Purpose of the document:

The Uniform Closing Dataset (UCD) collection solution offers our customers and non-seller correspondent lenders flexible options to submit and receive feedback on the UCD file at multiple points in their business process, enabling them to take advantage of data quality and eligibility checks prior to loan delivery. This document was created to assist Fannie Mae non-sellers obtain access to the UCD collection solution and complete the registration process.

Customers will have two options to deliver and receive feedback on their UCD files:

- Direct integration with Fannie Mae’s new business-to-business integration platform, enabling UCD file submission directly from the lender’s system.
- Web-based user interface allowing quick import of UCD files and receipt of feedback messages; available from FannieMae.com or via a link within Loan Delivery.

There are two roles for UCD:

- **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.
- **UCD_ADMIN**: Provides the capability to establish and manage relationships between correspondents and aggregators who will share UCD data.

**NOTE:** The UCD_ADMIN role should only be provisioned to limited number of users. These are specific users in your organization who have the ability to initiate, approve, and view established relationships between a Correspondent and their Aggregator. These users should also request the UCD_SUBMIT role.

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Select one of the links below to be directed to your specific registration setup based on your Fannie Mae user type.

1. Existing Fannie Mae Non-Sellers – with access to UCDP/CU today
2. Existing Fannie Mae Non-Sellers – with access UCDP Only today
3. New Fannie Mae Non-Sellers – with no access to UCDP/CU today
4. Grant Access to UCD Application in Technology Manager
1. Existing Fannie Mae Non-Sellers – UCDP/CU

Fannie Mae non-sellers with existing Uniform Collateral Data Portal® (UCDP®) and Collateral Underwriter® (CU™) credentials may obtain access to the UCD solution.

**Step 1 – Register for UCD**

Your Technology Manager Corporate Administrator must go into Technology Manager: Manage Applications under Available Applications and agree to the Terms & Conditions for the usage of the UCD solution. Once this is complete, UCD will be available as an “Active Application Managed” technology solution. Administrators will then be able grant the UCD solution to specific user profiles as needed.

1. On the FannieMae.com Home page, click Funding the Market
2. Under Business Partners Click Single-Family Business
3. Click the Delivering tab
4. Select Technology Manager: Registration & Account Management under the Technology Applications & Tools heading
5. Click LAUNCH APP and Login
6. Complete the steps to add the UCD solution. See Section 4 below for detailed instructions

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**NOTE:** Technology Manager Corporate Administrator and User Administrators are able to set up and manage user profiles and access to Fannie Mae technology applications. Administrators can grant and remove access to UCD for any users, as needed. Supporting documentation and job aids can be found on the Technology Manager page.

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Access the UCD Collection Solution from FannieMae.com

1. On the FannieMae.com Home page, click Funding the Market
2. Under Business Partners Click Single-Family Business
3. Click the Delivering tab
4. Select the Uniform Closing Dataset (UCD) link under UMDP Data Requirements section. The UCD home page will appear. Hint: You may want to bookmark this page in your web browser.
5. Click LAUNCH APP. A new browser will open displaying the UCD Login page.
1. Enter your Fannie Mae User Name and Password, and click Login

2. The **UCD solution** home page will appear
2. Existing Fannie Mae Non-Sellers – UCDP Only

Fannie Mae non-sellers with existing Uniform Collateral Data Portal® (UCDP®) only credentials may obtain access to the UCD solution. Before you can register for UCD, you will need to register for Collateral Underwriter® (CU™). We encourage you to register for CU by completing steps 1 and 2 below at your earliest convenience.

**Step 1 – Request your password:**

Before you can login to the UCD solution, you must have your original Fannie Mae Lender Admin user name and password available.

To retrieve your Fannie Mae user name/password, follow these steps:

1. Call the Technology Support Center (800-2FANNIE or 800-232-6643)
2. Follow the prompts for Single Family Technology Support.

**Request a password reset**

Once you have received your original Fannie Mae Lender Admin user credentials, follow the steps below to register for Collateral Underwriter.

**Step 2 – Register for Collateral Underwriter:**

1. On the FannieMae.com Home page, click Funding the Market
2. Under Business Partners Click Single-Family Business
3. Click the Originating & Underwriting tab
4. Select Collateral Underwriter under the Technology Applications & Tools heading
5. Under Registration & Account Management, open the CU Non-Seller Implementation Guide
6. Refer to Step 2 – Complete Contracting, Registration, and CU User Setup section of this document
7. Once the contract and registration process are complete, you’re UCDP Lender Administrator – who is now also setup as a Technology Manager Corporate Administrator -- can set up and manage CU application user credentials.

**Step 3 – Register for the UCD collection solution**

Once the UCDP/CU registration process is completed successfully, your Technology Manager Corporate Administrator must go into Technology Manager: Manage Applications under Available Applications and agree to the Terms & Conditions for the usage for UCD solution. Once this is complete, UCD will be available as an
“Active Application Managed” technology solution. Administrators will then be able grant the UCD solution to specific user profiles as needed. See Section 4 below for detailed instructions.

Access the UCD Collection Solution from FannieMae.com

1. On the FannieMae.com Home page, click **Funding the Market**
2. Under Business Partners Click **Single-Family Business**
3. Click the **Delivering** tab
4. Select the **Uniform Closing Dataset (UCD)** link under UMDP Data Requirements section. The UCD home page will appear. Hint: You may want to bookmark this page in your web browser.
5. Click **LAUNCH APP**. A new browser will open displaying the **UCD Login** page.

