

# Master Servicing Portfolio Manager User Guide

June 2024





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# **Master Servicing Portfolio Manager Overview**

Master Servicing Portfolio Manager offers management oversight and self-service functionality related to performance, loan activities, and portfolio management that will help drive efficiency and straight through processing. The first iteration of this self-service management tool will provide Fannie Mae servicers the ability to access loan and cash exceptions at the end of the reporting period, which require servicer review and confirmation. Servicers can use the tool to enter resolution plans and resolution dates to address these exceptions. Master Servicing Portfolio Manager will provide information on seven exceptions during the initial application roll out as listed below.

#### **Exceptions:**

- Late Liquidations Liquidations that are reported later than the first business day after the servicer processes the payment transaction in its system.
- Ending Hard Rejects A loan that has an unresolved hard reject as of the end of Fannie Mae's reporting period.
- Aged Hard Reject A loan that hard rejects for five consecutive reporting periods. A loan that started Fannie Mae's reporting period with a hard reject but did not end the period with a hard reject is included in the count.
- Aged Soft Reject A loan that soft rejects for five consecutive reporting periods. A loan that started Fannie Mae's reporting period with a soft reject but did not end the period with a soft reject is included in the count.
- Loan not Reported EOC A loan not reported as of the end of the reporting cycle as defined on Fannie Mae's Investor Reporting and Remitting Calendar.
- Cash Differences An Actual/Actual servicer that is under or over Fannie Mae's remittance thresholds.

Note: Fannie Mae's Investor Reporting and Remitting Calendar is available on <a href="https://www.fanniemae.com/">https://www.fanniemae.com/</a>

#### **Benefits**

- Self-service access to information, facilitating servicer adherence to Fannie Mae's investor reporting requirements.
- Visibility into consolidated servicer investor reporting metrics (at the end of the reporting period) to help drive improvements and process enhancements.
- Increased transparency between servicer and Fannie Mae related to Loan and Cash exception management.

### **Browser Requirements**

For optimal performance, the preferred browser for Master Servicing Portfolio Manager is Google Chrome. The following is a list of acceptable browsers:

- Google Chrome<sup>™</sup> (PREFERRED)
- Microsoft Edge®
- Firefox®

### **System Availability**

Master Servicing Portfolio Manager is available Monday through Sunday, 24 hours a day except for every second Sunday between 2 a.m. and 6 a.m. ET. Should Master Servicing Portfolio Manager not be available during these hours, a notification will be posted.

### **System Access**

To access Master Servicing Portfolio Manager, your company's Technology Manager Administrator must request access for you. See <u>Technology Manager</u> section of this user guide.



### **Support**

For help with Master Servicing Portfolio Manager, servicers should call 1-800-2FANNIE (1-800-232-6643) option 1 and option 6 or contact <u>master\_servicing@fanniemae.com</u>.

### **Technology Manager**

The following information provides Servicers' Corporate Administrators with the required application and roles which need to be requested through Fannie Mae's Technology Manager to access and work requests within the Master Servicing Portfolio Manager Application.

### **Application to Request:**

Master Servicing Portfolio Manager

### **Roles to Request:**

- If you are a Master Servicer utilizing a Sub-servicer, you would select MSPM External READ\_REQUEST
- If you determine root cause(s) and create resolution plan(s) and date(s), you will select MSPM External READ\_REQUEST\_WRITE
- If you Confirm root cause(s), resolution plan(s) and date(s) you would select MSPM External ATTEST

#### **Role definitions:**

- MSPM External READ\_REQUEST, Read access to Master Servicing Portfolio Manager cases.
- MSPM **External** READ\_REQUEST\_WRITE, All **External** READ-REQUEST access, plus updating servicer exception(s) and submit workflow request cases.
- MSPM External ATTEST, All External READ-REQUEST\_WRITE access, plus approving workflow request cases.

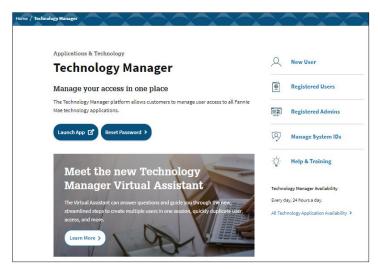
### **Step-by-Step Instructions**

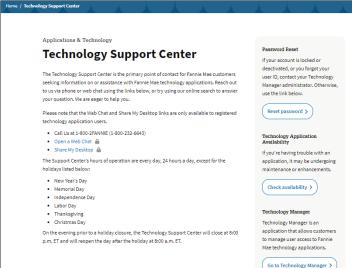
- <u>Technology Manger Job Aids</u>
- Setup Available Applications
- Create New User
- Grant a User Access to an Application



#### **Resources:**

- Technology Manager webpage
- <u>Technology Support Center</u>





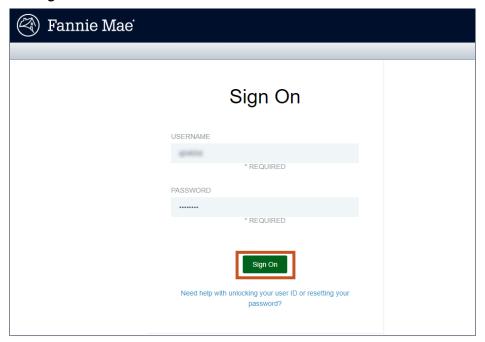


# Sign On / Log Out

# Sign On

To sign on to Master Servicing Portfolio Manager, follow the steps below:

- 1. Click <u>here</u> to access Master Servicing Portfolio Manager.
- 2. Enter **USERNAME** and **PASSWORD**.
- 3. Click Sign On.



**Note:** Username consists of 8 characters.

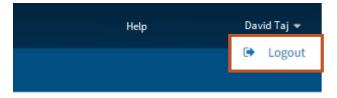
**Note:** See your Technology Administrator with any password issues.

