

Using eTransfers

This document provides a guide to the functions provided in Fannie Mae's eTransfers application.

First login to the application by providing the User Name and Password and then clicking Login. Providing the user credentials are valid, the Main Menu is presented.

	-There have	Legal	Contact Us	Logout
🔄 Fannie Mae	eTransfers			
	Login			
	User name:			
	Password:			
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Main Menu

🖗 Fannie Mae	eTransfers
Help Center	Main Menu
ain Menu	Date: Mon, Apr 17, 2017
load File	Reporting Activity Period: 03/2017
Service and States	Transfer Effective Date in the file uploaded: 03/31/2017
w File Submission	Form 629 due to servicing_transfers@fanniemae.com no later than 60 days prior to the Effective Date
arch Requests	eTransfer Submissions due to Fannie Mae 15 days prior to the Effective Date (Ex: if effective: 03/31/2016, then submission date: 03/16/2016)
d New Requests	Corrections to Submissions due by 25th calendar day of the Effective month (Ex: if effective: 03/31/2016, then submission date: 03/25/2016)
port Selection	For eTransfers Site Questions, Contact: sfo_servicing_transfers@tanniemae.com
date Contact	Upload File - Upload file for submission
pout	View File Submission - View summary and detail submission status information and delete submissions
	Search Requests - Search for request(s)
	Add New Requests - Add individual loan or pool number request
	Report Selection - Print reports
	Update Contact - Update servicer contact information

The Main Menu presents the following information:

- Date today's date
- **Reporting Activity Period** current period for Lender Reporting; usually one month prior to the current month
- Transfer Effective Date last day of the month the Transferor is responsible for the loan/pool
- **Form 629** Before submitting a transfer request, you must complete Form 629 (Request for Approval) and email it to the Regional Office at least 60 days prior to the Effective Date. The 629 form is only required for external transfers where the first five digits are different and it does not impact a sub-servicer transfer.
- **Submission Due Date** the request must be in a Pending Status in eTransfers at least 15 days prior to the Effective Date indicated in the transfer request
- **Corrections** suspended records must be corrected no later than the Effective Date



The Main Menu provides links to the following:

- Help Center select this option to connect to Fannie Mae's Technology Applications Support web page
- Main Menu select this option for the Main Menu
- Upload File Select this option to upload a file from your computer to the eTransfers application
- View File Submission Select this option to view summary/detail file submission information or to delete file submissions
- Search Requests Select this option to search for transfer request(s)
- Add New Requests Select this option to add new transfer requests
- Report Selection Select this option to print or download a report
- Update Contact Select this option to update servicer contact information
- Logout Select this option to log out of the eTransfers application

Upload File

						Legal	Contact Us	Logout
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	_	Uplo	ad File					
	This screen provides	the capability to select and	l upload a file for	r editing and updati	ng.			
	Select a File:		Browse					
		Submit Cancel						
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Select the Upload File option to upload into the eTransfers application.

• Input the name and location of the file you want to upload from your PC to the eTransfers application

– OR –

- Click Browse to choose the file name and location from your PC
- Click Submit to upload the file into the eTransfers application

Clicking **Cancel** returns to the previous screen.

View File Submission

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Help Center		View File	Submission						
Nain Menu		the capability to view the to delete specific file sub			ions sent throug	gh eTransfe	rs by clicking	on links of y	our
Ipload File	Q		Search I	By Date/Transfer	Dľ				
riew File Submission	Transferor:	Selected Ser	vicers:		0				
Add New Requests	Submission Month/Year: All	✓ Search	Clear Cancel						
eport Selection									
pdate Contact				ly Tracking Numb	ber				
ogout	Tracking Number: Delete Selected	Search Clear	Cancel					4 of 4 re	cord(s) retrieved.
	Submission Date	Tracking Number	Submitted by	File Status	Submitted	Loaded	TOTAL Pending	Deleted	Suspended
	07/25/2016 11:35 AM	10851	etranss	Processed	6	0	4	0	2
	05/10/2016 12:44 PM	10832	g0472e9t	Processed	2	0	0	0	2
	05/06/2016 02:09 PM	10820	q0472e91	Processed	2	0	0	0	2

After submitting servicing transfer requests via the eTransfers upload, you can view the results of the submission on this screen.

