

Uniform Collateral Data Portal (UCDP) Lender Agent Admin User Guide

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Introduction

What is the Uniform Collateral Data Portal?

The Uniform Collateral Data Portal[®] (UCDP[®]) is the Web-based portal lenders and their designated agents use to electronically submit appraisal data files prior to loan delivery to Fannie Mae and Freddie Mac (the Government-Sponsored Enterprises or GSEs).

NOTE: *The use of UCDP does not relieve lenders of any obligations under the Fannie Mae or Freddie Mac Guides, as applicable, including the representations and warranties they are required to make about the accuracy and sufficiency of appraisals relating to mortgages that are sold to either Freddie Mac or Fannie Mae, including adherence to the Uniform Appraisal Dataset (UAD) standards.*

Who should read this manual?

The UCDP Lender Agent Admin User Guide is for lender agents with administrative access (referred to as the Lender Agent Admin or LAA).

Lender agents are third-parties that can work with appraisals in the UCDP on behalf of a lender. The lender agent must complete the UCDP registration process to request a UCDP account and appear on the lender agent list in UCDP. This list enables lenders to identify and authorize one or more lender agents to upload and/or share appraisals to UCDP on their behalf.

Once a lender authorizes a lender agent in UCDP, the LAA can:

- Perform the same functions as:
 - a general user (see UCDP General User Guide),
 - a user with appraisal sharing capabilities, with the exception of retrieving shared appraisals (see UCDP Appraisal Sharing User Guide),
 - a Lender Admin with the following exceptions: inviting other lender agents into relationships, and setting up profiles associated with the appraisal sharing functionality (see UCDP Lender Admin Reference Series).
- Manage users
- Manage business units
- Delegate seller/servicer numbers (referred to as seller number in this UCDP Lender Agent Admin Guide)
- Manage relationships between users and business units

What's in this manual?

This manual contains the following sections:

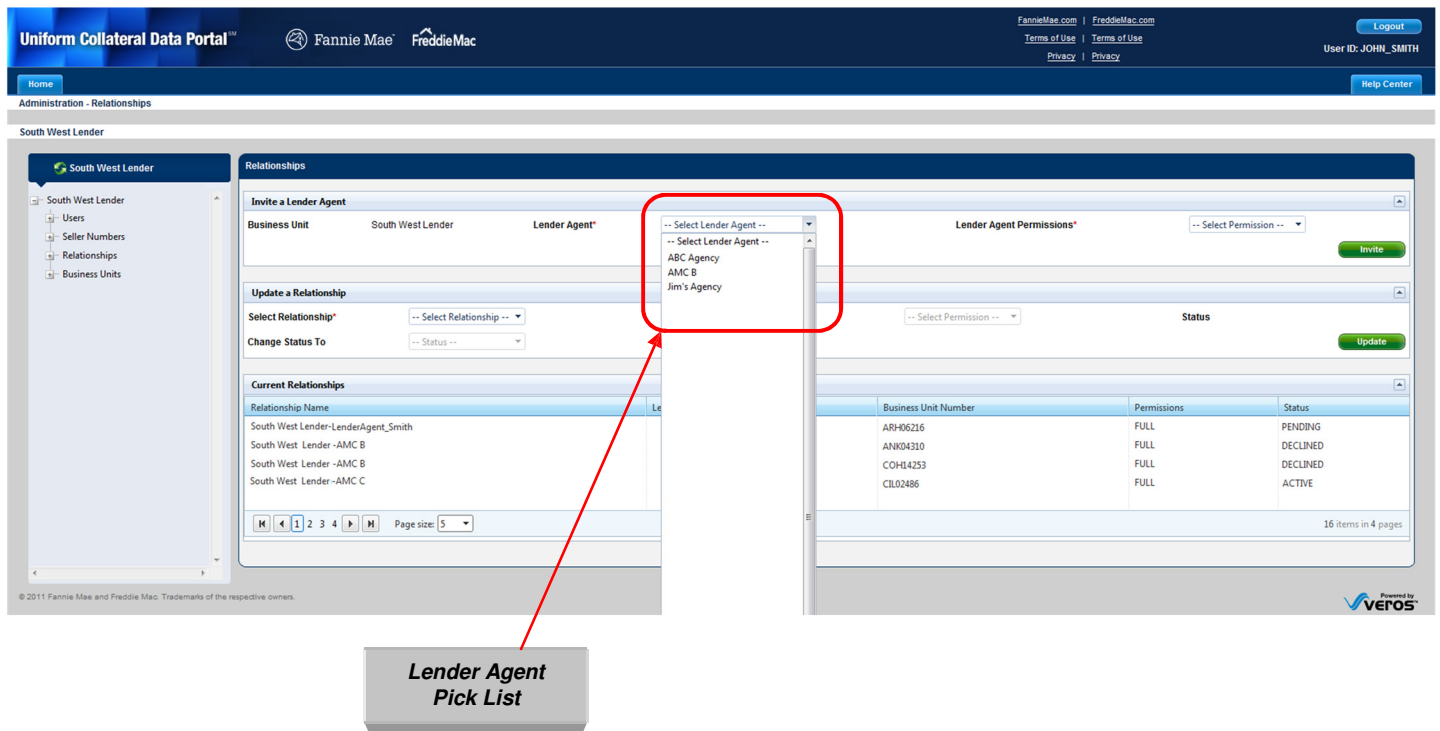
- **Section 1: Registering with the GSEs to become a Lender Agent** explains how the primary system administrator completes a single registration process with both GSE(s) in order to become a lender agent.
- **Section 2: Establishing Relationships with Lenders** explains how you link to lenders after they send you an invitation to become one of their lender agents.
- **Section 3: Managing Your Lender Relationships** explains how and when to change the status of your lender relationship from Pending, Active, or Declined.
- **Section 4: Managing Lender Agent Users** describes how to add users in the lender agent organization.
- **Section 5: Modifying a Lender Agent User** describes how to modify, transfer, restore, and delete users in the lender agent organization.
- **Section 6: Managing Your Business Unit(s)** explains how to create, delete, and modify business and child business units within the lender agent organization.
- **Section 7: Managing Child Business Unit Relationships** explains the steps to delegate (assign) and un-delegate (un-assign) relationships to child business units in the lender agent organization.
- **Appendices:**
 - A. Frequently Used Terms**
 - B. Appraisal Forms Supported**
 - C. Password Strength Rule**

1. Registering with the GSEs to become a Lender Agent

Lender agents are third parties that can upload appraisals on the lender's behalf to UCDP.

If a lender chooses to work with a lender agent, the lender agent must complete the joint UCDP registration process to request a UCDP account. After registering, the lender agent appears on the lender agent pick list in UCDP, as shown in Figure 1.0.1. This list enables lenders to identify and authorize lender agents to upload appraisals to the UCDP.

Figure 1.0.1 Listing of Approved Lender Agents



The registration process begins with one joint registration form, common to both GSEs (Fannie Mae and Freddie Mac), that the Lender Agent Admin (LAA) or the primary system administrator completes. Each lender agent company completes and submits **one** form through either the Fannie Mae or the Freddie Mac website.

Before completing the lender agent registration form:

- Confirm whether your lender(s) plan to authorize you to upload appraisals and/or share appraisals in UCDP.
- Locate the joint registration form available on FreddieMac.com or FannieMae.com. Each company should complete only **one** UCDP lender agent registration form on one of the GSEs

websites. Separate forms are NOT needed for each GSE or for each lender.

The registration form and other information can be found at:

Freddie Mac (FRE): http://www.freddiemac.com/singlefamily/sell/ucdp_lenderagent_form.html
Fannie Mae (FNM): <https://www.fanniemae.com/content/tool/ucdp-registration-overview.pdf>

Submitting the joint registration form to one of the GSEs automatically initiates a registration request to the other GSE. Once you submit the joint registration form, you receive additional instructions from Fannie Mae on how to complete the Fannie Mae UCDP registration process; the Freddie Mac registration process is complete.

Only companies that intend to submit and/or share appraisals in UCDP on behalf of mortgage lenders or correspondents can use the joint registration form. Independent fee appraisers and mortgage lenders cannot submit a registration request using this form.

By completing and submitting the form, you are making the following representations:

- You represent and warrant that the company intends to upload and/or share appraisals in UCDP on behalf of a mortgage lender or correspondent that sells mortgages to Fannie Mae and/or Freddie Mac and that you are duly authorized to request registration on behalf of your company.
- You acknowledge that registration makes certain details about you and your company viewable by other users of UCDP.
- You acknowledge that the registration form is solely for the purpose of administering access to UCDP. You further acknowledge that access to UCDP does not constitute an endorsement or approval to do business with Fannie Mae or Freddie Mac, nor does it supersede any agreement or understanding regarding eligibility to do business with Fannie Mae or Freddie Mac.
- You acknowledge that Fannie Mae and Freddie Mac retain the right to remove any account due to inactivity, misrepresentation or omission of any information on this form, or any other reason in their sole discretion.

When both GSEs process the registration, the LAA receives a UCDP email invitation to complete the registration process.

1.1 Registering with UCDP

After you complete the GSE registration process, you receive an email invitation to create a UCDP user account for your lender agent company, as shown in Figure 1.1.1. Click the embedded hyperlink to continue the registration process.

Figure 1.1.1 UCDP Registration Invitation



You are then directed to the Self Registration page shown in Figure 1.1.2.

To self-register and create your UCDP user ID and password, follow these steps:

1. Complete all required entry fields marked with a red (*) asterisk. These are:
 - First Name*
 - Last Name*
 - Preferred User ID* (which must be retyped in the next entry field)
 - Password* (which must be retyped in the next entry field)

(The Email Address and Role fields automatically default to the information provided in the initial GSE registration.)

2. Click Create.

Reset clears all entry fields except those defaulted by UCDP.

NOTE: Passwords cannot be the same as the user ID and must be at least eight characters long. For more information, see Appendix C: Password Strength Rule.

Figure 1.1.2 Self Registration Page

The screenshot shows the 'Self Registration' form in the Uniform Collateral Data Portal. The form includes the following fields:

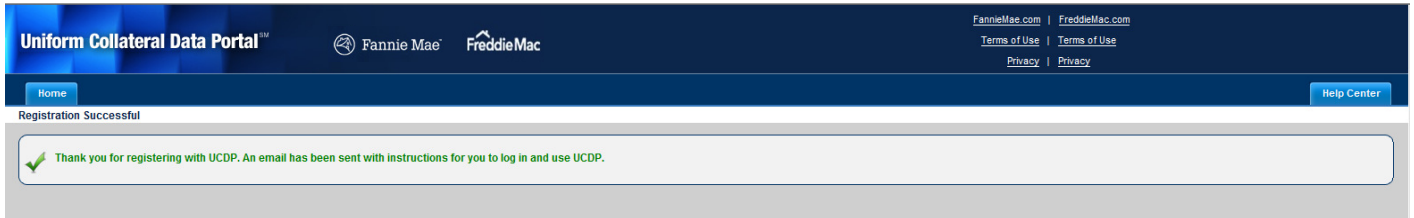
- First Name *
- Last Name *
- Preferred User ID *
- Retype Preferred User ID *
- Password *
- Retype Password *
- Email Address (default: LenderAgent@FannieMae.com)
- Role (default: Agent User)

Below the form, two callout boxes provide instructions:

- Complete all fields marked with a red asterisk** (pointing to the Password field)
- Create/Reset Buttons** (pointing to the Reset and Create buttons)

The message “Thank you for registering with UCDP” appears on the page in green, as shown in Figure 1.1.3.

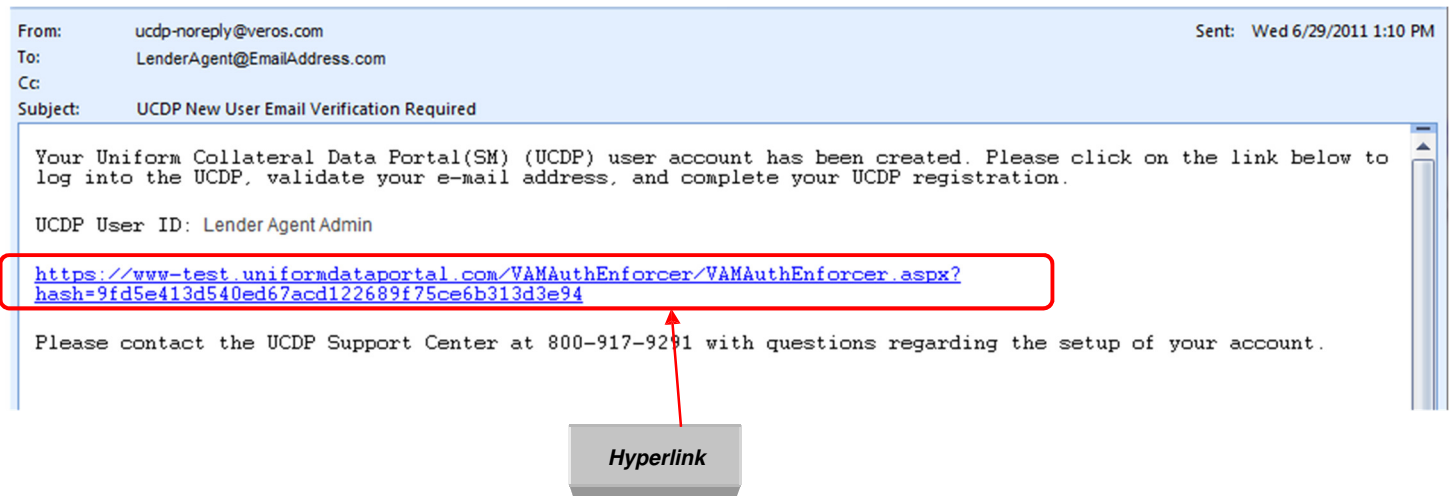
Figure 1.1.3 Self Registration Success Message



You then receive a new email with another hyperlink (shown in Figure 1.1.4) to validate your email address. To continue the registration, follow these steps:

1. Click the hyperlink in the email.

Figure 1.1.4 Email Validation



NOTE: Prior to logging into UCDP, you can click the Favorites button on your Internet Browser tool bar to save the website as a favorite bookmark.

2. Log in (as shown in Figure 1.1.5) using the user ID and password you created in the Self Registration page in Figure 1.1.2.

Figure 1.1.5 Login Page

The screenshot shows the login page for the Uniform Collateral Data Portal. The header includes the portal name and logos for Fannie Mae and Freddie Mac, along with links to FannieMae.com, FreddieMac.com, Terms of Use, and Privacy. The main content area features a 'Login' form with fields for '*User ID' and '*Password', a 'Forgot your password?' link, and a 'Login' button. A 'News Updates' section is visible at the bottom left.

Uniform Collateral Data PortalSM Fannie MaeSM FreddieMacSM FannieMae.com | FreddieMac.com Terms of Use | Terms of Use Privacy | Privacy

Login

*User ID

*Password

[Forgot your password?](#)
For assistance please contact the
UCDP Support Center at 800-917-9291

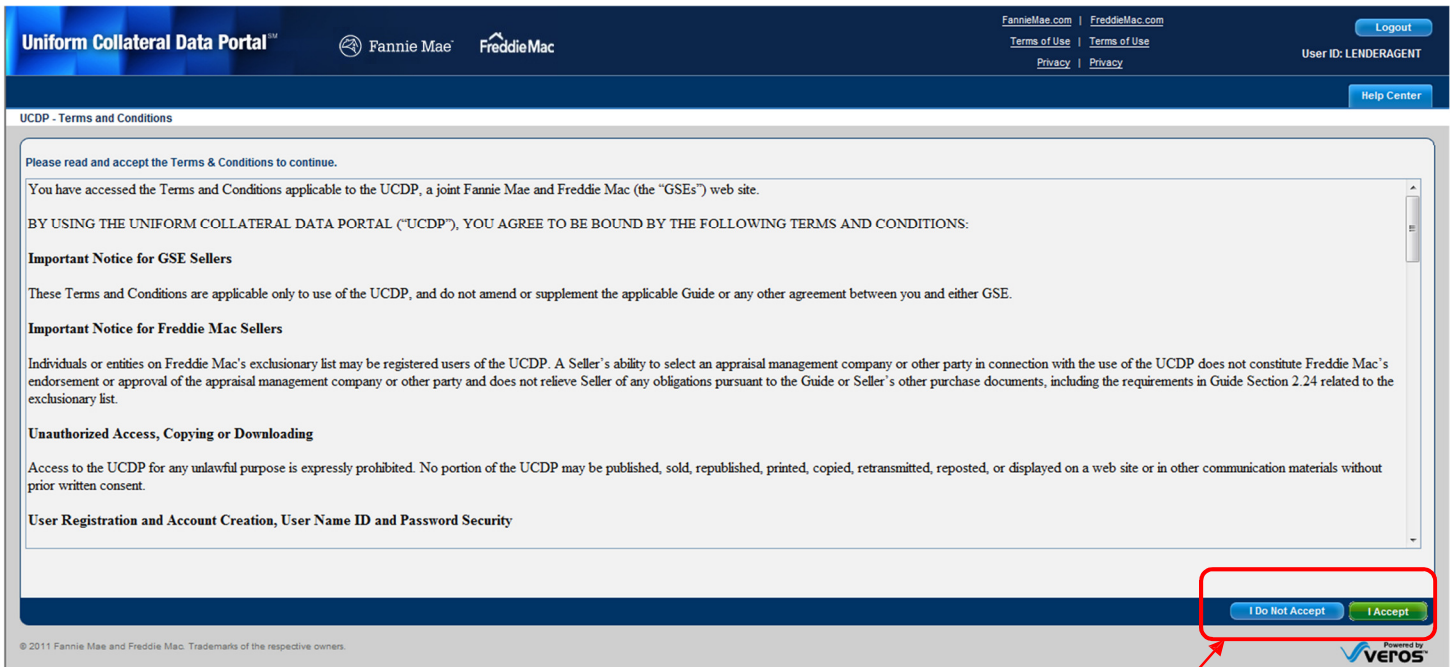
Login

News Updates

After you log in, the Terms and Conditions page shown in Figure 1.1.6 appears. To validate your email within UCDP, follow these steps:

1. Read the Terms and Conditions.
2. Click “I Accept.” If you do not accept the Terms and Conditions, you receive an error message stating “You must accept the Terms and Conditions before you use the UCDP Application” (Figure 1.1.7).

Figure 1.1.6 Terms and Conditions Page



I Accept/ I Do Not Accept Buttons

Figure 1.1.7 Terms and Conditions Error

The screenshot displays the 'Uniform Collateral Data Portal' interface. At the top, there is a navigation bar with the Fannie Mae and Freddie Mac logos, links to 'FannieMac.com' and 'FreddieMac.com', and a 'Logout' button. The user ID 'LENDERAGENT' is visible. Below the navigation bar, the page title is 'UCDP - Terms and Conditions'. A red box highlights the error message: 'You must accept Terms and Conditions to use the UCDP Application'. The main content area contains the following text:

Please read and accept the Terms & Conditions to continue.

You have accessed the Terms and Conditions applicable to the UCDP, a joint Fannie Mae and Freddie Mac (the "GSEs") web site.

BY USING THE UNIFORM COLLATERAL DATA PORTAL ("UCDP"), YOU AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS:

Important Notice for GSE Sellers

These Terms and Conditions are applicable only to use of the UCDP, and do not amend or supplement the applicable Guide or any other agreement between you and either GSE.

Important Notice for Freddie Mac Sellers

Individuals or entities on Freddie Mac's exclusionary list may be registered users of the UCDP. A Seller's ability to select an appraisal management company or other party in connection with the use of the UCDP does not constitute Freddie Mac's endorsement or approval of the appraisal management company or other party and does not relieve Seller of any obligations pursuant to the Guide or Seller's other purchase documents, including the requirements in Guide Section 2.24 related to the exclusionary list.

Unauthorized Access, Copying or Downloading

Access to the UCDP for any unlawful purpose is expressly prohibited. No portion of the UCDP may be published, sold, republished, printed, copied, retransmitted, reposted, or displayed on a web site or in other communication materials without prior written consent.

User Registration and Account Creation, User Name ID and Password Security

At the bottom of the page, there are two buttons: 'I Do Not Accept' and 'I Accept'. The footer includes the copyright notice '© 2011 Fannie Mae and Freddie Mac. Trademarks of the respective owners.' and the 'Powered by VEROS' logo.

To finish the registration process, you must set up Challenge Response Questions (shown in Figure 1.1.8). Follow these steps:

1. Select three separate questions from the six provided on the dropdown.
2. Enter answers for each question.
3. Click Submit to register the questions and answers in the system.

Figure 1.1.8 UCDP - Challenge Response Questions

The screenshot displays the 'UCDP - Challenge Response Questions' interface. At the top, there is a navigation bar with the 'Uniform Collateral Data Portal' logo, Fannie Mae and Freddie Mac logos, and links for 'FannieMae.com', 'FreddieMac.com', 'Terms of Use', 'Privacy', 'Logout', and 'User ID: LENDERAGENT'. A 'Help Center' button is also present.

The main content area contains the following text: 'Please select and answer three of the following questions. These answers will be used if you need to reset your password.'

There are three question entries:

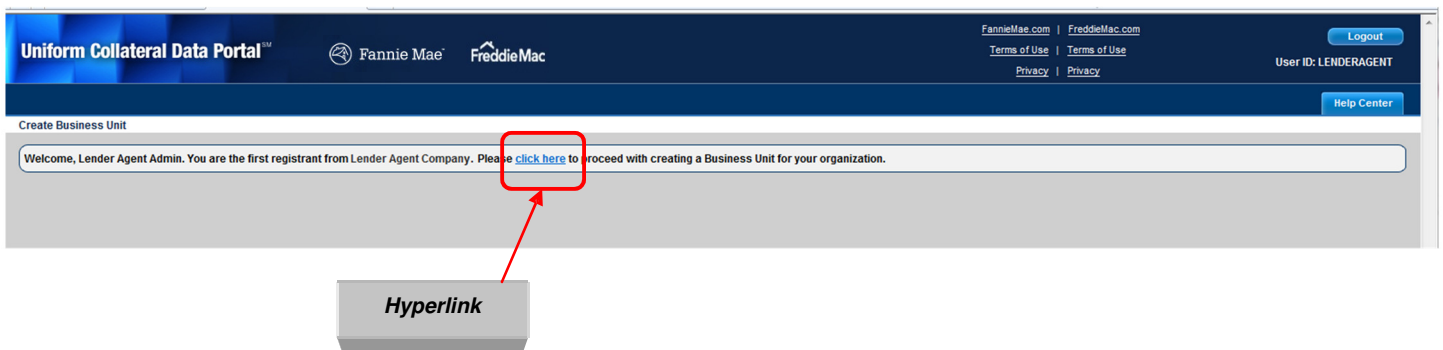
- Question 1:** 'What is your paternal Grandfather's first name?' (dropdown menu). Below it is an 'Answer' text input field.
- Question 2:** 'What was your first pet's name?' (dropdown menu). Below it is an 'Answer' text input field.
- Question 3:** 'What is your Mother's middle name?' (dropdown menu). Below it is an 'Answer' text input field.

A red box highlights the first question and its answer field, with a red arrow pointing to a label 'Question and Answer 1'. Another red box highlights the 'Submit' button, with a red arrow pointing to a label 'Submit Button'.

At the bottom left, there is a copyright notice: '© 2011 Fannie Mae and Freddie Mac. Trademarks of the respective owners.' At the bottom right, there is a logo for 'Powered by VEROS'.

You are then directed to the LAA Welcome page, as shown in Figure 1.1.9. Click the [click here](#) hyperlink for the UCDP system to create your business unit. The business unit is a UCDP organizational structure that allows you to manage users, seller numbers, relationships and accessibility of different user roles (lender agent admin, lender agent user, lender agent read-only user). It also enables you to define subgroups (subordinate business units) within your organization for ease of use and management of activity.