**Note:** After signing on, the <u>Master Servicing Portfolio Manager landing page</u> appears.

# Log Out

To log out of Master Servicing Portfolio Manager, follow the steps below:

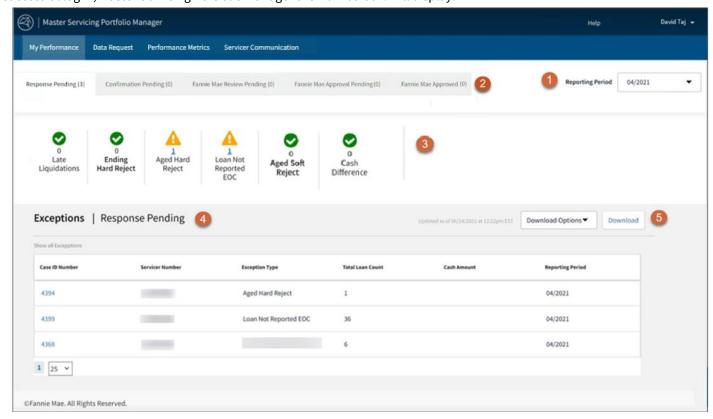
- 1. Click **Arrow** in the upper corner of the screen.
- 2. Click Logout.





# Master Servicing Portfolio Manager Main Screen Overview

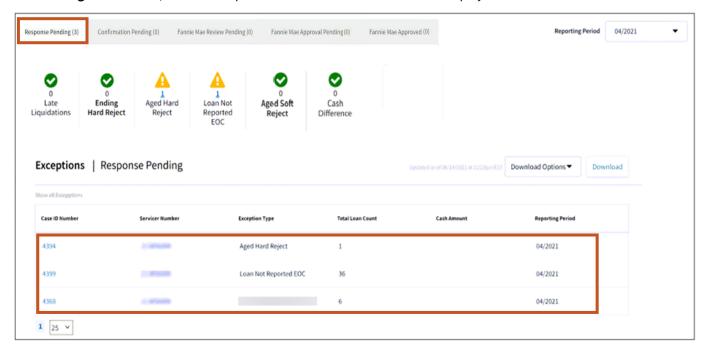
On successful log in, Master Servicing Portfolio Manager the Main screen. will display.



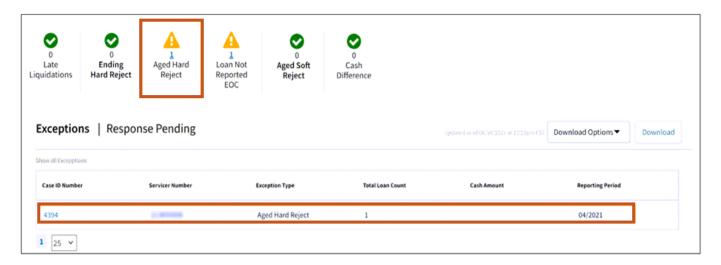
Screen Location	Description				
1	Reporting period dropdown menu.				
2	<ul> <li>Work pending tabs:</li> <li>Response Pending – Servicer Action Required.</li> <li>Confirmation Pending – Servicer created resolution plan, but it is awaiting servicer approval to submit to Fannie Mae.</li> <li>Fannie Mae Review Pending – Servicer submitted resolution plan(s) waiting Fannie Mae review.</li> <li>Fannie Mae Approval Pending – Fannie Mae reviewed resolution plan(s) awaiting Fannie Mae approval.</li> <li>Fannie Mae Approved – Fannie Mae approved resolution plan(s).</li> </ul>				
3	Work Status				
4	<ul> <li>Displays outstanding items for selected work pending tabs.</li> <li>Case Id Number – The reporting period, the nine-digit servicer number, and exception for the servicer. A case can contain multiple loans. A case id can have multiple plans.</li> <li>Plan – Is an individual root cause and resolution plan.</li> </ul>				
5	Download Options and Download buttons.  Note: There are three download options: case level, loan level, and cash level.				



If a Work **Pending** tab is clicked, then all exception information within that tab will display.



**Note:** If an **Exception Type** icon is clicked, then only that exception information displays.

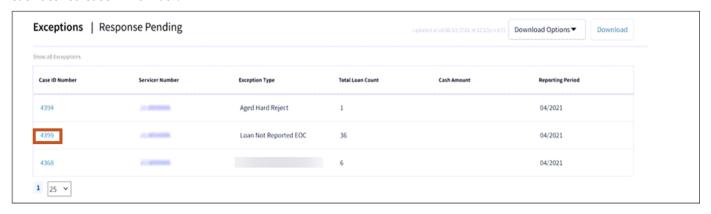




### **View Loan Information**

To view loan information, follow the steps below.

1. Click desired Case ID Number.



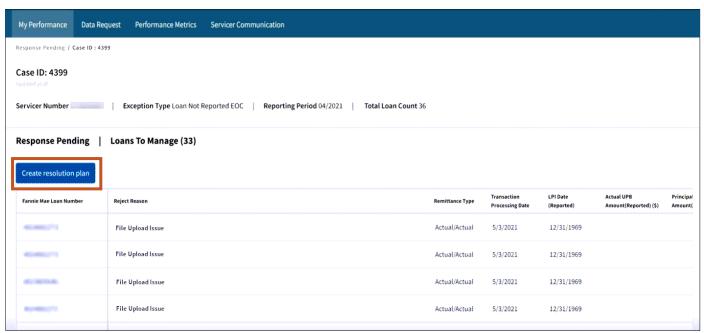
**Note:** In this case there are thirty-six loans.

2. View Loan Information per selected case id number.

# **Create Resolution Plan(s)/Confirm Resolution Plan(s)**

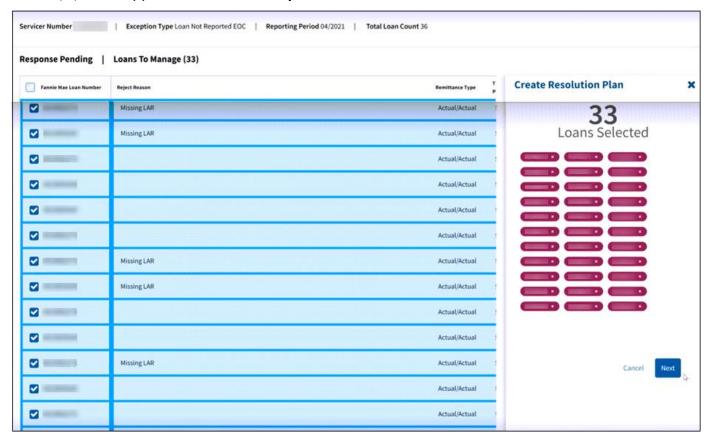
To create a resolution plan, follow the steps below.

Click Create resolution plan.





