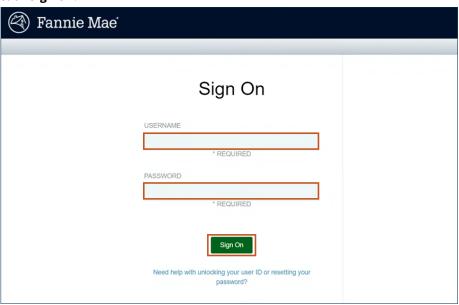


Quick Exchange Form 20 Job Aid

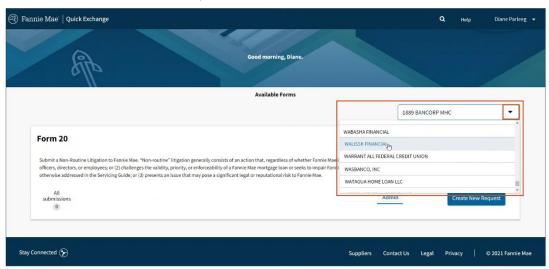
This job aid provides step by step instructions to successfully complete and submit a form 20 advising Fannie Mae of non-routine litigation. Please provide as much information as possible and attach all relevant documents and/or pleadings.

To access and complete form 20, follow the steps below:

- 1. Click here to access form 20.
- 2. Enter your **USERNAME** and **PASSWORD**.
- 3. Click Sign On.



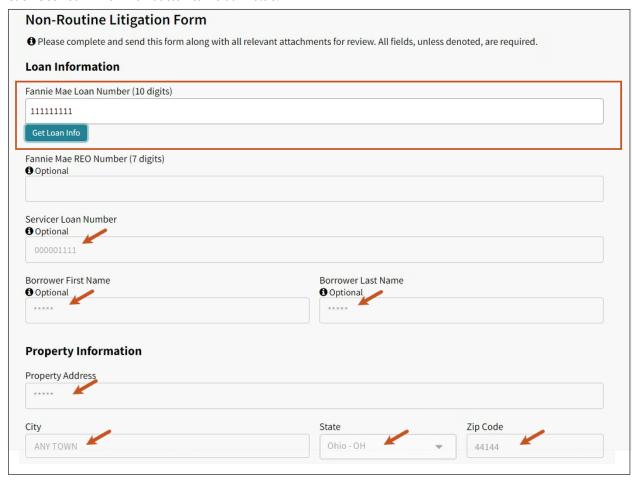
4. Select the **Servicer Name** from drop down.



5. Click Create New Request.

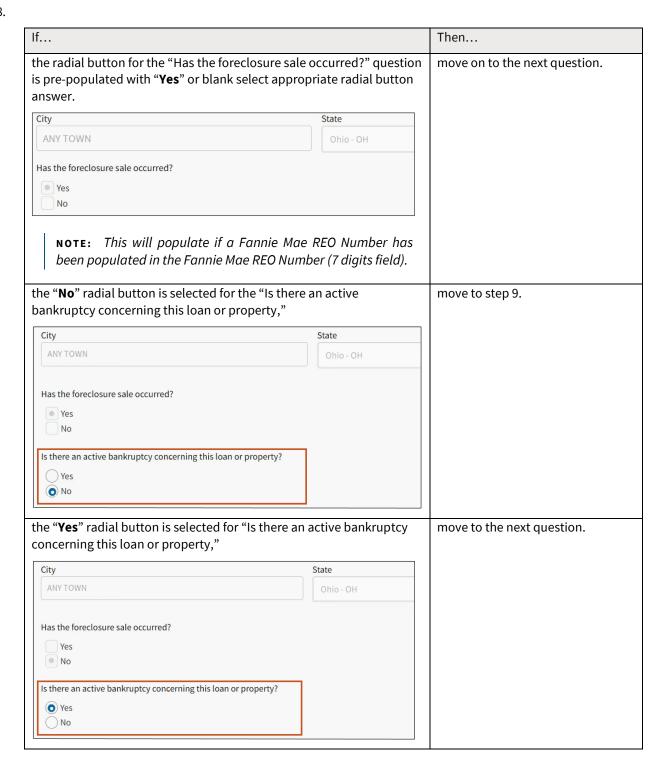


- 6. Enter the Fannie Mae loan number in Fannie Mae Loan Number (10-digit) field.
- 7. Click **Get Loan Info** when button turns dark blue.

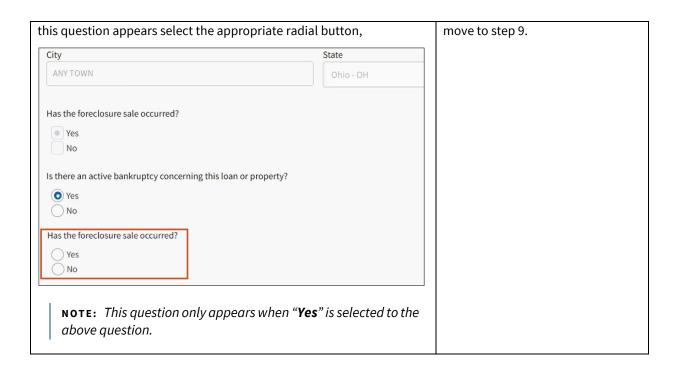


NOTE: Other field will pre-populate after clicking Get Loan Info.

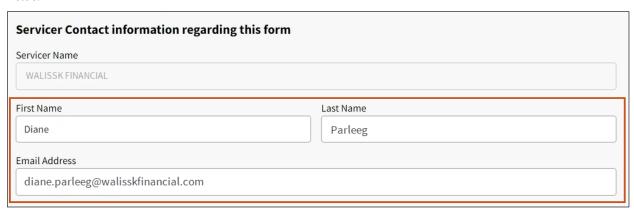
8.