To create a custom search:

- Select the '**Transferor**' number(s) included in the file(s), which will be displayed in the '**Selected Servicers**' box Note: You may select multiple servicers by holding down Ctrl + Alt and clicking on the servicer numbers
- Select the 'Submission Month/Year' in which the file was submitted
- Click **Search** to initiate the search; **Clear** to clear the dialog boxes; **Cancel** to return to the previous screen

- OR -

- Input the 'Tracking Number'
- Click **Search** to initiate the search; **Clear** to clear the dialog box; **Cancel** to return to the previous screen
- Click on the empty box next to the 'Submission Date', then click 'Delete Selected' to delete a submission
- Click on the linked tracking number to access the View File Submission Detail screen
- Click on the linked userid in the 'Submitted by' column to access the View Contact information screen
- Click on the status/count link to view the Request List for a particular status (Submitted, Loaded, Pending, Deleted, or Suspended)

View File Submission Detail

left Fannie Mae	eTransfers					<u>Legal</u>	Contact Us
Help Center	Vie	w File Submission	Detail				
<u>Main Menu</u>	This screen provides the capal	pility to view a request count l	oreakdown of a file su	ubmission by type and status	5.		
Upload File	Tracking Number:	10851					
View File Submission	Effective Date:	All 🗸	Search	Reset Cancel			
Search Requests	Request Type	Loaded	Pending	Deleted	Suspended		Total
Add New Requests	Non-MBS Loan MBS Loan	0	0 <u>4</u>	0	0 2		0 <u>6</u>
Report Selection	A/A Portfolio S/A Portfolio	0	0	0	0		0
Update Contact	S/S Cash Portfolio Grand Total	0	0	0	0		0
Logout							
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- Select ALL or a specific 'Effective Date'
- Click **Search** to initiate the search
- Click **Reset** to return the menu option to its previous state
- Click Cancel to return to the previous screen
- Click on any status/count link to view the Request List for a particular status (Loaded, Pending, Deleted, Suspended or Total) and Request Type (Non-MBS Loan, MBS Loan, A/A Portfolio, S/A Portfolio, S/S Cash Portfolio or Grand Total)

Search Requests

<u> </u>	ae erransiers			
Help Center		Search Reques	ts	
ain Menu	This screen provides ca	apability to search for and sort req	uests using various search criteria.	
pload File	Sea	rch By Loan Number		Search By Pool Number
ew File Submission	Loan Number:		Pool Number:	
earch Requests	Search Clear Cancel		Search for:	All
dd New Requests			Search Clear Can	cel
port Selection			Custom Search	
por serection	Step 1: Choose your search role	and servicer information		
odate Contact	Search as transferor		O Search as transferee	
aout	Transferor:	Transferee:	Transferor:	Transferee:
	~			¥
	Selected Servicers:			0
	Step 2: Choose your search crite	eria		
	Tracking Number:		Status:	All 🗸
	Remittance Type:	All	Transfer Type:	All 🗸
	Request Source:	All 🗸	Submitted By:	
	Effective Date Range:	All v to	Sort By:	Effective Date 🗸
			Search Clear Cancel	

- To search for a specific Fannie Mae Loan Number, input the number in the Search For Loan Number box and click Search
- To search for a specific Fannie Mae **Pool Number**, input the number in the **Search For Pool Number** box and click **Search**
- The Custom Search section provides to Search as a Transferor, Search as a Transferee
- To customize a search, use any combination of the criteria listed in the Choose Your Search Criteria section, then click Search