2. Click box(es) for loans(s) to include in resolution plan.

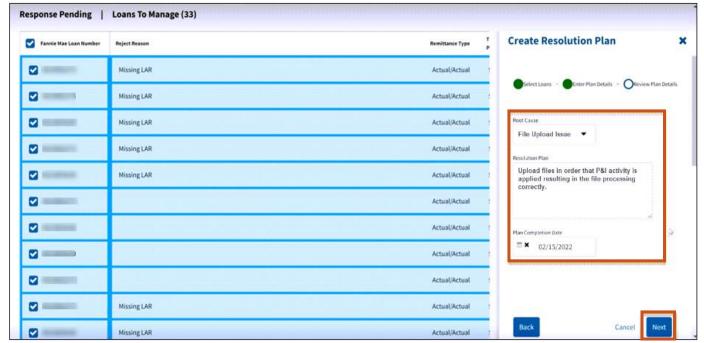


**Note:** Select loans with matching **root cause**.

- Click Next.
- 4. Select **appropriate root cause** from Root Cause dropdown list.

**Note:** The Root Cause dropdown list will vary per the exception type. Click <u>here</u> to view Exception Root Cause Names and Resolution examples.

5. Enter a **specific resolution plan** that will be implemented to correct the exception in the Resolution Plan field.

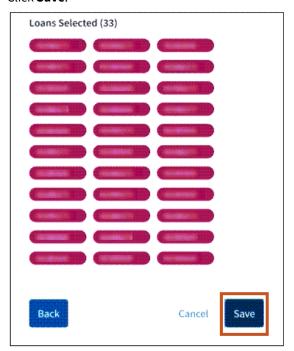




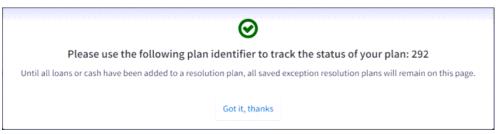
- 6. Select the **date** when the plan will be completed in the Plan Completion Date field.
- 7. Click Next.

**Note:** See <u>Exception Root Cause Quality Resolution Examples</u> for sample resolution plans. Failure to create comprehensive remediation plans will result in a denial from Fannie Mae.

#### 8. Click Save.



### 9. Click Got it, thanks.



Note: To edit a plan, see <u>Edit Exception Resolution Plans.</u>
Note: To delete a plan, see <u>Delete Exception Resolution Plans.</u>

10.

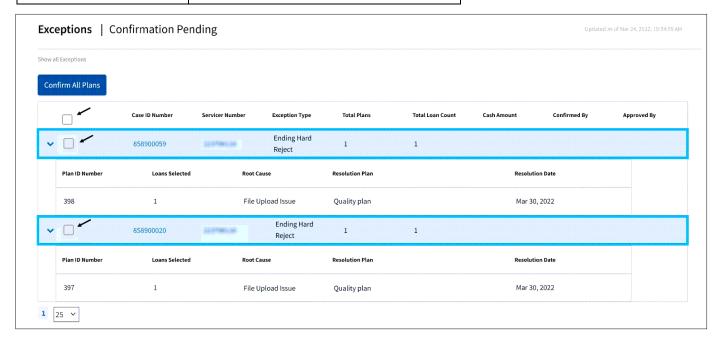
If	Then
there are more loans in the case id number to be managed	proceed to step 1 to create resolution plans for all loans in the case.
all the loans in the case id number have a resolution plan created	proceed to step 11.

**Note:** All loans **must have** a resolution plan before the case can be confirmed.



### 11. Select appropriate plan(s) to confirm.

click	results
header check box	confirms all plans.
line-item check box(s)	confirms only those plans checked.



### 12. Click Confirm All Plans.

**Note:** This will confirm all plans that have been checked.

**Note:** These confirmed plans will move to the **Fannie Mae Approval Pending** tab.



# **Edit Exception Resolution Plan(s)**

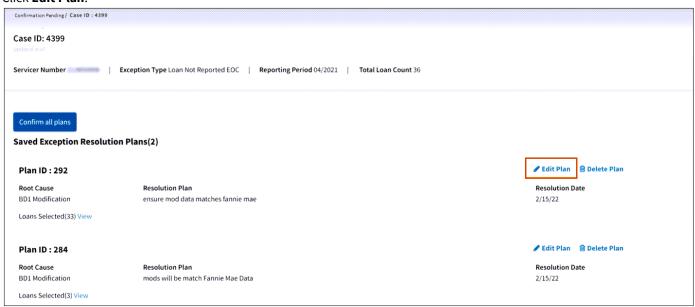
There are two options to get to the **Edit Exception Resolution Plans Screen**.

**Note:** Edits **can be made** to exception resolution plans until the plan has moved to the **Approved** status.

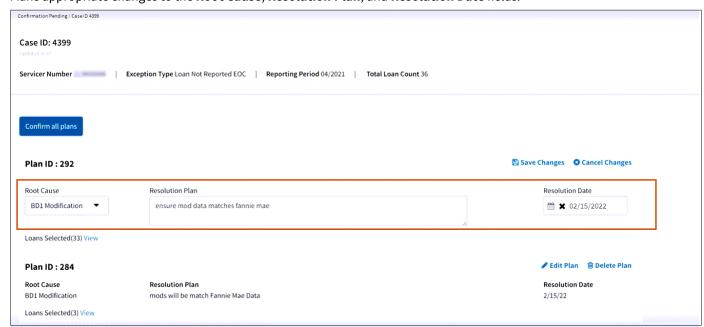
### Option 1

To edit plans when in the case, follow the steps below.

1. Click Edit Plan.



2. Make appropriate changes to the Root Cause, Resolution Plan, and Resolution Date fields.

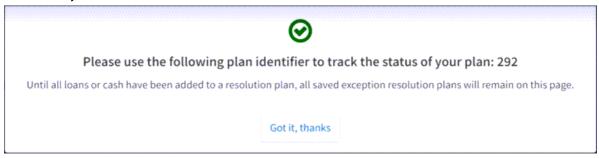


**Note:** Changes made will impact all loans within the plan id.

**Note:** Click <u>here</u> to view Exception Root Cause Names and Resolution examples.



- 3. Click **Save Changes**.
- 4. Click Got it, thanks.



