender and the **Status** should display Pending. Once the Warehouse Lender approves these instructions, the **Status** will change to Active. The Warehouse Lender will enter the "Bailee Letter Name" field. Lenders should provide warehouse lenders 24-48 hours to review and approve the wire after the request is submitted. If you have an urgent request that requires immediate attention, provide your warehouse lender as much advance notice as possible.*
>
> **NOTE:** *Contact the Fannie Mae Warehouse Lender Support team (fanniemae_warehouselendersupport@fanniemae.com) if the warehouse lender is not available in the Warehouse Lender drop-down list.*
>
> **NOTE:** *If your wire only has one warehouse lender and it needs to be updated to a different warehouse lender, change the Receiver Type to Seller, click Submit Request, and then click the Edit button again to open the Edit Wire box to assign the new warehouse lender.*

Adding a Disbursement Agent

For wire instructions of either type that are used for loans delivered with a Form 2004A to disburse funds (or wires that have multiple warehouse lines funded under them supported by a triparty, intercreditor or type of settlement agreement) follow the steps below to add the Disbursement Agent.

The organizations set up to perform this role are: Deutsche Bank, First Tennessee, US Bank, and Wells Fargo.

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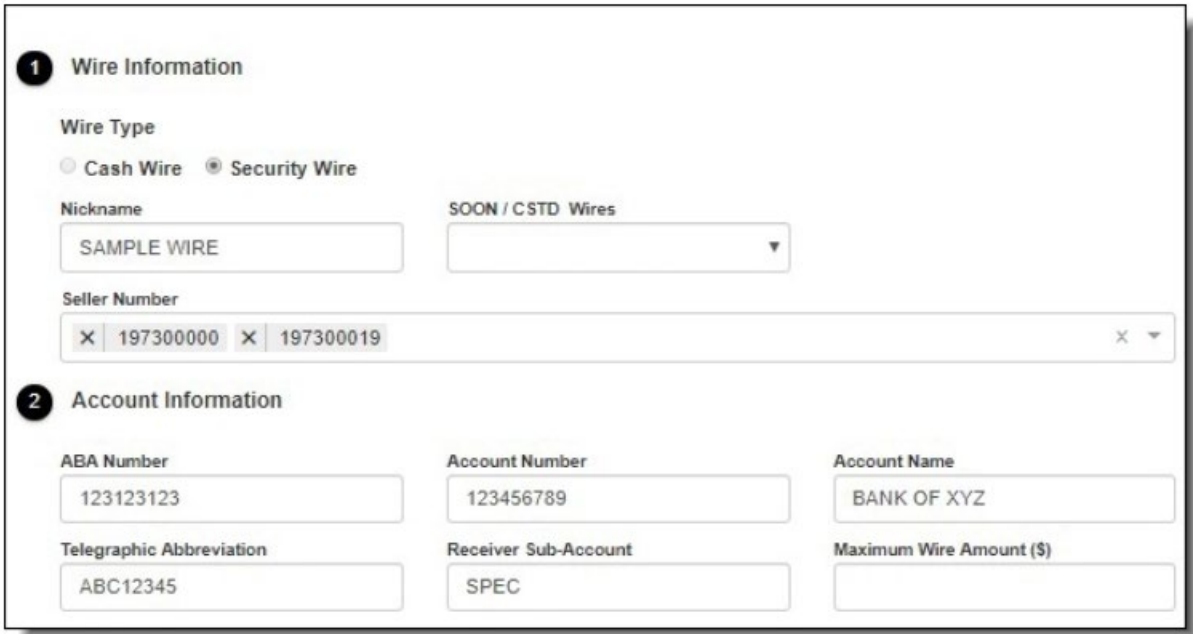
NOTE: *Lenders using an automated Bank of New York Mellon (BNYM) DVP (delivery vs. payment) agreement should follow the instructions in the MBS Loans Delivered with Broker/Dealer section.*

1. From the Loan Delivery Home page, select Seller Profile, then select Wire Details to be directed to the Wire Details page. This page lists the MBS wiring instructions and payee codes that are stored in the application for you. Expand the wire instruction and select the "Edit" button to access the "Edit Wire" window. If this is a new security wire select the '+Add New Wire' button on the Wire Details tab.
2. Section 1 - include a Nickname if one does not exist and add additional seller numbers (if applicable) by selecting the drop down in the Seller Number field.
3. Section 2 - verify/add account information.

NOTE: *If your settlement agent has a maximum wire amount cap, enter that amount and refer to the Maximum Wire Amount job aid for more information.*



4. Section 3

   3a. - If you deliver loans using a disbursement agent choose 'Disbursement Agent' from the Receiver Type drop-down.

   3b. - Select your Disbursement Agent from the Disbursement Agent drop-down.

   3c. - Select each warehouse lender associated with this instruction.

   3d. - Select "Add Warehouse Lender" and repeat this step as necessary to add multiple warehouse lenders under this disbursement agent.

   3e. - See the Letter Type Options below.

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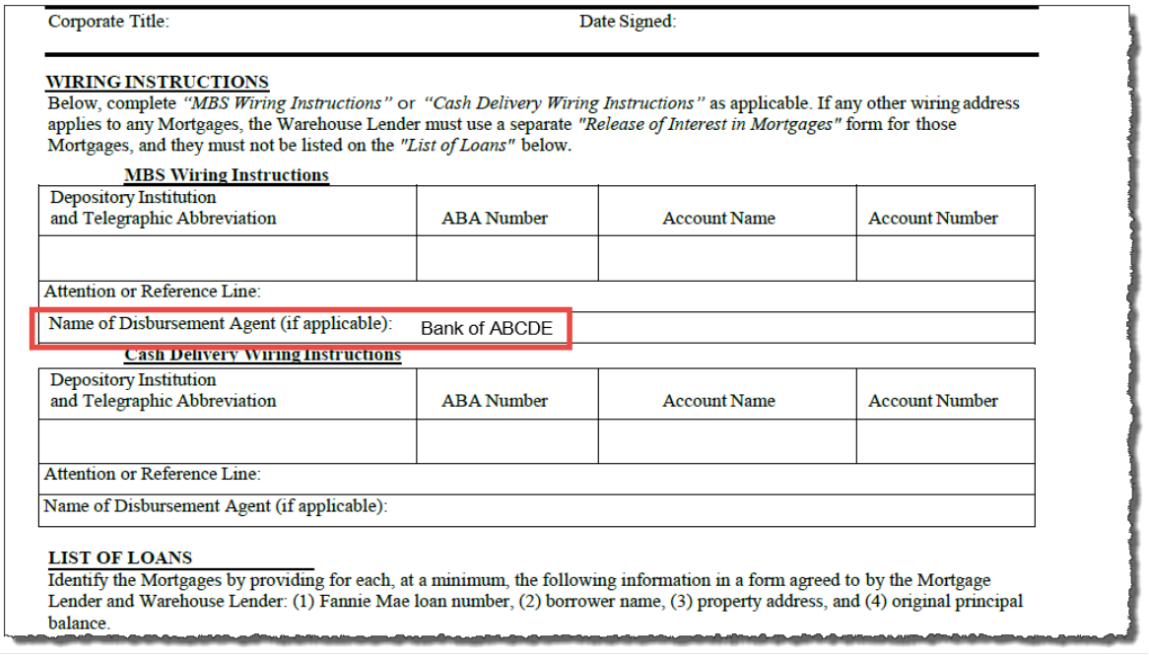
NOTE: *Contact your Fannie Mae relationship manager if your warehouse lender or disbursement agent is not available in the Warehouse Lender drop down list.*

5. For the letter type:

OPTION 1: If you deliver a Form 2004A, select '2004A' as the Letter Type. For the Letter Name, locate the "Name of Disbursement Agent" information on your current Form 2004A. Enter the 2004A Letter Name so it matches the "Name of Disbursement Agent" information from Form 2004A.



Corporate Title: Date Signed:

WIRING INSTRUCTIONS

Below, complete *"MBS Wiring Instructions"* or *"Cash Delivery Wiring Instructions"* as applicable. If any other wiring address applies to any Mortgages, the Warehouse Lender must use a separate *"Release of Interest in Mortgages"* form for those Mortgages, and they must not be listed on the *"List of Loans"* below.

MBS Wiring Instructions

Depository Institution and Telegraphic Abbreviation	ABA Number	Account Name	Account Number
Attention or Reference Line:			
Name of Disbursement Agent (if applicable): Bank of ABCDE			

Cash Delivery Wiring Instructions

Depository Institution and Telegraphic Abbreviation	ABA Number	Account Name	Account Number
Attention or Reference Line:			
Name of Disbursement Agent (if applicable):			

LIST OF LOANS

Identify the Mortgages by providing for each, at a minimum, the following information in a form agreed to by the Mortgage Lender and Warehouse Lender: (1) Fannie Mae loan number, (2) borrower name, (3) property address, and (4) original principal balance.

OPTION 2: If you do not deliver a Form 2004A, but utilize a disbursement agent and loans are delivered under a Bailee letter, choose 'Bailee' as the Letter Type and leave the Letter Name blank (the warehouse lender will add the Letter Name upon approval.)

6. Click Submit Request.

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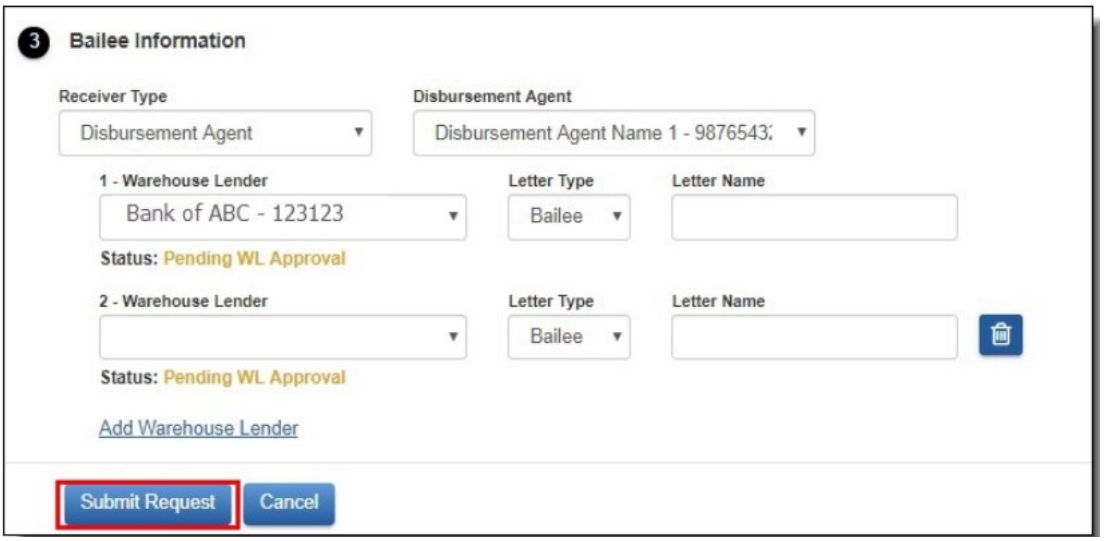
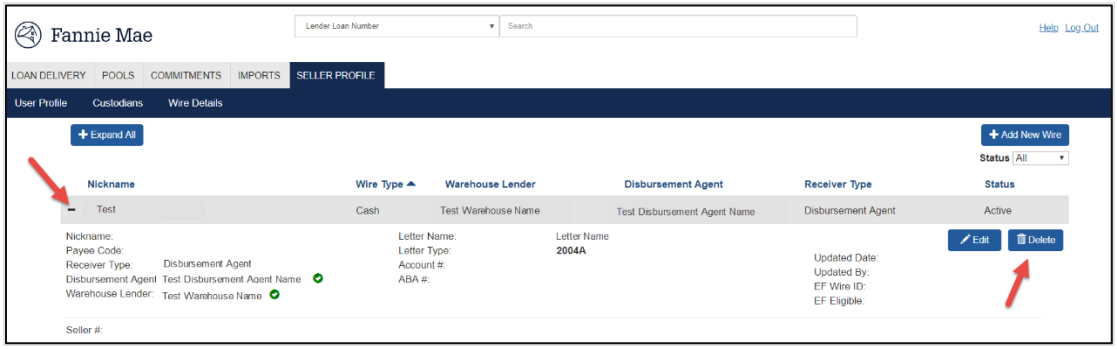


Deleting a Warehouse Lender in a Disbursement Agent Relationship

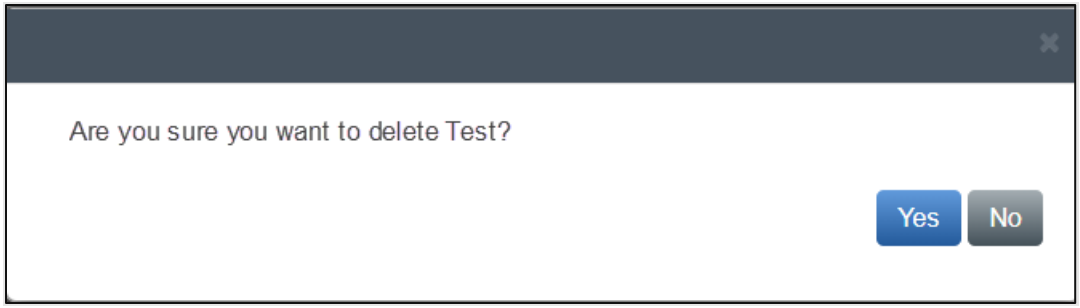
Follow these steps to delete security or cash wiring instructions for a specific warehouse lender in a disbursement agent relationship.

> **NOTE:** *If deleting a payee code tied to a warehouse lender, complete and submit a Form 482 requesting that the payee code be deleted for the specific warehouse lender. Once you receive confirmation that the payee code has been deleted follow these steps to remove it from the Loan Delivery seller profile.*

1. From the Loan Delivery Home page, select Seller Profile, then select Wire Details to be directed to the Wire Details page.
2. Click the "**+**" symbol to expand the wire instruction to be deleted.
3. Click **Delete** for the Security or Cash Wiring Instructions you wish to delete.



4. Loan Delivery displays a confirmation message.



5. Click **Yes** to confirm the deletion. Loan Delivery returns you to the Wire Details page.

MBS Loans Delivered Using a Broker/Dealer or Bank of New York Mellon DVP Agreement

These security delivery instructions are intended to be used by lenders who are working with a broker/dealer, or in conjunction with an automated Bank of New York Mellon (BNYM) DVP (delivery vs payment) agreement.

In order to administer your security wire instructions, you first need to locate the specific wire instruction on the "Wire Details" page. Next, expand the wire instruction and select the "Edit" button to access the "Edit Wire" window. If this is a new security wire, select the '+Add New Wire' button on the Wire Details tab.

Once the "Edit Wire" window opens, follow these steps to administer the wire instructions:

1. Section 1 - include a Nickname if one does not exist and add additional seller numbers (if applicable) by selecting the drop down in the Seller Number field.
2. Section 2 - verify/add account information.
3. Section 3 - Set the Receiver Type to Warehouse Lender. Use the Warehouse Lender drop down to select the first warehouse lender associated to this instruction and set the letter type to Form 2004A.

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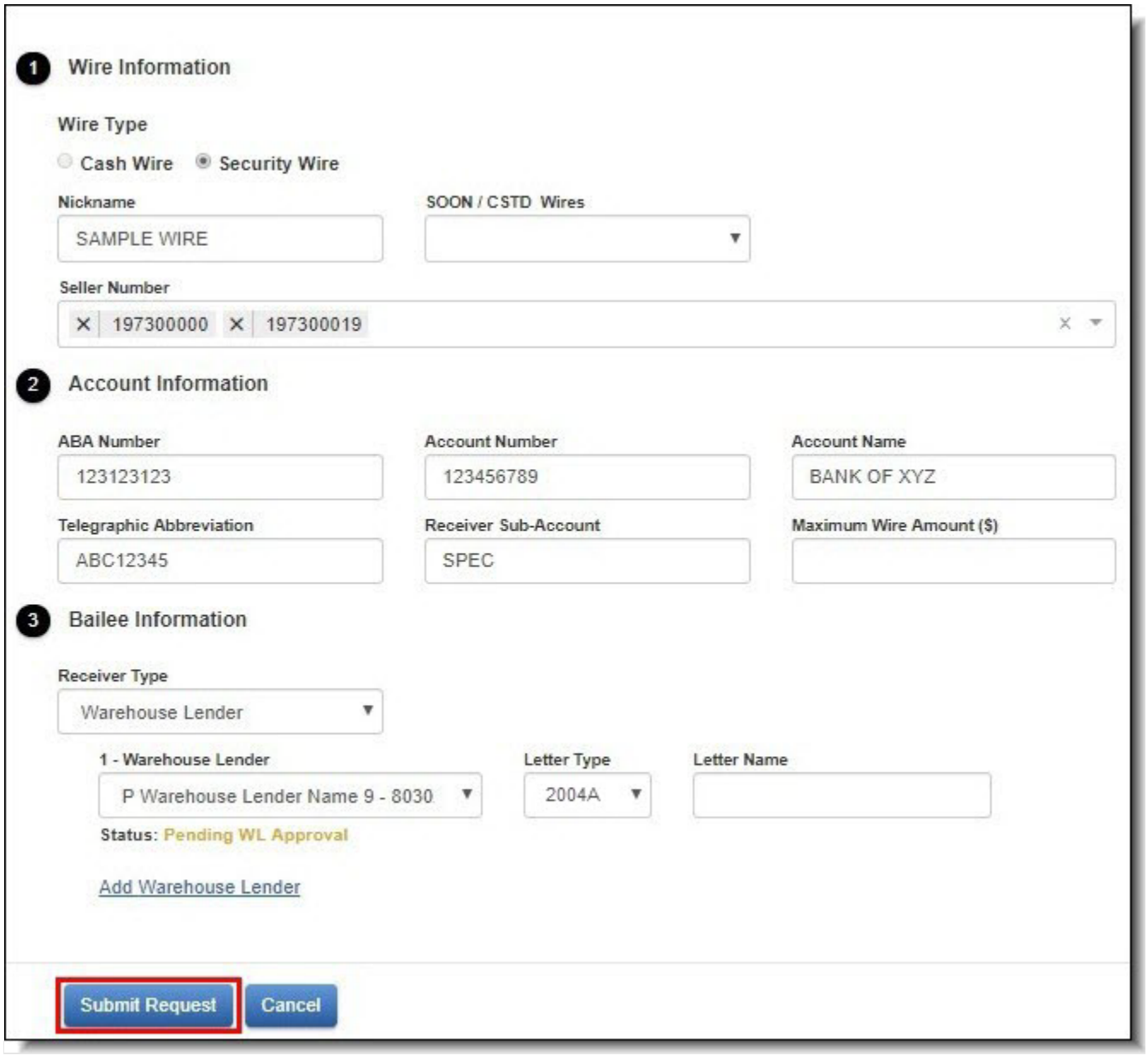

4. For the Letter Name, locate the "Name of Disbursement Agent" information on the Form 2004A. Enter the 2004A Letter Name in Loan Delivery so it matches what you will type in the "Name of Disbursement Agent" information from Form 2004A.

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Corporate Title: Date Signed:

WIRING INSTRUCTIONS

Below, complete *"MBS Wiring Instructions"* or *"Cash Delivery Wiring Instructions"* as applicable. If any other wiring address applies to any Mortgages, the Warehouse Lender must use a separate *"Release of Interest in Mortgages"* form for those Mortgages, and they must not be listed on the *"List of Loans"* below.

MBS Wiring Instructions

Depository Institution and Telegraphic Abbreviation	ABA Number	Account Name	Account Number
Attention or Reference Line:			
Name of Disbursement Agent (if applicable): Bank of ABCDE			

Cash Delivery Wiring Instructions

Depository Institution and Telegraphic Abbreviation	ABA Number	Account Name	Account Number
Attention or Reference Line:			
Name of Disbursement Agent (if applicable):			

LIST OF LOANS

Identify the Mortgages by providing for each, at a minimum, the following information in a form agreed to by the Mortgage Lender and Warehouse Lender: (1) Fannie Mae loan number, (2) borrower name, (3) property address, and (4) original principal balance.

5. Click the Add Warehouse Lender link to add additional Warehouse Lenders to the wire.

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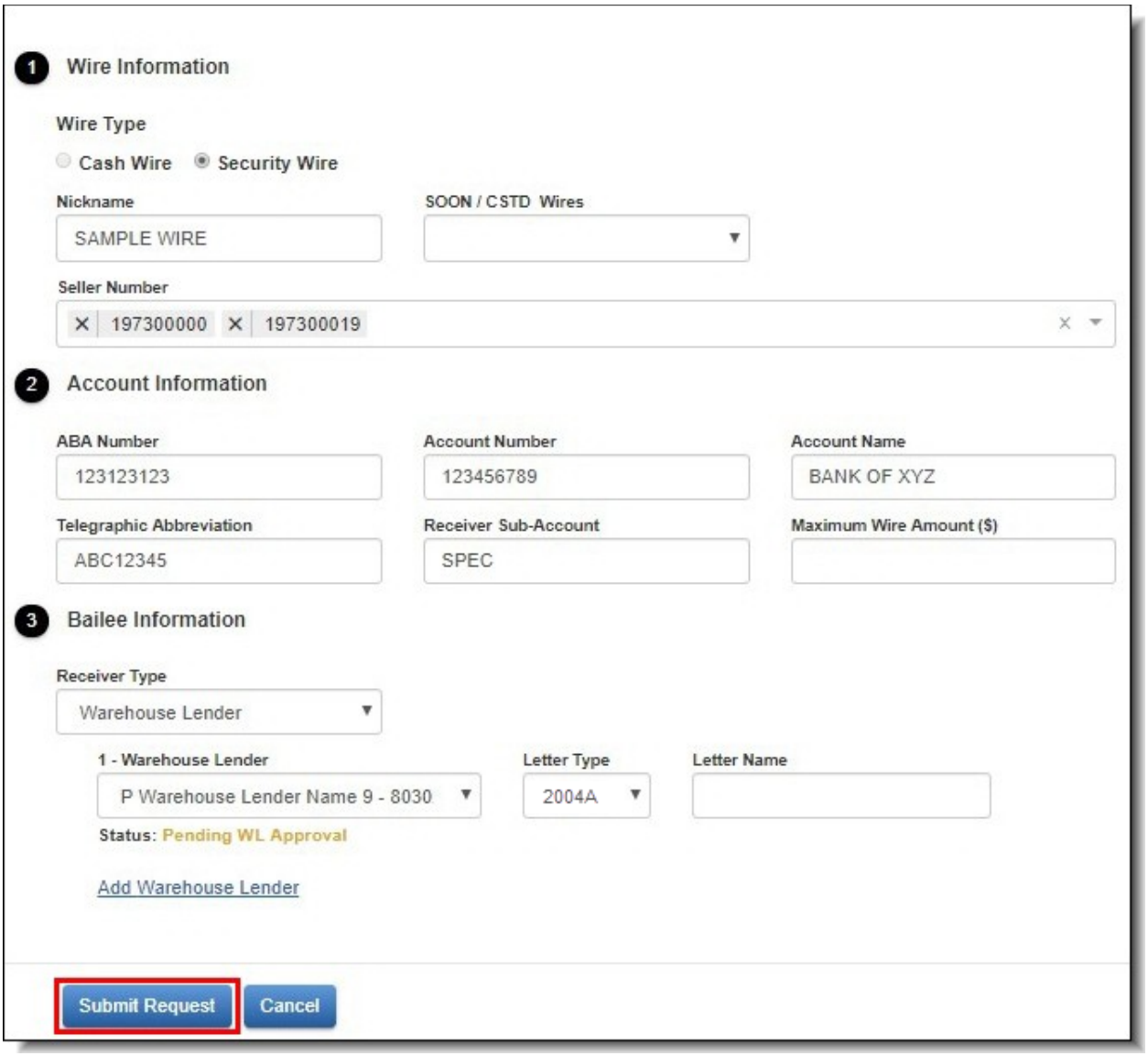


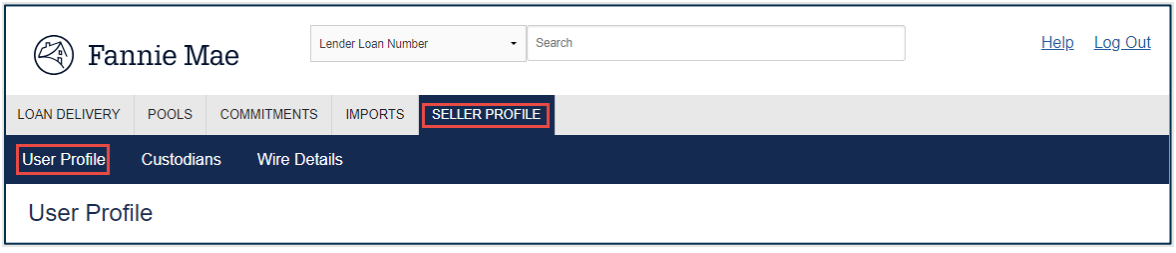
6. Select "Submit Request."

Managing Wiring Instruction Notifications

Loan Delivery provides users the ability to receive email notifications regarding wiring instruction updates. When a new payee code or security wire is added to Loan Delivery or when a wire is approved or rejected by a warehouse lender, Loan Delivery will automatically send an email to all users associated with that wire.

Manage your preferences regarding these notifications by following the following directions:

1. From the Loan Delivery Home page, select Seller Profile, then select User Profile.



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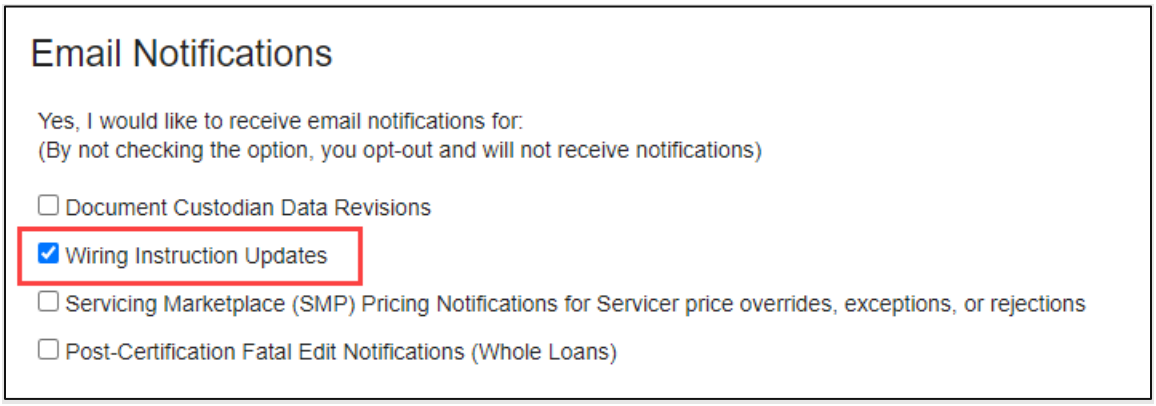
2. Under the **Email Notifications** heading, use the checkbox next to Wiring Instruction Updates to indicate your preference.



3. Click **Save**.

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Chapter 3: Delivering Whole Loan Commitments

Purpose

This chapter explains how to use the Loan Delivery application to submit loans that meet the terms of your organization's whole loan commitments.

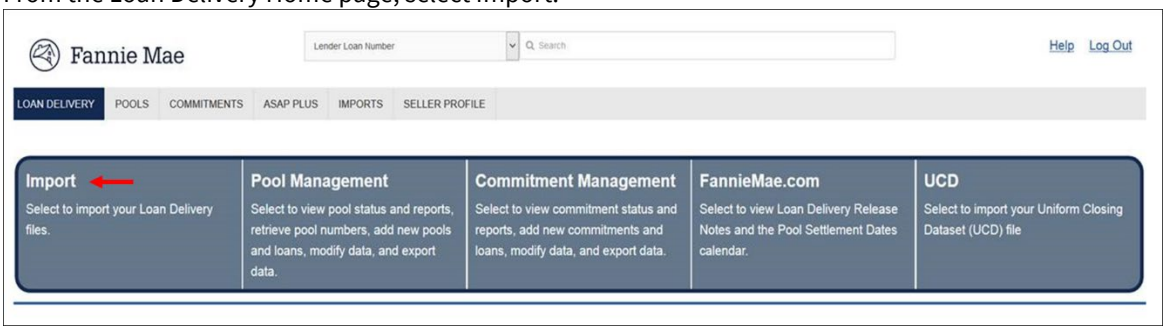
Importing Commitment Data

The fastest, most efficient way to add commitment data to the Loan Delivery application is to import a data file from your loan origination system. The file must be in loan delivery XML file format using the MISMO V3.0 Reference Model, established under the Uniform Mortgage Data Program® (UMDP®).

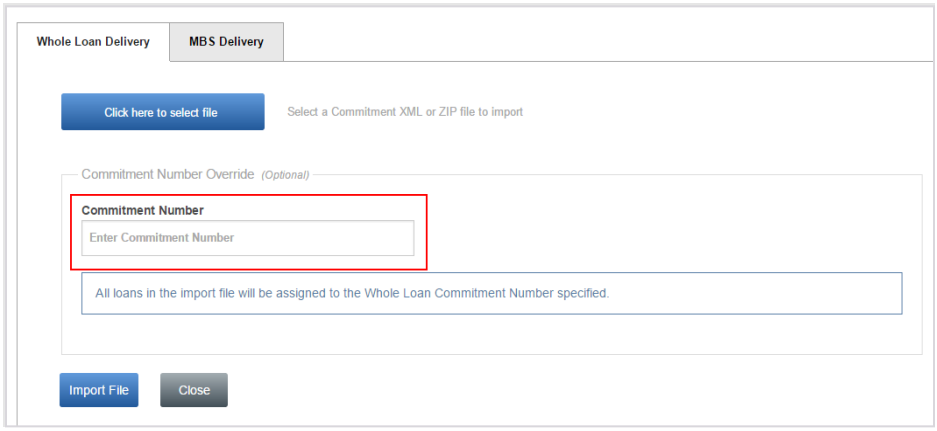
For more information about the XML file format, refer to ULDD Specification located on the Uniform Loan Delivery Dataset (ULDD) page on FannieMae.com, or refer to MISMO.org.

Follow these steps to import commitment and whole loan data:

1. From the Loan Delivery Home page, select Import.



2. Select the Whole Loan Delivery tab (if not defaulted). The Whole Loan Delivery Import window is displayed.
3. If the commitment does not exist on your import file and you want to associate the loans in the import file with the same commitment, enter your commitment number in the Commitment Number field. (see figure below)



> **NOTE:** *In the Commitment Number Override section, the number you enter will override any Commitment Numbers that appear in the loan records in the import file. If you leave the Commitment Number field blank on this screen, Loan Delivery will associate each imported loan with the commitment number in the loan record. The Commitment Number must be valid, or you will receive an error.*

4. Select **Click here to select file,** then locate and select the file you wish to import from your desktop or saved file storage area.

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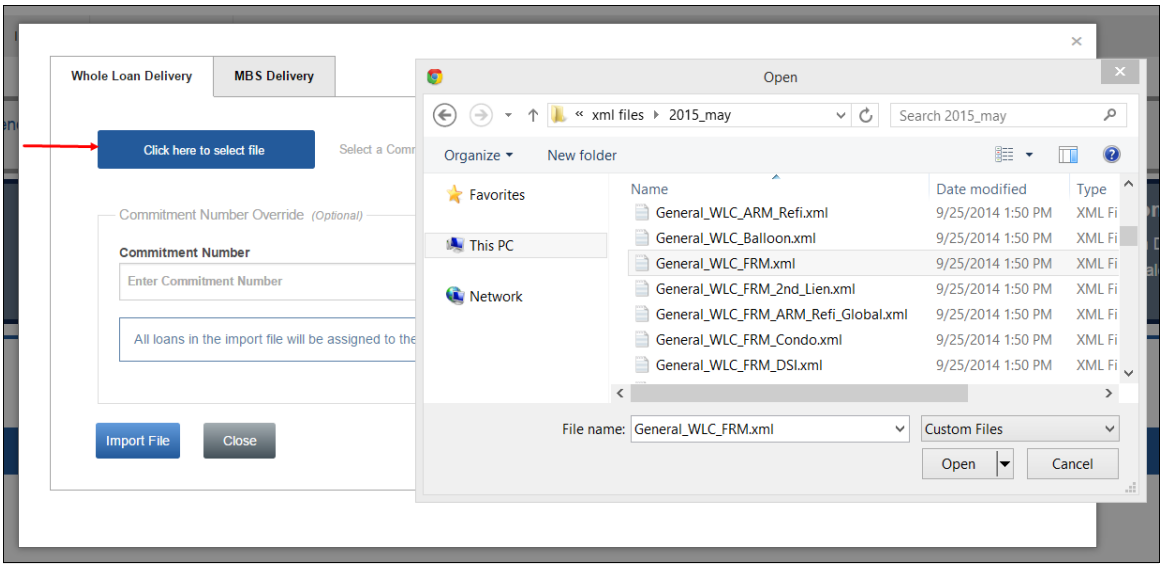
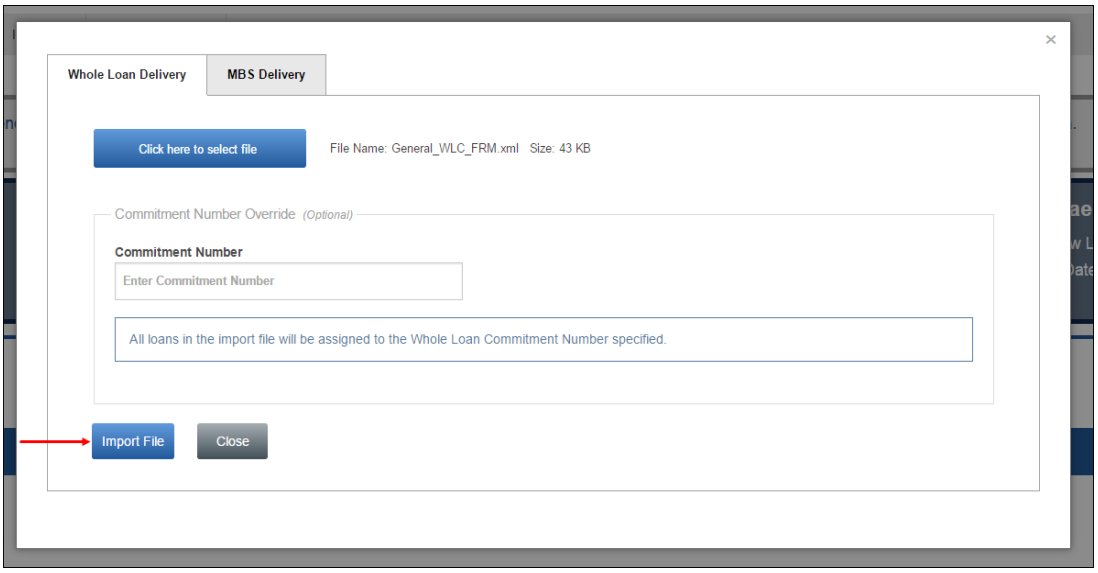


> **NOTE:** *Loan Delivery does not support characters or values such as ñ, ú, and ü on import. An error message will be received indicating the value has been made null (blank).*

5. Click **Import File**.



> **NOTE:** *At import, a schema check for file validations will run while edits are being checked.*

When the system is running file validations, the Validating Data icon will display.

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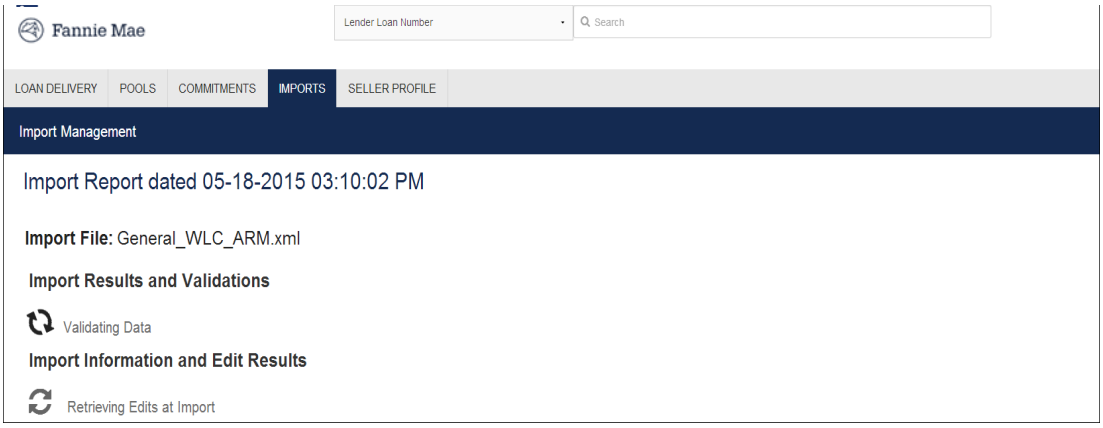
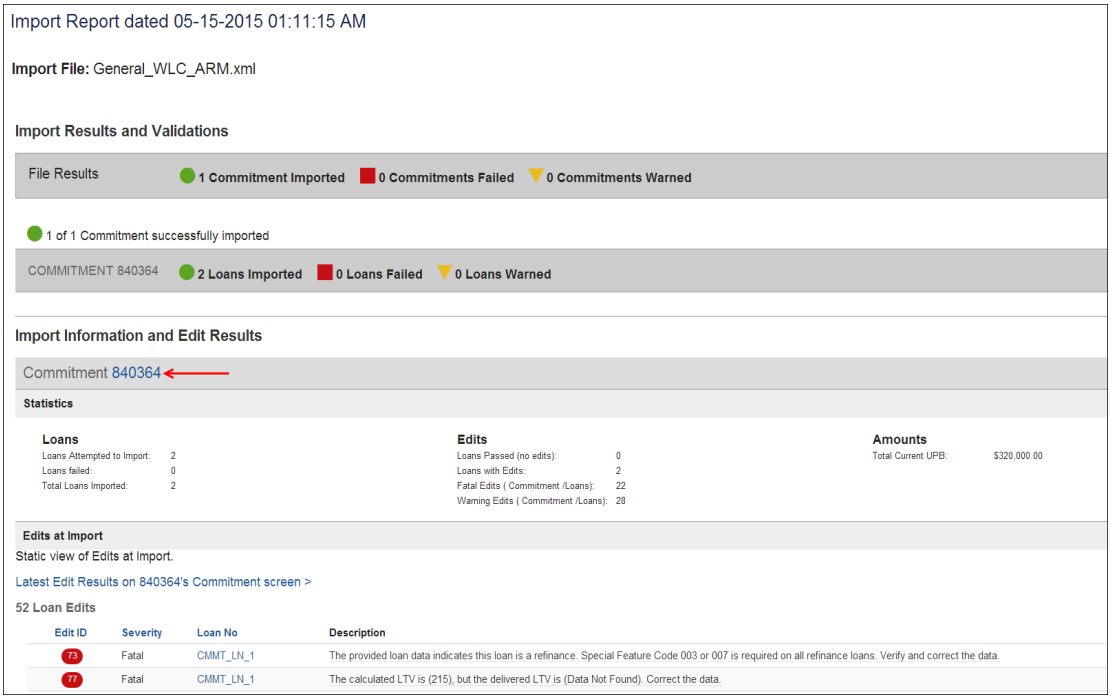


After the file validations are complete, the Import Report will be displayed.



> **NOTE:** *You can click on the commitment number to be directed to the Commitment Details page.*

Below is a description of the **Import icons**.

Icon	Icon Definition
Imported	File successfully imported
Import Failed	File has errors; nothing was imported
Imported, Errors	File has errors; subset of pools/loans were imported
Validating File	File schema is being validated
Running Edits	Edits are currently processing

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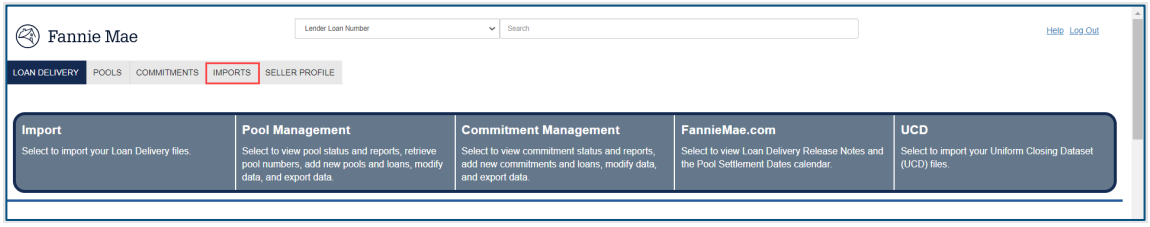
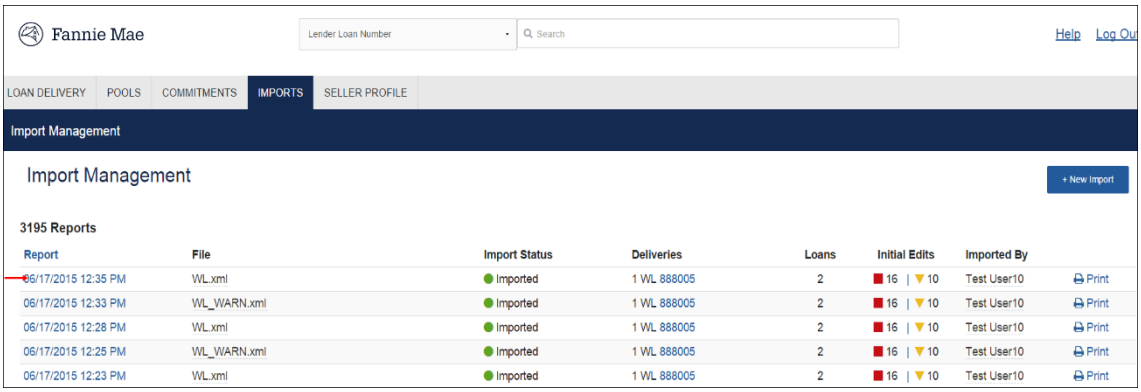
> **NOTE:** *Loan Delivery allows partial file imports. For example, if the file contains 100 loans and 3 validation errors, the remaining 97 loans are imported. Therefore, you would only have to re-import the 3 loans that failed after errors are corrected.*

To see a static view of the Import Report at any time:

1. Select **Imports** from the Loan Delivery application Home page.



2. The Import Management page is displayed. Click on the desired report from the Reports column.



3. The Import Report is displayed.

To print or save an Import Status Report from the Import Management page, click the **Print** icon for the applicable report.

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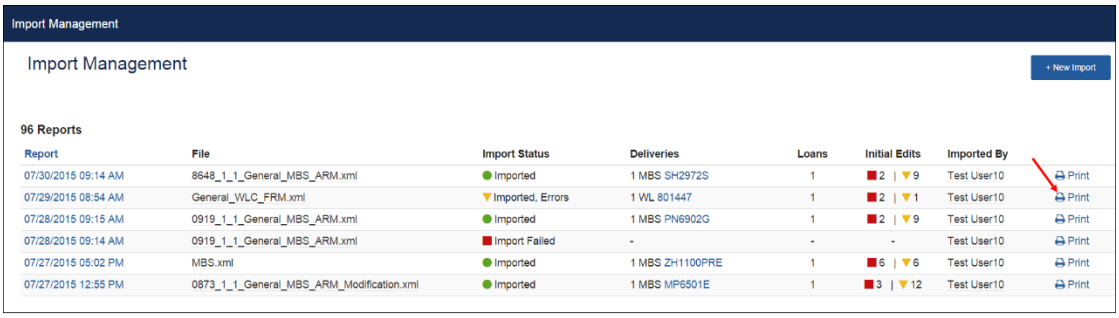
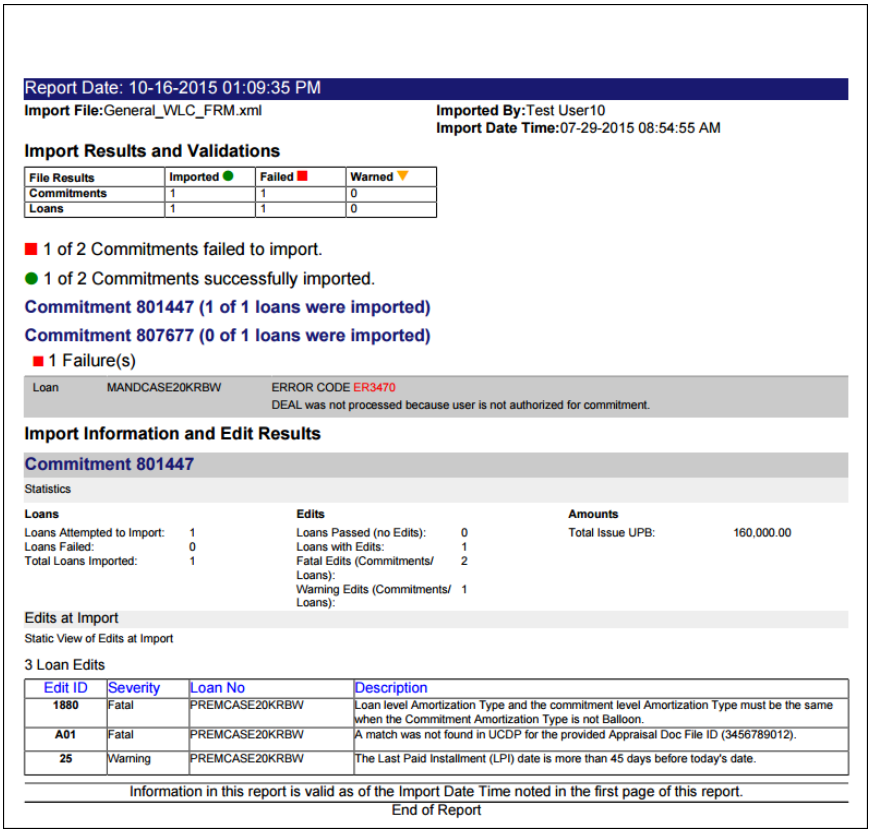
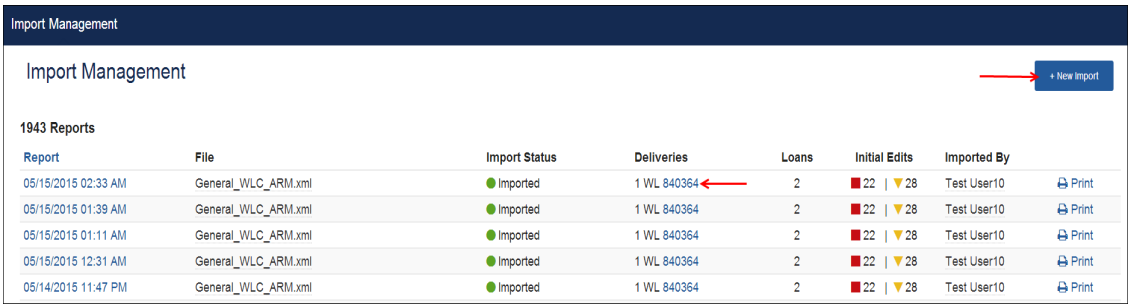


The Import Status Report will be displayed in PDF format.



