Getting Registered for Uniform Collateral Data Portal (UCDP)

To use Uniform Collateral Data Portal® (UCDP®), your company must first be set up directly with Fannie Mae for this application. The registration process begins with an initial setup process to establish your organization-level information in the portal. This setup is completed by one designated user known as the UCDP Lender Administrator, who has the ability to invite additional administrators and users to register for the portal.

The instructions for setup are divided by user group:

**Lender (Seller/Servicer)**

The UCDP Lender Administrator for your organization should complete the steps below to set up UCDP using your company’s assigned Fannie Mae Seller/Servicer Number.

1. Complete and submit UCDP Admin Registration Form
   - This email will come from technology_registration@fanniemae.com.
   - You’ll use the user name and password in Step 3.

2. Receive user name & password instructions in 3 days
   - If your company does not subscribe to one of these applications*, also complete and submit the UCDP Seller-Servicer Order Form.
   - This email will come from ucdp-noreply@veros.com.
   - You’ll use the user name and password in Step 3.

3. Receive UCDP registration URL in 5-7 days
   - Refer to the UCDP Registration Guide for more information.
   - Once set up, add another administrator by submitting the UCDP Administrator Form.

4. Invite Lender Agent within UCDP, if applicable
   - Refer to Managing Lender Agents Guide for more information.

*Shipping and Delivery Applications: Condo Project Manager™ (CPM™), Credit Variance Administration System (CVAS), eBoutique™, Loan Delivery, MBS Online Reports for Sellers, Pricing Services

**Correspondent (Non-Seller)**

Correspondents submit appraisals through the UCDP for loans they intend to close in their own names and do not have a Fannie Mae Seller/Servicer Number.

1. Complete and submit Non-Seller Registration Form
   - You will receive an agreement to sign and return via DocuSign®.

2. Receive user name & password instructions in 3 days
   - This email will come from technology_registration@fanniemae.com.
   - You’ll use the user name and password in Step 3.

3. Receive UCDP registration URL in 5-7 days
   - This email will come from ucdp-noreply@veros.com.
   - You’ll use the user name and password in Step 3.

4. Invite Lender Agent within UCDP, if applicable
   - Refer to Managing Lender Agents Guide for more information.
   - Once set up, add another administrator by submitting the UCDP Administrator Form.

**Lender Agent**

Lender agents are third-party entities (such as Appraisal Management Companies or Outsource Providers) that can be authorized by a lender to upload appraisal data to UCDP on the lender’s behalf. Lender agents must register for a UCDP account to appear on the lender agent pick list in UCDP that lenders use to select and authorize lender agents.

1. Complete and submit Lender Agent Registration Form
   - You’ll receive an online registration to complete.

2. Receive registration URL in 5-7 days
   - This email will come from ucdp-noreply@veros.com.

3. Complete UCDP setup (user ID & password)
   - Refer to the Lender Agent Admin User Guide for more information.

4. Notify your Lender Client

5. Lender Client sends invitation

6. Accept the relationship invitation

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