

# **Document Certification User Guide**

**November 2020**



# Contents

Chapter 1: Document Certification Overview .....	4
Purpose .....	4
Prerequisites .....	4
Registering for the Document Certification Application .....	4
Managing User Access in Document Certification .....	4
Logging into Document Certification Application .....	5
Navigating the Document Certification Application .....	6
Overview of Document Certification Buttons .....	6
Search Function .....	7
Filter Function .....	8
Getting Additional Help .....	9
Logging Out .....	9
Inactivity .....	9
Chapter 2: Home Page .....	10
Overview .....	10
Certification Management Grid .....	10
Download .....	11
Chapter 3: Upload History .....	12
Chapter 4: Message Center .....	13
Chapter 5: Certification Management .....	16
Uploading Certification Statuses .....	16
Upload Error Message .....	18
User Interface (UI) Certification .....	19
Certification Grid .....	19
Loan Details Page .....	20
Document Custodian Certification Data PDF Download .....	21
Chapter 6: Data and Document Issue Management .....	23
Document Exception Process .....	23
User Interface (UI) Data Revisions Management .....	25
Uploading Data Corrections .....	27
Managing Document Exceptions .....	28
Certification Management Grid .....	28
Managing Rejects .....	29
Managing ASAP Plus Redeliveries .....	33



Redelivered Loan(s) Removed from Pool or Commitment .....36

Monitoring Redelivered Loan(s) in Message Center .....37

Redelivered Loan Added Back to a Pool or Commitment .....37

Appendix A: Loan Detail Page .....39

    Upload File: .....41

    Download File:.....43

Appendix C: Managing Rejected Loans .....45

    Managing Rejected Loans in the Document Certification Application .....45

    Fannie Mae Loan Rejected in Error .....48

Document Revision History .....49



## Chapter 1: Document Certification Overview

### Purpose

Document Certification is a web-based application that enables document custodians to certify loan data that has been submitted to Fannie Mae via the Loan Delivery application and transmit the certification status to Fannie Mae.

When a lender submits loan data to Fannie Mae via Loan Delivery, the data becomes available to the document custodian via Document Certification. On the same day the lender submits the loan data in Loan Delivery, it must also ship the related loan documents to the document custodian for certification and retention.

The document custodian examines the documents in accordance with Fannie Mae's guidelines. If any errors or inconsistencies are identified, the custodian must immediately notify the lender, and may not certify the loan(s) until all discrepancies have been resolved. By certifying the loan data, the document custodian is stating that it has in its possession the required documents; has reviewed the data, and that no errors or inconsistencies exist. Only after the loans are certified will Fannie Mae issue the related securities.

### Prerequisites

Before certifying loans via Document Certification, the document custodian must ensure it has a fully executed Form 2017 Master Custodial Agreement on file amongst itself, the Seller/Service and Fannie Mae.

### Registering for the Document Certification Application

To obtain access to the Document Certification application, contact the designated **Technology Manager Administrator** at your company. Only designated Technology Manager Administrators have the ability to set up and manage application access. Once registered, users can set up their passwords and update their personal profiles via Technology Manager. Refer to the [Technology Manager](#) page on FannieMae.com for further details.

### Managing User Access in Document Certification

User access in Document Certification should be monitored for accuracy on a regular basis. If it becomes necessary to remove a user's access from the application, contact the designated **Technology Manager Administrator** for assistance.

### Registering for Access to the Application Programming Interface (API)

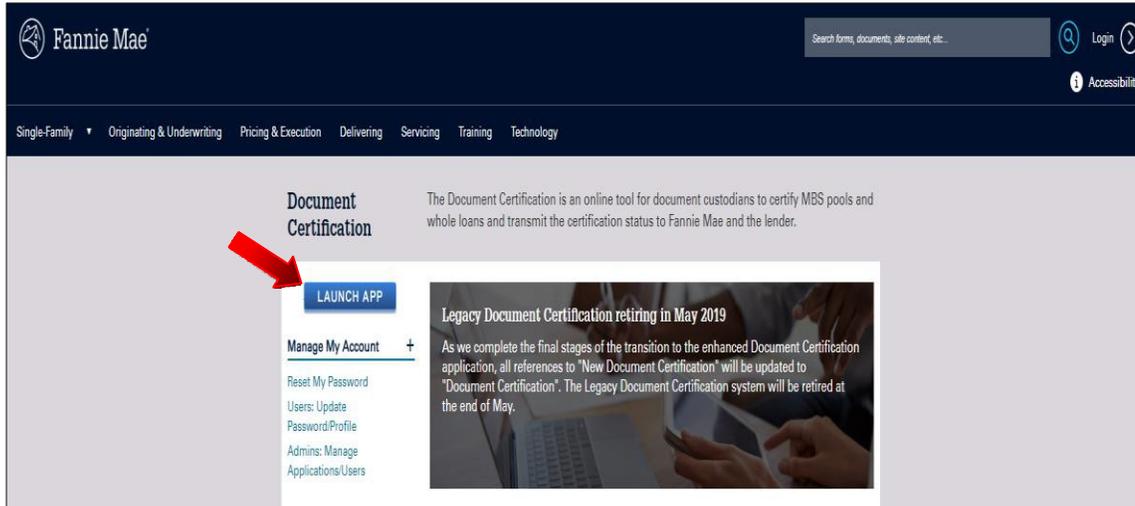
To obtain the proper authentication and authorization parameters to begin utilizing the API, contact the designated **Technology Manager Administrator** for assistance.



## Logging into Document Certification Application

To access the Document Certification system, follow these steps:

1. Click on this link <https://www.fanniemae.com/singlefamily/document-certification-new> to access the Document Certification page located on FannieMae.com.
2. Click **Launch App**. The system displays the Document Certification Login screen.
- **TIP:** Bookmark the Document Certification Login screen to access the application with a single click.



3. Enter your User ID and Password, then click Login.
- **TIP:** For user ID and password issues, Contact Customer Interaction Center at 1-800-2FANNIE (232-6643), Option 1, then select Option 1.

**Log In**

Username

Password

**Login**



## Navigating the Document Certification Application

The following section describes some of the key features that allow for easy navigation of the Document Certification application.



### Overview



- **Home:** Brings users to the Home page. The certification management process is initiated here.
- **Upload History:** Allows the user to access and review files that have been uploaded into Document Certification.
- **Message Center:** Displays the status of the loans with data exception(s) that are pending responses from lenders, loans with document exceptions pending resolution or loans that have been rejected by Fannie Mae.
- **Search Options and Criteria:** Use the search function to find a specific Fannie Mae Loan Number, MERS MIN Identifier or Seller Identifier. This feature allows the user to locate a particular loan based on the identifier.

### Overview of Document Certification Buttons

Button Name	Description
Certify	Ability to certify a group or an individual loan.
Upload Certifications	Allows the upload of certification statuses from the user's systems.
CSV	Exports data for all loans in various processing states based on the specific filter applied. Data is downloaded in a .csv formatted file.
PDF	Exports data for all loans in various processing states based on the specific filter applied. Data is downloaded in PDF format
Filter	Supplies the capability to filter loans by status and multiple categories.
Apply Filter	Provides the ability to submit loan filtering options.
Reset Default	Removes all selected filter categories and filters to pending loans only.
Submit Revisions (Loan Details)	Allows the user to submit their revisions to initiate the correction transaction.
Mark as Read (Message Center)	Flag placed on loans waiting for review of corrections by the lender.
Mark as Unread (Message Center)	Removes the 'Read' flag on a loan.



## Using the Search Tool

The Document Certification application search function allows the user to easily locate specific loan information.

## Search Function

Users can search by the **FM Loan Number**, **MERS MIN Identifier**, or **Seller Loan Identifier**.

The screenshot shows the Fannie Mae Document Certification dashboard. At the top, there is a navigation bar with 'Home', 'Upload History', and 'Message Center' (with a notification badge of 39). A search bar is located in the top right, with a dropdown menu open showing three options: 'FM Loan Identifier', 'MERS MIN Identifier', and 'Seller Loan Identifier'. A red arrow points to the search bar. Below the navigation bar, the 'Overview' section displays 'Total Requests: 4720' and 'Seller Submitted by Age: 4715 Submitted Prior to Today, 5 Submitted Today'. A circular gauge shows '4720 Total'. The 'Certification Management' section shows 'Displaying 100 out of 2911 loan(s). To view the full list, please download.' and a table with columns for FM LOAN ID, SELLER LOAN ID, SELLER NAME, SELLER ID, EXECUTION TYPE, POOL NUMBER, BAILEE/2004A LETTER NAME, REQUESTED DATE, LAST UPDATED DATE, and CERTIFICATION STATUS. The table contains one row with data: 0101010101, 123456789, FANNIE MAE, 99999999, Whole Loan, 05-13-2019 12:12:59 PM, 05-13-2019 12:13:00 PM, Pending.

This feature includes a “type ahead” capability to quickly find a specific loan based on the three different identifiers. The user must enter at least 3 characters to initiate the “type ahead” feature.

The screenshot shows the Fannie Mae Document Certification dashboard with the search dropdown menu open. The search bar contains '422' and the dropdown menu shows a list of search results for 'FM Loan Identifier: 4221' and 'Seller Loan Identifier: LD...'. A red arrow points to the search bar. Below the navigation bar, the 'Overview' section displays 'Total Requests: 4729' and 'Seller Submitted by Age: 4717 Submitted Prior to Today, 12 Submitted Today'. The 'Certification Management' section shows 'Displaying 100 out of 1588 loan(s). To view the full list, please download.' and a table with columns for FM LOAN ID, SELLER LOAN ID, SELLER NAME, SELLER ID, EXECUTION TYPE, POOL NUMBER, BAILEE/2004A LETTER NAME, REQUESTED DATE, LAST UPDATED DATE, and CERTIFICATION STATUS. The table contains two rows with data: 4221478482, 1234567980, QUICKEN LOANS INC., 99999999, MBS, MA99999A, 08-30-2019 11:37:25 AM, 08-30-2019 11:37:30 AM, Pending; and 4221478483, 0987654321, QUICKEN LOANS INC., 99999999, MBS, MA99999A, 08-30-2019 11:37:25 AM, 08-30-2019 11:37:30 AM, Pending.



## Filter Function

Users may filter by:

- Seller Names(s)
- Pool Number(s)
- Certification Status
- FM Reject Status
- Execution Type
- Document Exception
- Other Filters
  - Bailee Letter/2004a
  - Redelivered
- Date Filters

The screenshot shows the Fannie Mae Document Certification interface. The top navigation bar includes 'Home', 'Upload History', and 'Message Center'. The 'Overview' section displays 'Total Requests: 18842' and a 'Seller Submitted by Age' bar chart. The 'Certification Management' section shows a table of 100 out of 2911 loans. A red box highlights the filter options, which include: Seller Name(s), Pool Number(s), Certification Status (Pending, Certified, Qualified Cert, Revised), FM Reject Status (Yes, No), Execution Type (ASAP Plus, Whole Loans, ASAP Sale, MBS), Document Exception (Yes, No), and Other Filters (Bailee Letter/2004A Letter, Redelivered). Date Filters include Type (Last Updated Date), Range (Custom Dates), and From/To dates (05/01/2019 to 05/31/2019). Buttons for 'RESET DEFAULT' and 'APPLY FILTER' are visible at the bottom right of the filter section.

**NOTE:** The default date range is the previous 31 days. Custom date ranges are also limited to a maximum of 31 consecutive days.

By selecting and applying the filter choices shown below in the Certification Management screen, the Certification Management grid, CSV download file and PDF will display loans available in those categories within the selected date range. The filter choices will be saved until the filter is reset.

This close-up view shows the filter options with the following selections: Seller Name(s) and Pool Number(s) are empty. Certification Status:  Pending,  Certified,  Qualified Cert,  Revised. FM Reject Status:  Yes,  No. Execution Type:  ASAP Plus,  Whole Loans,  ASAP Sale,  MBS. Document Exception:  Yes,  No. Other Filters:  Bailee Letter/2004A Letter,  Redelivered. Date Filters: Type: Last Updated Date, Range: Custom Dates, From: 05/01/2019, To: 05/31/2019. A red arrow points to the 'APPLY FILTER' button, and a yellow arrow points to the 'RESET DEFAULT' button.

**NOTE:** To remove filter(s) simply uncheck the box(s) or click **Reset Default** to remove them all.

[Back](#)



## Getting Additional Help

If you have questions, contact one of our customer help lines:

- For technical assistance with the application, contact the Customer Interaction Center at 1-800-2FANNIE (232-6643), Option 1, then select Option 1.
- For business questions, contact the Asset Acquisitions and Custody Helpline at 1-800-2FANNIE (232-6643), Option 1, then select Option 4.

Fannie Mae’s policies and procedures applicable to document custodians for this application can be found at the following locations on FannieMae.com:

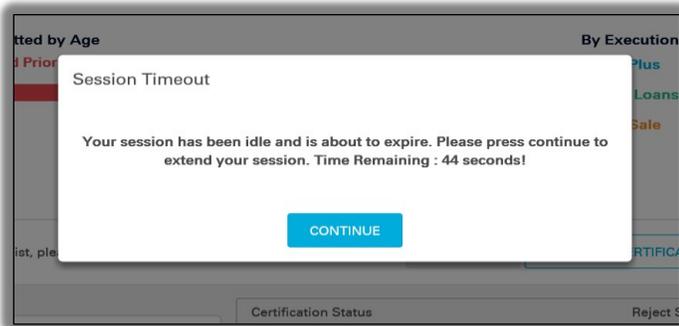
- Fannie Mae Requirements for Document Custodians:  
[https://www.fanniemae.com/content/eligibility\\_information/document-custodians-requirements.pdf](https://www.fanniemae.com/content/eligibility_information/document-custodians-requirements.pdf)
- Document Custodian Certification Job Aids:  
<https://www.fanniemae.com/content/tool/document-custodians-job-aid.pdf>

## Logging Out

Click **Logout** in the upper right corner of any screen to exit the system.