> **NOTE:** *You can also import commitments from the Imports tab. Click +New Import and follow the same steps as above.*



> **NOTE:** *Click the Commitment number hyperlink to be directed to the Commitment Details page.*

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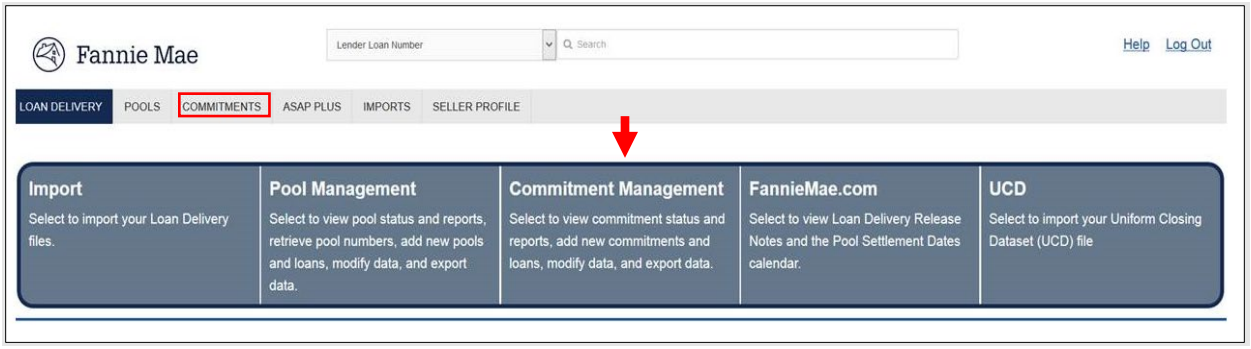
Whole Loan Commitments

Whole loan commitment data is retrieved from the Pricing & Execution - Whole Loan® (PE - Whole Loan) system to be leveraged in Loan Delivery. Maintain commitment-level updates by processing the necessary changes in PE - Whole Loan. PE-Whole Loan enables committing mandatory and Best Efforts loans for whole loan delivery.

> **NOTE:** *PE - Whole Loan data is available in Loan Delivery, as all mandatory commitments automatically appear in Loan Delivery, and all Best Efforts commitments are available in Loan Delivery, once moved to a closed status.*

To view whole loan commitments, select **Commitment Management** from the Loan Delivery application Home page or **Commitments** from the top menu bar.

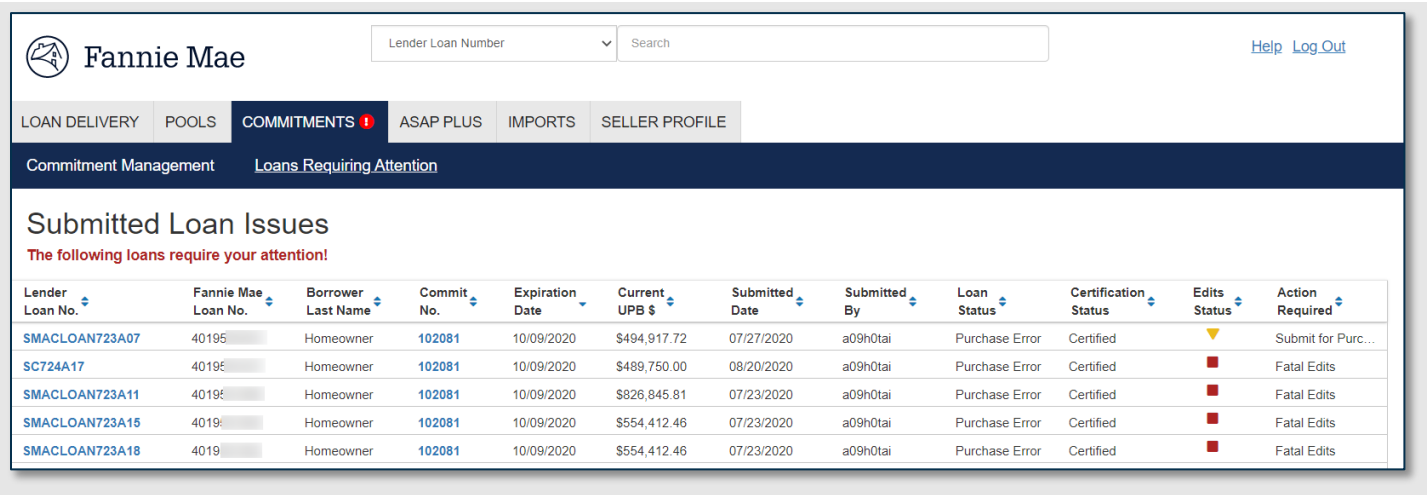


The Commitments tab includes sub-tabs to the Commitment Management page and the Loans Requiring Attention page.

Loans Requiring Attention

The Loan Requiring Attention page will display when at least one loan that has been submitted requires further attention. The page will list all submitted loans which require an action to be taken before the loan can be purchased. This list includes loans that have been submitted and certified and now have a fatal edit. It also displays loans with certification data revisions or certification document exceptions identified by the custodian.

> **NOTE:** *Selecting the **Lender Loan No.** link will navigate the user to the Loan Details page, where the loan edits and certification data revisions are displayed.*



Lenders will receive email notifications when there is a certification data revision or document exception. An email notification will also be sent when fatal edits occur after certification, alerting lenders there are issues that need to be reviewed and resolved.

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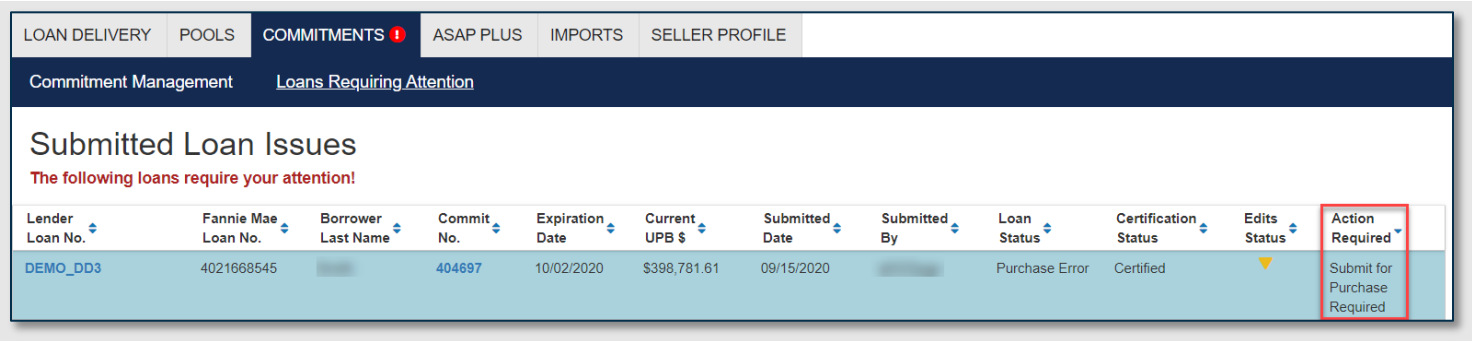
> **NOTE:** *To modify email notification preferences, review the settings on your User Profile in the Seller Profile tab within Loan Delivery.*

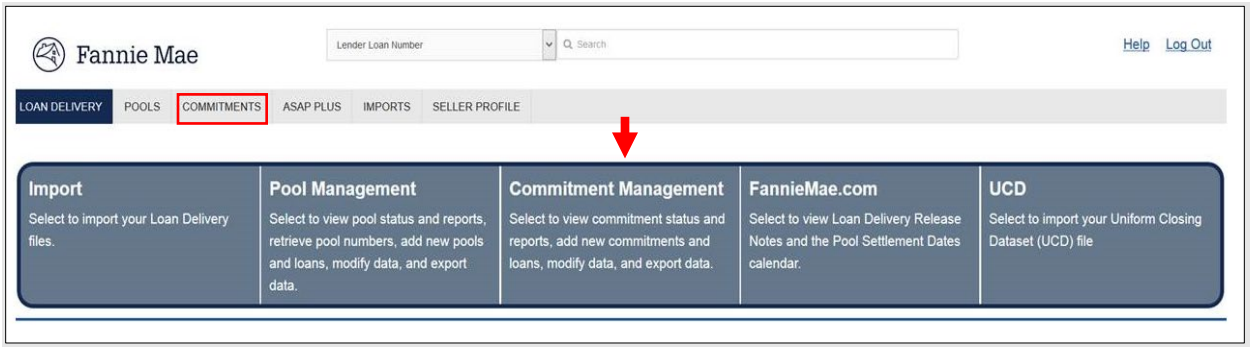
If a loan receives a fatal edit after certification, the loan must be submitted for confirmation for purchase once the edit issue is resolved. When the fatal edit occurs, the **Submit** button on the loan will be greyed out initially and cannot be selected. Once edits are run, and no fatal edits remain on the loan, the **Submit** button will turn blue and may then be selected. The loan will remain on the Loans Requiring Attention page until the final submission has been made and the 'Action Required' column will be 'Submit for Purchase Required'.

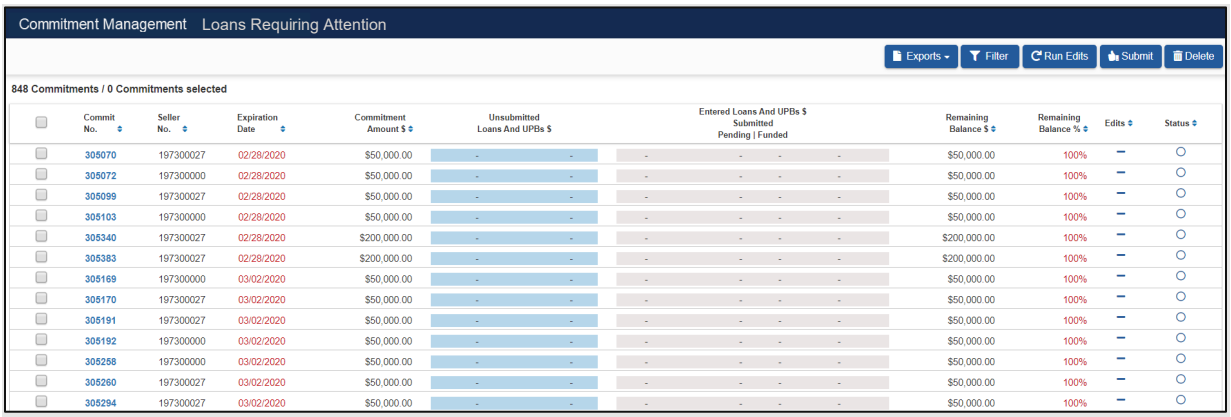


Once the **Submit** button is selected, the loan will move to "Purchase Ready" status and will be removed from the Loans Requiring Attention page.

Commitment Management

To view whole loan commitments, select **Commitment Management** from the Loan Delivery application Home page or **Commitments** from the top menu bar. Selecting the Commit No. link from the available list of commitments will navigate the user to the Commitment Details page.





The following section provides the description of each column in the Commitment Management heading for whole loan commitments:

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Commitment Management	Description
Commitment Number	The identifier assigned when the lender obtained the commitment
Seller Number	The identifier Fannie Mae uses to identify the mortgage Seller that is associated with the commitment
Expiration Date	The date of commitment expiration
Commitment Amount	Total amount of the commitment
Unsubmitted Loans and UPBs	Displays loans and their associated balances that have not been submitted to Fannie Mae.
Entered Loans and UPBs Submitted	Displays pending loans that are submitted and in process and loans where processing is complete and funded
Remaining Balance	Displays remaining balance of the commitment
Remaining Balance %	Displays remaining balance percentage of the commitment
Edits	Displays loan-level edit
Status	Displays current status of commitment (e.g., *Unfulfilled, Fulfilled*)

Commitment Management Tips

Here are a few important notes to keep in mind while managing your commitments:

- Unfulfilled commitments that have recently expired or will expire within the next five calendar days display the Remaining Commitment Balance Percent and Expiration Date in red to alert action may be required.
- On the **Commitment Management** page, sort commitments in ascending or descending order by clicking the associated blue column headings.
- Filter commitments by Commitment Type, Edit Status, Expiration Date, Submitted Date, Purchased Date, Certification Date, Fulfillment Status, Financial Institution Number, and Seller Number.
- Use the Search tool at the top of the page to locate a specific Commitment Number.
- Display up to 100 commitments on this page.
- You can navigate forward and backwards to additional pages depending on the number of commitments you selected to view on a page and where you are in the list.

Commitment Details Section

The Commitment Details section, located on the main navigation bar, displays information related to the selected commitment.

The following are some of the main features available on the Commitment Details pages:

+Add Loan button – Provides the ability to manually enter a loan into Loan Delivery for a commitment.

Update All Loans button – Provides the ability to update the Financial Institution Number, Servicer Number, Warehouse Lender, Wire Nickname, and Warehouse Lender Indicator fields on one or more loans in a commitment.

Export button – Provides the ability to generate an exportable file with the following export options:

- Edits CSV
- MISMO Data XML
- Loan Level Data CSV
- Fannie Mae Loan Number CSV
- Schedule of Mortgages
- Edit Report

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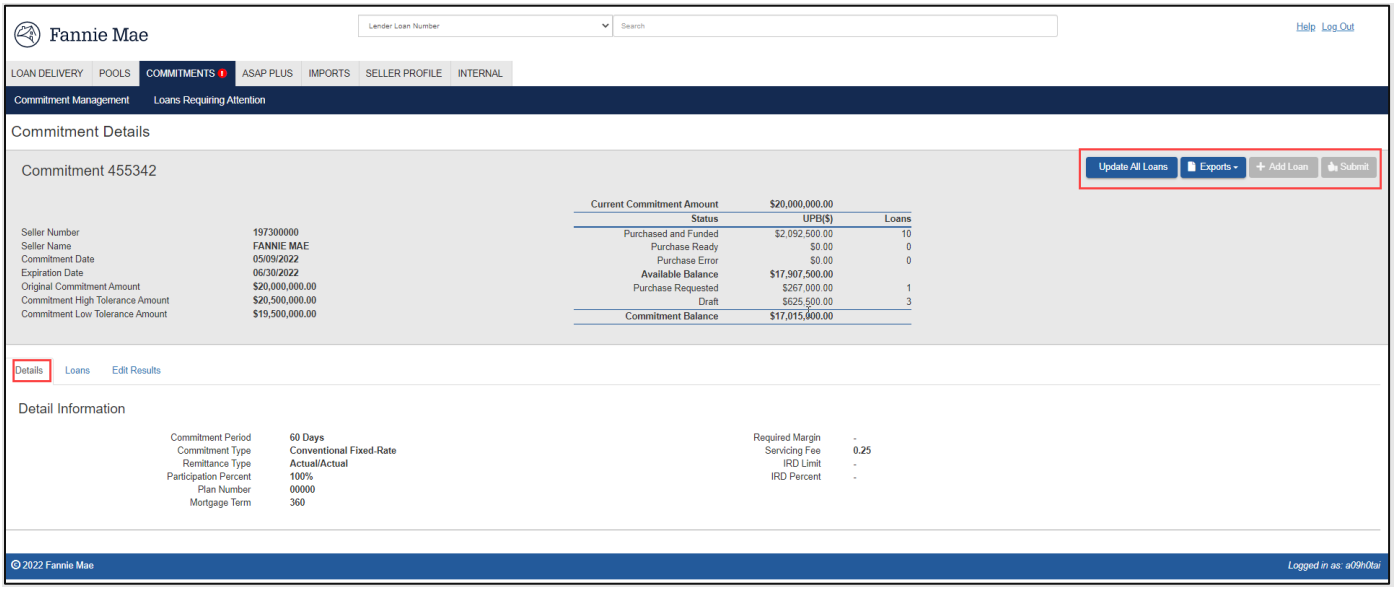
Submit button – Provides the ability to submit one or more loans in a commitment.

Detailed Commitment Balance Information – Provides information from PE – Whole Loan regarding the Commitment balance and loans being delivered into the commitment.

Details tab – Provides the following Detail Information for the commitment:

- Commitment Period
- Commitment Type
- Remittance Type
- Participation Percent
- Plan Number
- Mortgage Term
- Required Yield
- Required Margin
- Servicing Fee
- IRD Limit
- IRD Percent



Loans Tab – Lists all the loans for the commitment.

- Provides options to Update loans, Run Loan Edits, Submit loans to Fannie Mae, and Delete selected loans.
- Features filtering options on Certification Status, Submitted Date, Certification Date, Purchased Date, Submitted Date, Wire Nickname, Financial Institution and Warehouse Lender.
- Provides the ability to Transfer loans from one commitment to another.
- Sort your loans in ascending or descending order by clicking the column headings
- Displays up to 100 loans on the page.
- Provides the ability to navigate forward and backwards to additional pages depending on the number of loans you selected to view and where you are in the list.

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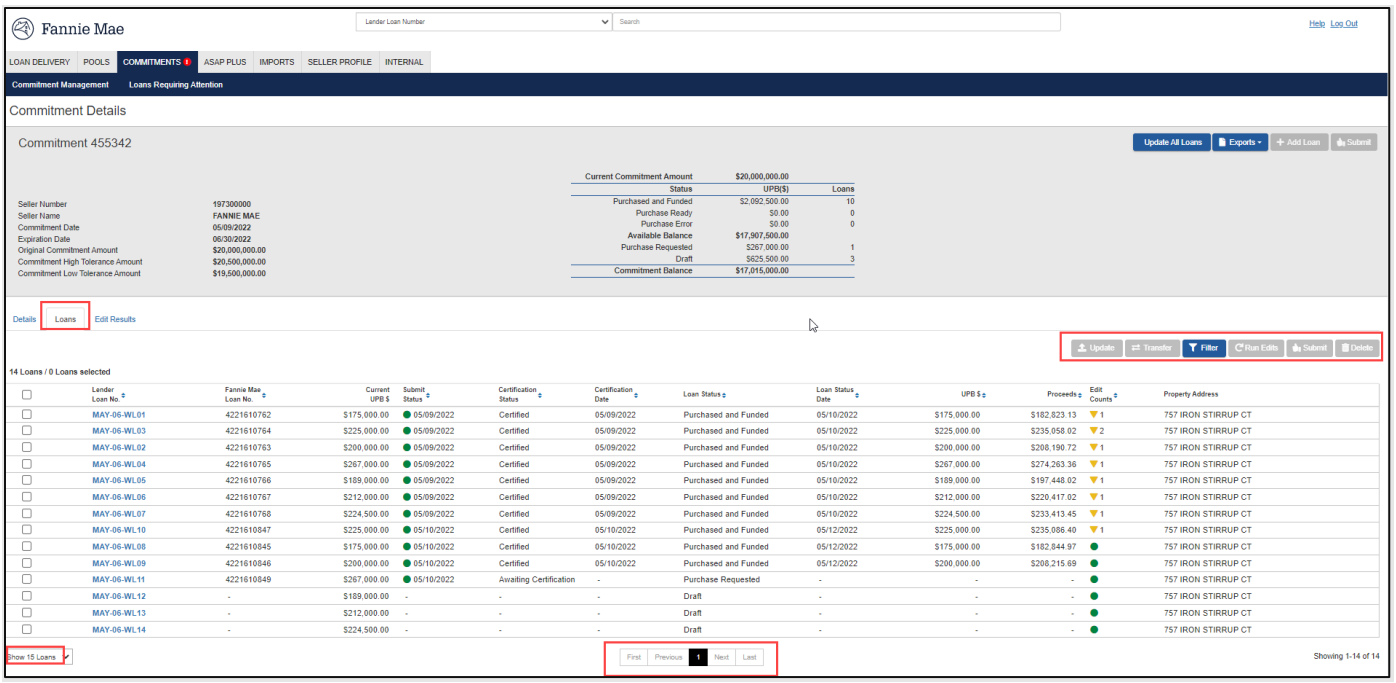

Loan Status

The Loans tab also displays the loan status, certification status, and certification date. Loan status will be displayed on the Loans Requiring Attention page and on the Loans tab of the Commitment Details page. On the Loans tab, a status of 'Awaiting Certification' will be displayed on submitted loans pending certification by the custodian.

Loan Status	Definition
Draft	Loan record created in Loan Delivery, but not submitted
Purchase Requested	Loan submitted, awaiting certification
Purchase Error	Loan submitted and certified, fatal edit. Once error is resolved, 2nd submit required
***Purchase Ready**	Loan certified, awaiting purchase and funding
Purchased and Funded	Loan is purchased and funding disbursed

*LLPAs calculated based on the Purchase Ready date indicated in Loan Delivery

Certification Status	Definition
Blank	Loan has not been submitted for certification
Awaiting Certification	• Loan has yet to be certified or • Data revision identified awaiting seller response
Certified	Loan is certified with no changes
Qualified Cert	Loan is certified with a data change

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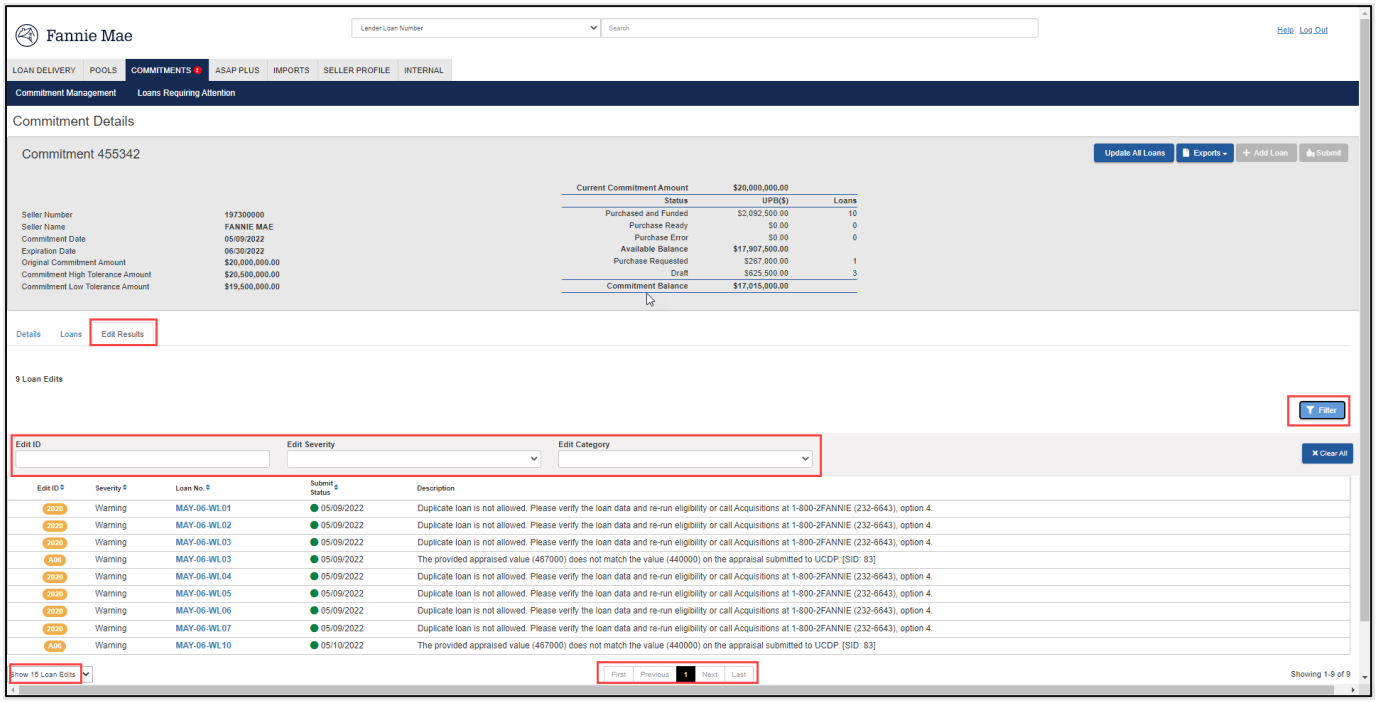
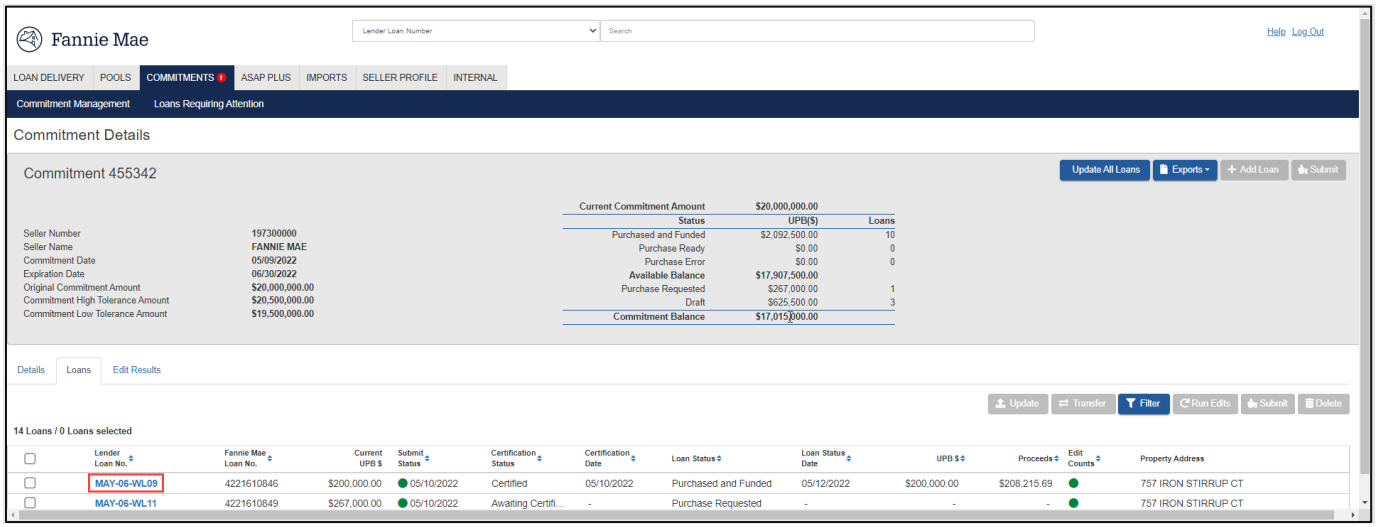
Edit Results Tab – Displays the total loan-level edit results for a commitment.

- Features filtering options on Edit Category, Edit ID, and Edit Severity.
- Sort your edits in ascending or descending order by clicking the column heading topic.
- Displays up to 100 edits on the page.
- Provides the ability to navigate forward and backwards to additional pages depending on the number of edits you selected to view and where you are in the list.



To view the Loan Details page, select the **lender loan number** from the Edits Results or Loans tab.



Loan Details

The Loan Details page will be presented in different sections. Depending on the loan characteristics, certain loan sections may not be displayed, and certain identified fields within each section may not be displayed. The Loan Details page contains the *Collapse All* and *Expand All* functionality with the option of viewing all fields on the page or only listing the section headings.

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Allowable Drop-Down Values on the Loan Details Page
For fields that display when selecting the value from the drop-down list, the applicable options are displayed.When entering a value, if the format is incorrect, a prompt will display to inform you of the valid format for the field.

> **NOTE:** *Refer to Appendix D available on FannieMae.com to determine conditionality for required data elements.*

DU Compare
The DU Compare tab is read-only and is populated when a loan is delivered with a valid Desktop Underwriter® (DU®) Casefile number, and there is a match with a loan in DU. To resolve DU edits, validate whether the loan delivery data or the DU data is correct. If the DU data is correct, return to the Loan Details tab, make the change(s) to the loan data, then run edits. If the DU data is incorrect, consult with your underwriter. When DU is updated, you will need to retrieve the updated DU data in the DU Compare tab.

Loan Proceeds
A preview of pricing information is available in Loan Delivery via the Loan Proceeds tab on the Loan Details page. A CSV export option is available in the Exports report list on the Commitment Management page. The pricing preview includes:

- Purchased UPB
- Purchase Price
- Interest Purchased
- Amount disbursed
- Net Funding SRP
- Loan Level Price Adjustments (LLPAs)

> **NOTE:** *The values provided will be provisional and subject to change, as they assume that the loan will be purchased on the date of the last run of edits. The final values may change if the date of purchase or other delivery data changes.*
>
> **NOTE:** *The purchase price is provided with 4 decimal places in all applications, including the Whole Loan Purchase Advice report and PE – Whole Loan, to provide consistency across applications*

Loan History
The loan transaction history is available via the Loan History tab on the Loan Details page to provide additional transparency in the delivery process. The view will provide transaction information including:

- Commitment/Pool Number
- Execution Type
- Transaction Type
- Transaction Date/Time
- User ID

Manually Entering Loans to a Commitment
To enter a loan manually into the Loan Delivery application for a commitment, follow these steps:

1. From the Commitment Management page, click on the commitment number for the commitment to which you want to add a loan.

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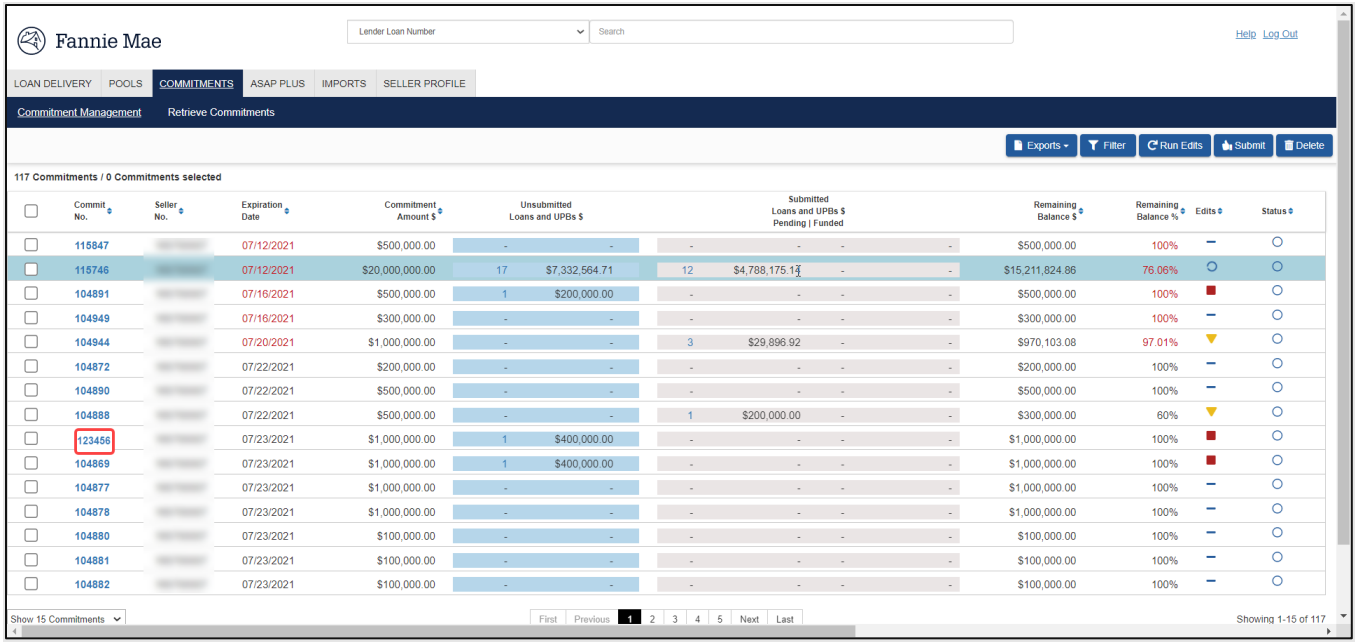
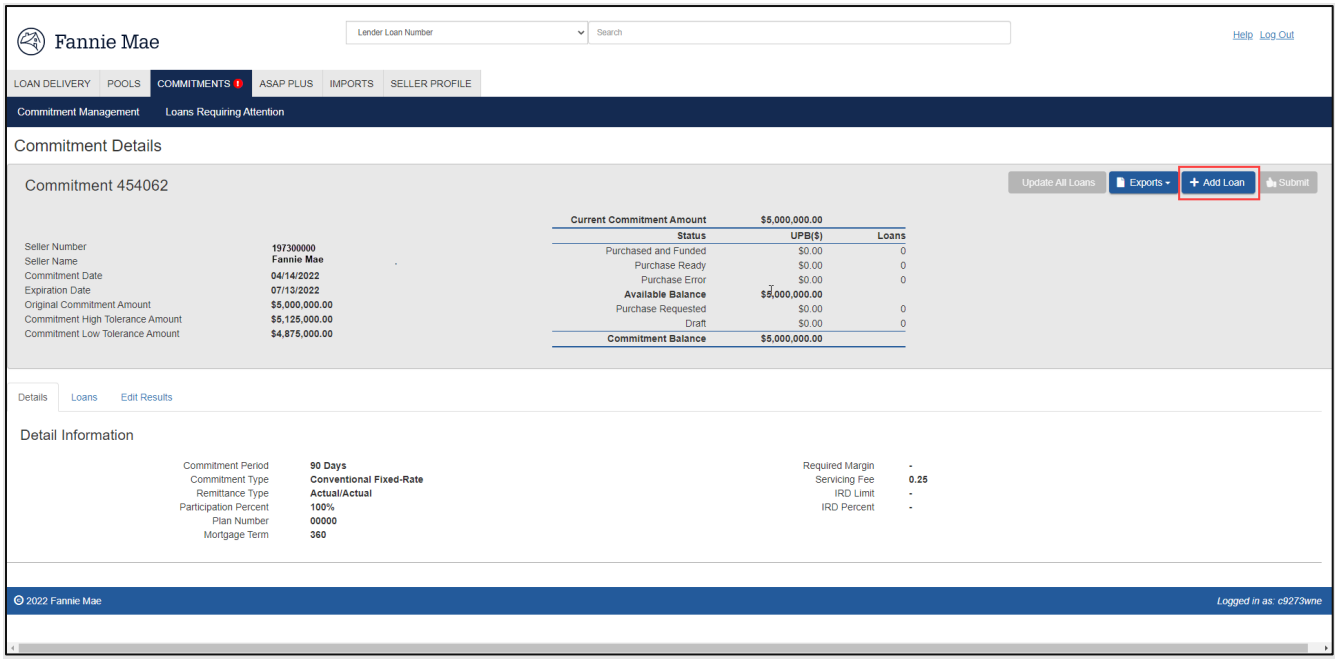


2. The Commitment Details page is displayed. Click **+Add Loan**.



3. A blank Loan Details page is displayed. Enter the loan data that applies. Some fields will be defaulted values so check for accuracy.
4. Click **Save** to save the data.
5. Click **Save and Run Loan Edits** to save the loan and check if any potential business rules are displayed.

A list of edits will appear in the Edits box at the top of the page. This features the option to “pin” the Edits box while scrolling through the Loan Details page by clicking the Pin icon at the top of the page. This ensures that the Edits box remains visible as you scroll. Unpin to hide the Edits box as you scroll.

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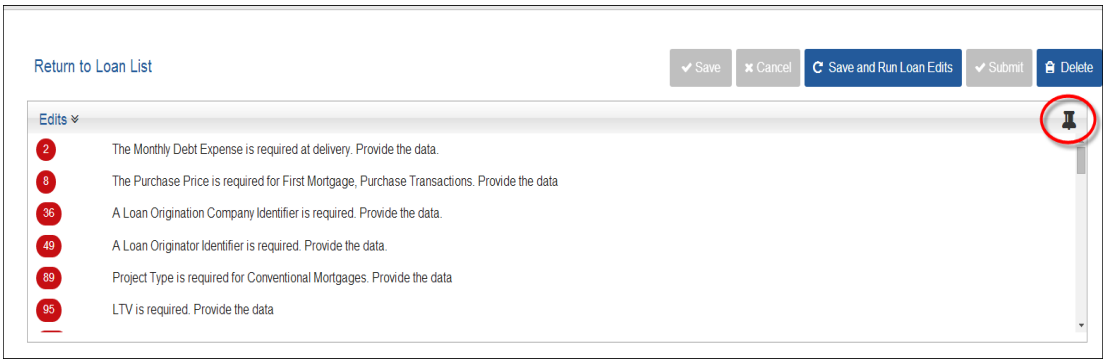


Data Entry Tips

- To expand or collapse the view of the sections, click either “Expand All” or “Collapse All” from the top of the Loan Details page. Alternatively, you can expand or collapse individual sections. For example, if you want to compare two sections, you can collapse the remaining sections, keeping open only the sections you want to compare.
- Use the “Tab” key to navigate to the next field or section.
- Drop-down lists will include, when applicable, text values.
- Loan-level edits will run when **Save and Run Loan Edits** is selected.
- When adding a new loan, Lender Loan Number is a required field.

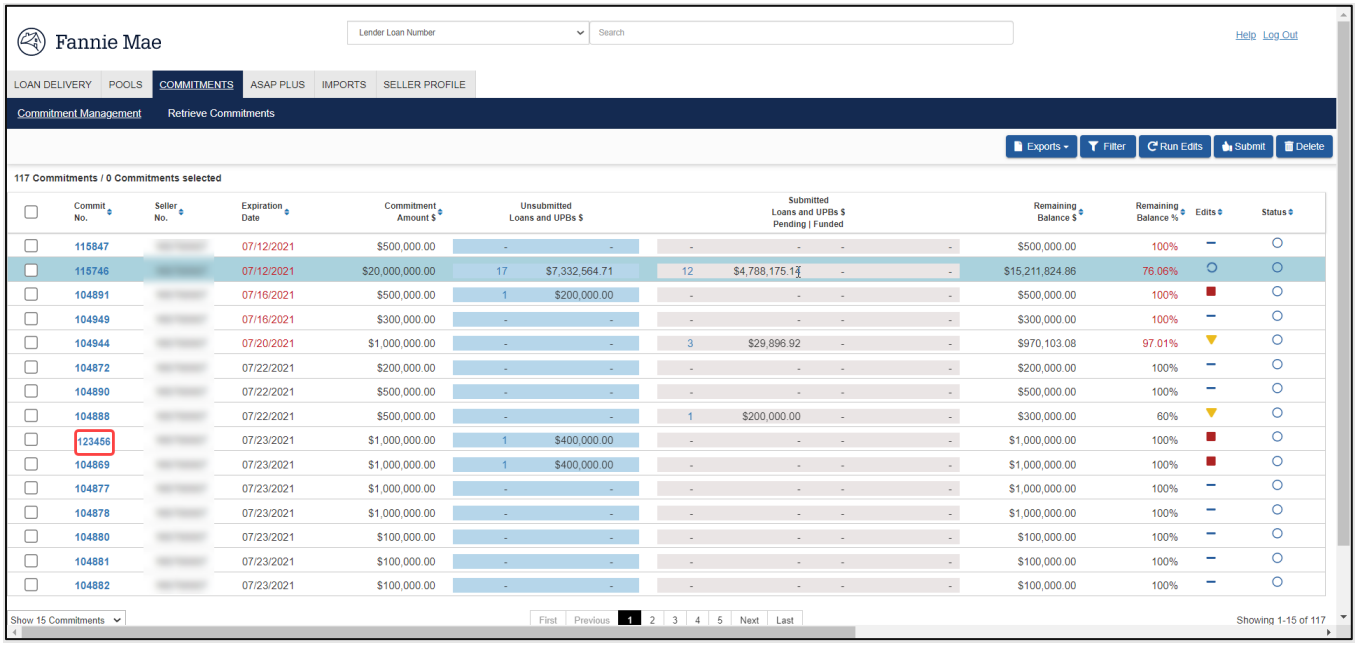
Updating Loan Data

You must resolve any Fatal loan-level errors before submitting your loans to Fannie Mae.

> **NOTE:** *If you submit loans with an unresolved Warning error, Fannie Mae will infer that you have verified the information.*

Follow these steps to update a loan record:

1. From the Commitment Management page, click on the desired commitment number.



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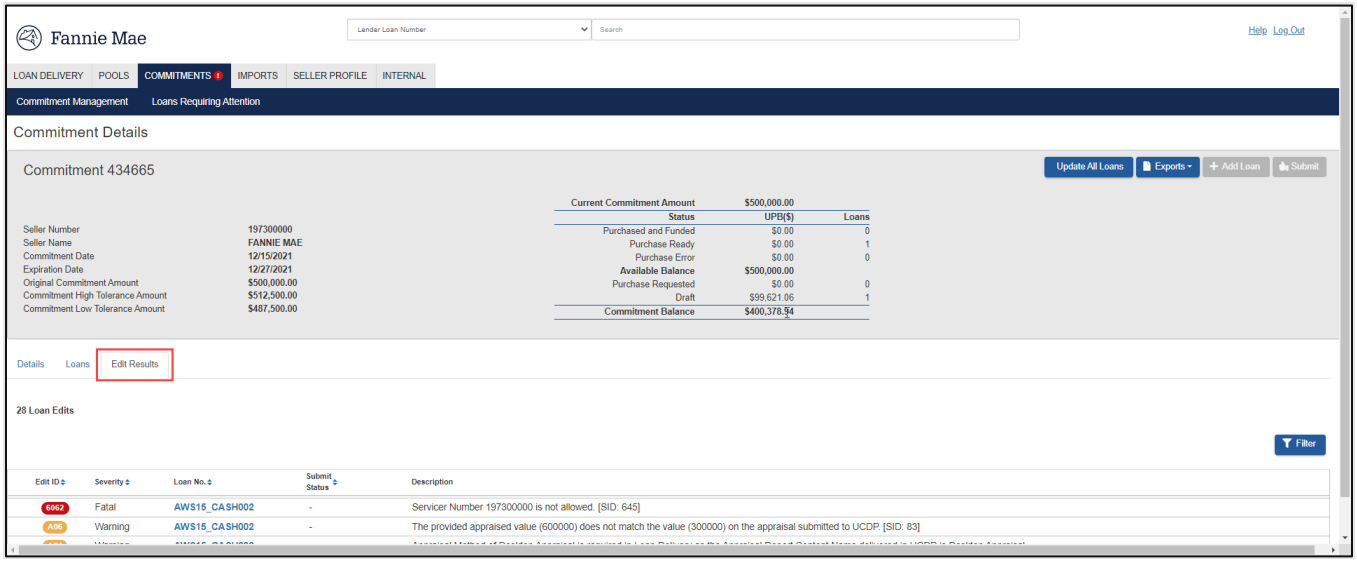
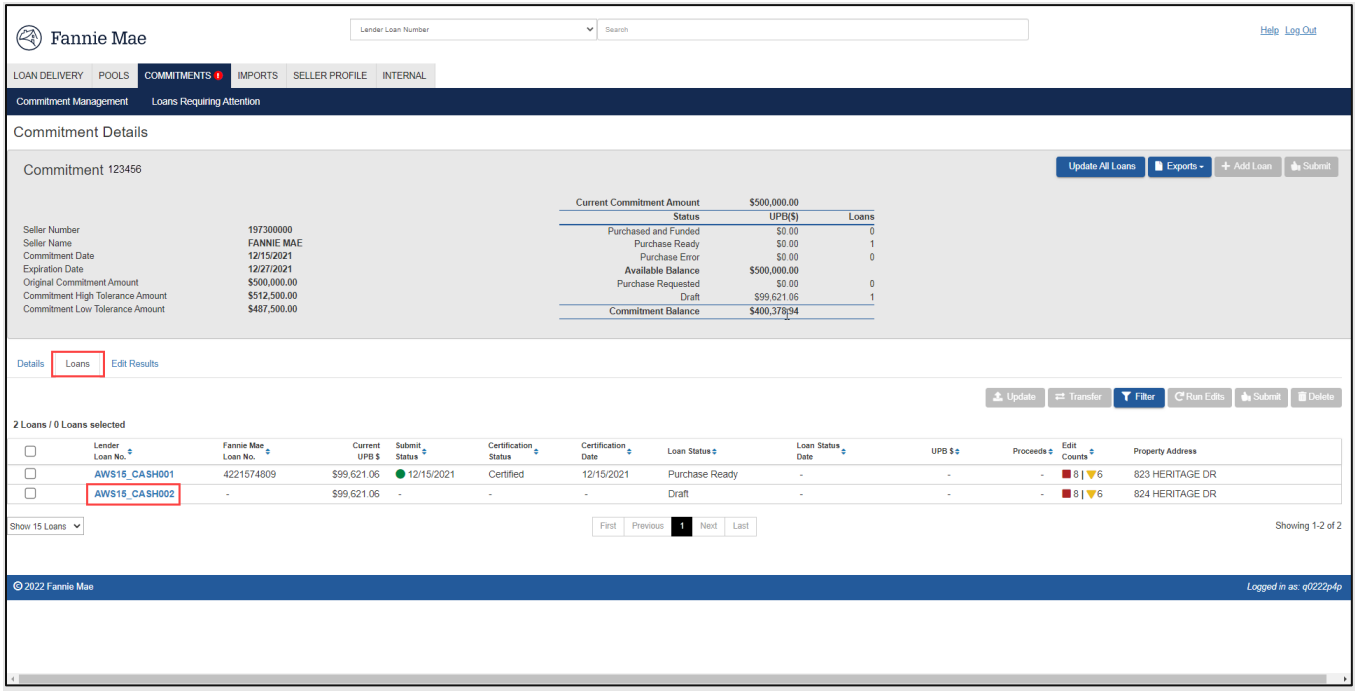
2. From the Commitment Details page, select the Edit Results tab, which displays the complete list of edits for that commitment. Edits will be listed at the highest severity level initially. Click on the column header to change the sort by Edit ID, Severity, Loan Number or Submit Status.