Figure 1.1.9 LAA Welcome Page



The Business Unit Creation Successful page shown in Figure 1.1.10 informs you that the business unit was successfully created. Click the [log out](#) hyperlink to continue.

Figure 1.1.10 Business Unit Created Successfully Page



Log into UCDP with the user ID and password you created. Your company name now appears on the lender agent pick list. Lenders use this list to locate lender agents and to send an invitation to establish a relationship with your company.

NOTE: A relationship between a lender and a lender agent is the mechanism that allows the lender agent to submit appraisal data files and /or share appraisals through the UCDP system on behalf of the lender. The lender-lender agent relationship can be revoked by either the lender or the agent.

2. Establishing Relationships with Lenders

A lender invites you to become an agent to submit and/or share appraisals on their behalf by sending you an electronic invitation to the email address that you provided at registration. Lender agents cannot send an invitation to a lender to establish a relationship.

The lender invites you with full permissions, as described in Table 2.0.1.

Table 2.0.1 Lender Agent Permission Levels

Permission Level	Capabilities
Full	Agent can submit appraisal data files and/or share appraisals and view findings related to appraisals they submit on behalf of the lender. The Findings section of Appraisal View/Edit screen includes UAD compliance results (see Section 4.2.4 Findings in UCDP User Guide).

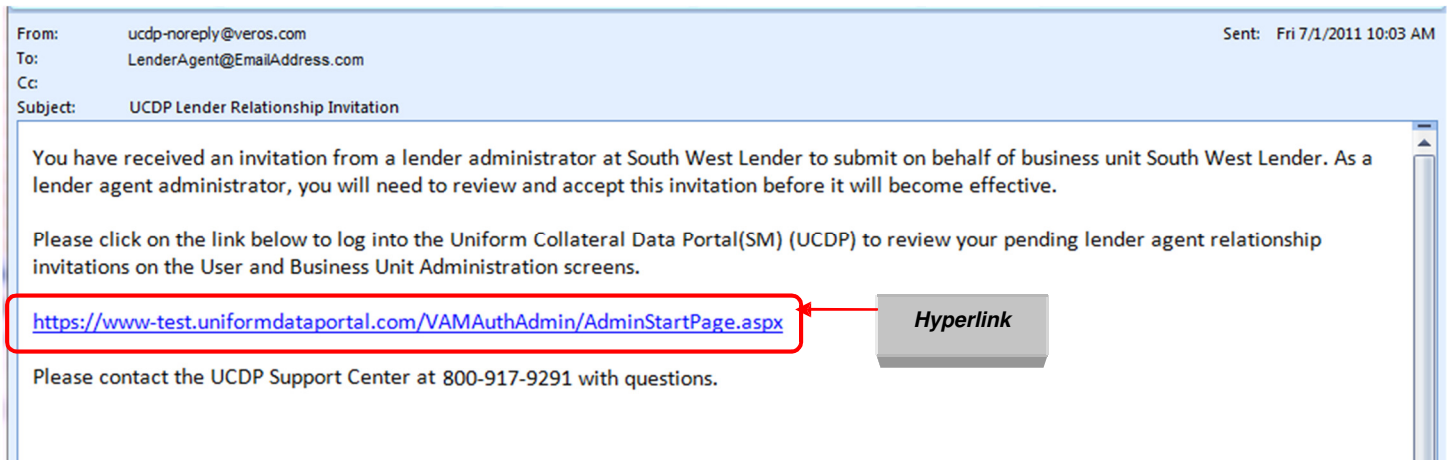
A lender agent can update information about any appraisal data file on UCDP (identified by a Doc File ID) that was created by that lender agent (see Section 4 of UCDP General User Guide for more information about viewing and editing appraisal information).

2.1 Accepting an invitation from a Lender to be their Lender Agent

To review and accept an invitation from a lender to become a lender agent, follow these steps:

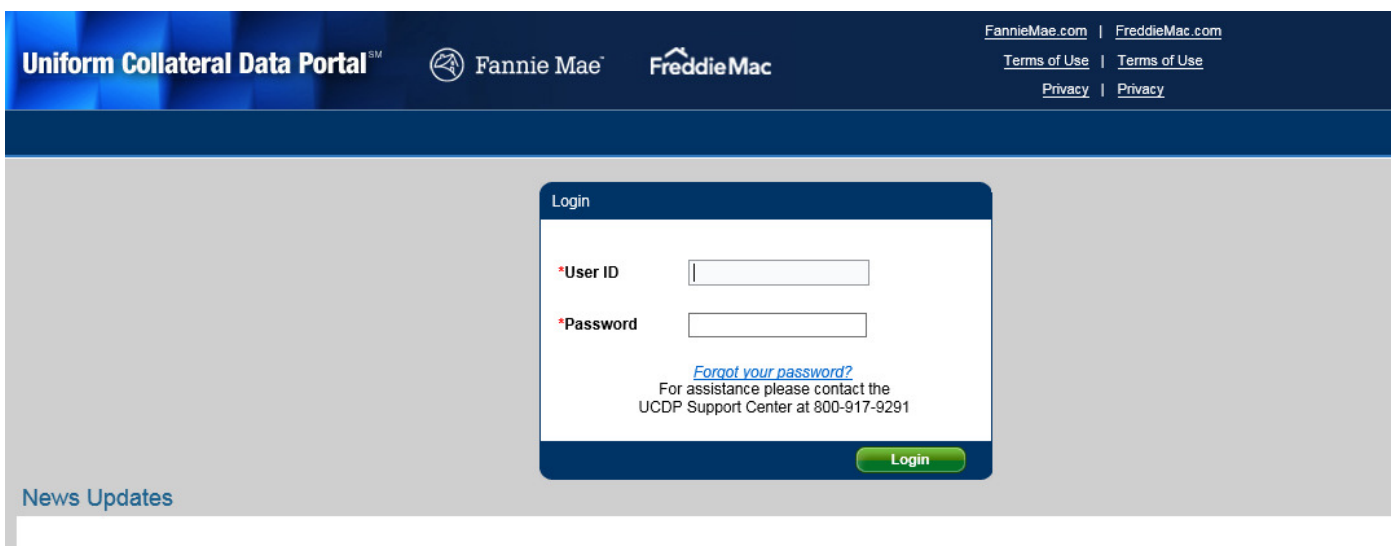
1. To review the pending invitation, click the hyperlink in the email (as shown in Figure 2.1.1).

Figure 2.1.1 Invitation Email



2. Log into UCDP on the page shown in Figure 2.1.2 using your user ID and password.

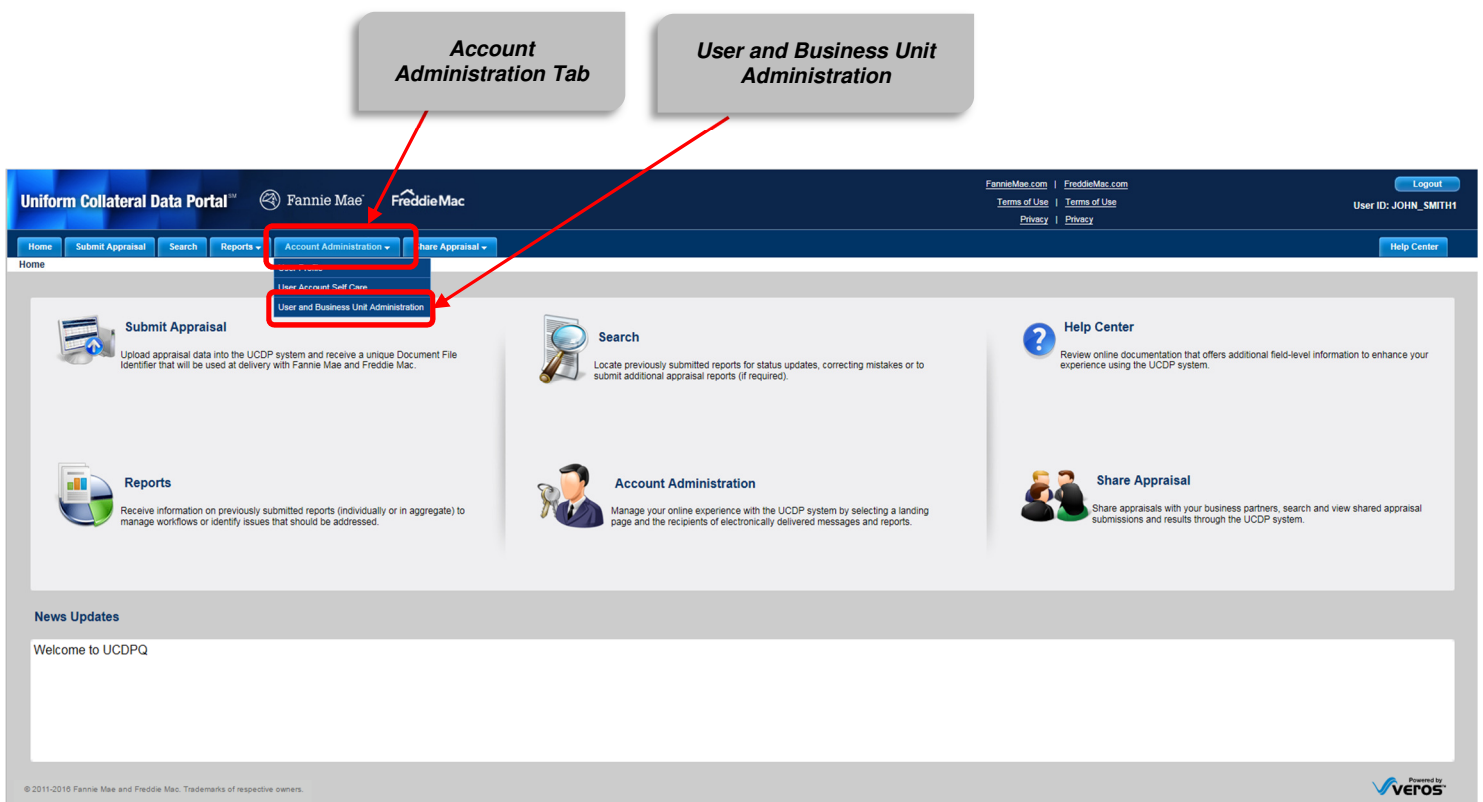
Figure 2.1.2 Login Page



3. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown menu (as shown in Figure 2.1.3). The Account Administration tab on the Home page is where the LAA manages its relationships with lenders, business units, and users.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page, only the Account Administration tab.

Figure 2.1.3 Account Administration – User and Business Unit Administration



4. On the Administration Home page, click the Relationship (+) symbol in the lender agent tree to show all relationships you have with lenders, as shown in Figure 2.1.4. (Alternatively, click the (-) symbol to hide the list of relationships.)

Figure 2.1.4 Administration - Home Page



5. Select the lender who sent the email invitation. The Administration-Relationship Details page, shown in Figure 2.1.5, appears.

6. Review the information, and click either Accept or Decline. The details displayed are:
- The inviting Lender's Business Unit Name
 - The inviting Lender's Name
 - Relationship Name (a combination of the Lender's Name/your Agent's name)
 - The relationship Business Unit Number
 - Permissions the lender has granted you as an agent (see Table 2.0.1)
 - Status of the invitation

Figure 2.1.5 Relationship Details – Pending Status

The screenshot displays the 'Administration - Relationship Details' page. The breadcrumb trail is 'LenderAgent_Smith > South West Lender-LenderAgent_Smith'. The left sidebar shows a tree view with 'LenderAgent_Smith' expanded, containing 'Users', 'Relationships', and 'BUSINESS UNITS'. 'Relationships' is selected, and 'South West Lender' is highlighted. The main content area features an 'Invitation Notification' section with the text 'You have received an invitation from South West Lender.' and 'Decline' and 'Accept' buttons. Below this is a 'Relationship Details' table:

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	TDC61013	FULL	PENDING

Below the table are sections for 'Seller Numbers' under 'Fannie Mae' and 'Freddie Mac', each with an empty box. The footer includes '© 2011 Fannie Mae and Freddie Mac. Trademarks of the respective owners.' and 'Powered by VEPOS'. Annotations with arrows point to the 'South West Lender' link, the 'Relationship Details' table, the 'Decline/Accept Buttons', and the 'Pending Status' in the table.

After you click Accept, the status on the page changes from Pending to Active as shown in Figure 2.1.6.

NOTE: The invitation does not expire. It remains in Pending status until you accept or decline it, or until the lender who sent the invitation changes it to “inactive.”

Figure 2.1.6 Relationship Details – Active Status

The screenshot displays the 'Relationships' section of the Uniform Collateral Data Portal. A notification at the top states 'Invitation accepted successfully.' Below this, a table titled 'Relationship Details' shows the following information:

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	TDC61013	FULL	ACTIVE

The 'Status' column is highlighted with a red box, and a red arrow points from a callout box below to this status. Below the table, there are sections for 'Seller Numbers' for Fannie Mae and Freddie Mac, which are currently empty.

Active Status

If you click Decline, the status of the invitation changes to Declined on your Relationships page as shown in Figure 2.1.7 and on the Relationships page of the lender who invited you to be an agent. The relationship no longer shows in your tree as an active relationship, but continues to display on the Relationships page with the status of Declined.

NOTE: If you decide at a later time that you would like to accept a relationship with this lender, the lender must send you a new invitation. The old invitation cannot be reactivated once it has been declined. If a new invitation is sent, it is assigned a new relationship business number.

Figure 2.1.7 Relationship Details – Declined Status

Uniform Collateral Data Portal™ Fannie Mae FreddieMac FannieMae.com FreddieMac.com Terms of Use Privacy Logout User ID: LENDERAGENT Help Center

Administration - Relationship Details

LenderAgent_Smith > South West Lender-LenderAgent_Smith

LenderAgent_Smith

Relationships

Invitation declined successfully.

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	ARH06216	FULL	DECLINED

Seller Numbers

Fannie Mae Freddie Mac

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Invitation Declined Message

Declined Status

2.2 Viewing Assigned Seller Numbers

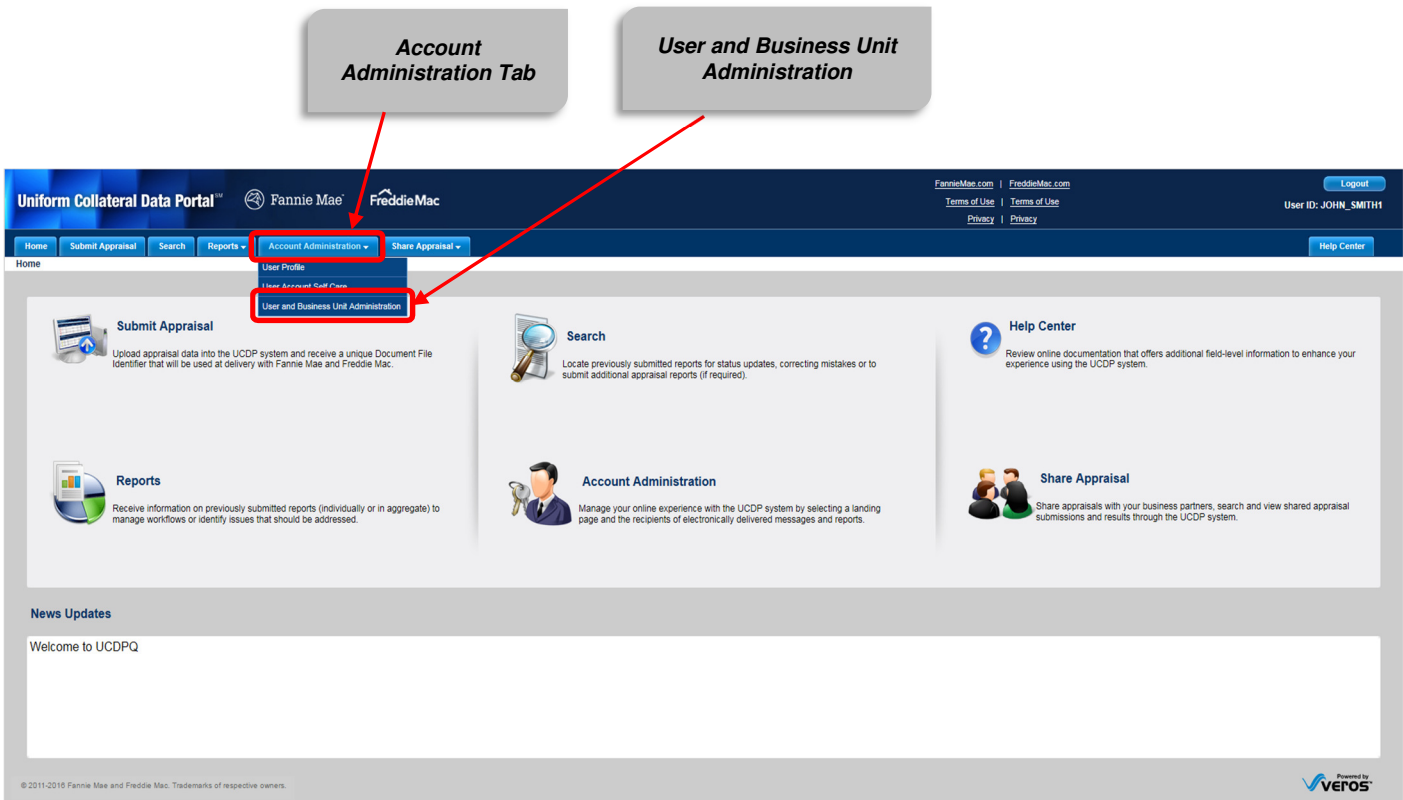
When the lender invites you to become their agent, they assign you a seller number(s) to use when you submit appraisal data files to the GSE(s) on their behalf.

To view your assigned seller numbers, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown menu, as shown in Figure 2.2.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page, only the Account Administration tab.

Figure 2.2.1 Account Administration Tab



2. On the Administration Home page, click the Relationship (+) symbol in the lender agent tree to show all relationships with lenders, as shown in Figure 2.2.2.
3. Click the lender name in the lender agent tree to open the Administration Relationship details page for that relationship.

Seller numbers assigned to the lender agent by their lender display in the Seller Numbers section, as shown in Figure 2.2.2.

Figure 2.2.2 Lenders Assigned Seller Numbers

Lender Details

Uniform Collateral Data Portal™ Fannie Mae Freddie Mac

Administration - Relationship Details

LenderAgent_Smith > South West Lender > LenderAgent_Smith

Relationships

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	TDC01013	FULL	ACTIVE

Seller Numbers

Fannie Mae

123456781

Freddie Mac

12345

Fannie Mae Seller Numbers

Freddie Mac Seller Numbers

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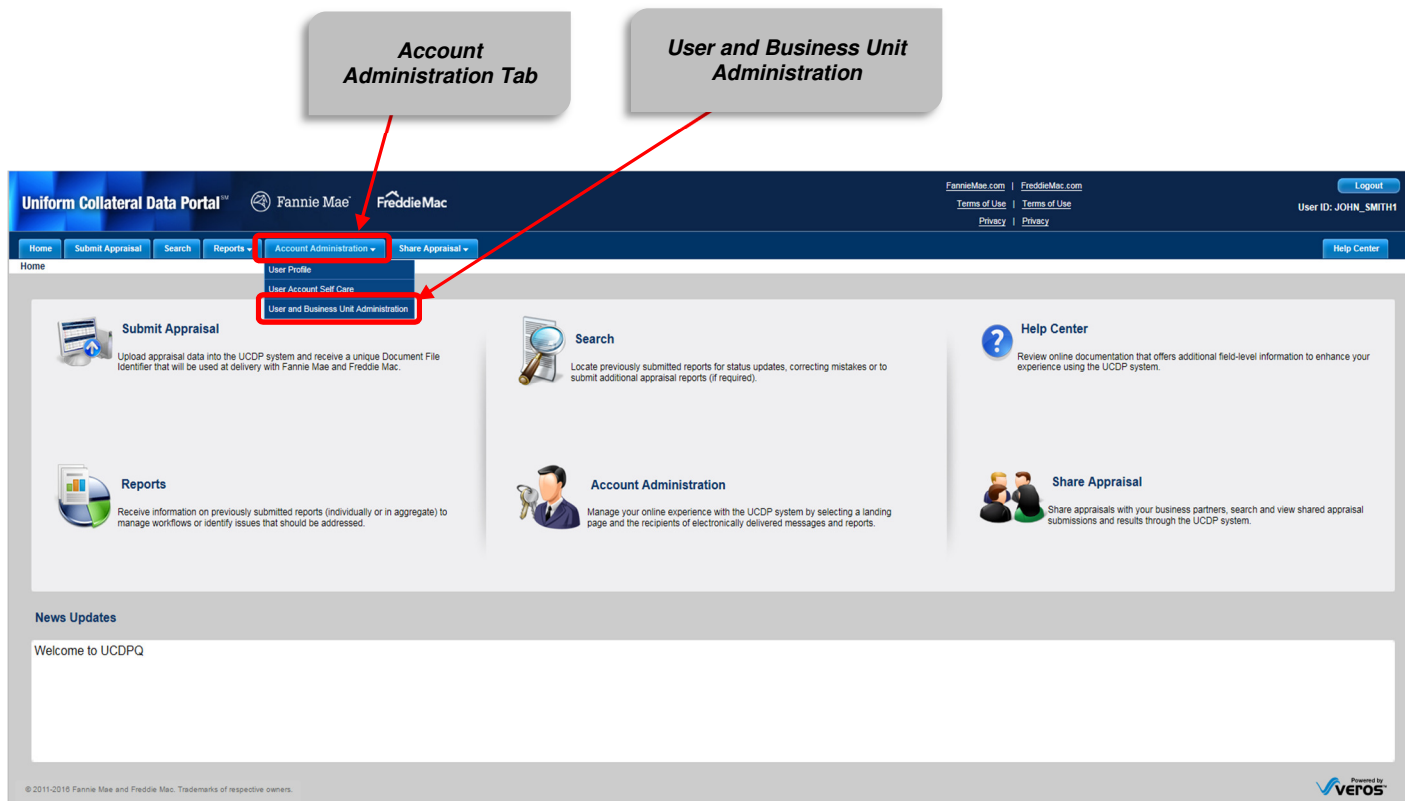
3. Managing Your Lender Relationships

As the LAA, you can change the status of your relationship (Pending, Active or Declined) with a lender. Follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 3.0.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 3.0.1 Account Administration Tab



- On the Administration Home page, shown in Figure 3.0.2, click Relationships in the lender agent tree. The Administration Relationship details page shows all the relationships you have with lenders.