## Inactivity



**NOTE:** Document Certification has a built-in Session Timeout that will notify the user when the session has been inactive for 30 minutes. After inactivity of 30 minutes, the user will be automatically logged out. In addition, after 12 hours of an active session, the user will be automatically logged out.

[Back](#)



## Chapter 2: Home Page

This chapter provides an overview of the Document Certification Home Page. Below is the home page of the Fannie Mae Document Certification application.

**Overview**

Total Requests: **4720**

Seller Submitted by Age: 4715 Submitted Prior to Today, 5 Submitted Today

By Execution Type: ASAP Plus 2962, Whole Loans 34, ASAP Sale 14, MBS 1710

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please download.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
0101010101	MBS_115	FANNIE MAE	99999999	MBS	BY7757		07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending

### Overview

The system will display by **Submission Age** on the dashboard by clicking on the respective link.

**Overview**

Total Requests: **269**

Seller Submitted by Age: 267 Submitted Prior to Today, 2 Submitted Today

By Execution Type: ASAP Plus 24, Whole Loans 14, ASAP Sale 189, MBS 42

### Certification Management Grid

The Certification Management grid provides a list of all loans based upon the selected filter criteria. Additional sorting is available by clicking on the arrows for FM Loan Identifier, Seller Loan Identifier or Pool Number.

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please download.

Displaying 100 out of 1578 loan(s). To view the full list, please download.

⊗ Pending: true Rejected: false Last Updated From Date: 08/18/2019 12:00 AM Last Updated To Date: 09/17/2019 11:59 PM

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
0101010101	23450AA	FANNIE MAE	99999999	MBS			07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending
121212121	ee8877LL	FANNIE MAE	99999999	Whole Loan			08-09-2019 04:20:16 PM	08-30-2019 05:00:28 PM	Pending
123456798	1987654	FANNIE MAE	99999999	ASAP Plus			08-26-2019 05:38:18 PM	08-26-2019 05:38:20 PM	Pending
123456798	998877LL	FANNIE MAE	99999999	MBS			08-30-2019 11:37:25 AM	08-30-2019 11:37:30 AM	Pending

[Back](#)



## Download

Create a file extract of all available data based on the selected filter criteria and data range – Click the **CSV** button and all loans will be included in a .csv formatted download file.

**Fannie Mae Document Certification** Logout

Home Upload History Message Center 39 FM Loan Identifier Input Search Text

### Overview

**Total Requests**  
**4720**

**Seller Submitted by Age**  
4715 Submitted Prior to Today 5 Submitted Today

**By Execution Type**

ASAP Plus	2962
Whole Loans	34
ASAP Sale	14
MBS	1710

**4720 Total**

[HIDE DASHBOARD](#)

### Certification Management

Displaying 100 out of 1578 loan(s). To view the full list, please download.

CERTIFY UPLOAD CERTIFICATIONS FILTER (3) CSV PDF

⊗ Pending: true ⊗ Rejected: false Last Updated From Date: 08/18/2019 12:00 AM Last Updated To Date: 09/17/2019 11:59 PM

<input type="checkbox"/>	FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
<input type="checkbox"/>	121212121	Loan_123	FANNIE MAE	9999999999	MBS	BY7757		07-01-2019 02:28:22 PM	08-12-2019 02:34:29 PM	Pending
<input type="checkbox"/>	12345678900	123_loan	FANNIE MAE	9999999999	Whole Loan			08-09-2019 04:20:16 PM	08-30-2019 05:00:28 PM	Pending
<input type="checkbox"/>	121212121	Loan_121212	FANNIE MAE	9999999999	ASAP Plus			08-26-2019 05:38:18 PM	08-26-2019 05:38:20 PM	Pending
<input type="checkbox"/>	12345678900	NDC1_31-LN11	FANNIE MAE	9999999999	MBS	MA2000A		08-30-2019 11:37:25 AM	08-30-2019 11:37:30 AM	Pending

70000100057\_091...csv Show all



## Chapter 3: Upload History

The Upload History page allows users to review files that have been uploaded into Document Certification.

Clicking on the **View Details** link will provide a report indicating total number of loans uploaded as well as if any errors were identified. Users can use the “File Name” to export the original upload file. The status indicators allow users to see if the file upload was successful, contained errors or failed.

**Upload History - Since 9/5/2018**

STATUS	FILE NAME	UPLOADED BY	TOTAL LOANS	ERRORS	
✓	10-05-2018 12:50:11 PM Scenario.....11) - Clean Cert.txt		1	0	<a href="#">VIEW DETAILS</a>
!	10-05-2018 12:31:39 PM badUploa.....Upload7679809805.csv		1	1	<a href="#">VIEW DETAILS</a>
✓	10-05-2018 11:33:24 AM Scenario.....rections (no DE).txt		1	0	<a href="#">VIEW DETAILS</a>
✓	10-05-2018 11:27:37 AM Scenario.....11) - Clean Cert.txt		1	0	<a href="#">VIEW DETAILS</a>

The **View Details** section provides details of any data or formatting errors.

**badUploadFile\_firefox\_Certification...Wrong\_Loan\_via\_Upload...csv**

Error Loans	Loan Breakdown	Total Loans	Uploaded by	Date Uploaded
1	Certified: 0, Revised: 0	1		10-05-2018 12:31:39 PM

**Errors Log**

**FILE FORMAT ERRORS**

DESCRIPTION: No Errors

**LOAN DATA ERRORS**

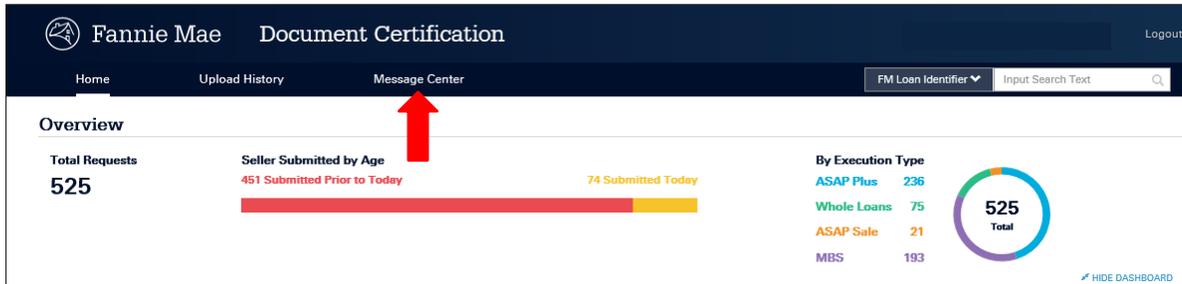
ROW NUMBER	FM LOAN IDENTIFIER	DESCRIPTION
2		investor.LoanIdentifier does not exist.

[Back](#)



## Chapter 4: Message Center

The Message Center provides custodians with the ability to monitor the responses from lenders for all loans that have a data revision initiated. Additionally, custodians can monitor loans with a document exception or loans that have been rejected.



The following filter types allow custodians to manage loans based on status:

- All
- Unread
- Accepted
- Declined
- FM Rejected
- Awaiting Seller Response
- Doc Exception
- Key Updates

Clicking on each link will initiate the filter. The status for individual loan(s) is located under the “Update” column.

**Message Center - Since 10/20/2019**

All (24) | Unread (15) | Accepted (12) | Declined (1) | FM Rejected (5) | Awaiting Seller Response (4) | Doc Exception (3) | Key Updates (0)

<input type="checkbox"/>	UNREAD	DATE	FM LOAN IDENTIFIER	SELLER LOAN IDENTIFIER	SELLER IDENTIFIER	SELLER NAME	POOL NUMBER	Doc Exception	UPDATE
<input type="checkbox"/>	<span style="color: blue;">●</span>	11-15-2019 12:00:00 AM	21212121	11111111	99999999	FANNIE MAE	PH8021	NO	AWAITING SELLER RESPONSE
<input type="checkbox"/>	<span style="color: gray;">●</span>	11-15-2019 12:00:00 AM	010101011	test_1111	99999999	FANNIE MAE	MA6174	NO	AWAITING SELLER RESPONSE
<input type="checkbox"/>	<span style="color: gray;">●</span>	11-07-2019 12:00:00 AM	121212122	98765432	99999999	FANNIE MAE	N/A	YES	AWAITING SELLER RESPONSE
<input type="checkbox"/>	<span style="color: gray;">●</span>	10-28-2019 12:00:00 AM	110011001	Test_2222	99999999	FANNIE MAE	N/A	NO	AWAITING SELLER RESPONSE

Loans with a Doc Exception may have an “Update” status of:

- N/A
- Awaiting Seller Response
- Accepted
- Declined

**NOTE:** Loans with the status of “N/A” only have a document exception and no data revisions. Loans with all other statuses have both a document exception and a data discrepancy.

[Back](#)



If the lender agrees with the revisions made by the custodian, the changes are accepted in Loan Delivery and updates automatically flow to Document Certification. The status of these loans will be updated from “**Revised**” to “**Qualified-Cert**” if there is NO document exception flagged on the loan in Document Certification.

**Fannie Mae Document Certification**

Home Upload History Message Center 107 FM Loan Identifier 4221471253

FM Loan ID: 99999999  
1 of 14

Doc Exception Status	Certification Status	Seller Response
NO	QUALIFIED-CERT	ACCEPTED

SELLER LOAN ID: 99999999  
MERS MIN ID: 01234567981324578  
POOL NUMBER:

SELLER ID: 12345678  
SERVICER ID: 12312312  
EXECUTION TYPE: Whole Loan

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP: 2018-05-04

CERTIFICATION DATE:  
REQUESTED DATE: 04-26-2018 10:02:55 AM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	1 Anywhere Rd	14 Change Ln
City	Reston	Same As Seller Data

If the lender disagrees with a suggested data revision(s), the correction is declined in Loan Delivery and the loan status will be updated in the Message Center from “**Awaiting Seller Response**” to a status of “**Declined**”. The certification status of the loan will revert to “**Pending**” from “**Revised**”.

**Fannie Mae Document Certification**

Home Upload History Message Center 27 FM Loan Identifier Input Search Text

**Message Center - Since 9/15/2018**

All (44) | Unread (27) | Accepted (21) | Declined (7) | FM Rejected (1) | Awaiting Seller Response (11) | Doc Exception (8)

UNREAD	DATE	FM LOAN IDENTIFIER	SELLER LOAN IDENTIFIER	SELLER IDENTIFIER	SELLER NAME	POOL NUMBER	Doc Exception	UPDATE
<input type="checkbox"/>	10-11-2018 12:10:48 PM	121212121	123456789	999999999	FANNIE MAE	N/A	NO	DECLINED
<input type="checkbox"/>	10-11-2018 11:46:03 AM	121212121	123456789	999999999	FANNIE MAE	N/A	YES	DECLINED

When the lender declines a correction due to a data entry error made by the custodian, the correction process can be initiated again by the custodian by checking the box(es) and updating the fields containing the discrepancies.

**Fannie Mae Document Certification**

Home Upload History Message Center 107 FM Loan Identifier 4221471253

FM Loan ID: 99999999  
3 of 200

Doc Exception Status	Certification Status	Seller Response
NO Update	PENDING	DECLINED

SELLER LOAN ID: 99999999  
MERS MIN ID: 98765432172453333  
POOL NUMBER: AZ5004A

SELLER ID: 12345678  
SERVICER ID: 12312312  
EXECUTION TYPE: MBS

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE:  
REQUESTED DATE: 09-17-2018 11:39:24 AM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Change Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	VA	State
Zip Code	20190	N/A

**LOAN INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Original Loan Amount	\$100,000.00	Select attribute to enter revision
<input type="checkbox"/> Original Note Rate	5.5000%	Select attribute to enter revision

[Back](#)



Once the custodian has completed the review process for a loan, they can mark the message as “**Read**” by clicking on the check box and clicking **Mark as Read**. If the custodian accidentally marks a loan as “**Read**”, they can change the status back to “**New**” by clicking on the blue circle in the “Unread” column, or by checking the loan box and clicking **Mark as Unread**.

Message Center - Since 10/20/2019

All (24) | Unread (15) | Accepted (12) | Declined (1) | FM Rejected (5) | Awaiting Seller Response (4) | Doc Exception (3) | Key Updates (0)

MARK AS UNREAD MARK AS READ DOWNLOAD (1)

UNREAD	DATE	FM LOAN IDENTIFIER	SELLER LOAN IDENTIFIER	SELLER IDENTIFIER	SELLER NAME	POOL NUMBER	Doc Exception	UPDATE
<input checked="" type="checkbox"/>	10-09-2018 09:46:44 AM	121212121	123456789	999999999	FANNIE MAE	N/A	NO	AWAITING SELLER RESPONSE
<input type="checkbox"/>	10-08-2018 02:14:56 PM	121212121	123456789	999999999	FANNIE MAE	N/A	NO	AWAITING SELLER RESPONSE

A downloadable .csv report containing individual or all loans by filter type is available for custodians by clicking **Download**.