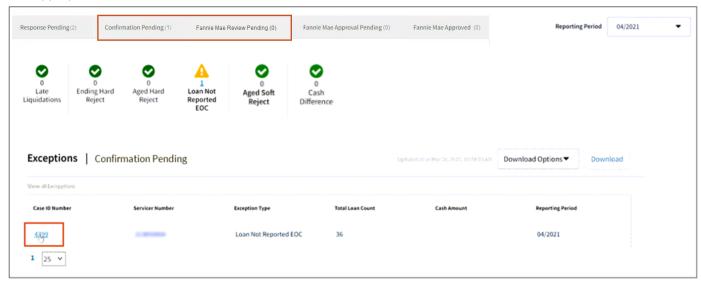
5. Click My Performance to get back to the main screen.



### **Option 2**

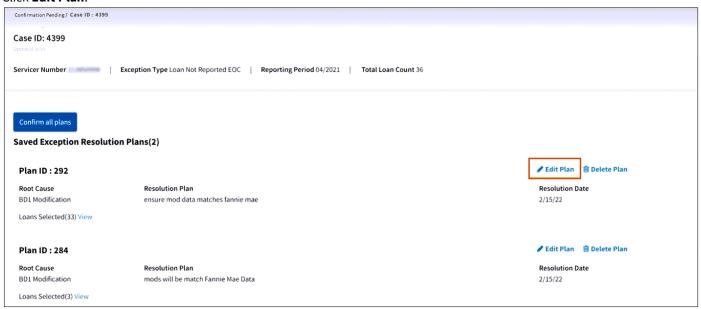
To confirm cases using the **Confirmation Pending** or **Fannie Mae Approval Pending** tabs, follow the steps below.

- 1. Click Confirmation Pending or Fannie Mae Approval Pending tab.
- 2. Click appropriate Case ID Number.

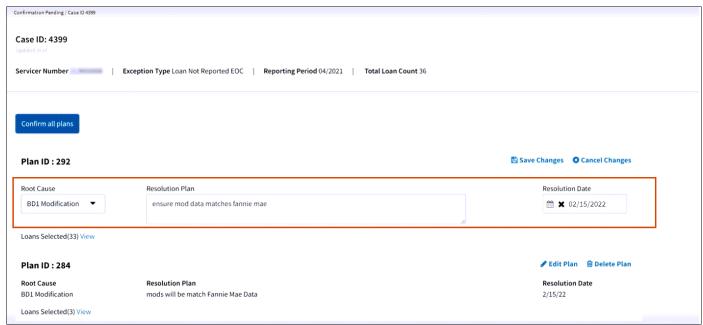




3. Click Edit Plan.



4. Make appropriate changes to the Root Cause, Resolution Plan, and Resolution Date fields.



**Note:** Changes made will impact all loans within the plan id.



# **Delete Exception Resolution Plan(s)**

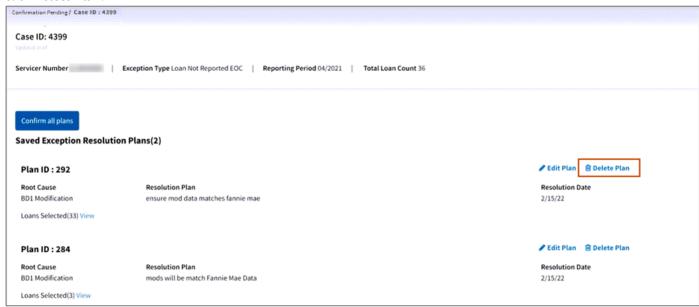
There are two options to get to the **Delete Exception Resolution Plans Screen**.

**Note:** Deletions **can be made** to exception resolution plans until the plan has moved to the **Approved** status.

### **Option 1**

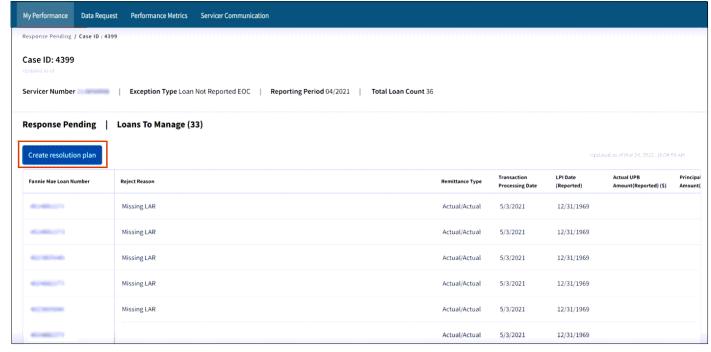
To delete a plan, follow the steps below.

1. Click Delete Plan.



**Note:** Deleted loans need to have a new resolution plan created.

2. Either click <u>Create resolution plan</u> or <u>My Performance</u> tab to get back to the main screen.



**Note:** This case will go back in the **Response Pending** tab located on the landing page.

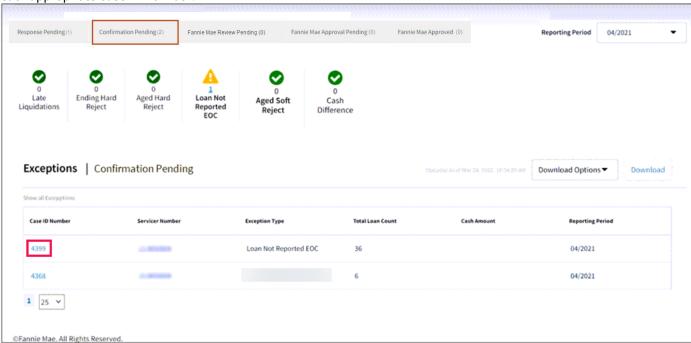


3. Follow Create Resolution Plan(s) steps.

### Option 2

To access the **Confirmation Pending** or **Fannie Mae Approval Pending** tabs, follow the steps below.

- 1. Click Confirmation Pending or Fannie Mae Approval Pending tab.
- 2. Click appropriate Case ID Number.

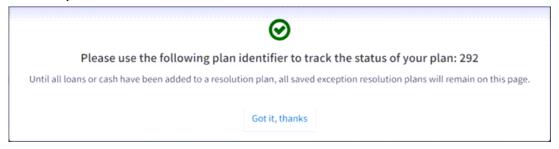


Click Delete Plan.





Click Got it, thanks.



