

eTransfers Upload File Conversion Tool Job Aid

A servicer that receives approval for transfer of servicing must transmit loan-level information for the mortgage loans by uploading loan level data to a Fannie Mae application called eTransfers. eTransfers can be found at: <https://www.fanniemae.com/singlefamily/etransfers>

To assist in the data upload process, servicers can utilize the eTransfers Upload Template tool provided by Fannie Mae (Figure 1). The eTransfers Upload Template tool can be found at: <https://www.fanniemae.com/singlefamily/etransfers>

Figure 1: eTransfers Upload Template

Data Element	Transferor Lender Number	Fannie Mae Loan Number	Request Effective Date	Transferee Lender Number	Transfer Request Type Code
Position	1-9	14-23	24-29	30-38	54-55
Length	9	10	6	9	2
Instructions:	1. Use the "Clear Data" button to clear ALL data fields. 2. Add loan transfer information in columns B thru F. 3. Use the "Check Format" button to check the format of your data. 4. Use the "Create Upload File" button to prepare your data to be saved as .txt for upload to eTransfers.				Clear Data Check Format Create Upload File

All data fields in the Upload Template tool are required and each value must be the correct length as illustrated in Table 1.

Table 1: Data Formatting Requirements

Data Element	Length	Description
Transferor Lender Number	9	Numeric
Fannie Mae Loan Number	10	Numeric; 10 digit Fannie Mae Loan Number
Request Effective Date	6	Numeric; YYYYMM format; for a transfer that is effective January 31, 2016, use 201601
Transferee Lender Number	9	Numeric
Transfer Request Type Code	2	Numeric; as detailed below: 00 - Non-MBS Loan 10 - MBS Loan



Below is a sample of the proper format for upload to eTransfers (dots indicate blank spaces):

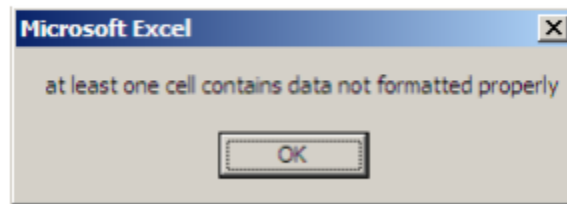
123456789.1234567890201201123456789.....00.....
Transferor LoanNumber Eff. Date Transferee Request Type

“.” Indicates spacing

How to use the eTransfers Upload Template tool:

1. Open the eTransfers Upload Template tool and enable macros.
2. Select the “Clear Data” button to clear ALL data fields.
The “Clear Data” button will clear the contents of columns B-F and restore the data format to text.
The “Clear Data” button will also clear any shading within these cells.
3. Add loan transfer information in row 5 under columns B thru F.
Data can be added to columns B thru F manually or by copy/paste. All data must be of the correct length for the upload to occur. The proper formatting length can be found in Table 1 above. The formatting is also checked when the “Check Format” or “Create Upload File” buttons are selected.
4. Select the “Check Format” button to check the format of your data.
The “Check Format” button will check the length of each data field within columns B-F against the rules as stated in the table above. If a cell contains the incorrect number of digits or non-numerical data, the cell is highlighted red, “error” shows up in column “F” of that row, and the following message box appears:

Figure 2: Upload Template Error Message



Once the error(s) is corrected the “Check Format” button should be selected again to clear the errors in column F and recheck formatting of the data fields.



5. Select the “Create Upload File” button to prepare your data to be saved as .txt for upload to eTransfers.
Selecting the “Create Upload File” will perform another data format check. If no formatting issues are found, a text file (.txt) is created for upload to eTransfers. The user is prompted to choose a file location, then a file name (Figures 3 & 4). The data is saved as .txt in the chosen location and is ready for upload to eTransfers (Figure 5).

Figure 3: Prompt for Folder to save file to

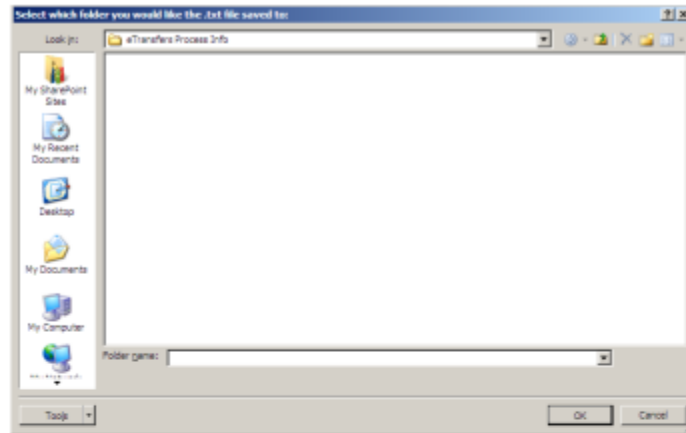


Figure 4: Prompt for File Name to save file

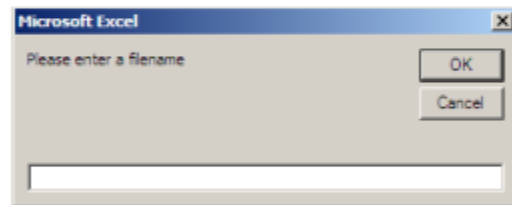
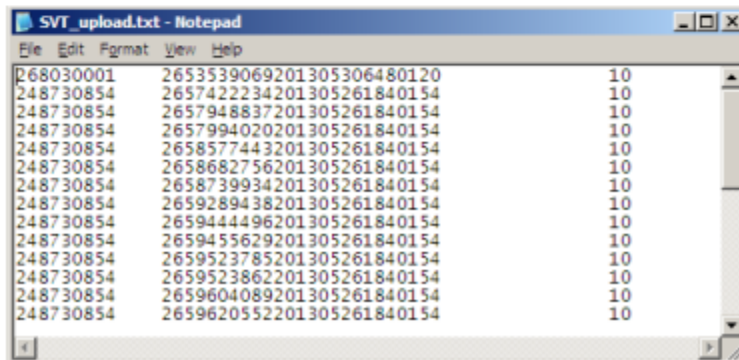


Figure 5: File for upload to eTransfers



6. Upload the .txt file to eTransfers.