

As Soon As Pooled Plus Checklist

After your contract has been executed, complete the following steps to ensure you're ready for your first As Soon as Pooled[®] Plus (ASAP Plus) submission.

Complete the following steps in advance of your implementation:

Step 1: Assign User Access

- ✓ Identify users who will perform the ASAP Plus Funding Requests.
- ✓ Request that your [Technology Manager](#) administrator grant the following roles:
 - **ASAP Plus — Production**
Select **ASAP Plus** Application under **Available Applications**. Then assign the appropriate role. There are two roles available:
 - ASAP Plus Access — Needed to submit ASAP Plus requests
 - ASAP Plus Read — View only of ASAP Plus information
 - **ASAP Plus — Test**
Select **ASAP Plus CLVE** Application under **Available Applications**. Then assign the appropriate role. There are two roles available:
 - ASAP Plus Access — Needed to submit ASAP Plus requests
 - ASAP Plus Read — View only of ASAP Plus information

Step 2: Set Up Wire Instructions

- ✓ Set up and validate your wire instructions in Loan Delivery and Loan Delivery Test Environment (LDTE).
 - Refer to the [Loan Delivery Wire Administration Job Aids](#) to administer your wire setup.
 - Loan Delivery uses “Payee Codes” to indicate the wire instructions for disbursement of funds. You will need to identify which Payee Codes correspond to the wire instructions you will be using for ASAP Plus funding.
 - Associate your Early Funding Wire IDs with the matching Payee Codes in the Wire Details section of the Loan Delivery seller profile.
 - Additionally, you will need to update your Fannie Mae “Soon” Security wire instructions.
 - Lenders are required to identify whether the wire instruction is associated with a warehouse lender and a disbursement agent. The Wire Details section provides the ability to identify the appropriate parties.

Note: Wire instructions that are associated with warehouse lenders and disbursements agents will need to be validated by those entities. Fannie Mae is actively working with these groups to grant them access to Loan Delivery and preparing to affirm lender relationships established in the Wire Details section of Loan Delivery.



Step 3: View the Loan Delivery ASAP Plus eLearning

- ✔ Watch the eLearning to quickly get ready to deliver ASAP Plus loans. It includes information on:
 - Delivering ASAP Plus loans via Loan Delivery.
 - Requesting funding on your ASAP Plus loans (up to 30 days before deciding on final execution type).
 - Assigning execution type on ASAP Plus loans.
 - Additional resources.

Step 4: Test ASAP Plus in the Loan Delivery Test Environment (LDTE)

- ✔ Confirm your access to:
 - [Loan Delivery Test Environment](#) (LDTE).
- ✔ Become familiar with ASAP Plus features in LDTE to prepare you for Loan Delivery (production).
 - LDTE features capabilities which include the ability to import an XML file for ASAP Plus loans as well as the ASAP Plus Management section allowing lenders to manage their ASAP Plus loans.
 - See Delivering ASAP Plus Loans, in the [Loan Delivery User Guide](#), for additional details.
- ✔ Test your ASAP Plus loans in LDTE.
- ✔ Become familiar with ASAP Plus specific edits in LDTE. The applicable edits are listed in the [Loan Delivery Business Rules Dictionary](#) with a “Y” in column N ("At Early Funding").
 - Note:* Filter on Column N to view Early Funding edits.
 - Note:* ASAP Plus XML import file uses the same ULDD specifications as Cash or MBS XML Import files.

Step 5: Begin your ASAP Plus Implementation

- ✔ Confirm that all steps in this ASAP Plus Checklist have been completed.
- ✔ During your Implementation Window. Notify Fannie Mae’s Early Funding team that you are ready to start your ASAP Plus submissions. Contact us at (866) 944-3863 or email early_funding@fanniemae.com.
- ✔ Begin submitting your ASAP Plus requests in Loan Delivery production.

Redelivery Step: Add the Fannie Mae Loan Number in Your Cash or MBS XML File

- ✔ Optional: Work with your technology team to add the assigned Fannie Mae Loan Number (ULDD Sort ID 400.1) to your Cash or MBS XML file.
 - Note:* Importing the Fannie Loan number assigned at Funding Request in LD ASAP Plus allows for the most accurate match between an ASAP Plus transaction and a redelivered loan. If it is not provided in the XML import file, Loan Delivery will perform a secondary match based on the five-digit Seller number and Lender Loan number.

Need help completing any checklist items?

Contact the Early Funding desk at early_funding@fanniemae.com.