

# PFI Advisory

March 8, 2010

## Special Attention:

PFI's MPF<sup>®</sup> Program Management, Origination Management, Servicing Management and Document Custody Management

## Subject:

### Enhancement to the eMPF<sup>®</sup> Website - PFI Loan Number Maintenance

The MPF Program announces an enhancement to the eMPF website which allows you to perform PFI loan number maintenance after the loan number was initially entered during the Loan Presentment process. Previously the ability to maintain the PFI loan number after Loan Presentment was only available to MPF Service Center staff, which required you to contact the MPF Service Center for each PFI loan number change or correction.

**The new “Change PFI Loan Number” function is available for your use immediately and can be done for both unfunded and funded loans.**

To change your PFI loan number follow these easy steps:

1. Sign into the eMPF website;
2. Click on the “Transactions” tab;
3. Click on “Loan Presentment” link in the left margin;
4. Enter or select the Master Commitment (“MC”) number of the loan;
5. Enter the current PFI loan number in the field provided;
6. Click the “Change PFI Loan Number” button;
7. Enter the new loan number in the “New PFI Loan Number Field”;
8. Click the “Submit” button;
9. Look for the “PFI Loan Number Changed” message at the top of the screen.

**If you have any questions, please contact your MPF Bank Representative or call the MPF Customer Support Desk at 877-INFO-MPF (877-463-6673).**