

MPF Xtra[®] PFI Advisory

September 14, 2011

Special Attention: PFI MPF[®] Program Management and Origination Management

Subject: Uniform Collateral Delivery PortalSM (UCDPSM) Registration

In the May 16, 2011 MPF Xtra PFI Advisory, we informed PFIs of the appraisal data delivery requirement, known as the Uniform Appraisal Dataset (UAD), a component of the Uniform Mortgage Data ProgramSM (UMDPSM). We also provided information on what PFIs should do to prepare for the delivery of the UAD.

The purpose of this Advisory is to provide assistance to PFIs regarding the setup and registration for the Uniform Collateral Delivery Portal (UCDP), which is the electronic portal to be used to deliver appraisal files directly to Fannie Mae.

The delivery of appraisal files through the UCDP will become mandatory on March 19, 2012, for all loan applications dated on or after December 1, 2011. We recommend that PFIs register for access to UCDP and prepare and test their ability to deliver appraisal files through the UCDP well in advance of the mandatory delivery date in order to avoid loan funding delays on or after March 19, 2012.

PFIs should also identify a “Lender Administrator” in their organization. This Lender Administrator will:

- register with Fannie Mae;
- have administrative authority within UCDP;
- set up the PFI organization profile in UCDP;
- be responsible for establishing general user access; and
- maintain the PFI user accounts in UCDP.

Steps to Register for the UCDP

There are two separate registration steps that the PFI must be complete prior to utilizing the UCDP:

1. Registration with Fannie Mae; and
2. Registration within the UCDP Portal.

The “MPF” and “eMPF”, and “MPF Xtra” are registered trademarks of the Federal Home Loan Bank of Chicago, and the “MPF Mortgage Partnership Finance” logo is a trademark of the Federal Home Loan Bank of Chicago.
“Uniform Data Program”, “UMDP”, “Uniform Collateral Portal” and “UCDP” are service marks of Fannie Mae and Freddie Mac
“Desktop Underwriter” and “DU” are registered trademarks of Fannie Mae.

Step 1 - Registration with Fannie Mae

PFI's must register with Fannie Mae prior to registering with the UCDP. The PFI will only be required to register with Fannie Mae once and this registration process should be completed by the individual the PFI designates as their "Lender Administrator."

There are two different procedures for registration with Fannie Mae depending on whether the PFI has a Non-Seller Servicer Number from Fannie Mae at the time of registration. PFIs who have authorized access to use Desktop Underwriter[®] (DU[®]), known as "DU Only" access through the MPF Provider for the MPF Xtra product, will already have a Non-Seller Servicer Number from Fannie Mae.

If the PFI has a Non-Seller Servicer Number (for example, through "DU Only"), complete and submit the following forms via e-mail to Technology_registration@fanniemae.com:

1. Shipping and Delivery Order Form and Schedule (see link below)
<https://www.efanniemae.com/sf/technology/accountmanage/doc/shipdelorderformschedule.doc>
2. Shipping and Delivery User Registration Form (to establish your designated Lender Administrator only)
<https://www.efanniemae.com/sf/technology/accountmanage/doc/shipdeluserform.doc>

PFIs with a Non-Seller Servicer Number do not have to complete the "Non-Seller/Servicer online registration request form"

If the PFI currently does not have a Non-Seller Servicer Number, complete and submit the following forms:

1. Non-Seller Servicer online form to acquire a Non-Seller Servicer ID
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpnonsellerservicerreg.pdf>
2. Software Subscription Agreement Form
<https://www.efanniemae.com/sf/technology/accountmanage/pdf/subscriptionformagreement.pdf>

When completing this form, the Company/Licensee Name field should be completed as follows by the PFI: "UCDP PFI _ _ _ _ - [PFI Name]";

- the four blanks denote the four digit PFI Number assigned by the MPF Program;
- "PFI Name" denotes the PFI institution name; and
- the dash should be included between the PFI Number and Name.

The PFI is not required to provide/complete the Seller/Servicer Number(s) field.

3. After the PFI receives a Non-Seller Servicer ID, your nominated point-of-contact individual will receive a contract and registration forms to complete and submit via e-mail to UCDP_setup@fanniemae.com or by fax to 215-575-1544.

Step 2 - Registration through the UCDP Portal:

After the PFI's Lender Administrator completes registration with Fannie Mae, he/she will receive an e-mail from Fannie Mae that includes the UCDP User ID. The e-mail will also include a link to the UCDP Portal where the PFI's Lender Administrator will be able to complete self-registration through the UCDP Portal.

Once this self-registration process is completed, the Lender Administrator will proceed with the setup of other PFI employees. This is done by sending "invites" from within the UCDP Portal to selected employees, whom the Lender Administrator may define as either UCDP users or UCDP "read only" users. A "read only" user will be able to view reports and search previously downloaded appraisals but not be able to submit appraisals, corrected appraisals or request overrides.

