Uniform Closing Dataset Quick Guide
Relationship Establishment for Transfer Capability from Correspondent to Aggregator

Updated August 28, 2017

The Purpose of this Document:

This document serves to provide an overview of relationship establishment capability within the Uniform Closing Dataset (UCD) collection solution. For more information please refer to the UCD Collection Solution User Guide for details.

Overview:

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.

- A one-time set-up activity between the organizations must be completed before a transfer can be made.

- Either party (correspondent or aggregator) can initiate the relationship establishment request; the other party must then approve (or reject) the request. Either party can terminate an existing relationship.

- Relationships can only be established using the UCD solution. If you are a direct integration user, you must use the collection solution user interface to establish the relationship.

  NOTE: *This is optional functionality and not required to meet the 2017 UCD mandate.*

Prerequisite:

To establish a relationship the user must be assigned the UCD_ADMIN role in Technology Manager. 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 the correspondent and their aggregator.

  NOTE: *Users must have **both** UCD_ADMIN and UCD_SUBMIT roles to have complete functionality (submit, transfer, and relationship).*

Initiate a Relationship Request:

Once you have the UCD_ADMIN role for UCD you can initiate a relationship between your organization and another organization. Either the correspondent or aggregator can initiate the request.

> **IMPORTANT:** *The UCD solution can be launched from the UCD collection solution page on FannieMae.com. See Chapter 2: Accessing the UCD solution in the User Guide for more information.*

From the UCD solution Home page, click the Relationship tab:

The Relationship tab has four sections:

1. **Lender Name or Seller/Servicer #** – Select Lender Name or Seller/Servicer # to find an organization
2. **Requests Received** – Displays the relationship requests that have been sent to your organization
3. **Requests Initiated** – Displays the relationship requests that your organization has initiated
4. **Relationship Status** – Displays the status of the relationships you have within your organization.

> **NOTE:** *If a lender does not have the UCD_SUBMIT role, the lender will not appear in the search criteria.*

Initiate a Relationship

1. From the UCD solution Home page, select the **Relationship** tab
2. Choose your search criteria **Lender Name or Seller/Servicer #**
3. Enter the **Name** of the organization or **Seller/Servicer #**
4. Click on the **Search** tab
5. All matching organizations will be displayed

6. Click the **box** to select the Lender Name and Seller/Servicer # you want to establish a relationship with
7. Click the **Send Request** button

IMPORTANT: 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 #.

N O T E : *A Lender Name may have a prefix in their name. A prefix may appear for Non-Sellers who do not sell loans directly to Fannie Mae. If a prefix appears in a lender's name, and it is the lender you want to establish a relationship with, select the lender. Following the prefix, the lender's legal name should be listed. Some, but not all Non-Sellers will have one of the following prefixes:*

- UCDP
- UCDP ONLY
- DU ONLY MPF
- DU ONLY NA
- DU Only

8. You will see a message that indicates the Relationship has been initiated.

9. After initiating a request, pending requests can been tracked under the *Requests Initiated* section before the request is Approved.

10. Once the relationship request has been approved by the organization, the organization will appear under the Relationship Status section as **Approved.**