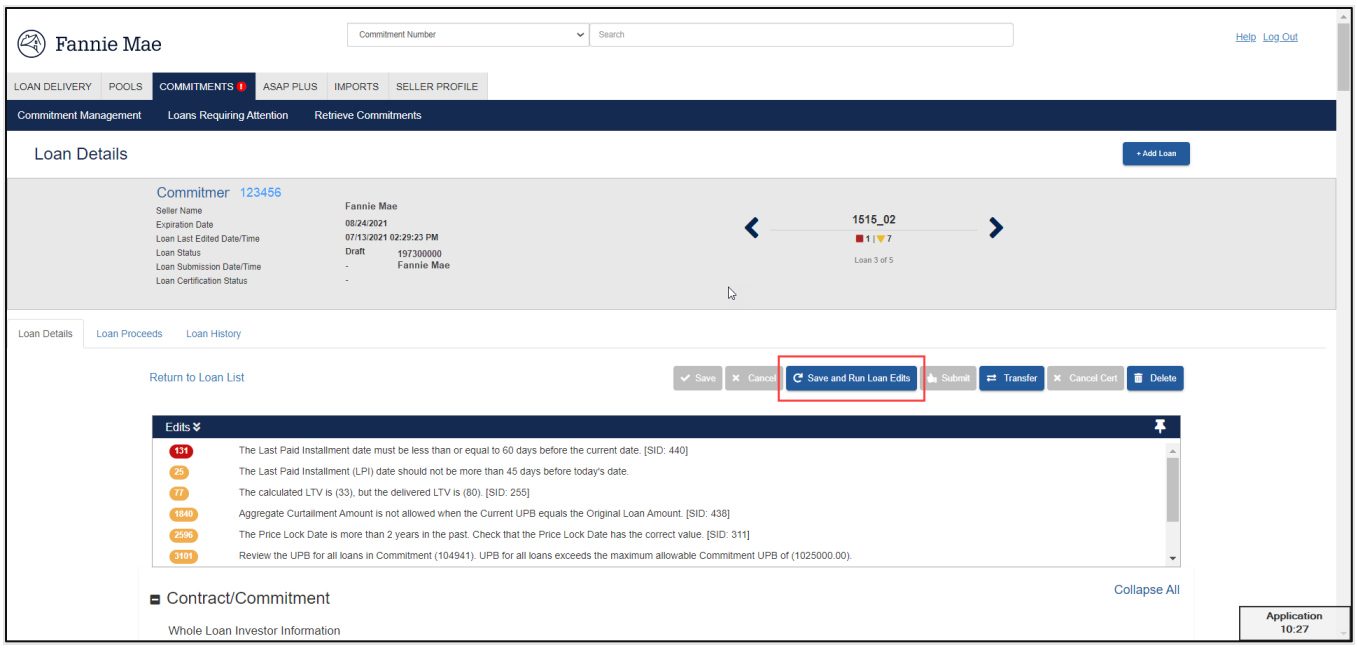


3. You can also select and resolve loans with edits from the Loans tab. From the Commitment Details page, select the Loans tab which will display the loans for that commitment.

4. Click the lender loan number.



5. Loan Delivery displays the Loan Details page, where corrections are to be made. Click **Save and Run** Loan Edits to save your changes.



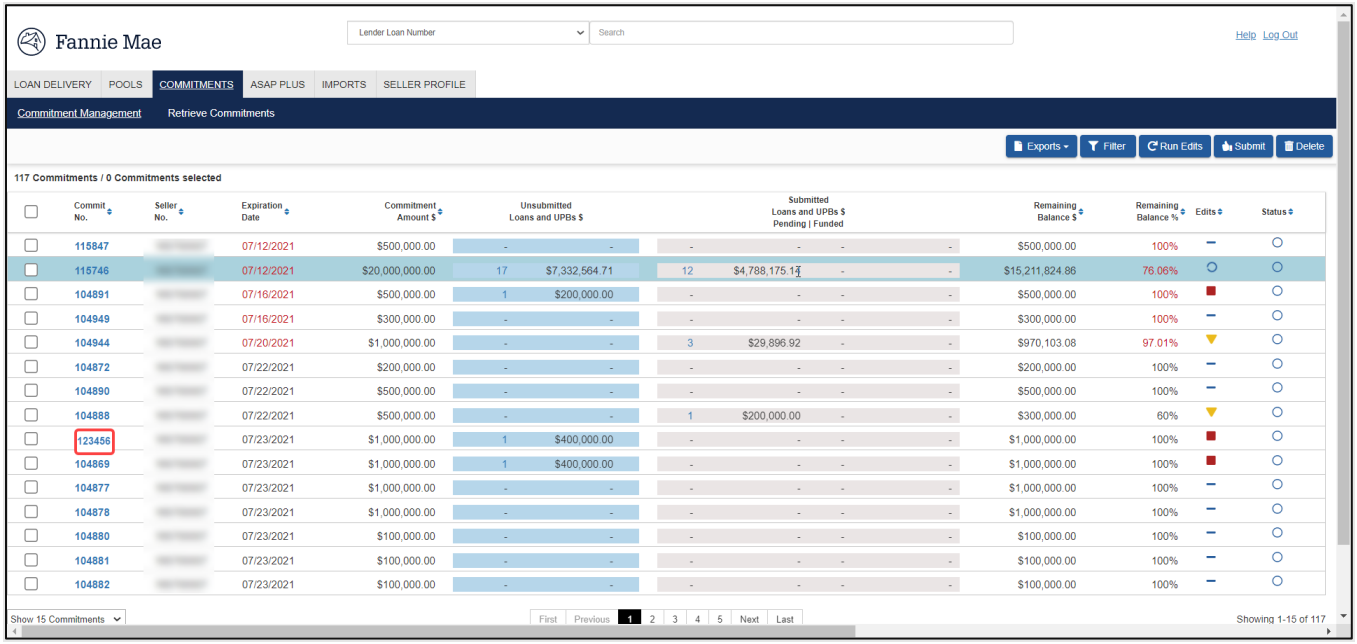
> **NOTE:** *A message will appear stating "Initiating Loan Eligibility." If the edit process identifies errors in the revised loan records, edits will appear in the Edits section.*

6. Continue to make corrections to the loan data until all edits have been resolved.

Deleting Individual Loans from a Commitment

You can delete unsubmitted loans from a commitment. To delete a loan without deleting the associated commitment:

1. From the Commitment Management page, click on the desired commitment number.



2. The Commitment Details page appears. Select the Loans tab to display the list of loans.

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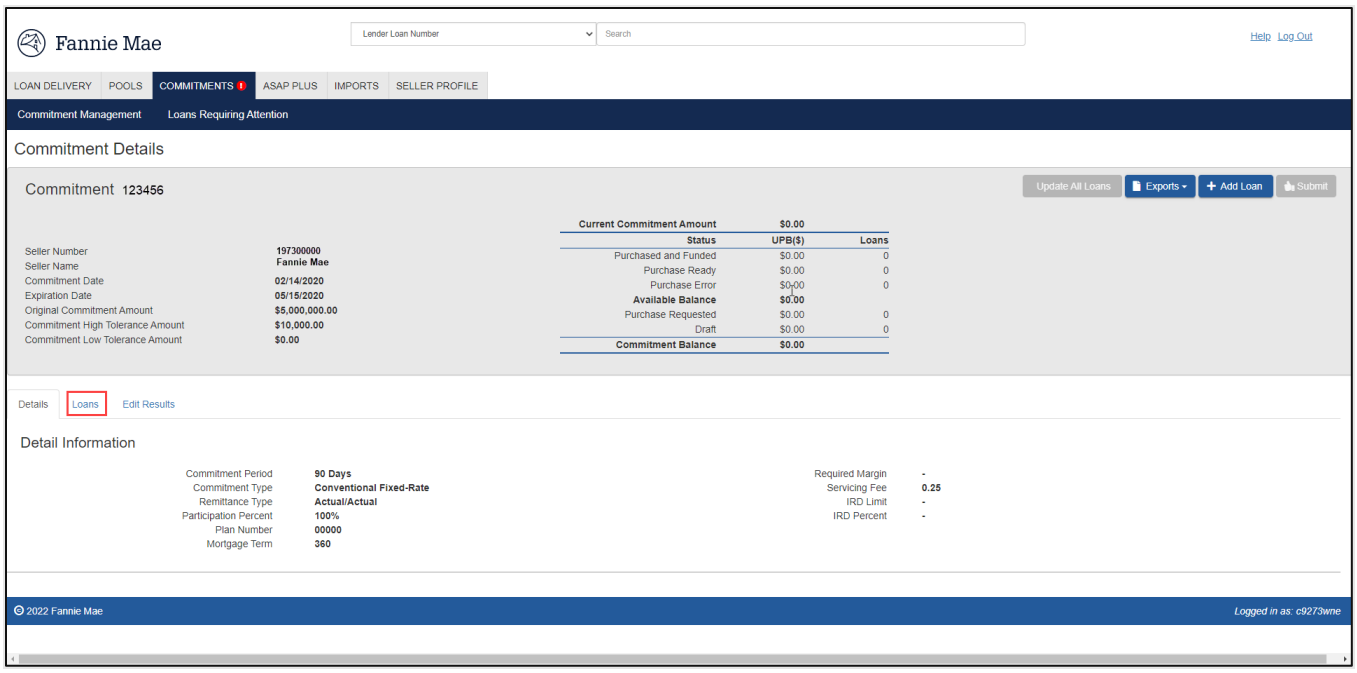
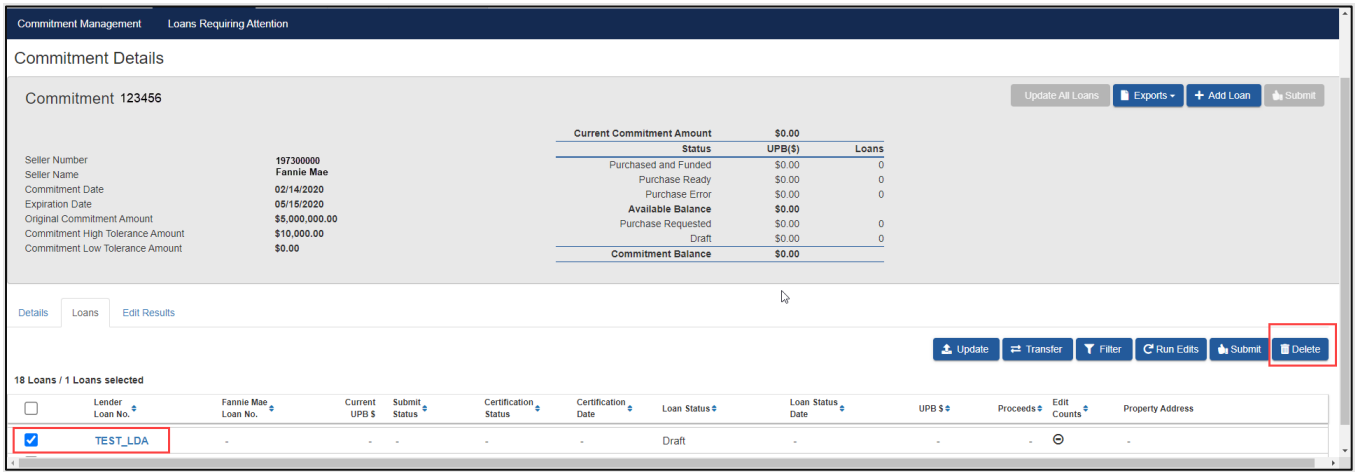
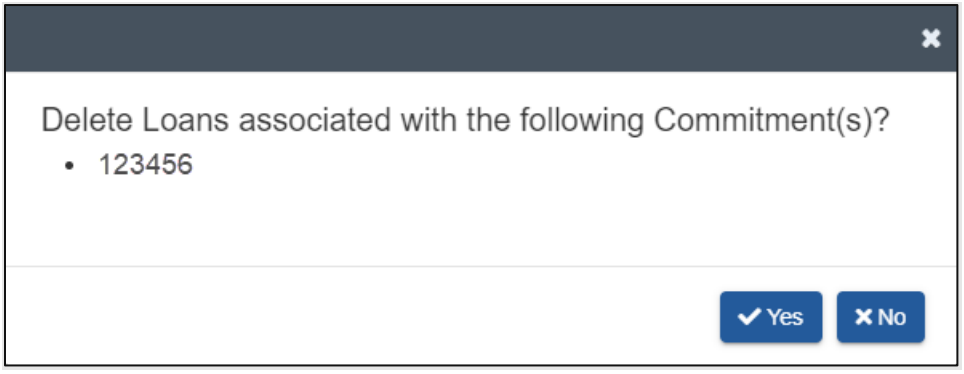


3. Select the check box beside the lender loan number you want to delete, then click **Delete**.



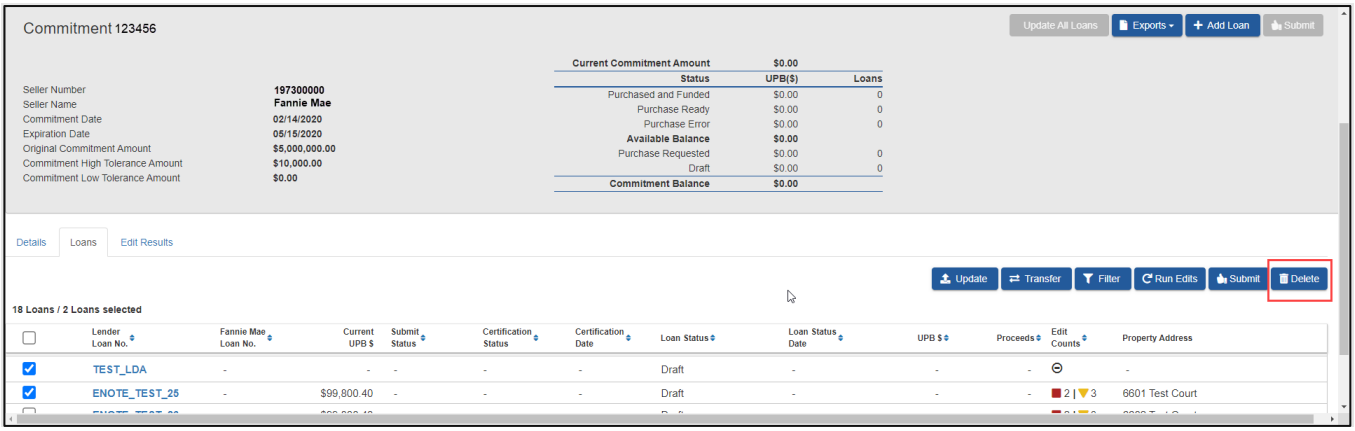
4. The Delete Loans confirmation message displays Click **Yes** to confirm the deletion.



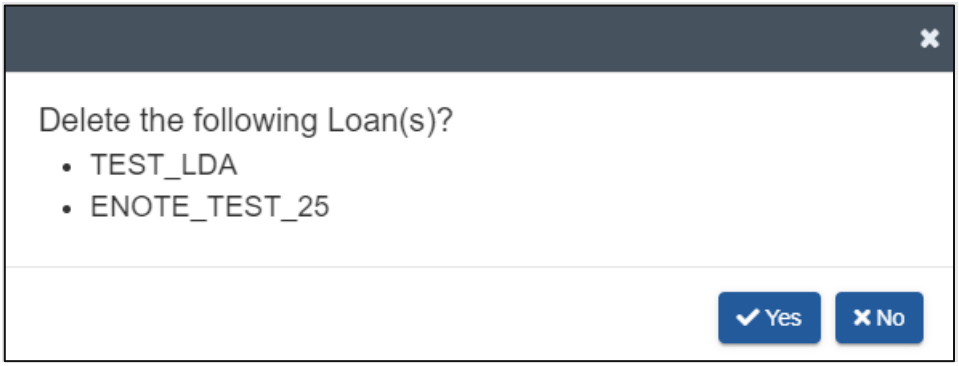
Deleting Multiple Loans from a Commitment

Follow these steps to delete unsubmitted loans from a commitment:

1. From the Commitment Details page, select the box next to the lender loan number for each loan you want to delete and then click **Delete** at the right of the page.



2. The Delete the following Loans confirmation message displays. Click **Yes** to confirm the deletion.



> **NOTE:** *Only unsubmitted loans in Draft status will be deleted. Submitted loans will not be deleted from the commitment.*

Transferring Loans between Commitments

The 'Transfer' function allows lenders to transfer both unsubmitted and submitted loans to another commitment prior to it being purchased.

> **NOTE:** *Transferring loans between execution types (whole loan and MBS) is not allowable. Delete the loan(s) from the system and then re-import the loan(s) to the respective execution type.*

Loans can be transferred from either the Commitment Details page or the Loan Details page. To transfer loans from one commitment to another commitment, follow these steps:

Transferring a loan from the Commitment Details page

1. From the Commitment Details page click on the Loans tab.
2. Select the check box next to the lender loan number.
3. Click the **Transfer** button.

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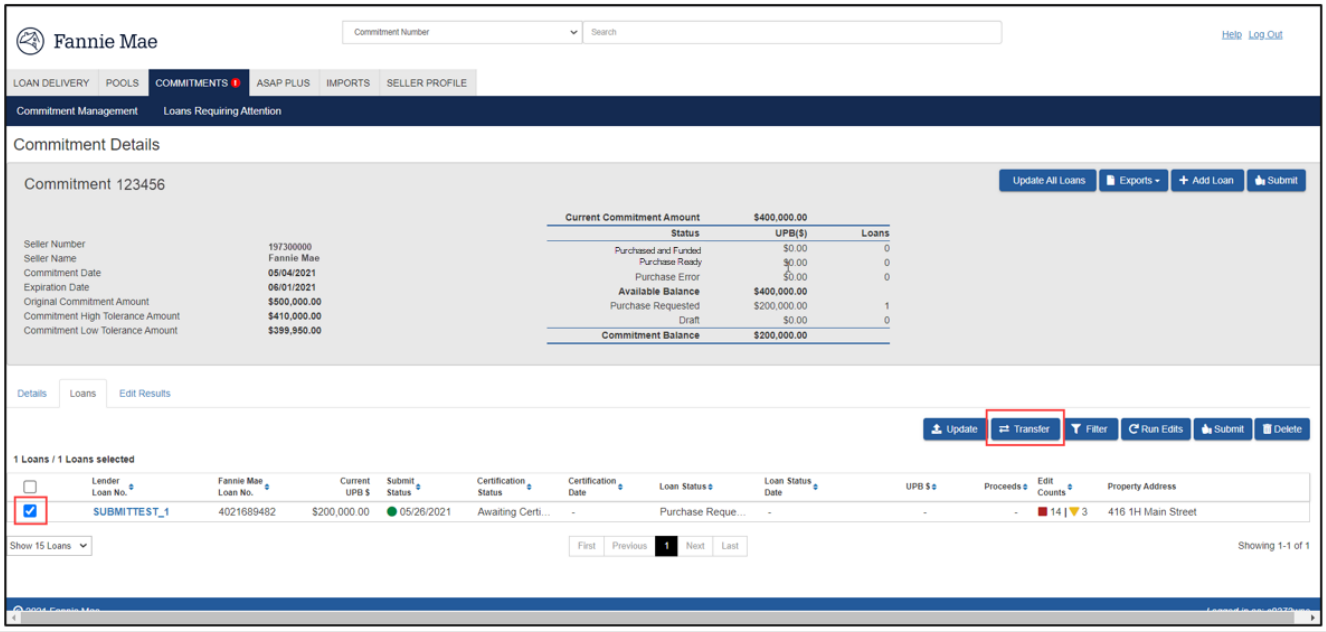
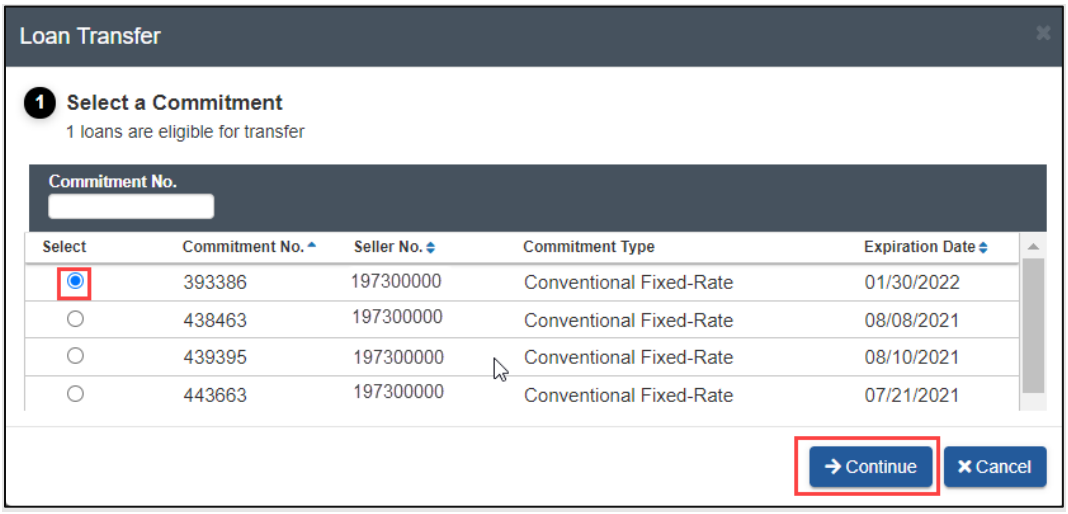


4. The Loan Transfer window displays. Type in the **Commitment No.** to transfer the loan to or **Select** from the available active commitments in the list. Click **Continue**.

> **NOTE:** *Selecting Cancel will end the transfer request.*



5. A confirmation message will display in the Loan Transfer window. Click **Transfer.**

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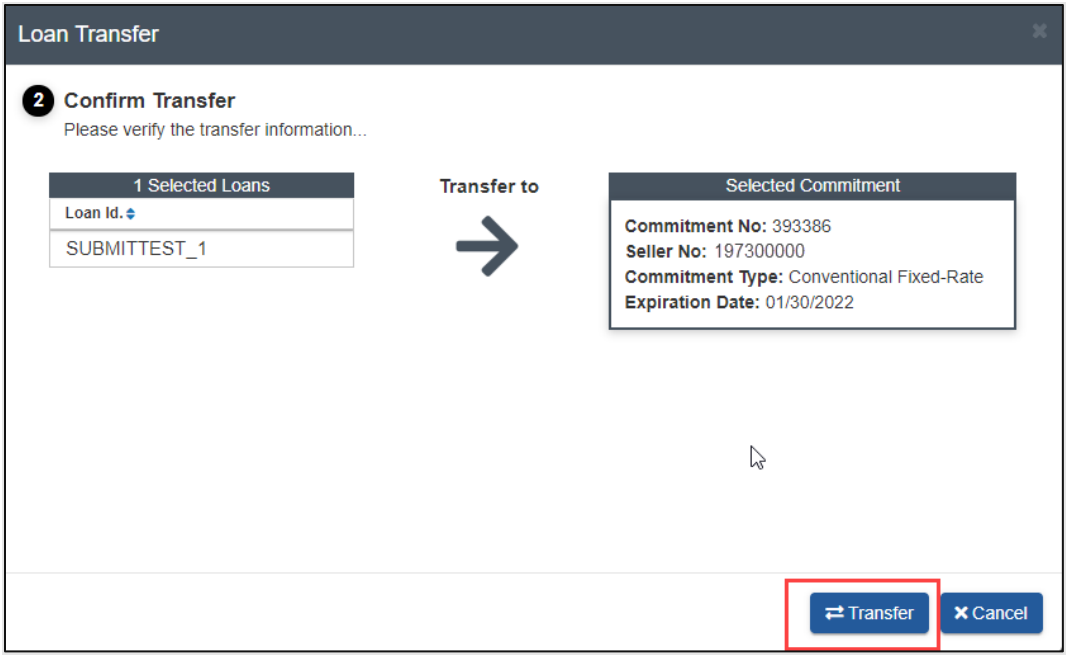
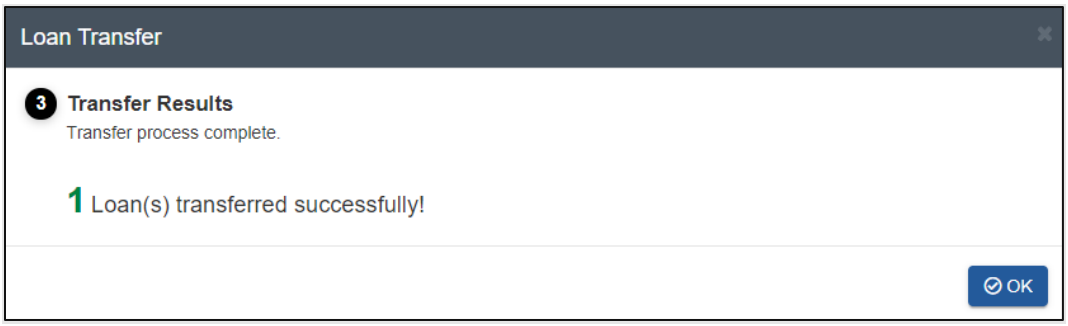


6. A transfer results confirmation message will display. Select **OK** to return to the commitment.



> **NOTE:** *Once the transfer is complete, Loan Delivery returns to the Commitment Details page of the original commitment with the updated number of loans remaining in the commitment. Navigate to the commitment where the loan was transferred using the search menu or navigating to the commitment via the Commitment Management page.*

Transferring a loan from the Loan Details page

1. From the Commitment Details page click on the Loans tab and select the lender loan number.

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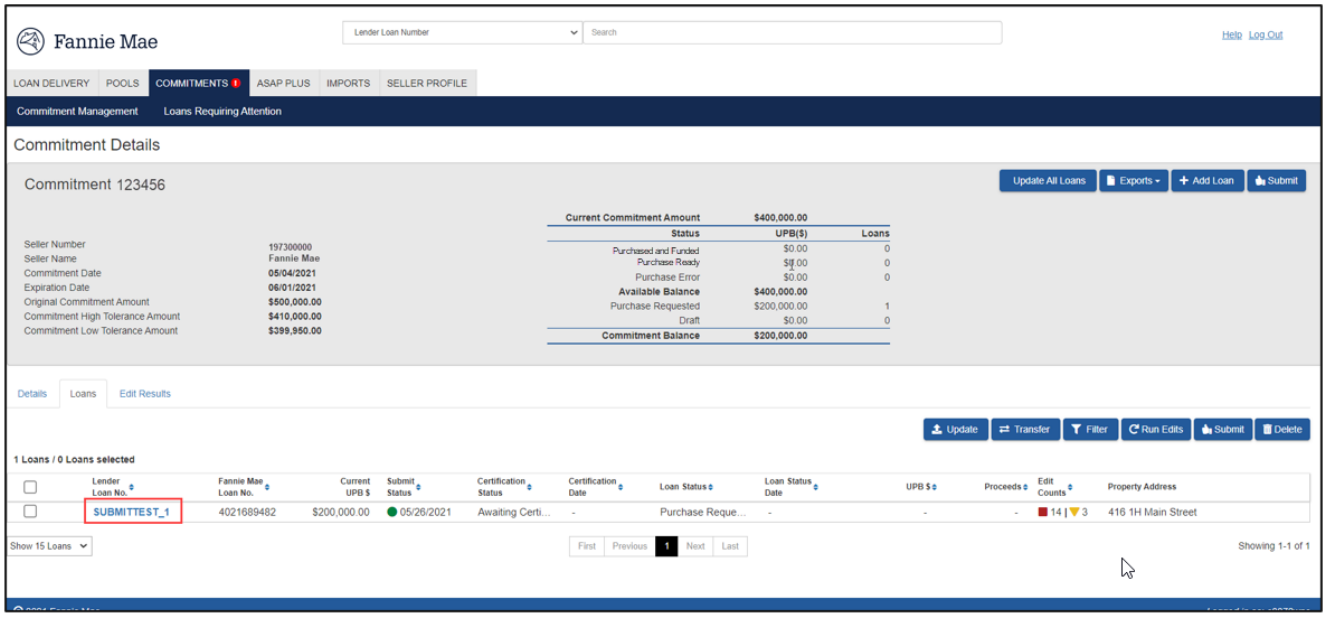
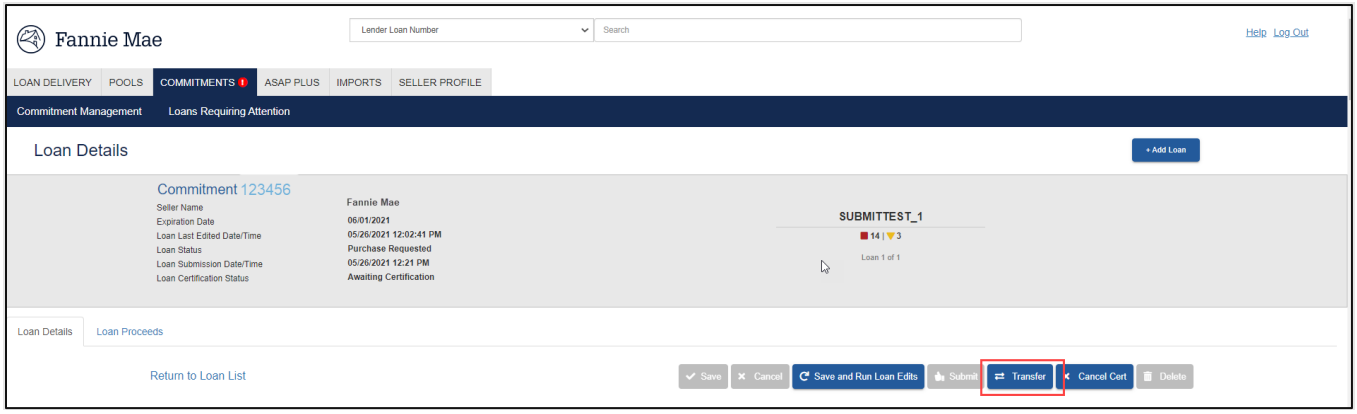
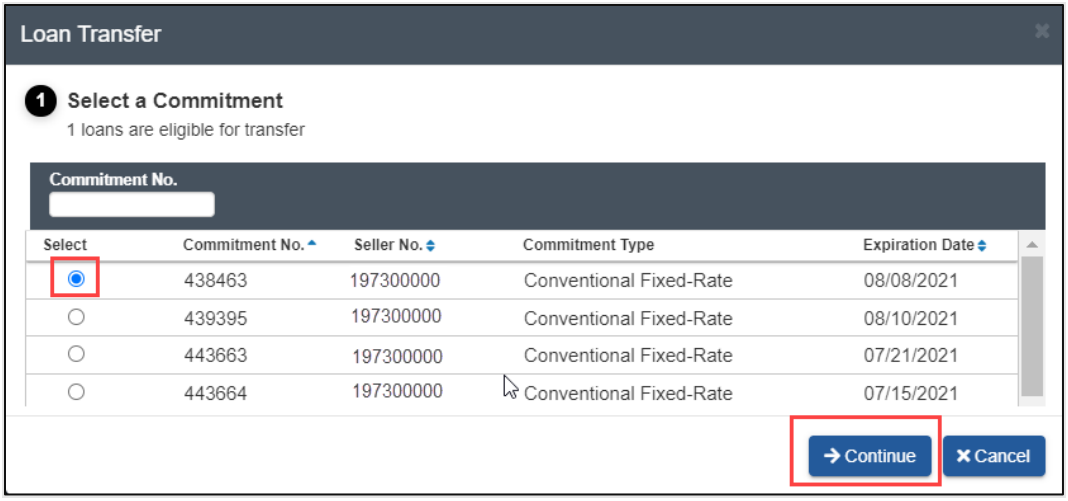


2. On the Loan Details page click the **Transfer** button from the button options on the right.

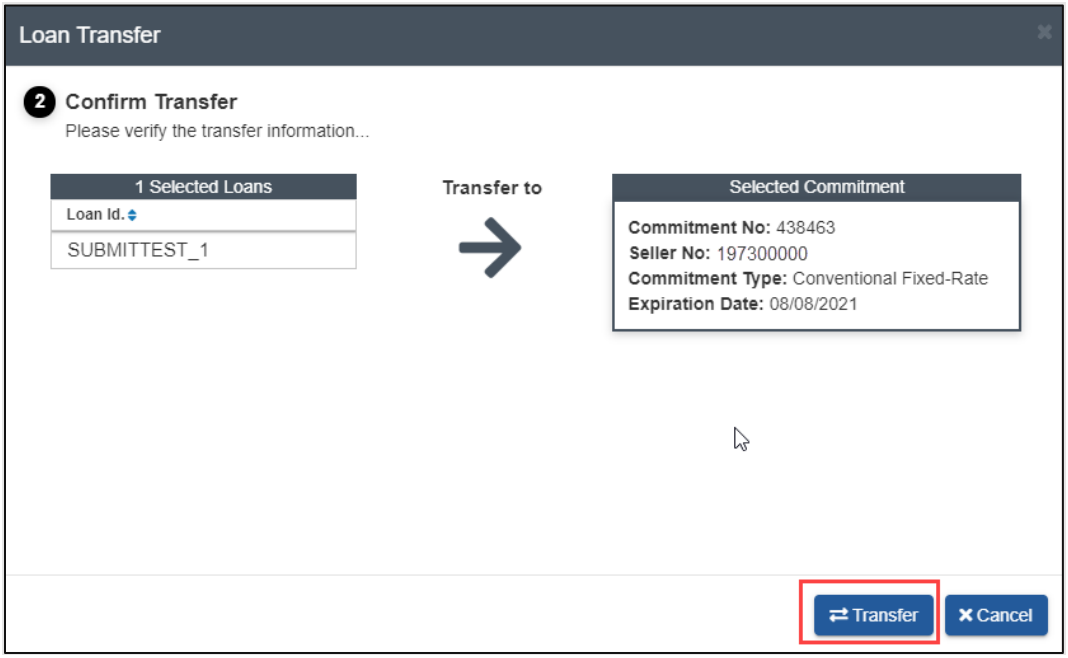


3. The Loan Transfer window displays. Type in the **Commitment No.** to transfer the loan to or **Select** from the available active commitments in the list. Click **Continue**.

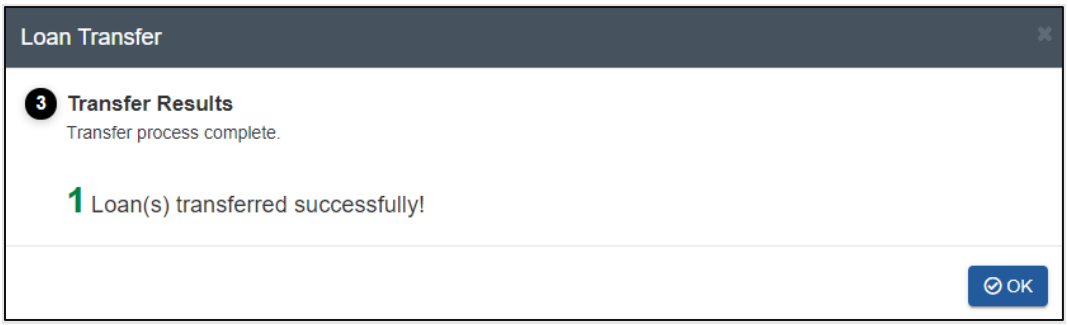
> **NOTE:** *Selecting Cancel will end the transfer request.*



4. A confirmation message will display in the Loan Transfer window. Click **Transfer**



5. A transfer results confirmation message will display. Select **OK** to return to the commitment.



Assigning a Wire Nickname (Payee Code) at the Loan Level

Different Wire Nicknames can be assigned to individual loans within a commitment. To assign (or reassign) a Wire Nickname for an individual loan, follow these steps:

1. From the Commitment Management page, click the commitment number containing the loan to assign a Wire Nickname.

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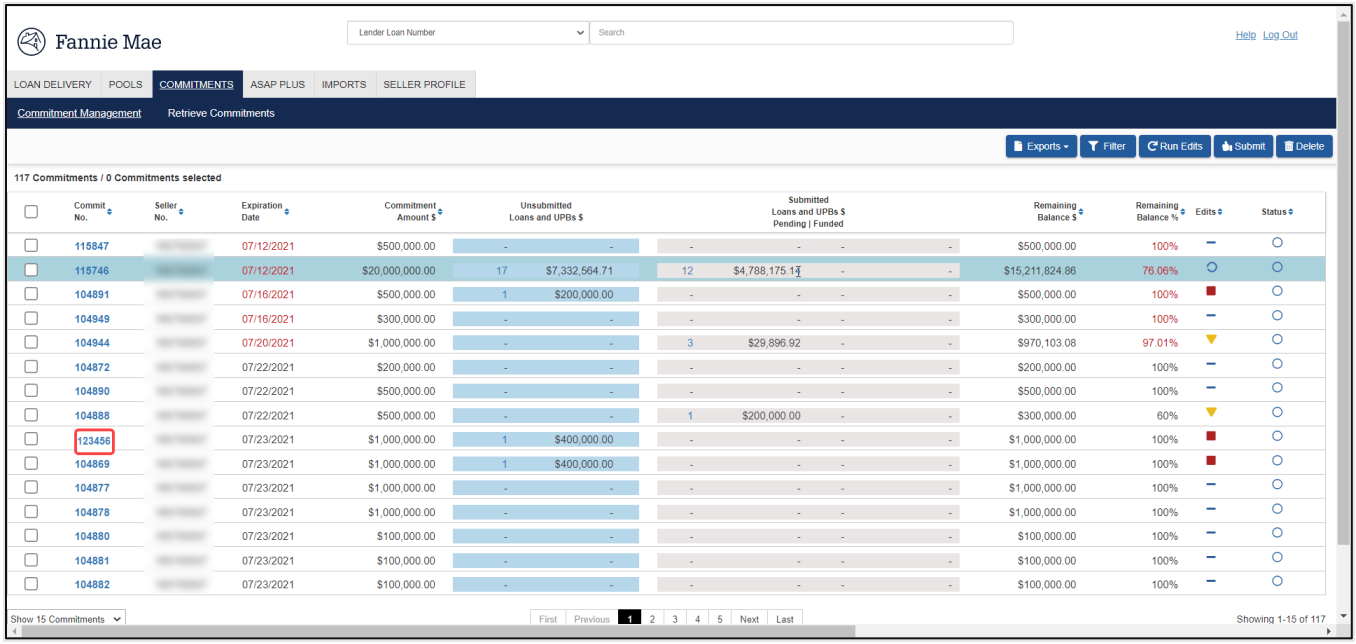
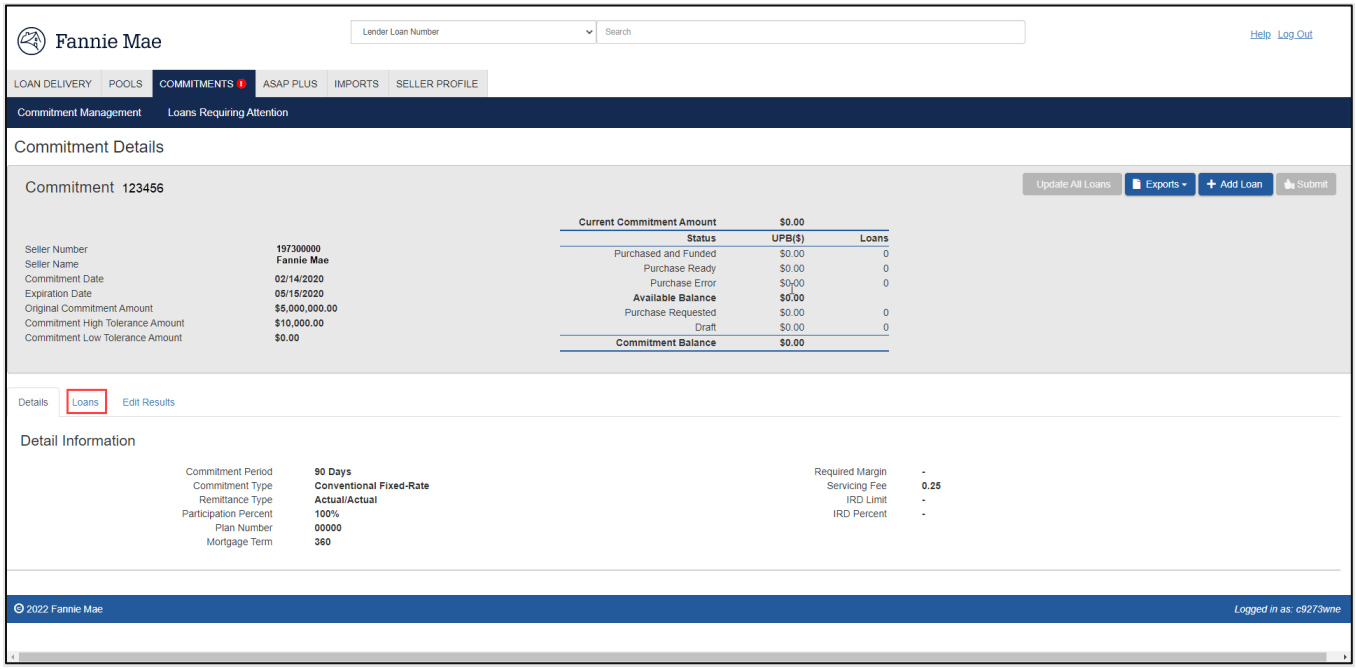
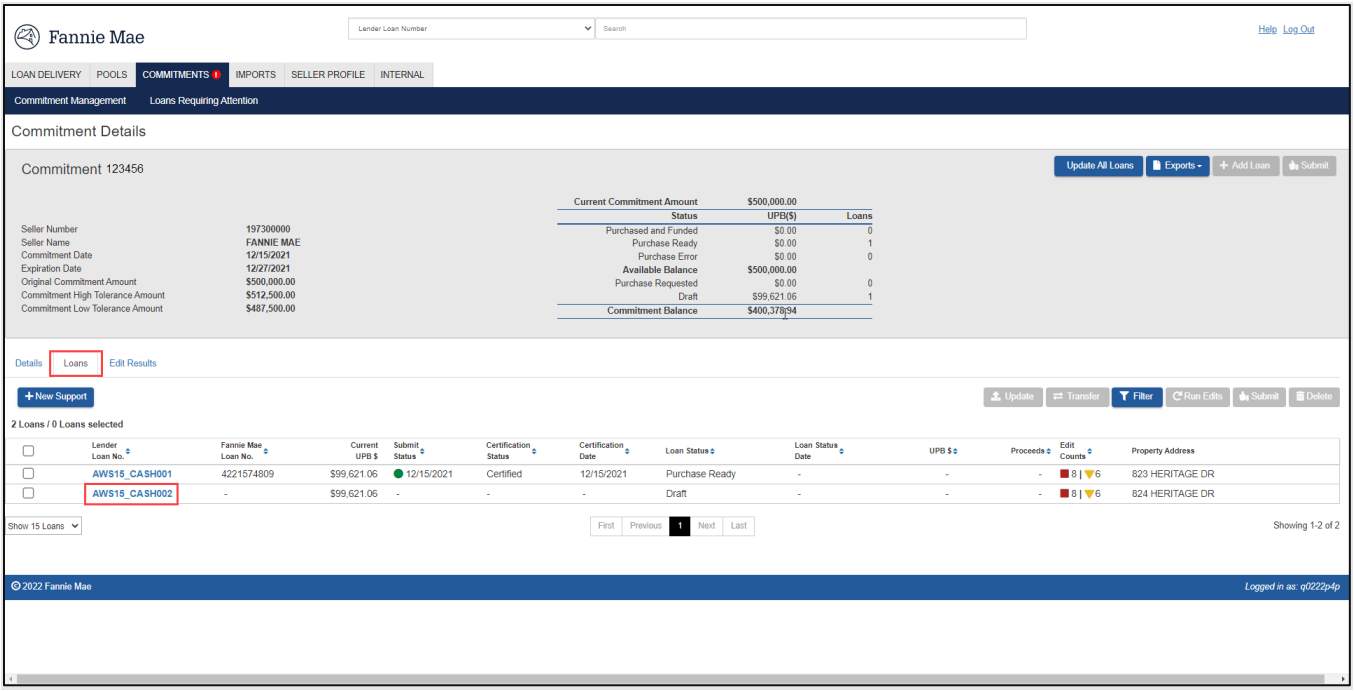


2. The Commitment Details page is displayed. Select the Loans tab to display the list of loans.

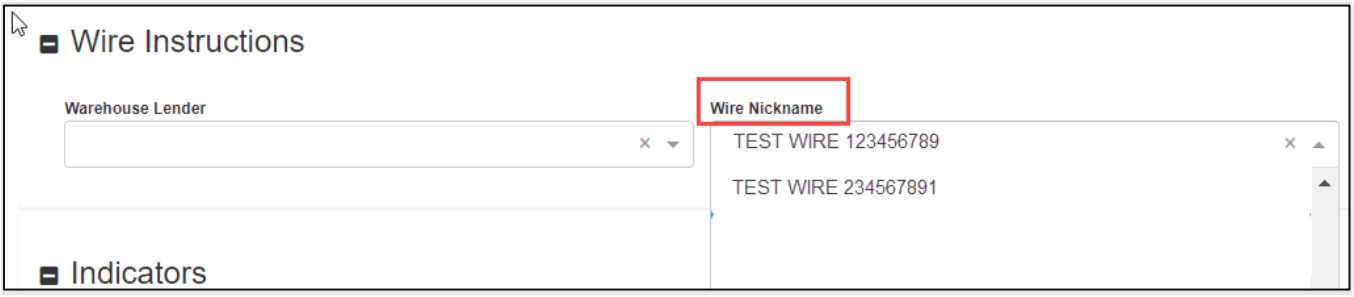


3. The Loans list is displayed. Click on the desired lender loan lumber.



The Loan Details page is displayed.

