



Uniform Closing Dataset (UCD) Toolkit



BE READY for the September 25, 2017 UCD Mandate!

The below items should be completed by end of August to ensure you're on track for implementation of the UCD file

| <input checked="" type="checkbox"/> | UCD Checklist |
|-------------------------------------|---|
| <input type="checkbox"/> | <p>Register for UCD Access</p> <ul style="list-style-type: none"> Register for the UCD collection solution using Technology Manager. <ul style="list-style-type: none"> Review the Quick Guide: Access to UCD for Non-Sellers for details. For assistance, call the Technology Support Center at 800-2FANNIE (800-232-6643). <p>There are two user roles for the UCD solution:</p> <ul style="list-style-type: none"> 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. Non-Sellers must request access. UCD_ADMIN: Provides the capability to establish and manage relationships between correspondents and aggregators who will share UCD data. Both Sellers and Non-Sellers must request access. <p><i>NOTE: 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 correspondents and aggregators. These users should also request the UCD_SUBMIT role.</i></p> |
| <input type="checkbox"/> | <p>Create and Test the UCD XML File</p> <ul style="list-style-type: none"> Work with your technology solution provider to create and test the UCD XML file. Companies that have completed testing are listed on the UCD Technology Solution Provider List. <ul style="list-style-type: none"> Review the UCD Collection Solution User Guide and eLearning: UCD Collection Solution User Training |
| <input type="checkbox"/> | <p>Establish Relationships for UCD Transfer</p> <ul style="list-style-type: none"> Learn about the UCD transfer capability: <ul style="list-style-type: none"> Review the Quick Guide: UCD Transfer UCD_ADMIN users should review the guide for establishing relationships: <ul style="list-style-type: none"> Review the Quick Guide: Relationships for UCD Transfer |

Additional information can be found on the [UCD page](#) or the [UCD collection solution page](#) of FannieMae.com.

We encourage you to register for an upcoming webinar (available now; sessions will be added through the end of 2017) for more information and live demonstrations of the UCD solution.



Establishing Relationships for UCD Transfer

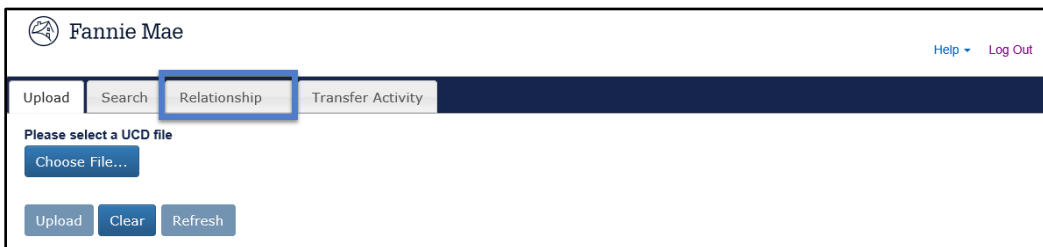
Reference the [Relationships for UCD Transfer Quick Guide](#) or the [UCD User Guide](#) for more details on this process.

Step 1: Establish Relationship for Transfer Capability (*correspondent to aggregator*)

- To establish a relationship, the user must be assigned the **UCD_ADMIN** role in [Technology Manager](#).

NOTE: *Relationships can only be established using Fannie Mae's UCD solution. If you are a direct integration user, you must use the collection solution user interface to establish the relationship.*

- To confirm you have the UCD_ADMIN role, the Relationship tab will be displayed.



Step 2: Initiate the Relationship

- From the UCD solution Home page, select the **Relationship** tab
- Choose your search criteria **Lender Name** or **Seller Servicer #**
- Enter the **Name** of the organization or **Seller Servicer #**
- Click on the **Search** tab. All matching organizations will be displayed.
- Click the box** to select the Lender Name and Seller/Service # you want to establish a relationship with
- Click the **Send Request** button. A message will indicate the Relationship has been initiated.
- Once the relationship request has been approved by the organization, the organization will appear under the Relationship Status section as **Approved**.

IMPORTANT: If multiple results display when searching by Lender Name, verify you chose the correct Seller/Service #. If the lender you are searching for is not found, contact them to ensure they have the UCD_SUBMIT role and verify their Seller/Service #. Note that a lender may have a prefix in their name (e.g., UCDP Only). Refer to the [Relationships Quick Guide](#) for additional details.

Step 3: Approve the Relationship

- From the UCD solution Home page, select the **Relationship** tab
 - If an organization has sent you a relationship request, the Relationship tab will display an icon indicating a request was sent.
- Select the Organization's Name by clicking the **check box**
- Select the **Approve** button
- The approver will see the confirmation that a relationship has been established.



5. Once the relationship is approved, the organization name will display in the Relationship Status section.

Transfer Capability: Correspondent to Aggregator

Once a relationship is established between two organizations in the UCD solution, either party can transfer a submitted UCD file to the other party. The correspondent can designate a Casefile ID and specific aggregator to transfer UCD data. Note that before you can initiate a transfer, you must first upload a UCD XML file. For details on this process, reference the [UCD Transfer Quick Guide](#).