11. If the relationship request has been rejected by the organization, the organization will appear under the Relationship Status section as **Rejected**.
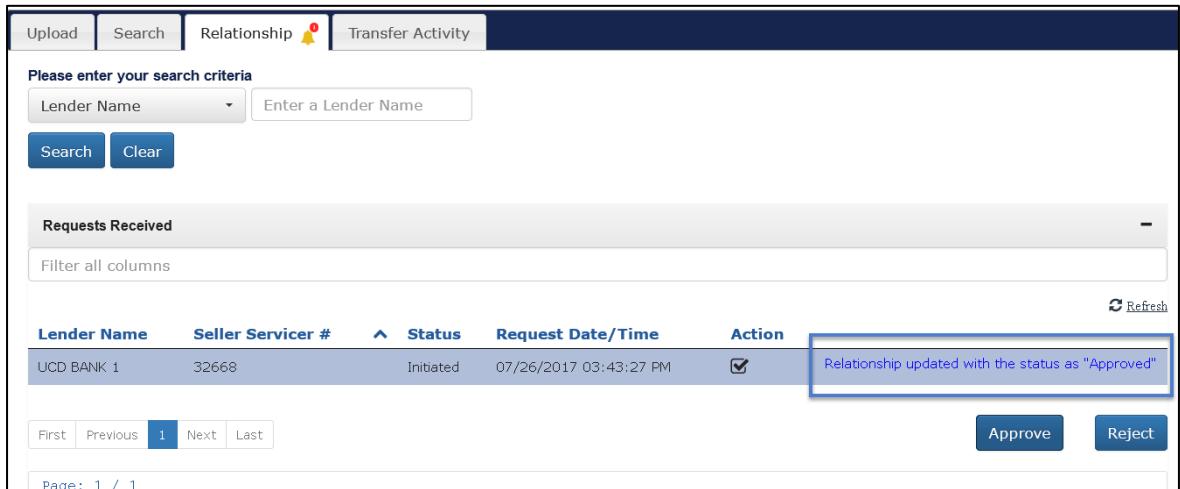

Approve Relationship Request

Once the relationship is requested, the organization with whom the relationship has been requested must use the UCD solution to approve the request. On the Relationship tab there will be an indicator to let the organization know that a request has been sent to them.
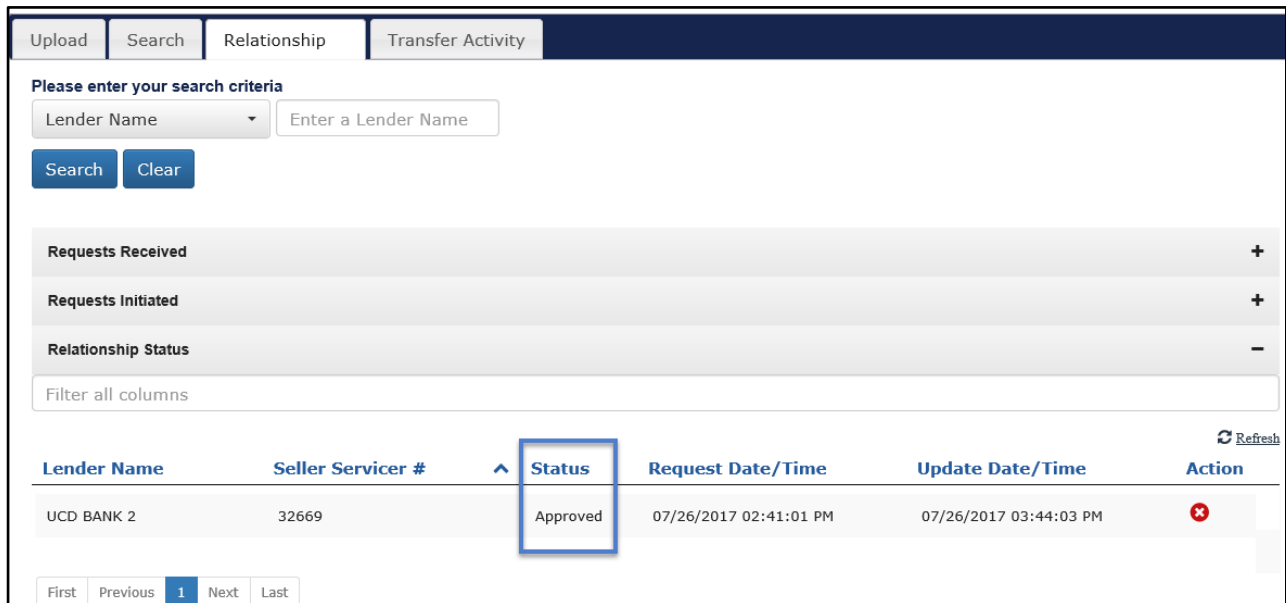
1. From the UCD solution Home page, select the **Relationship** tab
2. If an organization has sent you a relationship request, the Relationship tab will display an icon 🔔 Indicating a request was sent
3. Select the Organization's Name by clicking the **check box**
4. Select the **Approve** button

5. The approver will see the confirmation that a relationship has been established
6. Once the relationship is approved, the organization will be displayed in the Relationship Status section.