4. Select the desired wire nickname from the Wire Nickname drop-down feature, then click Save and Run Loan Edits.



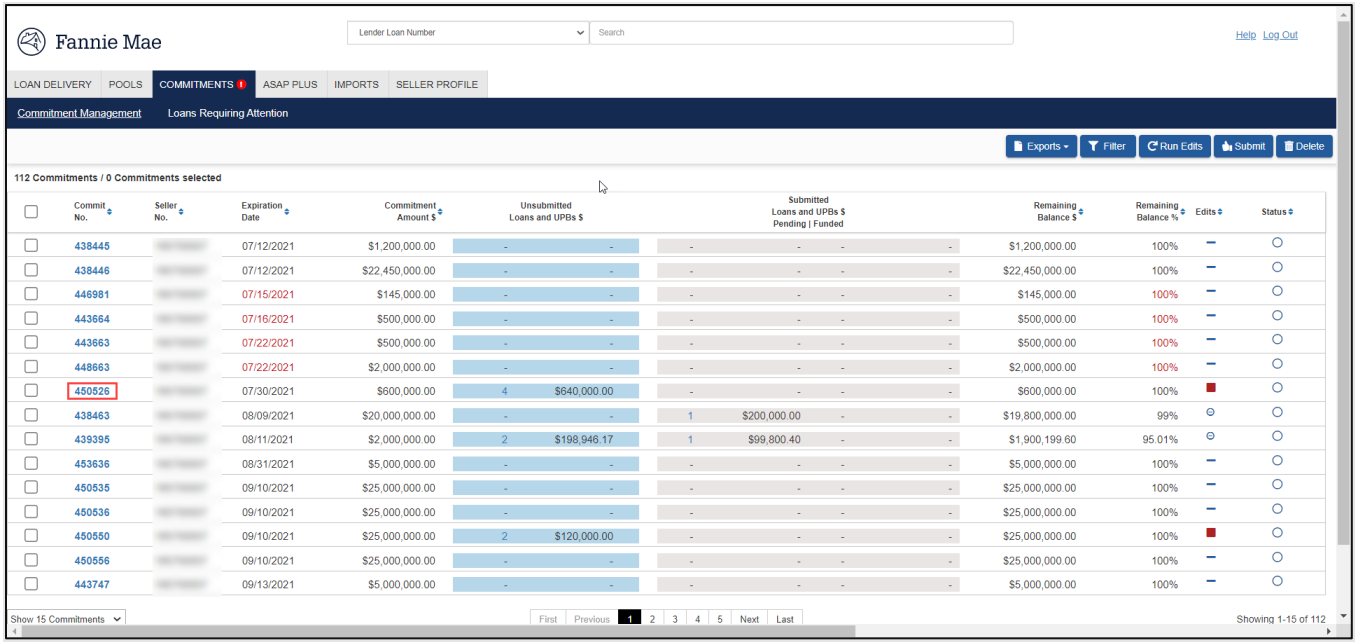
> **NOTE:** *If a wire nickname is associated with a warehouse lender, select the respective warehouse lender and update the 'Warehouse Lender' indicator to Yes.*

Update All Loans within a Commitment (Global Update)

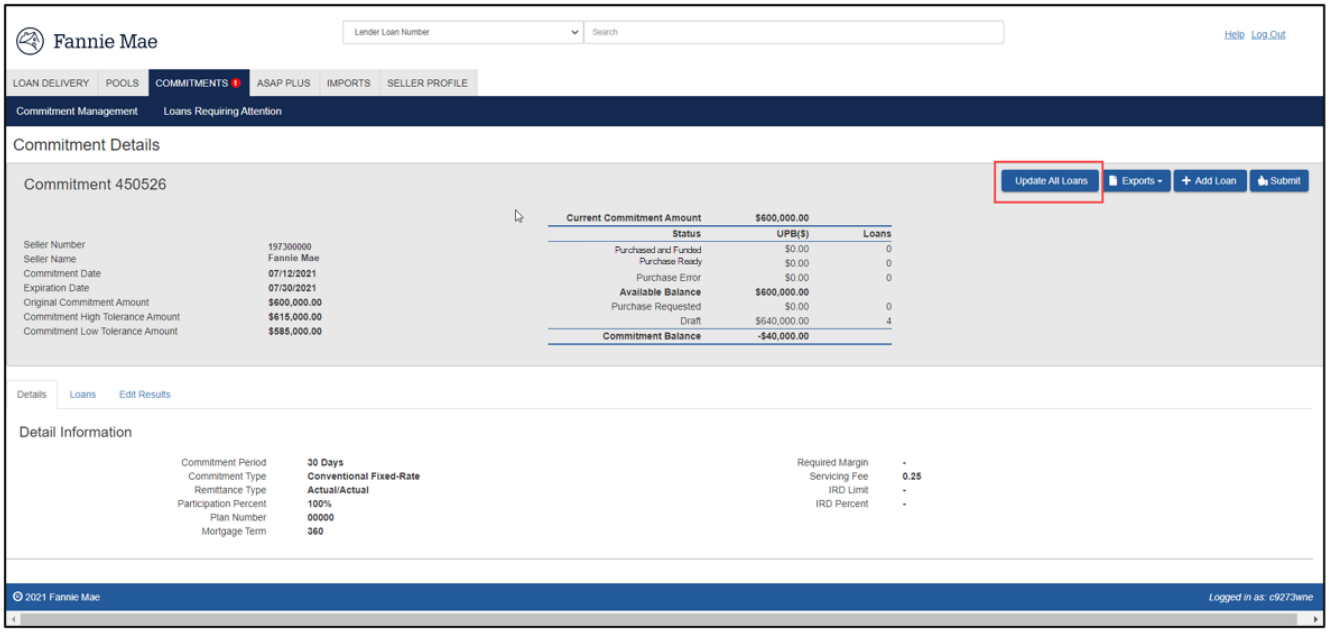
You can use the Update All Loans feature on the Commitment Details page to update various data points for all the loans within a commitment.

To perform an update for all loans in a commitment, follow these steps:

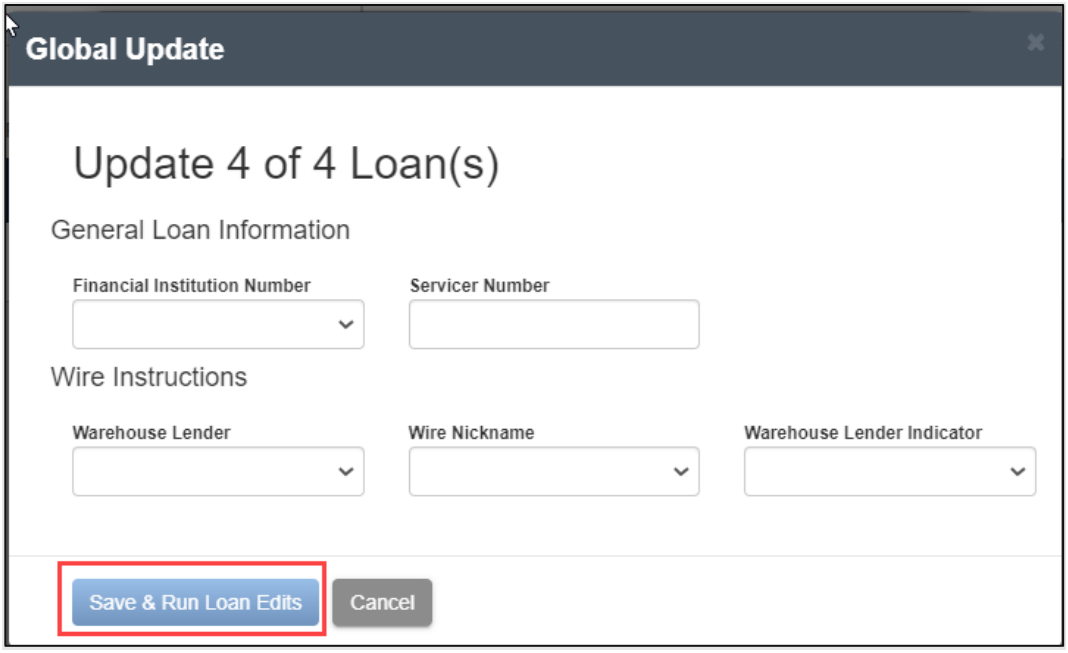
1. From the Commitment Management page, click on the commitment number to be updated.



2. The Commitment Details page is displayed. Click **Update All Loans**.



3. The Update Loans page is displayed. The following are the applicable fields that can be updated.
   - Financial Institution Number
   - Servicer Number
   - Warehouse Lender
   - Wire Nickname
   - Warehouse Lender Indicator

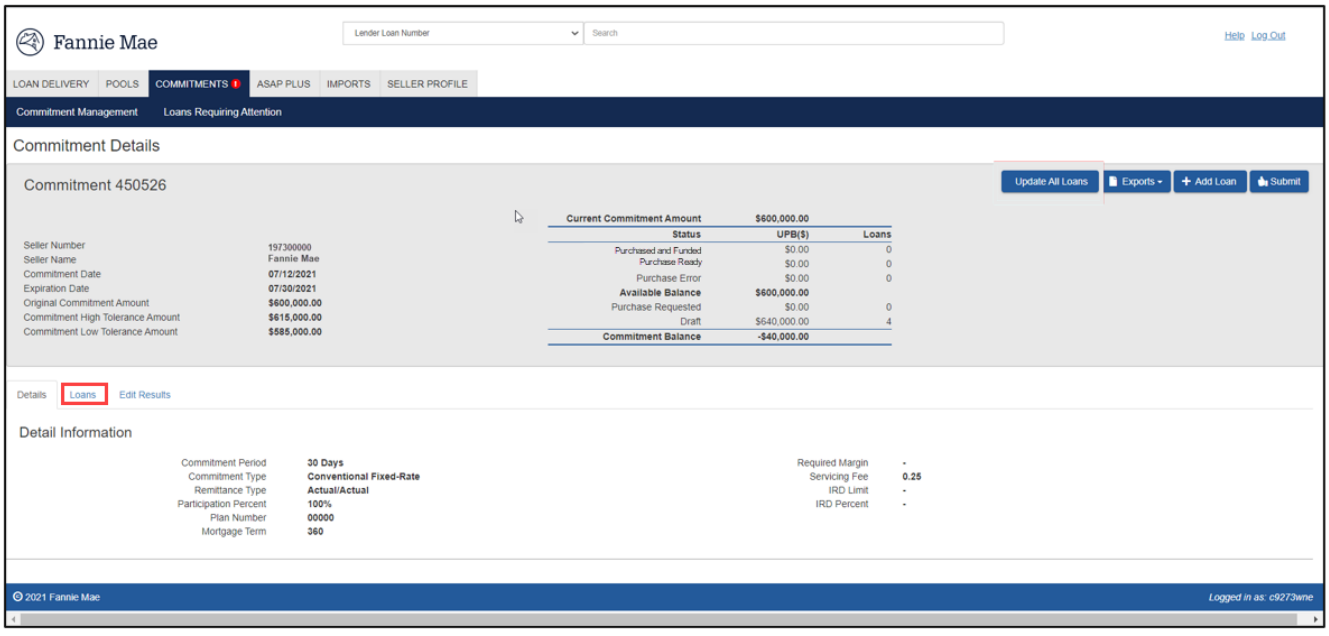


4. Make the necessary updates and then click **Save and Run Loan Edits**. If you want to cancel this process, click **Cancel Updates**.

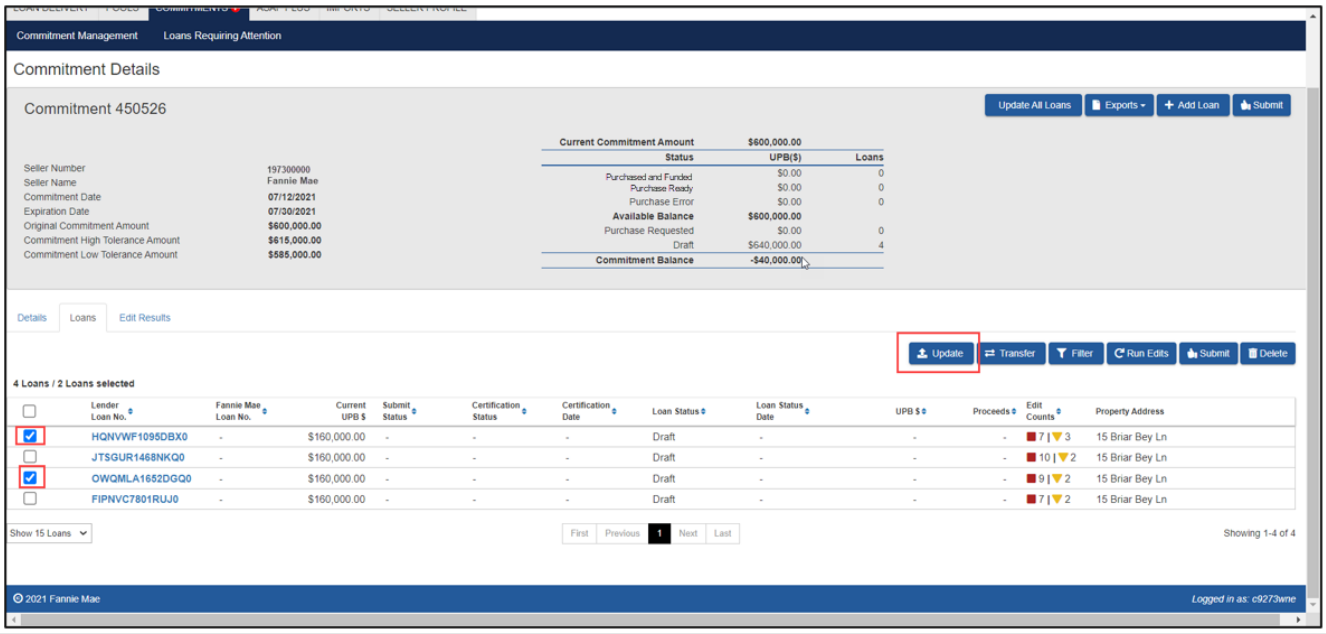
Update Specific Loans within a Commitment

To perform an update of specific loans within a commitment, follow these steps:

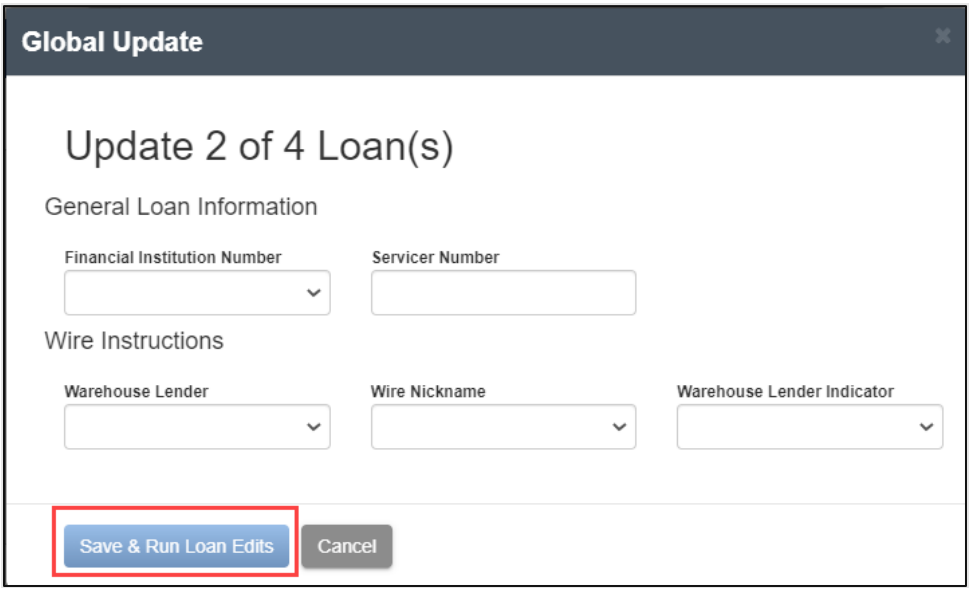
1. From the Commitment Details page, select the Loans tab to display the list of loans.



2. Select the check box beside the lender loan number of the loan(s) to select, then click **Update**.



3. The Update Loans page is displayed. The following are the applicable fields that can be updated.
    - Financial Institution Number
    - Servicer Number
    - Warehouse Lender
    - Wire Nickname
    - Warehouse Lender Indicator



4. Make the necessary updates and then click **Save and Run Loan Edits**. If you want to cancel this process, click **Cancel Updates**.

Submitting Whole Loan Commitments to Fannie Mae

Loans entered into a whole loan commitment may be submitted to Fannie Mae. This task can be initiated at the commitment or loan levels. Before you submit loans for processing ensure that no Fatal errors remain. The edit status of all loans in the commitment must either be “Passed” or “Warning”.

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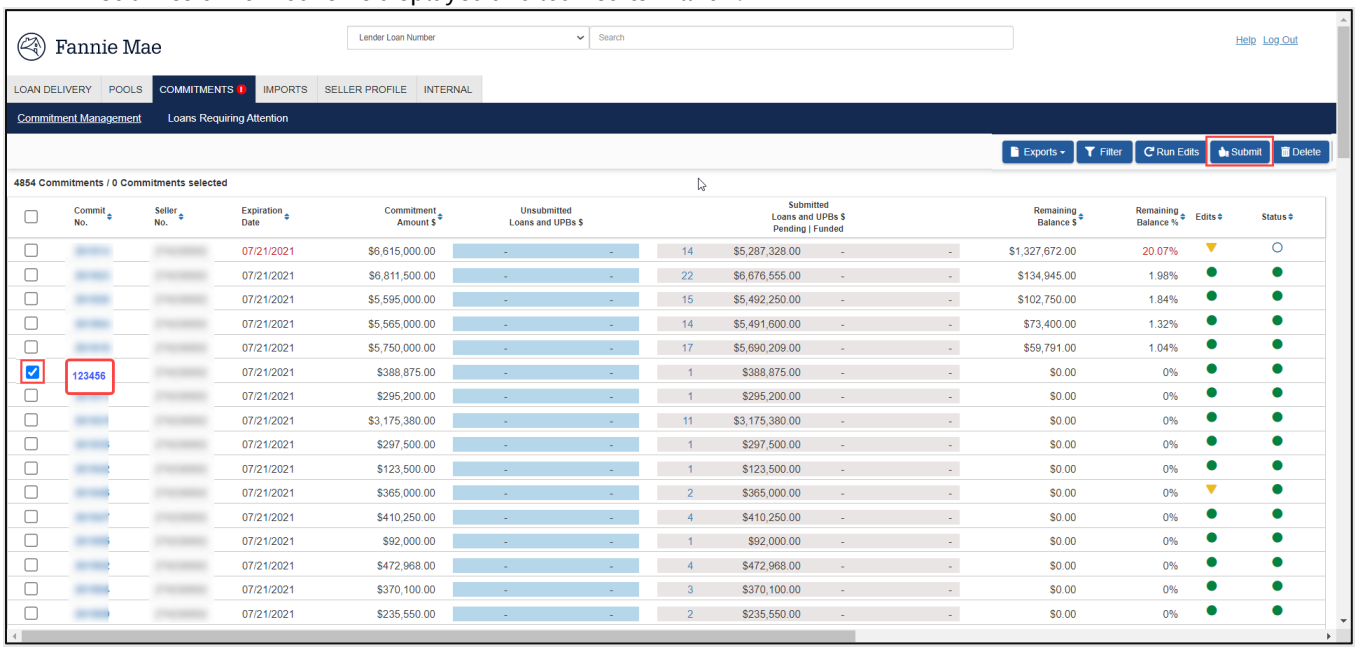
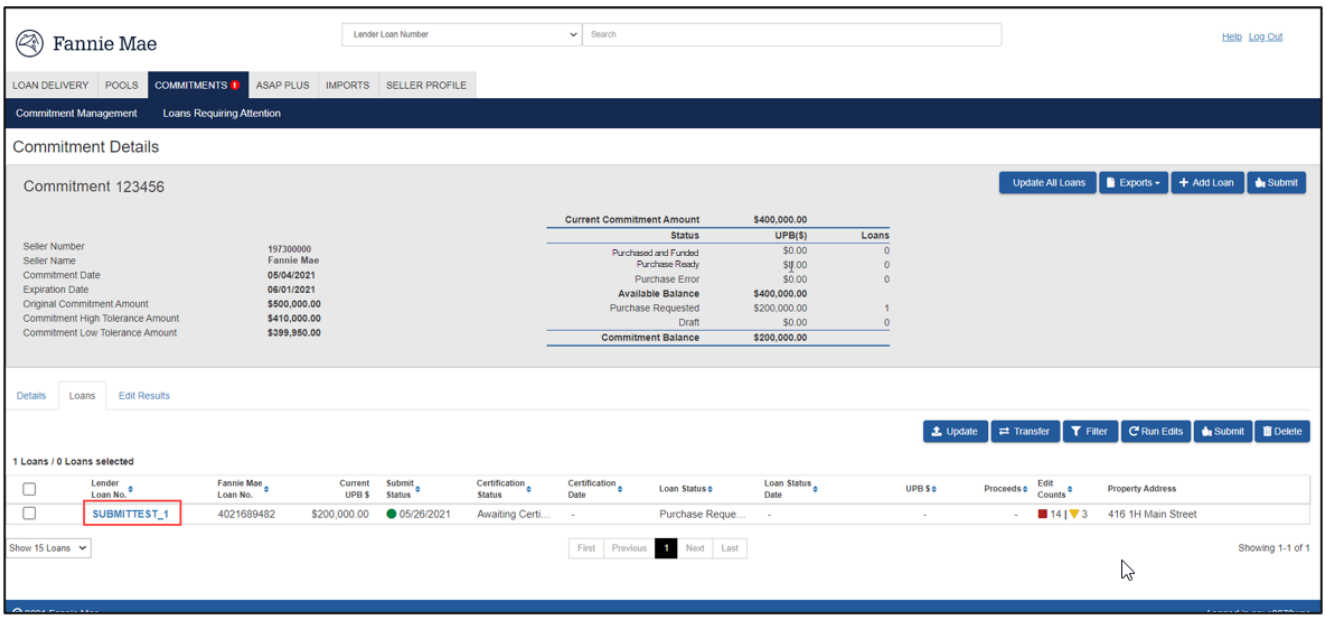
To Submit a Loan to Fannie Mae

From the Commitment Management page,

1. Check the box beside the commitment number(s) you want to submit and click **Submit**. A message of "Initiating Submission for Loans" is displayed and loan edits will run.



2. The eligible loan is submitted successfully and is assigned a Fannie Mae Loan Number.



The Commitment Management page displays a message confirming the submission and displays updated information (Loans Submitted, Remaining Commitment Balance, etc.) for the submitted commitments. The submission status on the Loan List page is also updated with the date and time of submission for each loan submitted. The certification status changes to Awaiting Certification and the loan status is updated from Draft to Purchase Requested.

> **NOTE:** *Refer to the Loan Status section of the guide for additional information. The loan status will be displayed on the Loans Requiring Attention page and on the loans tab of the Commitment Details page. On the loans tab, a status of 'Awaiting Certification' will be displayed on submitted loans pending certification by the custodian.*

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If the loan data is not successfully submitted, you will receive a message with details about why the submission was unsuccessful.

> **NOTE:** *Loan Delivery offers additional options for submitting one or more loans in the commitment to Fannie Mae from the Commitment Details or Loan Details pages by clicking* ***Submit****.*
>
> **NOTE:** *An error message will be displayed if a loan contains an invalid Submit or Edit status.*

Correcting a Submitted Whole Loan

On occasion, you may need to make a correction to a whole loan in Loan Delivery that was already submitted to Fannie Mae. Users may update non-certifiable fields directly in Loan Delivery up until a loan is in Purchase Ready status. For updates to certifiable fields, such as a correction to a warehouse lender or removal of a warehouse lender, users should use the Cancel Certification function:

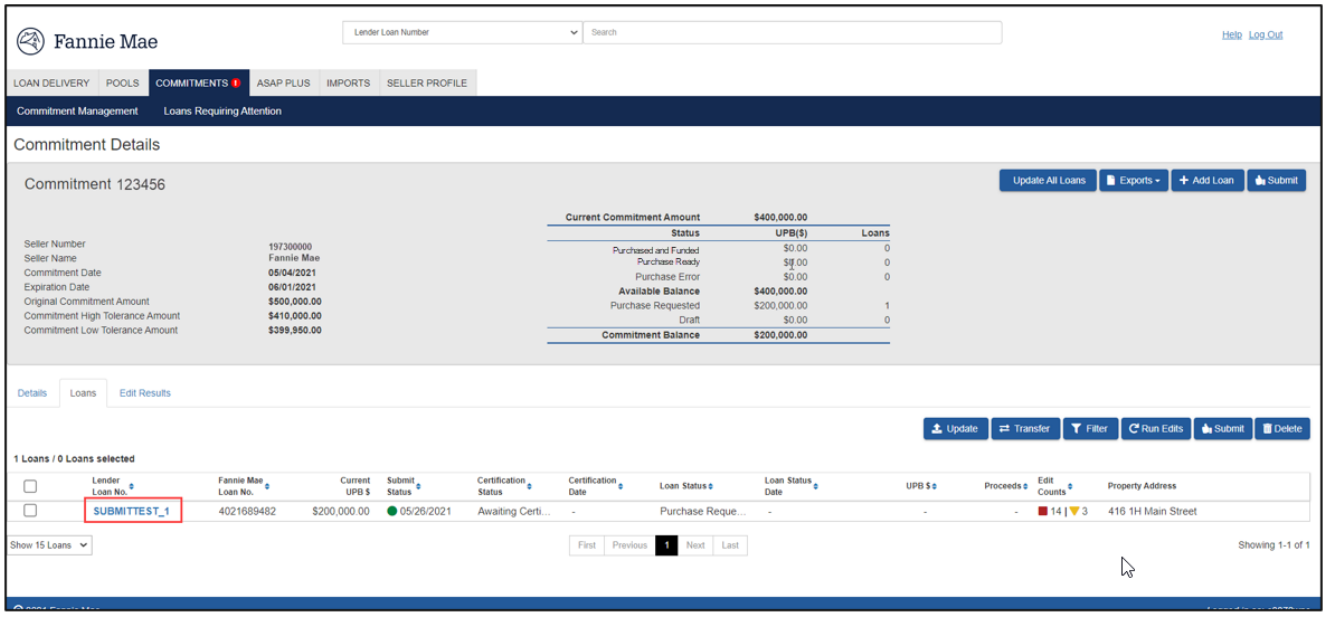
Cancel Certification

The Cancel Certification function allows lenders to revert a loan to Draft/Unsubmitted status allowing changes to be made to the loan. Previously, a lender would have had to contact Fannie Mae's Acquisition Operations team and request the loan be rejected and approved for resubmission. Cancelling certification will remove the loan from the custodian's queue of loans to be certified. Any changes can then be made to the loan, and the loan can be resubmitted, if necessary.

> **NOTE:** *If a loan has been certified, selecting the 'Cancel Cert' button removes the certification status and the loan will need to be recertified, if resubmitted. Alternatively, lenders can transfer a loan to a different commitment and retain the certification status.*
>
> **NOTE:** *Cancel Certification is not available for ASAP+ loans at the initial funding request or at redelivery into a commitment. Follow the current process of contacting the Early Funding desk to request to cancel funding or shutdown of an ASAP+ loan.*
>
> **NOTE:** *Cancel Certification is not available once a loan is in Purchase Ready status.*

Follow these steps to cancel certification on a loan:

1. From the Commitment Details page on the Loans tab, select the lender loan number.



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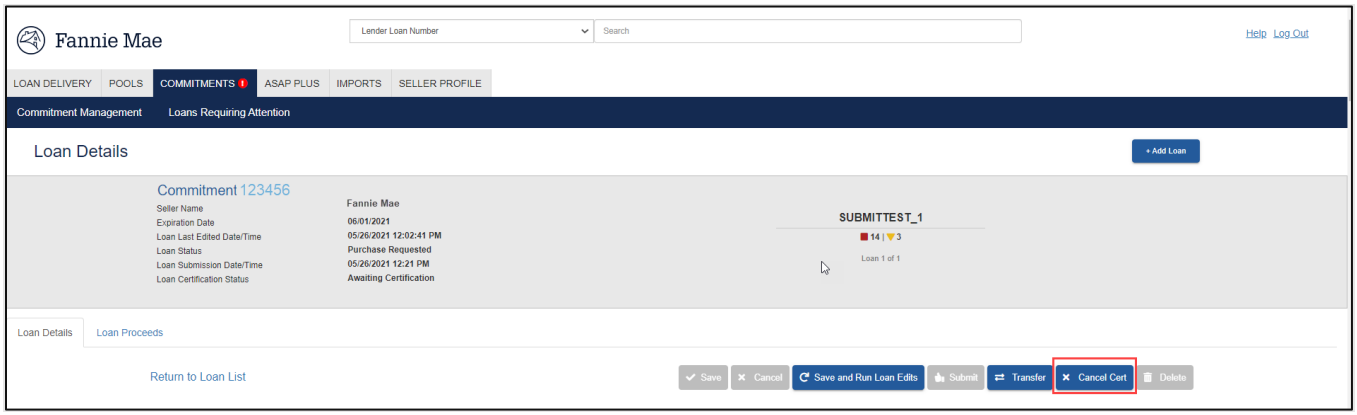
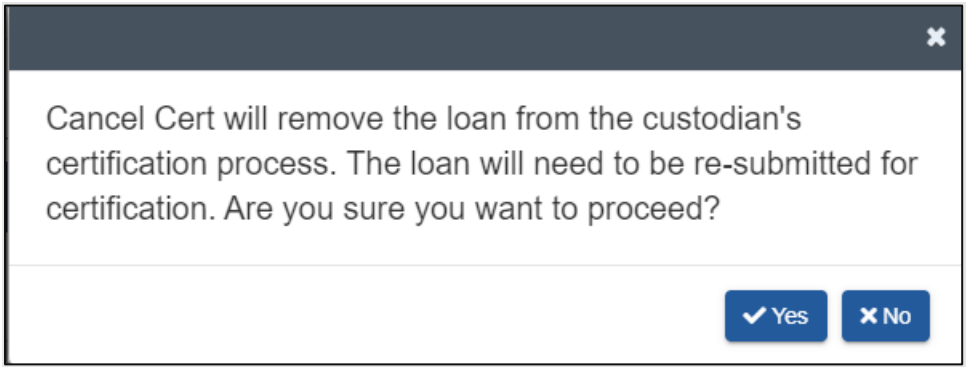
2. On the Loan Details page, select the **Cancel Cert** button from the button options on the right.



3. A Cancel Cert message will display. Select **Yes** to remove the loan from the custodian's queue.

> **NOTE:** *Selecting **No** will cancel the request.*



The loan will revert to Draft status and the certification status will be blank.

Deleting a Submitted Whole Loan

On occasion, you may need to delete a loan in Loan Delivery that was already submitted to Fannie Mae. Users should reference the Cancel Certification section in this guide to move a submitted loan back to Draft status allowing the ability to self-serve to delete the loan.

Generating Reports for Whole Loan Commitment Deliveries

You can use Loan Delivery to generate the Schedule of Mortgages and Edit reports from the Commitment Management and Commitment Details pages. The following section reviews how to generate and display the Schedule of Mortgages and Edit reports.

Generating the Schedule of Mortgages Report

Loan Delivery generates a PDF version of the Schedule of Mortgages report that provides the information with the text values from Loan Delivery. The full Property Address as shown in the Property section of the Commitment Details page will be displayed.

To generate the Schedule of Mortgages report, follow these steps:

1. On the Commitment Management page, click the box next to the commitment number for the report being requested, then click **Exports**. A drop-down list will appear with the option "Schedule of Mortgages" to select.

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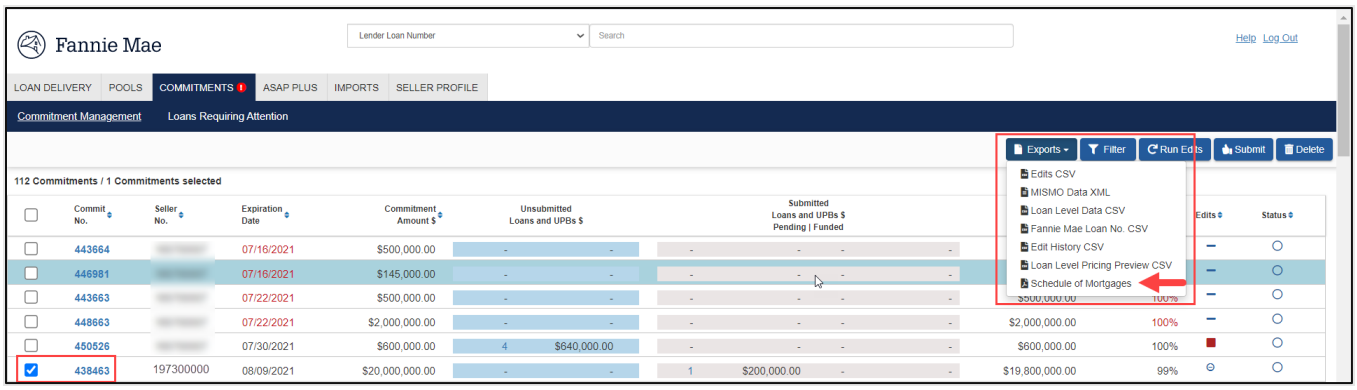
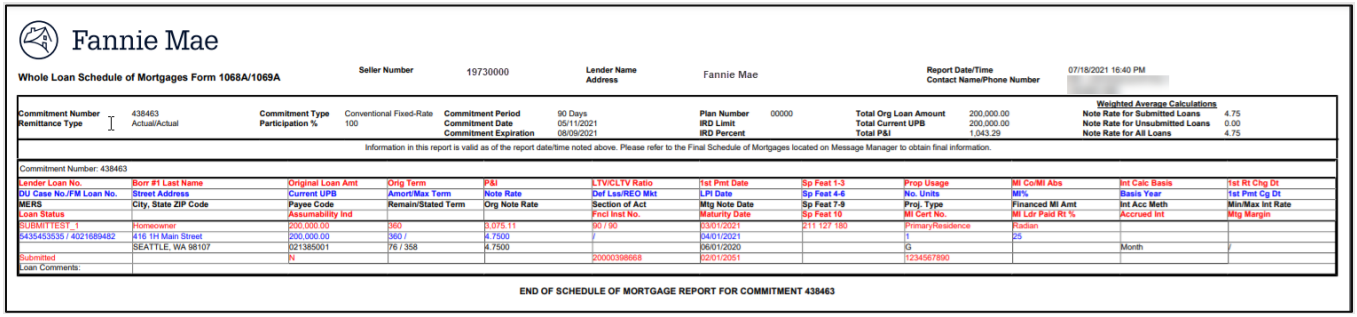


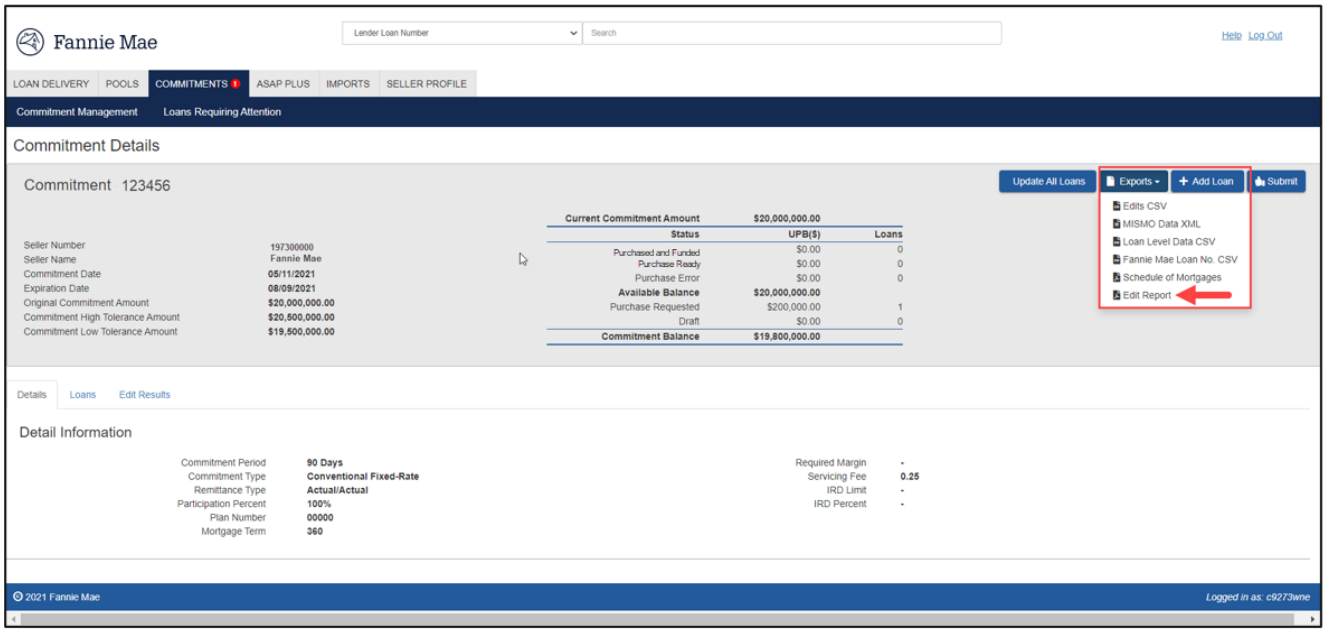
2. The Schedule of Mortgages report is displayed. Loan Delivery provides the option to open or save the report as a PDF file.



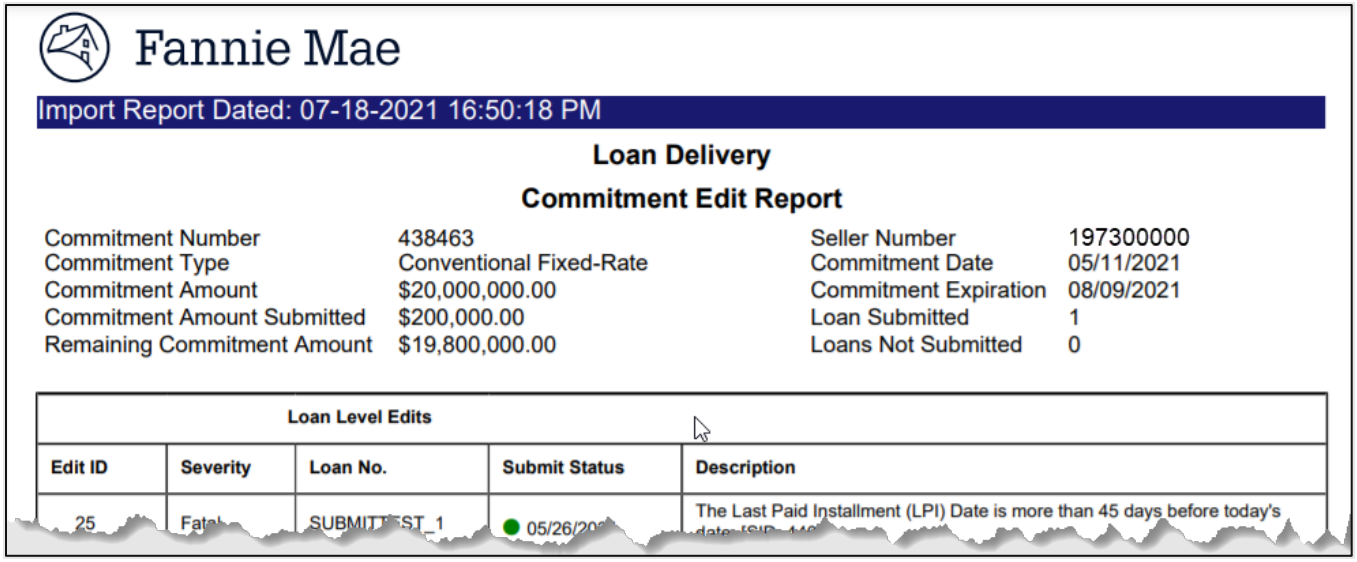
Generating the Edit Report

To generate the Edit Report, follow these steps:

1. From the Commitment Management page, click on the commitment number for the report being requested.
2. The Commitment Details page is displayed. Click **Exports**. A drop-down list will appear with the option of "Edit Report" to select.



3. The Commitment Edit Report is displayed. Loan Delivery provides the option to open or save the report as a PDF file.



Fannie Mae

Import Report Dated: 07-18-2021 16:50:18 PM

Loan Delivery

Commitment Edit Report

Commitment Number	438463	Seller Number	197300000
Commitment Type	Conventional Fixed-Rate	Commitment Date	05/11/2021
Commitment Amount	$20,000,000.00	Commitment Expiration	08/09/2021
Commitment Amount Submitted	$200,000.00	Loan Submitted	1
Remaining Commitment Amount	$19,800,000.00	Loans Not Submitted	0

Loan Level Edits

Edit ID	Severity	Loan No.	Submit Status	Description
25	Fatal	SUBMITTEST_1	05/26/20	The Last Paid Installment (LPI) Date is more than 45 days before today's

> **NOTE:** *For best results, print the report on legal size paper.*

Shipping Loan Documents

Take the following steps to ship your loan documents:

1. From the Loan Delivery application, submit the loans to be delivered.
2. Send the entire document package. Refer to the *Fannie Mae Selling Guide* for a list of documents you may need to include in the document package.
3. To ensure timely funding, loan documents should be mailed in order of Lender Loan Number. In addition, avoid the use of staples, folders, and paper clips to attach documents.
4. If Fannie Mae's document custodian receives the complete loan documentation package by 7:30 a.m. ET on the day following an error-free transmission of loan data, Fannie Mae will purchase the loan and wire your proceeds by the next business day.

Retrieving the Whole Loan Purchase Advice Report

The Whole Loan Purchase Advice report includes your whole loan commitment funding information. Fannie Mae will review your loan data and loan documents to ensure that all loans are eligible under the terms of your commitment. Errors and inconsistencies may cause delays while the information is corrected or may result in the loans not being purchased by Fannie Mae.

Once the document custodian has certified the loans and the loans have been purchased by Fannie Mae, the ability to retrieve the Whole Loan Purchase Advice report will be available the next day by using Fannie Mae Connect.