5. Click My Performance to get back to the main screen.



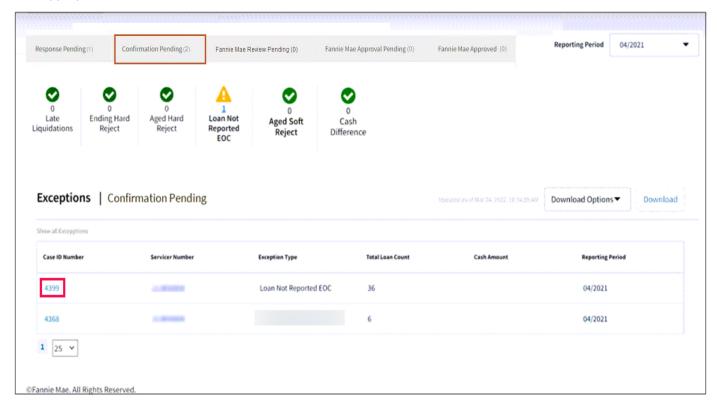
6. Follow Create Resolution Plan(s) steps.

# **Confirmation of Exception Resolution Plan**

Exception resolution plans are confirmed either through the <u>Create an Exception Resolution Plan step 10</u> or by clicking the **Confirmation Pending** tab.

To confirm exception resolution plans through the **Confirmation Pending** tab, follow the steps below.

- 1. Click Confirmation Pending tab.
- 2. Click appropriate Case ID Number(s).





# **Exception Root Cause Names and Resolution Plan Comments Examples**

A resolution plan is required to be entered for each exception case. An appropriate resolution plan addresses the exceptions root cause and eliminates repeat occurrences of the exception going forward.

Commentary must be provided at the loan level and must include the issue that created the reject (i.e., "root cause"), the action to be taken to resolve the issue, the party responsible for taking the corrective action, and the date by which the corrective action will be taken.

### **Allowable Root Causes Per Exception**

**Note:** The headings are the exception types and those listed below are the allowable root causes for that exception.

Cash Difference	Late Liquidations	Ending Hard Reject	Aged Hard Reject	Loan Not Reported EOC	Aged Soft Reject
Payment Deferral Discrepancy	Modification Discrepancy	PPA	ARM Attribute Fannie Mae Responsible	Loan Transfer Issue	ARM Attribute Fannie Mae Responsible
Modification Discrepancy	Re-add	Modification Discrepancy	ARM Attribute Servicer Responsible	File Upload Issue	ARM Attribute Servicer Responsible
System Issue - Servicer	System Issue	Detailed Reporting	Bankruptcy or Bankruptcy Cramdown	Core Processing Issue	Bankruptcy or Bankruptcy Cramdown
Over remittance	Other	File Upload Issue	BiWeekly	BD1 Modification	BiWeekly
Under remittance		Other	Fixed Rate Attribute Fannie Mae Responsible	Other	Modification Discrepancy
Late Remittance			Fixed Rate Attribute Servicer Responsible		Fixed Rate Attribute Fannie Mae Responsible
Late Reporting of Liquidation/LAR			Payment Deferral		Fixed Rate Attribute Servicer Responsible
LAR reporting error			System Issue		Payment Deferral
Hard Rejects			Recast		System Issue
Soft Rejects			Curtailment		Curtailment
Post Purchase Adjustments			Modification Discrepancy		Recast
Other					

### **Resolution Plan Comments Examples**

**Note:** The resolution plan comments below are just examples.

Evention Type	Root Cause	Resolution Plan Includes	
Exception Type		(Action), (Attribute(s), (Outcome)	
Ending Hard Reject	PPA/delivery error	Submit PPA to correct LPI at Acquisition and Acquisition UPB which will cause the loan to amortize to the correct UPB.	
Ending Hard Reject	Modification Discrepancy	Cancel and resubmit modification closed on 5/14/2021 due to incorrect values provided for capitalized amount which will correct the UPB.	
Late Liquidation	Re-add	Adjust the payoff codes in our core system so that repurchases are coded as such and not payoffs.	
Late Liquidation	Modification Discrepancy	Cancel and resubmit modification closed on 5/14/2021 due to incorrect values provided for capitalized amount which will correct the UPB.	
Recurring Aged Hard Reject	Loan Setup Error	Submit a PPA to adjust the current payment so that the correct scheduled principal will be reported going forward.	
Recurring Aged Hard Reject	Curtailment/Recast	Update current payment amount to match Fannie Mae's system.	
Recurring Aged Soft	Modification	Cancel and submit modification due to incorrect values provided for pre-mod	
Reject	Discrepancy	UPB which will correct the post mod figures.	
Recurring Aged Soft Reject	Loan Setup Error	Adjust our core servicing fee on these loans to the correct 0.25% so that the pass-through interest will be reported correctly each month going forward.	
Cash Difference	Timing Issue	Update our cash processing calendar so that EOM activity will be captured when the last calendar day of the month falls on a weekend.	
Cash Difference	Late Remittance	Update end of month remittance process to include manual check on BD1 to ensure timely remittance.	

**Note:** Click <u>here</u> to return to Create Resolution Plan(s)/Confirm Resolution Plan(s) step 4.

**Note:** Click <u>here</u> to return to Edit Exception Resolution Plan(s) step 2.

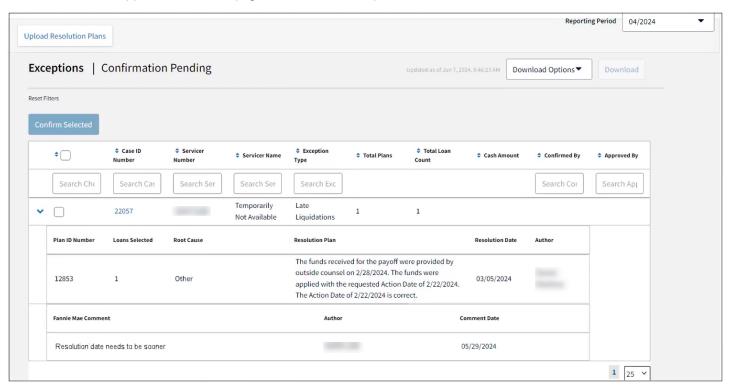


# **Approved Exception Resolution Plan**

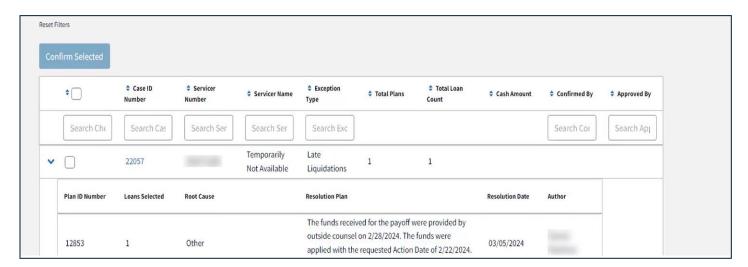
Fannie Mae will review and approve the Exception Resolution Plan, which will move the Plan to the Approved tab. The Exception Resolution Plan then becomes viewable but is no longer editable.

