Uniform Closing Dataset (UCD) Toolkit

The below items should be completed in order to submit a UCD MISMO 3.3.0 file.

☑	UCD Checklist
☐	**Register for UCD Access** ▪ Register for the UCD collection solution using [Technology Manager.](#) 📑 Review the *[Quick Guide: Access to UCD for Non-Sellers](#)* for details. ▪ For assistance, call the Technology Support Center at 800-2FANNIE (800-232-6643). There are two user roles for the UCD solution: ▪ **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. Non-Sellers must request access. ▪ **UCD_ADMIN:** Provides the capability to establish and manage relationships between correspondents and aggregators who will share UCD data. Both Sellers and Non-Sellers must request access. **NOTE:** *The UCD_ADMIN role should only be provisioned to a limited number of users. These are specific users in your organization who have the ability to initiate, approve, and view established relationships between correspondents and aggregators. These users should also request the UCD_SUBMIT role.*
☐	**Testing in UCD** The Fannie Mae Uniform Closing Dataset (UCD) Collection Solution Test Environment (UCD CLVE) is available to support the rollout of the UCD Collection Solution enhancements. UCD CLVE mirrors the UCD production application. The UCD CLVE allows lenders and technology solution providers to test UCD XML files for import, as well as test for manual entry. **NOTE:** *You will need to request access to the UCD CLVE environment through Technology Manager. Refer to the [UCD Collection Solution Test Environment](#) located on the [UCD Collection Solution page](#).*
☐	**Establish Relationships for UCD Transfer** ▪ Learn about the UCD transfer capability: 📑 Review the *[Quick Guide: UCD Transfer.](#)* ▪ UCD_ADMIN users should review the guide for establishing relationships: 📑 Review the *[Quick Guide: Relationships for UCD Transfer](#)*.

NOTE: *Additional information can be found on the Uniform Closing Dataset (UCD) page of FannieMae.com: https://singlefamily.fanniemae.com/delivering/uniform-mortgage-data-program/uniform-closing-dataset.*

Establishing Relationships for UCD Transfer

The UCD collection solution enables correspondent lenders to transfer UCD data to an aggregator. The two organizations involved in the UCD transfer transaction must have an established relationship in the UCD solution. Reference the Relationships for UCD Transfer Quick Guide for more details on this process.

Getting Started: Establish Relationships

- Step 1: Establish Relationship for Transfer Capability *(correspondent to aggregator)*
- Step 2: Initiate the Relationship

> **NOTE:** *If multiple results display when searching by Lender Name, verify you chose the correct Seller/Servicer #. If the lender you are searching for is not found, contact them to ensure they have the UCD_SUBMIT role and verify their Seller/Servicer #. Note that a lender may have a prefix in their name (e.g., UCDP Only). Refer to the Relationships Quick Guide for additional details.*

- Step 3: Approve the Relationship

Transfer Capability: Correspondent to Aggregator

Once a relationship is established between two organizations in the UCD solution, either party can transfer a submitted UCD file to the other party. The correspondent can designate a Casefile ID and specific aggregator to transfer UCD data. Note that before you can initiate a transfer, you must first upload a UCD XML file. For details on this process, reference the UCD Transfer Quick Guide.

Transfer the UCD Submission

- Step 1: Upload the UCD XML File
- Step 2: Transfer of the UCD Data by the Correspondent
- Step 3: Using the Transfer Activity Tab to Search

Subsequent UCD File Transfer

Once a UCD file has been transferred to an organization, the organization will have the option to transfer a UCD file to a subsequent lender. For details on this process, reference the UCD Transfer Quick Guide.

Transfer the UCD Submission

- Step 1: Lender A transfers the UCD File to Lender B
- Step 2: Lender B transfers the same UCD file to Lender C
- Step 3: Using the Transfer Activity Tab to Search

> **NOTE:** *All three lenders will then have access to the UCD Findings Report, UCD XML file, and the embedded Borrower Closing Disclosures. The UCD Transfer Quick Guide will be updated with more information at a later date.*

UCD Application Support

Application	Bookmark this Page	Support Options
UCD Collection Solution	https://www.fanniemae.com/singlefamily/uniform-closing-dataset-collection-solution (select LAUNCH button)	Email UCD@fanniemae.com Call 800-2FANNIE (800-232-6643) Contact your Fannie Mae representative
Technology Manager	https://singlefamily.fanniemae.com/applications-technology/technology-manager	800-2FANNIE (800-232-6643) Email technology_manager_request@fanniemae.com
CLVE Test	https://ucd-clve.fanniemae.com/UCDepot/	Email UCD@fanniemae.com

Important Resources

Where can I find ….	References
Getting Started	
General information on UCD and tools to keep you on track	UCD Fact Sheet: Collection Solution
Frequently Asked Questions	
Joint GSE FAQs on UCD and Fannie Mae specific FAQS on the UCD solution	FAQs | Uniform Closing Dataset (UCD) FAQs | UCD Collection Solution
Application Training	
Information on … Establishing relationships Transferring UCD to an aggregator UCD Casefile ID How to use the UCD solution	Quick Guide: Relationships for UCD Transfer Quick Guide: UCD Transfer Quick Guide: Access to UCD for Non-Sellers Quick Guide: UCD Casefile ID UCD Collection Solution User Guide
OnDemand eLearning Courses	
Recorded webinar on UCD and general awareness Demonstration on how to use UCD solution	UCD Collection Solution User Training Presentation UCD Collection Solution Transfer Capability
Technical Resources	
Information on…	UCD Feedback Messages

Where can I find ….	References
Fatal/Warning edits Creating the UCD XML file Which technology providers support UCD	[Helpful Hints for UCD File Creation](#) [UCD Vendor List](#)
Implementation Guides	
Information/Samples of Closing Disclosure Information/Samples of UCD XML files Information on the UCD Specification	[Appendix F: UCD Sample Use Cases (.zip)](#) [Appendix G: UCD Sample XML Files (.zip)](#) [Appendix I: UCD Delivery Specification v1.4 (.xlsm)](#)
Upcoming Webinars	
Register for upcoming webinars	Refer to the [Delivering Training page](#) for upcoming webinars.