The list of Current Relationships, shown in Figure 3.0.2, contains the following details:

- The inviting Lender’s Business Unit Name
- The inviting Lender’s Name
- Relationship Name (a combination of the Lender’s Name/your Agent’s name)
- The relationship Business Unit Number
- Permissions the lender has granted you as an agent (see Table 2.0.1)
- Status of the invitation

Figure 3.0.2 All Relationships Details

Update a Relationship

Uniform Collateral Data Portal™ Fannie Mae FreddieMac FannieMae.com | FreddieMac.com Terms of Use | Privacy | Logout User ID: LENDERAGENT Help Center

Administration - Relationships

LenderAgent_Smith

LenderAgent_Smith
Users
Relationships
Business Unit

Update a Relationship

Select Relationship* -- Select Relationship -- Lender Agent Permissions Status

Change Status To* -- Status -- Update

Current Relationships

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	TD061013	FULL	ACTIVE
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	ARH06216	FULL	DECLINED
ZZYX	ZZYX	ZZZZ -LenderAgent_Smith	VTT76611	FULL	INACTIVE

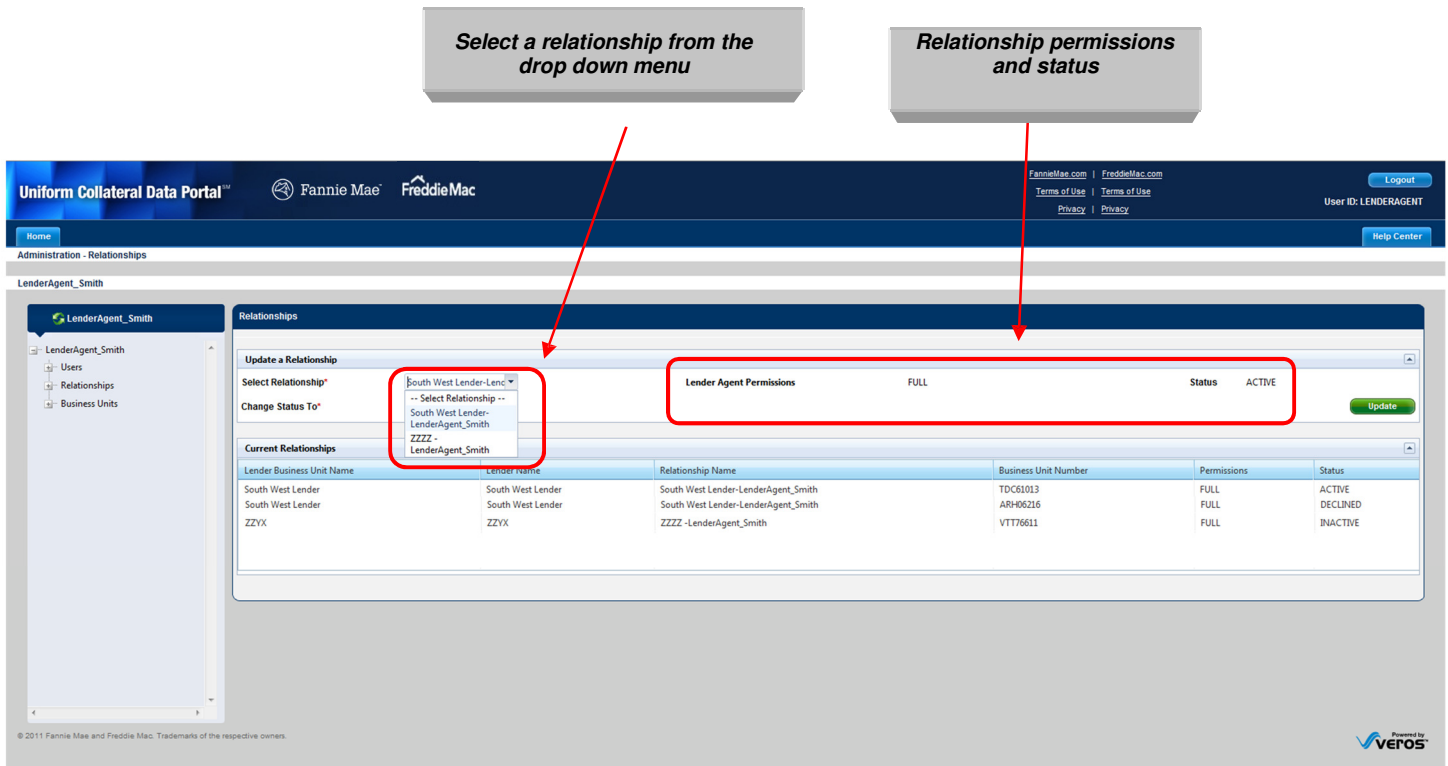
© 2011 Fannie Mae and Freddie Mac. Trademarks of the respective owners. Powered by VEROS

Click on Relationships from the tree

Current Relationships

- In the Update a Relationship section of the page, shown in Figure 3.0.3, select the lender from the Select Relationship dropdown to display your Lender Agent Permissions and current status.

Figure 3.0.3 Select a Relationship



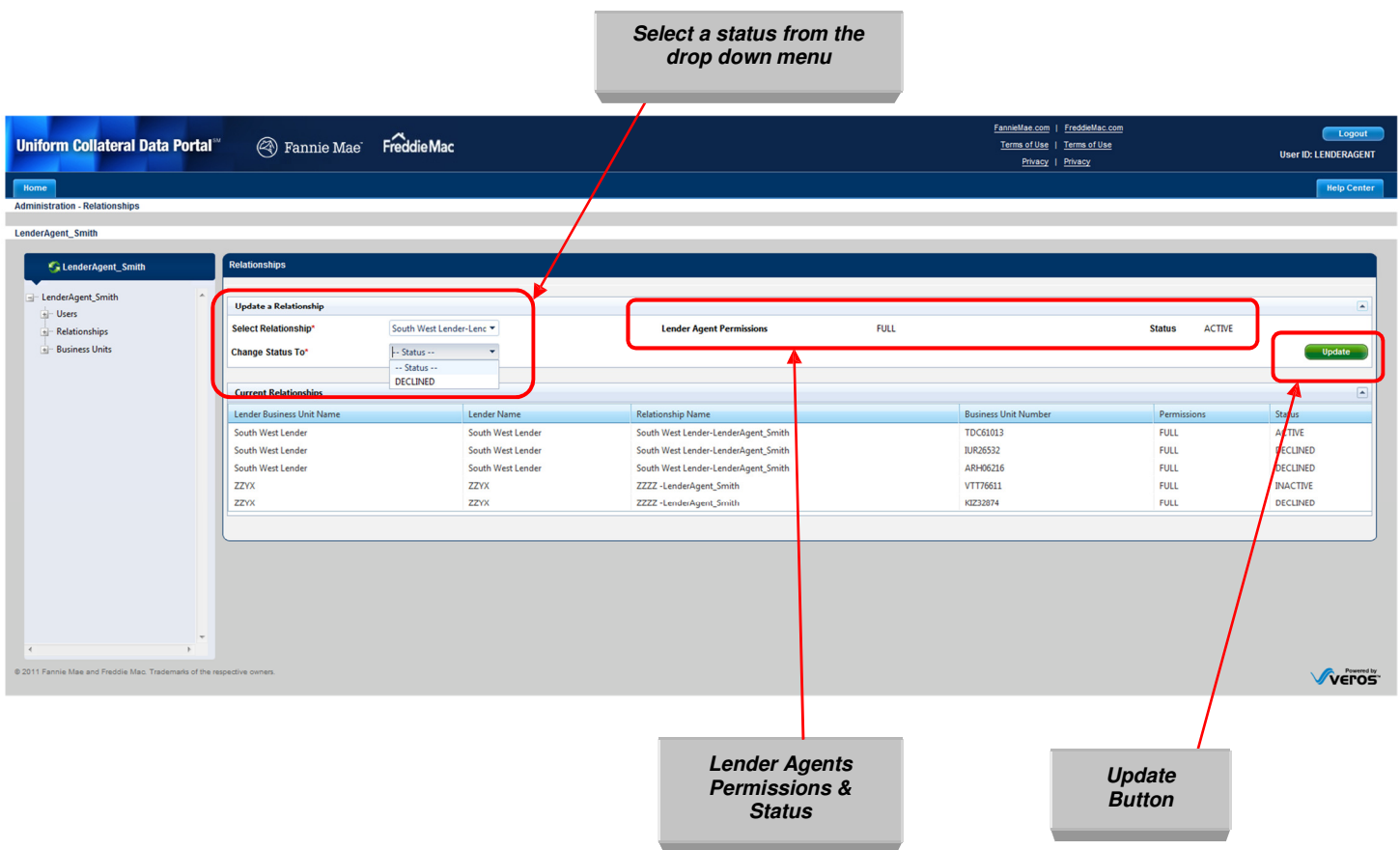
- From the Change Status To dropdown (see Figure 3.0.5), select your desired status. Table 3.0.4 lists the statuses.

Table 3.0.4 Change Status Options

Current Status	Change Options
Pending	<p>Active to accept the invitation to become the lender’s agent.</p> <p>Decline to decline the invitation.</p> <p><i>NOTE: If you decline the invitation, the lender must send a new invitation if you want to establish a relationship at a future date. See Section 2 for more information about establishing relationships with lenders.</i></p>
Active	<p>Decline to decline the invitation.</p>

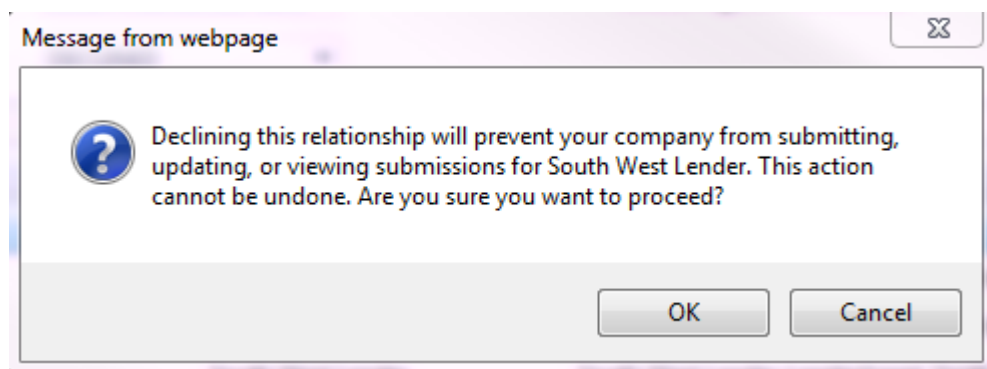
- Click Update.

Figure 3.0.5 Select a Relationship Details



If you decline a relationship and click Update, you receive a warning message shown in Figure 3.0.6 before the status is updated in UCDP.

Figure 3.0.6 Status Change Warning (if declined)



When the status is changed, the message “Relationship status updated successfully” appears in green at the top of the page, as shown in Figure 3.0.7.

Figure 3.0.7 Relationship Status Updated Successfully Message

The screenshot displays the Uniform Collateral Data Portal interface. At the top, there is a navigation bar with the Fannie Mae and Freddie Mac logos, and a user ID of LENDERAGENT. The main content area is titled "Administration - Relationships" and "LenderAgent_Smith". A red box highlights a green message at the top of the page: "Relationship Status updated successfully." A callout box labeled "Successful message" points to this message. Below the message, there is a form for "Update a Relationship" with dropdown menus for "Select Relationship" and "Change Status To", and an "Update" button. A table titled "Current Relationships" is also visible, showing columns for Lender Business Unit Name, Lender Name, Relationship Name, Business Unit Number, Permissions, and Status.

Lender Business Unit Name	Lender Name	Relationship Name	Business Unit Number	Permissions	Status
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	TD061013	FULL	ACTIVE
South West Lender	South West Lender	South West Lender-LenderAgent_Smith	ARH06216	FULL	DECLINED
ZZYX	ZZYX	ZZZZ -LenderAgent_Smith	VT76611	FULL	INACTIVE

4. Managing Lender Agent Users

In UCDP, authorized LAAs are responsible for adding and maintaining information about the users in their organization. Table 4.0.1 lists the functions that LAAs can perform.

Table 4.0.1 LAA Functions

Function	Description
Create Users	To create users in UCDP as a LAA, lender agent user, lender agent read-only user or agent correspondent user (see Section 4.1).
Invite Users	To invite users to UCDP as a LAA, lender agent user, lender agent read-only user or agent correspondent user (see Section 4.2).
Modify Users	To change a user's role between LAA, lender agent user, lender agent read-only user or agent correspondent user; change passwords for security reasons or if a password is forgotten; and suspend user access into UCDP (see Section 5.0).
Transfer Users	To move users between business units (for organizations with multiple business units). Users can only be assigned to one business unit at a time (see Section 5.4).
Restore Users/ Permanently Delete Users	To restore a user's access to UCDP or permanently delete a user from UCDP (see Section 5.5).

LAAAs are the only users authorized to manage the access rights for individuals in an organization. Table 4.0.2 explains the functionality available to different user roles that you must consider carefully when adding or updating user information in your company.

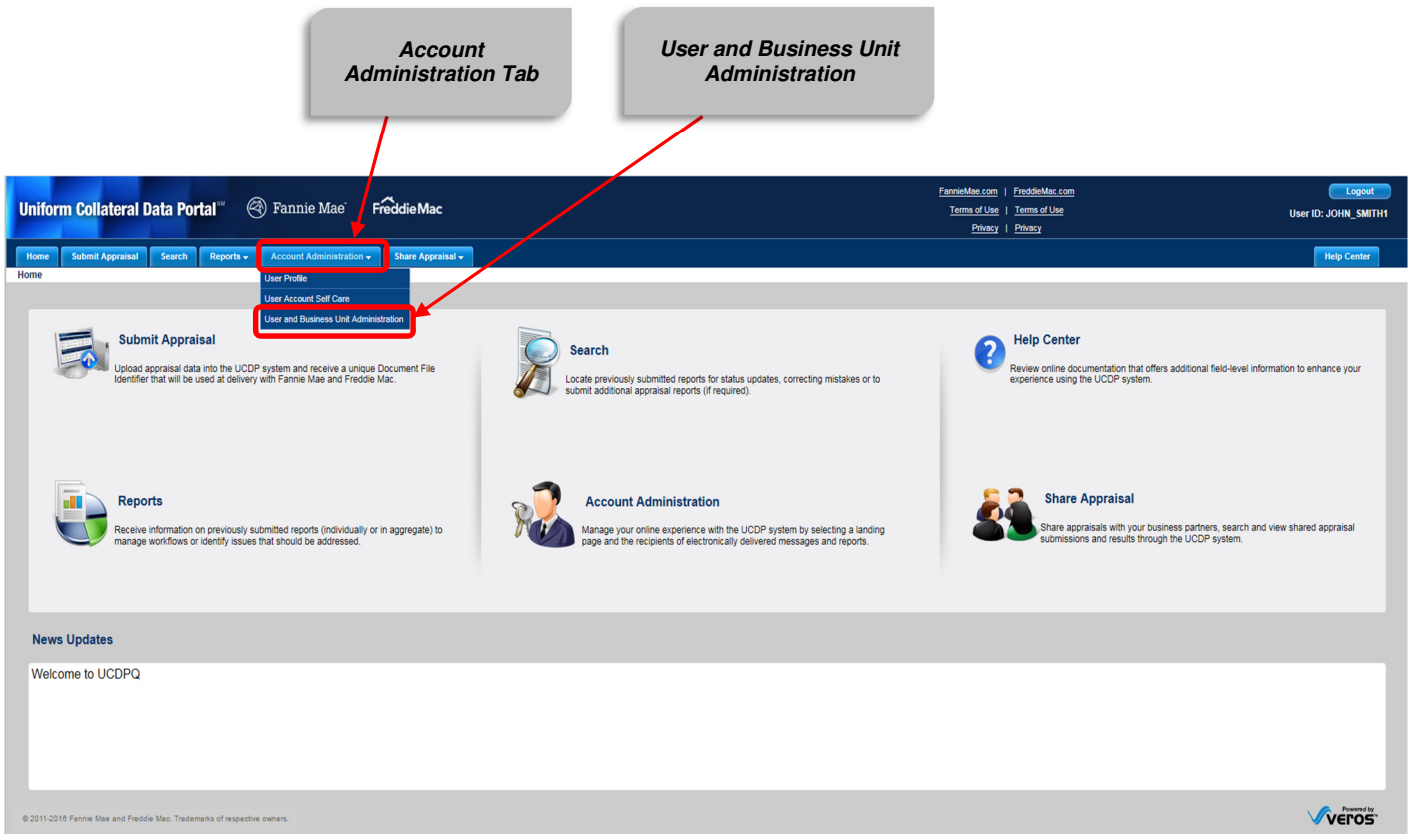
Table 4.0.2 User Functionality

Functionality Available by User Role				
Functionality	Lender Agent Admin	Lender Agent User	Lender Agent Read-Only User	Agent Correspondent User
Set up business unit structure	√			
Add users	√			
Manage users	√			
Submit appraisal data files	√	√		√
Search appraisals	√	√	√	√
Upload corrected appraisal data files	√	√		√
Set up reports	√	√	√	√
Review reports	√	√	√	√
Request overrides	√	√		√
Change your own user profile	√	√	√	√
Complete user account self-care tasks	√	√	√	√
Share appraisals	√			√

To access the User and Business Unit Administration page, click the Account Administration tab on the Home page and select User and Business Unit Administration from the dropdown, as shown in Figure 4.0.3.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 4.0.3 Account Administration Tab



To access the Administration-Users page, shown in Figure 4.0.4, click Users in the lender admin tree. You can manage users in the lender agent organization on this page.

Figure 4.0.4 User Page

The screenshot displays the 'Administration - Users' page in the Uniform Collateral Data Portal. The page header includes the portal name, Fannie Mae and Freddie Mac logos, and user information (User ID: LENDERAGENT). The left sidebar shows a navigation tree with 'Users' selected. The main content area contains five panels: 'Create User', 'Invite User', 'Modify User', 'Transfer Users', and 'Restore Users'. Each panel has specific input fields and buttons. Red arrows point from callout boxes at the bottom to the 'Users' link in the sidebar and the five main panels.

Click on Users in the Lender tree

Create User

Invite User

Modify User

Transfer User

Restore User

4.1 Creating a user in UCDP

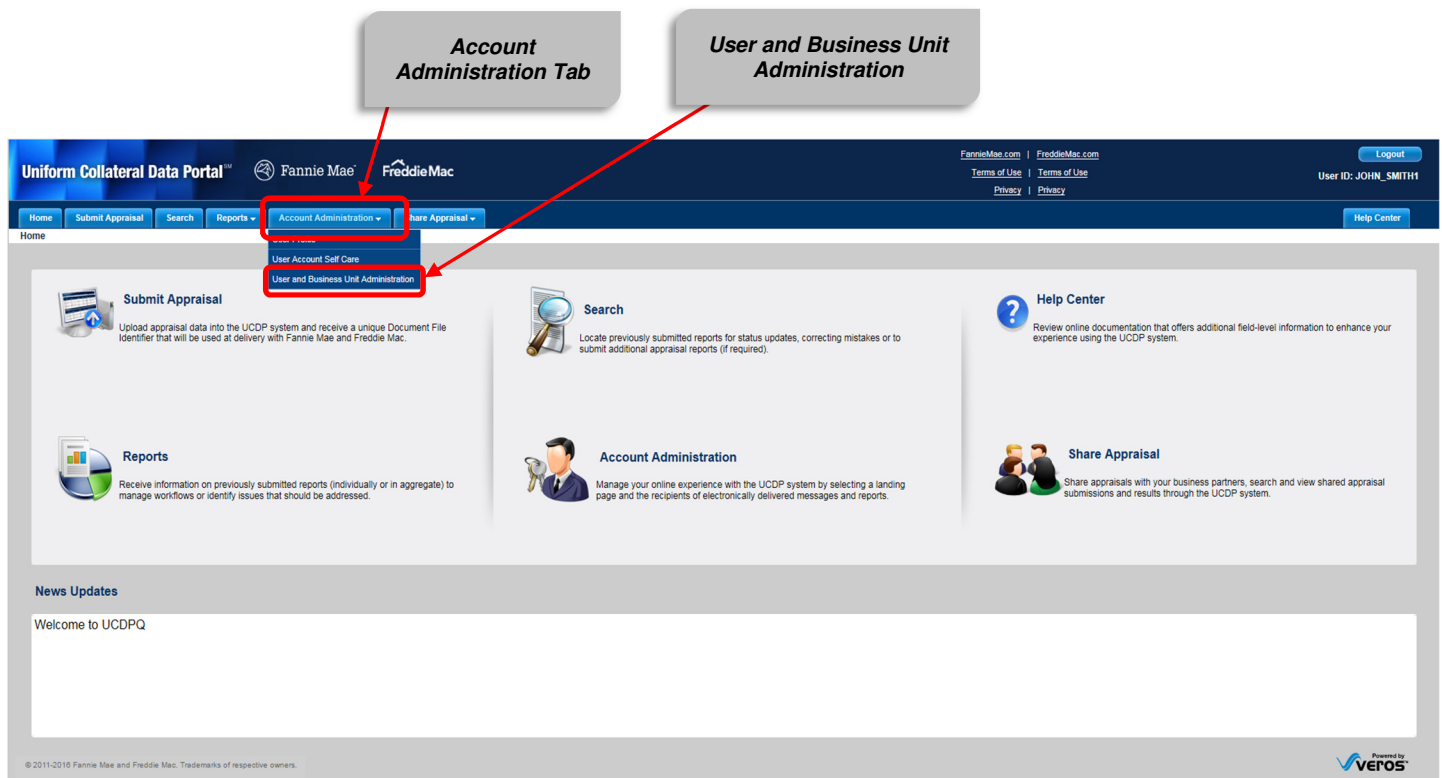
When creating a user, the LAA assigns a user a permanent user ID and a temporary password that the user must change after logging in for the first time.

To create a user in UCDP, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 4.1.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 4.1.1 Account Administration Tab



2. To access the Administration Users page, click Users in the lender tree.
3. In the Create User section, shown in Figure 4.1.2, complete all of the information marked with a red (*) asterisk:
 - First Name*
 - Last Name*
 - Email Address*
 - User ID*
 - Temporary Password*
 - Role*
4. Click Create.

Figure 4.1.2 Create a User Section of the User Page

The screenshot shows the 'Create User' form with the following fields and controls:

- First Name * (text input)
- Last Name * (text input)
- Email Address * (text input)
- User ID * (text input)
- Password * (text input)
- Role * (dropdown menu, currently showing 'Agent Admin')
- Reset button (blue)
- Create button (green, highlighted with a red box and a callout box labeled 'Create button')

After you click Create, “User created successfully” appears in green at the top of the page (shown in Figure 4.1.3).

Figure 4.1.3 User Created Successfully Message

The screenshot shows the 'Create User' form with a success message at the top:

User created successfully. This change may take a few minutes to take effect.

The form fields and buttons are the same as in Figure 4.1.2, but the 'Role' dropdown menu is now set to "-- Select Role --". A callout box labeled 'Success Message' points to the green message at the top.



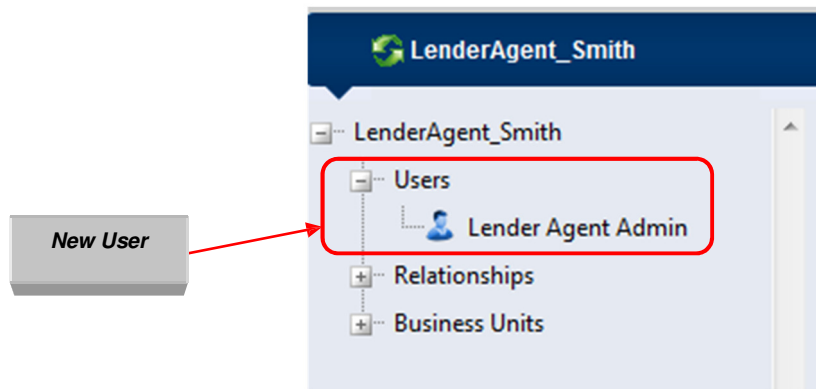
5. Refresh the page by clicking the  icon on the top toolbar of your web browser.
6. To display the newly created user, click the expand icon next to Users  Users in the lender agent tree, as shown in Figure 4.1.4.

Figure 4.1.4 Created User in User Tree



NOTE: Users need to complete a series of steps (described in Section 1 of the UCDP General User Guide) to create a new password, accept the terms and conditions of UCDP, and create challenge response questions and answers **before** they can start using the UCDP system.