**Note:** If Fannie Mae does not approve the Exception Resolution Plan, Fannie Mae will inform the servicer and suggest corrective actions. When it's not approved you will see corrective actions which will be available in the Fannie Mae comment.

The latest comment appears on the front page with the resolution plan.

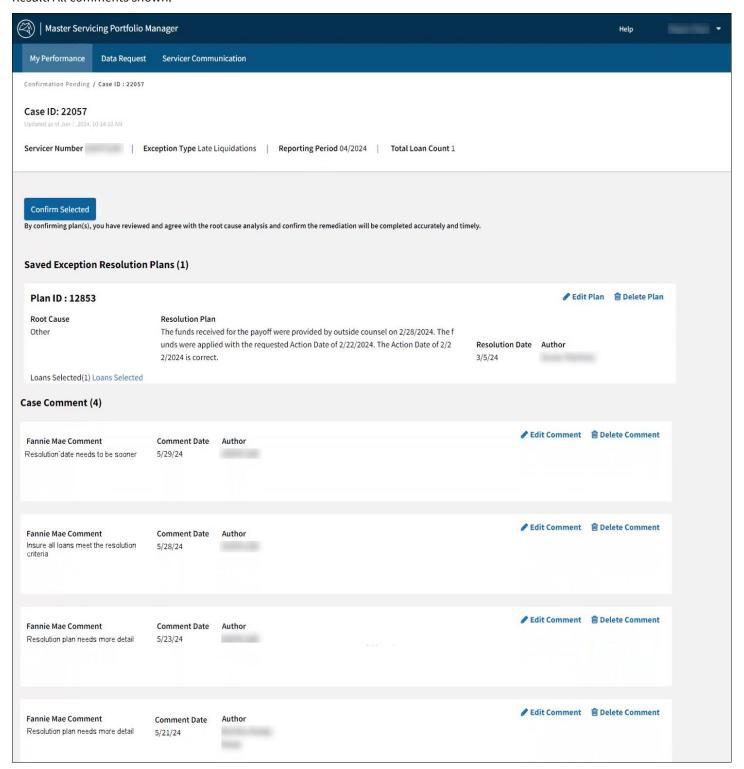


Click Case ID Number to view all Fannie Mae comments for the case.





### Result: All comments shown.



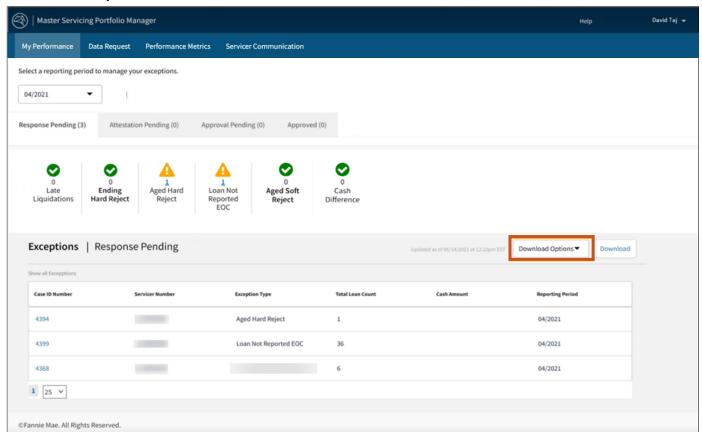


### **Download**

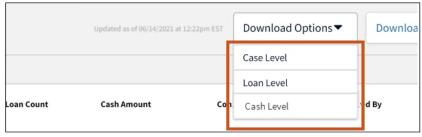
Master Servicing Portfolio Manager information can be downloaded using three different criteria: case level, loan level, and cash level.

To download Master Servicing Portfolio Manager information to a spreadsheet, follow the steps below:

1. Click **Download Options** icon **▼**.



2. Click the appropriate **Download Option**.



3. Click **Download**.

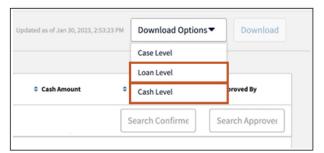


# **Bulk Uploads**

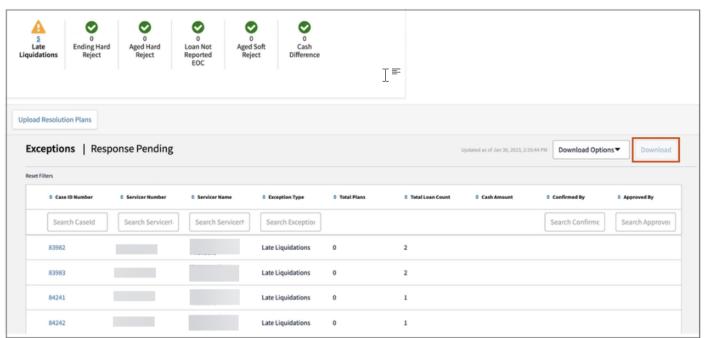
Master Servicing Portfolio Manager allows for bulk uploads at the *loan level and cash levels*.

To upload bulk files, follow the steps below:

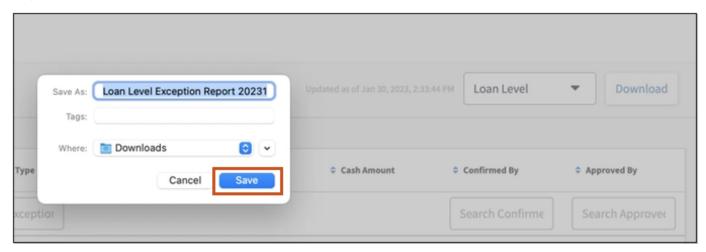
1. Select either **Loan Level** or **Cash Level** from the Download Options drop-down menu.



