

# As Soon As Pooled® Plus Checklist

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

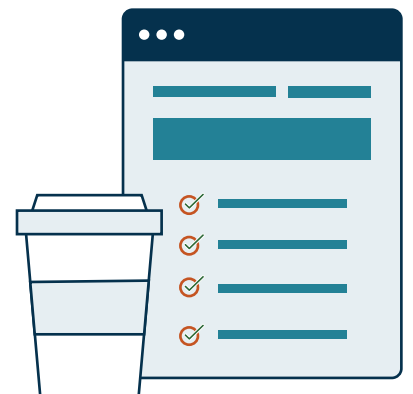
## Step 1: Assign User Access

- ✓ Identify users who will perform the ASAP Plus **Funding Requests**.
- ✓ Request your [Technology Manager](#) administrator to 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 – Required to submit ASAP Plus requests
    - ASAP Plus Read – Read-only view of ASAP Plus information
  - **ASAP Plus - Test**  
Select *ASAP Plus CLVE Application* under *Available Applications*. Then assign the appropriate role:
    - ASAP Plus Access – Required to submit ASAP Plus requests
    - ASAP Plus Read – Read-only view of ASAP Plus information

## Step 2: Set Up Wire Instructions

- ✓ Set up and validate your wiring instructions in **Loan Delivery**.
  - 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. Identify which payee codes correspond to the wire instructions you will use 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.
    - 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 eLearning

- ✔ Watch the eLearning training to quickly get ready to deliver ASAP Plus loans. It includes information on:
  - Delivering ASAP Plus loans via Loan Delivery
  - Requesting funds on your ASAP Plus loans (up to 60 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)
- ✔ Review the ASAP Plus features in LDTE to prepare you for Loan Delivery.
  - 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.
  - For additional details, see Chapter 5, “Delivering ASAP Plus Loans” in the [Loan Delivery User Guide](#).
- ✔ Test your ASAP Plus loans in LDTE.
- ✔ Review the ASAP Plus specific edits in LDTE (see the [Loan Delivery Business Rules Dictionary – Early Funding](#)).

*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](mailto:early_funding@fanniemae.com).
- ✔ Begin submitting your ASAP Plus requests in Loan Delivery.

### 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 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](mailto:early_funding@fanniemae.com).