9. Enter the name of the person completing the forms **First Name**, **Last Name**, and **Email Address** in appropriate fields.

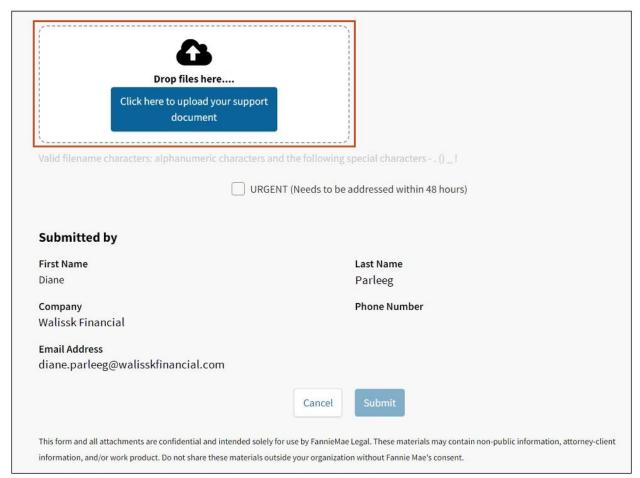




- 10. Retained Firm Information section is **Optional**.
 - If counsel has been obtained prior to completing Form 20 enter the **Law Firm Name**, **First Name**, **Last Name**, and **Email Address** of obtained counsel in appropriate fields.



11. **Drag and Drop** supporting documents in the Drop files here... box.





12. Click Start Upload.

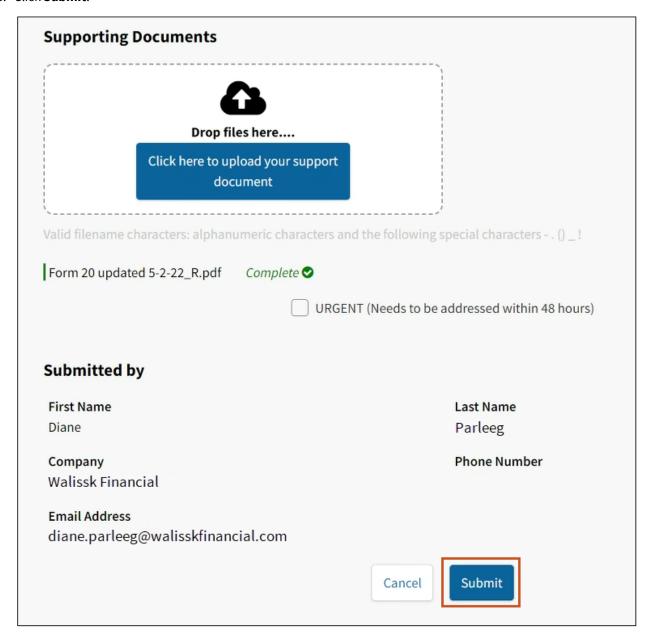


NOTE: The uploaded file appears. Click **Remove** if an incorrect file has been uploaded and proceed to step 11.

NOTE: Upload additional files as warranted.



13. Click **Submit**.

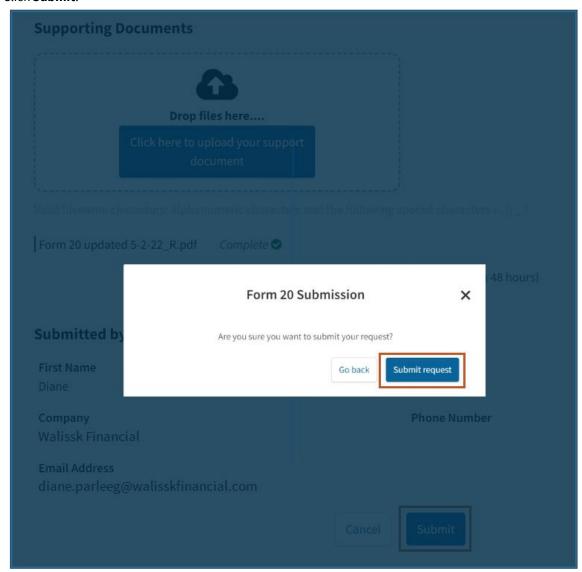


NOTE: The file has been successfully uploaded to the request form when the **Complete** ♥ message appears.

NOTE: Clicking Submit will start the process of sending the request form 20 to Fannie Mae.

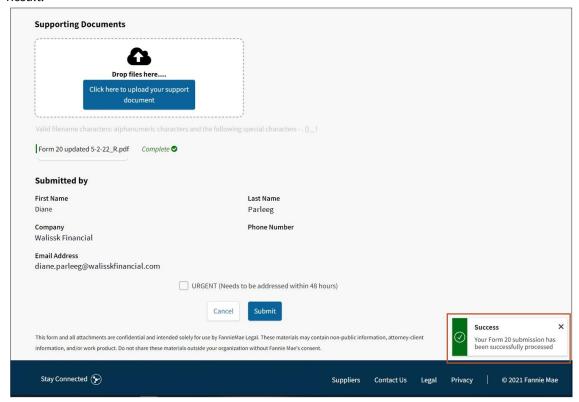


14. Click Submit.





Result:



NOTE: The request has been successfully submitted to Fannie Mae.

An email will then be sent by Fannie Mae to the following:

- Appropriate attorney
- Attorney's paralegal
- Person submitting the form



NOTE: The email and the attachments can be retained per your company's process.