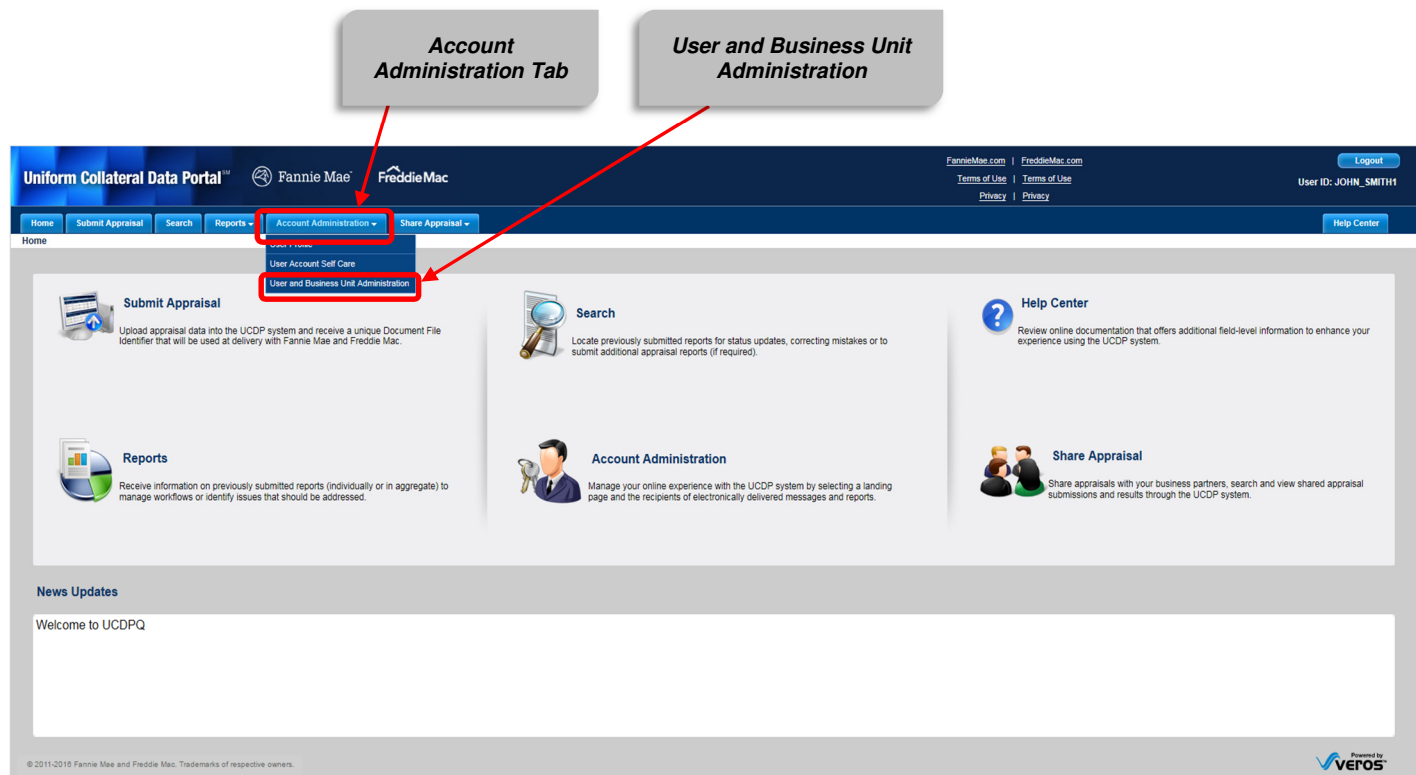
4.2 Inviting a user in UCDP

When inviting a user, you create an invitation and UCDP requests that the user self-register. An invited user can create a unique user ID and password (see Section 1.2 in the UCDP General User Guide).

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown as shown in Figure 4.2.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 4.2.1 Account Administration Tab

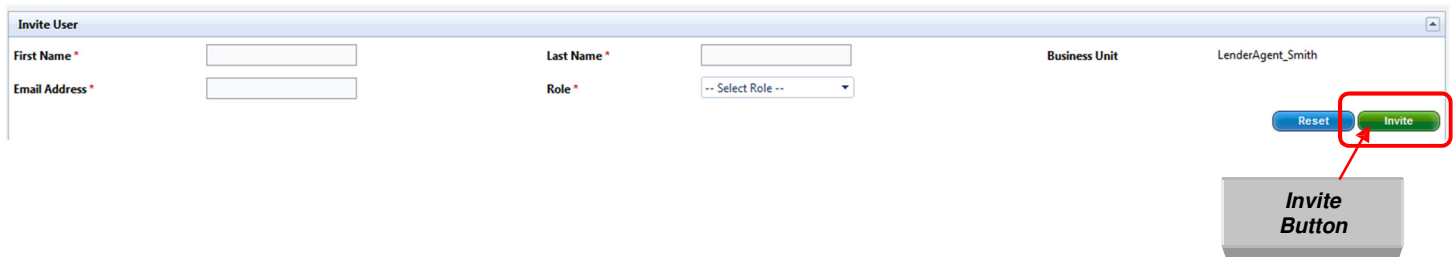


- To access the Administration Users page, click Users in the lender tree.
- In the Invite User section, shown in Figure 4.2.2, complete all of the information marked with a red (*) asterisk:
 - First Name*
 - Last Name*
 - Email Address*
 - Role*

NOTE: The Business Unit information appears by default.

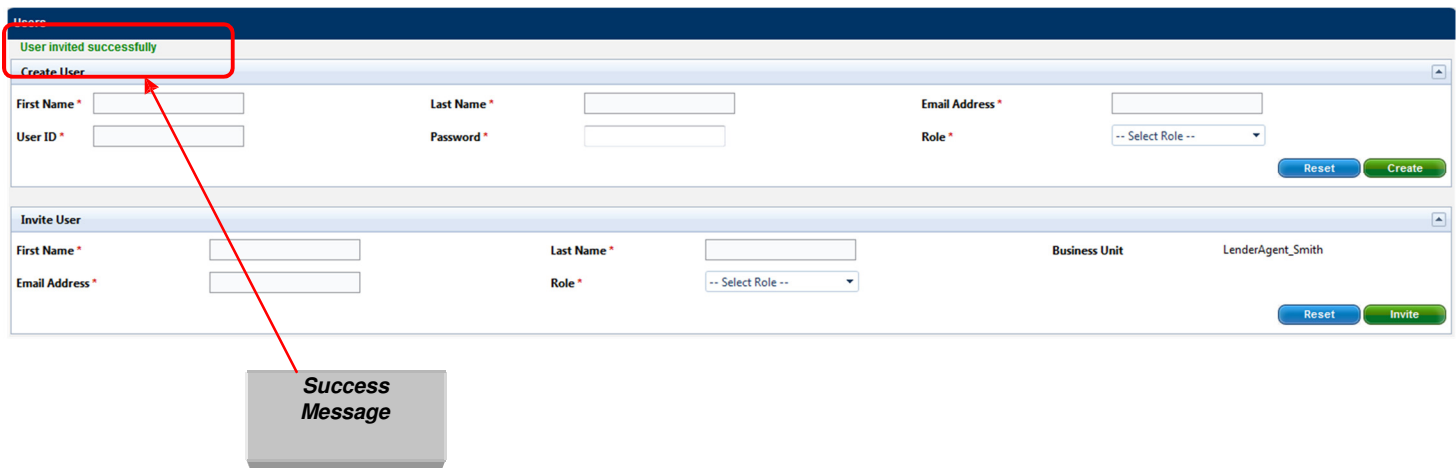
- Click the Invite button.

Figure 4.2.2 Invite a User



After you click Invite, "User invited successfully" appears in green at the top of the page (shown in Figure 4.2.3).

Figure 4.2.3 User Invited Successful Message



Your user tree updates after the invited user completes the self-registration process in UCDP.

5. Modifying a Lender Agent User

The Modify User section enables you to:

- Edit information about a user(s)
- Suspend a user(s)
- Change a user(s) password

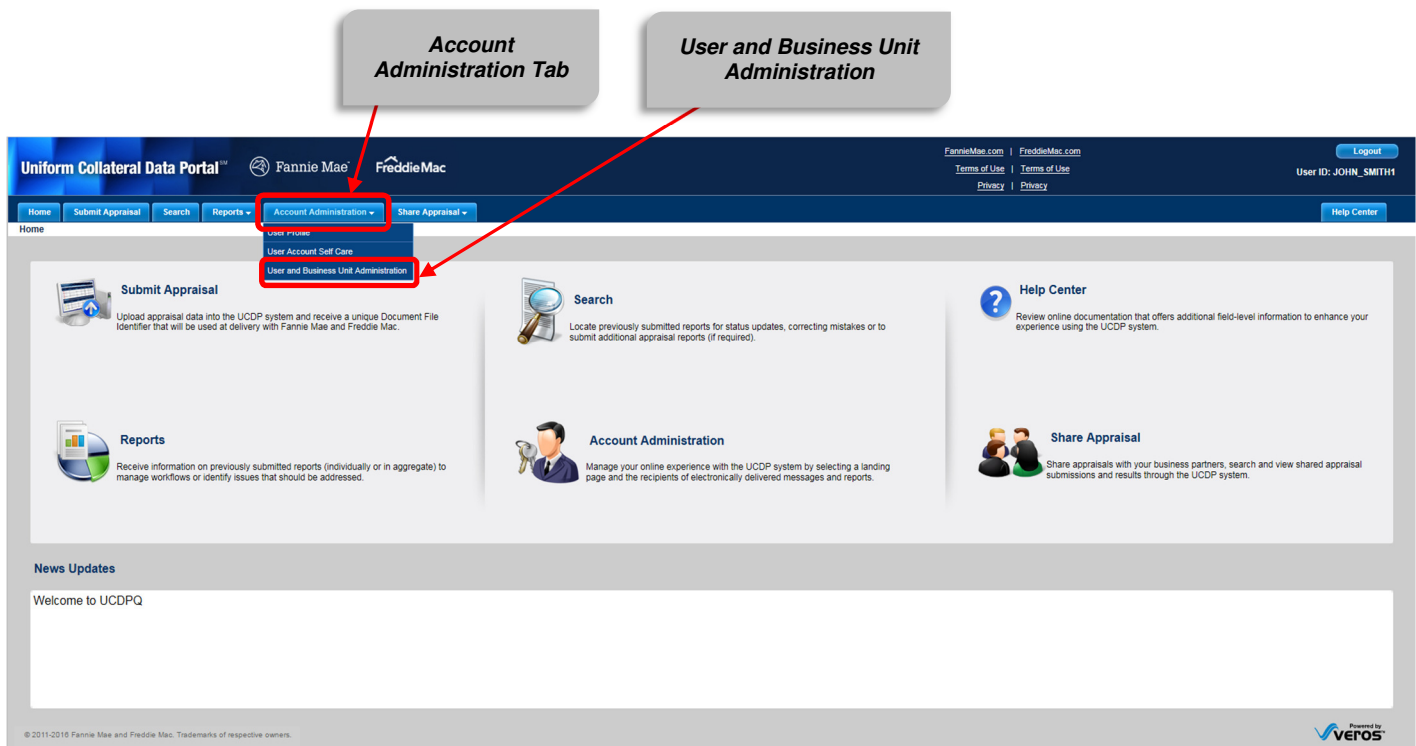
5.1 Editing User information

To change, or edit, information about a user, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.1.1.

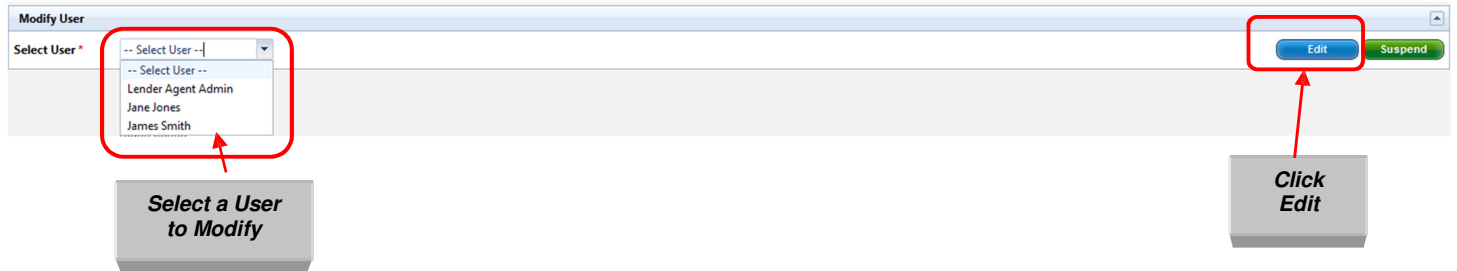
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.1.1 Account Administration Tab



2. To access the Administration Users page, click Users in the lender tree.
3. From the Modify/Edit section on the Users page, shown in Figure 5.1.2, select a user from the dropdown.
4. Click Edit.

Figure 5.1.2 Select a User to Modify



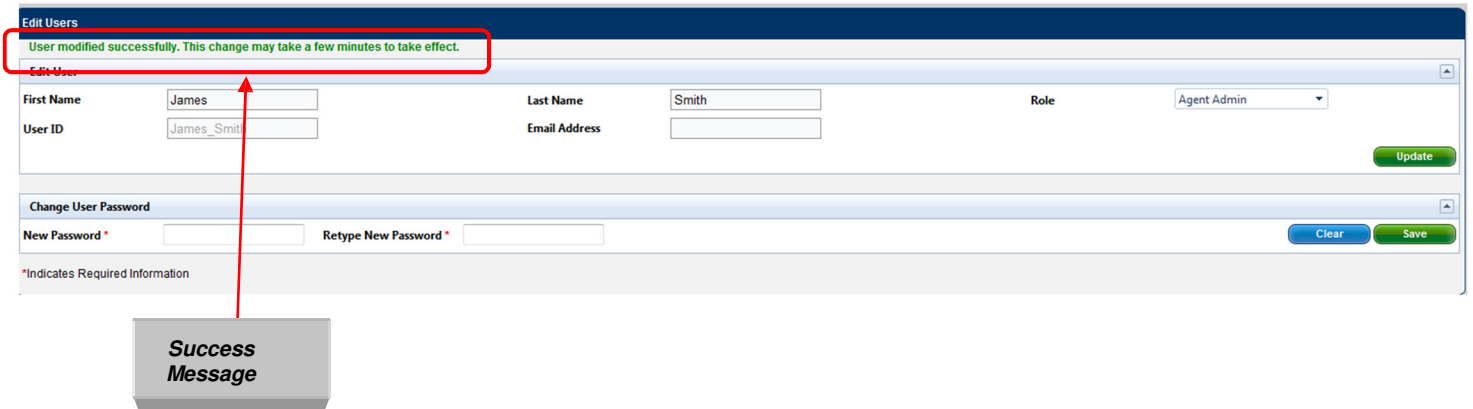
5. You can edit the following user information on the Edit Users page shown in Figure 5.1.3:

- First Name
- Last Name
- Role
- Email Address

You can also change a user’s role to provide them with more or less functionality (see Table 4.0.1).

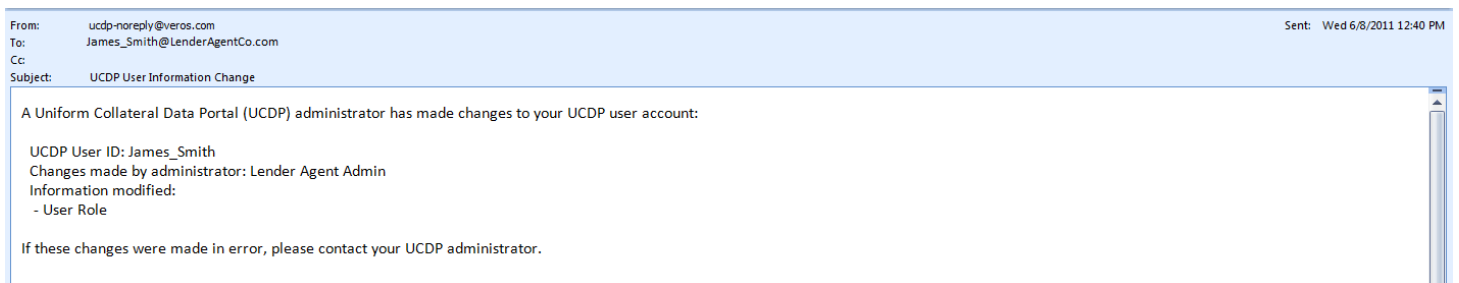
6. Click Update. The message “User modified successfully” appears in green at the top of the Edit User section as shown in Figure 5.1.3.

Figure 5.1.3 User Modified Successfully Message



The user receives an email notification, shown in Figure 5.1.4, that information on their account was modified.

Figure 5.1.4 User Modified Email Notification



5.2 Suspending a User

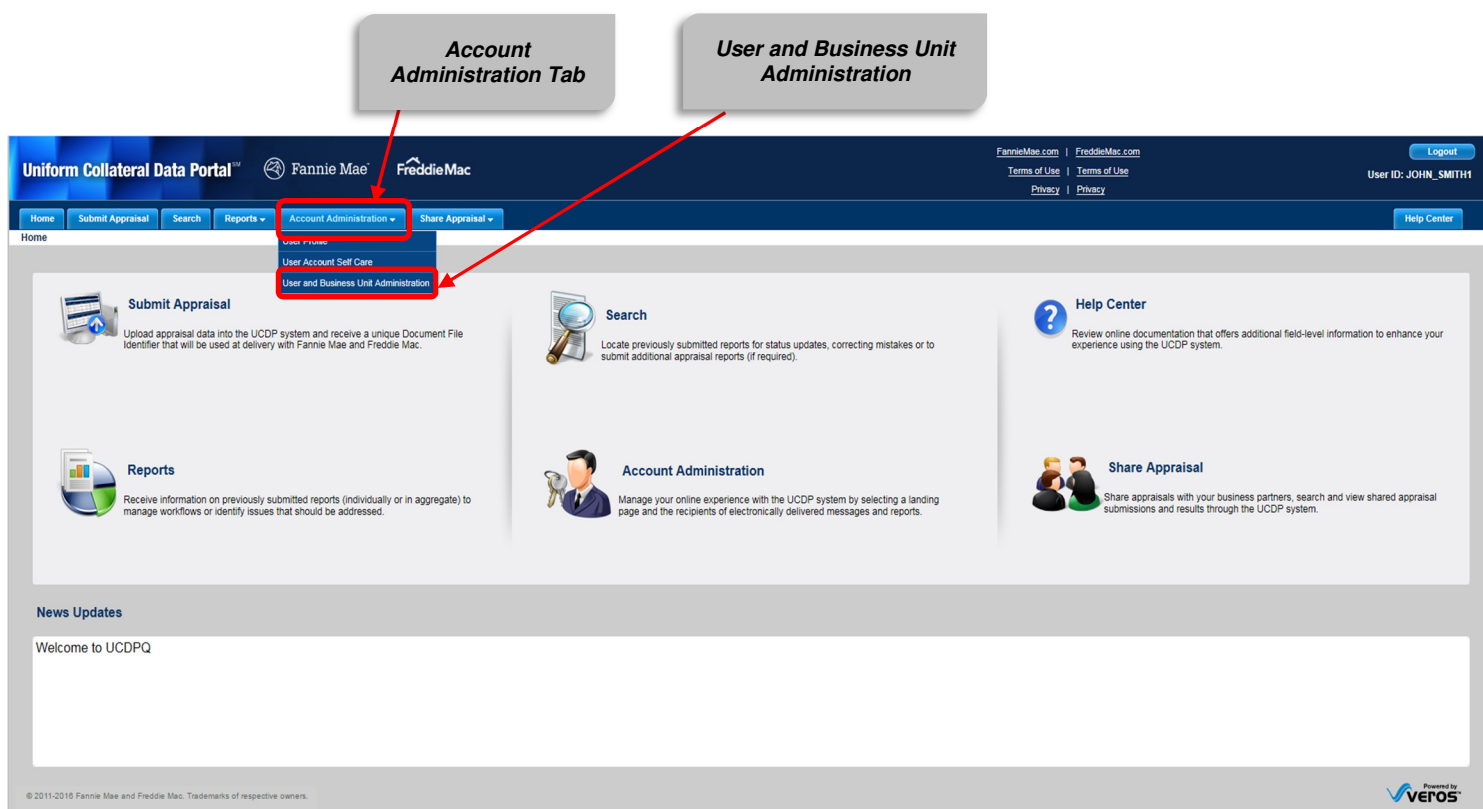
You can suspend a user from UCDP. A suspended user no longer has access to the UCDP system. You can also restore or permanently delete a suspended user in UCDP (see Section 5.5 and 5.6).

To suspend a user, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.2.1.

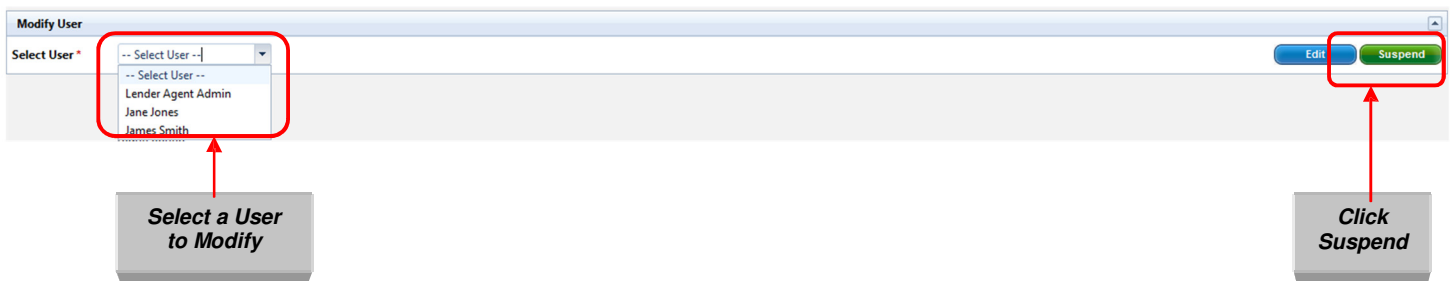
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.2.1 Account Administration Tab



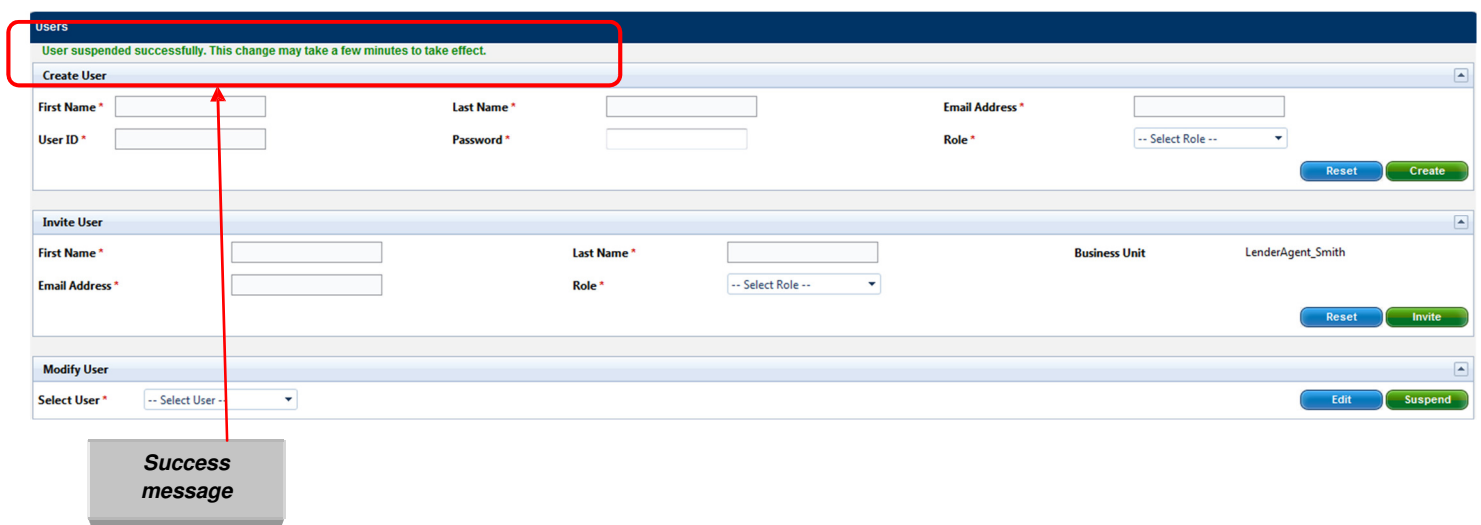
2. To access the Administration Users page, click Users in the lender tree.
3. In the Modify User section on the Users page, select a user from the dropdown, as shown in Figure 5.2.2.
4. Click Suspend.