Message Center - Since 10/20/2019

All (24) | Unread (15) | Accepted (12) | Declined (1) | FM Rejected (5) | Awaiting Seller Response (4) | Doc Exception (3) | Key Updates (0)

MARK AS UNREAD MARK AS READ DOWNLOAD (1)

UNREAD	DATE	FM LOAN IDENTIFIER	SELLER LOAN IDENTIFIER	SELLER IDENTIFIER	SELLER NAME	POOL NUMBER	Doc Exception	UPDATE
<input checked="" type="checkbox"/>	10-09-2018 09:46:44 AM	121212121	123456789	999999999	FANNIE MAE	N/A	NO	AWAITING SELLER RESPONSE
<input type="checkbox"/>	10-08-2018 02:14:56 PM	121212121	123456789	999999999	FANNIE MAE	N/A	NO	AWAITING SELLER RESPONSE

[Back](#)



## Chapter 5: Certification Management

This chapter describes the range of functionality available to manage the certification process for a loan(s) in Document Certification.

### Uploading Certification Statuses

Once downloaded loans have been certified in the custodian’s system, Document Certification can accept the updated statuses by utilizing the upload feature on the home page. Click **Upload Certifications**.

**Overview**

Total Requests: **4720**

Seller Submitted by Age: 4715 Submitted Prior to Today, 5 Submitted Today

By Execution Type: ASAP Plus 2962, Whole Loans 34, ASAP Sale 14, MBS 1710

**4720 Total**

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please download.

Buttons: CERTIFY, **UPLOAD CERTIFICATIONS**, FILTER (3), CSV, PDF

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
121212121	Loan_123	FANNIE MAE	999999999	MBS	BY7757		07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending

**NOTE:** A .csv or .txt file format is required for upload.

When using an Internet Explorer browser, this upload box is displayed. Drag and drop the file into the **Select CSV File** or upload the file by clicking **Select CSV File**.

Upload a list of loans for certification

**SELECT CSV FILE**

After selecting or dropping the import file, the system will display a message: “Your Certification Upload has been initiated”.

Your Certification Upload has been initiated

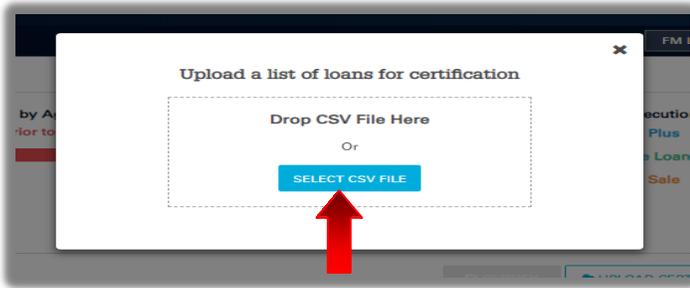
Upload a list of loans for certification

**SELECT CSV FILE**

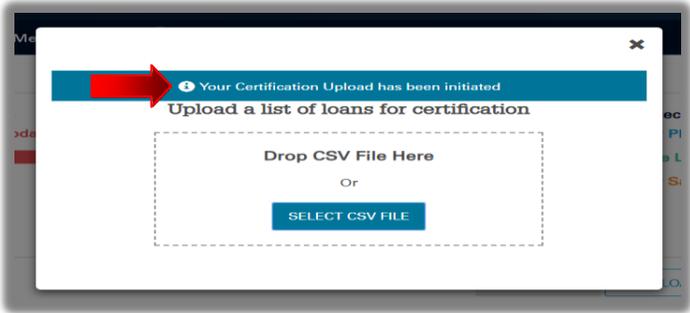
[Back](#)



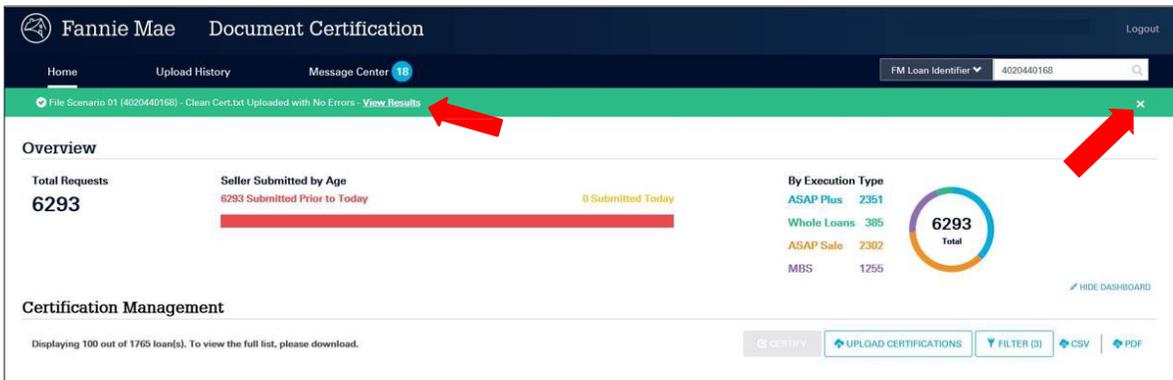
When using either a Google Chrome or Foxfire browser, this upload box is displayed. Drag and drop the file into the **Drop CSV File Here** prompt or upload the file by clicking **Select CSV File**.



After selecting or dropping the import file, the system will display a message: “Your Certification Upload has been initiated”.



The file upload summary will be located at the top of the dashboard and provides a link to **View Results**. To remove the upload summary header just click on the **“X”** to remove from the dashboard.



[Back](#)



## Upload Error Message

The upload functionality requires that the file contains the certification statuses of “**Certified**” or “**Revised**” in order to complete an upload. The **View Results** link at the top of the dashboard takes you to the file upload summary.

The screenshot shows the Fannie Mae Document Certification dashboard. At the top, there is a navigation bar with 'Home', 'Upload History', and 'Message Center' (with a blue badge showing '3'). A search bar is on the right. Below the navigation, a notification bar displays: 'File test\_upload\_demo\_1.csv Uploaded with 2 Errors - View Results'. A red arrow points to the 'View Results' link. The main content area is titled 'Overview' and includes a 'Total Requests' card showing '291'. A 'Seller Submitted by Age' chart shows '291 Submitted Prior to Today' and '0 Submitted Today'. A 'By Execution Type' table lists: ASAP Plus (190), Whole Loans (27), ASAP Sale (23), and MBS (51). A circular gauge shows '291 Total'. A 'HIDE DASHBOARD' link is at the bottom right.

If the import file contains file or format issues, the upload will fail and a message will be displayed at the top of the dashboard.

The screenshot shows the Fannie Mae Document Certification dashboard with a failed upload notification. The navigation bar shows 'Message Center' with a blue badge showing '34'. The notification bar displays: 'File 70000100057\_08031820181508.csv Upload Failed with Fatal Errors - View Results'. A red arrow points to the 'View Results' link. The 'Overview' section shows 'Total Requests' as '819'. The 'Seller Submitted by Age' chart shows '819 Submitted Prior to Today' and '0 Submitted Today'. The 'By Execution Type' table lists: ASAP Plus (549), Whole Loans (75), ASAP Sale (87), and MBS (108). A circular gauge shows '819 Total'. A 'HIDE DASHBOARD' link is at the bottom right.

Clicking on the **View Results** link will display the Upload Error Report page. This report provides failure messages for any loans that failed to upload as well as the total number of loans successfully uploaded. File or format errors contained in the upload file will be identified in the “Errors Log” section of the report.

The screenshot shows the Upload Error Report page. At the top, there is a navigation bar with 'Home', 'Upload History', and 'Message Center' (with a blue badge showing '28'). A search bar is on the right. Below the navigation, there is a link '< View All History'. The main content area is titled '00. TEST 01.txt'. It contains a table with the following data:

Error Loans	Loan Breakdown	Total Loans	Uploaded by	Date Uploaded
1	Certified Revised	0 6	7	10-15-2018 06:22:12 PM

A red arrow points to the 'View Results' link in the notification bar. Below the table is the 'Errors Log' section, which is divided into 'FILE FORMAT ERRORS' and 'LOAN DATA ERRORS'. The 'FILE FORMAT ERRORS' section shows 'No Errors'. The 'LOAN DATA ERRORS' section shows a table with the following data:

ROW NUMBER	FM LOAN IDENTIFIER	DESCRIPTION
4	121212121	Revised 1st Rate Change Date cannot be same as the original value.

[Back](#)



# User Interface (UI) Certification

## Certification Grid

To manually certify loans using the Certification Management grid from the UI, select the specific loan(s) or the “check all” box, then click **Certify**.

**Overview**

Total Requests: **4720**

Seller Submitted by Age: 4715 Submitted Prior to Today, 5 Submitted Today

By Execution Type: ASAP Plus 2962, Whole Loans 34, ASAP Sale 14, MBS 1710

**4720 Total**

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please download.

**CERTIFY (1)** | **UPLOAD CERTIFICATIONS** | **FILTER (3)** | **CSV** | **PDF**

⌘ Pending: true ⌘ Rejected: false Last Updated From Date: 08/18/2019 12:00 AM Last Updated To Date: 09/17/2019 11:59 PM

<input type="checkbox"/>	FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
<input type="checkbox"/>	2212121212	MBS_115	FANNIE MAE	165700007	999999999	BY7757		07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending
<input checked="" type="checkbox"/>	1212121212	ABC_12345	FANNIE MAE	213850008	Whole Loan			08-09-2019 04:20:16 PM	08-30-2019 05:00:28 PM	Pending

**NOTE:** Once a loan has been certified the application does not allow it to be uncertified or revised.

Individual loans may be certified or revised by clicking on the FM Loan Identifier.

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please download.

**CERTIFY** | **UPLOAD CERTIFICATIONS** | **FILTER (3)** | **CSV** | **PDF**

⌘ Pending: true ⌘ Rejected: false Last Updated From Date: 08/18/2019 12:00 AM Last Updated To Date: 09/17/2019 11:59 PM

<input type="checkbox"/>	FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
<input type="checkbox"/>	0101010101	23459AA	FANNIE MAE	999999999	MBS			07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending
<input checked="" type="checkbox"/>	121212121	ee6877LL	FANNIE MAE	999999999	Whole Loan			08-09-2019 04:20:16 PM	08-30-2019 05:00:28 PM	Pending
<input type="checkbox"/>	123456798	1987654	FANNIE MAE	999999999	ASAP Plus			08-26-2019 05:38:18 PM	08-26-2019 05:38:20 PM	Pending
<input type="checkbox"/>	123456798	998877LL	FANNIE MAE	999999999	MBS			08-30-2019 11:37:25 AM	08-30-2019 11:37:30 AM	Pending

**NOTE:** Once a loan has been certified the application does not allow it to be uncertified or revised.

[Back](#)



## Loan Details Page

This page will allow the user to review the certifiable data and either certify or revise the loan. In addition, the loan details page provides loan carousel to allow the user to review loans that have been filtered for in the certification management grid on the Document Certification landing page.

**Fannie Mae Document Certification**

Home Upload History Message Center 107 FM Loan Identifier Input Search Text

FM Loan ID: 99999999  
11 of 38

Doc Exception Status	Certification Status	Seller Response
NO Update	PENDING	N/A

SUBMIT REVISIONS CERTIFY

SELLER LOAN ID: 99999999  
MERS MIN ID:  
POOL NUMBER: WR5851

SELLER ID: 12345678  
SERVICER ID: 12121212  
EXECUTION TYPE: MBS

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE:  
REQUESTED DATE: 06-10-2019 03:22:21 PM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Anywhere Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	OH	State
Zip Code	90025	N/A

**NOTE:** The carousel will contain up to 200 of filtered loans and users can see manage workflow utilizing arrows

Once all certifiable fields have been validated, custodians can review the loan information from the Loan Details page and then click **Certify** to complete the certification process.

**Fannie Mae Document Certification**

Home Upload History Message Center 107 FM Loan Identifier Input Search Text

FM Loan ID: 99999999  
11 of 38

Doc Exception Status	Certification Status	Seller Response
NO Update	PENDING	N/A

SUBMIT REVISIONS CERTIFY

SELLER LOAN ID: 99999999  
MERS MIN ID:  
POOL NUMBER: WR5851

SELLER ID: 12345678  
SERVICER ID: 12121212  
EXECUTION TYPE: MBS

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE:  
REQUESTED DATE: 06-10-2019 03:22:21 PM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Anywhere Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	OH	State
Zip Code	90025	N/A

When the **Certify** button is selected the application will display a confirmation box.

Are you sure you want to certify 1 selected loan(s)?

CANCEL CERTIFY

[Back](#)



After validating the certifiable loan fields and clicking **Certify** in the confirmation box, the Loan Details page will show the loan as “**Certified**” and the certification status will be locked.

**Fannie Mae Document Certification**

Home Upload History Message Center **107** FM Loan Identifier 4221471253

FM Loan ID: 99999999  
1 of 200

Doc Exception Status	Certification Status	Seller Response
NO	<b>CERTIFIED</b>	N/A

SELLER LOAN ID: 99999999  
MERS MIN ID:  
POOL NUMBER: MA1102A

SELLER ID: 12345678  
SERVICER ID: 12312312  
EXECUTION TYPE: ASAP Sale

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE: 10-26-2018 03:12:36 PM  
REQUESTED DATE: 08-06-2018 12:37:45 PM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	21 Change Ln	Same As Seller Data
City	Hometown	Same As Seller Data

## Document Custodian Certification Data PDF Download

The Document Certification application will allow a user to generate a PDF report of loans based on Filter criteria and provides up to a maximum of 5000 loans in a request.

Click the **PDF** button located on the Home Page. A message will appear “Document Custodian Loan Data processing has been initiated”.

**Fannie Mae Document Certification**

Home Upload History Message Center FM Loan Identifier Input Search Text

Document Custodian Loan Data processing has been initiated

**Overview**

Total Requests: **6194**

Seller Submitted by Age: 6194 Submitted Prior to Today, 0 Submitted Today

By Execution Type: ASAP Plus 2353, Whole Loans 370, ASAP Sale 2300, MBS 1171

6194 Total

**Certification Management**

Displaying 100 out of 550 loan(s). To view the full list, please download.