Search Results

Help Center				Search R	esults				
<u>Aain Menu</u>		This screen provi download the req			pecific requests ar	nd/or update, co	prrect, and view, p	print, or	
pload File				Repo	ort Download	Cancel			
iew File Submission			1		Search Paramete	ars.			
earch Requests			Search Role	: Transferor		Sort By: Effectiv	e Date		
dd New Requests	Delet	te Selected						2 of 2 record(s) retrieve
		Effective Date	Transferor	Transferee	Request Type	Loan ID	Submitted By	Status	
eport Selection			100156700	987654321	MBS Loan	9999993211	etrans5	Pending	Update
port Selection		04/20/2016	123456789	501054521					

- On every Search Results screen, click **Report** to produce an ad hoc report of the data on the screen. The .pdf (Adobe Acrobat Reader[®]) report file can be printed or saved to your hard drive.
- On every Search Results screen, click **Download** to download a text file of the data on the screen to your hard drive.
- Click **Cancel** to return to the previous screen
- To delete a request(s), click on the empty box next to the 'Effective Date', then click 'Delete Selected' to delete a request(s)
- To change the **Effective Date** and/or **Transferee** lender number on a **Pending** request, click the blue **Update** link
- To correct any data field that is causing a request to be Suspended, click the red **Correct** link

Add New Requests

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Failine Mae					
Help Center	Add New Requests				
	This screen provides capability to add new transfer requests by en	tering specific fields.			
	Transfer Type: Select	∀			
	Effective Date				
	Transferor:				
	Transferee:				
	Fannie Mae Loan:				
	Save Clear Cancel				
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- If you want to submit a small number of transfer requests, you may wish to select the Add New Requests option instead of creating and submitting an upload file.
- Select the 'Transfer Type'
- Select the 'Effective Date'
- Input the 'Transferor Number'
- Input the 'Transferee Number'
- Input the 'Fannie Mae Loan'
- Click Save to add a request
- Click **Clear** to clear all dialog boxes
- Click **Cancel** to return to the previous screen

Report Selection

Help Center	- C	Report Se	election			
They Center						
n Menu			Suspended Requests Aging Rep	ort		
oad File	LAN	100	anaheunen vedneara villuiti vet			
v File Submission	Transferor:	-0	Selected Servicers:		0	
rch Requests	Report Clear Cancel					
New Requests		Pendi	ng Requests For Effective Date MM/	DD/YY Report		
ort Selection	+ Effective Date:	~				
pdate Contact ogout	Report as transferor Transferor: All	Transferee:	C Report as Transferor:	transferee	Transferee:	
	Report Clear Cancel				house and the second se	
		Ner	w Requests From MM/DD/YY To Pres	ent Report		
	+ From Date (MMDDYY): Transferor:	All	Selected Servicers:		$\langle \rangle$	
	Report Clear Cancel					
		Requests Witt	h Last Action Date Within MM/DD/YY	To MM/DD/YY Report		
	Report Clear Cancel + From Date (MMDDYY): Last Action: Last Action:	Requests Witt	h Last Action Date Within MWDD/YY + To Date (MMDDYY): Last updated by:	To MM/DD/YY Report		

For your convenience, you can generate four on-demand reports with the flexibility of specifying several search criteria to determine your level of detail.

Update Contact

		Legal	Contact Us	Logout
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Help Center	Update Contact			
	This screen provides capability to update servicer contact information which can be used when servicer communication is needed to resolve transfer issues.			
	+ Indicates required information			
	+ Company Name:			
	+ Contact Name: + Phone Number:			
	Fax Number:			
	E-Mail:			
	Save Clear Cancel			
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If your contact information changes, remember to select this option and update your information so Fannie Mae or other authorized users may contact you via telephone, fax, or email. Also, every 6 months, you will be prompted to update your contact information.

- Input the '**Company Name**' (required)
- Input the 'Contact Name' (required)
- Input the 'Phone Number' (required)
- Input the 'Fax Number'
- Input the 'E-Mail' address
- Click **Save** to accept the information
- Click **Clear** to clear all dialog boxes
- Click **Cancel** to return to the previous screen