Figure 5.2.2 Select a User to Suspend



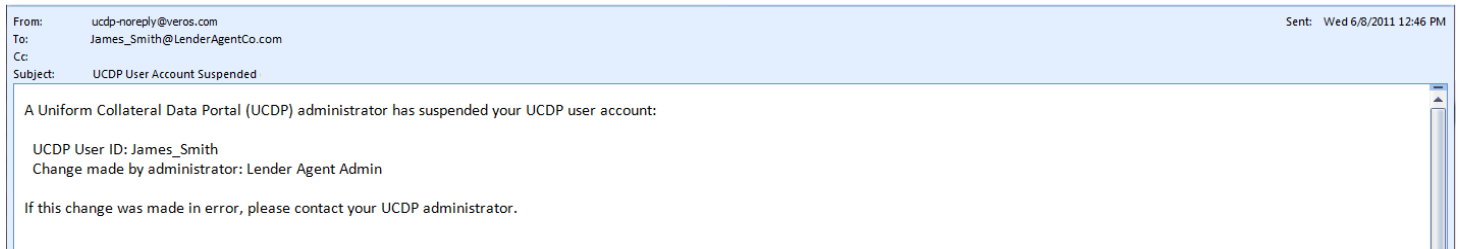
The message “User suspended successfully” appears in green at the top of the Users section as shown in Figure 5.2.3.

Figure 5.2.3 User Suspended Successfully Message



An email, shown in Figure 5.2.4, notifies the user of the suspension.

Figure 5.2.4 User Suspended Successfully Email Notification



5.3 Changing a User Password

You can change a user's password if the user forgot it or for any security reason. However, once the password has been changed, you must give the user the new temporary password so he or she can log in. The user is automatically prompted to create a permanent password. An email notification from UCDP notifies the user of the change, but the email does not provide the new password.

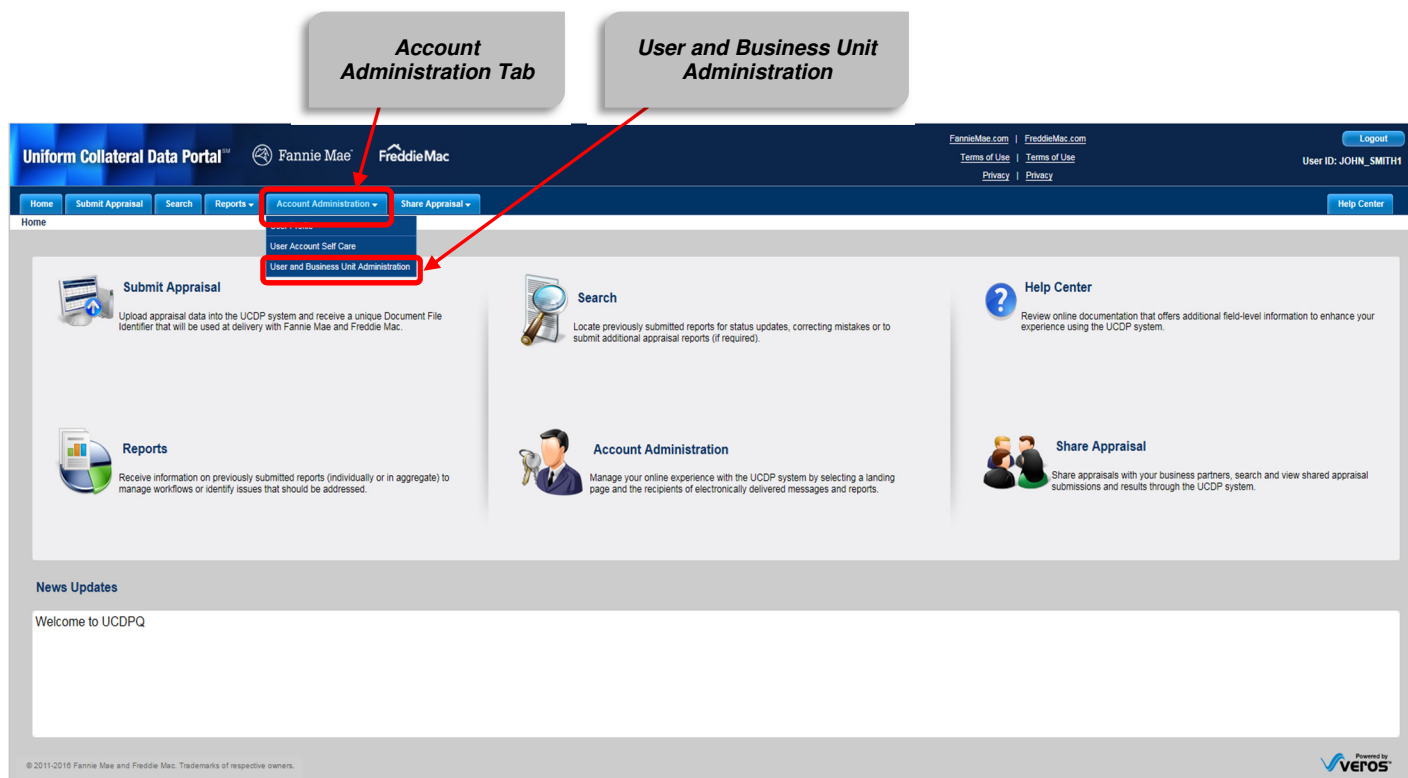
NOTE: Users have the ability to reset their own password using the “Forgot your password?” link from the UCDP login page.

To change a user password, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.3.1.

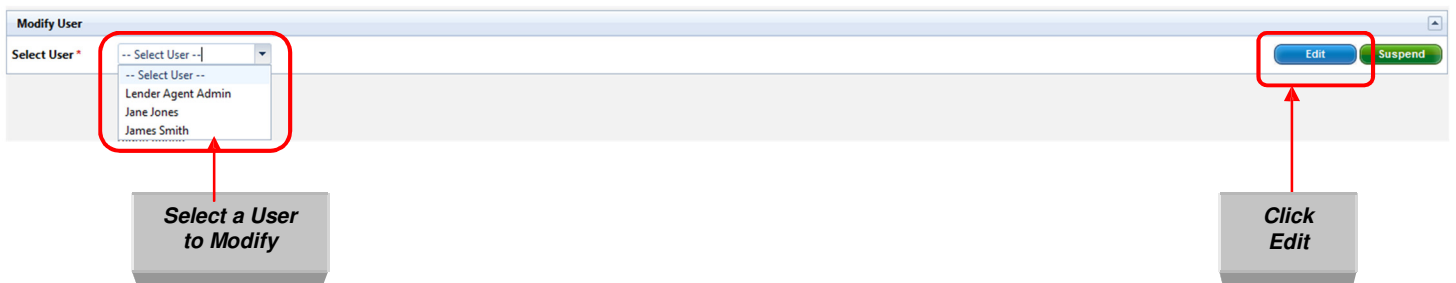
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.3.1 Account Administration Tab



- To access the Administration Users page, click Users in the lender tree.
- In the Modify User section on the Users Page, shown in Figure 5.3.2, select a user from the dropdown.
- Click Edit.

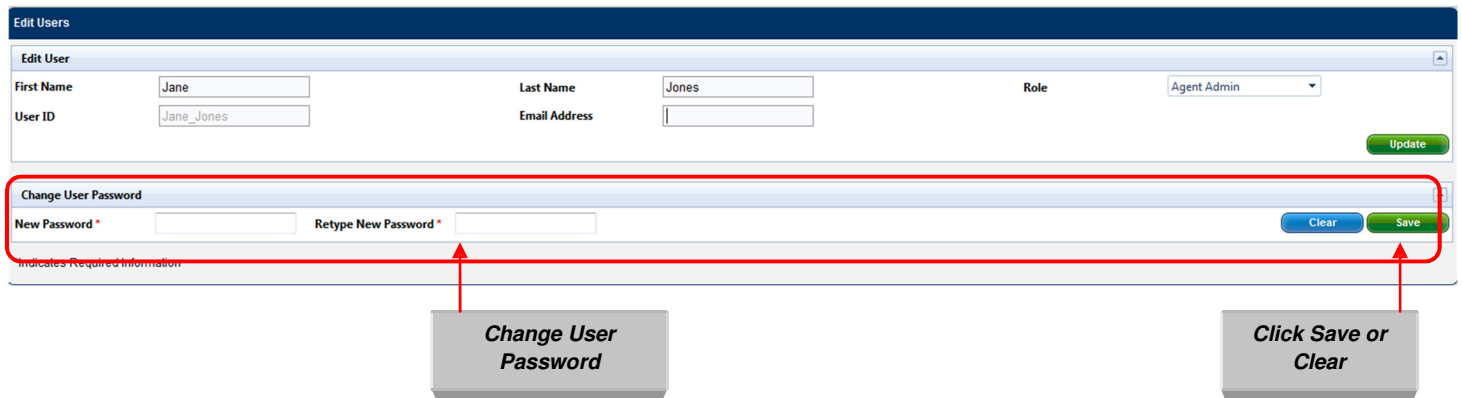
Figure 5.3.2 Select a User to Modify



- Enter the new password in the Change User Password section, shown in Figure 5.3.3.
- Retype the new password.
- Click Save to update the user’s password in UCDP.

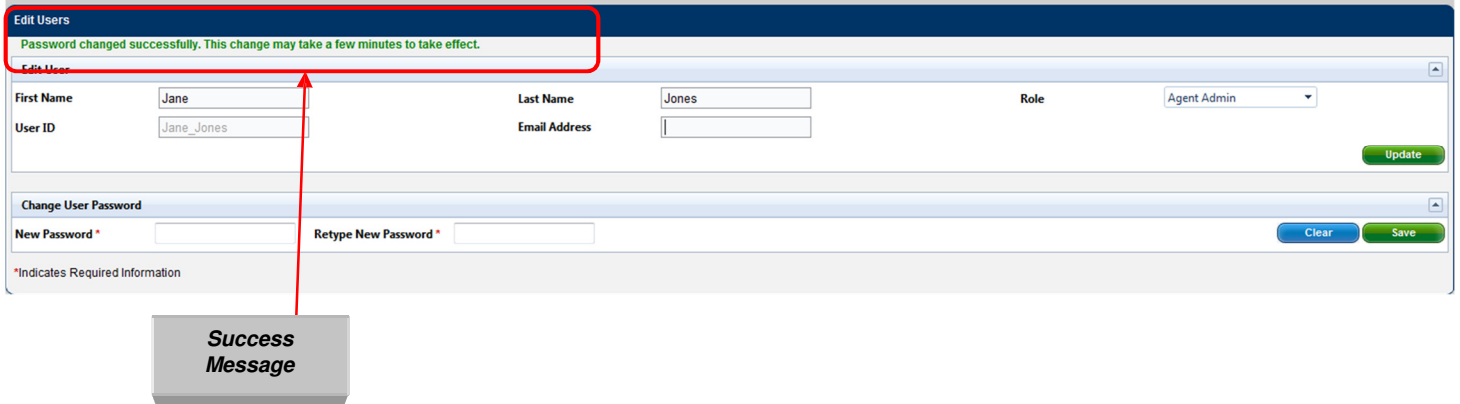
NOTE: Passwords cannot be the same as the user ID and must be at least eight characters long. For more information, see Appendix C: Password Strength Rule.

Figure 5.3.3 Change User Password



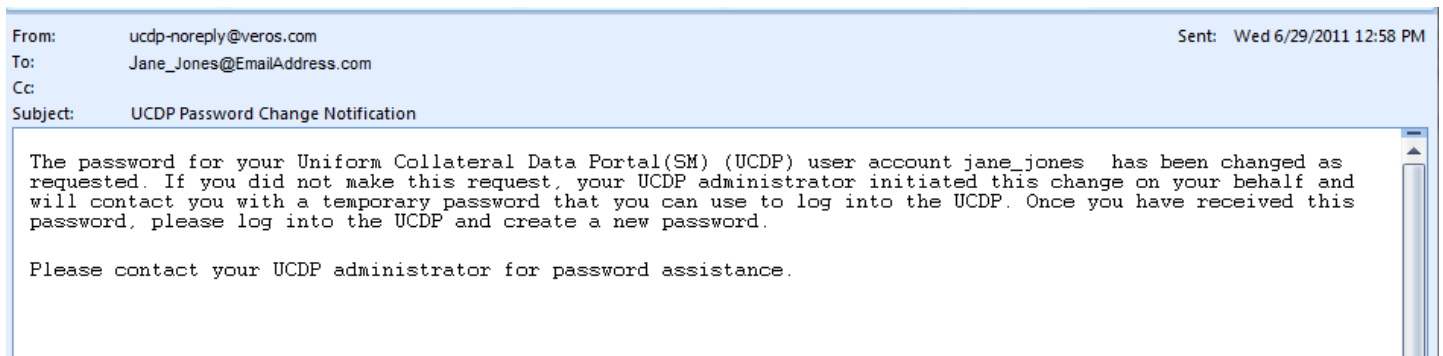
The message “Password changed successfully” appears in green at the top of the page as shown in Figure 5.3.4. This change may take a few seconds to take effect.

Figure 5.3.4 Password Changed Successfully Message



An email is also sent to the user telling them that their password was changed.

Figure 5.3.5 Password Changed Successfully Email Notification



5.4 Transferring users between business units

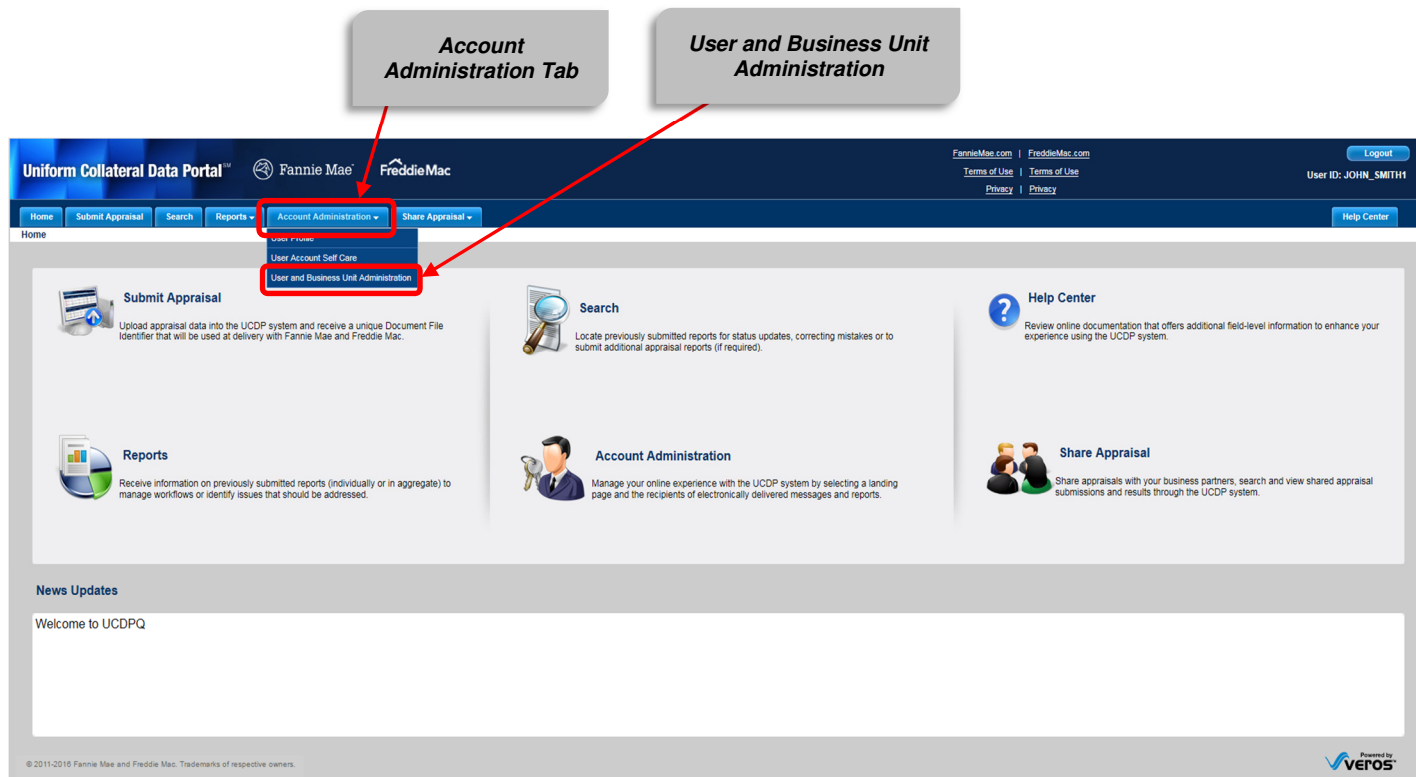
If your organization has multiple business units, you can transfer users from one business unit to another as needed. Transferring users in and out of business units enables you to efficiently manage resources based on the setup of your organization. Users only have access to the business unit assigned to them.

To transfer a user from one business unit to another, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.4.1.

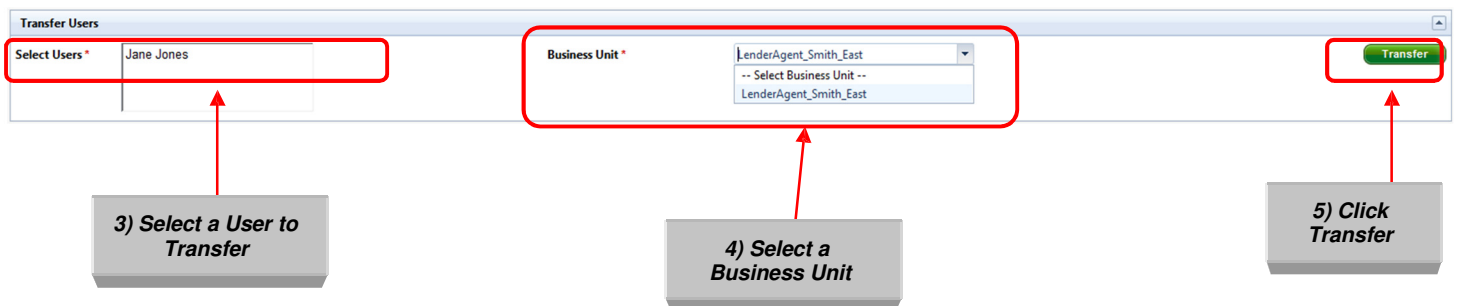
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.4.1 Account Administration Tab



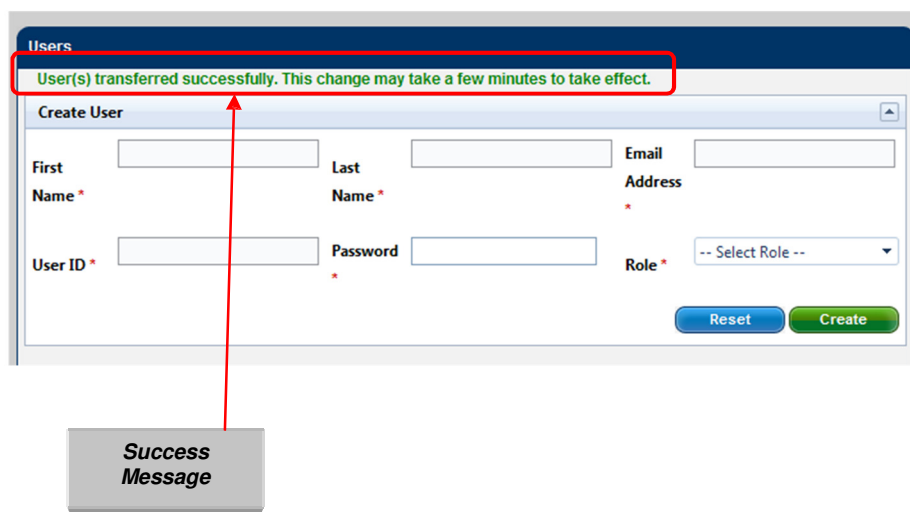
2. To access the Administration Users page, click Users in the lender tree.
3. In the Transfer Users section of the Users page, select a user from the dropdown, as shown in Figure 5.4.2.
4. Select the new business unit from the dropdown.
5. Click Transfer.

Figure 5.4.2 Transfer a User



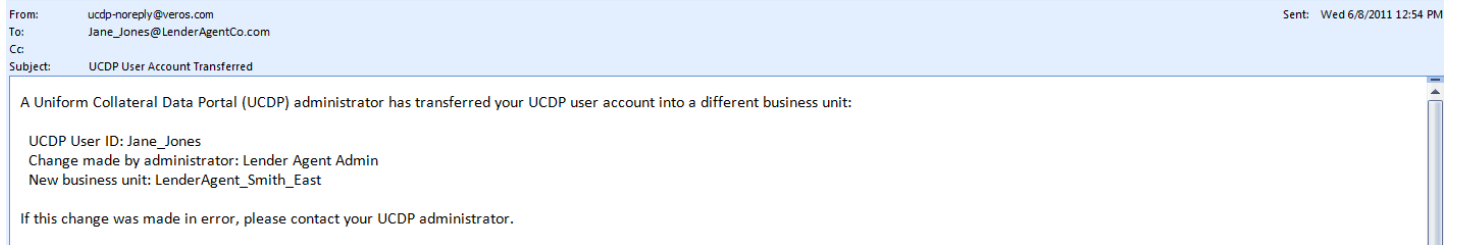
The message “User transferred successfully” appears in green at the top of the page, as shown in Figure 5.4.3.

Figure 5.4.3 User Transferred Successfully Message



The user also receives an email (shown in Figure 5.4.4) with a notification about the transfer.

Figure 5.4.4 User Transferred Successfully Email Notification



5.5 Restoring a User

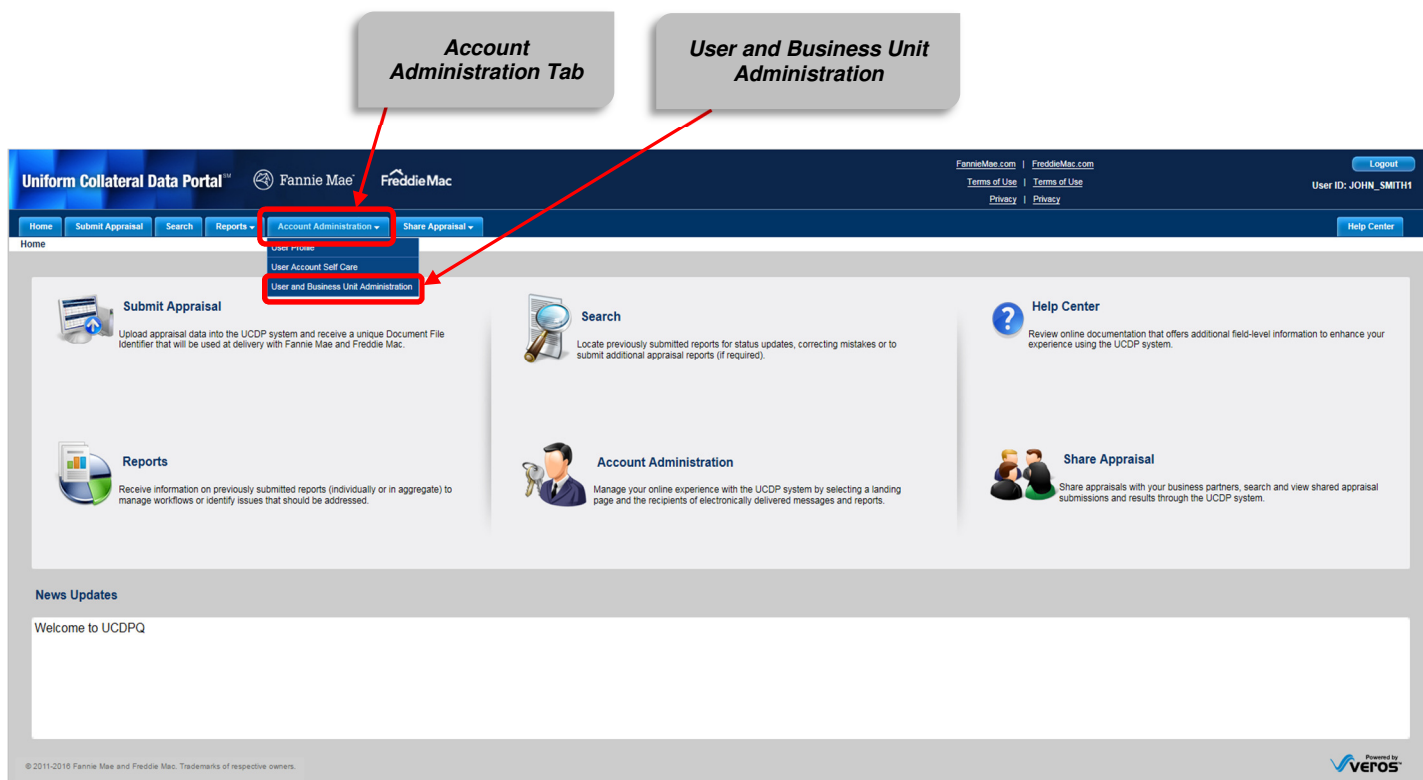
You can restore a suspended user from UCDP. Restoring a user reinstates the same access privileges the user had prior to suspension. Once restored, an email notifies the user that he or she can log into UCDP again.