> **NOTE:** *After a loan has been purchased by Fannie Mae, the Loan List page will provide information about the funding date. A preview of pricing information is available in Loan Delivery via the Loan Proceeds tab on the Loan Details page.*

Exporting Loan Data

Exported loan data will be in XML and CSV format. There are five exporting options to generate a file: Edits CSV, MISMO Data XML, Loan Level Data CSV, Fannie Mae Loan No. CSV, and Edit History CSV. To export loan data for use in an in-house system, such as your investor reporting system, follow these steps:

1. From the Commitment Management page, click the box beside the commitment number for each commitment you want to export, then click the **Exports** button and select either Edits CSV, MISMO Data XML, Loan Level Data CSV, Fannie Mae Loan No. CSV, Edit History CSV, or Loan Level Pricing Preview CSV.

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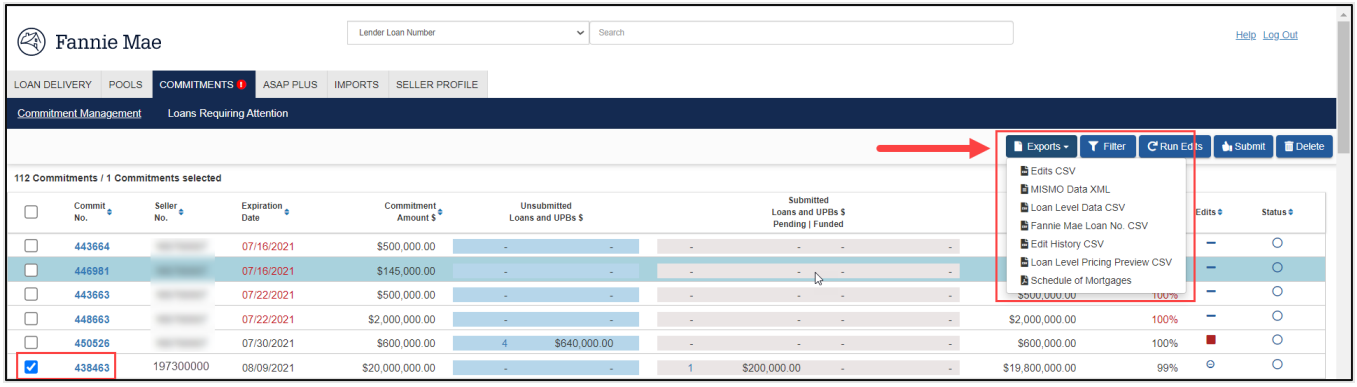


2. The File Download page is displayed. Click **Save File** to save in Excel.
3. Or click **Open With** for options to save in other formats.

> **NOTE:** *This function is also available from Commitment Details page.*

Chapter 4 – Delivering MBS Pools

Purpose

This chapter explains how to use Loan Delivery to submit MBS pools to Fannie Mae in fulfillment of your organization's pool purchase contracts.

Retrieving Pool and CUSIP Numbers

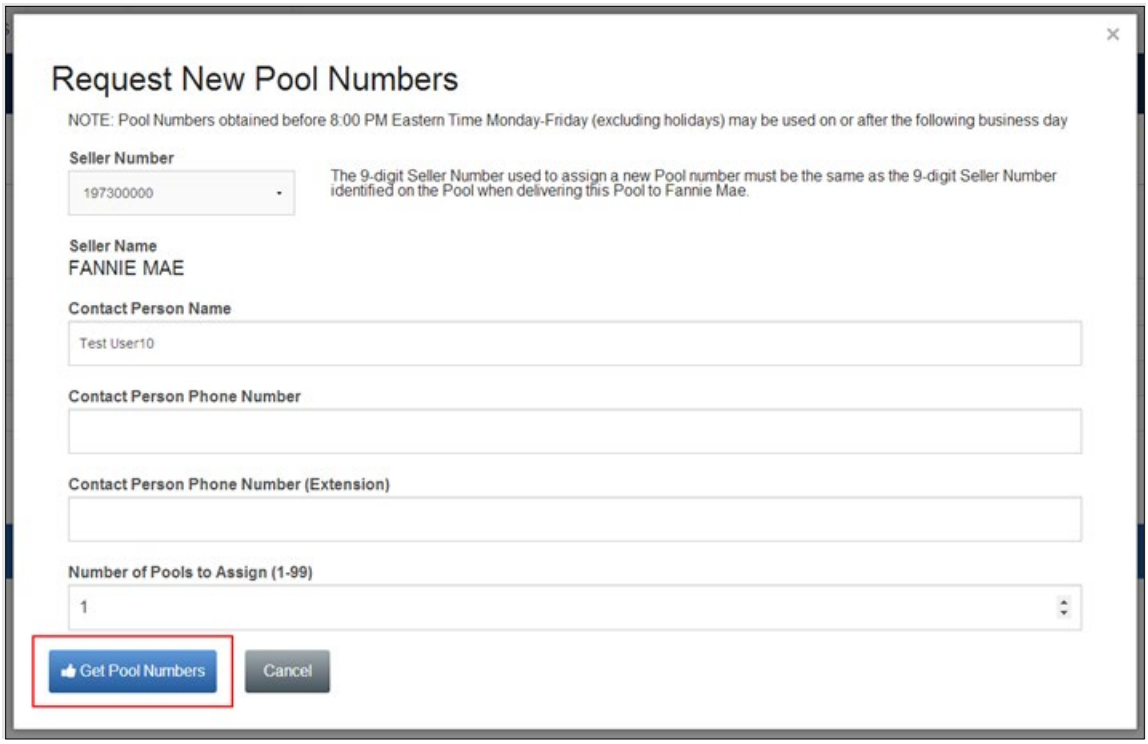
Use the Loan Delivery application to obtain the pool and CUSIP for single-lender pools.

> **NOTE:** *For Fannie Majors® the process is slightly different and follows in the next section.*

Retrieving Pool and CUSIP Numbers for Single Lender Pools

To request pool and CUSIP numbers for single lender pools, follow these steps:

1. Select **Pools** from the Loan Delivery Home page.
2. Loan Delivery displays the Pools Management page. Select **Pool Numbers** to display the Manage Pool Numbers page.
3. The Manage Pool Number page is displayed. Click on the **Retrieve Pool Numbers** button.
4. The Request New Pool Numbers page is displayed. The data will default to the existing profile information. You may modify the data as needed including the 9-digit Seller Number, Contact Person and Number of Pools to be assigned. Click on the **Get Pool Numbers** button.



> **NOTE:** *The system default for the Number of Pools to Assign is 1. You can modify the Number of Pools to Assign field to request up to 99 pools.*

> **NOTE:** *Updating the contact information on this page does not change the user contact information stored in the system. For information about changing contact information, see "Lender Contact Information" in Chapter 1.*

5. The Manage Pool Numbers page displays the newly assigned Pool Number Range.

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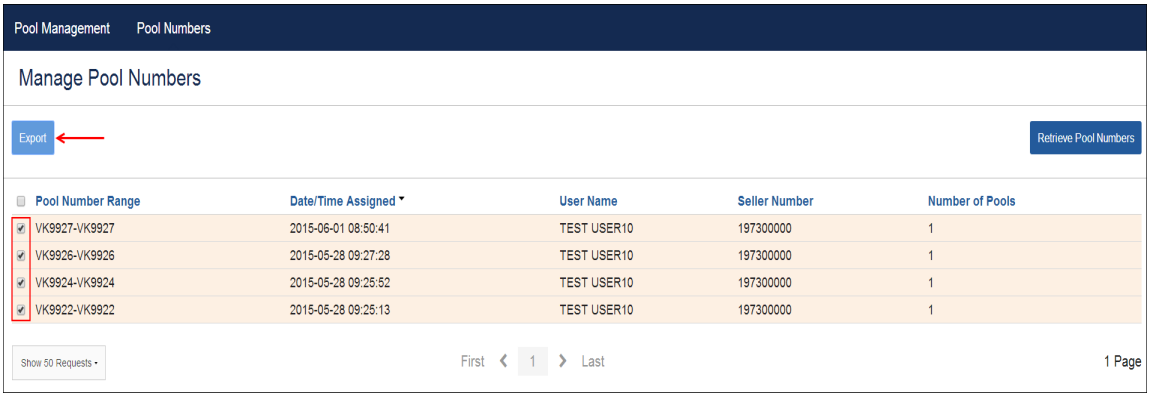
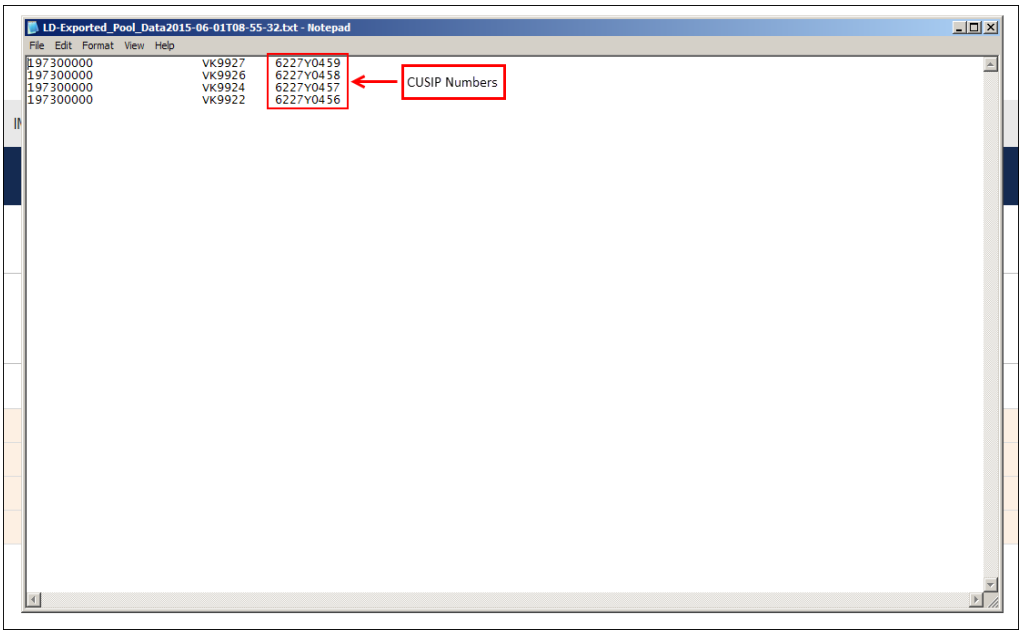
6. Click the box next to the pool number(s) to export a text (.txt) file listing the pool and CUSIP numbers.



7. A pop-up box will be displayed with the exported pool and CUSIP numbers.



> **NOTE:** *This example was from Google Chrome™. Other browsers may require you to "Open with" or "Save File."*

Fannie Majors

If delivering loans into a Fannie Majors (multiple-lender pool), visit the Fannie Majors Pools page to view open majors.

Importing Pool and Loan Data

Once you have pool and CUSIP numbers assigned to a pool purchase contract, you can import pool and loan data. The file must be in the loan delivery XML file format using the MISMO V3.0 2010-05 Reference Model, established under the Uniform Mortgage Data Program® (UMDP®).

For more information about the XML file format, refer to ULDD Specification located on the Uniform Loan Delivery Dataset (ULDD) page on FannieMae.com, or refer to MISMO.org.

1. Select **Import** from the Loan Delivery application Home page.

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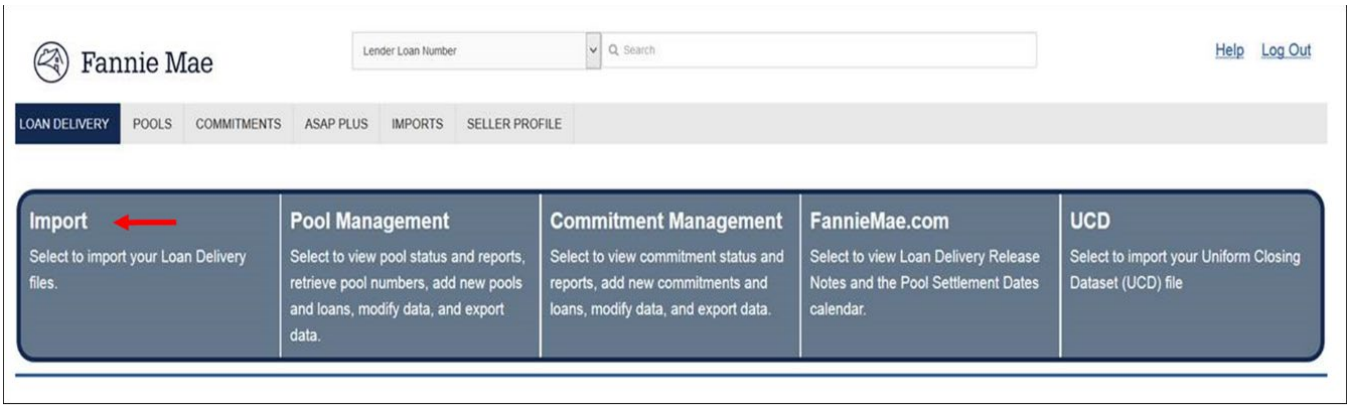
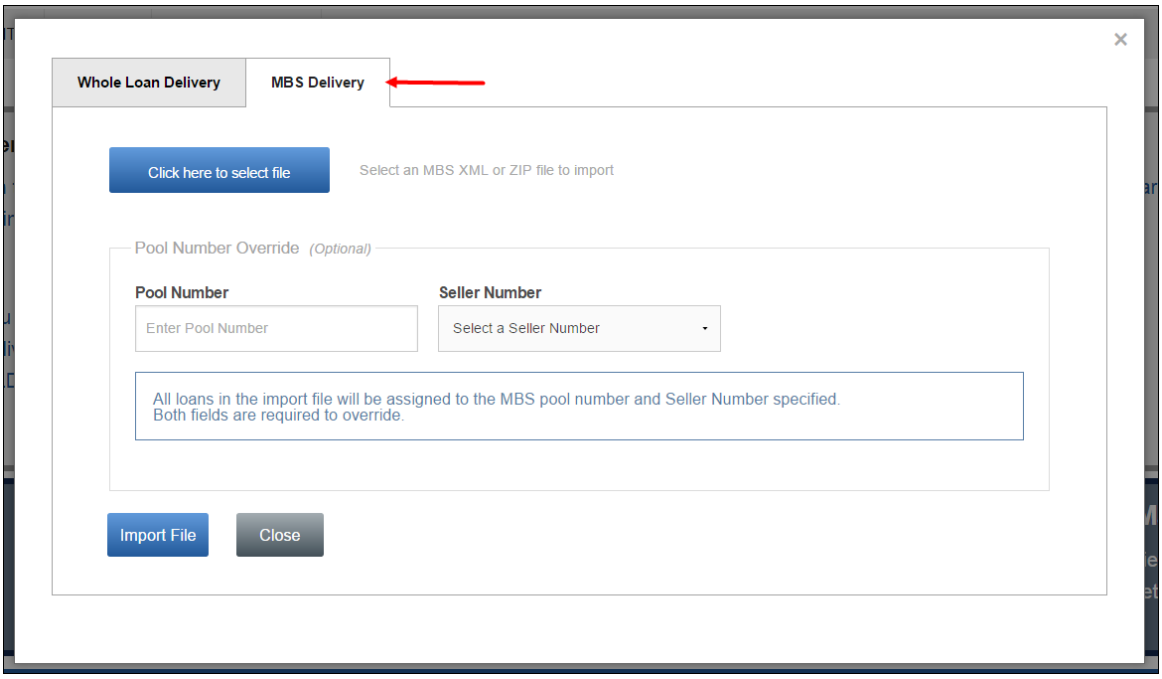


2. Select the MBS Delivery tab (if not defaulted). The MBS Delivery Import window is displayed.



3. If the pool number does not exist within your import file and you want to associate all of the loans in the import file with the same pool number, enter your pool number in the **Pool Number** field.

NOTE: *The pool must exist in Loan Delivery before you can use the override option.*

In the Pool Number Override section, the number you enter will override any Pool Numbers that appear within the import file. If you leave the Pool Number field blank, Loan Delivery will associate each imported loan with the pool number associated with the loan record in the import file. One of these two methods must be used or you will receive an error message.

Pool numbers can include a suffix. The suffix, if any, should be specified immediately after the pool number. If importing your loans, the suffix is captured in a separate XML data point.

4. Select **Click here to select file**, then locate and select the file you wish to import from your desktop or saved file storage area.

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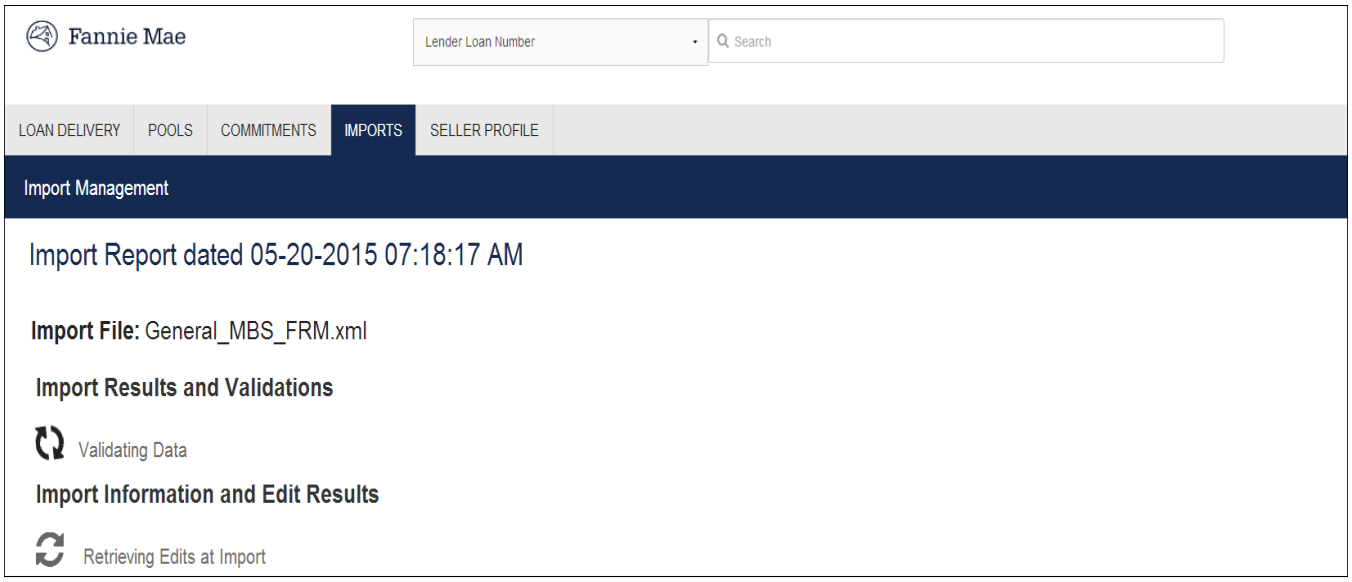
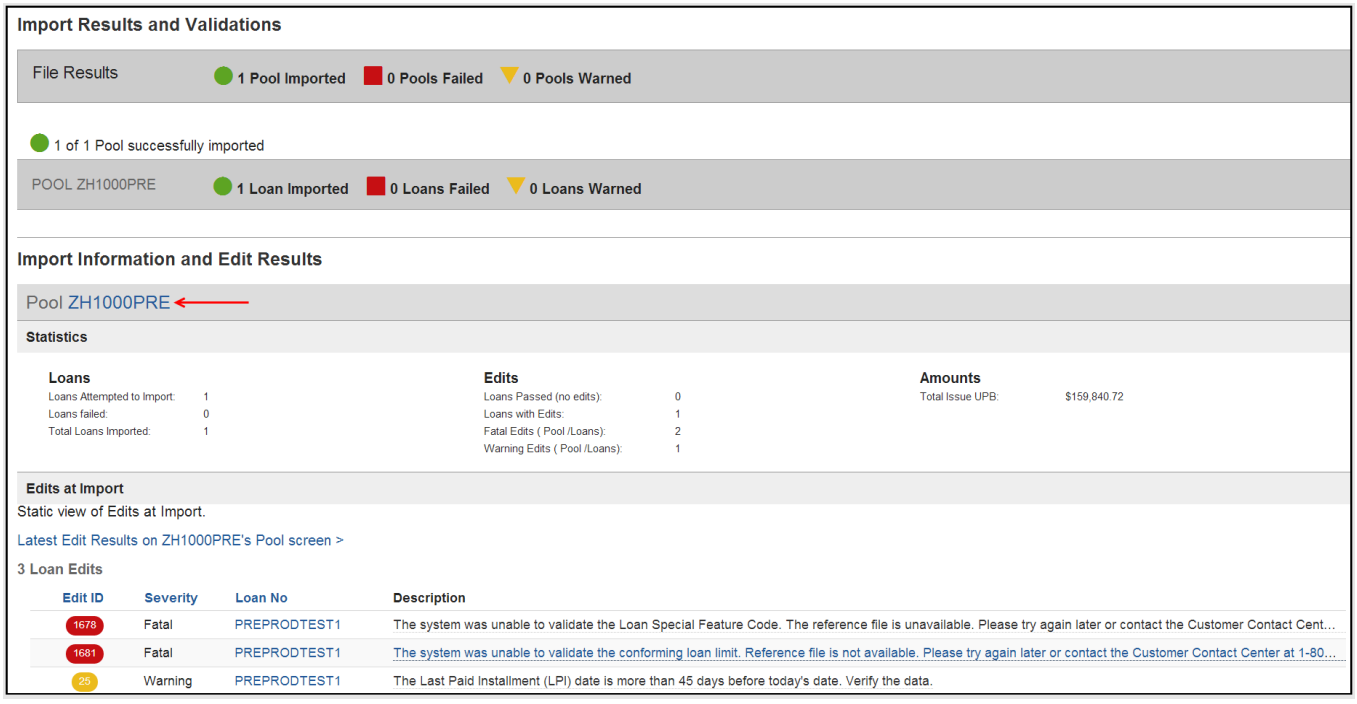
NOTE: *Loan Delivery does not support characters or values such as ñ, ú, and ü on import. An error message will be received indicating the particular field value has been made null (blank).*

5. Click on **Import File**.

NOTE: *You have the option of initiating another import of a file while the current import file is still processing (known as 'asynchronous processing').*



Once the system has completed running file validations, the Import Results and Validations report will display as shown below:



NOTE: *You can click on the Pool number to be directed to the Pool Details page.*

Below is a description of the Import icons displayed on the Import Management page:

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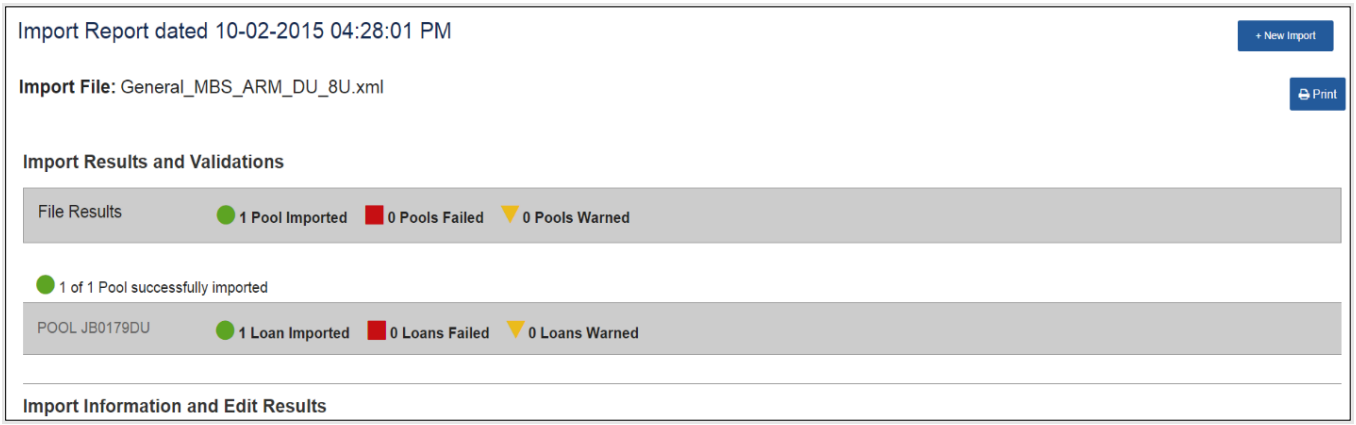
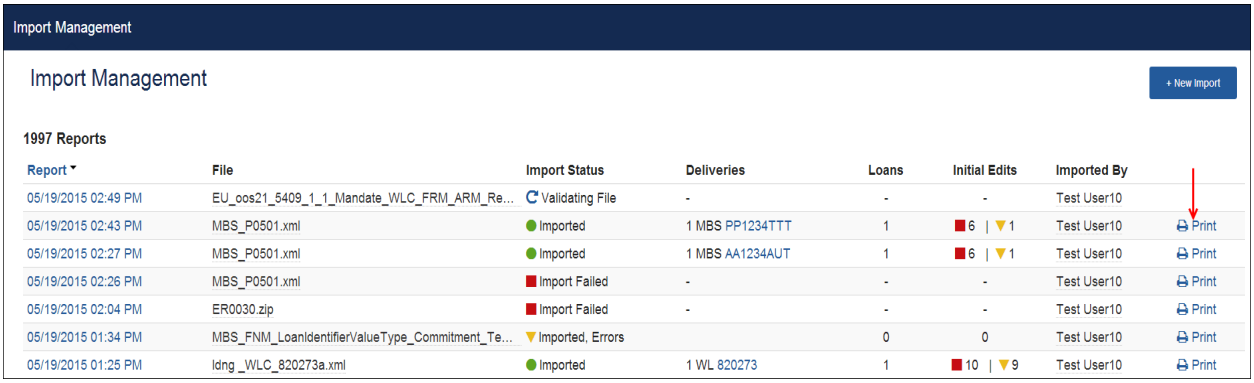
Icon	Icon Definition
Imported	File successfully imported
Import Failed	File has errors; nothing was imported
Imported, Errors	File has errors; subset of pools/loans were imported
Validating File	File schema is being validated
Running Edits	Edits are currently processing

1. To see a static view of the Import Report, select **Imports** from any page.

2. The Import Management page is displayed. Click on the desired **Report** from the Reports column.
3. The Import Report will be displayed.



1. To Print or Save an Import Status Report from the Imports Management page, select the Print icon for the applicable report.



2. The Import Status Report will be displayed in PDF format.

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Report Date: 07-18-2021 06:04:55 PM

Import File:30_FRM_Clean3-18_LZCGLS.xml

Imported By:WE - LDA External ID One
Import Date Time:07-15-2021 11:50:17 AM

Import Results and Validations

File Results	Imported	Failed	Warned
Pools	1	0	0
Loans	1	0	0

1 of 1 Pools successfully imported.

Pool CH0275 (1 of 1 loans were imported)

Import Information and Edit Results

Pool CH0275

Statistics

Loans		Edits		Amounts	
Loans Attempted to Import:	1	Loans Passed (no edits):	0	Total Issue UPB:	$99,800.40
Loans Failed:	0	Loans with Edits:	1		
Total Loans Imported:	1	Fatal Edits (Pools/Loans):	6		
		Warning Edits (Pools/Loans):	2		

Edits at Import

Static View of Edits at Import

1 Pool Edits

Edit ID	Severity	Description
700	Warning	Total Issue UPB that is greater than or equal to $1,000,000 is required. [SID: 385]

7 Loan Edits

Edit ID	Severity	Loan No	Description
212	Fatal	CH0275AELW0	The provided Appraisal Effective date of Appraisal Effective Date cannot be more than 120 days before the Note Date Note Date.
1632	Fatal	CH0275AELW0	The provided Financial Institution Number (FIN) must match to one of the FIN numbers on your Custodian profile. Please refer to the Custodians on your Seller Profile Tab. [SID: 620]
2020	Fatal	CH0275AELW0	Duplicate loan is not allowed. Please verify the loan data and re-run eligibility or call Acquisitions at 1-800-2FANNIE (232-6643), option 4.
3500	Fatal	CH0275AELW0	Contract Number (A02222) could not be identified as a valid MBS contract. [SID: 399]
A01	Fatal	CH0275AELW0	A match was not found in UCDP for the provided Appraisal Doc File ID (1234567890). [SID: 82]
C01	Fatal	CH0275AELW0	Case File ID does not exist in UCD. [SID: 322] If the UCD XML file submission in UCD occurs after delivery of the loan in Loan Delivery, up to a 1 hour period is required for Loan Delivery to run loan eligibility and verify the UCD submission was successful.
2596	Warning	CH0275AELW0	The Price Lock Date is more than 2 years in the past. Check that the Price Lock Date has the correct value. [SID: 311]

Information in this report is valid as of the Import Date Time noted in the first page of this report.

End of Report

NOTE: *You can also import pools from the Imports tab using the +New Import button. Follow the same steps as above after +New Import button is selected.*

NOTE: *You can click on the Pool number to be directed to the Pool Details page.*

File Import Tips

- If numerous errors were found during the import process, it may be quicker to correct the data in your own system and re-import the corrected loan file.
- XML Import File Size: Loan Delivery will only accept a loan delivery XML import file with less than 10,000 loans or a total file size of 150 MB or less. Larger files can be compressed (i.e., zipped) prior to import to improve upload time.

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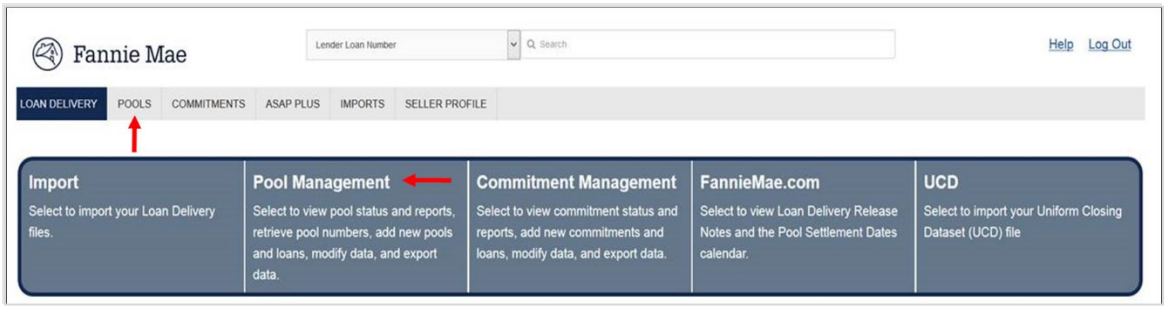
- If you imported a pool that already exists in Loan Delivery with a status of Submitted, the pool will be rejected at import. The Import Status Report will indicate that the submitted pool must be approved for resubmission before you can re-import the pool.
- The Loan Delivery Import Report will indicate if your import file has passed or failed validations. It will provide details as to why the file failed import. You must then correct the file and re-import.

Managing Pools

To manage your MBS Pools, select **Pool Management** from the Loan Delivery application Home page or Pools from the menu bar at the top.



The following section provides a description of each field in the Pool Management heading:

Pool Management	Description
Pool Number	Number used to identify an MBS pool
Seller Number	The 9-digit number Fannie Mae uses to identify the mortgage seller
Issue Month	Month and Year of security issuance
Book Entry Date	Displays the date when you want the security to be issued
Loans	Displays number of loans in the pool. Loans in pools **In Process** and **Not Submitted** as well as **Submitted** will be displayed in the column with an open circle; and the closed pool information will be displayed in the column with the closed circle.
Issues UPB (Unpaid Principal Balance)	Displays the sum of the issue date of all mortgages included in the pool. **Submitted** will be displayed in the column with an open circle; and the closed value will be displayed in the column with the closed circle.
PTR (Pass Through Rate)	The rate at which interest paid by the borrower is passed through to the MBS Investor (after deducting the lenders servicing fee and Fannie Mae's guaranty fee). The submitted value will be displayed in the column with an open circle; and the closed value will be displayed in the column with the closed circle.
Prefix	The two-character Fannie Mae prefix that identifies the type of mortgage product in an MBS pool. The submitted value will be displayed in the column with an open circle; and the closed value will be displayed in the column with the closed circle.
Edits	Displays the pool edit status
MBS Wiring Instructions	Displays the wiring status
Submit Status	Displays status of the pool submission
Cert. (Certification)	Displays status of pool certification from the Document Certification system
Closed Status	Processing complete by Fannie Mae
Closed Date	Date the MBS pool is closed

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Pool Details Section

The Pool Details section, located at the top of the page under the main navigation bar, displays information related to the selected pool.

The following section describes the Pool Header information available on the Pool Details pages:

Pool Headers	Description
+Add Loan	Manually enter a loan into Loan Delivery for an MBS pool
Update All loans	Update certain fields for all loans within a selected pool
Export	Use this drop-down feature to generate an exportable file with the format options of Edits CSV, MISMO Data XML, Loan Level Data CSV, Fannie Mae Loan Number CSV, and Edit History CSV
Reports	Use this drop-down feature to request the Schedule of Mortgages, Delivery Schedule, and Pool Edits reports
Save and Run Pool Edits	Saves information entered on a page and initiated the running of pool and loan edits
Submit	Allows submission of pools through Loan Delivery
Submit Corrections	Pool has data changes after close/reclosed status and this function allows changes to be submitted
Delete	Deletes the pool

The following section describes the Details tab information available on the Pool Details pages:

Pool Details	Description
Save	Saves the information entered on the page
Cancel	Provides the ability to cancel updates to the pool
Pool Detail Information	Provides pool information including Pool Number, Seller Number, Servicer Number, and Pool Type
ARM Information	Provides ARM information including Plan Number and Flex Indicator. Will only be displayed if the Amortization Type is an ARM.
Pool Parameter	The default parameters are standard for the applicable product. If you have a contract that allows different parameters, to modify, select the Modify box and make changes and save.

The following section reviews the main tab features available on the Pool Details pages. The GFee-BU/BD and Pool Corrections are dynamic in nature and will only display when applicable:

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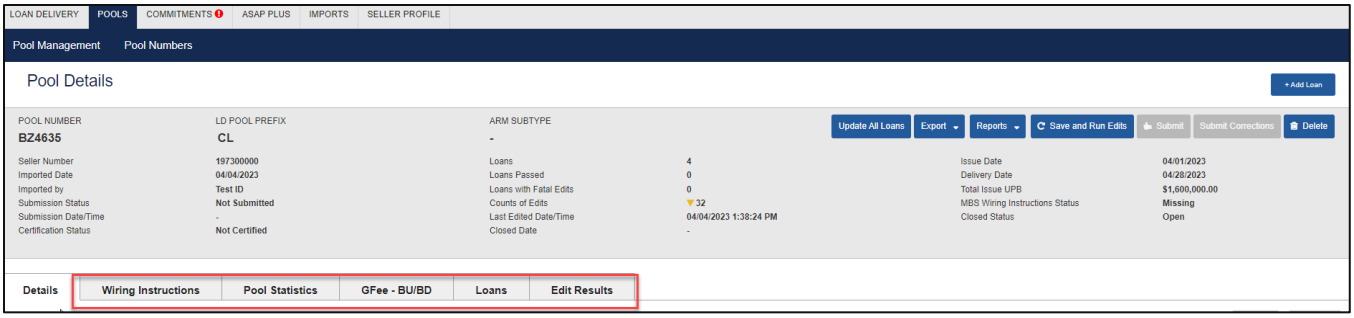

Closed Status

The Pool Details Header also displays the pool closed status.

Closed Status	Definition
Open	Pool is not yet certified
Close Error	Pool is certified. When Loan Delivery runs a final edit review and an issue is identified, an email notification will be sent to inform the user that the pool requires attention
Close Ready	Pool is certified, Loan Delivery ran a final edit review, and no issues were identified. Pool is awaiting final system close activities.
Closed	If no issues are identified, the pool will be updated to a closed status.
Corrections Pending	Pool has data changes after closed/reclosed status, Loan Delivery completed a final edit review and changes must be submitted via the **Submit Corrections** button. Data changes pertaining to pools with this status will **NOT be** submitted you must instead click the **Submit Corrections** button.
Reclose Ready	After pool closing, data changes were made, saved, and submitted. Loan Delivery ran a final edit review, and no issues were identified. Pool is awaiting final system reclose activities.
Reclosed	If no issues are identified upon reclose, the pool will be updated to a reclosed status.

Wiring Instructions – Displayed the pool wiring instructions. For loans under a bailee letter, wiring instructions will be assigned based on the wire nickname assigned at the loan level – see the Loan Delivery Pool Wire Instructions Roll-Up for details.

Pool Statistics – Displays the pool Statistics and Weighted Averages.

GFee–BU/BD – Displays contracts, note rates, and net Guaranty Fee After BuyUp (BU)/BuyDown (BD) basis points. For more information refer to the Selecting Guaranty Fee BuyUp/BuyDown Options section in the guide.

- Provides option to Save or Cancel.
- Ability to select a BU/BD Option to calculate the applicable fee for every loan in the pool.

Loans – Displays a list of the loans in the pool.

- Provides the ability to transfer a loan(s) to another pool.
- Provides options to Update, Run Loan Edits, and Delete for all loans or selected loans.

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- Provides filtering options of Certification Status, Contract Number, Edit Status, Note Rate, Warehouse Lender, or Wire Nickname.
- Loans can be sorted in ascending or descending order by clicking the column headings; up to 100 loans will display.
- You can navigate forwards or backwards to additional pages depending on the number of loans you selected to view on a page and where you are in the list.

Edit Results – Displays the total loan and pool level edit results.

- Provides filtering options of Edit Category, Edit ID, and Edit Severity.
- Loans can be sorted in ascending or descending order by clicking the column headings; up to 100 loans will display.
- You can navigate forwards or backwards to additional pages depending on the number of loans you selected to view on a page and where you are in the list.

Pool Corrections – Provides the ability to initiate delete for a pool that was submitted to Fannie Mae. The Add button will only be displayed once the Initiate Delete box is checked.

- Displays the Date (date of the last update), Status, and Attention fields.

> **NOTE:** *Refer to "Correcting a Submitted Pool" for detailed instructions on how to perform Pool Corrections.*

Entering Pool Data Manually

If your pool data cannot be imported in an XML file, you can enter the information into the system manually. To enter pool data manually into Loan Delivery, follow these steps:

1. From the Pool Management page, click **+Add Pool**.

2. A new Pool Details page is displayed. Enter the necessary pool data, then click **Save** or **Save and Run Edits**.

Selecting Guaranty Fee Buyup/Buydown Options

Loan level guaranty fee (or "GFee") buyups and buydowns allow lenders to pool a wider range of note rates under one MBS coupon. Lenders can buy up guaranty fees, meaning they agree to remit a guaranty fee higher than the contractual fee in return for a one-time payment from Fannie Mae. Lenders can buy down or agree to remit a lower guaranty fee than the applicable contract fee in exchange for a one-time, upfront payment to Fannie Mae.

Fannie Mae offers two methods of selecting the amount of the buyup or buydown to accommodate various business needs.

Buyup/Buydown Method	When to Select	What to Provide Shippers
Automatic fit to servicing fee	▪ Loan Delivery will calculate the guaranty fee rate BU/BD necessary to fit the servicing fee rate requested. ▪ Retain the same servicing fee rate for all loans in a pool.	▪ Copy of MBS pool purchase contract ▪ Pool-Specific Information: ○ Issue Date and Pass-Through Rate ▪ Selection of "automatic fit " option

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Buyup/Buydown Method	When to Select	What to Provide Shippers
		▪ Desired servicing fee rate (at least the required minimum servicing fee rate)
Customized servicing Fee	Select this option if you want to vary the amount of servicing retained on different note rates in the pool.	▪ Copy of MBS pool purchase contract ▪ Pool-Specific Information: ○ Issue Date and Pass-Through Rate ▪ Guaranty fee rate after buyup/buydown for each mortgage note rate selected for buyups/buydowns

NOTE: *The buyup/buydown functionality is limited to 20 contract IDs.*

NOTE: *The Automatic fit and Customized options require that all the loans in the pool have the Contract Number, Guaranty Fee Per Contract, and Guaranty Fee After APM entered in order for these options to be enabled. To enter your Guaranty Fee After Buyup/Buydown Calculation option, follow these steps:*

1. From the Pool Management page, click on the pool number for the pool that you want to enter the Guaranty Fee After Buyup/Buydown Calculation.

2. The Pools Details page is displayed. Select the GFee - BU/BD tab. This tab will only display if there is at least one loan allocated to the pool.

3. The Guaranty Fee After Buy Up/Buy Down Calculation section is displayed. Select from the **BUBD Option** drop-down feature to calculate the applicable guaranty fee for every loan in the pool.

4. If choosing “Automatic Fit”, the defaults of Min Guaranty Fee After Buydown (0 basis points) and Max BuyUp (25 basis points) will be displayed. Click **Save**.

For the Automatic Fit, all contracts in the pool will be listed. The lender would change the Min and Max BUBD only if the contract allowed a different Min/Max.

5. If selecting **Customized Fit**, the unique Contract Guaranty Fee combinations of loans in the Pool will be displayed. Within each Contract/GFee combination, the Note Rates from the loans in the pool will be displayed. Enter the desired GFee after BU/BD for each Contract/Note Rate. Click **Save**.

Update Pool Level Data

To update pool level data, follow these steps:

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1. From the Pool Management page, click on the pool number to see the associated Pool Details page.

2. The Pool Details page is displayed.

3. Enter your changes, then click **Save and Run Edits**.

   If any pool or loan data is changed after import (except for wiring instructions), the edit status for the pool changes to "Not Edited," and you must re-run the edits before the pool can be submitted to Fannie Mae.

Deleting a Pool

When a pool is deleted, the loans associated with that pool are also deleted from the system. If the pool has been submitted and you want to delete the entire pool, you must contact the Single-Family Acquisitions team. Do not delete all the loans in the pool prior to making the **Initiate Delete** request.

Follow these steps to delete a pool that has not been submitted:

1. From the Pool Management screen, click the check box beside the pool number for the pool you want to delete and then click **Delete**.

2. The Delete Pool instruction page is displayed. Click **Yes** to confirm the deletion.

> **NOTE:** *Refer to "Correcting a Submitted Pool" for detailed instructions on how to delete a pool that has been submitted.*

Reviewing and Customizing the Pool Parameters

The Pool Parameter section on the Pool Details page is where users can view and customize the default parameters for a pool.

Follow these steps to customize the pool parameters:

1. From the Pool Management page, select a pool number to see the associated Pool Details page.

2. The Pool Details page is displayed. Review the information in the Pool Detail Information section to ensure the proper amortization type is displayed. Click the box to the left of **Modify** in the Pool Parameter – Fixed Rate section.

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> **NOTE:** *If changes to the data on either the Pool Parameter or Pool Details page are made and an attempt to exit without saving is done, a dialogue box will display asking "Are you sure you want to leave the page? Changes will not be saved." Click Yes to abandon the changes, or click No to resume your work.*

3. Enter any necessary changes, then click **Save and Run Edits** to save your changes.

   The pool parameters that display will vary based on the pool characteristics.

Update All Loans within a Pool (Global Update)

Use the **Update All Loans** feature on the Pool Details page to perform an update on certain fields for all loans within a pool. You can also use the **Update** feature on specific loans within a pool. The changes applied on the Update All Loans tab will also display on the MBS Loan Details page for all the loans within the pool.

Fields on the Update All Loans and Update Function	
Field Name	**Description**
Financial Inst. No.	Institution that maintains custody of mortgage documents for the loan. Select the financial institution number from the drop-down feature.
Lien Priority Type	Priority of the lien against the subject property. Select the lien priority type from the drop-down feature.
Mortgage Type	The mortgage type for a loan; select from the drop-down feature.
Interest Accrual Method	Length of time of the interest accrual period. Select the interest accrual method from the drop-down feature. (Month, Day, Biweekly)
Interest Calculation Type	Method used to calculate the interest of the loan. Select the interest calculation type from the drop-down feature.
Servicer Number	The nine-digit numeric identifier assigned by Fannie Mae to identify the contractually responsible mortgage servicer. If the loan is being serviced by a subservicer as described in the *Fannie Mae Selling Guide*, provide the identifier of the master servicer, not the subservicer.
Warehouse Lender	Unique identifier for the Warehouse Lender provided by Fannie Mae if loan under bailee letter/2004a.
Wire Nickname	Wire nickname (payee code) indicates where the proceeds should be sent. Wire ID must be associated with wire details in Loan Delivery seller profile.
Warehouse Lender Indicator	An indicator denoting whether a warehouse bank is involved in the mortgage loan transaction through a relationship with a lender.
Calculated Issue Date UPB	Scheduled balance for MBS loans as of the issue date of the pool. Select "Yes" if you want the system to calculate the Issue UPB for all loans in the pool.
Add Special Feature Code (SFC)	Loan Delivery appends the SFC(s) you added to the end of the list of SFCs you already specified for the pool. It does ***not*** overwrite any SFCs that currently exist. To apply more

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Fields on the Update All Loans and Update Function	
Field Name	**Description**
	than one SFC, you must add them one at a time. You can apply up to 10 SFCs to any loan within Loan Delivery. Select the SFC from the drop-down.
Contract Number	Enter the contract number for the pool.
Remittance Day	Enter the day of the month the servicer will remit to Fannie Mae.
Default Loss Party	Party that bears the default loss for the loan. Select the default loss party from the drop-down feature.
REO Marketing Party	Designates who owns or serves the property. Select the REO marketing party from the drop-down feature (Investor, Lender).
Guaranty Fee Per Contract	Enter the base Guaranty Fee Per Contract.
Guaranty Fee After APM	Enter the Guaranty Fee After APM (Alternative Payment Method)
Guaranty Fee After BU/BD	Enter the Guaranty Fee After BuyUp/BuyDown.
Plan Number (ARM)	Enter the Fannie Mae assigned Plan Number.
Index (ARM)	Enter the type and source of index to be used to determine the interest rate at each adjustment.
Rounding % (ARM)	Enter the percentage to which the interest rate is rounded when a new interest rate is calculated as specified on the Note.
Rounding Type (ARM)	Enter how the interest rate is rounded when a new interest rate is calculated for an ARM change.