CERTIFY UPLOAD CERTIFICATIONS FILTER (3) CSV PDF

A second message will appear stating the report is ready to download. Click on the link provided to download the PDF report.

**Fannie Mae Document Certification**

Home Upload History Message Center FM Loan Identifier Input Search Text

Document Custodian Loan Data report is completed and ready to download. Please click here 70000100067\_2018-11-08T15:06:03.pdf

**Overview**

Total Requests: **6194**

Seller Submitted by Age: 6194 Submitted Prior to Today, 0 Submitted Today

By Execution Type: ASAP Plus 2353, Whole Loans 370, ASAP Sale 2300, MBS 1171

6194 Total

**Certification Management**

Displaying 100 out of 550 loan(s). To view the full list, please download.

CERTIFY UPLOAD CERTIFICATIONS FILTER (3) CSV PDF

**NOTE:** This link will only remain active for 30 minutes. The user will need to click on the **PDF** button to initiate the report again.

[Back](#)



**Example:** View of Document Custodian Certification Report.

Fannie Mae		Document Custodian Certification Data				Report Date/Time: 11/08/2018 04:06 PM	
Filter(s):- Certification Status(es): Pending; FM Reject Status: false; Last Updated From Date: 10/09/2018 12:00 AM; Last Updated To Date: 11/08/2018 11:59 PM;							
Seller Loan Identifier	123456789	123456789	123456789	123456789	123456789	123456789	123456789
Borrower Name	John Q Smith Jr.	John Q Smith Jr.	John Q Smith Jr.	John Q Smith Jr.	John Homeowner	John Homeowner	
Fannie Mae Loan Identifier	121212121	121212121	121212121	121212121	121212121	121212121	121212121
MERS_MIN Identifier	987654321123456789	987654321123456789	987654321123453333	987654321123456789	123456789012345678	123456789012345678	
Seller Name	FANNIE MAE	FANNIE MAE	FANNIE MAE	FANNIE MAE	FANNIE MAE	FANNIE MAE	FANNIE MAE
Seller Identifier	999999999	999999999	999999999	999999999	999999999	999999999	999999999
Servicer Name	VA MORTGAGE	VA MORTGAGE	VA MORTGAGE				
Servicer Identifier	777777777	777777777	777777777	777777777	777777777	777777777	777777777
Pool Identifier	MV1381	MV1381	A25904-A				
Street	100 Main Street	101 Main Street	102 Main Street	103 Main Street	104 Main Street	105 Main Street	
City	Anytown	Anytown	Anytown	Anytown	Anytown	Anytown	Anytown
State	OH	OH	VA	MD	VA	CO	
Original Loan Amount	700,000.00	700,000.00	100,000.00	159,358.08	160,000.00	160,000.00	
Original Note Rate	7.0000	7.0000	5.5000	4.7500	4.7500	3.7500	
First Payment Date	07-01-2018	07-01-2018	01-01-2018	08-01-2015	04-01-2017	03-01-2017	
Maturity Date	06-01-2048	06-01-2048	12-01-2047	10-01-2045	03-01-2047	02-01-2047	
Principle and Interest	665.30	665.30	567.79	835.52	938.97	1278.20	
1st Rate Change Date			12-01-2022			02-01-2022	
1st Payment Change Date			01-01-2023			03-01-2022	
Look Back Days			30			45	
Mortgage Margin			2.0000			2.2500	
Interest Rate Rounding Type			Nearest			Nearest	
Interest Rate Rounding Percentage			0.1250			0.1250	
Cap Down Percentage			2.0000			5.0000	
Cap Up Percentage			2.0000			5.0000	
Min Mortgage Interest Rate			2.0000			2.2500	
Max Mortgage Interest Rate			10.5000			8.7500	
Interest Only End Date							
Special Feature Codes							
Project Legal Structure Type							
Participation Percentage							
Balloon/2004A Name				dfdsq			
Rejected Date							
Certification Status	Pending	Pending	Pending	Pending	Pending	Pending	Pending
Certification Date							

[Back](#)



## Chapter 6: Data and Document Issue Management

Document Certification provides for the handling of data and document discrepancies during the certification process. For more information on the distinction between a data and document discrepancy in the system, refer to the [Document Custodian Certification Job Aids](#) located on FannieMae.com.

### Document Exception Process

To initiate a Document Exception, click on the **Update** link.

The screenshot shows the Fannie Mae Document Certification interface. At the top, there is a navigation bar with 'Home', 'Upload History', 'Message Center 107', 'FM Loan Identifier', and 'Input Search Text'. The main content area displays 'FM Loan ID: 99999999' and '11 of 38'. Below this, there is a table with three columns: 'Doc Exception Status', 'Certification Status', and 'Seller Response'. The 'Doc Exception Status' column contains a link labeled 'NO Update' with a red arrow pointing to it. The 'Certification Status' column contains 'PENDING' and the 'Seller Response' column contains 'N/A'. To the right of the table are buttons for 'SUBMIT REVISIONS' and 'CERTIFY'. Below the table, there is a section for 'PROPERTY INFORMATION' with a table of attributes, seller data, and note values. The attributes listed are Street, City, State, and Zip Code.

Doc Exception Status	Certification Status	Seller Response
<a href="#">NO Update</a>	PENDING	N/A

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Anywhere Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	OH	State
Zip Code	90025	N/A

A pop-up will be displayed to confirm a document exception for the loan.

The screenshot shows a pop-up dialog box titled 'Doc Exception Status'. The dialog box contains the text 'Please confirm that you would like to add a Doc Exception.' and two buttons: 'CANCEL' and 'ADD DOC EXCEPTION'. A red arrow points to the 'ADD DOC EXCEPTION' button.

**Doc Exception Status**

Please confirm that you would like to add a Doc Exception.



After clicking **Add Doc Exception**, the loan status will remain in a **“Pending”** status until the document exception is removed from the Data Revisions page.

FM Loan ID: 99999999  
11 of 38

SELLER LOAN ID: 99999999  
MERS MIN ID:  
POOL NUMBER: WRS951

Doc Exception Status  
Certification Status  
Seller Response

REVISOR: REVISED  
AWAITING SELLER RESPONSE

SUBMIT REVISIONS CERTIFY

SELLER ID: 12345678  
SERVICER ID: 12121212  
EXECUTION TYPE: MBS

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE:  
REQUESTED DATE: 06-10-2019 03:22:21 PM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

PROPERTY INFORMATION

ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Anywhere Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	OH	State
Zip Code	90025	N/A

To remove the document exception, the user clicks on the **Update** link. Removal of the document exception is confirmed by clicking **Remove Doc Exception** on the pop-up box.

Doc Exception Status

Please confirm that you would like to remove the Doc Exception.

CANCEL REMOVE DOC EXCEPTION

**NOTE:** When a document exception includes data revisions accepted by the lender, the loan will remain in a revised state with an accepted response in Message Center until the custodian removes the Doc Exceptions flag. When the Doc Exceptions Flag is removed, the loan will automatically become certified and the status will change to **“Qualified-Cert”**.



## User Interface (UI) Data Revisions Management

When a discrepancy has been identified between the loan data and the note, Select the “check box” for any certifiable field(s) with an identified discrepancy. Enter the suggested revision for that field based on the information provided on the note.

The screenshot shows the Fannie Mae Document Certification interface for FM Loan ID: 99999999. The interface is divided into sections for PROPERTY INFORMATION and LOAN INFORMATION. In the PROPERTY INFORMATION section, the 'Street' field has a checked checkbox and a red error indicator icon. In the LOAN INFORMATION section, the 'Original Note Rate' field has a checked checkbox and the value '4.5' entered. The 'Certification Status' is 'PENDING'.

**NOTE:** The system will provide an error indicator to ensure the selected field is updated with the suggested note value(s).

Once the user has completed updating all fields with revisions, they will click **Submit Revisions**.

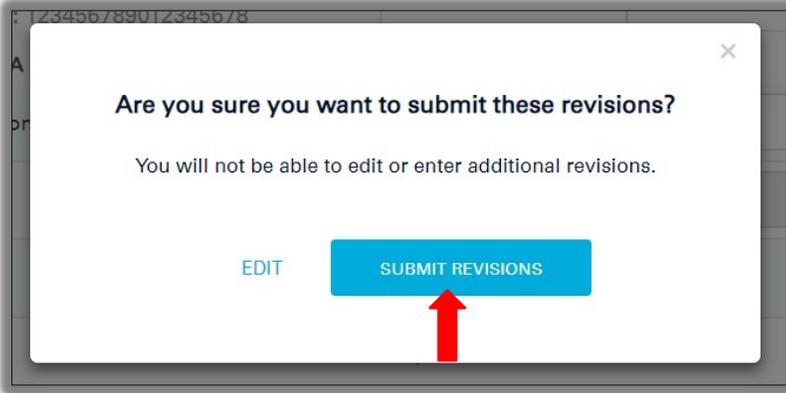
The screenshot shows the same Fannie Mae Document Certification interface. The 'Submit Revisions' button is now highlighted with a red arrow, indicating the next step in the process. The 'Original Note Rate' field still shows the value '4.5'.

**NOTE:** All revisions must be made prior to submitting to the lender.

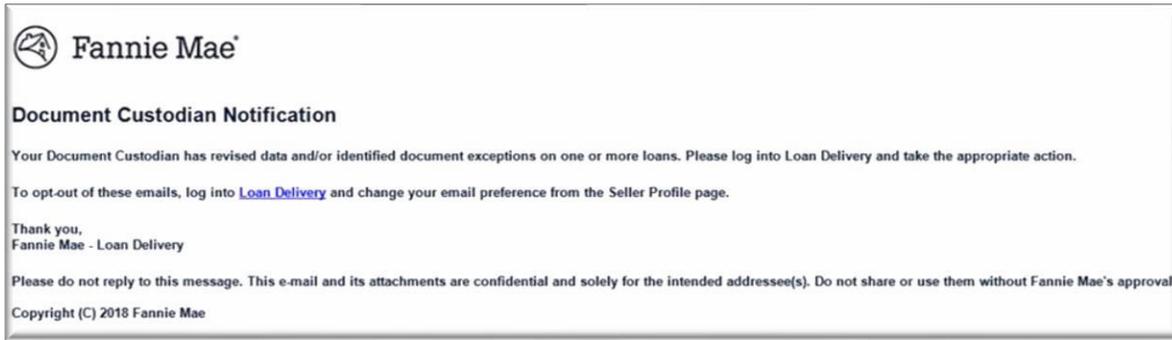
[Back](#)



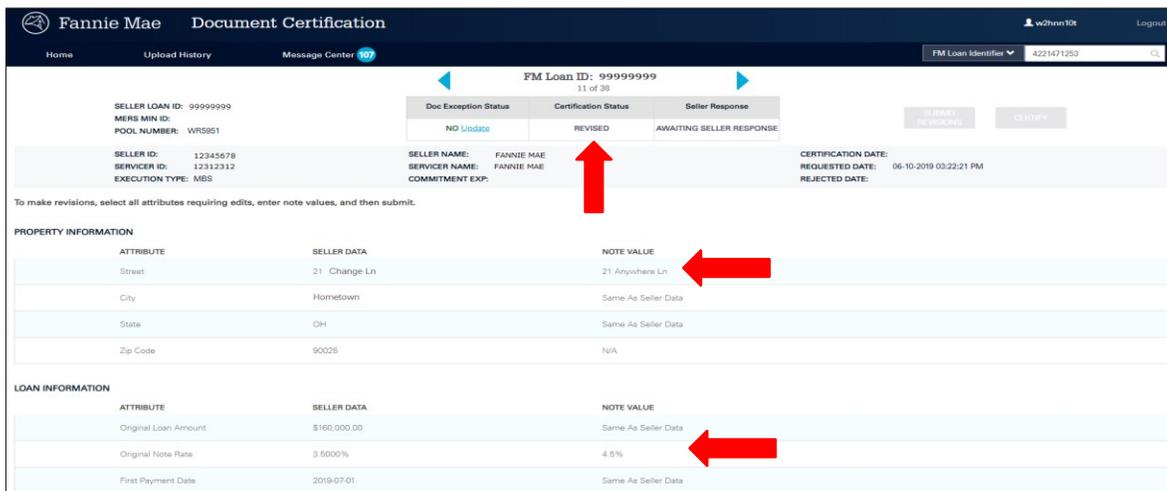
After clicking **Submit Revisions**, a confirmation box will appear requiring the user to confirm the revisions are ready to be submitted.



An email notification will be generated informing lenders to take the appropriate action(s) within Loan Delivery.



The loan status in Document Certification will be **“Revised”**. The loan will remain in a **“Revised”** status until the lender **Accepts** or **Declines** the suggested revisions in Loan Delivery.



**NOTE:** The lender must Accept or Decline all data revisions.

[Back](#)



## Uploading Data Corrections

Certifiable data corrections can be made in Document Certification by clicking the **Upload Certifications** button.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
12121212121	Loan_123	FANNIE MAE	9999999999	MBS	BY7757		07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending

**NOTE:** The lender must Accept or Decline all data revisions.

When using an Internet Explorer browser, files are uploaded by clicking **Select CSV File** and choosing the file or the user can drag and drop the file into the button as shown below.

When using either a Google Chrome or Firefox browser, files are uploaded by clicking **Select CSV File** or the user can drag and drop the file into the **Drop CSV File Here** prompt.

[Back](#)



If an upload file contains an error, a banner will be displayed showing the number of errors contained in the file. Clicking on the **View Results** link will display the Upload Error Report. See the **Upload History** section for detailed information.