To restore a previously suspended user, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.5.1.

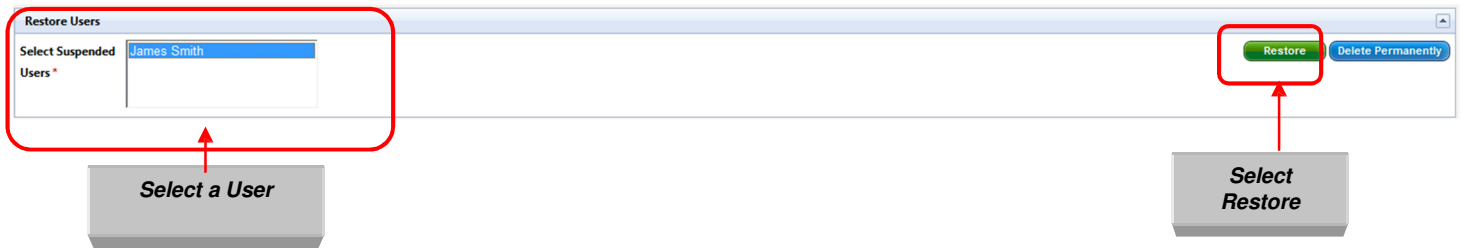
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.5.1 Account Administration Tab



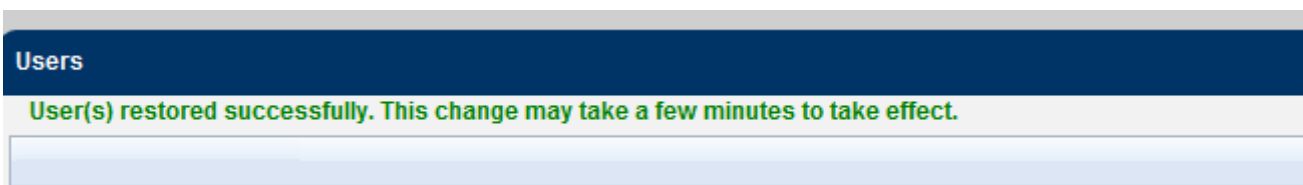
- To access the Administration Users page, click Users in the lender tree.
- In the Restore Users section of the Users page, select a user from the dropdown, shown in Figure 5.5.2.
- Click Restore.

Figure 5.5.2 Restore a User



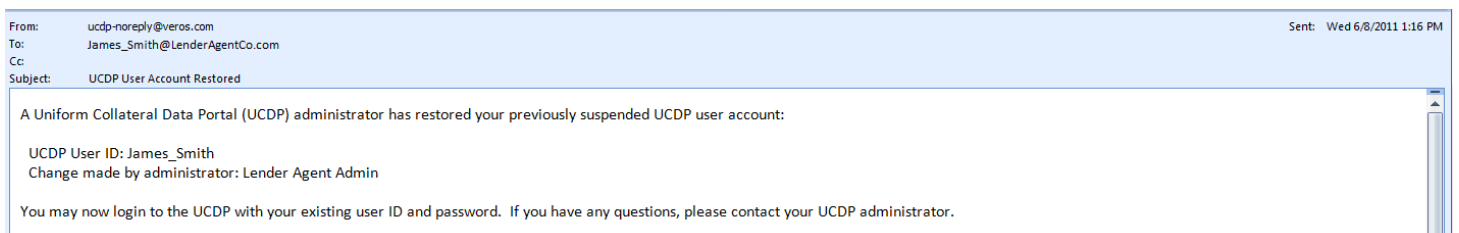
The message “User restored successfully” appears in green at the top of the page as shown in Figure 5.5.3. This change may take a few seconds to take effect.

Figure 5.5.3 User Restored Successfully Message



Transferred users receive an UCDP email shown in Figure 5.5.4 notifying them of the change.

Figure 5.5.4 User Restored Successfully Email Notification



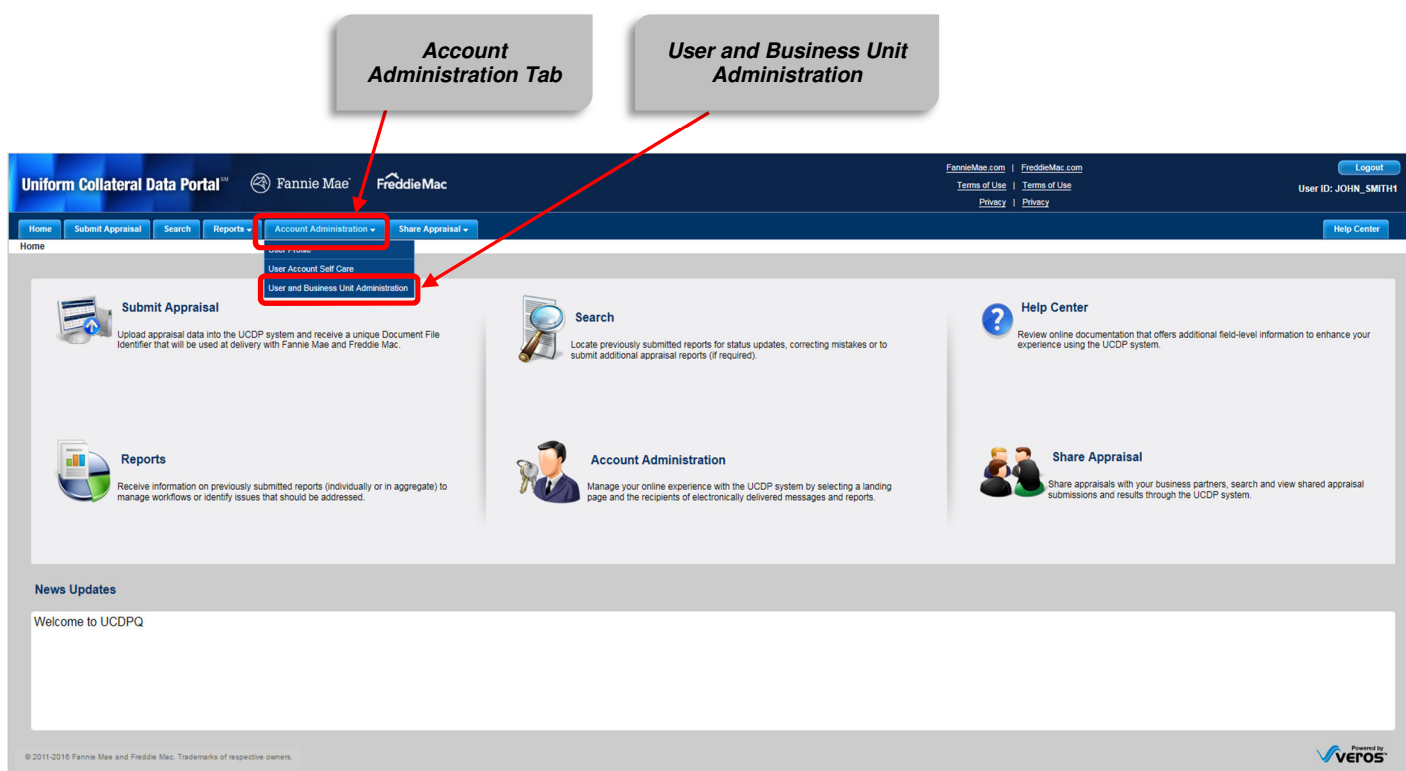
5.6 Permanently Deleting a User from UCDP

To permanently delete a suspended user from UCDP, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 5.6.1.

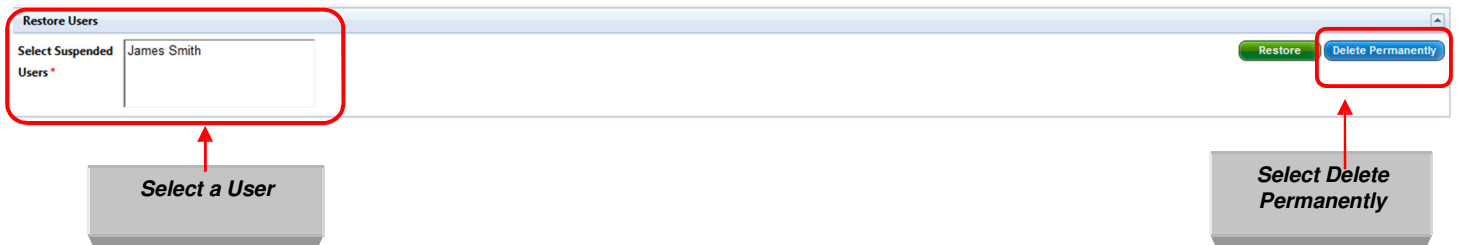
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 5.6.1 Account Administration Tab



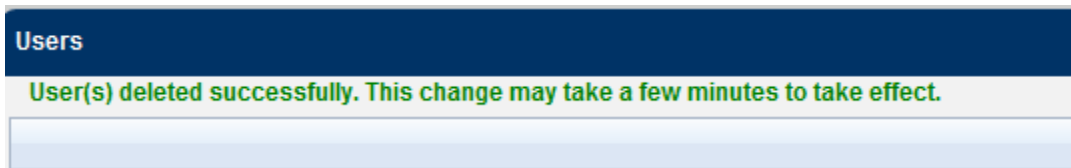
- To access the Administration Users page, click Users in the lender tree.
- In the Restore Users section of the Users page, select a suspended user from the dropdown, shown in Figure 5.6.2.
- Click Delete Permanently.

Figure 5.6.2 Permanently Delete a User



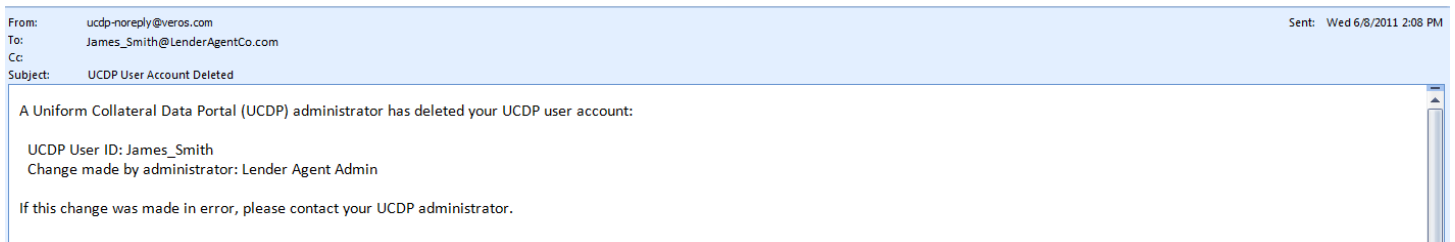
The message “User deleted successfully” appears in green at the top of the page as shown in Figure 5.6.3. This change may take a few seconds to take effect.

Figure 5.6.3 User Deleted Successfully Message



Once you delete a user, an email notification, shown in Figure 5.6.4, notifies the user of the deletion.

Figure 5.6.4 User Deleted Successfully Email Notification



6. Managing Your Business Unit(s)

When you first register your company in UCDP, it is assigned a business unit. This is your primary, or parent, business unit. **For most organizations, the primary business unit adequately meets all of their UCDP business needs.**

In the event your organization requires additional business units, you can set up subordinate, or child, business units that enable you to further manage the access users have to your lender relationships in UCDP.

For example, if your organization is an agent for multiple lenders, you can determine which user in your organization will work with which lender by creating a similar structure in UCDP and assigning users to the business units with restricted access to a particular lender. Users can only be assigned to one business unit at a time and cannot see the other business units on UCDP.

As a LAA at the parent level, you have access to all business units and can perform the business unit functions described in Table 6.0.1.

Table 6.0.1 Lender Agent Admin Business Unit functions

Function	Description
Create a business unit	You can add a business unit to UCDP and assign lender seller numbers for users submitting appraisal data files.
Rename a business unit	You can rename a business unit to meet current needs.
Delete a business unit	You can delete a business unit that is no longer needed.

NOTE: *A child business unit cannot be deleted if it has: assigned users, assigned relationships, its own children business units, or has ever made a previous submission. To transfer users among business units, see Section 5.4; to disconnect or delete a relationship, see Section 7.2.*

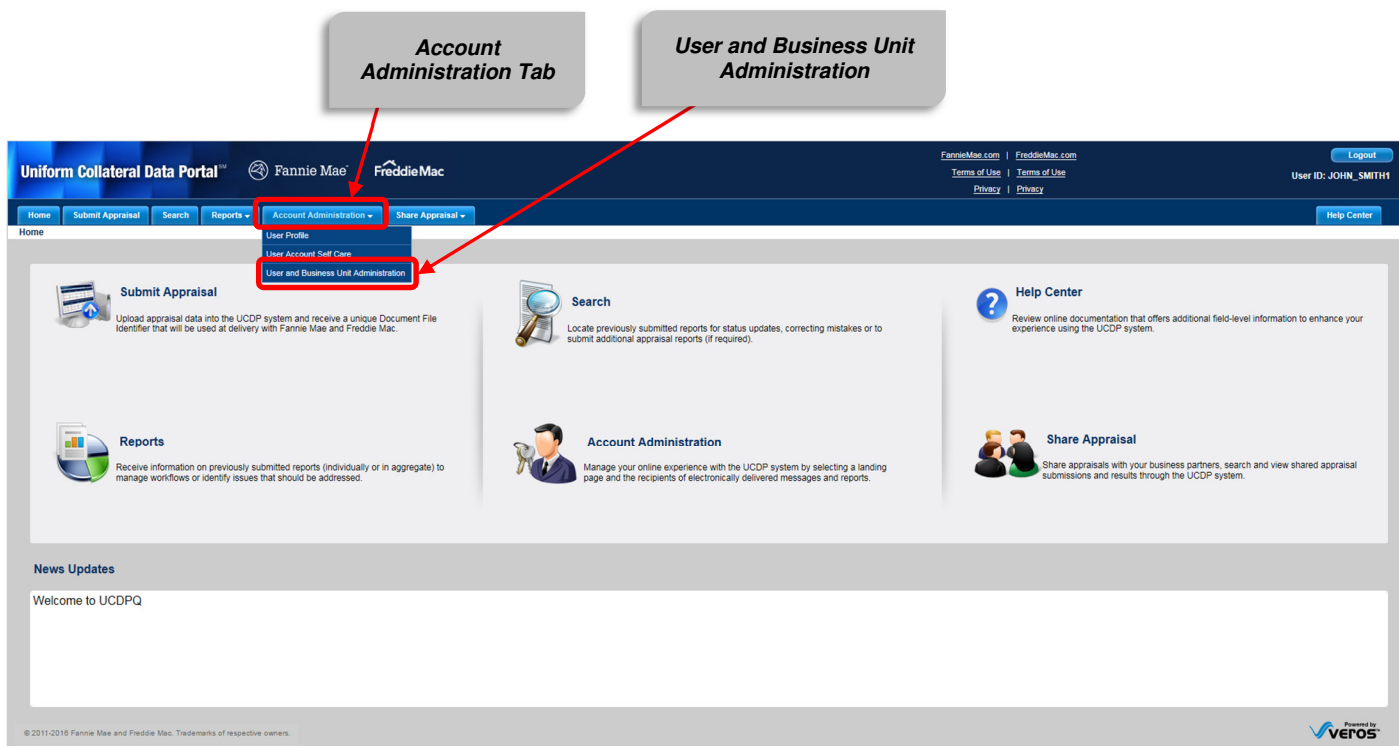
6.1 Renaming a Business Unit

To rename a business unit, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 6.1.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 6.1.1 Account Administration Tab

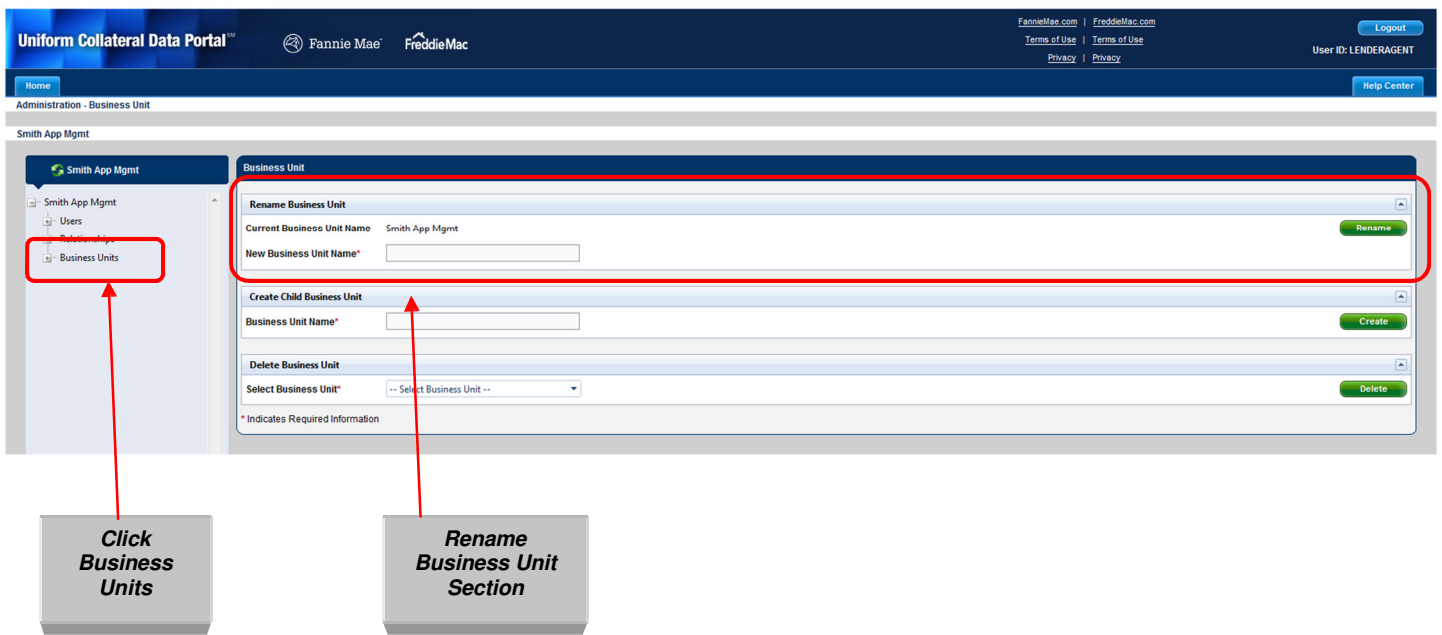


2. To access the Administration Business Units page, click Business Unit in the lender tree, as shown in Figure 6.1.2.

To rename a child business unit:

- Click the Expand (+) icon next to Business Units
- Click the child business name

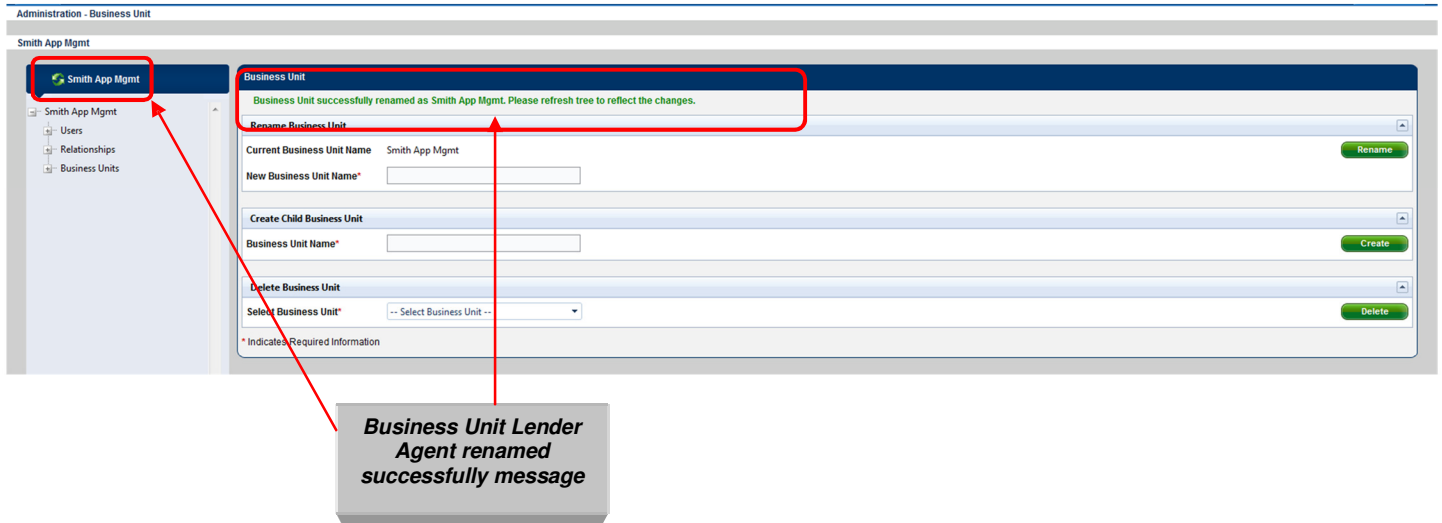
Figure 6.1.2 Rename Business Unit Section



3. In the Rename Business Unit section, enter the New Business Unit Name in the entry field marked with a red (*) asterisk.
4. Click Rename.

The message “Business Unit successfully renamed as ...” appears in green at the top of the page, as shown in Figure 6.1.2.