Reject Relationship Request

1. Select the Organization's Name by clicking the **check box**
2. Select the **Reject** button

3. A message will be displayed that the status has been updated to **Rejected**.

4. Once the relationship is rejected, the organization will be displayed in the Relationship Status section.

Relationship Status					−
Filter all columns					
					↻ Refresh
Lender Name	**Seller Servicer #**	∧ **Status**	**Request Date/Time**	**Update Date/Time**	**Action**
UCD BANK 2	32669	Rejected	07/26/2017 02:41:01 PM	07/26/2017 04:02:40 PM	✓

Terminate Relationship

At any time an established relationship can be terminated by either organization.

1. From the Relationship tab, navigate to the **Relationship Status** section
2. Click the **terminate** icon under Action for the organization you want to terminate the relationship with.

Upload	Search	Relationship 🔔	Transfer Activity		
Please enter your search criteria					
Lender Name ▾	Enter a Lender Name				
Search Clear					
Requests Received					+
Requests Initiated					+
Relationship Status					−
Filter all columns					
					↻ Refresh
Lender Name	**Seller Servicer #**	∧ **Status**	**Request Date/Time**	**Update Date/Time**	**Action**
UCD BANK 2	32669	Approved	07/26/2017 02:41:01 PM	07/26/2017 04:03:57 PM	✗
First Previous 1 Next Last					
Page: 1 / 1					

3. A pop up box will appear to confirm you want to terminate the relationship
4. Click **Continue**

Relationship Termination

Proceed with Relationship Termination?

Cancel   Continue

5. A message will display under the Action column that the status has been terminated.

Lender Name	Seller Servicer #	Status	Request Date/Time	Update Date/Time	Action
UCD BANK 2	32669	Approved	07/26/2017 02:41:01 PM	07/26/2017 04:03:57 PM	⊗ Relationship updated with the status as "Terminated"

First Previous 1 Next Last

6. Once you click **refresh** the status display changes to Terminated

| Upload | Search | Relationship 🔔 | Transfer Activity |

Please enter your search criteria

Lender Name ▾   Enter a Lender Name

Search   Clear

Requests Received   +

Requests Initiated   +

Relationship Status   −

Filter all columns

↻ Refresh

Lender Name	Seller Servicer #	∧ Status	Request Date/Time	Update Date/Time	Action
UCD BANK 2	32669	Terminated	07/26/2017 02:41:01 PM	07/26/2017 04:06:07 PM	⊘

First Previous 1 Next Last

NOTE: *If a relationship is terminated, both parties will be able to see the previously shared Casefile data, but will no longer receive updates after a relationship termination or a transfer cancelation. As a result, UCD submissions cannot be transferred to that organization.*

Re-Initiate the Relationship

At any time a terminated or rejected relationship can be re-initiated by either organization.

1. From the Relationship tab, navigate to the **Relationship Status** section
2. Click the **re-initiate** icon for the organization you want to establish the relationship with
    A message will appear confirming the Relationship was initiated.

NOTE: *The relationship will need to be approved. A relationship can only be re-initiated a maximum of **three** times.*

Additional UCD Resources

To learn more about the UCD collection solution, visit the FannieMae.com UCD collection solution page at: www.fanniemae.com/singlefamily/uniform-closing-dataset-collection-solution

Key UCD resources:

- UCD Collection Solution User Guide: www.fanniemae.com/content/user_guide/ucd-user-guide.pdf
- UCD Feedback Messages: www.fanniemae.com/content/tool/ucd-feedback-messages.xlsx
- UCD Solution User Training (self-paced eLearning): www.fanniemae.com/content/recorded_tutorial/ucd-collection-solution
- Uniform Closing Dataset (UCD) page (*Specification, Announcements, etc.*): www.fanniemae.com/singlefamily/uniform-closing-dataset