The screenshot shows the Fannie Mae Document Certification dashboard. At the top, there is a navigation bar with 'Home', 'Upload History', and 'Message Center' (with a notification badge of 3). A banner at the top indicates 'File test-upload\_demo\_1.csv Uploaded with 2 Errors' and includes a 'View Results' link, which is highlighted by a red arrow. Below the banner, the 'Overview' section displays 'Total Requests: 291' and 'Seller Submitted by Age: 291 Submitted Prior to Today'. A circular gauge shows '291 Total' requests. On the right, a 'By Execution Type' breakdown lists: ASAP Plus (190), Whole Loans (27), ASAP Sale (23), and MBS (51).

## Managing Document Exceptions

### Certification Management Grid

To manage loans containing document exceptions, select the **Filter** button and click on the **Document Exception** box, then click **Apply Filter**.

The screenshot shows the 'Certification Management' filter interface. It includes fields for 'Seller Name(s)' and 'Pool Number(s)'. Filter categories include:
 

- Certification Status:** Pending (checked), Certified, Qualified Cert, Revised.
- Execution Type:** ASAP Plus (checked), Whole Loans, ASAP Sale, MBS.
- FM Reject Status:** Yes, No (checked).
- Document Exception:** Yes (checked), No.
- Other Filters:** Bailiee Letter/2004A Letter, Redelivered.

 A red arrow points to the 'FILTER (6)' button at the top right. Another red arrow points to the 'Document Exception' checkbox. At the bottom right, there are 'RESET DEFAULT' and 'APPLY FILTER' buttons.

The loans with document exceptions will be displayed in the Certification Management grid. It is important to note that loans flagged with a document(s) exception can be in a **“Pending”** or **“Revised”** status in Document Certification.

The screenshot shows the Certification Management grid with 100 out of 1578 loans displayed. The table columns are: FM LOAN ID, SELLER LOAN ID, SELLER NAME, SELLER ID, EXECUTION TYPE, POOL NUMBER, BAILIEE/2004A LETTER NAME, REQUESTED DATE, LAST UPDATED DATE, and CERTIFICATION STATUS. The status column shows 'Pending' for three loans and 'Revised' for one loan. Red arrows point to these status cells.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILIEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
0101010101	23459AA	FANNIE MAE	999999999	MBS			07-01-2019 02:28:22 PM	09-12-2019 02:34:29 PM	Pending
121212121	ee8877LL	FANNIE MAE	999999999	Whole Loan			08-09-2019 04:20:16 PM	08-30-2019 05:00:28 PM	Pending
123456798	1987654	FANNIE MAE	999999999	ASAP Plus			08-26-2019 05:38:18 PM	08-26-2019 05:38:20 PM	Pending
123456798	998877LL	FANNIE MAE	999999999	MBS			08-30-2019 11:37:25 AM	08-30-2019 11:37:30 AM	Revised

[Back](#)



## Managing Rejects

To manage rejected loans, select the **Filter** button and then choose “**Yes**” for Reject Status. Choose a date range using the “**From**” and “**To**” options. A calendar will open allowing the user to more easily select dates. Click on the **Apply Filter** button to display desired loans. It is important to **select all certification statuses** as a loan can be rejected at any time.

**Certification Management**

Displaying 100 out of 1578 loan(s). To view the full list, please [load](#).

**Seller Name(s)**  
 Filter by Seller Name

**Pool Number(s)**  
 Filter by Pool Number

**Certification Status**  
 Pending  
 Certified  
 Qualified Cert  
 Revised  
**FM Reject Status**  
 Yes  No

**Execution Type**  
 ASAP Plus  
 Whole Loans  
 ASAP Sale  
 MBS

**Document Exception**  
 Yes  No

**Other Filters**  
 Bailee Letter/2004A Letter  
 Redelivered

**Date Filters**  
 Type: Last Updated Date  
 Range: Last 31 Days  
 From: 08/18/2019  
 To: 09/17/2019

Pending: true
  Rejected: false
 Last Updated From Date: 08/18/2019 12:00 AM
 Last Updated To Date: 09/17/2019 11:59 PM

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
------------	----------------	-------------	-----------	----------------	-------------	--------------------------	----------------	-------------------	----------------------

The rejected loans based on the selected filters will be displayed in the Certification Management grid. A **Rejection Icon** will be shown and will display the rejection date along with a date stamp when hovered over.

**Certification Management**

Displaying 35 loan(s).

Pending: true
  Rejected: true
 Last Updated From Date: 08/18/2019 12:00 AM
 Last Updated To Date: 09/17/2019 11:59 PM
  Certified: true
  Qualified Cert: true
  Revised: true

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
12121212	ABC_123	FANNIE MAE	999999999	MBS	MA2000A		08-30-2019 11:37:25 AM	08-30-2019 03:00:49 PM	Pending
12121212	Loan_123	FANNIE MAE	999999999	MBS	MA2000A		08-30-2019 11:37:25 AM	08-30-2019 03:00:49 PM	Pending

Example: View of CSV download for rejected loans.

BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO
Borrower	Warehouse	Disburser	RequestDate	Certification	CertificationDate	SellerCorr	SellerCorr	RejectDate		
			2017-06-13T14:26:38.0	Pending				2017-06-22T14:36:09.233		
			2017-06-26T15:07:46.0	Pending				2017-06-26T16:45:00.923		
			2017-06-26T17:13:45.0	Pending				2017-06-27T13:22:05.876		
			2017-06-28T11:35:37.0	Pending				2017-06-28T13:26:08.046		
			2017-06-05T15:13:48.0	Certified	2017-06-06T11:29:53.633			2017-06-26T11:43:05.043		
			2017-06-08T14:52:00.0	Certified	2017-06-09T09:37:15.864			2017-06-22T13:45:35.046		
			2017-06-22T15:02:22.0	Certified	2017-06-26T11:20:02.583			2017-06-26T16:07:32.553		
			2017-06-23T15:14:49.0	Certified	2017-06-26T16:16:50.192			2017-06-26T15:06:57.996		
			2017-06-23T15:14:49.0	Certified	2017-06-26T16:16:39.342			2017-06-26T15:06:57.943		
			2017-06-23T15:14:49.0	Certified	2017-06-26T16:15:37.787			2017-06-26T15:06:57.513		
			2017-06-26T09:56:19.0	Certified	2017-06-27T17:49:28.858			2017-06-26T16:07:32.366		
			2017-06-26T09:33:02.0	Certified	2017-06-26T16:19:12.111			2017-06-26T15:06:58.001		
			2017-06-26T09:33:02.0	Certified	2017-06-26T16:19:00.383			2017-06-26T15:06:58.006		
			2017-06-26T09:34:25.0	Certified	2017-06-26T16:20:33.174			2017-06-26T15:06:58.023		
			2017-06-26T09:34:25.0	Certified	2017-06-26T16:19:42.725			2017-06-26T15:06:58.016		

[Back](#)



**If a loan is rejected prior to review and update, Document Certification will not allow the Document Custodian to update the loan status to:**

- Certified
- Revised
- Fail Document

**Loan Detail Page**

If Certifying from the Loan Detail page:

- The Certification and Revision buttons will be disabled for the Rejected Loans.
- The Document Exception flag will not be active to add or remove for the Rejected Loans

Example: View of Loan Detail Page

- ① 'Certify' and 'Revise' buttons disabled when the loan is rejected.
- ② Checkboxes on certifiable fields disabled.
- ③ Document Exception cannot be added/removed

**Fannie Mae Document Certification** | DOCCERT Test User19 - 333820 | Logout

Home | Upload History | Message Center | FM Loan Identifier | Input Search Text

**FM Loan ID: 4021698216**  
1 of 6

Doc Exception Status	Certification Status	Seller Response
NO	PENDING	N/A

SELLER LOAN ID: 09\_17\_ASAP\_06UI  
MERS MIN ID:  
POOL NUMBER:

SELLER ID: 165700007  
SERVICER ID: 240850001  
EXECUTION TYPE: ASAP Plus

SELLER NAME: WELLS FARGO BANK, N.A.  
SERVICER NAME: ARVEST CENTRAL MORTGAGE COMPANY  
COMMITMENT EXP:

CERTIFICATION DATE: 09-30-2020 12:13:54 PM  
REQUESTED DATE: 09-28-2020 10:55:23 AM  
REJECTED DATE: 09-25-2020 05:00:00 PM

**Loan is Rejected**

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	0904_02 VALLEY HI DR 8086 CTR PKW	Same As Seller Data
City	Sacramento	Same As Seller Data
State	CA	Same As Seller Data
Zip Code	95823	N/A

**LOAN INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Original Loan Amount	\$100,000.00	Same As Seller Data
Original Note Rate	4.2500%	Same As Seller Data
First Payment Date	2020-09-01	Same As Seller Data
Interest Only End Date	--	--

Buttons: SUBMIT REVISIONS (disabled), CERTIFY (disabled)

[Back](#)



## Certification Grid

If Certifying from the Certification Grid, a pop-up message will appear indicating that the loan is in an invalid state.

Example: View of Certification Grid

① Pop-up indicating that the loan is in an invalid state.

Dynamic Pop-Up message “X out of X loans were certified. The remaining loans were not certified due to an invalid status (Certified, Qualified-Cert, Revised or Rejected) or a Document exception”

Certification Management

Displaying 200 out of 978 loan(s). To view the full list, please download.

100 ▲

✖ Pending: true Last Updated From Date: 09/22/2020 12:00 AM Last Updated To Date: 10/22/2020

0 out of 1 loans were certified. The remaining loans were not certified due to an invalid status (Certified, Qualified-Cert, Revised or Rejected) or a Document exception.

OKAY

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	MBS	MG	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
4019554181	09_05_MBS_01	QUICKEN LOANS, LLC	213850008	MBS	MG4440A01	09-05-2020 11:46:30 AM	10-14-2020 11:55:20 AM	Pending
4021698061	LP_922_01	UNIVERSITY FEDERAL CREDIT UNION	256130009	Whole Loan	0403201901	09-22-2020 12:37:21 PM	09-22-2020 12:37:22 PM	Pending
4021698072	LP_922_04	UNIVERSITY FEDERAL CREDIT UNION	256130009	Whole Loan		09-22-2020 01:23:07 PM	09-22-2020 01:23:08 PM	Pending

[Back](#)



## Uploading Certification Statuses

File upload for loans in Rejected status will be prevented:

- Example 1: FNMA LN ID 4021698216 – attempt to certify a rejected loan
  - Example 2: FNMA LN ID 4021698352 – attempt to revise a rejected loan
  - Example 3: FNMA LN ID 4021698413 – attempt to add a document exception to a rejected loan
  - Example 4: FNMA LN ID 4010839159 – attempt to remove a document exception to a rejected loan
- i. **Message displayed:** *“The loan is in Rejected status and cannot be updated.”*

```

Upload Certifications Sample (Rejected Loans 1).txt - Notepad
File Edit Format View Help
"investorLoanIdentifier","certificationStatus","addressLineText","documentexception"
"4021698216","Certified","",""
"4021698352","Revised","Revised Address",""
"4021698413","","","add"
"4010839159","","","remove"
  
```

Fannie Mae Document Certification

Home Upload History Message Center 37

File Upload: Certifications Sample.txt Uploaded with 4 Errors - View Results

View All History

Upload Certifications Sample.txt

Error Loans	Loan Breakdown	Total Loans	Uploaded by	Date Uploaded
4	Certified: 0 Revised: 0	4	w2hnn10t	10-22-2020 03:17:50 PM

Errors Log

FILE FORMAT ERRORS

DESCRIPTION

No Errors

LOAN DATA ERRORS

ROW NUMBER	FM LOAN IDENTIFIER	DESCRIPTION
2	4021698216	The loan is in Rejected status and cannot be updated.
3	4021698352	The loan is in Rejected status and cannot be updated.
4	4021698413	The loan is in Rejected status and cannot be updated.
5	4010839159	The loan is in Rejected status and cannot be updated.

[Back](#)



## Managing ASAP Plus Redeliveries

ASAP Plus redeliveries can be managed using the following filters:

- Certified
- Qualified Cert
- ASAP Plus
- Other Filters
  - Redelivered
- Date Range Calendar

The filter results reflect loan(s) previously certified and redelivered and the pool number or commitment or commitment expiration date (located on the Loan Details page) has been added or removed from the loan.

**Certification Management**

Displaying 5 loan(s).

Seller Name(s)  
 Filter by Seller Name

Pool Number(s)  
 Filter by Pool Number

**Certification Status**  
 Pending  
 Certified  
 Qualified Cert  
 Revised

**FM Reject Status**  
 Yes  No

**Execution Type**  
 ASAP Plus  
 Whole Loans  
 ASAP Sale  
 MBS

**Document Exception**  
 Yes  No

**Other Filters**  
 Balisee Letter/2004A Letter  
 Redelivered

**Date Filters**  
 Type: Last Updated Date  
 Range: Custom Dates  
 From: 09/02/2019 12:00 AM  
 To: 09/17/2019 11:59 PM

**NOTE:** The default date range is the previous 31 days. Custom date ranges are also limited to a maximum of 31 consecutive days.

The Certification Management grid will display all ASAP Plus redelivered loans for the selected dates. The custodian should append the pool or commitment number as well as the servicer number data in their tracking system, completing the ASAP plus management process. The custodian can utilize the .csv file to extract data on redeliveries.

**Certification Management**

Displaying 19 loan(s).