2. Click, Download.

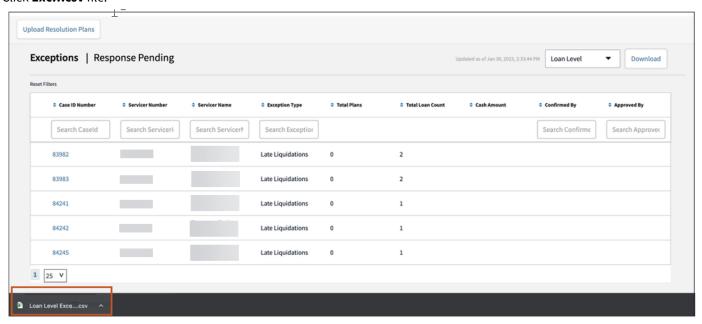


3. Click, Save.



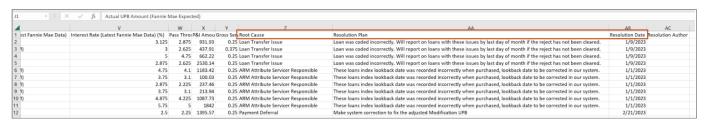


4. Click Exc...csv file.



**Note:** The **Exc....csv** file may appear in various places on the screen depending on computer settings.

- 5. Scroll right to locate the following columns and enter the appropriate information.
  - Root Cause
  - Resolution Plan
  - Resolution Date



**Note:** For root cause and resolution plan information click <u>here</u>.

**Note:** The Resolution Date cannot be prior to the month of the exception.

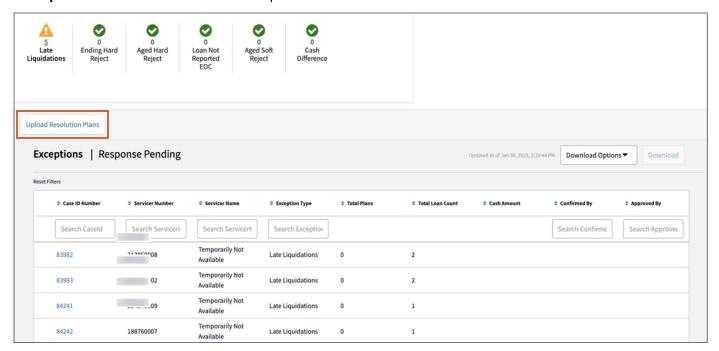
**Note:** If any modification is made to other fields, they will not be saved.

6. Save **Excel file** to your computer.

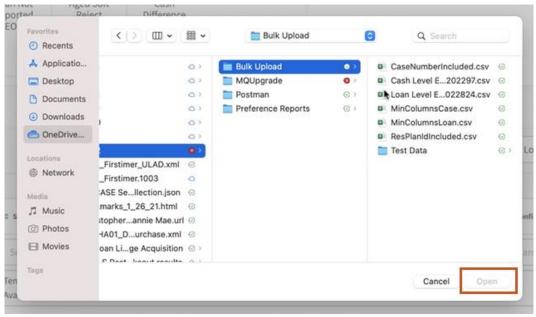
**Note:** Save as an **Excel** or **csv.** file.



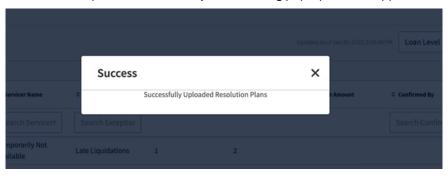
7. Click **Upload Resolution Plans** to locate and upload Excel file.



8. Locate appropriate file and click Open.

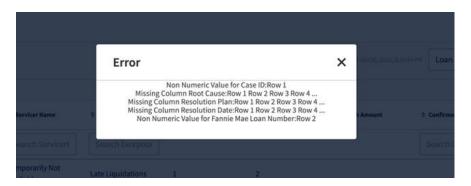


• If the file was uploaded successfully the following pop-up box will appear.





• If there was an error in the uploaded file, the following pop-up box will appear.



**Note:** The error message only shows up to 4 rows of errors. If the error message contains three dots at the end, this indicates that there are other rows with that error in the file.

### **Data Downloads**

Master Servicing Portfolio Manager allows for data downloads. The following are data downloads requests which can be downloaded:

#### Daily Liquidation Report

Provides an up-to-date list of all liquidations for a current activity period. You can simply download your own report to validate your liquidation positions.

#### Enhanced

Allows you to retrieve 27 of the most critical data elements for every loan in your portfolio, enabling you to compare your data to Fannie Mae's.

#### Enhanced S/S Whole Loans

Provides a monthly snapshot of your MRS Scheduled/Scheduled Whole Loan portfolio.

#### • Enhanced MBS

Provides a monthly snapshot of your Scheduled/Scheduled MBS Loan portfolio.

#### Portfolio Summary

Provides summary trial balance information based on your servicer number(s) and remittance type. This report includes the total loan, total unpaid principal balance, and total fixed installment for all loans in a portfolio.

#### ARM

Provides 58 data elements for every ARM loan in your portfolio. The report can assist you in identifying discrepancies between data that exist on your system and Fannie Mae's.

#### Fixed

Provides 24 data elements for every fixed-rate mortgage loan in your portfolio.

#### • PFP New Issues

Provides a list of all loans newly pooled from portfolio (PFP) during the specified reporting period.

#### • PFP Book

Provides a list of all pooled from portfolio (PFP) loans, including PFP loans reclassified as Actual/Actual during the specified reporting period.