To update all the loans for a pool, follow these steps:

1. From the Pool Management page, select the pool number to be updated.

2. The Pool Details page is displayed. Click **Update All Loans**.

3. The Update Loans page is displayed. Input changes in the applicable fields and click **Save and Run Pool Edits**.

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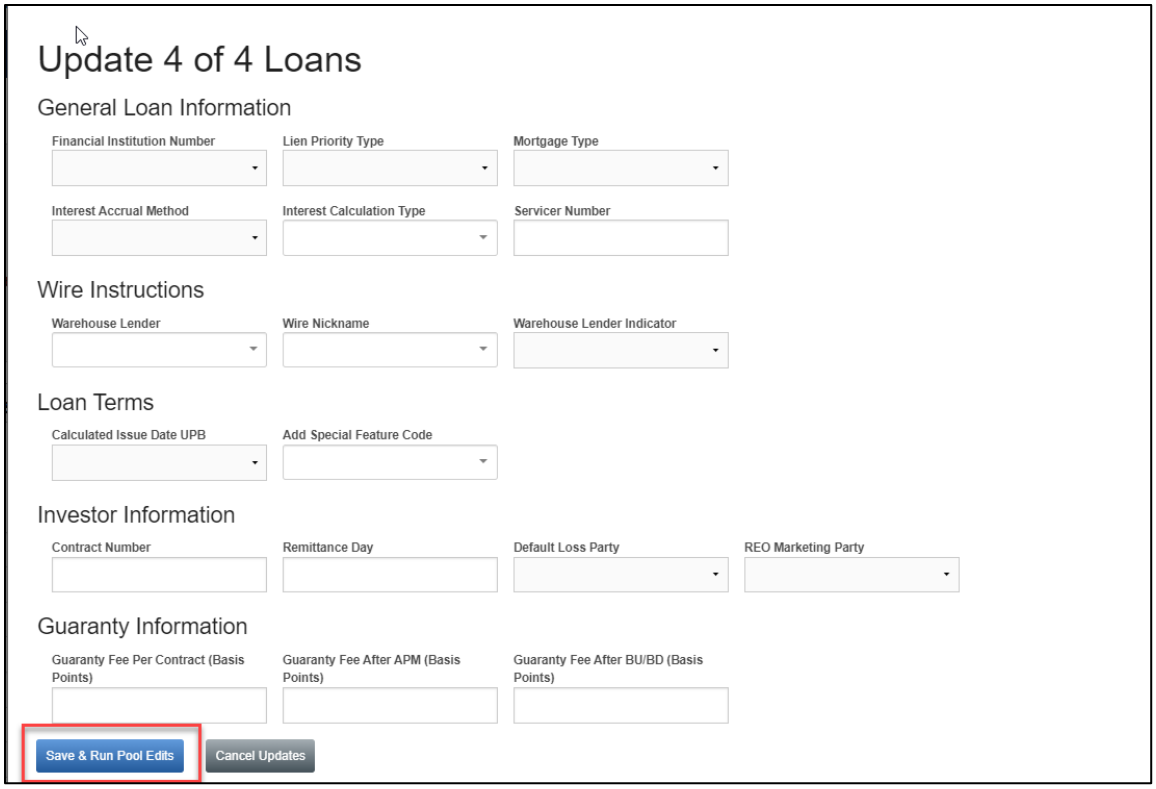

NOTE: *Use the fields on the Update All Loans page to make any necessary changes to the pool.*

4. You can verify the loans have been updated by selecting the Loans tab and viewing all loans.

Update Specific Loans Within a Pool

To perform an update on specific loans within a pool, follow these steps:

1. From the Pool Management page, select the pool number.

2. The Pool Details page is displayed. Select the Loans tab to display the list of loans.

3. Click on the box beside the lender loan number(s) for the loans to be updated, then click **Update**.

4. The Update Loans page is displayed. Input changes in the applicable fields and click **Save and Run Loan Edits.**

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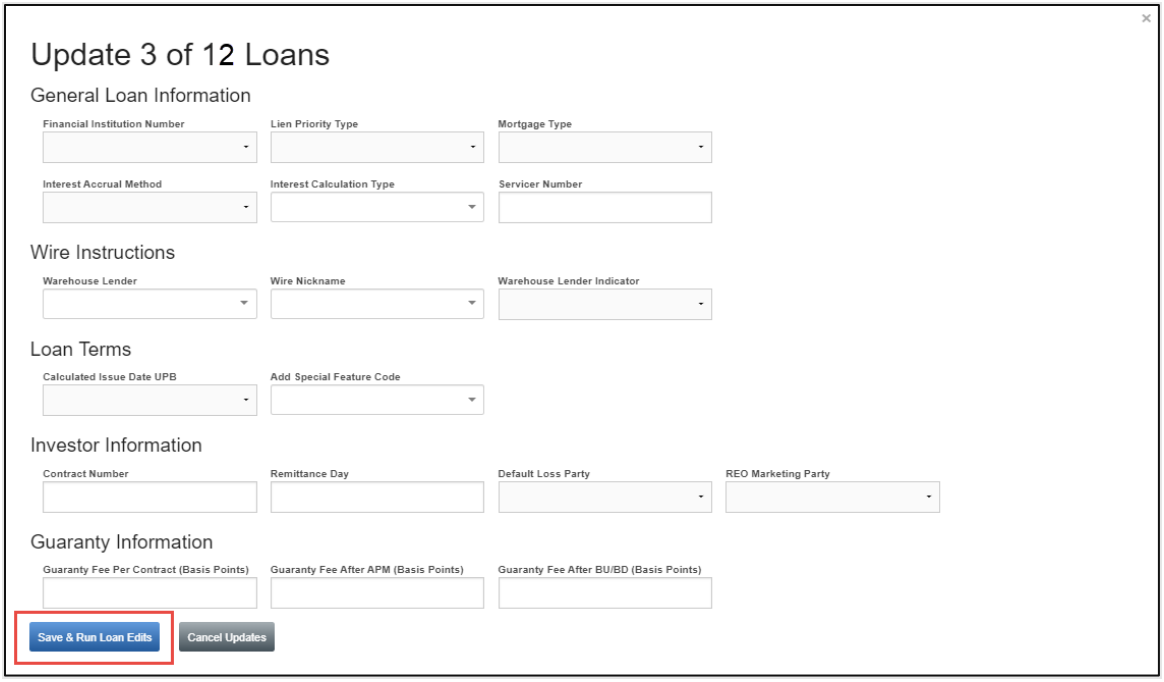


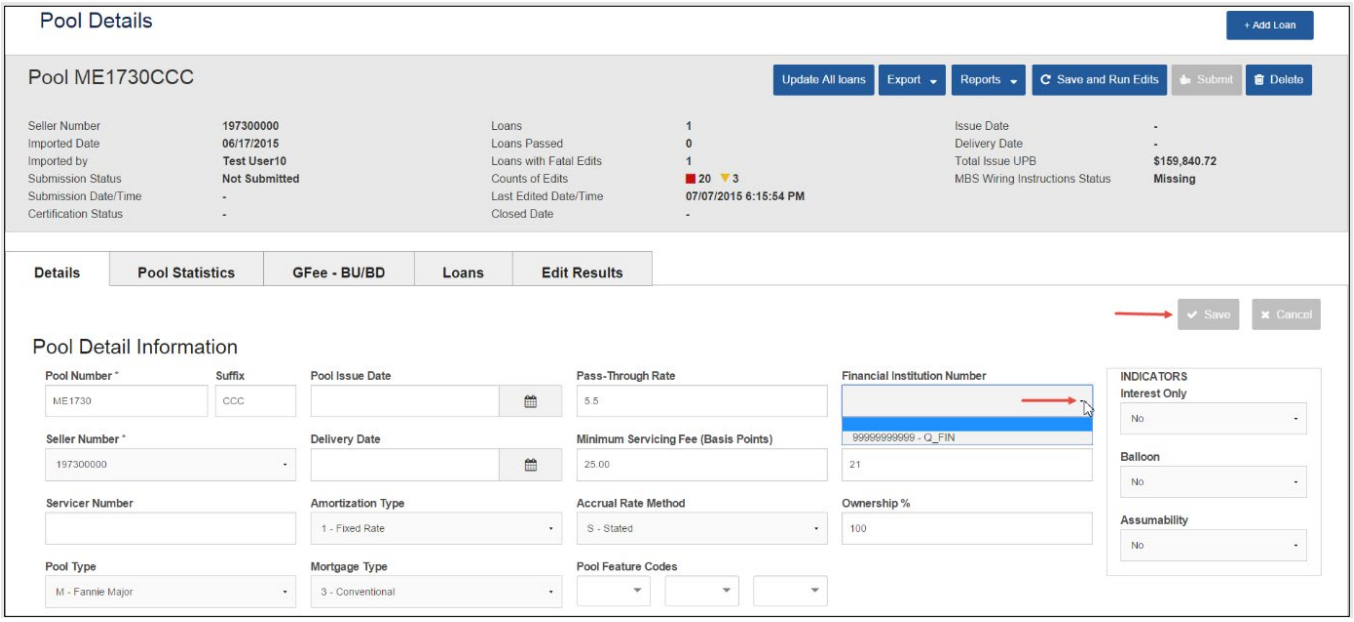
5. You can verify the loans have been updated by selecting the Loans tab and viewing each loan individually.

Assigning a Custodian to a Pool

To assign a document custodian to a pool, follow these steps:

1. From the Pool Management page, click on the pool number to view the associated Pool Details page.

2. The Pool Details page is displayed. Select the appropriate financial institution number (or "FIN") from the Financial Inst. No. drop-down feature.



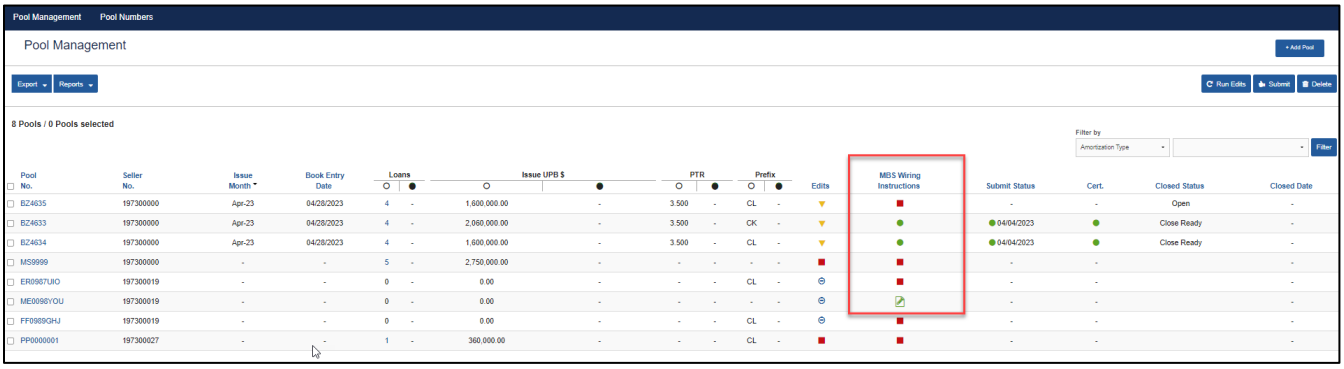
3. Click **Save**.

NOTE: *If the custodian you want is not available, refer to Adding a Custodian section in this guide for more information.*

Managing Wiring Instructions

Before submitting a pool, wiring instructions will be required to direct Fannie Mae where to deliver the MBS upon issuance.

The MBS Wiring Instructions status column on the Pool Management page displays the wiring status for each pool. Before submitting a pool, the wiring instructions must be "Entered."



Automatic Roll-Up of Wiring Instructions for Loans Associated with a Warehouse Lender

Loan Delivery will automatically roll-up the UPB and assign pool level wire instructions for loans associated to a Warehouse Lender if the Wire Nickname is provided. Refer to the Loan Delivery Pool Wire Instruction Roll-Up job aid for more information. The MBS Wiring Instruction Status will display as "Entered."

Add Wiring Instructions to a Pool

Follow these steps to add wiring instructions to a pool:

1. From the Pool Management page, click on the pool number.

2. The Pool Details page is displayed. Click on the **Wiring Instructions** tab.

3. Select the applicable wiring instruction from the Wire Nickname drop-down feature, enter an amount in the **Amount ($)** field, then click **Add Pool Wiring Instruction**.

4. The newly added wire instructions will display in the **Pool Wiring Instructions** section below.

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NOTE: *If the wiring instruction you want to assign to this pool is not included in the Wire Nickname drop-down list, you must first add it to Loan Delivery. For instructions on entering, editing, and deleting user-defined wiring instructions, refer to "Managing Wiring Instructions for MBS Pools" in Chapter 2.*

NOTE: *If the MBS associated with this pool will be wired to more than one institution or account, the system will keep a running total of the amounts assigned vs. amounts remaining and default the applicable dollar amount for these accounts in the Wiring Instruction Amount field. For example, if the Total Pool Issue UPB is $50,000; Wiring Instruction 1 will default to $50,000, which you can change. If the amount is changed to $30,000, however, the 2nd wiring instruction will default to $20,000.*

NOTE: *When adding or deleting a wiring instruction, the Edit Status of the pool does not change.*

Deleting an Assigned Wiring Instruction

To delete (unassign) a wiring instruction from a pool, follow these steps:

1. From the Pool Management page, select the pool number.

2. The Pool Details page is displayed. Click on the **Wiring Instructions** tab.

3. Click **Delete**, then click **Save**. This action deletes the wiring instruction from the pool – not from your list of pre-defined wiring instructions set up in Loan Delivery.

Loan Delivery Wiring Instructions Tab

The Wiring Instructions tab within Loan Delivery enables users to view and manage wire instructions for pools within the Pool Details page. This tab features the same functionality for managing pool wiring instructions including the ability to add, modify, save, submit and delete. It provides the ability to view a comparison between the unallocated wire amounts to the total issue unpaid balance (Issue UPB field) of a given pool.

Below are details on the statuses for revised wiring instructions:

- **Revision Pending Entered:** When a user makes changes to the wiring instruction details and clicks "Save" the MBS Wiring Instructions Status on the Pool Details tab will change to Revision Pending Entered and the Submit button will be enabled (provided the balance is correct).
- **Revision Submitted:** When a user submits wiring instruction details, the MBS Wiring Instructions Status on the Pool Details tab will change to Revision Submitted (provided the balance is correct).
- **Revision Pending Error-Remaining Balance**: When a user makes changes to the wiring instruction details and the balance is incorrect and selects "Save," the MBS Wiring Instructions Status on the Pool Details tab will change to Revision Pending Error-Remaining Balance.
- **Revision Required**: When a user makes changes to critical pool or loan details (i.e. delivery date, wire nickname, etc.), the MBS Wiring Instructions Status on the Pool Details tab will change to Revision Required.

How to Submit Revised Wiring Instructions via the Wiring Instructions Tab

Following are the steps to submit revised Wiring Instructions in the scenario when data changes have been made to a previously submitted pool.

If the user needs to submit the revised wire instructions due to a Delivery Date change after the Pool is already in Submitted status.

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After the user changes the Delivery Date, select the Save and Run Edits button.

The Submission Status will change to “Data Modified After Submission” and the MBS Wiring Instructions Status remains “Submitted.”

The Save and Submit buttons on the Wiring Instructions tab will not be enabled. To enable the Save and Submit buttons, select the **Delete** button to remove the existing Pool Wiring Instructions.

The user will then:

1. re-enter the Wire Nickname and the Wire Amount
2. click the + Add Pool Wiring Instructions button
3. click the enabled Save button.

After the Wiring Instructions have been saved, the user then selects the enabled Submit button.

After submitting the Revised Wiring Instructions, the Submission Status remains “Data Modified After Submission” and the MBS Wiring Instructions Status changes to “Revision Submitted.”

Managing Loan Level Data for a Pool

This section contains information to help manage MBS Pool data.

Entering Loan Level Data Manually

If your loan-level data is not available as an electronic file, you can enter the information into the system manually. If you imported your loan-level data into Loan Delivery, you can also manually correct the data.

To add loans to an existing pool by entering the loan data manually, follow these steps:

1. From the Pool Management page, select the pool number for the pool in which you want to add a loan.

2. The Pool Details page is displayed. Click **+Add Loan**.

3. A new Loan Details page is displayed. Enter the loan data that applies. Refer to *“Appendix B: Fields on the Loan Details Page Listed in Order of Appearance,”* for a full description of each field on the Loan Details page. (Some fields will be defaulted values. Please check for accuracy).
4. Click **Save**.
5. Click **Save and Run Loan Edits**.
6. A list of edits will appear in the Edits box at the top of the page.

Updating Loan Level Data in a Pool

To view and update loan-level data with Fatal or Warning edits, you must first locate the loan and then enter the necessary changes into the Loan Details page.

To update loan data, follow these steps:

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1. From the Pool Management page, select the pool number.

2. From the Pool Details page, select either the Edit Results or Loans tab. The Edit Results tab will display the total edits for the pool. Edits will be listed at the highest severity level initially. You can click on the column header to change the sort by Edit ID and Severity.

3. From the Pool Details page, select the Loans tab, then click on the desired lender loan number.

4. The Loan Details page is displayed. Once updates are made to the loan data that was changed, click **Save and Run Loan Edits**. By selecting this option, the business rules will only be run on the selected loan. (You can click **Save and Run Pool Edits** if you want to run edits on the entire Pool). Refer to the *"Overview of Loan Delivery Buttons"* section in Chapter 1 for a description of the save, run, and edit options.

> **NOTE:** *A message will appear stating "Initiating Loan Eligibility." A list of edits will appear in the Edits box at the top of the page. This features the option to "pin" the Edits box while scrolling through the Loan Details page by clicking the Pin icon at the top of the page. This ensures that the Edits box remains visible as you scroll. Un-pin if you do not wish to see the Edits box as you scroll.*

5. Continue to make corrections to the loan data until all edits have been resolved.

Deleting Loans from a Pool

To delete loans from a pool, follow these steps:

1. From the Pool Management page, select the pool number**.**

2. The Pool Details page is displayed. Select the Loans tab to display the list of loans.

3. Click the box next to the lender loan number(s) you want to delete and select **Delete** at the top right of the page.

4. The Delete Pool instruction page is displayed. Click **Yes** to confirm the deletion.

> **NOTE:** *If you are deleting a loan on a submitted pool, additional steps may be required. See section "Correcting a Submitted Pool" for further information.*

Transferring Loans between Pools

MBS loans can be transferred from one MBS pool to another. However, you cannot transfer loans from a submitted pool that has closed and received an MBS Closing Statement. Instead of transferring a loan, you will need to add the loan by importing the loan or manually entering the data.

> **NOTE:** *To transfer loans from a whole loan commitment into an MBS pool (or vice versa), you must delete the loans from the system and then re-import them.*

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> **NOTE:** *If you are a third-party deliverer, you should not transfer loans from one Seller's portfolio into another Seller's portfolio. A Warning message will appear if you attempt to do this.*

To transfer loans from one MBS pool to another, follow these steps:

1. From the Pool Management page, click the pool number of the loan to be transferred.

2. The Pool Details page is displayed. Select the Loans tab to display the list of loans.

3. The Loans list is displayed. Click the box beside the lender loan number to be transferred, then click **Transfer**.

4. The Transfer page is displayed. Select the appropriate unsubmitted pool from the Select the Pool for Loan Transfer drop-down list and click **Transfer**.

Submitting MBS Pools to Fannie Mae

Before submitting a pool to Fannie Mae for processing, ensure that all the following requirements have been met:

- The pool includes at least one loan and satisfies Fannie Mae's Good Delivery requirement, as described in the Fannie Mae *Selling Guide*.
- Edits have been run since the last time any changes to the pool or loan information have been made.
- All Fatal errors have been resolved.
- Wiring instructions have been assigned to the pool.
- A designated document custodian has been assigned by selecting the proper Financial Inst. No. for the loans in the pool.

Submit a Pool of Loans to Fannie Mae

1. From the Pool Management or Pool Details page, click on the box next to pool number(s) to be submitted and click **Submit**.

> **NOTE:** *A message will appear stating "Initiating Submission for Pools." If the edit process identifies errors, a pop-up box will appear with the associated error message(s).*

2. The Submission Status field on the Pool Management and Pool Details pages displays the date and time of the submission.

> **NOTE:** *You cannot submit a pool that has already been submitted. If you attempt to do so, Loan Delivery will instruct you not to resubmit the pool unless advised to do so by the Single-Family Acquisitions team. For details, see the Resubmitting a Pool section in the guide.*

Correcting a Submitted Pool

On occasion, you may need to correct a pool, or loan within a pool, that is already submitted to Fannie Mae. You may need to make one (or both) of the following types of changes:

- You must first make the correction to the data in the Loan Delivery application on the Loan or Pool Details page, then click **Save and Run Pool Edits**. All fatal edits must be resolved to successfully complete the data correction.
- You must submit revised wiring instructions for the submitted pool in the event you want the MBS to be sent to a different institution, change the delivery date (settlement date) or UPB for the pool. For more information, see the Submitting Revised Wiring Instructions section in the guide.
- For MBS pools with ASAP Plus loans, once the pool is closed, changes are no longer permitted. This applies to both pools that co-mingle ASAP Plus and non-ASAP Plus loans and pools with all ASAP Plus loans. If changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.
- See the Pool Correction Job Aid for more information.

> **NOTE:** *When changing root data, any Special Feature Codes associated with the loan that are auto derived may also be updated.*

Submitted Pools with Exceptions

Pools requiring attention will be displayed on the Loan Delivery home page in the section titled "Pool Exceptions" located above the "Certification Revisions" section. This list includes pools that have been submitted and certified and now have a fatal edit. The list also displays loans with certification data revisions or certification document exceptions identified by the custodian.

> **NOTE:** *Pool exceptions will not be displayed under a separate tab, as is done for Whole Loans Requiring Attention.*

An email notification will be sent to all Loan Delivery users from acquisitions_loan_delivery@fanniemae.com to inform them when a pool requires attention.

> **NOTE:** *To modify email notification preferences, review the settings in your User Profile under the Seller Profile tab within Loan Delivery.*

Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. Once you click **Save and Run Edits** on the Pool Details screen and receive no fatal edits, the pool will systematically move to Close Ready status.

Deleting a Loan within a Submitted Pool

On occasion, there may be a need to delete a loan within a pool that was already submitted to Fannie Mae.

To delete loans from a submitted pool, follow these steps:

1. From the Pool Management page, select the pool number.
2. The Pool Details page is displayed. Select the Loans tab, the click on the box next to the lender loan number to be deleted and click **Delete.**
3. Another option would be to delete the loan from the Loan Details page.
4. With either selection, the Delete Loan instruction page is displayed. Click **Yes** to confirm the deletion.

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5. Submit revised Wiring Instructions as described in the Submitting Revised Wiring Instructions section.

Deleting a Submitted Pool

On occasion, there may be a need to delete a pool already submitted to Fannie Mae. To request a submitted pool be deleted, you must complete an Initiate Delete request in Loan Delivery. See the Pool Deletion Job Aid for details.

Shipping the MBS Loan Documents

On the same day that the pool data is submitted to Fannie Mae, the related loan documents should be shipped to the designated document custodian for certification and retention from that point forward.

Take the following steps to ship loan documents:

1. From Loan Delivery, **submit** the loans to be delivered.
2. **Send** the entire document package to the document custodian. Refer to the *Selling Guide* for a list of documents that may be needed to include in the document package.

Generating MBS Reports

You can use Loan Delivery to generate the Delivery Schedule and Schedule of Mortgages from the Pool Management page and the Edit report from the Pool Details page that will assist with your MBS deliveries. The following section shows you how to generate and display a PDF version of these reports.

Generating the Delivery Schedule Report

To generate the **Delivery Schedule** report, follow these steps:

1. From the Pool Management page, click the box beside the pool number for the report being requested, then click **Reports**. A drop-down list will appear with the option to select “Delivery Schedule.”

2. Loan Delivery provides the option to **open or save** the report as a PDF file. The Delivery Schedule Report is displayed if you select “Open.”

> **NOTE:** *If the wiring instruction status is Missing, you must assign a wiring instruction before you can generate the Delivery Schedule report.*

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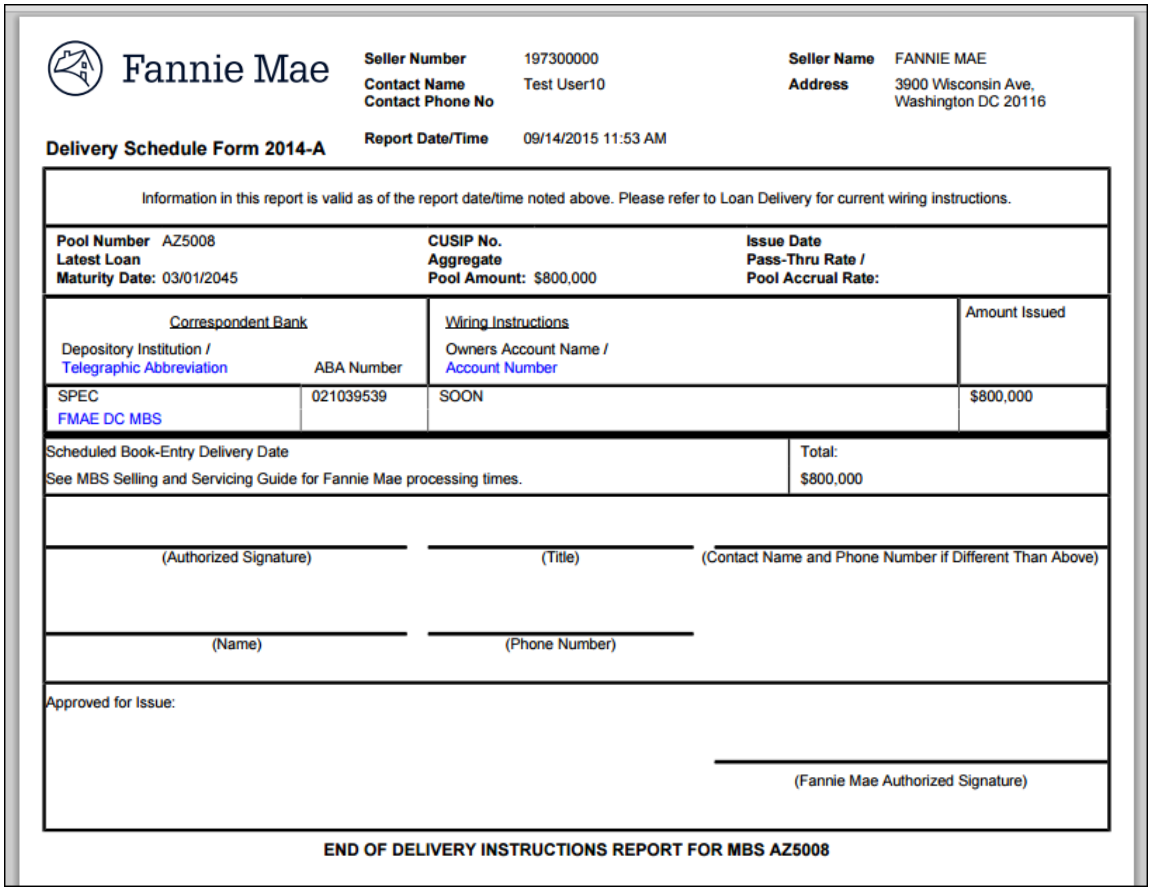

Fannie Mae

Seller Number 197300000 **Seller Name** FANNIE MAE
Contact Name Test User10 **Address** 3900 Wisconsin Ave, Washington DC 20116
Contact Phone No
Report Date/Time 09/14/2015 11:53 AM

Delivery Schedule Form 2014-A

Information in this report is valid as of the report date/time noted above. Please refer to Loan Delivery for current wiring instructions.

Pool Number AZ5008 **CUSIP No.** **Issue Date**
Latest Loan **Aggregate** **Pass-Thru Rate /**
Maturity Date: 03/01/2045 **Pool Amount:** $800,000 **Pool Accrual Rate:**

Correspondent Bank		Wiring Instructions	Amount Issued
Depository Institution / Telegraphic Abbreviation	ABA Number	Owners Account Name / Account Number	
SPEC FMAE DC MBS	021039539	SOON	$800,000

Scheduled Book-Entry Delivery Date — Total: $800,000
See MBS Selling and Servicing Guide for Fannie Mae processing times.

(Authorized Signature) (Title) (Contact Name and Phone Number if Different Than Above)

(Name) (Phone Number)

Approved for Issue:

(Fannie Mae Authorized Signature)

END OF DELIVERY INSTRUCTIONS REPORT FOR MBS AZ5008

Generating the MBS Schedule of Mortgages Report

Loan Delivery generates a PDF version of the **Schedule of Mortgages** report that provides the information with the text values from Loan Delivery. The full Property Address as shown in the Property section of the MBS Loan Details page will be displayed.

To generate the Schedule of Mortgages report, follow these steps:

1. On the Pool Management page, click the box beside the pool number for the report being requested, then click **Reports**. A drop-down list will appear with the option of “Schedule of Mortgages” to select.

2. The Schedule of Mortgages Report is displayed. Loan Delivery provides the option to open or save the report as a PDF file.

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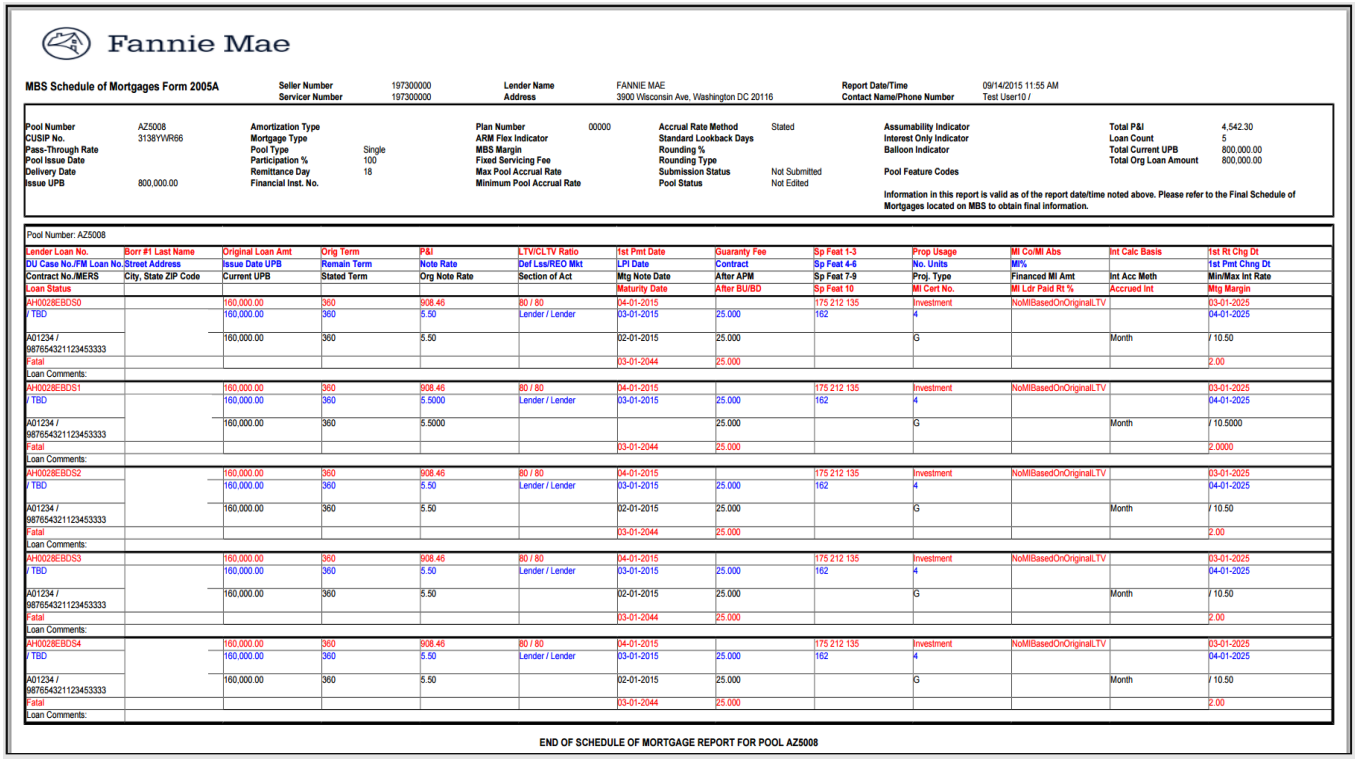

Fannie Mae

MBS Schedule of Mortgages Form 2005A

Seller Number	197300000	Lender Name	FANNIE MAE	Report Date/Time	09/14/2015 11:55 AM
Servicer Number	197300000	Address	3900 Wisconsin Ave, Washington DC 20116	Contact Name/Phone Number	Test User10 /

Pool Number	AZ5008	Amortization Type		Plan Number	00000	Accrual Rate Method	Stated	Assumability Indicator		Total P&I	4,542.30
CUSIP No.	3138YWR66	Mortgage Type		ARM Flex Indicator		Standard Lookback Days		Interest Only Indicator		Loan Count	5
Pass-Through Rate		Pool Type	Single	MBS Margin		Rounding %		Balloon Indicator		Total Current UPB	800,000.00
Pool Issue Date		Participation %	100	Fixed Servicing Fee		Rounding Type				Total Org Loan Amount	800,000.00
Delivery Date		Remittance Day	18	Max Pool Accrual Rate		Submission Status	Not Submitted	Pool Feature Codes			
Issue UPB	800,000.00	Financial Inst. No.		Minimum Pool Accrual Rate		Pool Status	Not Edited				

Information in this report is valid as of the report date/time noted above. Please refer to the Final Schedule of Mortgages located on MBS to obtain final information.

Pool Number: AZ5008

Lender Loan No.	Borr #1 Last Name	Original Loan Amt	Orig Term	P&I	LTV/CLTV Ratio	1st Pmt Date	Guaranty Fee	Sp Feat 1-3	Prop Usage	MI Co/MI Abs	Int Calc Basis	1st Rt Chg Dt
DU Case No./FM Loan No.	Street Address	Issue Date UPB	Remain Term	Note Rate	Def Lss/REO Mkt	LPI Date	Contract	Sp Feat 4-6	No. Units	MI%		1st Pmt Chng Dt
Contract No./MERS	City, State ZIP Code	Current UPB	Stated Term	Org Note Rate	Section of Act	Mtg Note Date	After APM	Sp Feat 7-9	Proj. Type	Financed MI Amt	Int Acc Meth	Min/Max Int Rate
Loan Status						Maturity Date	After BU/BD	Sp Feat 10	MI Cert No.	MI Ldr Paid Rt %	Accrued Int	Mtg Margin
AH0028EBDS0		160,000.00	360	908.46	80 / 80	04-01-2015		175 212 135	Investment	NoMIBasedOnOriginalLTV		03-01-2025
/ TBD		160,000.00	360	5.50	Lender / Lender	03-01-2015	25.000	162	4			04-01-2025
A01234 / 98765432112345333		160,000.00	360	5.50		02-01-2015	25.000		G		Month	/ 10.50
Fatal						03-01-2044	25.000					2.00
Loan Comments:												
AH0028EBDS1		160,000.00	360	908.46	80 / 80	04-01-2015		175 212 135	Investment	NoMIBasedOnOriginalLTV		03-01-2025
/ TBD		160,000.00	360	5.5000	Lender / Lender	03-01-2015	25.000	162	4			04-01-2025
A01234 / 98765432112345333		160,000.00	360	5.5000			25.000		G		Month	/ 10.5000
Fatal						03-01-2044	25.000					2.0000
Loan Comments:												
AH0028EBDS2		160,000.00	360	908.46	80 / 80	04-01-2015		175 212 135	Investment	NoMIBasedOnOriginalLTV		03-01-2025
/ TBD		160,000.00	360	5.50	Lender / Lender	03-01-2015	25.000	162	4			04-01-2025
A01234 / 98765432112345333		160,000.00	360	5.50		02-01-2015	25.000		G		Month	/ 10.50
Fatal						03-01-2044	25.000					2.00
Loan Comments:												
AH0028EBDS3		160,000.00	360	908.46	80 / 80	04-01-2015		175 212 135	Investment	NoMIBasedOnOriginalLTV		03-01-2025
/ TBD		160,000.00	360	5.50	Lender / Lender	03-01-2015	25.000	162	4			04-01-2025
A01234 / 98765432112345333		160,000.00	360	5.50		02-01-2015	25.000		G		Month	/ 10.50
Fatal						03-01-2044	25.000					2.00
Loan Comments:												
AH0028EBDS4		160,000.00	360	908.46	80 / 80	04-01-2015		175 212 135	Investment	NoMIBasedOnOriginalLTV		03-01-2025
/ TBD		160,000.00	360	5.50	Lender / Lender	03-01-2015	25.000	162	4			04-01-2025
A01234 / 98765432112345333		160,000.00	360	5.50		02-01-2015	25.000		G		Month	/ 10.50
Fatal						03-01-2044	25.000					2.00
Loan Comments:												

END OF SCHEDULE OF MORTGAGE REPORT FOR POOL AZ5008

Generating the Edit Report

To generate the Edit Report, follow these steps:

1. From the Pool Management page, click on the **pool number** for the report being requested.

2. The Pool Details page is displayed. Click **Reports**. A drop-down list will appear with the option of “Edit Report” to select.

3. Loan Delivery provides the option to **open or save** the report as a PDF file. The Pool Edit Report is displayed if you select “Open.”

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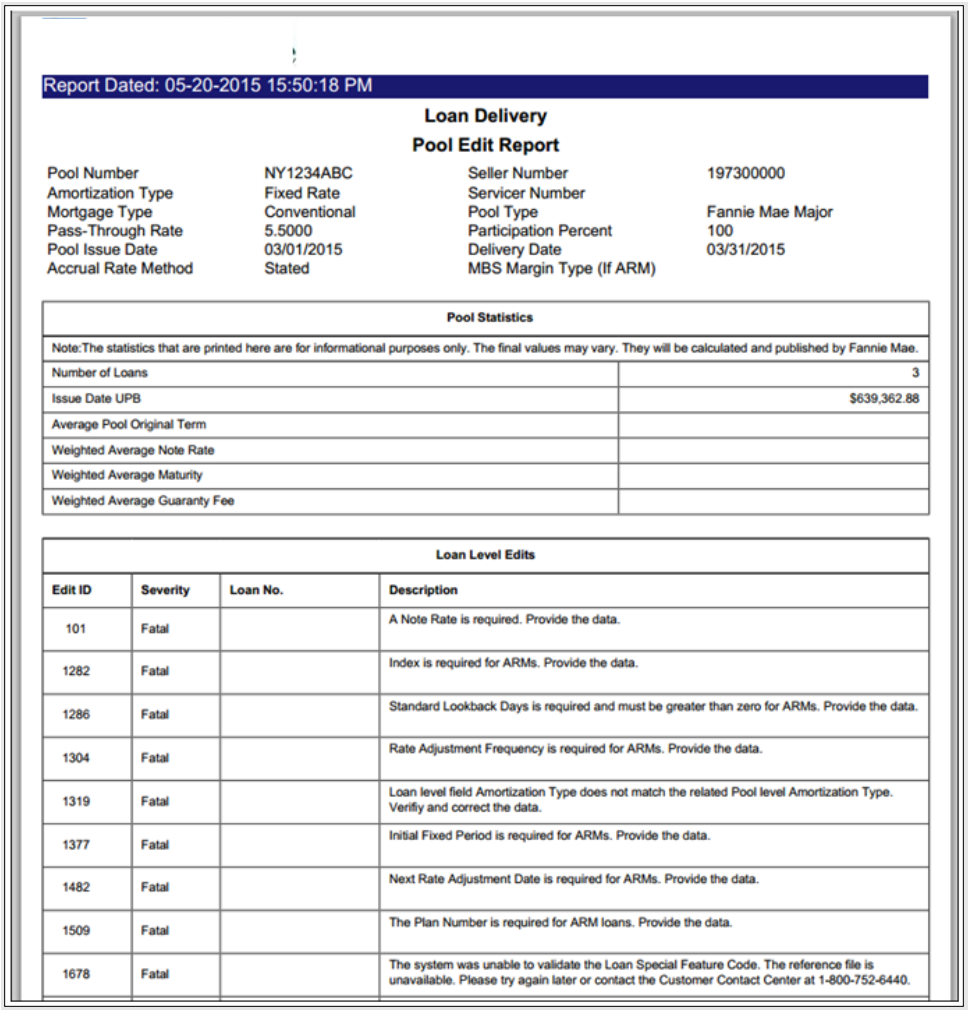

Report Dated: 05-20-2015 15:50:18 PM

Loan Delivery

Pool Edit Report

Pool Number	NY1234ABC	Seller Number	197300000
Amortization Type	Fixed Rate	Servicer Number	
Mortgage Type	Conventional	Pool Type	Fannie Mae Major
Pass-Through Rate	5.5000	Participation Percent	100
Pool Issue Date	03/01/2015	Delivery Date	03/31/2015
Accrual Rate Method	Stated	MBS Margin Type (If ARM)	

Pool Statistics

Note:The statistics that are printed here are for informational purposes only. The final values may vary. They will be calculated and published by Fannie Mae.

Number of Loans	3
Issue Date UPB	$639,362.88
Average Pool Original Term	
Weighted Average Note Rate	
Weighted Average Maturity	
Weighted Average Guaranty Fee	

Loan Level Edits

Edit ID	Severity	Loan No.	Description
101	Fatal		A Note Rate is required. Provide the data.
1282	Fatal		Index is required for ARMs. Provide the data.
1286	Fatal		Standard Lookback Days is required and must be greater than zero for ARMs. Provide the data.
1304	Fatal		Rate Adjustment Frequency is required for ARMs. Provide the data.
1319	Fatal		Loan level field Amortization Type does not match the related Pool level Amortization Type. Verifiy and correct the data.
1377	Fatal		Initial Fixed Period is required for ARMs. Provide the data.
1482	Fatal		Next Rate Adjustment Date is required for ARMs. Provide the data.
1509	Fatal		The Plan Number is required for ARM loans. Provide the data.
1678	Fatal		The system was unable to validate the Loan Special Feature Code. The reference file is unavailable. Please try again later or contact the Customer Contact Center at 1-800-752-6440.

NOTE: *For best results, print the report on legal size paper.*

Tracking Certification Status

When a pool is submitted to Fannie Mae, the pool data is also transmitted to the selected document custodian for certification (based on the Financial Institution Number displayed on the Pool Details page). If the custodian's review of the documentation identifies any errors or inconsistencies, these issues must be resolved before the MBS pool can be certified and before Fannie Mae will issue the related securities.

Exporting Pool Data

Exported loan data will be available in XML and CSV format. There are five export options to generate a file: Edits CSV, MISMO Data XML, Loan Level Data CSV, Fannie Mae Loans CSV, and Edit History CSV. To export pool data for use in your in-house system, such as your investor reporting system, follow these steps:

1. From the Pool Management page, click the box beside the pool number for each pool you want to export, and then click **Export** and select either: Edits CSV, MISMO Data XML, Loan Level Data CSV, Fannie Mae Loan No. CSV, or Edit History CSV.

2. The File Download page is displayed. Click **Save File** to save in Excel.

3. Or click **Open With** to save in other formats.

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4. This function is also available from Pool Details.