✖ Rejected: false    Last Updated From Date: 09/02/2019 12:00 AM    Last Updated To Date: 09/17/2019 11:59 PM    ✖ Certified: true    ✖ Qualified Cert: true    ✖ ASAP Plus: true

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BALISEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
2212121212	07-07-19_LN007	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-08-2019 11:31:16 AM	09-03-2019 09:21:21 AM	Certified
123456798	LOAN_147	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-08-2019 11:31:16 AM	09-05-2019 01:27:55 PM	Certified
121212121212	07-07-19_LN010	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-08-2019 11:31:16 AM	09-03-2019 09:29:19 AM	Certified
21212121212	ABC_12345	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified

[Back](#)



### Important: Loans without a pool number or commitment expiration date

ASAP Plus displayed in the Certification grid but do not have a pool number or commitment expiration date will indicate the loan has been removed from a previous pool or commitment and has returned to the Fannie Mae position.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
2212121212	07-07-19_LN007	FANNIE MAE	999999999	ASAP Plus			07-08-2019 11:31:16 AM	09-03-2019 09:21:21 AM	Certified
123456789	LOAN_147	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-08-2019 11:31:16 AM	09-05-2019 01:27:55 PM	Certified
1212121212	07-07-19_LN010	FANNIE MAE	999999999	ASAP Plus			07-08-2019 11:31:16 AM	09-03-2019 09:29:19 AM	Certified
2121212121	ABC_12345	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified

**NOTE:** All ASAP Plus loans that have been flagged as redelivered will appear when filtering for "Redelivered" even if they have been removed from a previous pool or commitment. This will provide the custodian an indicator that the loan has been moved back to the Fannie Mae position.

### ASAP Plus Loan Prior to Redelivery

The example below demonstrates how a Certified or Qualified-Cert ASAP Plus loan will display prior to redelivery.

#### Certification Grid View:

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
1212121212	LNHIS3	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified
1234567890	NDC1_29-LN01	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified
1210121012	NDC1_29-LN02	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified
0987654321	NDC1_29-LN03	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified

#### Loan Details View:

Fannie Mae Document Certification
Logout

Home Upload History Message Center
FM Loan Identifier

**FM Loan ID: 1210121012**  
3 of 45

SELLER LOAN ID: NDC1\_29-LN02

MERS MIN ID:

POOL NUMBER:

Doc Exception Status	Certification Status	Seller Response
NO	CERTIFIED	N/A

SUBMIT REVISIONS

CERTIFY

SELLER ID: 999999999	SELLER NAME: FANNIE MAE	CERTIFICATION DATE: 08-30-2019 11:11:31 AM
SERVICER ID: 999999999	SERVICER NAME: FANNIE MAE	REQUESTED DATE: 09-05-2019 10:59:08 AM
EXECUTION TYPE: ASAP Plus	COMMITMENT EXP:	REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	NDC1_29-02 FRM Address 02	Same As Seller Data

[Back](#)



### CSV File View:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	BN	BO	BP	
InvestorLoanIdentifier	MERS_Min	LoanSeller	SellerLoanIdentifier	SellerName	Servicer	ServicerN	Docume	Execution	PoolIdentifier	PoolSuffi	Commitment	ExpirationDate	NoteDate	AddressJ	RequestD	CertificationStatus	CertificationDate
1212121212	9.11E+26	999999999	LNHIS3	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	ZA3234				2/1/2015	123 Main	2019-07-2	Certified	2019-09-05T10:59:08.591
1234567890		999999999	NDC1_29-LN01	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus					2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
1210121012		999999999	NDC1_29-LN02	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus					2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
0987654321		999999999	NDC1_29-LN03	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus					2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250

### Two Types of Redelivered Loans

When the custodian has filtered for loans that have been “Redelivered”. The filter results will reflect loans in two categories of redelivery:

- A. Loans that are recently redelivered reflecting either a pool number or commitment expiration date
- B. Loans that were previously redelivered but have subsequently been updated to remove the pool or commitment expiration date.

### Examples:

The figure below reflects a loan that has been redelivered into a pool in the Certification Management grid on the Home page.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
1212121212	LNHIS3	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified
1234567890	NDC1_29-LN01	FANNIE MAE	999999999	ASAP Plus	ZA3234		08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified
1210121012	NDC1_29-LN02	FANNIE MAE	999999999	ASAP Plus	ABC13		08-30-2019 10:18:09 AM	09-05-2019 10:59:08 AM	Certified
0987654321	NDC1_29-LN03	FANNIE MAE	999999999	ASAP Plus	ZA3234		08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified

The figure below reflects the ASAP+ loan above as it appears in the Loan Detail Page.

**Fannie Mae Document Certification**

Home Upload History Message Center **FM Loan ID: 1210121012** 3 of 45

SELLER LOAN ID: NDC1\_29-LN02  
MERS MIN ID:  
POOL NUMBER: ABC13

Doc Exception Status	Certification Status	Seller Response
NO	CERTIFIED	N/A

SELLER ID: 999999999  
SERVICER ID: 999999999  
EXECUTION TYPE: ASAP Plus

SELLER NAME: FANNIE MAE  
SERVICER NAME: FANNIE MAE  
COMMITMENT EXP:

CERTIFICATION DATE: 08-30-2019 11:11:31 AM  
REQUESTED DATE: 09-05-2019 10:59:08 AM  
REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	NDC1_29-02 FRM Address 02	Same As Seller Data

[Back](#)



The figure below reflects the ASAP Plus loan above as it appears in the CSV Download file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	BN	BO	BP
InvestorLoanIdentifier	MERS_MILLoanSeller	SellerLoanIdentifier	SellerName	Servicer	ServicerN	DocumeExecution	PoolIdentifier	PoolSuffi	CommitmentExpirationDate	NoteDate	AddressLi	RequestD	CertificationStatus	CertificationDate		
1212121212	9.11E+26	999999999	LNHS3	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	ZA3234			2/1/2015	123 Main !	2019-07-2	Certified	2019-09-05T10:59:08.591
1234567890		999999999	NDC1_29-LN01	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus				2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
1210121012		999999999	NDC1_29-LN02	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	ABC13			2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
0987654321		999999999	NDC1_29-LN03	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus				2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250

## Redelivered Loan(s) Removed from Pool or Commitment

### Examples:

The grid below reflects the previously redelivered ASAP Plus loan above has been subsequently updated to remove the pool or commitment expiration date.

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
1212121212	LNHS3	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified
1234567890	NDC1_29-LN01	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified
1210121012	NDC1_29-LN02	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	09-16-2019 10:59:08 AM	Certified
0987654321	NDC1_29-LN03	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified

The figure below reflects the updated ASAP Plus loan above as it appears in the Loan Detail Page.

**Fannie Mae Document Certification**

Home Upload History Message Center Logout

FM Loan Identifier: 1210121012

FM Loan ID: 1210121012 (3 of 45)

SELLER LOAN ID: NDC1\_29-LN02

MERS MIN ID:

POOL NUMBER:

SELLER ID: 999999999

SERVICER ID: 999999999

EXECUTION TYPE: ASAP Plus

SELLER NAME: FANNIE MAE

SERVICER NAME: FANNIE MAE

COMMITMENT EXP:

CERTIFICATION DATE: 08-30-2019 10:18:09 AM

REQUESTED DATE:

REJECTED DATE:

Doc Exception Status: NO Certification Status: CERTIFIED Seller Response: N/A

PROPERTY INFORMATION

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	NDC1_29-02 FRM Address 02	Same As Seller Data

The figure below reflects the ASAP Plus loan above as it appears in the CSV Download file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	BN	BO	BP
InvestorLoanIdentifier	MERS_MILLoanSeller	SellerLoanIdentifier	SellerName	Servicer	ServicerN	DocumeExecution	PoolIdentifier	PoolSuffi	CommitmentExpirationDate	NoteDate	AddressLi	RequestD	CertificationStatus	CertificationDate		
1212121212	9.11E+26	999999999	LNHS3	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	ZA3234			2/1/2015	123 Main !	2019-07-2	Certified	2019-09-05T10:59:08.591
1234567890		999999999	NDC1_29-LN01	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus				2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
1210121012		999999999	NDC1_29-LN02	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus				2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250
0987654321		999999999	NDC1_29-LN03	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus				2/1/2016	NDC1_29-	2019-08-3	Certified	2019-08-30T11:11:31.250

**NOTE:** The certification date, Fannie Mae loan number, seller name, ID, and seller loan number will remain the same after removal of pool numbers and commitment expiration dates upon redelivery in this scenario

[Back](#)



## Monitoring Redelivered Loan(s) in Message Center

The custodian can also track ASAP + loan(s) that have been removed from a pool or commitment by clicking on the **Key Updates** filter in the **Message Center**. This filter can be used by the custodian to monitor for redelivered loans that have received a new Fannie Mae loan number

Message Center - Since 10/20/2019

All (45) | Unread (18) | Accepted (18) | Declined (1) | FM Rejected (4) | Awaiting Seller Response (9) | Doc Exception (4) | **Key Updates (11)**

UNREAD	DATE	FM LOAN IDENTIFIER	SELLER LOAN IDENTIFIER	SELLER IDENTIFIER	SELLER NAME	POOL NUMBER	Doc Exception	UPDATE
<input type="checkbox"/>	11-07-2019 12:00:00 AM	21212121	test_123	999999	FANNIE MAE	N/A	NO	KEY UPDATES
<input type="checkbox"/>	10-28-2019 12:00:00 AM	11111111	test_999	999999	FANNIE MAE	N/A	NO	KEY UPDATES
<input type="checkbox"/>	10-28-2019 12:00:00 AM	12121212	test_321	999999	FANNIE MAE	N/A	NO	KEY UPDATES

**NOTE:** Custodians should monitor the key updates regularly to ensure loans that have been redelivered with a new Fannie Mae loan number are updated in their respective internal systems

## Redelivered Loan Added Back to a Pool or Commitment

The seller may reassign the loan to a new pool or commitment and the custodian will see the updated loan information along with a **NEW Fannie Mae** loan number when filtering for redelivered loans.

### Examples:

The loan in the Certification Grid on the Home Page will reflect the ASAP Plus loan that was previously redelivered and subsequently redelivered into a different pool.

\* Rejected: false   Last Updated From Date: 08/30/2019 12:00 AM   Last Updated To Date: 09/29/2019 11:59 PM   \* Certified: true   \* Qualified Cert: true   \* ASAP Plus: true   \* Redelivered: true

FM LOAN ID	SELLER LOAN ID	SELLER NAME	SELLER ID	EXECUTION TYPE	POOL NUMBER	BAILEE/2004A LETTER NAME	REQUESTED DATE	LAST UPDATED DATE	CERTIFICATION STATUS
1212121212	LNHIS3	FANNIE MAE	999999999	ASAP Plus	ZA3234		07-25-2019 05:03:14 PM	09-05-2019 10:59:08 AM	Certified
1234567890	NDC1_29-LN01	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified
1111111111	NDC1_29-LN02	FANNIE MAE	999999999	ASAP Plus	ACD1		08-30-2019 10:18:09 AM	09-17-2019 10:59:08 AM	Certified
0987654321	NDC1_29-LN03	FANNIE MAE	999999999	ASAP Plus			08-30-2019 10:18:09 AM	08-30-2019 03:00:49 PM	Certified

**NOTE:** The loan will have a new Fannie Mae Loan number. However, it will retain the Execution type of ASAP Plus along with the original ASAP Plus certification date.

[Back](#)



The figure below reflects the redelivered ASAP Plus loan above as it appears in the Loan Detail Page.

**Fannie Mae Document Certification**

Home Upload History Message Center **FM Loan Identifier** Input Search Text

**FM Loan ID: 1111111111**  
3 of 45

Doc Exception Status	Certification Status	Seller Response
NO	CERTIFIED	N/A

**SELLER LOAN ID:** NDC1\_29-LN02  
**MERS MIN ID:**  
**POOL NUMBER:** NEW11  
**SELLER ID:** 999999999  
**SERVICER ID:** 999999999  
**EXECUTION TYPE:** ASAP Plus

**SELLER NAME:** FANNIE MAE  
**SERVICER NAME:** FANNIE MAE  
**COMMITMENT EXP:**

**CERTIFICATION DATE:** 08-30-2019 11:11:31 AM  
**REQUESTED DATE:** 08-30-2019 10:18:09 AM  
**REJECTED DATE:**

To make revisions, select all attributes requiring edits, enter note values, and then submit.

**PROPERTY INFORMATION**

ATTRIBUTE	SELLER DATA	NOTE VALUE
Street	NDC1_29-02 FRM Address 02	Same As Seller Data

The figure below reflects the ASAP+ loan above as it appears in the CSV Download file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	BN	BO	BP	
InvestorLoanIdentifier	MERS_MII	LoanSeller	SellerLoanIdentifier	SellerName	Servicer	ServicerN	Docume	Execution	PoolIdentifier	PoolSuffix	Commitment	ExpirationDate	NoteDate	AddressLi	RequestD	CertificationStatus	CertificationDate
1212121212	9.11E+26	999999999	LNHIS3	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	ZA3234				2/1/2015	123 Main	2019-07-21	Certified	2019-09-05T10:59:08.591
1234567890		999999999	NDC1_29-LN01	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus					2/1/2016	NDC1_29-	2019-08-31	Certified	2019-08-30T11:11:31.250
1111111111		999999999	NDC1_29-LN02	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus	NEW11				2/1/2016	NDC1_29-	2019-08-31	Certified	2019-08-30T11:11:31.250
0987654321		999999999	NDC1_29-LN03	FANNIE AME	1E+09	FANNIE M	1E+07	AsapPlus					2/1/2016	NDC1_29-	2019-08-31	Certified	2019-08-30T11:11:31.250

**NOTE:** The certification date, seller name, ID, and loan number will remain the same after redelivery

[Back](#)



# Appendix A: Loan Detail Page

The tables in this appendix provide the description of each field that appears on the Loan Detail page. It also outlines the comparison between the upload/download header and the UI field name.