1. Enter your Fannie Mae User Name and Password, and click Login

2. The **UCD solution** home page will appear
3. New Fannie Mae Non-Sellers

New Fannie Mae non-sellers must follow the Uniform Collateral Data Portal® (UCDP®) / Collateral Underwriter® (CU™) registration process for non-seller correspondents before they can access UCD solution. Register for UCDP and Collateral Underwriter by completing steps 1 and 2 below.

**Step 1 – Register for UCDP Access:**

1. On the FannieMae.com Home page, click **Funding the Market**
2. Under Business Partners Click **Single-Family Business**
3. Click the **Originating & Underwriting** tab
4. Select **UCDP** under the Technology Applications & Tools heading
5. Under Technology Requirements & Registration, open the **How to Register for UCDP** document.
6. Refer to the **Correspondents (Non-Seller/Servicers) that do not have an existing Fannie Mae Seller/Servicer Number** section of the document.

**NOTE:** It takes between 7-10 business days to be issued registration for UCDP.

**Step 2 – Register for Collateral Underwriter Access:**

Once you have received your UCDP credentials, follow the steps to register for Collateral Underwriter.

1. On the FannieMae.com Home page, click **Funding the Market**
2. Under Business Partners Click **Single-Family Business**
3. Click the **Originating & Underwriting** tab
4. Select **Collateral Underwriter** under the Technology Applications & Tools heading
5. Under Registration & Account Management, open the **CU Non-Seller Implementation Guide**
6. Refer to **Step 2 – Complete Contracting, Registration, and CU User Setup** section of this document
7. Once the contract and registration process are complete, your UCDP Lender Administrator – who is now also setup as a Technology Manager Corporate Administrator -- can set up and manage CU application user credentials.

**Step 3 – Register for UCD Access**

Your Technology Manager Corporate Administrator must go into Technology Manager: Manage Applications under Available Applications and agree to the Terms & Conditions for the usage of the UCD solution. Once this is complete, UCD will be available as an “Active Application Managed” technology solution. Administrators will then be able grant the UCD solution to specific user profiles as needed.

1. On the FannieMae.com Home page, click **Funding the Market**
2. Under Business Partners Click **Single-Family Business**
3. Click the Delivering tab
4. Select Technology Manager: Registration & Account Management under the Technology Applications & Tools heading
5. Click LAUNCH APP and Login
6. Complete the steps to add the UCD solution. See Section 4 below for detailed instructions.

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**NOTE:** Technology Manager Corporate Administrator and User Administrators are able to set up and manage user profiles and access to Fannie Mae technology applications. Administrators can grant and remove access to UCD for any users, as needed. Supporting documentation and job aids can be found on the Technology Manager page.

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Access the UCD Collection Solution from FannieMae.com

1. On the FannieMae.com Home page, click Funding the Market
2. Under Business Partners Click Single-Family Business
3. Click the Delivering tab
4. Select the Uniform Closing Dataset (UCD) link under UMDP Data Requirements section. The UCD home page will appear. Hint: You may want to bookmark this page in your web browser
5. Click LAUNCH APP. A new browser will open displaying the UCD Login page.

6. Enter your Fannie Mae User Name and Password, and click Login.
7. The **UCD solution** home page will appear.
4. Grant Access to UCD Application in Technology Manager

1. On the Technology Manager Home Page, click the **Manage Users** link.

   ![Corporate Administrator Home Page]

   **My Company**
   **Subscriber ID - Name:**
   c010ub - GEM SAVINGS ASSOCIATION - 16101
   ![Search]

   ![User Administrator Home Page]

   **My Company**
   **Subscriber ID - Name:**
   c010ub - GEM SAVINGS ASSOCIATION - 16101

   ![Manage Users]

   **I Would Like To...**
   - Update My Info
   - Create New User
   - Manage Users
   - Manage User Groups

2. The Manage Users screen appears. In the Search field, enter the desired search criteria and search value, then click **Search**.
NOTE: The screens to create a new user are the same for both CA and UA profiles.

3. Click the **Active Users panel** where the user's record was found, then select the **user record**.

4. Click the **Available Applications I Manage** panel, then click the **UCD** application you want to assign to the user.
5. The **Set Up User Access** screen appears.
6. In the Roles section, select the **role(s) you want to assign** to the user, then click **Add**.

**UCD_SUBMIT**: All users should have UCD_SUBMIT access.

**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.
7. In the Data Folder section, select which **data folder(s)** the user will be able to access, then click **Add**.

8. Click **Submit**.

9. An Alert box appears. Click **Confirm** to save your changes.
## Additional Information:

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<td><strong><a href="mailto:UCD@fanniemae.com">UCD@fanniemae.com</a></strong> or Fannie Mae Representative</td>
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<tr>
<td><strong>Loan Delivery</strong></td>
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<tr>
<td><strong>Collateral Underwriter</strong></td>
<td><a href="www.fanniemae.com/singlefamily/collateral-underwriter">www.fanniemae.com/singlefamily/collateral-underwriter</a></td>
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<td><strong>UCDP</strong></td>
<td><a href="www.fanniemae.com/singlefamily/uniform-collateral-data-portal">www.fanniemae.com/singlefamily/uniform-collateral-data-portal</a></td>
<td>800-2FANNIE (800-232-6643) and <strong><a href="mailto:UCDP_setup@fanniemae.com">UCDP_setup@fanniemae.com</a></strong></td>
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<td><a href="www.fanniemae.com/singlefamily/technology-manager">www.fanniemae.com/singlefamily/technology-manager</a></td>
<td>800-2FANNIE (800-232-6643) and <strong><a href="mailto:technology_manager_request@fanniemae.com">technology_manager_request@fanniemae.com</a></strong></td>
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