Overview

Corrections to MBS Loans do not require assistance from the Fannie Mae Acquisitions Operations department. Lenders can correct data at the loan and pool level, after a loan has been submitted for certification within Loan Delivery. Corrections must be submitted to settle the pool by 12 PM ET on the Delivery Date or the Delivery Date will have to be updated to the next business day.

Additionally, there is an option allowing lenders to select the 'Cancel Cert' button for a submitted loan which brings the loan back to a Draft/Unsubmitted status if data needs to be corrected and resent to the custodian. The loan will be removed from the custodian's queue of loans to be certified. Changes can be made to the loan by, updating the data in Loan Delivery and selecting "Save and Run Edits," after which the loan can then be resubmitted for certification. If there are no fatal edits present once all loans have been certified, the pool will close.

Is an MBS Pool Data Change Permitted?

To determine if an MBS Pool data change is permitted, first check the MBS Pool Close Status. The MBS pool statuses are:

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

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- For pools with a close status of Open, Close Error, Closed, Corrections Pending, or Reclosed (prior to the Pool Settlement date), most data changes are permitted. Please refer to the table below for exceptions.
- For pools with a close status of Close Ready or Reclose Ready, data changes are not permitted in Loan Delivery. If changes are necessary, please email acquisitions_loan_delivery@fanniemae.com to request that your pool be unlocked for editing.
- Closed, Reclosed, and Deleted statuses are considered final. Pools must be a Closed or Reclosed status to allow for settlement.
- If data changes are needed after the Delivery Date, a Seller/Servicer-Initiated Post-Purchase Adjustment is required.

	MBS Pool Close Status				
Change needed	**Open (not submitted)**	**Open (submitted)** **Close Error**	**Close Ready** **Reclose Ready**	**Before Settlement date:** **Closed** **Reclosed**	**On/After Settlement date:** **Closed** **Reclosed**
Data change (e.g., add/remove SFC)	Change permitted	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Post purchase adjustment
Delivery date	Change permitted	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Not available*
ASAP Sale Indicator (applies to ASAP and non-ASAP pools)	Change permitted	**Initiate delete** is required	Unlock request and then **Initiate delete** is required	**Initiate delete** is required	Not available*
Wiring Instructions (ASAP Sale)	Change permitted	Change permitted	Close Ready -unlock request required Reclose Ready - Not available	**Initiate delete** is required	Not available*
Wiring Instructions (Non-ASAP)	Change permitted	Change permitted	Unlock request required	**Initiate delete** is required	Not available*
Delete a loan	Change permitted	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Not available*
Delete a pool	Change permitted	**Initiate delete** is required	Unlock request and then **Initiate delete** is required	**Initiate delete** is required	Not available*
Bailee correction (e.g., Warehouse lender)	Change permitted	Change permitted with - Cancel Certification OR - Delete the loan OR - Delete the pool (initiate delete)	To delete the loan, submit unlock request To delete the pool submit unlock request and then **Initiate delete** is required	To delete the loan, change permitted To delete the pool **Initiate delete**	Not available* Not available*
Non editable certifiable field (e.g., MERS MIN)	Change permitted	Change permitted with - Cancel Certification OR - Delete the loan OR - Delete the pool (initiate delete)	To delete the loan, submit unlock request To delete the pool submit unlock request and then **Initiate delete** is required	To delete the loan, change permitted To delete the pool **Initiate delete**	Post purchase adjustment Post purchase adjustment

*Under specific circumstances, if this option may be available, contact Fannie Mae Acquisitions Operations department for assistance.

Note: The Cancel Certification feature for ASAP+ loans is not currently in scope. Follow the current process of contacting the Early Funding desk to request to cancel funding or shutdown of an ASAP+ loan.

- For Bailee corrections and/or non-editable certifiable fields for MBS pools in Open or Close status changes are permitted without having to delete the pool. See the **MBS Cancel Certification Job Aid for details**. For more information regarding Bailee Corrections. See the MBS Bailee Correction Process. For more information on Certifiable fields. See the Certifiable fields Job Aid.
- For pools with ASAP Indicator = Yes, changes are not permitted in Loan Delivery for pools with close status of Close Ready, Closed, Reclose Ready, or Reclosed. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.
- The ASAP Indicator on a pool cannot be changed after submission of the pool to Fannie Mae. If an ASAP indicator update is required, the pool will require deletion. See the Pool Deletion Job Aid for details.

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- Closed or Reclosed on/after Pool Settlement Date - if changes are needed, a Seller/Servicer-Initiated Post-Purchase Adjustment is required.
- To delete a pool, see the Pool Deletion Job Aid for details.
- Revised wiring instructions may be required even if a change is permitted (e.g., delete a loan)

How to submit an unlock pool request

Data changes are not permitted for pools with a status of **Close Ready** or **Reclose Ready**. Any data changes you make will not be saved. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.