## Property Information

**Fannie Mae Document Certification** User Logout

Home Upload History Message Center **107** FM Loan Identifier Input Search Text

**FM Loan ID: 99999999**  
11 of 38

SELLER LOAN ID: 99999999 MERS MIN ID: POOL NUMBER: WRS051	Doc Exception Status <b>NO Update</b>	Certification Status <b>PENDING</b>	Seller Response <b>N/A</b>	SUBMIT REVISIONS	CERTIFY
---	--	--	-------------------------------	---------------------	---------

SELLER ID: 12345678    SELLER NAME: FANNIE MAE    CERTIFICATION DATE:  
SERVICER ID: 12121212    SERVICER NAME: FANNIE MAE    REQUESTED DATE: 06-10-2019 03:22:21 PM  
EXECUTION TYPE: MBS    COMMITMENT EXP:    REJECTED DATE:

To make revisions, select all attributes requiring edits, enter note values, and then submit.

PROPERTY INFORMATION		
ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Street	21 Anywhere Ln	Select attribute to enter revision
<input type="checkbox"/> City	Hometown	Select attribute to enter revision
<input type="checkbox"/> State	OH	State
Zip Code	90025	N/A

## Loan Information

LOAN INFORMATION		
ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Original Loan Amount	\$160,000.00	Select attribute to enter revision
<input type="checkbox"/> Original Note Rate	3.5000%	Select attribute to enter revision
<input type="checkbox"/> First Payment Date	2019-07-01	Please Select Date
<input type="checkbox"/> Interest Only End Date	--	Please Select Date
<input type="checkbox"/> Maturity Date	2049-06-01	Please Select Date
<input type="checkbox"/> P & I	\$718.47	Select attribute to enter revision
Original Note Date	2018-11-01	N/A
Original Term	360	N/A
Special Feature Codes	--	N/A
Cooperative Indicator	N	N/A
Participation Percentage	100%	N/A

## Arm Information

ARM FEATURES		
ATTRIBUTE	SELLER DATA	NOTE VALUE
<input type="checkbox"/> Min Mtg Interest Rate	2.0000%	Select attribute to enter revision
<input type="checkbox"/> Max Mtg Interest Rate	8.0000%	Select attribute to enter revision
<input type="checkbox"/> Mortgage Margin	2.0000%	Select attribute to enter revision
<input type="checkbox"/> Cap Down Percentage	5.0000%	Select attribute to enter revision
<input type="checkbox"/> Cap Up Percentage	5.0000%	Select attribute to enter revision
<input type="checkbox"/> 1st Rate Change Date	2029-06-01	Please Select Date
<input type="checkbox"/> 1st Payment Change Date	2029-07-01	Please Select Date
Int Rate Rounding Type	Nearest	N/A
Int Rate Rounding Percent	0.1250%	N/A
Look Back Days	45	N/A

[Back](#)



### Bailee Information – Warehouse Lender

BAILEE INFORMATION		
ATTRIBUTE	SELLER DATA	NOTE VALUE
Bailee Letter Name	Bailee2 	N/A
Warehouse Name	EverBank	N/A
Warehouse Lender Number	306610007	N/A

### Bailee Information – Disbursement Agent

BAILEE INFORMATION		
ATTRIBUTE	SELLER DATA	NOTE VALUE
Bailee Letter Name	CREDIT SUISSE - MBS - Bailee	N/A
Warehouse Name	EverBank	N/A
Warehouse Lender Number	306610007	N/A
Disbursement Agent Name	IVV Disbursement Agent Name 2 	N/A
Disbursement Agent Number	289560009	N/A

### Borrower(s) Information

BORROWER INFORMATION		
ATTRIBUTE	SELLER DATA	NOTE VALUE
Borrower 1	John Homeowner,	N/A
Borrower 2	Mary Homeowner,	N/A

[Back](#)



## Upload File:

Upload Header Name	UI Field Name	Description
InvestorLoanIdentifier	Fannie Mae Loan Identifier	An investor specified identifier used to identify the specific loan.
AddressLineText	Street	The address with the address number, pre-directional, street name, post-directional, address unit designators, and address unit value
CityName	City	The name of the city
StateCode	State	The two-character representation of the US state, US Territory, Canadian Province, Military APO FPO, or Territory
PostalCode	Zip Code	The postal code (ZIP Code in the US) for the address. ZIP Code may be either 5 or 9 digits
CertificationStatus	Status Field	The current status of the loan
LoanMaturityDate	Maturity Date	The date when the loan is scheduled to be paid in full as reflected on the Note
LoanMaturityPeriodCount	Original Term	The scheduled number of periods (as defined by Loan Maturity Period Type) after which a debt will mature
ScheduledFirstPaymentDate	First Payment Date	The date of the first scheduled mortgage payment to be made by the borrower under the terms of the mortgage
NoteAmount	Original Loan Amount	The amount to be repaid as disclosed on the Note
NoteRatePercent	Original Note Rate	The actual interest rate as disclosed on the Note
InitialPrincipalAndInterestPaymentAmount	P&I	The dollar amount of the principal and interest payment as stated on the Note. The principal and interest payment are obtained using the loan amount and interest rate to arrive at full amortization during the loan term
FloorRatePercent	Min Mortgage Int Rate	The stated minimum rate to which the interest rate can decrease to over the life of the loan
CeilingRatePercent	Max Mortgage Int Rate	The stated maximum percentage to which the interest rate can increase over the life of the loan
InterestRateRoundingType	Int Rate Round Type	Specifies how the interest rate is rounded when a new interest rate is calculated for an ARM change. The interest rate can be rounded Up, Down, or to the Nearest Percent. This field is used in conjunction with Interest Rate Rounding Percent, which indicates the percentage where the rounding occurs
InterestRateRoundingPercent	Int Rate Rounding Percent	The percentage to which the interest rate is rounded when a new interest rate is calculated. This field is used in conjunction with Interest Rate Rounding Type, which indicates how rounding should occur
MarginRatePercent	Mortgage Margin	The number of percentage points to be added to the index to arrive at the new interest rate



<b>Upload Header Name</b>	<b>UI Field Name</b>	<b>Description</b>
PerChangeMaximumDecreaseRatePercent	Cap Down Percentage	The maximum number of percentage points by which the rate can decrease from the original interest rate at the initial change period
PerChangeMaximumIncreaseRatePercent	Cap Up Percentage	The maximum number of percentage points by which the rate can increase from the original interest rate at the initial change period
PerChangeRateAdjustmentEffectiveDate	1 <sup>st</sup> Rate Change Date	The date when the Interest Rate Per Change Adjustment Rule first becomes applicable. The Interest Rate Per Change Adjustment Rule remains in effect unless another Interest Rate Per Change Adjustment Rule with a later date is present on the loan
FirstRateChangePaymentEffectiveDate	1 <sup>st</sup> Payment Change Date	The due date of the payment at the first calculated interest rate change. To arrive at the actual date that interest begins to accrue at the changed rate, one payment period is subtracted if interest is paid in arrears
DocumentException	Doc Exception Status	Flag indicating if there is a document exception on the loan



## Download File:

Download Headers	UI Field Name	Description
InvestorLoanIdentifier	Fannie Mae Loan Identifier	An investor specified identifier uses to identify a specific loan.
Certification Status	Status Field	The current status of the loan
SellerLoanIdentifier	Seller Loan ID	A unique identifier assigned by the seller to the loan
MERS_MINIdentifier	MERS MIN ID	Number used by MERS to identify loans. Referred to as the Mortgage Identification Number (MIN)
SellerName	Seller Name	The name of the mortgage loan seller
LoanSeller	Seller Identifier	A unique identifier assigned to the Loan Seller role
ServicerName	Servicer Name	The name of the mortgage loan servicer
Servicer	Servicer Identifier	The unique identifier assigned to the Servicer role
CertificationDate	Certification Date	The date and time the custodian provided the certification status or the seller accepted the custodian changes
RequestDate	Request Date	The date and time when lender delivered the loan to Fannie Mae
ExecutionType	Execution Type	Delivery method of the loan
PoolIdentifier	Pool Identifier	The unique identifier for a group of pooled loans
CommitmentExpirationDate	Commitment Exp	The expiration date when the loan assigned to the commitment must be purchased by Fannie Mae
RejectDate	Rejected Date	The date and time the loan was rejected for purchase by Fannie Mae
AddressLineText	Street	The address with the address number, pre-directional, street name, post-directional, address unit designators, and address unit value
CityName	City	The name of the city
StateCode	State	The two-character representation of the US state, US Territory, Canadian Province, Military APO FPO, or Territory
PostalCode	Zip Code	The postal code (ZIP Code in the US) for the address. ZIP Code may be either 5 or 9 digits
NoteAmount	Original Loan Amount	The amount to be repaid as disclosed on the Note
LoanMaturityPeriodCount	Original Term	The scheduled number of periods (as defined by Loan Maturity Period Type) after which a debt will mature
NoteRatePercent	Original Note Rate	The actual interest rate as disclosed on the Note
InvestorFeatureIdentifier	Special Feature Code	An investor-specified identifier used to identify a loan feature not defined by other attributes
ScheduledFirstPaymentDate	First Payment Date	The date of the first scheduled mortgage payment to be made by the borrower under the terms of the mortgage



<b>Download Headers</b>	<b>UI Field Name</b>	<b>Description</b>
ProjectLegalStructureType	Cooperative Indicator	Indicates the form of ownership that defines the quality and quantity of ownership and rights to the individual unit owner is Cooperative or not
LoanMaturityDate	Maturity Date	The date when the loan is scheduled to be paid in full as reflected on the Note
InvestorOwnershipPercent	Participation Percentage	Identifies the percentage amount of the loan owned by the investor
InitialPrincipalAndInterestPaymentAmount	P&I	The dollar amount of the principal and interest payment as stated on the Note. The principal and interest payment are usually obtained using the loan amount and interest rate to arrive at full amortization during the loan term
InterestOnlyEndDate	Interest Only End Date	The date on which the interest-only period on the loan ends
FloorRatePercent	Min Mortgage Int Rate	The stated minimum rate to which the interest rate can decrease to over the life of the loan
InterestRateRoundingType	Int Rate Round Type	Specifies how the interest rate is rounded when a new interest rate is calculated for an ARM change. The interest rate can be rounded Up, Down, or to the Nearest Percent. This field is used in conjunction with Interest Rate Rounding Percent, which indicates the percentage where the rounding occurs
CeilingRatePercent	Max Mortgage Int Rate	The stated maximum percentage to which the interest rate can increase over the life of the loan
InterestRateRoundingPercent	Int Rate Rounding Percent	The percentage to which the interest rate is rounded when a new interest rate is calculated. This field is used in conjunction with Interest Rate Rounding Type, which indicates how rounding should occur
MarginRatePercent	Mortgage Margin	The number of percentage points to be added to the index to arrive at the new interest rate
InterestAndPaymentAdjustmentIndexLead DaysCount	Look Back Days	The number of days prior to an interest rate effective date used to determine the date for the index value when calculating both a new interest rate and a principal and interest payment for a pool of loans
PerChangeMaximumDecreaseRatePercent	Cap Down Percentage	The maximum number of percentage points by which the rate can decrease from the original interest rate at the initial change period
PerChangeMaximumIncreaseRatePercent	Cap Up Percentage	The maximum number of percentage points by which the rate can increase from the original interest rate at the initial change period
PerChangeRateAdjustmentEffectiveDate	1 <sup>st</sup> Rate Change Date	The date when the Interest Rate Per Change Adjustment Rule first becomes applicable. The Interest Rate Per Change Adjustment Rule remains in effect unless another Interest Rate Per Change Adjustment Rule with a later date is present on the loan



Download Headers	UI Field Name	Description
FirstRateChangePaymentEffectiveDate	1 <sup>st</sup> Payment Change Date	The due date of the payment at the first calculated interest rate change. To arrive at the actual date that interest begins to accrue at the changed rate, one payment period is subtracted if interest is paid in arrears
WarehouseLenderBaileeLetterName	Bailee Letter Name	The name of the Bailee letter
WarehouseLenderName	Warehouse Lender Name	The name of the warehouse lender
WarehouseLenderIdentifier	Warehouse Lender Number	The unique identifier of the warehouse lender
DisbursementAgent2004AFormName	2004A Letter Name	The name of the 2004A letter
DisbursementAgentName	Disbursement Agent Name	The name of the disbursement agent
DisbursementAgentIdentifier	Disbursement Agent Number	The unique identifier of the disbursement agent
Borrower(N).FirstName	Borrower First Name (up to 4)	The first name of the borrower
Borrower(N).LastName	Borrower Last Name (up to 4)	The last name of the borrower
Borrower(N).MiddleName	Borrower Middle Initial (up to 4)	The middle name of the borrower
Borrower(N) SuffixName	Borrower Suffix (up to 4)	The name suffix of the borrower (e.g., JR = Junior, SR = Senior, etc.)



## Appendix B: Additional Download Information

When the .CSV export is opened in Excel, cells that contain greater than 12 digits may be converted as scientific notation or the last digits may be converted to zeros. Follow these instructions for fields that need to be corrected:

1. Close the CSV file in Excel.
2. Open a new blank Excel file.
3. Select the **Data** tab.
4. Select **From Text**.
5. Select the saved downloaded **.CSV file from Document Certification** and select **Import**.
6. In the Text Import Wizard, select **Delimited** and **My data has headers**. Select **Next**.
7. Uncheck **Tab**, select **Comma** and select **Next**.
8. Select **MERS\_MIN Identifier**, select **Text**, then select **Finish**.
9. In the Import Data window, select **Ok**.