> **NOTE:** *If changes were made by Single-Family Acquisitions after submission, those changes will not be reflected in Loan Delivery.*

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Chapter 5 – Delivering ASAP Plus Loans

Purpose

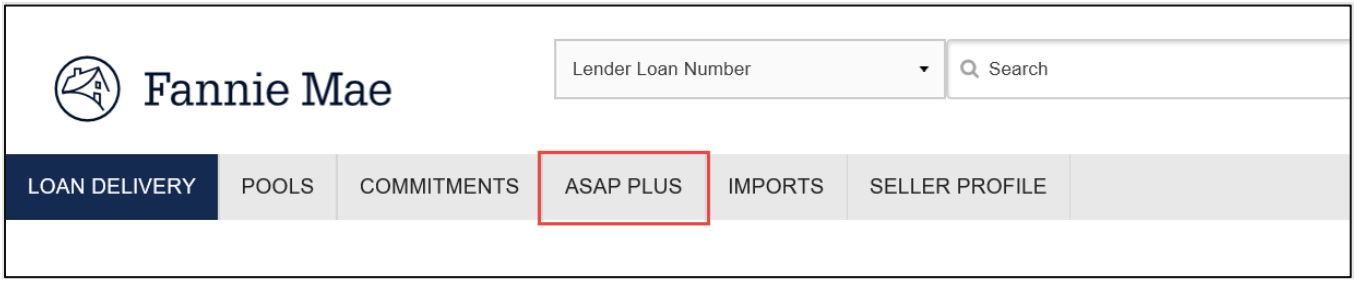
This chapter explains how to use the Loan Delivery application to submit loans for Early Funding using ASAP Plus®. With ASAP Plus, loans are funded the same day loan documents are certified, sometimes even before you have allocated the loans to whole loan commitments or MBS pools.

ASAP Plus High-Level Process

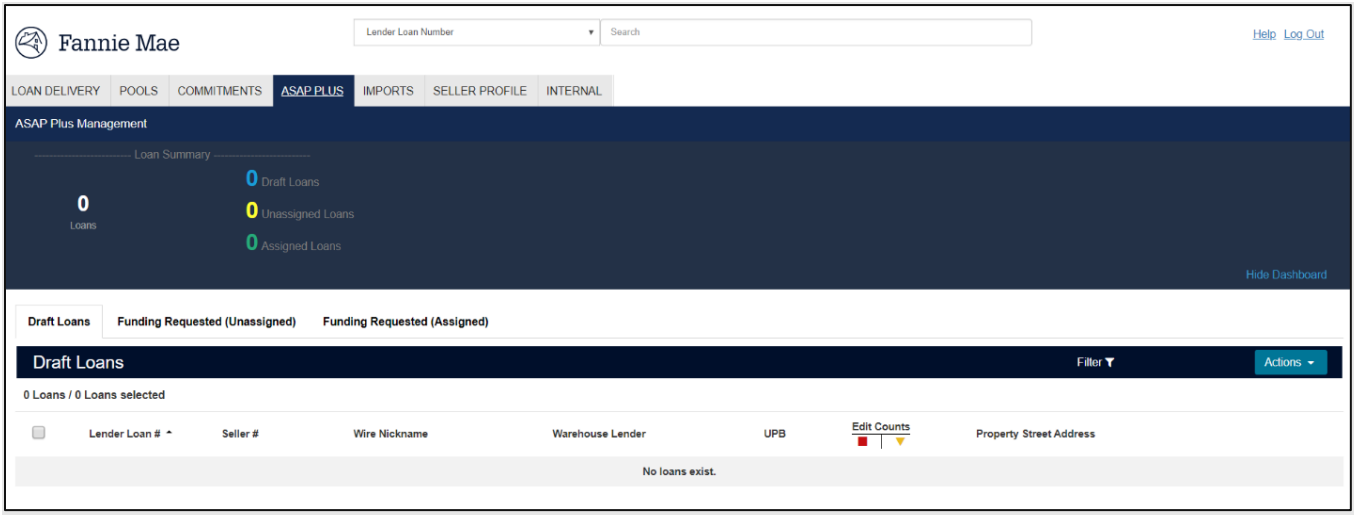
ASAP Plus Management Dashboard

The ASAP Plus Management dashboard provides a summary view of ASAP Plus loans in Loan Delivery by status. From the Loan Delivery Home page.

To navigate to the ASAP Plus dashboard, select the **ASAP Plus** tab on the top menu bar.



The ASAP Plus Management screen will display.



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The dashboard allows you to monitor the status of your ASAP Plus loans in Loan Delivery. The following section provides the description of each tab on the ASAP Plus Management screen:

ASAP Plus Status	Description
Draft Loans	ASAP Plus loans imported into Loan Delivery; funding has not been requested. Fatal edits must be resolved before funding can be requested.
Funding Requested (Unassigned)	ASAP Plus loans that have not been assigned execution; funding has been requested.
Funding Requested (Assigned)	ASAP Plus loans that have been assigned execution as whole loan commitments or MBS pools.

Loan Delivery Roles for ASAP Plus

To obtain access to the ASAP Plus dashboard in Loan Delivery to deliver ASAP Plus loans, contact your company's designated Technology Manager Administrator to provision role access to identified users. Early Funding users must have LOAN_DELIVERY_ACCESS and LD_ASAP_PLUS_ACCESS. Role access should be requested once your contract has been executed for ASAP Plus with Fannie Mae.

The following table describes the available roles:

Function	Loan Delivery Role	Description
ASAP Plus	LD_ASAP_PLUS_READ	Read only access to view ASAP Plus Loan Data
ASAP Plus	LD_ASAP_PLUS_ACCESS	Write access to import or enter ASAP Plus Loan Data submit to Fannie Mae for funding
Loan Delivery	LOAN_DELIVERY_ACCESS	Write access to import or enter delivery data and manage that data within Loan Delivery
Manage Wires	LD_MANAGE_WIRES	Write access to manage Wiring Instructions within Loan Delivery

Early Funding Wire Administration

The LD_MANAGE_WIRES role enables ASAP Plus users to associate wires in Loan Delivery as **Early Funding** eligible and to associate the two-digit **Early Funding Wire ID**. Only users with the LD_MANAGE_WIRES role will have the ability to add, modify, and delete wire instructions.

> *Submit Form 482 to add Early Funding Wiring Instructions (2-digit Wire ID) to existing payee codes. The form may also be submitted to request new payee codes, if applicable. There may be additional wire instruction requirements and setup steps. Contact your Fannie Mae account representative or the Capital Markets Sales Desk for additional details.*

Importing ASAP Plus Data

The fastest, most efficient way to add ASAP Plus loan data to Loan Delivery is to import a data file from your loan origination system. Only users with the LD_ASAP_PLUS_ACCESS role will have the ability to add, modify, and delete ASAP Plus loans.

Follow these steps to import ASAP Plus loan data:

1. From the Loan Delivery application Home page, click on the **Import** tab.

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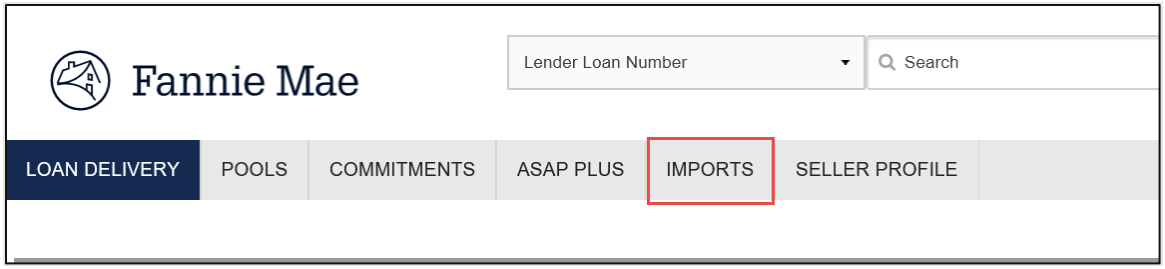
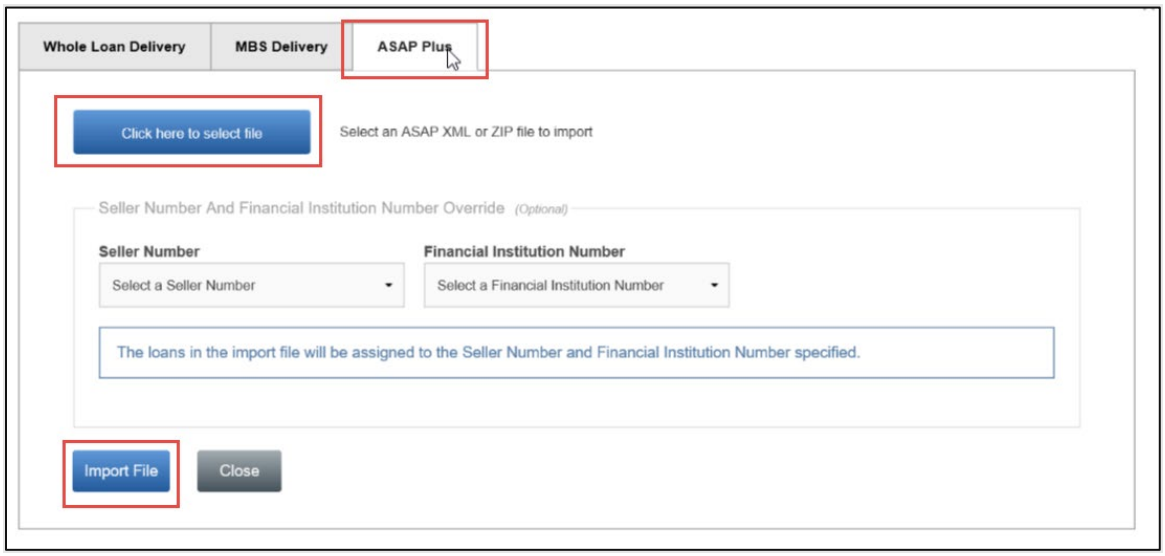


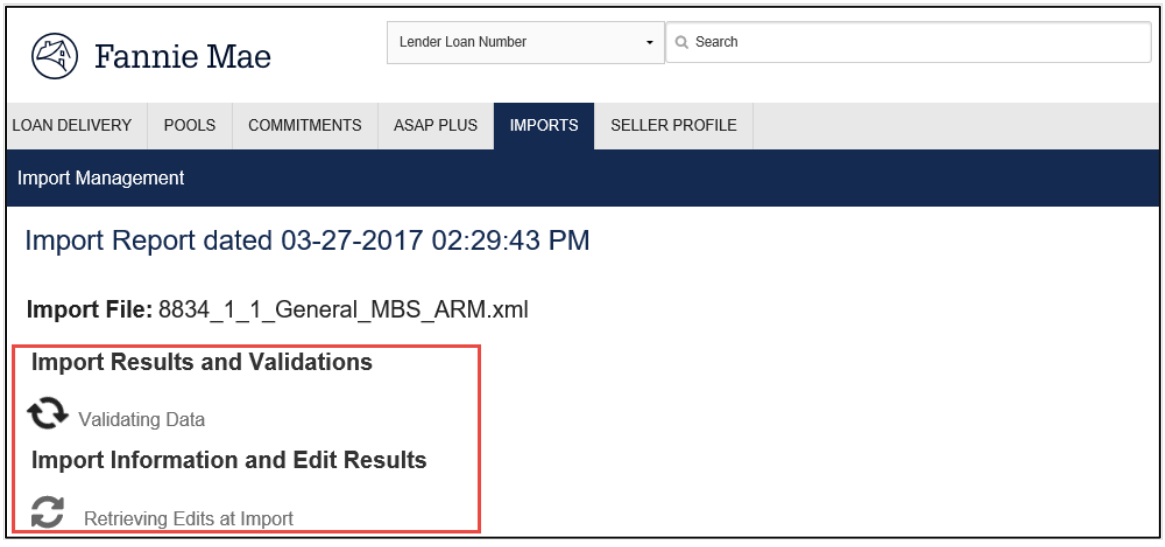
2. Click **New Import**

3. Select the **ASAP Plus** delivery option tab, then navigate to the file you would like to import; once selected, click **Import File**.



> **NOTE:** *If your import file does not contain a Seller Number or Financial Institution Number, you can use the override functionality at import to assign this information to the loans being imported.*

4. When the system is running file validations, the Validating Data icon will display.



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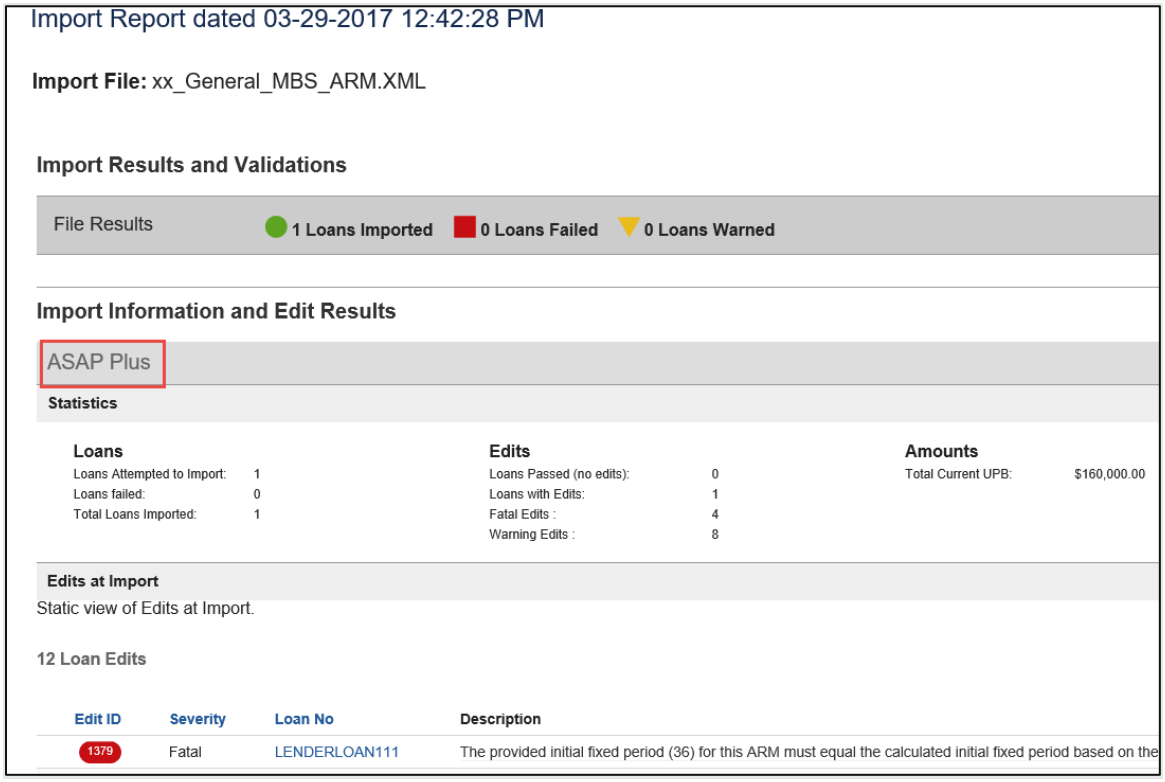
5. Once file validations are complete, the Import Report will be displayed. At the time of ASAP Plus submission, only Early Funding edits will be evaluated. When loans are submitted for ASAP Plus execution, the full set of Loan Delivery edits will be evaluated.

> **NOTE:** *Refer to the Loan Delivery Business Rules Dictionary for a list of edits (Edits LD tab – Column N) that may occur at the time of Early Funding.*



The below table lists the import icons with a description:

Icon	Icon Definition
Imported	File successfully imported
Import Failed	File has errors; nothing was imported
Imported, Errors	File has errors; subset of pools/loans were imported
Validating File	File schema is being validated
Running Edits	Edits are currently processing

> **NOTE:** *Loan Delivery allows partial file imports. For example, if the file contains 100 loans and 3 loan validation errors occur, the remaining 97 loans are imported. Therefore, only the 3 loans that failed would need the validation errors corrected and then they could be re-imported.*

Manually Entering Early Funding Data

To enter Early Funding loan data manually, follow these steps:

1. From the Loan Delivery application Home page, click on the **ASAP Plus** tab.

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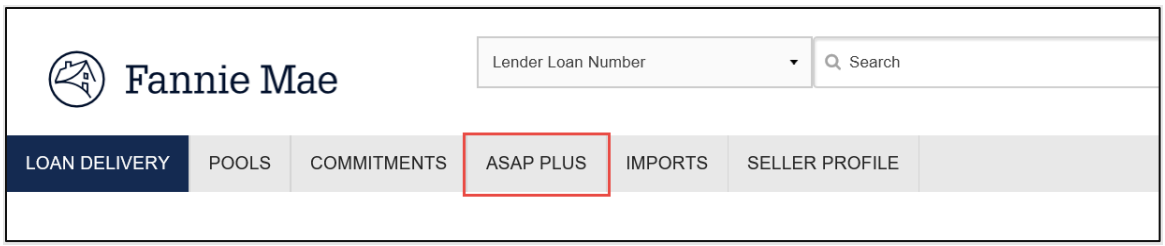
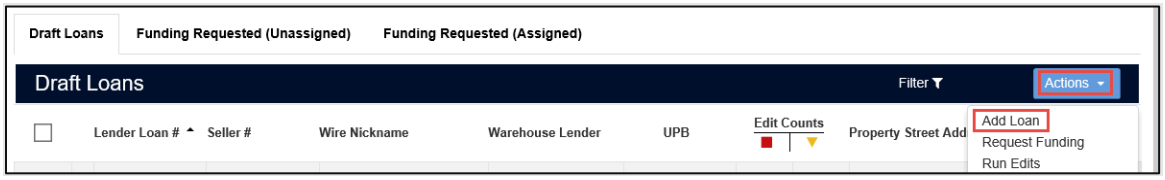
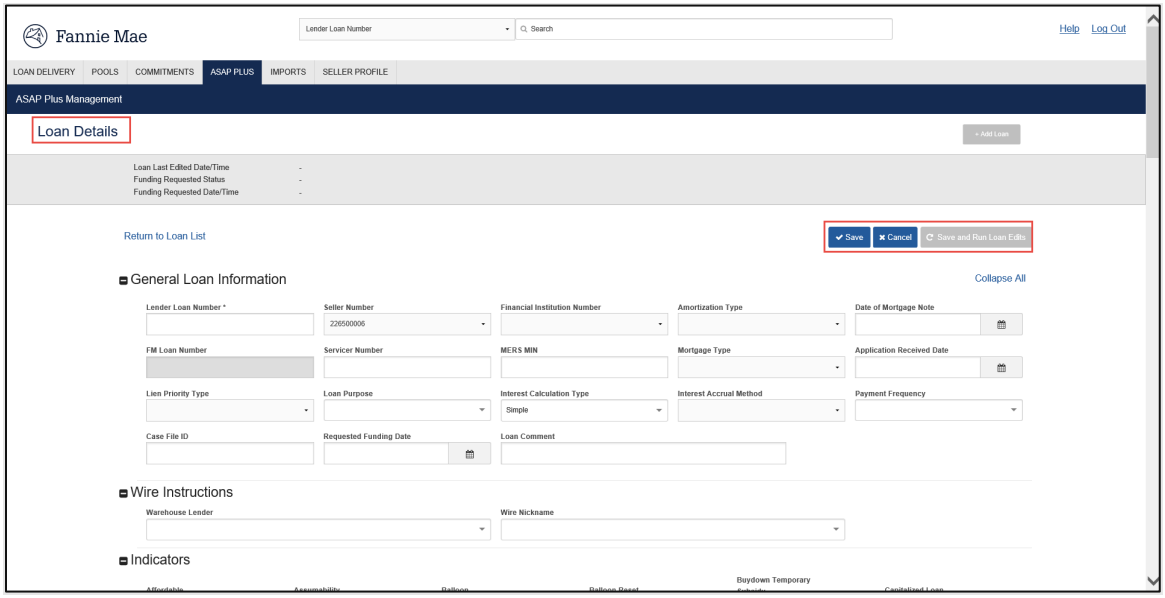


2. Click the **Actions** dropdown and select **Add Loan.**



3. The Loan Details screen will appear. Complete all of the loan Information on this page. Once you have entered the information click either **Save** or **Save and Run Loan Edits.**



Assign Wire Instructions

At the time of ASAP Plus deliveries, assign Wire Nickname for wiring instructions.

There are three options available to assign wiring instructions on an ASAP Plus loan:

3 Options to Assign Wiring Instructions for an ASAP Plus Loan		
Include in Import File	"Update" Feature in Actions Menu	Assign at a Loan Level on Loan Details

Option 1: **Import file** – include the Wire Nickname/payee code in the import file.

> **NOTE:** *To update the Wire Instructions for loans at import, include:*
>
> *PartyRoleType = Payee [SID 643] and PartyRoleIdentifier = 9-digit Payee Code in the Loan Delivery XML file.*

Option 2: **Update** option in the ASAP Plus Actions menu.

1. To update the wire instructions for a group of loans, select the loans you want to update from the Draft Loans tab and expand the 'Actions' menu on the right of the page.

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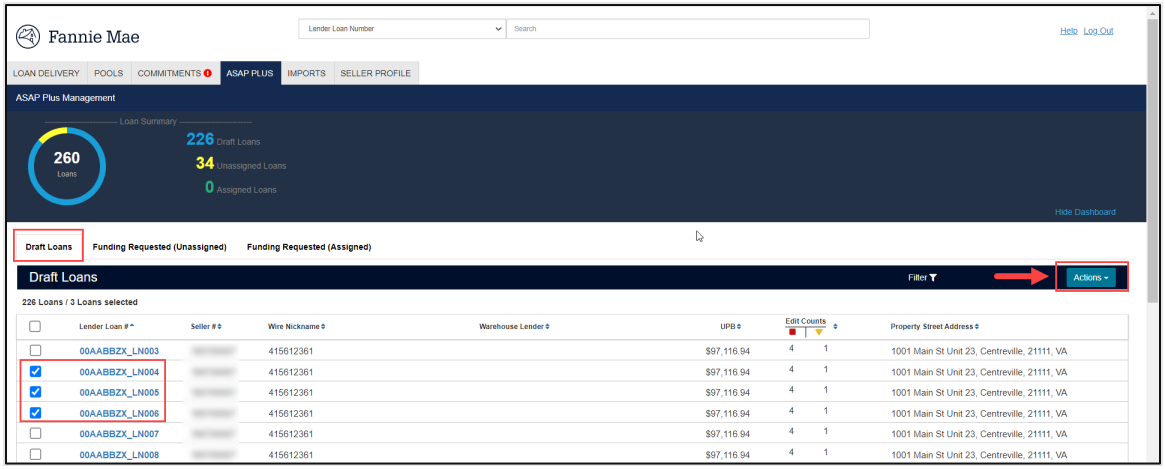
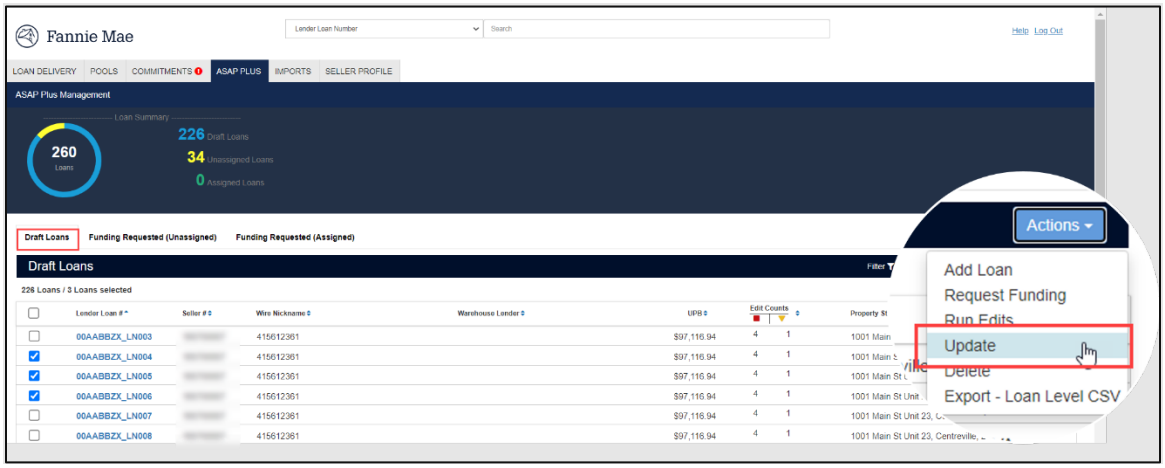


2. Select **Update** from the Actions drop-down list.



3. A dialogue box will display. Select the **Wire Nickname** and click **Save & Run Edits**.

> **NOTE:** *The Update feature provides the option to update the Warehouse Lender name and Warehouse Lender Indicator for wiring instructions associated to a warehouse lender, if applicable.*

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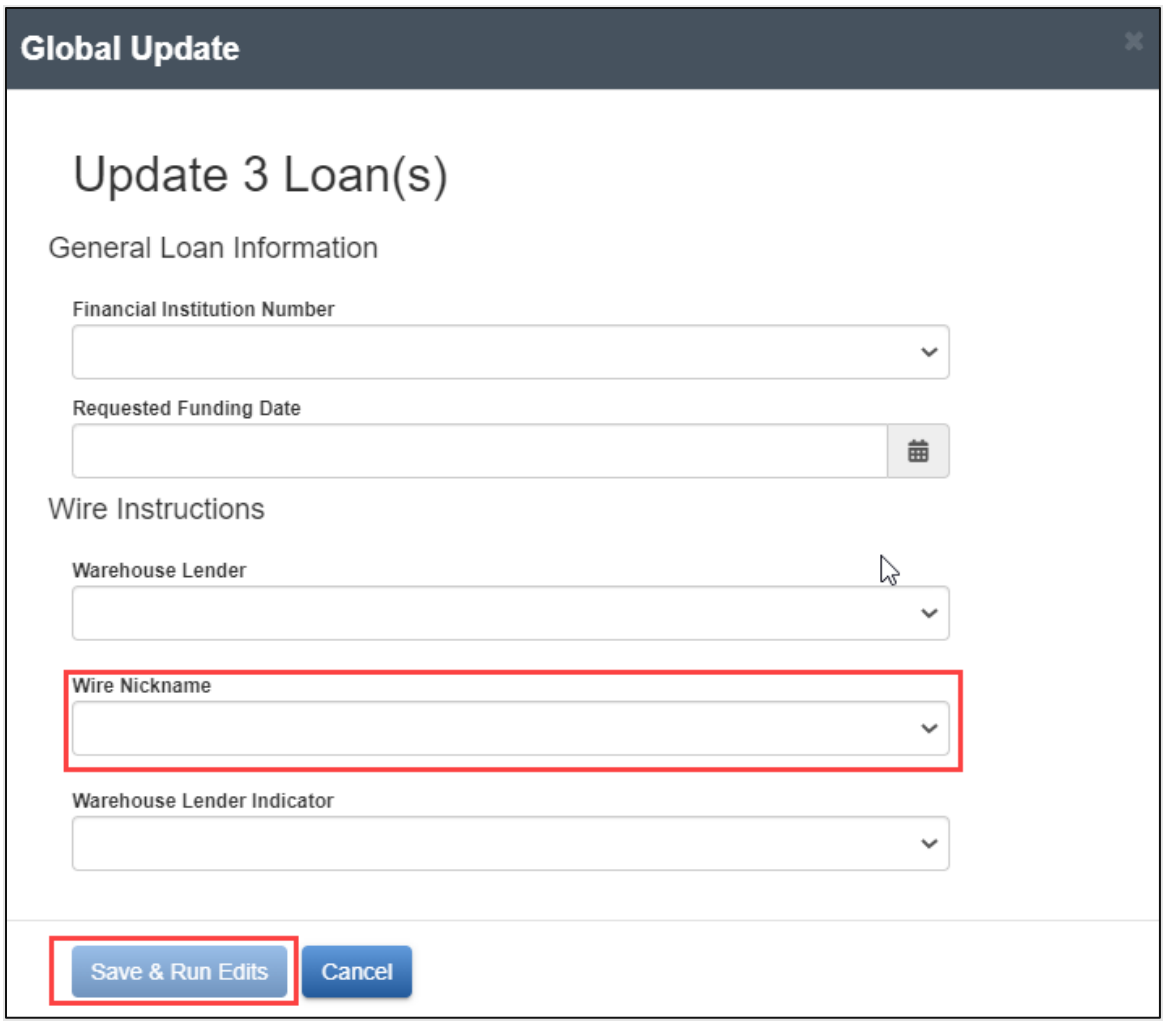
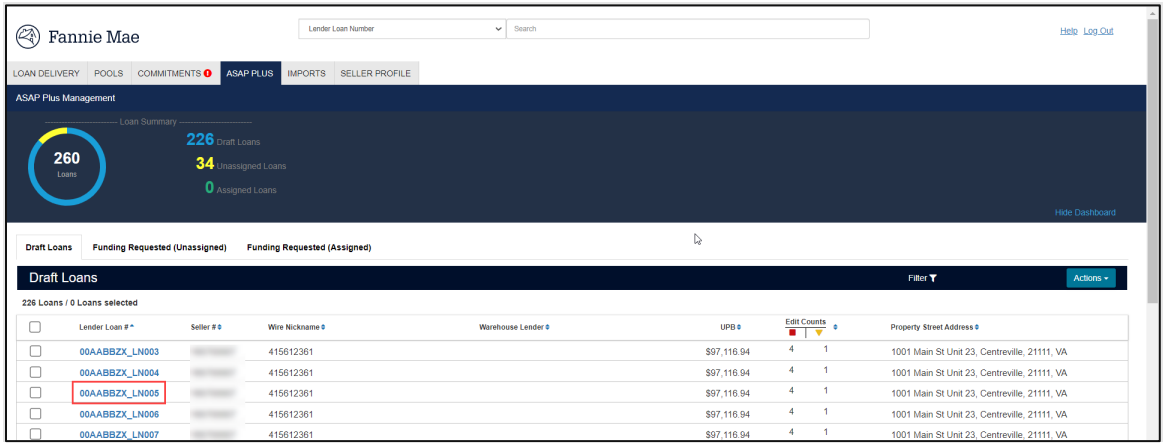


Option 3: Assign wire instructions on the **Loan Details** page

1. To update the wire instructions from the **Loan Details** page, click on the **lender loan number** from the **Draft Loans** tab.



2. Select the desired wire nickname from the Wire Nickname drop-down feature, then click **Save and Run Loan Edits**.

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NOTE: *If a wire nickname is associated with a warehouse lender, select the respective warehouse lender, and update the 'Warehouse Lender' indicator to Yes.*

Managing ASAP Plus

This section includes information to manage ASAP Plus loans from the initial upload of loan information, to request funding on the loan(s), and then to assign the loan(s) to an execution type (whole loan or MBS pool).

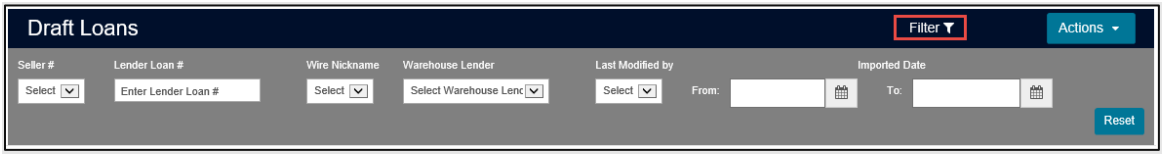
Draft Loans

When ASAP Plus loans are initially added to Loan Delivery, the status is 'Draft.' The list of all loans in Draft status can be found on the Draft Loans tab.

Filter

Click **Filter** to view the Draft Loans by Seller #, Lender Loan #, Wire Nickname, Warehouse Lender, Last Modified by [USER], or Imported Date.

NOTE: *Clicking Filter again will collapse the view.*



Actions Menu

The ASAP Plus 'Actions' menu includes the following functions that can be performed:

Actions Menu Options	
Add Loan	Update
Request Funding	Delete
Run Edits	Export – Loan Level CSV

Click on **Actions** to view the available options to perform for loans in the Draft Loans queue.

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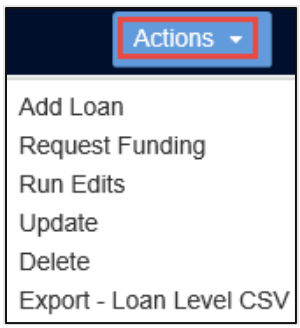
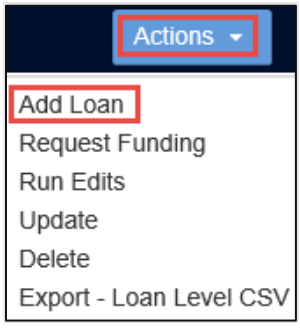
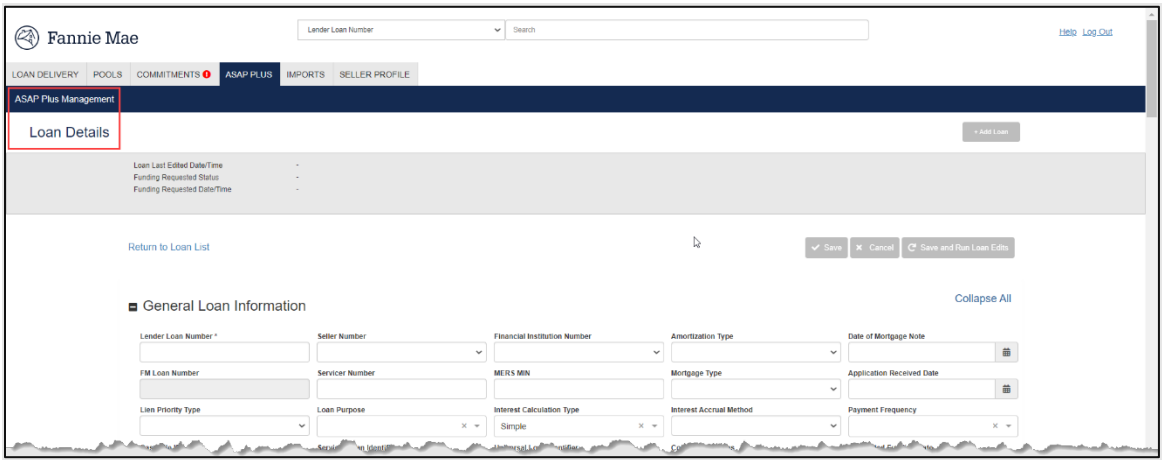


Add Loan

Provides the ability to manually enter a loan into Loan Delivery for ASAP Plus.



The ASAP Plus Management Loan Details page will open after selecting **Add Loan** from the menu. Manually complete the required data. Select **Save** or **Save and Run Loan Edits** after entering the data.



> **NOTE:** *The fastest, most efficient way to add ASAP Plus loan data to Loan Delivery is to import a data file from your loan origination system*

Request Funding

Provides the ability to request funding for a loan or multiple loans that are ready for funding.

Click the box next to each loan from the Draft Loans list of loans and then select **Request Funding** from the **Actions** drop-down menu.

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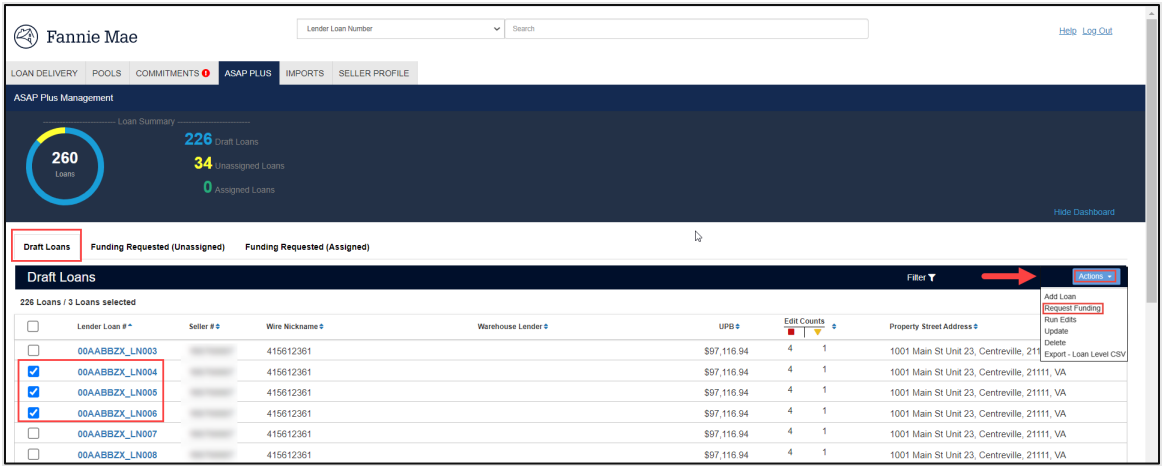
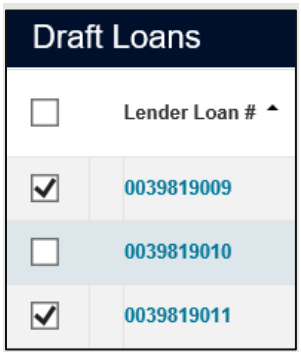
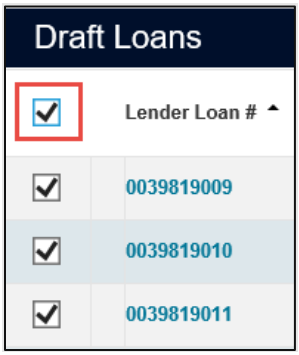


Individual loans can be selected or the option to select all loans from the Draft Loans page is also available.





> **NOTE:** *All Fatal edits must be resolved before funding can be requested on a loan.*

A Fannie Mae loan number will be generated at when 'Request Funding" is performed.

> **NOTE:** *Optional: Work with your technology team to add the assigned Fannie Mae Loan Number (ULDD Sort ID 400.1) to your Cash or MBS XML file at the time of performing the execution delivery into a cash/whole loan or MBS pool.*

Run Edits

Provides the ability to run edits for a loan or multiple loans where edits need to be addressed. Be sure to resolve any Fatal loan-level errors before submitting ASAP Plus loans to Fannie Mae.

> **NOTE:** *If you submit loans with an unresolved Warning error, Fannie Mae will infer that you have verified the information.*

A list of edits will display in the Edits box at the top of the Loan Details page, including an option to "pin" the Edits box while scrolling through the Loan Details page. Click the pin icon at the top of the page to ensure that the Edits box remains visible as you scroll. Un-pin if you do not want to view the Edits box as you scroll.

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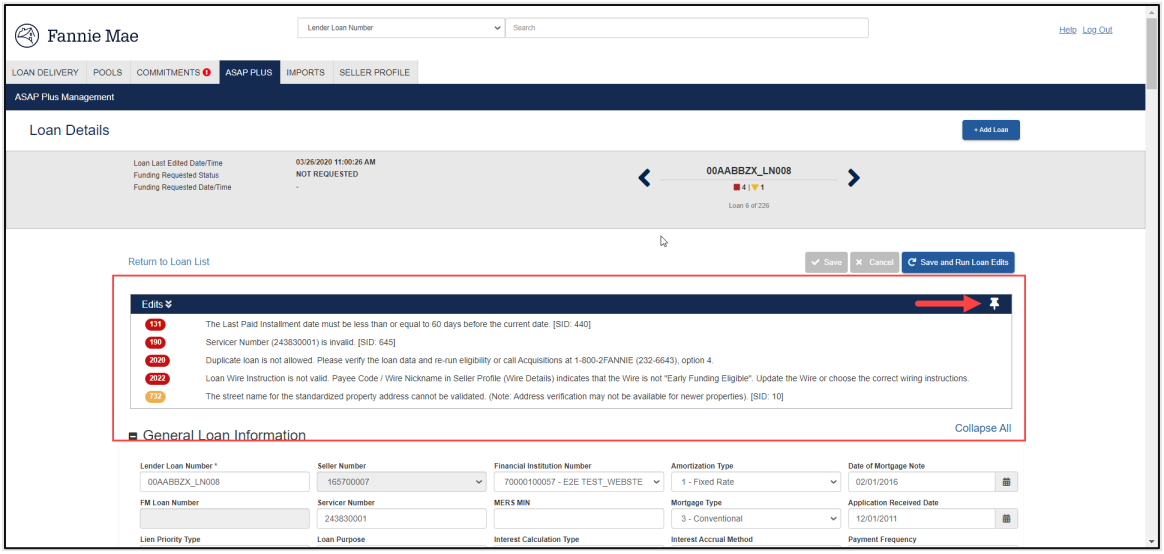
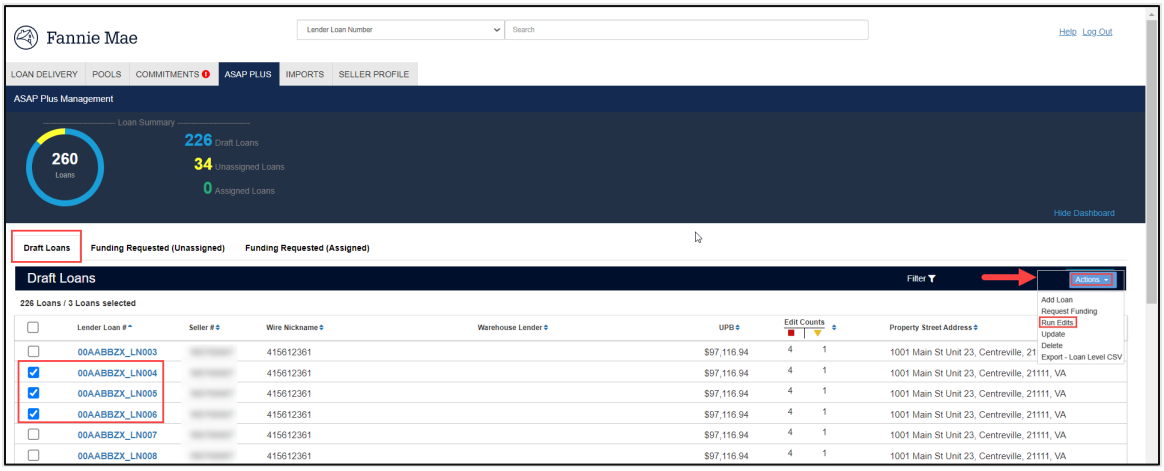


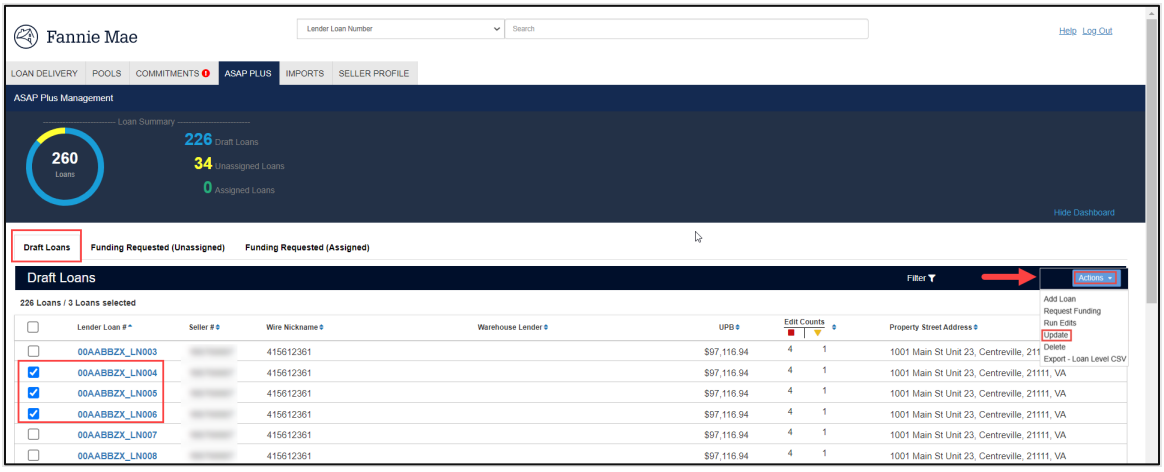
To run edits after saving data changes on each loan, return to the Draft Loans tab and click the box next to each loan from the Draft Loans list of loans and then select **Run Edits** from the **Actions** drop-down menu.



This will validate the edit changes made and identify any additional potential edits for the loans.

Update

The 'Update' function allows making updates to data on more than one loan at a time. To make updates on multiple loans, click the box next to each loan from the Draft Loans list of loans and then select **Update** from the **Actions** drop-down menu.