PFI employees who are "invited" by the Lender Administrator will receive email from "ucdp-noreply@veros.com" that will allow them to complete a self-registration process through the UCDP Portal (each user will select their own User ID and password). After selecting a User ID and password, each user will receive an email confirmation from ucdp-noreply@veros.com which will allow each user to log-in to confirm their User ID and password and continue the setup process.

Reminder of UAD and UCDP Testing and Readiness

The UCDP Portal is available today for either the testing of "sample" appraisal files or "live" appraisal file submission. We encourage PFIs use the portal as soon as practical in order to test their readiness. **For loans delivered under the MPF Xtra product on or after March 19, 2012 with an application date on or after December 1, 2011, the delivery of appraisal files through the UCDP Portal will be mandatory.**

If the PFI's appraiser or AMC can deliver an appraisal file in the MISMO XML compliant format, the PFI (or its AMC) will have the ability to submit the UAD directly through the UCDP Portal. If the appraisal file cannot be delivered in the MISMO XML compliant format, the appraiser must provide the appraisal report in a first generation PDF format. It is then automatically converted into the MISMO XML compliant format at the time of submission through the UCDP Portal. Please note that if the PFI delivers the first generation PDF file that is converted for submission through the UCDP Portal, a conversion fee will be charged by the UCDP Portal administrator and a separate, one-time, "PDF conversion agreement" must be completed by the PFI prior to their first conversion.

Note that for the two appraisal forms that are not "UAD standardized" (See the MPF Xtra PFI Advisory dated May 16, 2011), the appraisal data from these appraisals must also be collected in a MISMO XML compliant format (or converted from a first generation PDF format) to be submitted through the UCDP Portal for Mortgage Loans delivered under the MPF Xtra product on or after March 19, 2012.

When an appraisal file is submitted, the UCDP will provide an "Appraisal Document File Identifier" (Appraisal ID#). Although an "Appraisal Document File Identifier" is provided, the PFI must verify a successful submission (without errors), by referencing the "Submission

Summary Report” within the UCDP Portal. The Appraisal ID# will be mandatory data for completing the Loan Presentment data submission process under the MPF Xtra product for loans with an application date on or after December 1, 2011 that are delivered on or after March 19, 2012 (See the Loan Presentment Request Form (Form OG3)).

Key Dates:

- **June 27, 2011** – the date the UCDP became available for testing or live UAD electronic file submissions;
- **September 1, 2011 (Date of appraisal)** – Appraisers must use new appraisal forms, with electronic standardized data, for appraisals completed on or after this date;
- **December 1, 2011 (Date of application)** - New loan data requirements go into effect; PFIs must begin collection of appraisal files in electronic, standardized format in preparation for any deliveries on or after March 19, 2012; and
- **March 19, 2012 (Delivery date)** - All loan data must be delivered in the new XML format; Appraisal data must be delivered via the UCDP portal, prior to funding under the MPF Xtra product, if the loan application date is on or after December 1, 2011.

The MPF Program will be providing additional webinar training regarding both UMDP and UAD in the near future. Watch the Webinar Training Calendar under the Education link at <http://www.fhlbmpf.com> for more information on upcoming UMDP and UAD webinars.

PFIs, appraisers, AMCs or appraisal vendors who need further technical specifications or information regarding UAD may find more information on Fannie Mae’s website, www.efanniemae.com. In the website, click on the “Single Family” button, then select “loan quality” under the Underwriting and Origination heading, and finally select “Uniform Appraisal Dataset Page” under the Appraisers heading. Alternately, you may copy and paste the following link into your web browser window - <https://www.efanniemae.com/sf/lqi/umdp/uad/index.jsp>. *

PFIs who need further assistance in finding a vendor that offers a technology solution to enable the submission of electronic appraisal data to UCDP can find more information on Fannie Mae’s website at the following link - <https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpvendorlist.pdf> *

To reach the UCDP Support Center, please call 1-800-917-9291. This is the GSE call center to provide lenders with UCDP support. In addition, you may review Fannie Mae’s website for UCDP support resources www.efanniemae.com. In the website, click on “Technology” under the Single Family button, then select “Committing and Loan Delivery” from the left hand menu column, and finally select “Details” next to the Uniform Collateral Data Portal bulleted item. Alternately, you may copy and paste the following link into your web browser window - <https://www.efanniemae.com/sf/technology/commitloandel/ucdp/index.jsp> *

We look forward to working with all of our partners on this important initiative.

If you have any questions, please contact your MPF Bank Representative or call the MPF Xtra Service Center at 888-362-0011.

- * Any reference to a website other than the eMPF website in this PFI Notice is intended only to provide the PFI with direct access to Fannie Mae sites about the requirements referenced. It is not an endorsement of such a website or its contents. The MPF Program is not responsible for the contents of the referenced website or a PFI's reliance on the information contained therein.