Step 6

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file C:\Users\gaungg\Desktop\70000100057\_04051820181104.csv.

1	InvestorLoanIdentifier	MERS_MINIdentifier	LoanSeller	SellerLoanIdentifier
2	"4013668666"	"123456789012345678"	"A25122_L5"	"A25122_L5"
3	"4013668665"	"123456789012345678"	"A25122_L4"	"A25122_L4"
4	"4013668663"	"123456789012345678"	"A25122_L2"	"A25122_L2"
5	"4013668662"	"123456789012345678"	"A25122_L1"	"A25122_L1"
6	"4013669036"	"123456789012345678"	"A25123_L4"	"A25123_L4"
7	"4013670820"	"123456789012345678"	"A25128_L4"	"A25128_L4"

Buttons: Cancel, < Back, **Next >**, Finish

Step 7

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

InvestorLoanIdentifier	MERS_MINIdentifier	LoanSeller	SellerLoanIdentifier	SellerName
4013668666	123456789012345678	A25122_L5	A25122_L5	A25122_L5
4013668665	123456789012345678	A25122_L4	A25122_L4	A25122_L4
4013668663	123456789012345678	A25122_L2	A25122_L2	A25122_L2
4013668662	123456789012345678	A25122_L1	A25122_L1	A25122_L1
4013669036	123456789012345678	A25123_L4	A25123_L4	A25123_L4
4013670820	123456789012345678	A25128_L4	A25128_L4	A25128_L4

Buttons: Cancel, < Back, **Next >**, Finish

Step 8

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	Text	General	General	General
InvestorLoanIdentifier	MERS_MINIdentifier	LoanSeller	SellerLoanIdentifier	SellerName
4013668666	123456789012345678	A25122_L5	A25122_L5	A25122_L5
4013668665	123456789012345678	A25122_L4	A25122_L4	A25122_L4
4013668663	123456789012345678	A25122_L2	A25122_L2	A25122_L2
4013668662	123456789012345678	A25122_L1	A25122_L1	A25122_L1
4013669036	123456789012345678	A25123_L4	A25123_L4	A25123_L4
4013670820	123456789012345678	A25128_L4	A25128_L4	A25128_L4

Buttons: Cancel, < Back, Next >, **Finish**

Step 9

Import Data

Select how you want to view this data in your workbook.

Table

PivotTable Report

PivotChart

Only Create Connection

Where do you want to put the data?

Existing worksheet:

New worksheet

Add this data to the Data Model

Buttons: Properties..., **OK**, Cancel



Example: View of .CSV file before converting the scientific notation.

	A	B	C	D	E	F	G	H	I	J	K
1	InvestorLoanId	MERS_MINIdentifier	LoanSeller	SellerLoanId	SellerName	Servicer	ServicerName	DocumentCust	ExecutionTy	PoolIdenti	PoolSuffi
2	63	MERSsdfdBasdsa3434	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	ASAP	BM1165	B
3	255		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
4	255		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
5	440	AJ45SGFDJKDBN7KD73	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
6	859		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
7	329	MERSsdfdBasdsa3434	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	ASAP	BM1165	B
8	400	9.99932E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	AsapPlus		
9	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	MA0011	AA
10	400	9.99931E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	WholeLoan		
11	400	9.99931E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	WholeLoan		
12	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
13	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
14	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
15	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
16	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
17	400	9.87654E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	AZ5017	
18	400	9.87654E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	AZ5017	
19	400	9.87654E+17	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	AsapPlus		

Example: Updated view of final .CSV file after converting the scientific notation.

	A	B	C	D	E	F	G	H	I	J	K
1	InvestorLoanId	MERS_MINIdentifier	LoanSeller	SellerLoanId	SellerName	Servicer	ServicerName	DocumentCust	ExecutionType	PoolIdent	PoolSuffix
2	63	MERSsdfdBasdsa3434	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	ASAP	BM1165	B
3	255		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
4	255		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
5	440	AJ45SGFDJKDBN7KD73	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
6	859		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BM1165	B
7	329	MERSsdfdBasdsa3434	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	ASAP	BM1165	B
8	400	999931700049458872	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	AsapPlus		
9	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	MA0011	AA
10	400	999930692650999255	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	WholeLoan		
11	400	999930692650999255	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	WholeLoan		
12	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
13	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
14	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
15	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
16	400		101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	BC1122	A
17	400	987654321123453333	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	AZ5017	
18	400	987654321123453333	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	MBS	AZ5017	
19	400	987654321123453333	101010101	123456789	FANNIE MAE	987654321	SMITH BANK	700001000	AsapPlus		

[Back](#)



## Appendix C: Managing Rejected Loans

### Managing Rejected Loans in the Document Certification Application

A loan can be rejected irrespective of the certification status (Pending, Certified, Qualified-Cert or Revised). The document custodian must ensure that its internal system is synchronized with the Fannie Mae loan data.

Certification/Reject Status	Reject Status/Document Custodian Action
<p>Reject Indicator is present</p> <p>Document Certification Status = 'Pending'</p>	<p><b>Data:</b></p> <p>In the event data is resubmitted that does not match the loan document on hand, the document custodian must flag the loan as a document exception and work with the lender to address the document issue before certification can occur.</p> <p><b>Document:</b></p> <p>If the loan documents are on hand, document custodian must receive instructions from the lender to:</p> <ul style="list-style-type: none"> <li>a. Hold the documents if the lender intends to resubmit data; OR</li> <li>b. Return the documents if the lender no longer intends to sell the loan to Fannie Mae.</li> </ul>
<p>Reject Indicator is present</p> <p>Document Certification Status = Certified</p>	<p><b>Data:</b></p> <p>Document Custodian must remove the Fannie Mae Loan Number from the loan data in its tracking system and place the loan in the original seller position.</p> <p>In the event data is resubmitted, document custodian must have a process in place that enables the comparison of resubmitted data against the data in the document custodian's tracking system. Loan can be auto-certified if:</p> <ul style="list-style-type: none"> <li>a. Resubmitted data is exactly the same as a loan in the document custodian's tracking system.</li> <li>b. Document Custodian's system is able to update the loan with the new Fannie Mae Loan Number.</li> </ul> <p>In the event resubmitted data is not an exact match with the loan data in the document custodian's tracking system, the document custodian must certify the loan documents against the resubmitted loan data.</p> <p>If document custodian is notified by the lender that data will not be resubmitted, document custodian will follow their internal processes.</p> <p><b>Document:</b></p> <p>Document Custodian must ensure that in the event:</p> <ul style="list-style-type: none"> <li>a. A loan is auto-certified, the physical loan documents must be updated.</li> <li>b. The resubmitted data does not match the document custodians tracking system, the physical loan document must be retrieved and compared with the resubmitted data.</li> <li>c. They are notified by the lender that they no longer intend to sell the loan to Fannie Mae, the documents must be returned to the appropriate party (Seller or WHL).</li> </ul>

[Back](#)



Certification/Reject Status	Reject Status/Document Custodian Action
Reject Indicator is present Document Certification Status = 'Qualified-Cert'	<p><b>Data:</b></p> <p>Document Custodian must remove the 'Qualified-Cert' status and the Fannie Mae Loan Number from the loan data in its system.</p> <p>In the event data is resubmitted, document custodian must have a process in place that enables the comparison of resubmitted data against the data in the document custodian's tracking system. Loan can be auto-certified if:</p> <ol style="list-style-type: none"><li>a. Resubmitted data is exactly the same as the loan data.</li><li>b. Document Custodian's system is able to update the loan with the new Fannie Mae Loan Number.</li></ol> <p>In the event the resubmitted data is not an exact match with the loan data in the document custodian's tracking system, the document custodian must certify the loan documents against the resubmitted loan data.</p> <p>If document custodian is notified by the lender that data will not be resubmitted, document custodian will follow its internal process to delete invalid data from its tracking system.</p> <p><b>Document:</b></p> <p>Document Custodian must ensure that in the event:</p> <ol style="list-style-type: none"><li>a. A loan is auto-certified, the physical loan documents must be updated with the new Fannie Mae Loan Number as reflected in the resubmitted data.</li><li>b. The resubmitted data does not match the data in the document custodian's tracking system, the physical loan must be retrieved and compared with the resubmitted data.</li><li>c. They are notified by the lender that they no longer intend to sell the loan to Fannie Mae, the documents should be returned to the appropriate party (Seller or WHL).</li></ol>



<b>Certification/Reject Status</b>	<b>Reject Status/Document Custodian Action</b>
Reject Indicator is present Document Certification Status = 'Revised'	<p><b>Data:</b></p> <p>When the loan is in 'Revised' status, the document custodian is awaiting lender's action either to 'Accept' or 'Decline' the suggested data revision(s).</p> <p>Document Custodian must ensure that its internal system is synchronized with the Fannie Mae loan data.</p> <p>Document Custodian must remove the Fannie Mae Loan Number from the loan data in its system and place the <u>revised loan data</u> in the document custodian's tracking system.</p> <p>In the event data is resubmitted, document custodian must have a process in place that enables the comparison of resubmitted data against the documents custodian's tracking system. Loan can be auto-certified if:</p> <ol style="list-style-type: none"><li>a. Resubmitted data is exactly the same as the loan data in the document custodians tracking system.</li><li>b. Document Custodian's system is able to update the loan with the new Fannie Mae Loan Number.</li></ol> <p>In the event the resubmitted data is not an exact match with the loan data in the document custodian's tracking system, then the document custodian must certify the loan documents against the resubmitted loan data.</p> <p>If document custodian is notified by the lender that data will not be resubmitted, document custodian will follow its internal process to delete invalid data from its tracking system.</p> <p><b>Document:</b></p> <p>Document Custodian must ensure that in the event:</p> <ol style="list-style-type: none"><li>a. A loan is auto-certified, the physical loan documents must be updated with the new Fannie Mae Loan Number as reflected in the resubmitted data.</li><li>b. The resubmitted data does not match the document custodian's tracking system data, the physical loan must be retrieved and compared with the resubmitted data.</li><li>c. They are notified by the lender they no longer intend to sell the loan to Fannie Mae; the documents should be returned to the appropriate party (Seller or WHL).</li></ol>



## Fannie Mae Loan Rejected in Error

In rare instances a loan may be accidentally rejected and must be reinstated as an active loan. When the loan is rejected, Document Certification will display a 'Reject' indicator on the UI and the Document Certification download file will display a 'Reject Date/Time Stamp' for that loan. However, the accidental reject is corrected by Fannie Mae by removing the 'Reject' indicator off that loan in Document Certification and preventing the 'Reject Date/Time Stamp' from populating in the download file. The certification status of the loan and the Fannie Mae Loan Number will remain the same.

The document custodian will be notified of the change by Fannie Mae Acquisitions via a phone call or an email. The document custodian must ensure that:

<b>When the loan Certification Status in Document Certification is:</b>	<b>Document Custodian Action...</b>
'Pending' and the 'Reject' indicator is removed from Document Certification	<p><b>When data has <u>not</u> yet been downloaded:</b> to proceed with certification by downloading the data into its system.</p> <p><b>When data has already been downloaded:</b> to ensure that its internal system is synchronized with the updated loan data without the 'Reject' indicator and proceed with the certification.</p>
'Certified' OR 'Qualified-Cert' and the 'Reject' indicator is removed from Document Certification	<p><b>When data has <u>not</u> yet been downloaded:</b> to proceed with syncing up their internal system, if the loan is in 'Qualified-Cert' status.</p> <p>The document custodian does not have any further action if the loan is in 'Certified' status.</p> <p><b>When data has already been downloaded:</b> to proceed with reinstating the loan as an active Fannie Mae loan in their internal system.</p>
'Revised' and the 'Reject' indicator is removed from Document Certification	<p><b>If the data has <u>not</u> yet been downloaded:</b> to proceed with syncing up their internal system after the data revision(s) have been 'Accepted' or 'Declined' by the lender.</p> <p><b>When data has already been downloaded:</b> to proceed with reinstating the loan as an active Fannie Mae loan in their internal system. The loan will be in 'Revised' status awaiting the lender to 'Accept' or 'Decline' the data revisions for the loan.</p>

[Back](#)



## Document Revision History

Date	Version	Description
June 2018	1.1	Updated branding from “New Doc Cert” to “Document Certification”
July 2019	1.2	Updated table of Document Certification buttons on page 6
		Updated filter layout changes on page 8
		Updated Chapter 6 to incorporate the new revision changes to the loan details page (pages 23, 24, 25, 26)
		Updated Appendix A: Updated Loan Details Page (Revisions function now imbedded into the loan detail page. Retired previous revisions page)
		Updated screen shots on pages: 7, 10, 11, 14, 15, 16, 19, 20, 21, 23, 24, 25, 27, 29, 30
		Added additional fields to the “Un-editable fields” section on page 29
		Added Appendix C: Managing Rejected Loans
September 2019	1.3	Updated Chapter 6: “Managing ASAP Plus Redeliveries” to show new filter capability and process to review redeliveries
		Removed “ASAP Plus Reject/Redelivery process in the Appendix C on page 44. This is no longer needed due to the new “redelivery” filter process
November/December 2019	1.4	New filter “Key Updates” has been added to the Message Center. Screen shots to reflect new filter were updated on pages: 13, 15, 34
		Additional description of new “Key Updates” filter added on page 34
		Removed “non-editable field” section page27 – process changed to reject and redelivery and now in the Document Certification Job Aid
November 2020	1.5	Updated Chapter 6: “Managing Rejects” to incorporate the new process change to prevent update or review a Rejected Loan (pages 30,31,32)

[Back](#)