Figure 6.1.3 Business Unit Renamed Successfully Message



6.2 Creating Child Business Units

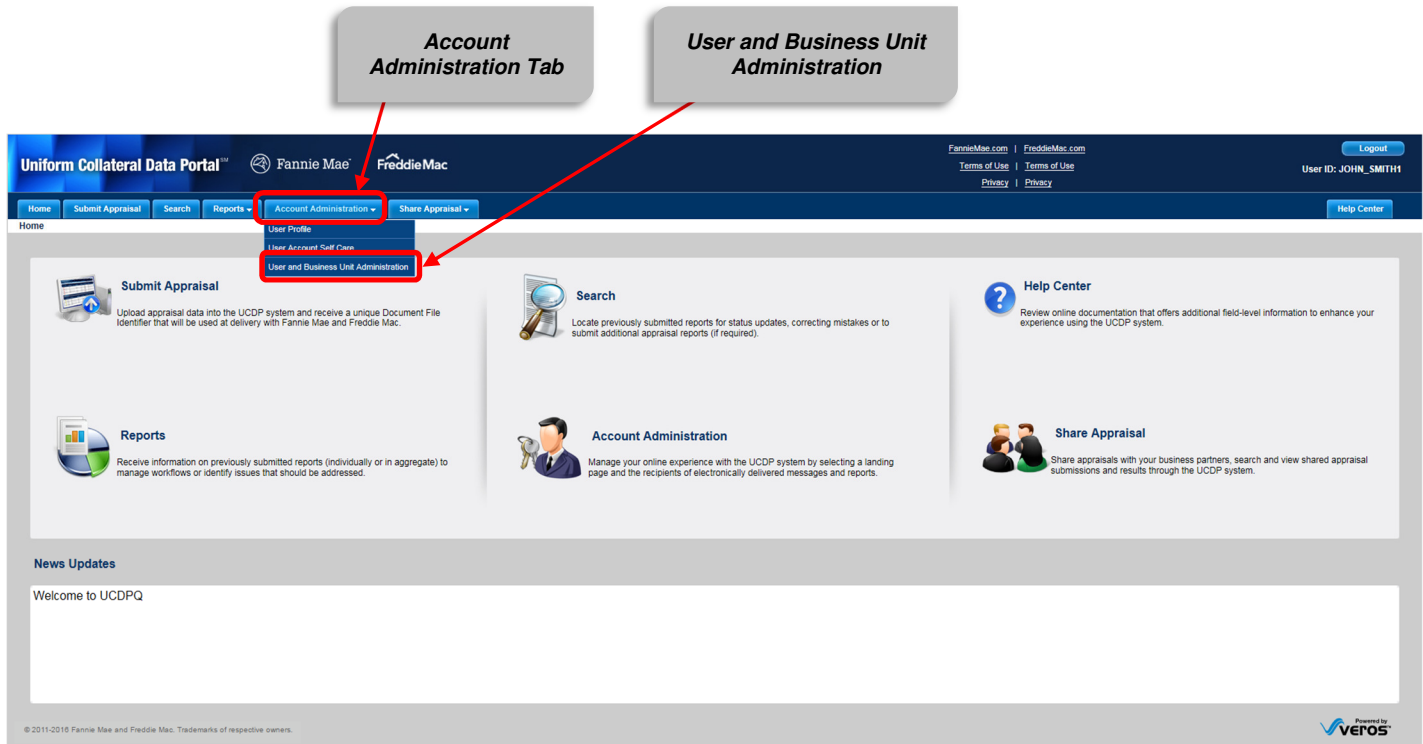
You can create subordinate business units to accommodate your organizational structure and changing business needs. Each created child business unit contains the same elements as the parent business unit.

To create a child business unit, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 6.2.1.

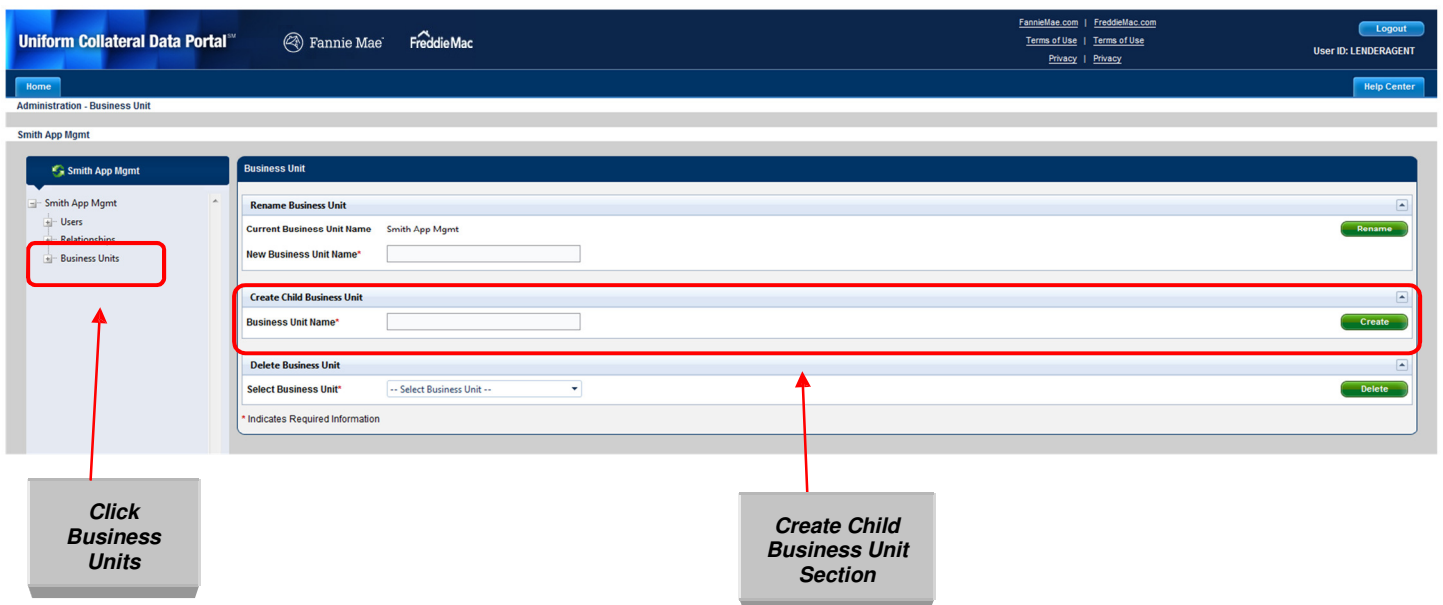
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 6.2.1 Account Administration Tab



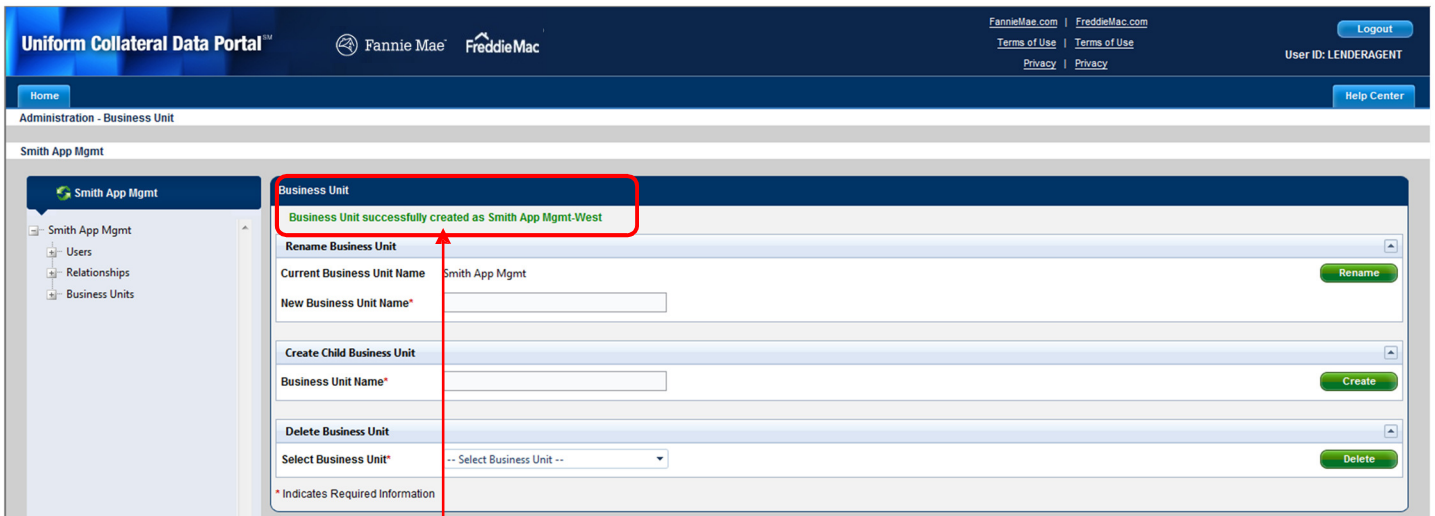
2. To access the Administration Business Unit page, click Business Units in the lender tree.
3. In the Create Business Unit section, shown in Figure 6.2.2, enter the Business Unit Name in the entry field marked with a red (*) asterisk.
4. Click Create.

Figure 6.2.2 Create Child Business Unit(s) Page



The message “Business Unit successfully created on Smith App Mgmt-West” appears in green at the top of the page as shown in Figure 6.2.3. To assign users and delegate relationships to the newly created business unit, see Section 7.

Figure 6.2.3 Business Unit Created Successfully Message



***Business Unit
created successfully
message***

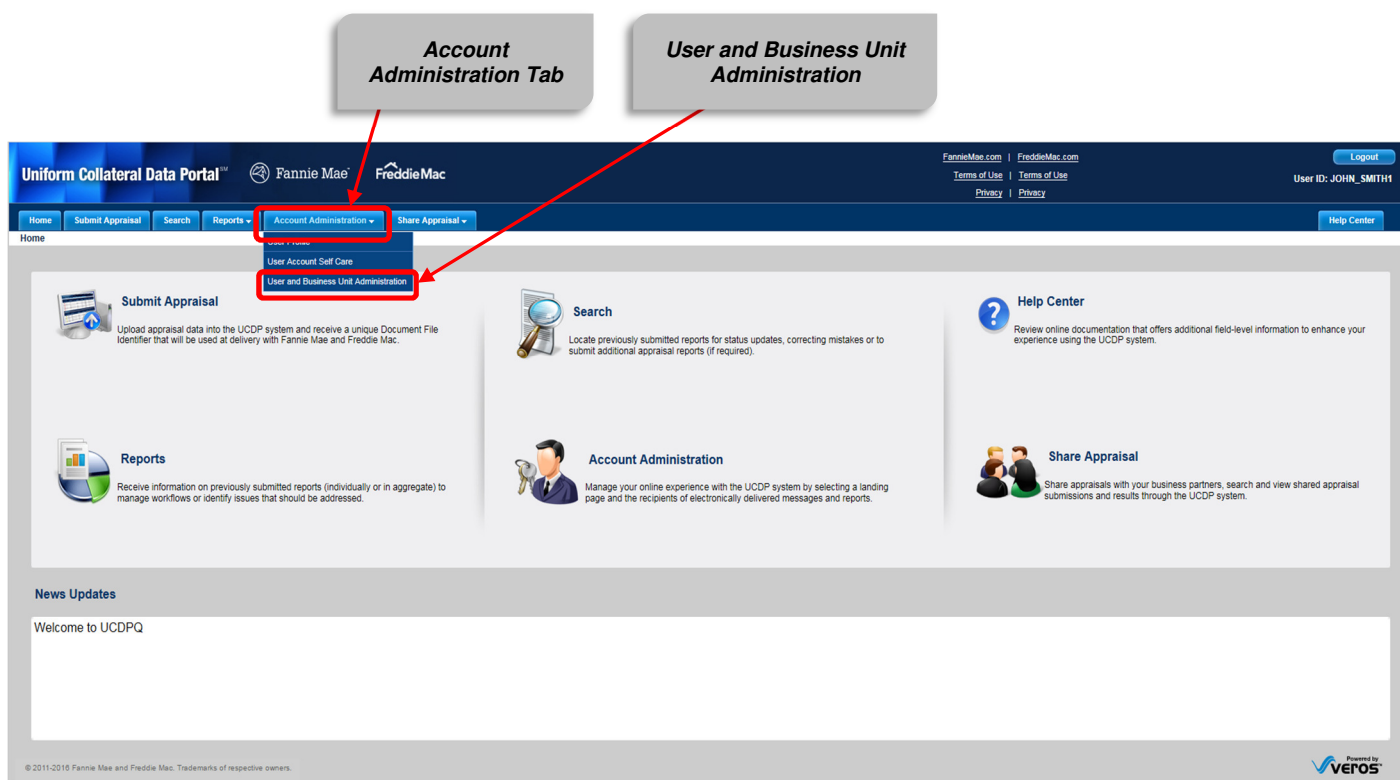
6.3 Deleting a Business Unit

To delete a business unit, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 6.3.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page.

Figure 6.3.1 Account Administration Tab



2. To access the Administration Business Units page, click Business Units in the lender tree.

To access the page to delete a child business unit:

- Click the Expand (+) icon next to Business Units
- Click the child business name

3. In the Delete Business Unit section, shown in Figure 6.3.2, select a business unit from the dropdown, as shown in Figure 6.3.3.

4. Click Delete.

NOTE: A child business unit cannot be deleted if it has: assigned users, assigned relationships, its own children business units, or has ever made a previous submission. To transfer users among business units, see Section 5.4; to disassociate or delete the relationship, see Section 7.2.

Figure 6.3.2 Delete Business Unit(s)

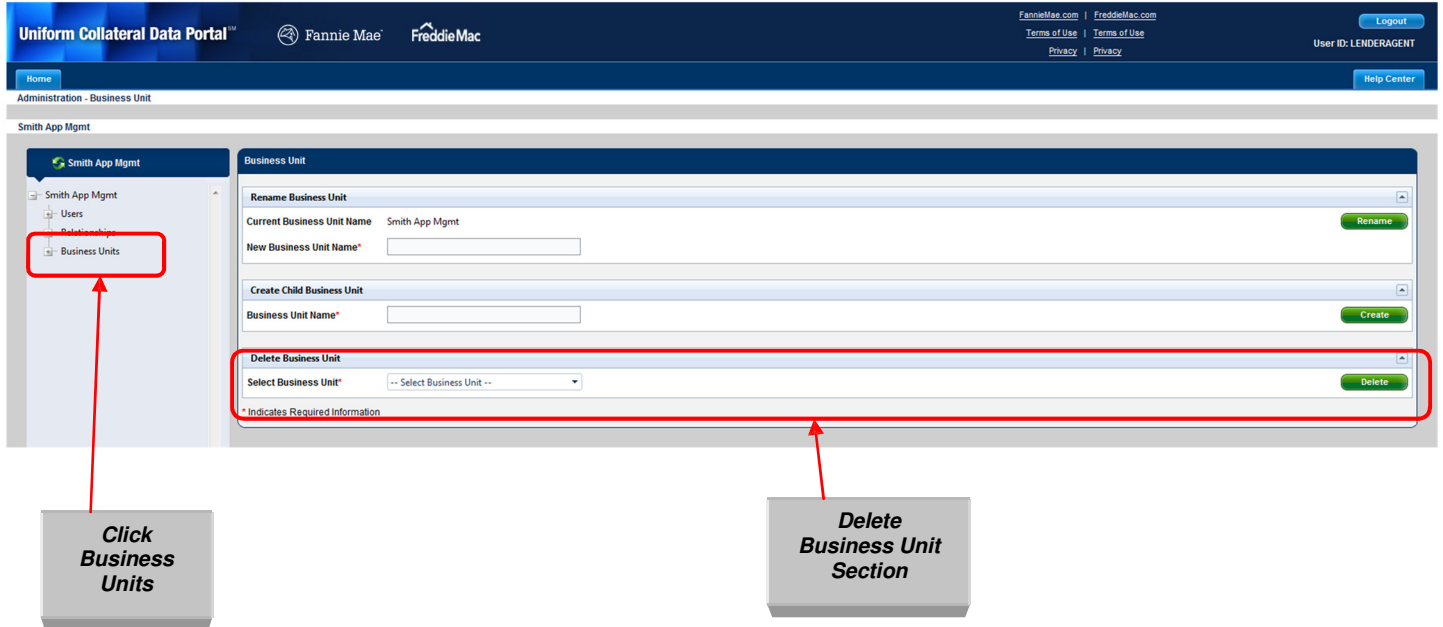
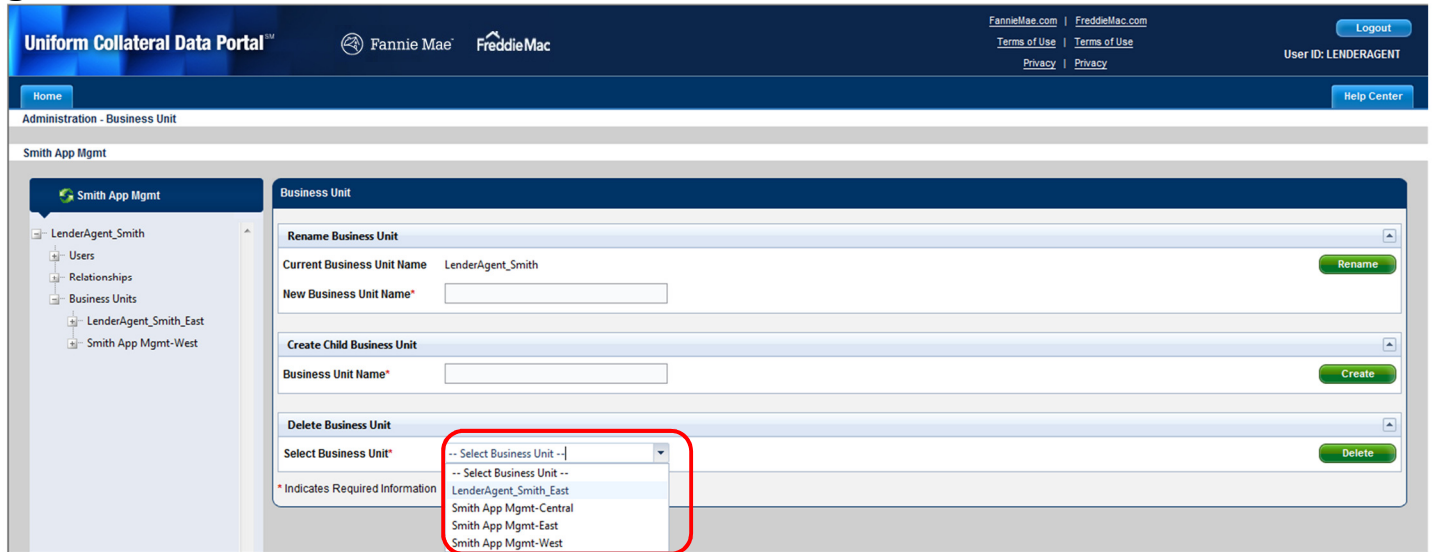


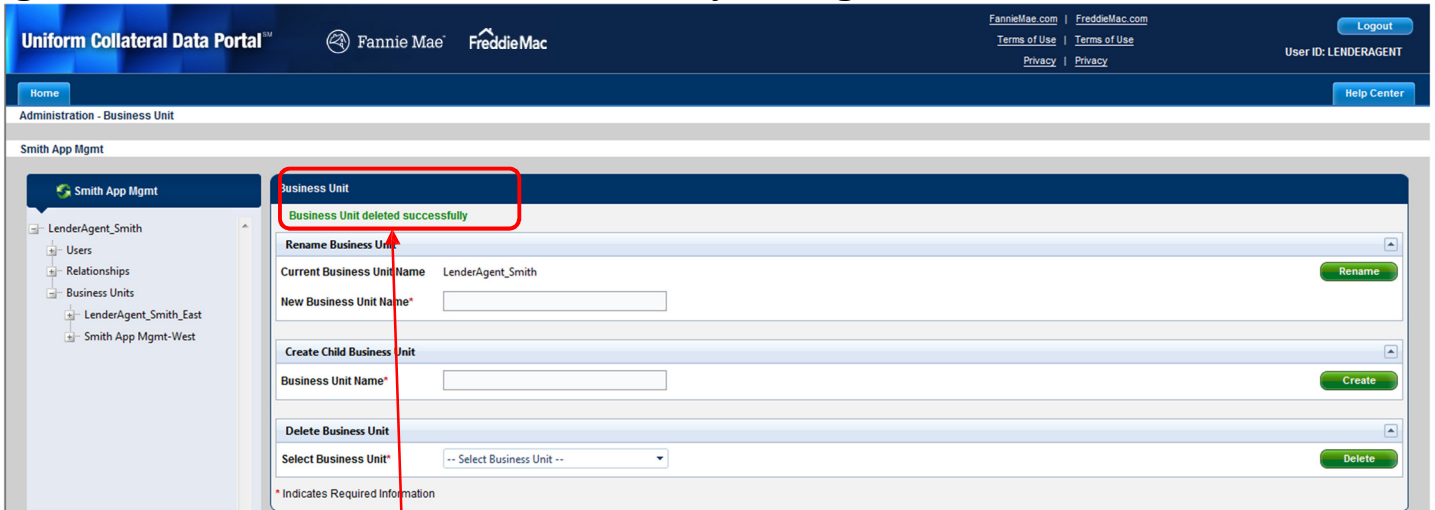
Figure 6.3.3 Select a Business Unit



Select a Business Unit from the drop down menu

The message “Business Unit deleted successfully” appears in green at the top of the page, as shown in Figure 6.3.4.

Figure 6.3.4 Business Unit Deleted Successfully Message



Business Unit Deleted successfully message

7. Managing Child Business Unit Relationships

A child business unit(s) functions in the same manner as the UCDP parent, or primary, business unit does. It has its own users, relationships, and sometimes additional business units. You need to delegate, or assign, a relationship(s) to each child business unit that submits appraisal data files to UCDP on behalf of a lender.

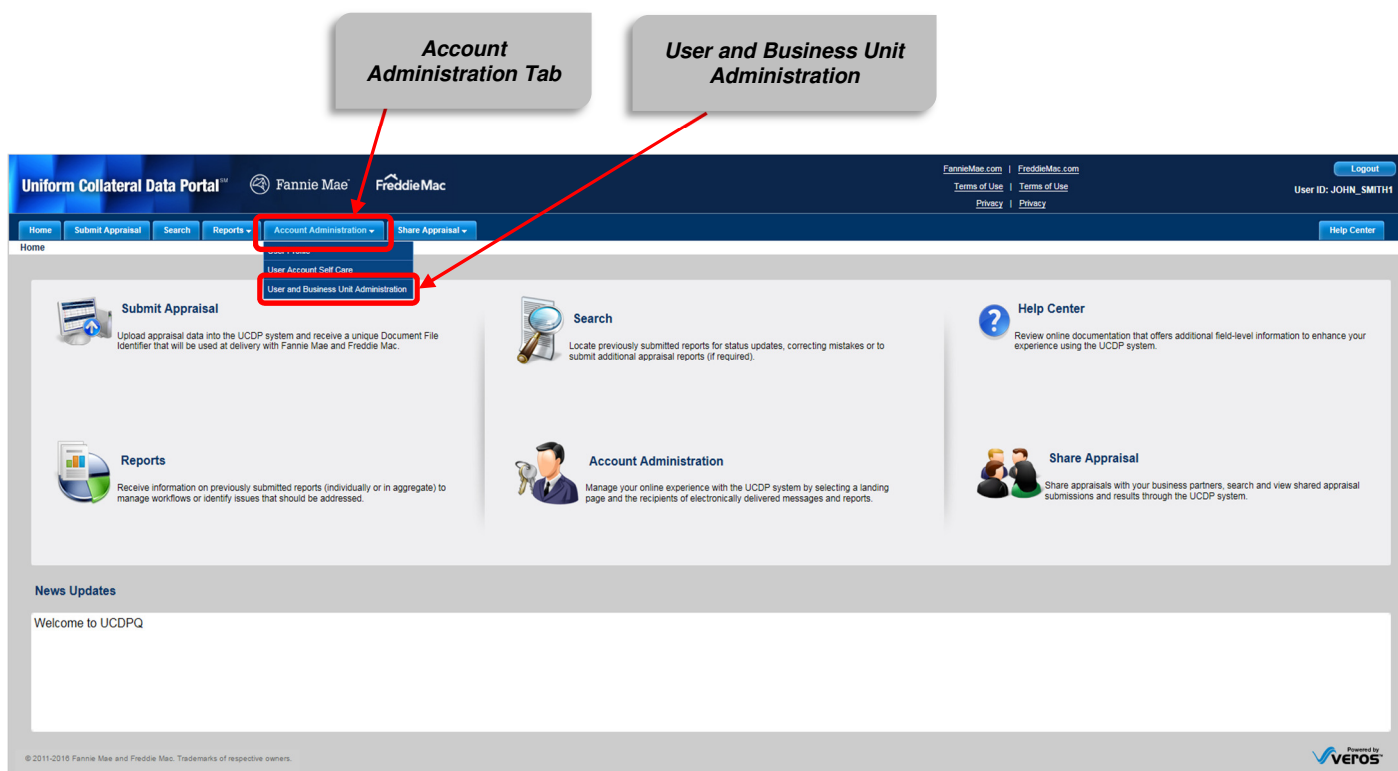
7.1 Delegating a Child Relationship

To establish a relationship between the child business unit and a lender, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 7.1.1.