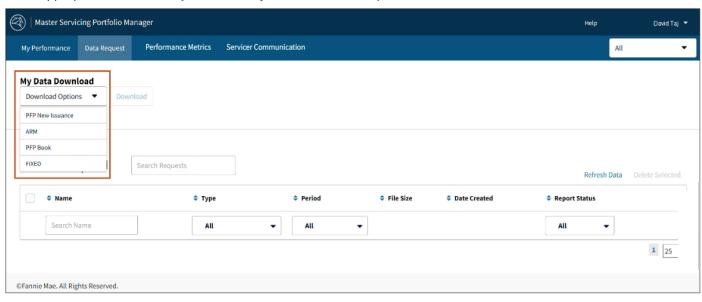


To conduct the data download process, follow the steps below:

1. Click **Data Request** tab.

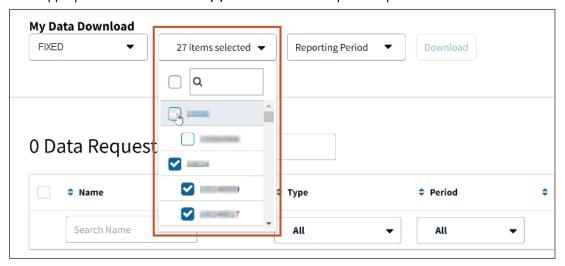


2. Select appropriate **Download Options** from My Data Download drop-down menu.



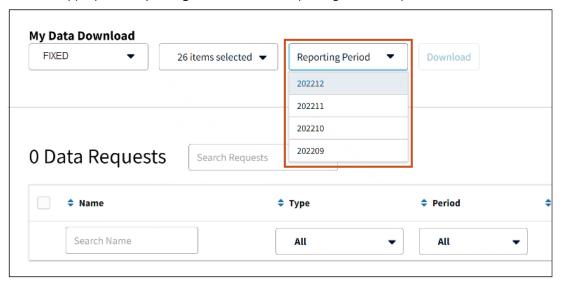


3. Select appropriate **Servicer Number(s)** from the Search Request drop-down menu.

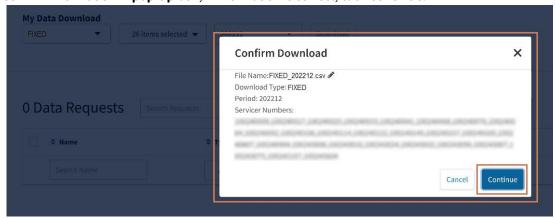


**Note:** The header will change to **number of items selected** from **Search Request.** 

4. Select the appropriate **Reporting Period** from the Reporting Period drop-down menu.



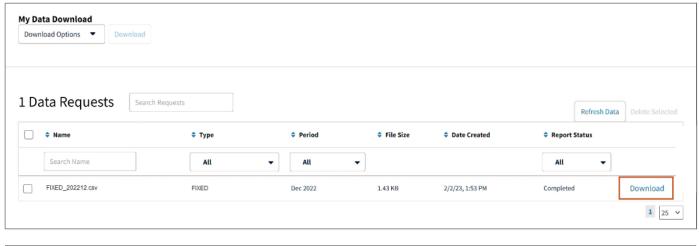
- 5. Click Download.
- 6. Confirm information in **pop-up box**, if information is correct, click **Continue**.

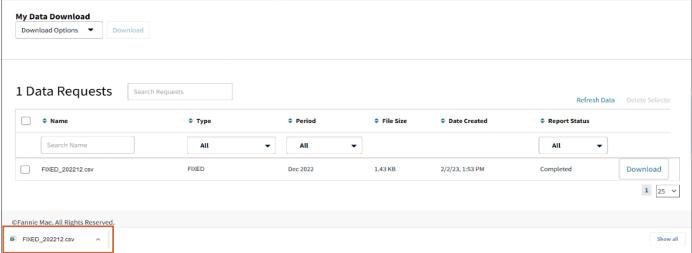


**Note:** To change file name, click the pencil icon and type the name change, **without spaces**, in the field presented. Click Continue.



7. Click **Download** on the appropriate data download set.





8. Click .csv file.

**Note:** The .csv file may appear in various places on the screen depending on computer settings.

9. Open .csv file.

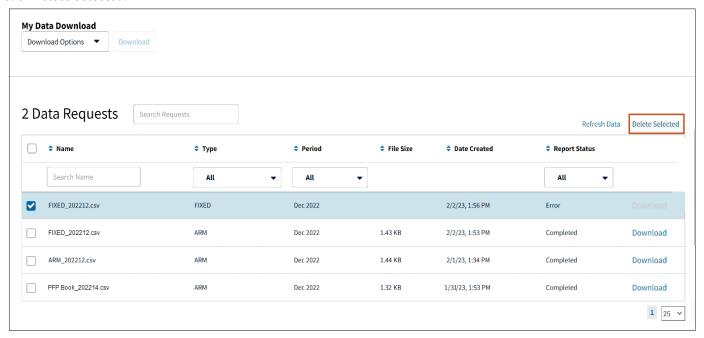
**Note:** Use standard sort/filter functionality as appropriate to view data.



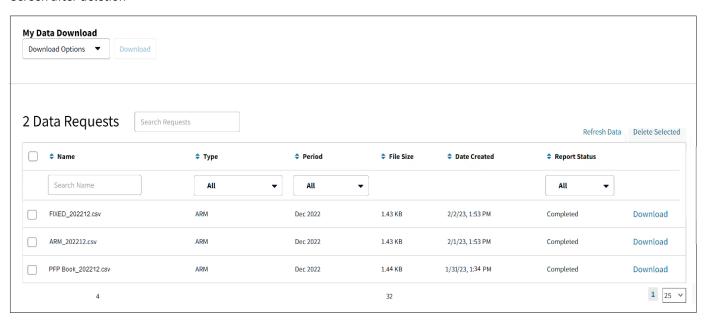
# **Deleting Unwanted Data Download File(s)**

To delete unwanted files that were generated in error or are no longer useful follow the steps below:

- 1. Click **radial button** to the right of the file to be deleted.
- Click Delete Selected.



#### Screen after deletion





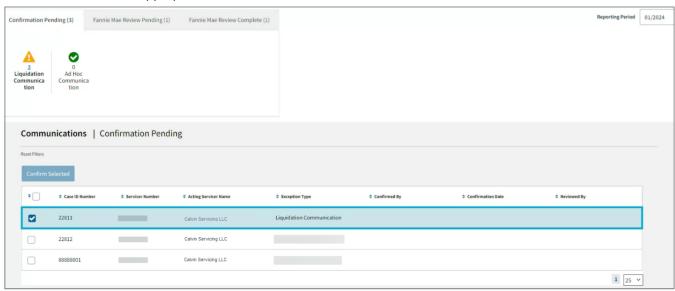
# **Servicer Communication**

The Servicer Communication tab will allow self-service for liquidation confirmations and future Fannie Mae ad hoc confirmations.

1. Click Servicer Communication tab.



2. Click the box next to the appropriate **Case ID Number**.



3. Click Confirm Selected.

