How to Submit Documentation via the Quality Assurance System (QAS) in Support of Data Validation Center Loan Review Reports

July 2014

This job aid provides step-by-step instructions on submitting documentation via the Quality Assurance System (QAS) as part of a lender response to a Data Validation Center (DVC) Loan Review Report.

Refer to the job aid Data Validation Center Loan Review Reports Process Steps for more information about the process of reviewing and responding to DVC Loan Review Reports. This job aid covers only the submission of supporting documentation via QAS.

If you do not already have access to QAS, contact your company’s Fannie Mae Technology Manager administrator; if you still need assistance, contact your Fannie Mae Technology Account Manager.

Step 1. Log into QAS.

Step 2. On the Main Menu screen, under Reviews, click on “Find Reviews.”
Step 3. On the Reviews screen, enter a specific Fannie Mae Loan Number and click Search.

Step 4. Click on the Fannie Mae Loan Number hyperlink to display the Loan Details screen.

Step 5. Scroll down to the Upload Document Section. In the Description field, enter a short description of the document being uploaded, such as “Data Validation Doc” or “DVC Doc.”
Step 6. Click in the Document Type field and select a document type from the drop-down list. If the document type is not listed, select “Other.”

Step 7. Click to choose a file to upload and click “Add Document.”


Unable to upload documents for your loan?  If a specific loan is not available to upload documentation, or you cannot locate the loan in QAS, you may submit relevant documents to the DVC mailbox (with appropriate encryption) or contact the Data Validation Center – Data_Validation@fanniemae.com – for assistance.

Complete the Process

Be sure you have provided your comments in the Data Validation Center Loan Review Report spreadsheet in the “Lender Comments” column (far right). Indicate that you have uploaded supporting documentation in QAS.

Send the completed Data Validation Center Loan Review Report spreadsheet with comments to Data_Validation@fanniemae.com within 30 calendar days of the report publication date.