Step 1: Upload the UCD XML File

1. From the UCD solution Home page, select **Upload** tab
2. Click **Choose File**
3. Locate and **select** the file you wish to upload from your desktop or saved file storage area
4. Click **Open**
5. Click the **Upload** button
6. After file validations are complete, review the UCD Findings Report which will display upon import.

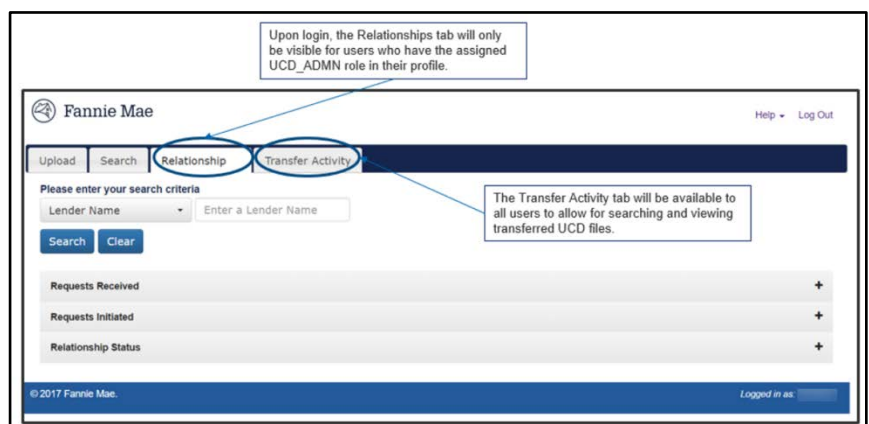
Step 2: Transfer of the UCD Data by the Correspondent

1. From the Upload tab, **upload** your UCD XML file (Zip or single file)
2. From the Upload Summary or UCD Findings Report, select the file(s) you would like to transfer and click **Transfer**
3. Select the **Organization** to whom you want to transfer the UCD file (the dropdown box will only display organizations you have an established relationship with). Click **Send Transfer**.
4. For a single file transfer open the UCD Findings Report and **click the Transfer** button. A message will be displayed confirming the UCD file has been transferred.
5. The aggregator can now access the UCD Findings Report, UCD XML file, and Closing Disclosure PDF (if applicable).

Step 3: Using the Transfer Activity Tab to Search

The Transfer Activity tab allows you to search for the UCD files you have transferred to other organizations, or those that have been transferred to your organization.

1. From the Transfer Activity tab, enter **search criteria** to locate the UCD file
2. You can search on the following:
 - Casefile ID
 - UCD Files Received (UCD files transferred **TO** your organization)
 - UCD Files Transferred (UCD files **FROM** your organization)





We're Here to Help!

| Application | Bookmark this Page | Support Options |
|--------------------------------|--|---|
| UCD Collection Solution | www.fanniemae.com/singlefamily/uniform-closing-dataset-collection-solution (select LAUNCH button) | <ul style="list-style-type: none"> Email UCD@fanniemae.com Call 800-2FANNIE (800-232-6643) Contact your Fannie Mae representative |
| Technology Manager | www.fanniemae.com/singlefamily/technology-manager | <ul style="list-style-type: none"> 800-2FANNIE (800-232-6643) Email technology_manager_request@fanniemae.com |

Important Resources for Getting Started

| Where can I find ... | References |
|--|--|
| Getting Started | |
| General information on UCD and tools to keep you on track | UCD Fact Sheet: Collection Solution UCD Fact Sheet: Features and Benefits UCD Checkpoint: Measure Your Progress The Quarterly Compass |
| Frequently Asked Questions | |
| Joint GSE FAQs on UCD and Fannie Mae specific FAQs on the UCD solution | FAQs Uniform Closing Dataset (UCD) FAQs Fannie Mae UCD Collection |
| Application Training | |
| Information on ... <ul style="list-style-type: none"> establishing relationships transferring UCD to an aggregator UCD Casefile ID how to use the UCD solution | Quick Guide: Relationships for UCD Transfer Quick Guide: UCD Transfer Quick Guide: Access to UCD for Non-Sellers Quick Guide: UCD Casefile ID UCD Collection Solution User Guide |
| OnDemand eLearning Courses | |
| Recorded webinar on UCD and general awareness demonstration on how to use UCD solution | UCD Awareness Presentation UCD Collection Solution User Training Presentation |
| Technical Resources | |
| Information on... <ul style="list-style-type: none"> Fatal/Warning edits creating the UCD XML file which technology providers support UCD | UCD Feedback Messages Helpful Hints for UCD File Creation UCD Vendor List |
| Implementation Guides | |
| Information/Samples of Closing Disclosure Information/Samples of UCD XML files Information on the UCD Specification | Appendix F: UCD Sample Use Cases (.zip) Appendix G: UCD Sample XML Files (.zip) Appendix I: UCD Delivery Specification v1.4 (.xlsm) |
| Upcoming Webinars | |
| Register for upcoming webinars | Refer to the UCD Collection Solution page for upcoming webinars. |