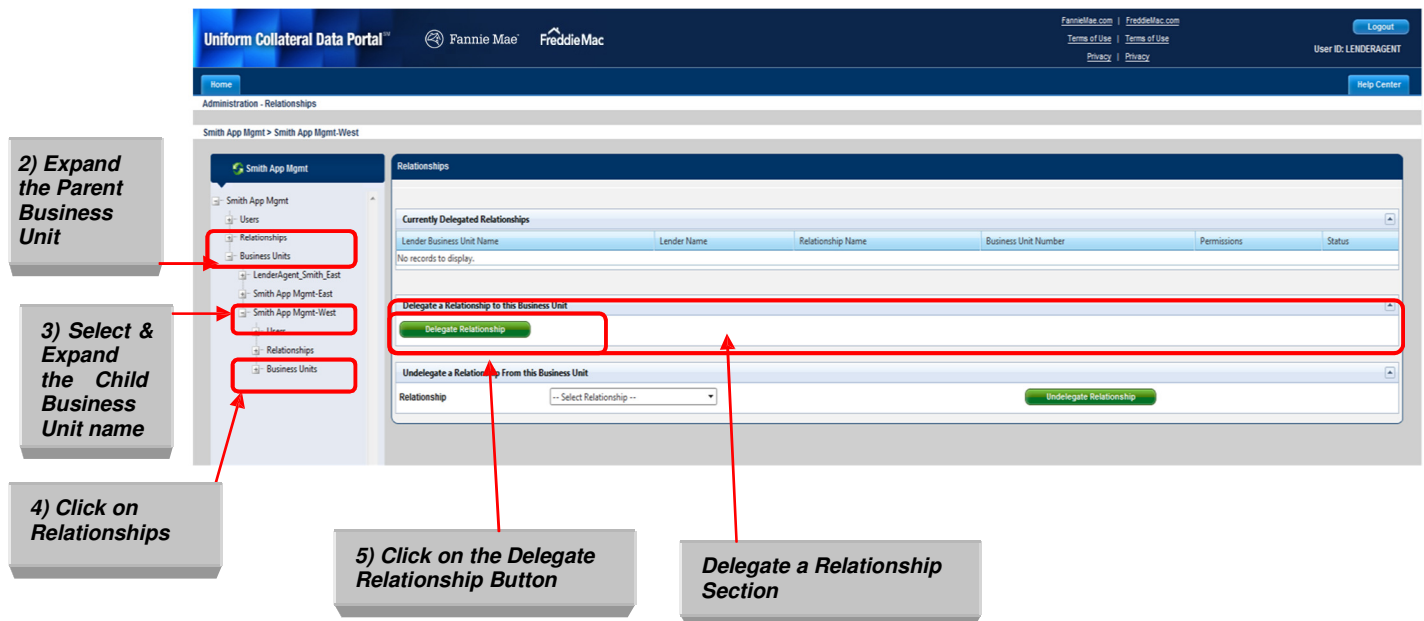
NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page, only the Account Administration tab.

Figure 7.1.1 Account Administration Tab



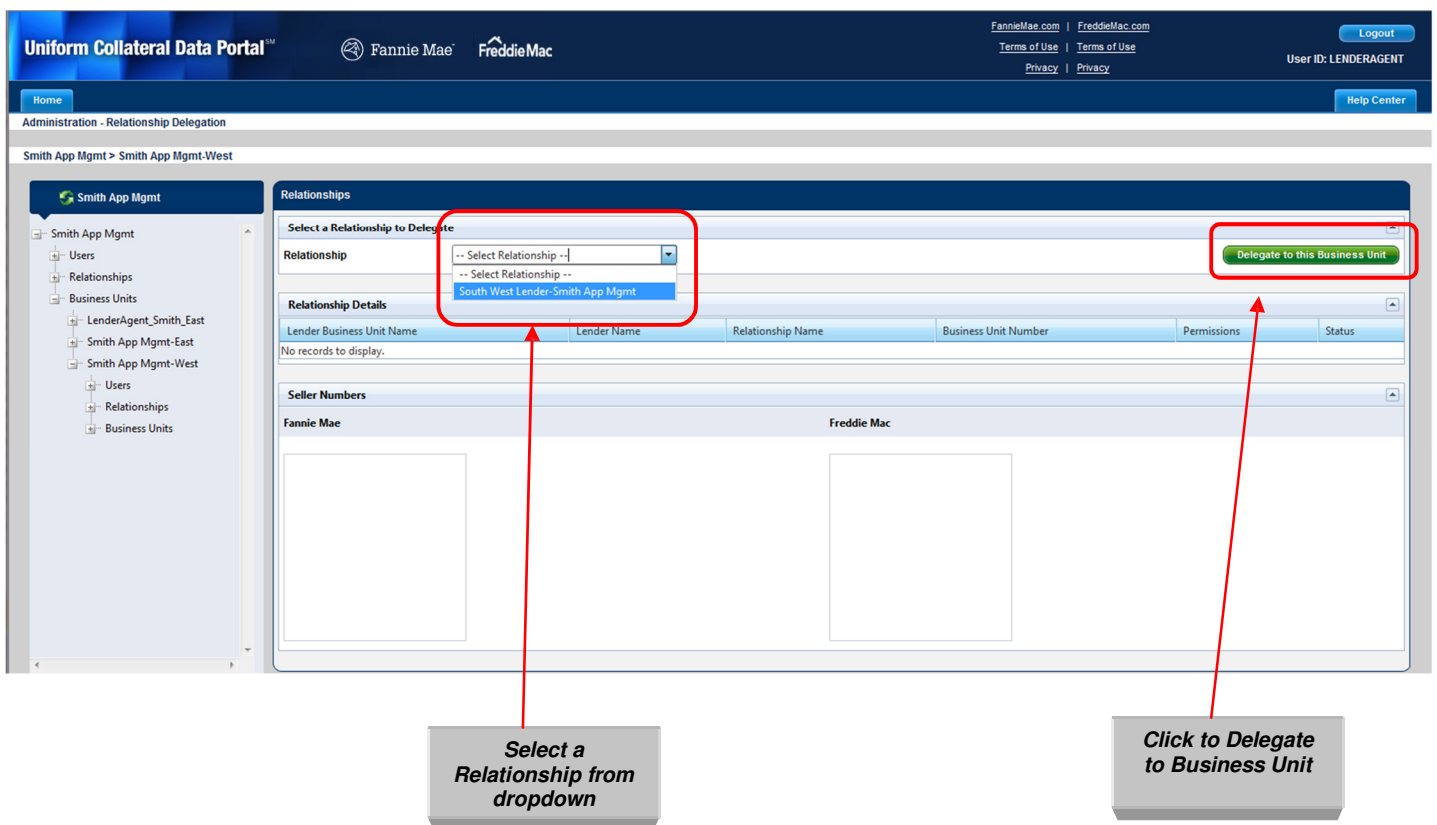
2. In the parent section of the lender tree, click the expand icon (+) next to “business units”.
3. When the parent tree expands, click the expand icon of the child business unit with which you want to delegate a relationship.
4. When the child tree expands, click Relationships.
5. In the Delegate a Relationship to this Business Unit section, Click Delegate Relationship.

Figure 7.1.2 Relationship Page – Delegate Child Relationship



6. In the Select a Relationship to Delegate section, click the Relationship dropdown, as shown in Figure 7.1.3, and select the lender that you want to establish a relationship with for the child business unit.
7. Click Delegate to this Business Unit.

Figure 7.1.3 Select a Relationship to Delegate



The message “Relationship delegated successfully” appears in green at the top of the page as shown in Figure 7.1.4.

Figure 7.1.4 Relationship Delegated Successfully Message

The screenshot displays the 'Uniform Collateral Data Portal' interface. At the top, there is a navigation bar with the Fannie Mae and Freddie Mac logos, along with links for 'FannieMae.com', 'FreddieMac.com', 'Terms of Use', 'Privacy', 'Logout', and 'User ID: LENDERAGENT'. The main content area is titled 'Administration - Relationship Delegation' and 'Smith App Mgmt > Smith App Mgmt-West'. A sidebar on the left shows a tree view of 'Smith App Mgmt' with sub-items for 'Users', 'Relationships', and 'Business Units'. The main panel shows a 'Relationships' section with a green message box at the top stating 'Relationship delegated successfully'. Below this is a 'Select a Relationship to Delegate' section with a dropdown menu and a 'Delegate to this Business Unit' button. A 'Relationship Details' table is visible, showing a relationship between 'South West Lender' and 'South West Lender-Smith App Mgmt'. At the bottom, a 'Seller Numbers' section shows two boxes: 'Fannie Mae' with the number '123456781' and 'Freddie Mac' with the number '123451'. A central box labeled 'Delegated Seller Numbers' has arrows pointing to both seller number boxes. A red box highlights the success message, and another red box highlights the seller number boxes.

The seller number(s) assigned to the parent business unit level can be delegated to one or more child business units. If seller numbers are assigned to a child business unit(s), they still exist and can be used at the parent level.

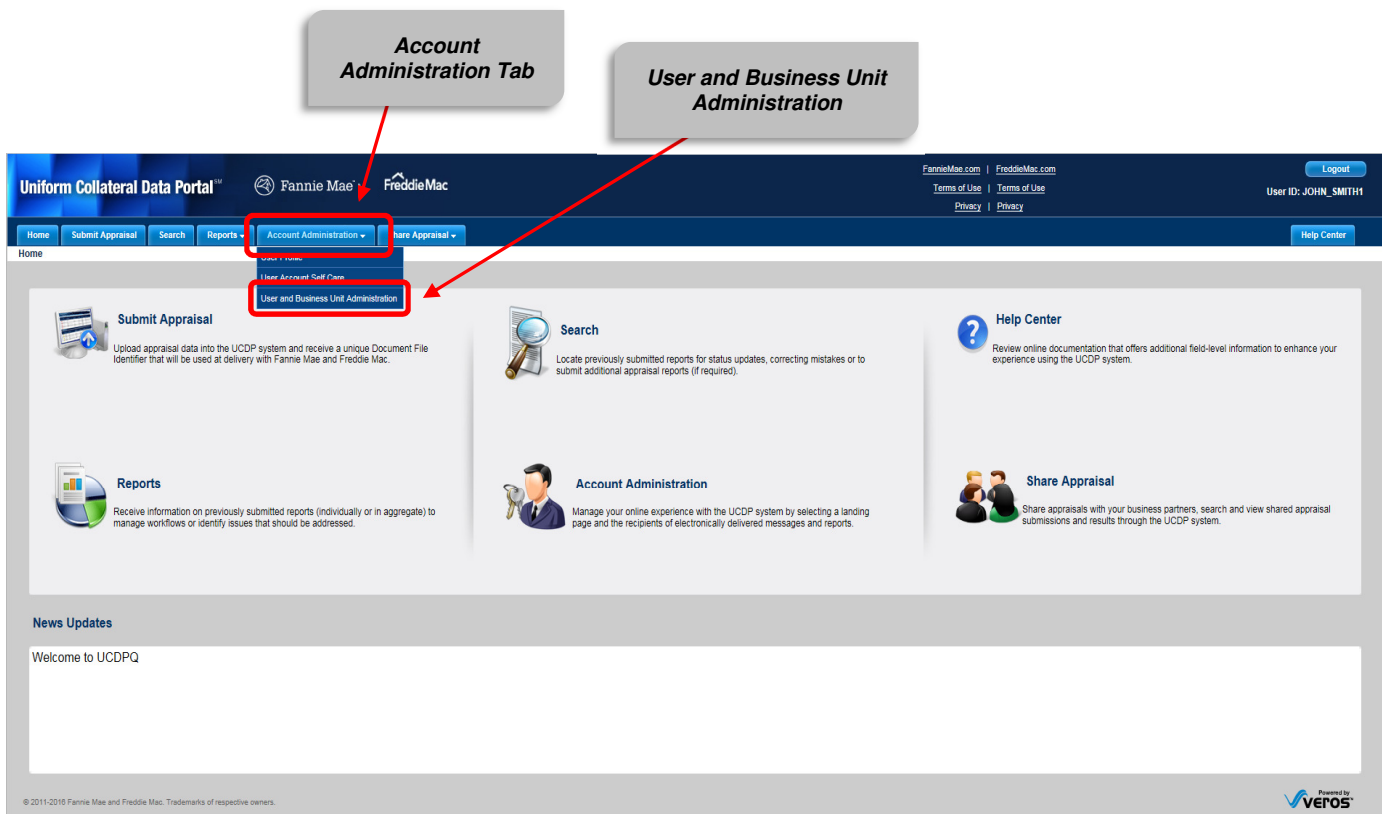
7.2 Un-delegating a Child Relationship

To un-delegate, or disassociate, a relationship between a child business unit and lender, follow these steps:

1. On the Home page, click the Account Administration tab and select User and Business Unit Administration from the dropdown, as shown in Figure 7.2.1.

NOTE: The User and Business Unit Administration feature is not available through the Account Administration icon on the Home page, only the Account Administration tab.

Figure 7.2.1 Account Administration Tab



2. In the parent section of the lender tree, click the expand icon (+) next to “business units”.
3. When the parent tree expands, click the expand icon of the child business unit with which you want to un-delegate a relationship.
4. When the child tree expands, click Relationships.
5. In the Un-delegate a Relationship from this Business Unit section, select a relationship from the dropdown.
6. Click Un-delegate Relationship.

Figure 7.2.2 Relationship Page – Un-delegate Child Relationship

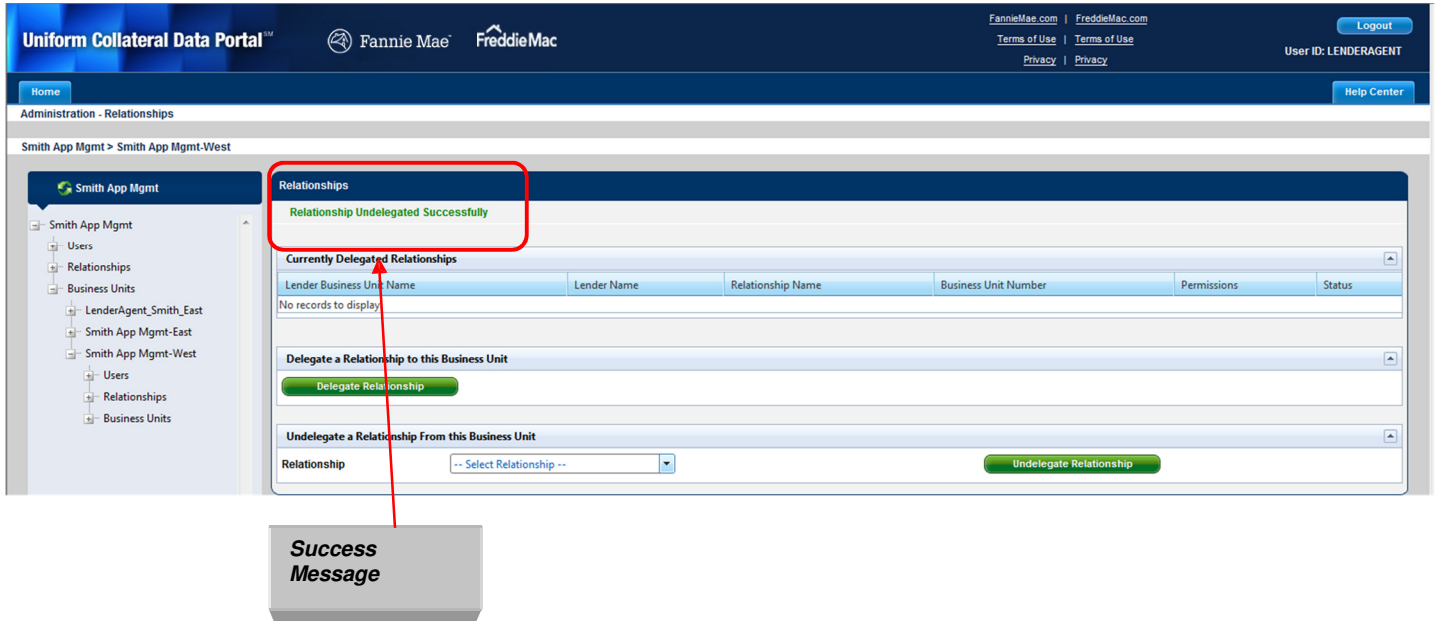
The screenshot shows the 'Uniform Collateral Data Portal' interface. The breadcrumb trail is 'Administration - Relationships > Smith App Mgmt > Smith App Mgmt-West'. The main content area is titled 'Relationships' and contains a table of 'Currently Delegated Relationships' with one entry: South West Lender, South West Lender, South West Lender-Smith App Mgmt, TDC61013, FULL, ACTIVE. Below this is a section for 'Undelegate a Relationship from this Business Unit' which includes a dropdown menu labeled 'Relationship' with the text '-- Select Relationship --' and a green 'Undelegate Relationship' button.

Annotations on the left side of the screenshot include:

- 2) Expand the Parent Business Unit**: Points to the 'Business Units' folder in the left-hand navigation tree.
- 3) Select & Expand the Child Business Unit name**: Points to the 'Smith App Mgmt-West' folder in the left-hand navigation tree.
- 4) Click on Relationships**: Points to the 'Relationships' folder in the left-hand navigation tree.
- 5) Select a Relationship from the drop down**: Points to the 'Relationship' dropdown menu in the 'Undelegate a Relationship from this Business Unit' section.
- 6) Click on the Un-delegate Relationship Button**: Points to the 'Undelegate Relationship' button in the 'Undelegate a Relationship from this Business Unit' section.
- Un-delegate a Relationship from this Business Unit section**: Points to the entire 'Undelegate a Relationship from this Business Unit' section.

The message “Relationship Un-delegated Successfully” appears in green at the top of the page as shown in Figure 7.2.3.

Figure 7.2.3 Relationship Un-delegated Successfully Message



Appendix A: Frequently Used Terms

Term	Definition
<i>Appraisal Management Company (AMC)</i>	A platform vendor who submits appraisals within the UCDP system on behalf of a lender. Also called a Lender Agent.
<i>Business Unit</i>	A UCDP organizational structure that enables Lender Administrators to manage users, seller numbers, the relationships for submissions, and accessibility of different user roles. It also enables institutions to define subgroups (subordinate business units) within their organization for ease of use and management of activity. Organizations can partition their users and appraisal submissions, and set up an organizational structure in UCDP based on division of work and responsibilities. How to create a business unit is defined in the UCDP Reference Series for the Lender Admin accessible via the Help Center or at the following link: http://www.FreddieMac.com/learn/pdfs/uw/UCDP_references.pdf .
<i>Child Business Unit</i>	Subordinate business units that allow you to further manage the access users have to particular lenders in UCDP. With child business units, you can further structure the amount of access users have to the lender relationships in UCDP.
<i>Doc File ID</i>	The number assigned to each unique submission. There is a single Doc File ID for each loan submission for use with both GSEs (whether one, two, or three appraisals are submitted within that loan).
<i>FNM</i>	Fannie Mae
<i>FRE</i>	Freddie Mac
<i>GSE (or Investor)</i>	Government Sponsored Enterprise (Fannie Mae and/or Freddie Mac)
<i>GSE Selling Guide</i>	Each GSE has a Selling Guide on its website that outlines policies and guidelines for loans sold to each GSE. Lenders need to consult these guides for specific policies on appraisal eligibility.
<i>Lender Agent</i>	AMC or platform vendor who submits appraisals on behalf of a Lender within the UCDP system.
<i>Lender Agent Business Unit</i>	Contains lender agent users, Fannie Mae and Freddie Mac seller numbers, lender relationships, and subordinate lender agent business units.
<i>Lender Business Unit</i>	Contains lender users, Fannie Mae and Freddie Mac seller numbers, lender agent relationships, and subordinate lender business units.
<i>Lender Tree</i>	A visual representation of the business unit relationships and its hierarchy.
<i>Parent Business Unit</i>	The top level in a tree structure.
<i>Embedded PDF</i>	The first generation PDF generated by the appraiser, embedded in the MISMO XML appraisal file. No changes can be made to the content
<i>First Generation PDF</i>	A PDF generated directly by the appraiser. No changes can be made to the content from the PDF.

<i>Relationship Business Unit</i>	A special business unit type used to facilitate a relationship between a lender and a lender agent. The relationship business unit is automatically created when a lender admin invites a lender agent into a relationship and allows a lender agent to submit appraisals on behalf of a lender without exposing all of that lender's activity to the agent. The relationship business unit contains only the seller numbers that the lender has made available for the agent's use.
<i>Seller Number</i>	Fannie Mae Seller/Servicer Number or Non-Seller/Servicer Number; Freddie Mac Seller/Servicer Number or TPO Number.
<i>UCDP</i>	Uniform Collateral Data Portal is the joint portal for electronic submission of appraisal data to the GSEs.
<i>XML</i>	XML stands for Extensible Markup Language, which is a set of rules for encoding documents in machine-readable form. The design goal of XML is to emphasize simplicity, generality, and usability over the Internet. It is the primary method for lenders or vendors to transmit encoded documents to the UCDP server.

Appendix B: Supported Appraisal Forms

Form Number	Form Title
FNM 1004 / FRE 70 (UAD standard required)	Uniform Residential Appraisal Report
FNM 1004C / FRE 70B	Manufactured Home Appraisal Report
FNM 1004D / FRE 442	Appraisal Update and/or Completion Report
FNM 1025 / FRE 72	Small Residential Income Property Appraisal Report
FNM 1073 / FRE 465 (UAD standard required)	Individual Condominium Unit Appraisal Report
FNM 1075 / FRE 466 (UAD standard required)	Exterior-Only Inspection Individual Condominium Unit Appraisal Report
FNM 2055 / FRE 2055 (UAD standard required)	Exterior-Only Inspection Residential Appraisal Report
FNM 2090	Individual Cooperative Interest Appraisal Report
FNM 2095	Exterior-Only Inspection Individual Cooperative Interest Appraisal Report

Each of the forms includes the FNM 1004MC / FRE 71 - Market Conditions Addendum to the Appraisal Report.

Appendix C: Password Strength Rule

When changing your password, consider the following rules to make your password as secure as possible.

Requirement	Value
Minimum length	8
Maximum number of repeated characters	2
Minimum number of alphabetic characters	1
Minimum number of numeric characters	1
Repeated history length of time The last ten passwords cannot be used. For example, if one of your previous ten passwords was <i>123abc01</i> , you cannot change your new password to <i>123abc01</i> again until at least ten password changes occur.	10
Reversed history length of time The reverse order of the last ten passwords cannot be used. For example, if your password is <i>123abc01</i> , you cannot change your password to <i>10cba321</i> until at least ten password changes occur.	10
Disallow User Name as password For example, if your User Name is <i>Jonathan</i> , your password cannot be <i>jonathan1</i> .	Yes
Disallow User ID as password For example, if your User ID is <i>ABCMortgage</i> , your password cannot be <i>abcmortgage22</i> .	Yes



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