Close Ready Step-by-Step Instructions:

1. **Email** request to acquisitions_loan_delivery@fanniemae.com The following information must be included in your request:
    - Seller number
    - Pool Number with suffix if applicable
    - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked you will receive confirmation from the Acquisitions team
3. Log into Loan Delivery. Your pool is now in Close Error status and changes can be made. This pool will also display in the Pool Exceptions section of the Loan Delivery home page.
4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. Once you click **Save and Run Edits** on the Pool Details screen and receive no fatal edits, the pool will move to Close Ready status. Note: *Make **all** changes necessary to the pool prior to running pool edits. If you click **Save and Run Edits** before you have completed all changes, you may need to request the pool be unlocked again. This does not apply to the **Save and Run Edits** on the Loan Details screen.*
5. Once final system close activities are completed, the pool will move to Closed status.

Reclose Ready Step-by-Step Instructions:

1. Email request to acquisitions_loan_delivery@fanniemae.com The following information must be included in your request:
    - Seller number
    - Pool Number with suffix if applicable
    - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked, you will receive confirmation from the Acquisitions team
3. Log into Loan Delivery. Your pool will remain in Reclose Ready status; however, changes can be made. This pool will not display in the Pool Exceptions section of the Loan Delivery home page.
4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. The closed status is now **Corrections Pending**. *Clicking **Save and Run Edits** on the Loan Details screen will not complete the changes; you must* click ***Save and Run Edits*** *on the Pool Details screen.*
5. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the Submit Corrections button, your pool will not settle and may require a Delivery Date update.
6. Once final system close activities are completed, the pool will move to Reclosed status.

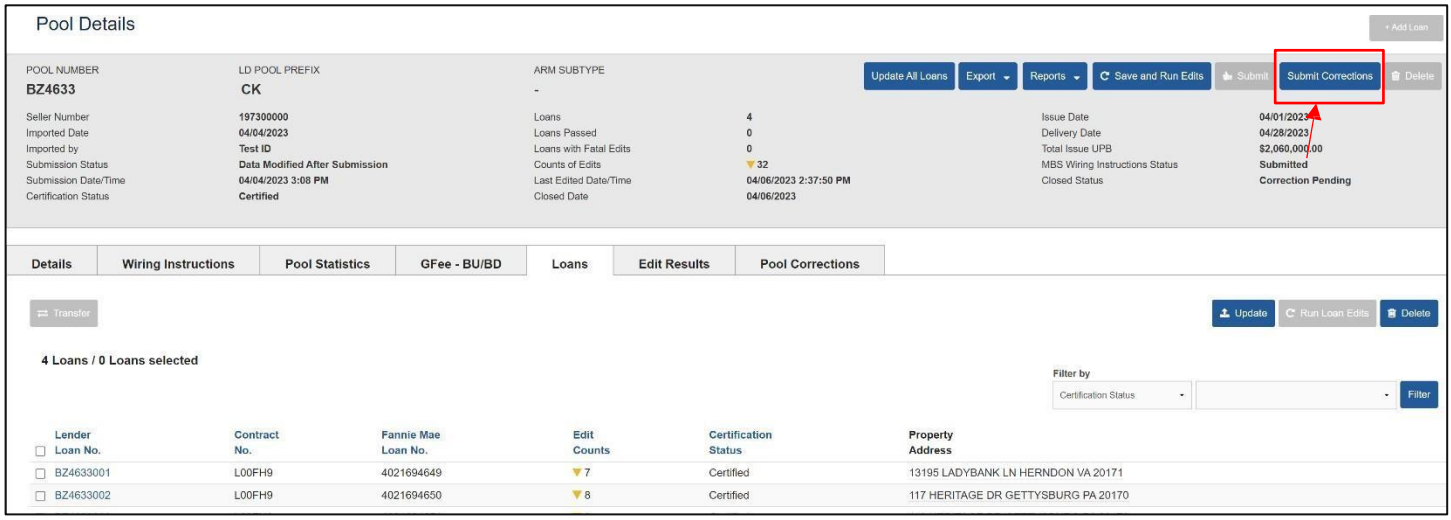
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Pool Data Changes for Pools with Close Status of Closed or Reclosed

Data changes are permitted once the pool status is Closed or Reclosed; however, once the changes are made, the corrections must be submitted to allow for settlement.

Step-by-Step Instructions:

1. Make the correction and click **Save and Run Edits** on the Pool Details screen. Resolve any fatal edits that may have resulted from the change.
2. The Pool Closed status will be **Corrections Pending**.
3. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the **Submit Corrections** button, your pool will not settle and may require a Delivery Date update.



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