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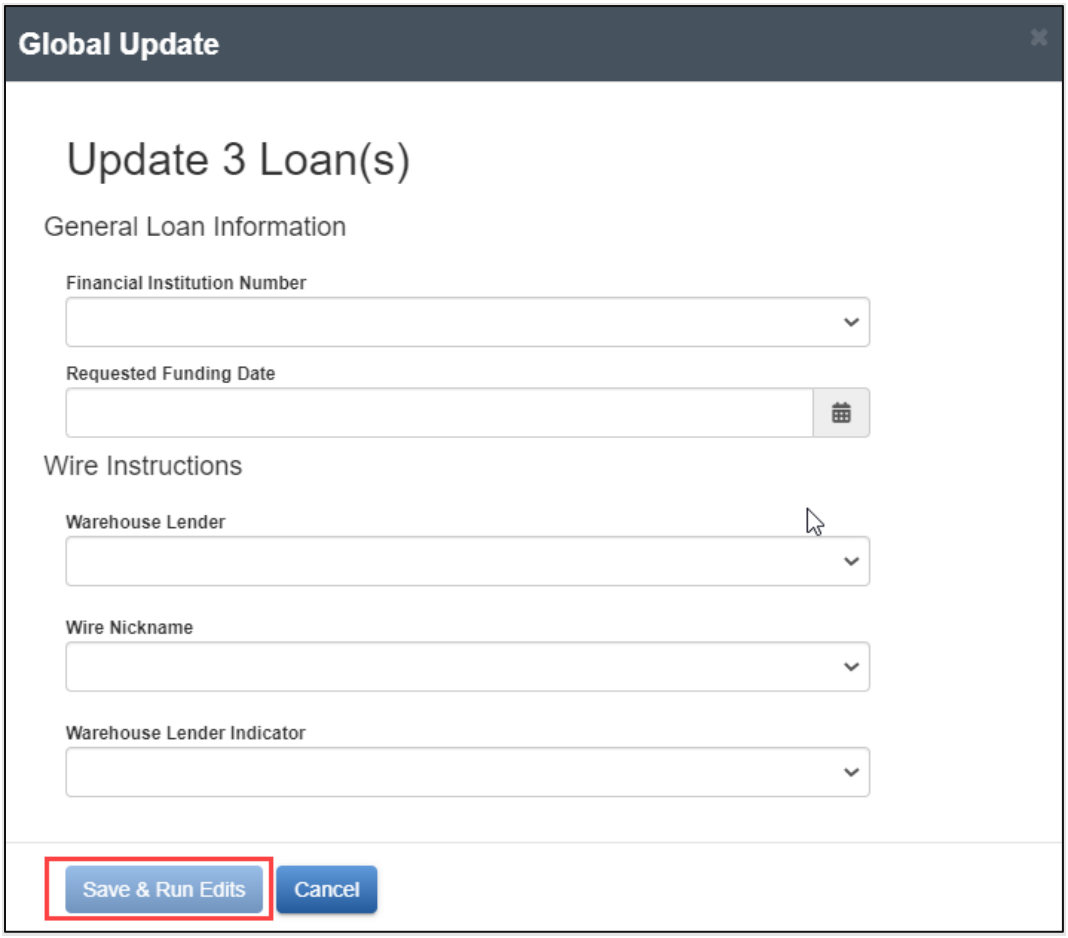
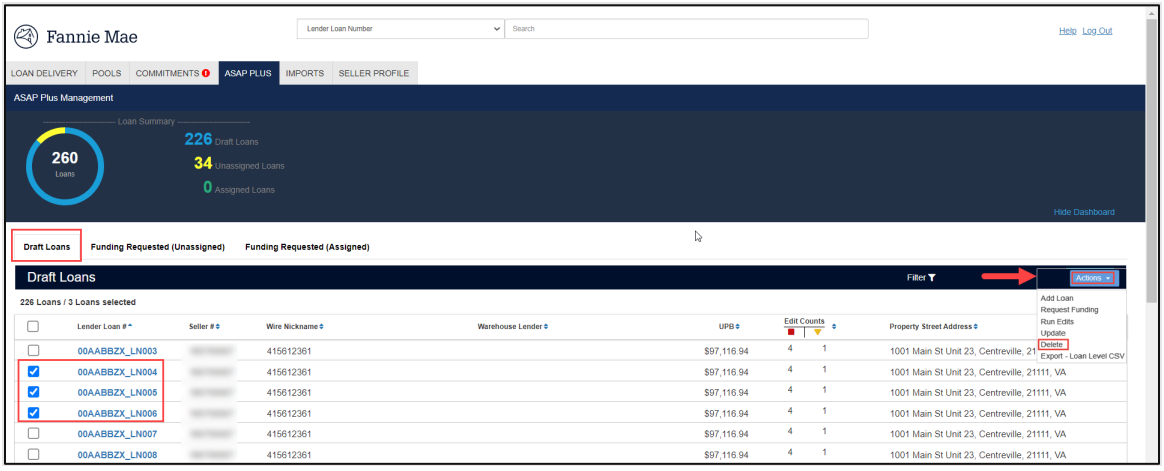
A dialogue box will display that will allow you to update Financial Institution Number, Requested Funding Date, Warehouse Lender and/or Wire Nickname for the selected loans. Once updates are made, click **Save & Run Edits**.



Delete

The 'Delete' function allows you to delete loans from the Draft Loans list. To delete a loan or multiple loans, click the box next to each loan from the Draft Loans list of loans and then select **Delete** from the **Actions** drop-down menu.



A dialogue box will display to confirm the delete request; select **Continue** to delete the selected loans.

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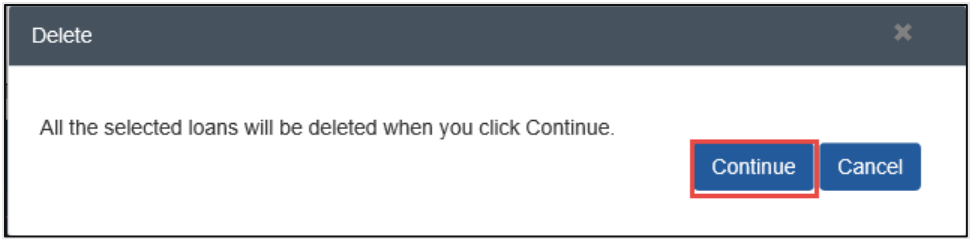
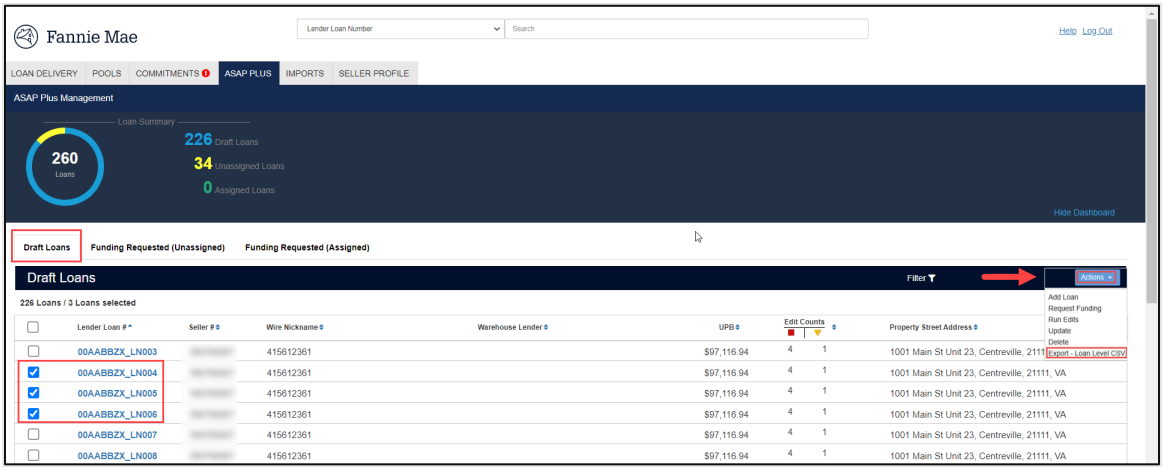


Export – Loan Level CSV

The 'Export – Loan Level CSV' provides the ability to generate an export of the loan level data in a CSV file. To view the export, click the box next to each loan from the Draft Loans list of loans and then select **Export – Loan Level CSV** from the **Actions** drop-down menu



Certification Status

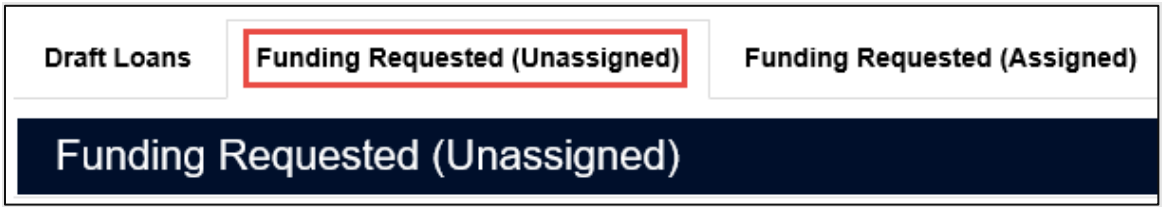
Loans on the Funding Requested (Unassigned) tab and the Funding Requested (Assigned) tab will have a column displaying the loan's certification status. Below are each of the three possible statuses with a brief description.

- Awaiting Certification – Loan is pending certification
- Certified – Loan is certified with no changes
- Qualified Cert – Loan was certified with a data change

Funding Requested (Unassigned)

Once funding has been requested for the Draft status loans (but have not been assigned execution to a commitment or MBS pool) the loan status is Funding Requested (Unassigned).

The list of all loans awaiting funding without execution can be found on the Funding Requested (Unassigned) tab.



ASAP Plus loans can be delivered into either a whole loan commitment or MBS pool once the execution decision is determined.

Loans do not need to be certified to be delivered into an MBS pool or whole-loan commitment; however, they will not be funded until certification is complete. Either re-import loans with pool or commitment data populated or manually **transfer** loans, via the user interface, into MBS pools or whole loan commitments. Additional edits may occur at the time the loan is delivered into the determined execution.

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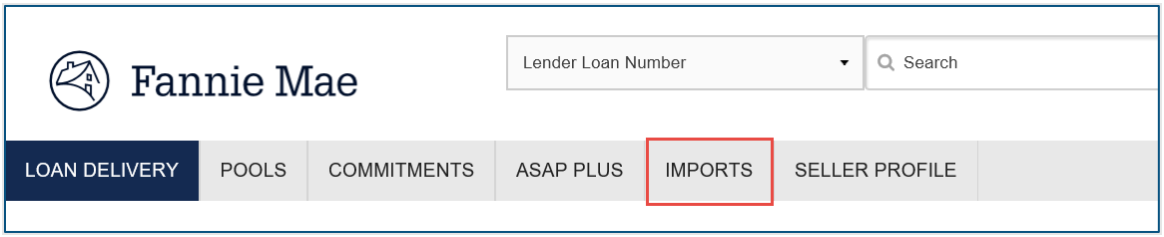
Import Delivery into MBS or Whole Loan

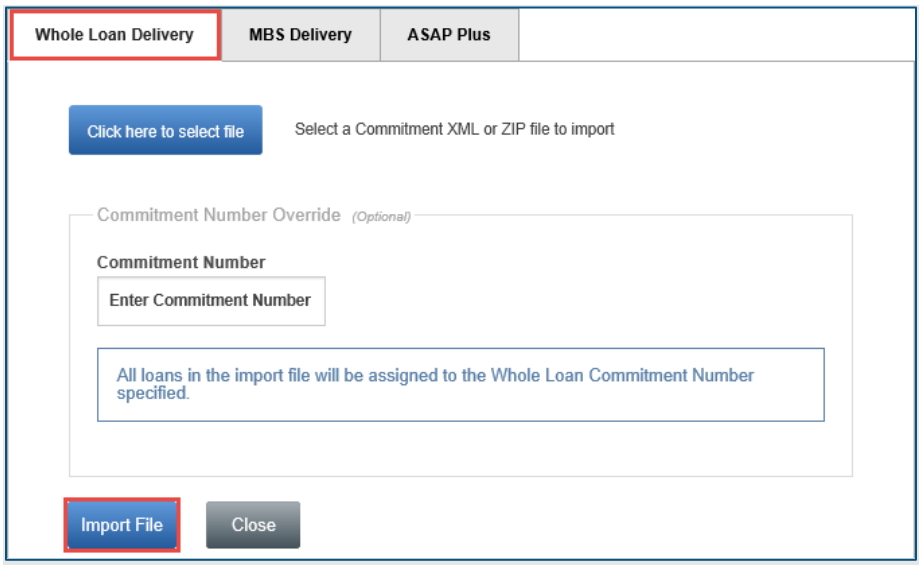
To deliver through import to a whole loan commitment or MBS pool follow these steps:

1. From the Loan Delivery Home page, click on the **Imports** tab.

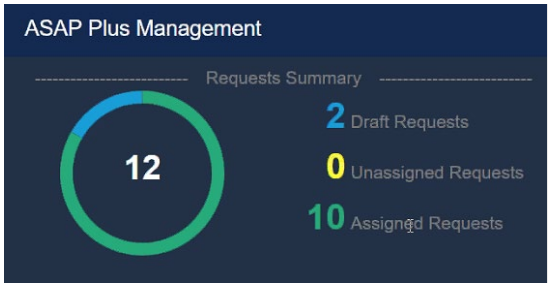


2. Click **New Import.**

3. For this example, we will deliver into a whole loan commitment. Select **Whole Loan Delivery**, navigate to the file you would like to import. Click **Import File**.



4. After the file is imported navigate to the ASAP Plus tab to view the dashboard. The loans will now display in the Funding Requested (Assigned) tab.



> *Use the ASAP Plus redelivery payee code when delivering into a whole loan commitment. ASAP Plus Redelivery Payee code = 021385001*

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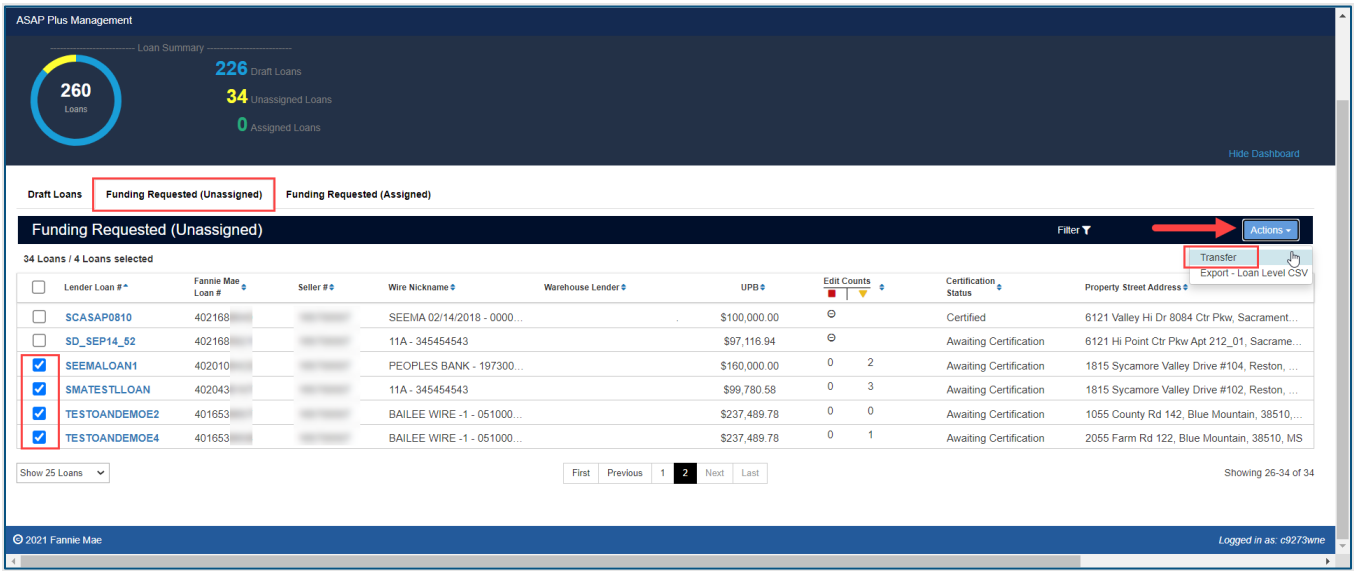
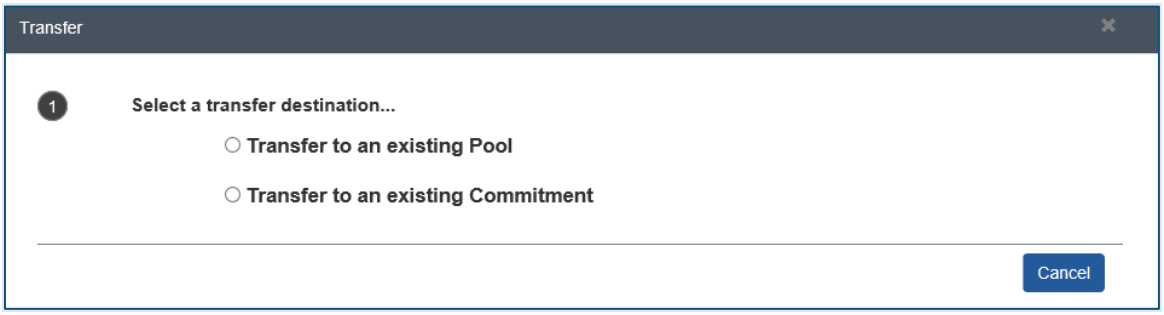
Transfer Delivery into MBS or Whole Loan

There is another option to select individual loans or select all loans on the Funding Requested (Unassigned) tab to manually transfer the loan(s)that are ready to be delivered into an MBS pool or whole loan commitment.
To deliver with the 'Transfer' function to a whole-loan commitment or MBS pool follow these steps

1. Check the box next to each loan to select the loans that are ready to be delivered into an MBS pool or whole loan commitment. You can select individual loans, or you can select all loans on the screen and click **Transfer.**



2. A dialogue box will display to allow you to select the destination for the loans. Choose to transfer the selected loan(s) to an existing pool or commitment. For this example we will 'Transfer' to an existing commitment.



3. The eligible commitments will display. To transfer the selected loan(s) to an existing commitment, select the commitment number and click **Continue**.

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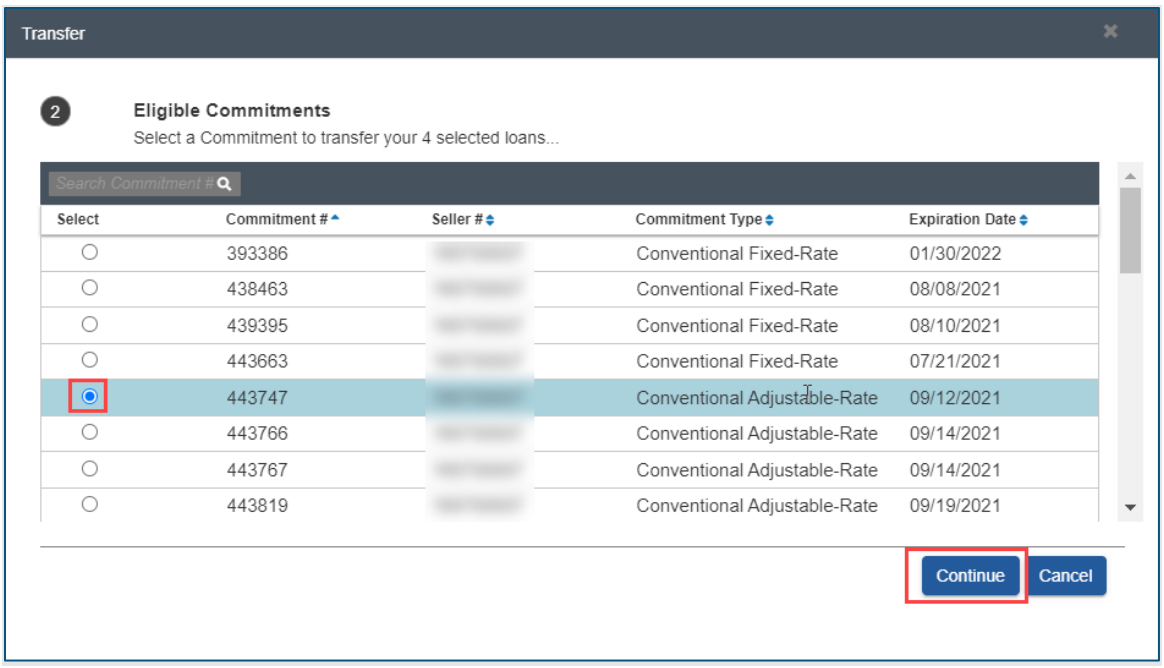
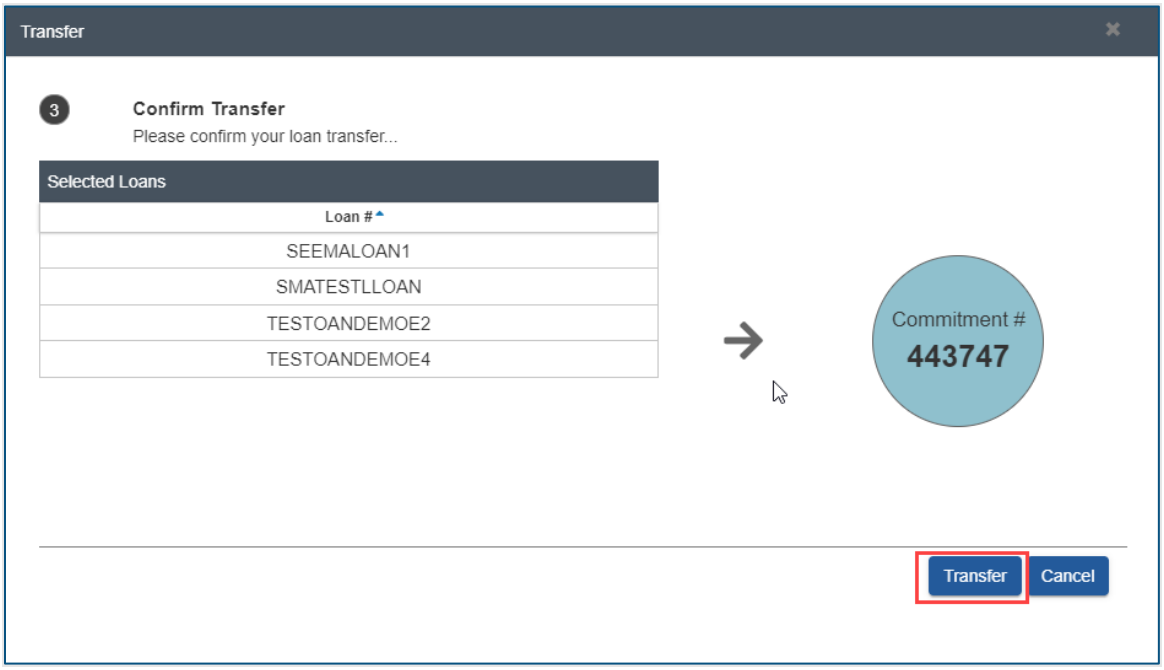


4. A confirmation will appear to confirm the transfer. Select **Transfer.**



5. A confirmation message will display. Click **OK**.

6. The loans will now display on the Funding Requested (Assigned) tab.

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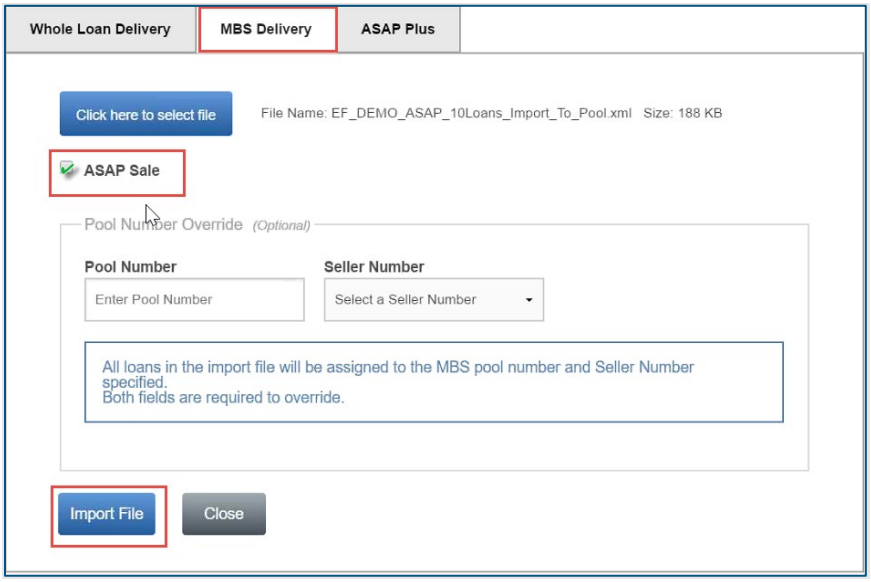
Data Changes on ASAP Plus Pools

Once an ASAP loan has been transferred to an MBS pool and the pool is closed, changes are no longer permitted. This applies to any pools with ASAP Plus loans, even if there are non-ASAP Plus loans in the pool. If changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.

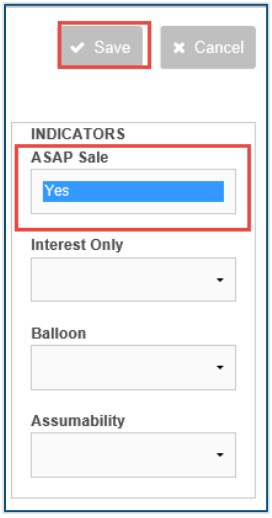
See the Pool Correction Job Aid for more information on submitting an Unlock Pool request.

ASAP Sale Pools

If pooling to a security and the pool contains at least one ASASP Plus loan the pool will need to be delivered as an ASAP Sale Pool. The ASAP Sale indicator can be checked upon the initial import of the file.



If the ASAP Sale indicator was not checked at the time the file was imported the indicator also displays on the Pool Details page. From the Pool Details page, on the right-hand side under Indicators, select **Yes** for ASAP Sale. Click **Save** to apply your changes.



> **NOTE:** *You can co-mingle ASAP Plus loans with non-ASAP Plus loans.*

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Funding Requested (Assigned)

Once funding has been requested on a loan, the status can be monitored on the Funding Requested (Assigned) tab. Loans awaiting certification will be displayed on this list for 60 days from the funding requested date.

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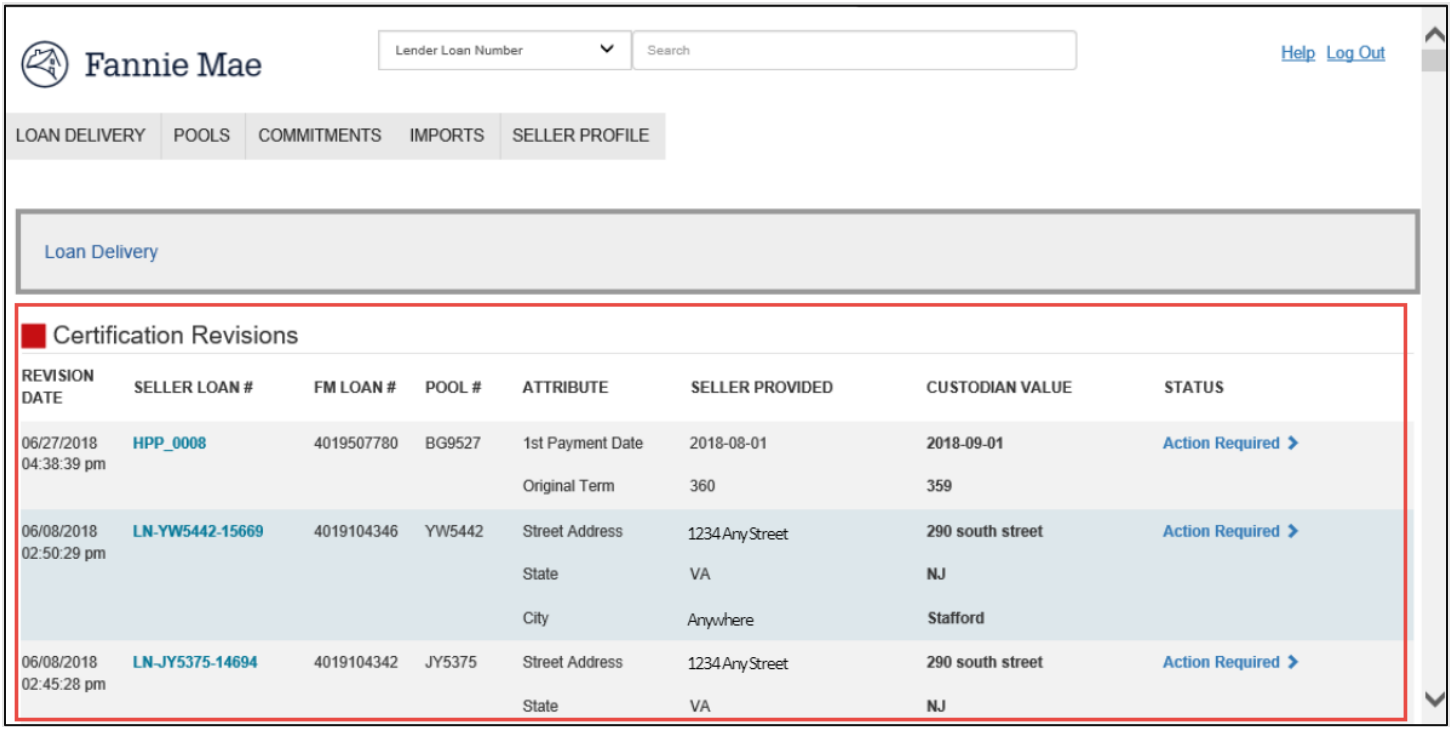
Chapter 6 – Certification Revisions

Purpose

This chapter explains how to use Loan Delivery to address certification revisions on submitted loans where the custodian has identified a data or document issue on the loan.

Lenders can manage certification revisions from their custodian directly within Loan Delivery. Once a revision is submitted by a custodian, lenders can view the certification revision from the Loan Delivery home page. Certification revisions will display on the Loan Delivery home page for up to 30 days unless the loan is deleted from Loan Delivery. Below is an example of how certification revisions would display:



Certifiable Fields – Revisions Handled within Loan Delivery

The certification revision process only applies to fields certified by document custodians. The table below lists all fields that may receive a data certification revision in Loan Delivery:

Loan Delivery Certifiable Fields		
Address	Original Loan Amount	Cap Down Percentage
City	Note Rate	Cap Up Percentage
State	Principal and Interest	1st Rate Change Date
Maturity Date	Minimum Mtg Interest Rate	1st Payment Change Date
1st Payment Date	Maximum Mtg Interest Rate	Interest Only End Date
Mortgage Margin		

Addressing Certification Revisions

Loan Delivery will send an email notification to the lender if there is a certification revision from the custodian. The certification revision will display on the homepage in Loan Delivery. Lenders will have the option to Accept or Decline the certification revision.

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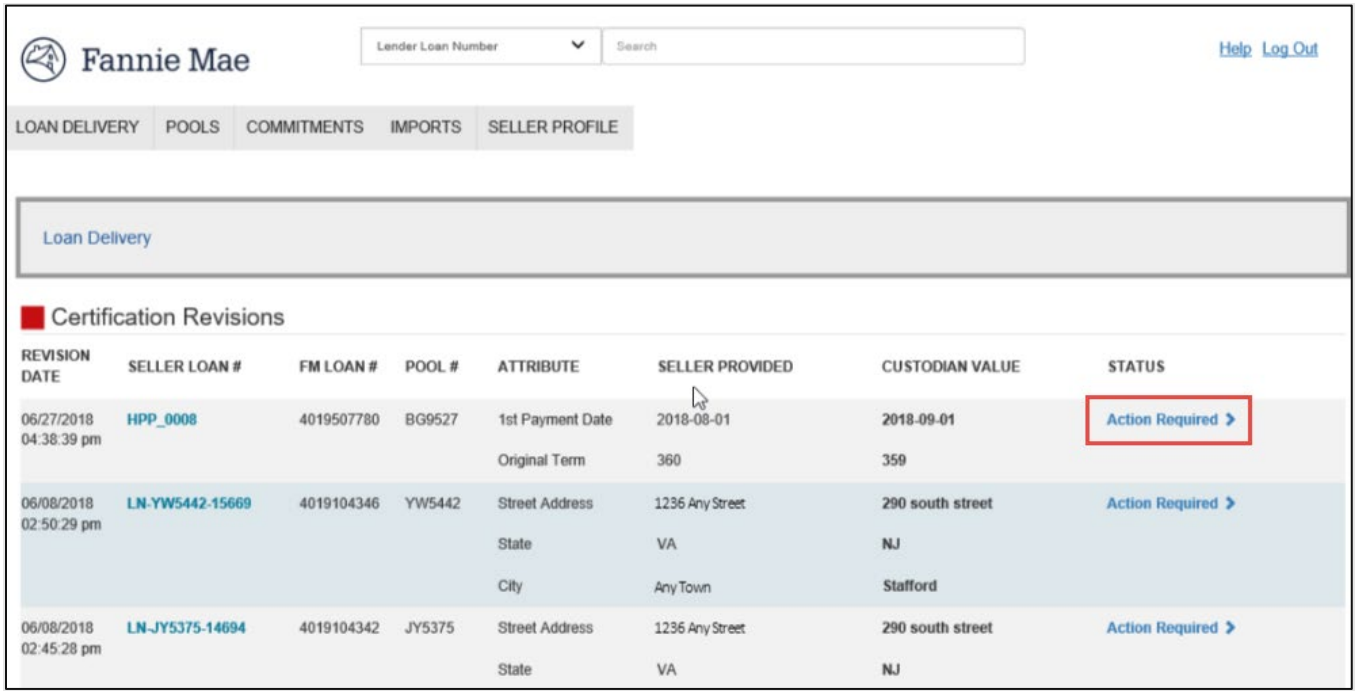
It is recommended that the attribute(s)that is being revised is reviewed to ensure that the data that the custodian is providing is correct. Compare the data to a copy of the Note or your LOS before accepting or declining the revision.

Follow these steps to address a certification revision:

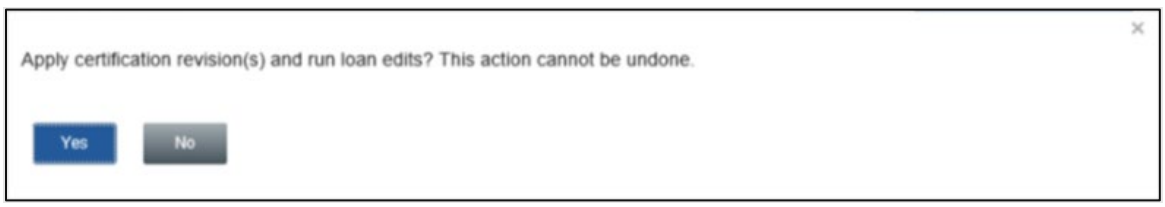
1. Click on **Action Required** in the Status column to go to the Loan Details page to review the attributes of the certification revision.



2. Review the attribute(s) that is being revised to ensure that the data that the custodian is providing is correct.

3. If the certification revision is correct, click **Accept**.
4. A dialogue box will display to confirm the certification revision(s) and to run loan edits; select **Yes** if you want to apply the revision. Select **No** if you do not.

> **NOTE:** *Certain data revisions on certifiable fields may result in a related change required to a non-certifiable field. For both whole loans and MBS loans, lenders can update non-certifiable fields directly in Loan Delivery up until the loan is in Purchased status or the pool is settled.*



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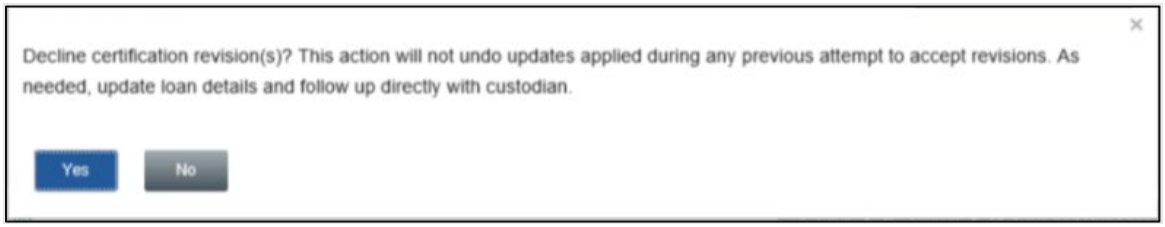
5. If the certification revision is not correct, click **Decline**. A dialogue box will display to decline the revision.



6. The Loan Delivery homepage will display **Accepted** or **Declined** certification revisions for up to 30 days.

> **NOTE:** *For Declined certification revisions, update the loan details as needed and follow up directly with the custodian to address the issue.*

Multiple Certification Revisions on a Loan

If a custodian indicates that more than one data attribute needs to be revised on a loan, all revised attributes must be correct. If any revisions made to the loan are not correct, then decline the certification revision and work directly with the custodian to resolve any discrepancies. The custodian will be able to submit a new certification revision for the attribute(s) that should be revised and corrected.

Document Issues

Lenders will need to work directly with their custodian for a document exception. Loan Delivery will display the "Doc Exception" on the homepage.

> **NOTE:** *If a loan has document exception, the lender will need to work directly with their custodian outside of the system to resolve the issue.*

Revisions Addressed Outside of Loan Delivery

The fields below are certifiable but not editable by the custodian. Any data revisions are handled as described in the ***Resolution*** column below:

Loan Delivery Field Name	Sort ID	MISMO Field Name	Resolution
Rounding Type	118	InterestRateRoundingType	• Custodian will flag issue as Doc Failure. • Lender will check WebDCS for Bank of New York Mellon (BNYM) loans or will be notified by custodian of data revision. • For whole loans, the lender should select the Cancel Cert button in Loan Delivery to bring the loan back to Draft status. • For MBS loans, the lender can delete the loan or delete the pool. • Lender applies data revision and resubmits the loan.
Rounding %	117	InterestRateRoundingPercent	
Standard Lookback Days	113	InterestAndPaymentAdjustmentIndexLeadDaysCount	
Special Feature Codes	368	InvestorFeatureIdentifier	
MERS MIN Number	401	MERS_MINIdentifier	

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Certification Status

Loans have a column displaying the loan's certification status. Below are the statuses with a brief description.

- **Awaiting Certification** – Loan has been submitted and has yet to be certified or a data revision identified awaiting seller response
- **Certified** – Loan was certified with no changes
- **Qualified Cert** – Loan was certified with a data change

Revisions Identified after Certification

For data changes identified after certification by either the lender or custodian:

- The custodian/lender identifies the data change(s) and will notify the other party to review/confirm.
- For issues regarding certified whole loans, refer to the Loans Requiring Attention section in the guide for more information.
- For issues regarding certified MBS loans, refer to the Pool Correction Job Aid for more information.

Data Revisions Accepted in Error

If a data revision is accepted in error, the lender should immediately contact Acquisition Operations to discuss possible resolutions.

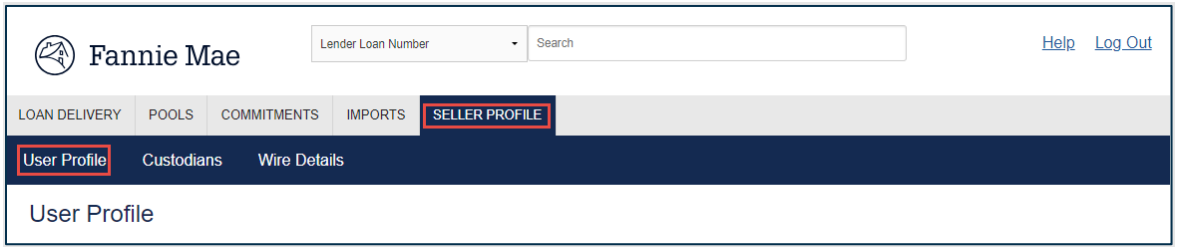
> **NOTE:** *Lenders should contact the Single-Family Acquisitions team via email at acquisitions_loan_delivery@fanniemae.com.*

Managing Certification Revision Notifications

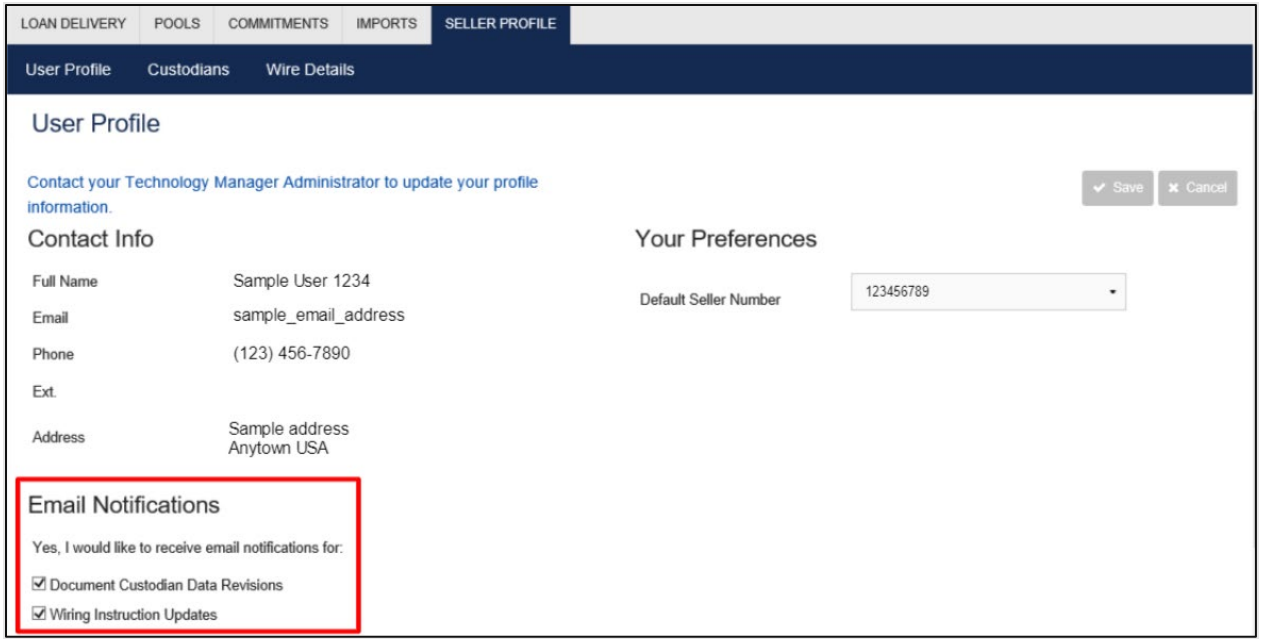
Loan Delivery provides users the ability to receive email notifications regarding certification revisions. When a certification revision is sent to Loan Delivery by a custodian, Loan Delivery will automatically send an email to all Loan Delivery users.

Manage your preferences regarding these notifications by following these steps:

1. From the Loan Delivery Home page, select **Seller Profile**, then select **User Profile**.



2. Under the **Email Notifications** heading, use the checkbox next to Document Custodian Data Revisions to indicate your preference.


LOAN DELIVERY
POOLS
COMMITMENTS
IMPORTS
SELLER PROFILE
User Profile
Custodians
Wire Details
User Profile
Contact your Technology Manager Administrator to update your profile information.
Save
Cancel
Contact Info
Full Name
Sample User 1234
Email
sample_email_address
Phone
(123) 456-7890
Ext.
Address
Sample address
Anytown USA
Your Preferences
Default Seller Number
123456789
Email Notifications
Yes, I would like to receive email notifications for:
Document Custodian Data Revisions
Wiring Instruction Updates

3. Click **Save**.

Chapter 7 – Additional Resources

You may need to access additional resources outside of the Loan Delivery application to complete your loan delivery process. Below is a list of additional resources available on FannieMae.com to assist you.

- Loan Delivery page – The Loan Delivery launch page offers several helpful resources.
- ULDD page – The Uniform Loan Delivery Dataset (ULDD) is the set of data elements required by Fannie Mae in Loan Delivery. Reference the Appendix D for a list of data requirements.
- Fannie Mae Connect – Web-based application that gives users access to certain seller and servicer reports.
- Fannie Mae Selling Guide – Fannie Mae's Single-Family Selling and Servicing Guides provide our policies and procedures related to mortgages secured by one- to four-family properties. The guides are updated periodically through the issuance of Lender Announcements, which introduce new or revised policies and provide clarifications or special guidance.
- Fannie Mae Forms – list of Fannie Mae forms that lenders and servicers must use in fulfilling the requirements contained in the Selling and Servicing Guides

Further Resources

- For questions about the **Uniform Closing Dataset (UCD),** access the UCD page or the UCD Collection Solution page on FannieMae.com. For questions, please email UCD@fanniemae.com.
- **For technical problems with the application**, call the Fannie Mae Single-Family Technology Support Center at 1-800-2FANNIE (1-800-232-6643), Option 1, 24 hours a day, seven days a week.
    - Web Chat is also available from the Technology Support page.
- **For questions about Whole Loan Commitments, extensions, and pair-offs**, call the Capital Markets Sales Desk at 1-800-752-0257.
- **For questions about MBS trading**, contact the Capital Markets Sales Desk at 1-800-752-0257
- For questions about whole loan commitments and MBS shipping and delivery**,** contact the Delivery and Custody Helpline at 1-800-2FANNIE (1-800-232-6643), Option 1, then Option 4.

Troubleshooting File Import Issues

Follow these steps to troubleshoot a problem encountered during the file import process.

1. In the menu bar in your browser, click **Tools**, then **Internet Options**. Ensure the General tab is selected.
2. Click the **Settings** button in the Browsing History section of the page.
3. Under Temporary Internet Files, make sure the **Every time I visit the webpage** button is selected.
4. Make sure the Current location shown for the Temporary Internet files folder matches the error message. If not, click **Move Folder** and specify a new location for your Temporary Internet Files, then click **OK**.
5. Click OK to close the Settings window.

Once your browser is set up properly, clear the cache. Without closing the Internet Options window, follow these steps:

1. Click the **Delete Files** button in the Browsing History section of the page.
2. Click the **Temporary Internet files** and **Cookies** check boxes.
3. Click **Delete**.
4. Click **OK** again to close the Internet Options window.

If you still have problems importing a file or if you are using Mozilla Firefox® or Google Chrome as your web browser, clear your cache. If you are still experiencing issues, call the Fannie Mae Technology Support Center at 1-800-2FANNIE (1-800-232-6643), Option 1.

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