

Uniform Closing Dataset Quick Guide

Non-Seller Access to UCD Collection Solution

The Purpose of this Document

The Uniform Closing Dataset (UCD) collection solution offers our customers and non-seller correspondent lenders flexible options to submit and receive feedback on the UCD file at multiple points in their business process. This allows them to take advantage of data quality and eligibility checks prior to loan delivery. This document was created to assist Fannie Mae non-sellers in obtaining access to the UCD collection solution and completing the registration process.

Before you can access the UCD Collection Solution, you must have active user credentials for UCD. This document includes the roles available along with directions for getting access based on your existing Fannie Mae credentials.

Roles

The UCD collection solution will allow for the following access roles:

- **UCD_ADMIN:** Provides the capability to establish and manage relationships between correspondents and aggregators who will share UCD data.
- **UCD_SUBMIT:** Provides the capability to upload UCD files, search UCD files, and transfer a submitted UCD file to another party. Fannie Mae Sellers have access to the UCD_SUBMIT role using Loan Delivery credentials.

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Existing Fannie Mae Non-Sellers – UCDP/CU

Fannie Mae Non-Sellers who have existing UCDP and CU credentials can obtain access to the UCD solution. Review the steps below.

Step 1 – Register for UCD

Your Technology Manager Corporate Administrator must log into Technology Manager:

- On the FannieMae.com Home page, select Single-Family Mortgages
- Select Apps & Technology
- Under Support for Registered Users, select [Technology Manager](#)
- Select LAUNCH APP and log in
- Select Manage Applications
- Select Available Applications and agree to the Terms & Conditions to use UCD solution.
 - You can also request access for the UCD Test environment by selecting the “UCD CLVE” link from the list of available applications.
- Once this is complete, UCD will be available as an “Active Application Managed” technology solution.
 - Administrators will then be able to grant the UCD solution to specific user profiles as needed – see [Grant a User Access to an Application](#) All users must have the UCD_SUBMIT role. You can provision the UCD_ADMIN role to users who initiate, approve, and view established relationships between a Correspondent and their Aggregator.

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step by step instructions on how to add an application

Existing Fannie Mae Non-Sellers – UCDP Only

Fannie Mae Non-Sellers who have existing Uniform Collateral Data Portal® (UCDP®) **only** credentials may obtain access to the UCD solution by first registering a Corporate Administrator for Fannie Mae.

Step 1 – Register a Corporate Administrator

- **Corporate Administrators** (CA) can set up applications, data folders, user groups, users' profiles and passwords, System IDs, company configuration, register and manage other administrators. The Corporate Administrator serves as your company representative authorized to legally bind your company to the terms and conditions of use for Fannie Mae technology. They will be the recipient of bulletins to your company’s Software Subscription Agreement with Fannie Mae.
- Call the Technology Solution Center (800-2FANNIE or 800-232-6643)
- Follow the prompts for Single Family Technology Support
- Request the registration link to be provisioned a Corporate Administrator



Step 2 – Register for the UCD solution

- Once your organization has a corporate administrator you may provision the UCD application within Technology Manager.
- The Corporate Administrator will log into Technology Manager.
- Select Manage Applications (under Available Applications) and agree to the Terms & Conditions to use the UCD solution.
 - You can also request access for the UCD Test environment by selecting the “UCD CLVE” link from the list of available applications.
- UCD will then be available as an “Active Application Managed” technology solution.
- Administrators may then grant access to the UCD solution for specific user profiles as needed – see [Grant a User Access to an Application](#)
 - All users must have the UCD_SUBMIT role. You can provision the UCD_ADMIN role to users who initiate, approve, and view established relationships between a Correspondent and their Aggregator.

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step by step instructions on how to add an application

New Fannie Mae Non-Sellers

New Fannie Mae Non-Sellers will be set up as a UCDP Only. Once the registration has been complete, the customer will need to have a Corporate Administrator registered prior to gaining access to UCD.

- Corporate Administrators (CA) can set up applications, data folders, user groups, users' profiles and passwords, System IDs, company configuration, register and manage other administrators. The Corporate Administrator serves as your company representative authorized to legally bind your company to the terms and conditions of use for Fannie Mae technology. They will be the recipient of bulletins to your company’s Software Subscription Agreement with Fannie Mae.

Step 1 – Register for UCDP Access

- Go to the How to Register for UCDP document: <https://singlefamily.fanniemae.com/media/6096/display>
- Refer to the Correspondents (Non-Seller/Servicers) that do not have an existing Fannie Mae Seller/Servicer Number section of the document for the link to complete and submit the Correspondent Registration form.

NOTE: To set up a Fannie Mae Corporate Administrator as the same time as a UCDP Lender Admin, complete the ‘Corporate Administrator’ section of the form. Otherwise call the Technology Solution Center (800-2FANNIE or 800-232-6643) after UCDP access is complete to request the registration link to be provisioned a Corporate Administrator.

Step 2 – Register for UCD Access

- Once your organization has a corporate administrator you may provision the UCD application within Technology Manager.
- The Corporate Administrator will log into Technology Manager.
- Select Manage Applications (under Available Applications) and agree to the Terms & Conditions to use the UCD solution.



- You can also request access for the UCD Test environment by selecting the “UCD CLVE” link from the list of available applications
- UCD will then be available as an “Active Application Managed” technology solution.
- Administrators may then grant access to the UCD solution for specific user profiles as needed – see [Grant a User Access to an Application](#)
 - All users must have the UCD_SUBMIT role. You can provision the UCD_ADMIN role to users who initiate, approve, and view established relationships between a Correspondent and their Aggregator.

Access the Virtual Assistant icon in the lower right-hand corner of your Technology Manager dashboard for step by step instructions on how to add an application

Additional Resources

Grant Access in Technology Manager

The Technology Manager Job Aid [Grant a User Access to an Application](#) will explain how to enable a user’s access to a specific Fannie Mae Technology. Look for UCD and UCD CLVE for gaining access to UCD Collection Solution and the UCD Test environment. For assistance contact Fannie Mae at 800-2FANNIE (800-232-6643) or via technology_manager_request@fanniemae.com.

For registration assistance access to other resources, visit the pages below.

Application	Bookmark this Page	Support Options
UCD solution	https://singlefamily.fanniemae.com/applications-technology/uniform-closing-dataset-collection-solution	UCD@fanniemae.com or Fannie Mae Representative
Technology Manager	https://singlefamily.fanniemae.com/applications-technology/technology-manager	800-2FANNIE (800-232-6643) or technology_manager_request@fanniemae.com
UCDP	https://singlefamily.fanniemae.com/applications-technology/uniform-collateral-data-portal	800-2FANNIE or UCDP_setup@fanniemae.com