

How to Register for Uniform Closing Dataset (UCD) Access

The process to register for UCD access varies depending on whether your institution is currently able to access both the Fannie Mae (FNMA) Uniform Collateral Data Portal (UCDP) and Collateral Underwriter (CU) applications, or just the UCDP application. This document provides UCD registration instructions for both scenarios.

Scenario 1: You currently have access to the UCDP application but do not have access to the CU application

In this scenario, your UCDP Lender Admin must first register for the CU application before your institution will be able to register for UCD access.

- 1. Your UCDP Lender Admin must first contract for and register your organization for CU by logging in to the CU application via this link: [CU Registration Page](#)**
 - a. For help with identifying your UCDP Lender Admin, please contact the FNMA UCDP Support Center at 800-917-9291.
 - b. If your UCDP Lender Admin needs password assistance, please contact the FNMA Customer Interaction Center at 877-722-6757.
 - i. *Please note that your UCDP Lender Admin will need to access the CU Registration Page using their Fannie Mae user ID and password, which is different than their UCDP user ID and password.*
 - c. Once the UCDP Lender Admin has completed the registration process, they will receive an onscreen message indicating that the registration request was submitted and is pending activation. Within 30 minutes, an email will be sent to the UCDP Lender Admin upon successful activation.
 - i. *Please note that once the activation process has been completed, your UCDP Lender Admin will automatically become a FNMA Technology Manager Corporate Administrator who will be able to access the FNMA Technology Manager application.*

- 2. After step #1 has been successfully completed, your FNMA Technology Manager Corporate Administrator must complete the steps below in order to register your institution for UCD access:**
 - a. Log in to the FNMA Technology Manager application using your FNMA user ID and password via this link: [Technology Manager Login Page](#)
 - b. Under the “**Applications**” section of home page, click on the “**Manage Applications**” link.
 - c. Click on the “**Available Applications**” section header.
 - d. Locate (if necessary, click the right arrow button to navigate) the “**UCD**” option and click on it.
 - e. Under the “**Application Information**” section of the page, click the “**Continue ...**” link.
 - f. Agree to the Terms and Conditions by selecting the checkbox, and click the “**Continue**” button.
 - g. On the next screen under the “**Available Data Folders**” section, click on your Seller Servicer Number or Institution Name, click the “**Add >**” button, and click the “**Submit**” button.
 - h. After UCD has been added as a Managed Application, within the Technology Manager application, your FNMA Technology Manager Corporate Administrator may add UCD access for each of your institution’s users. For more information on how to add UCD access for your users, please see the detailed steps on page 2 of this document.

Scenario 2: You currently have access to both the UCDP and CU applications

In this scenario, your FNMA Technology Manager Corporate Administrator may register for UCD access by navigating to the FNMA Technology Manager application and following the steps below:

1. Log in to the FNMA Technology Manager application using your FNMA user ID and password via this link: [Technology Manager Login Page](#)
2. Under the “**Applications**” section of home page, click on the “**Manage Applications**” link.
3. Click on the “**Available Applications**” section header.
4. Locate (if necessary, click the right arrow button to navigate) the “**UCD**” option and click on it.
5. Under the “**Application Information**” section of the page, click the “**Continue ...**” link.
6. Agree to the Terms and Conditions by selecting the checkbox, and click the “**Continue**” button.
7. On the next screen under the “**Available Data Folders**” section, click on your Seller Servicer Number or Institution Name, click the “**Add >**” button, and click the “**Submit**” button.
8. After the UCD has been added as a Managed Application, within the Technology Manager application, your FNMA Technology Manager Corporate Administrator may add UCD access for each of your institution’s users. For more information on how to add UCD access for your users, please see the detailed steps on page 2 of this document.

How to Grant Access to UCD for Your Users

After UCD has been added as a Managed Application, within the Technology Manager application, your Corporate Administrator may add UCD access for each of your institution's users by following the steps below:

1. In the FNMA Technology Manager application, hover over the "Users" tab near the top left hand corner of the screen and click on the "Manage Users" option.
2. Under the "Search" section, select the "Active," "Deactivated," or "Both" radio button and click the "Search" button.
3. Locate (if necessary, click the right arrow button to navigate) the user you would like to edit and click anywhere on the user's record to select it.
4. On the right side of the screen, click on the "Available Applications I Manage" section header, locate (if necessary, click the right arrow button to navigate) the "UCD" option, and click on it to select it.
5. On the next screen under the "Available Roles" section, select the desired access level for the user and click the "Add >" button.
 - a. There are two roles for UCD:
 - i. **UCD_SUBMIT**: This role allows users the capability to upload UCD files, search UCD files, and transfer a submitted UCD file to another party.
 - ii. **UCD_ADMIN**: This role allows users the capability to upload UCD files, search UCD files, transfer a submitted UCD to another party, and establish/manage relationships.
6. Under the "Available Data Folders" section, click on your Seller Servicer Number or Institution Name, click the "Add >" button, and click the "Submit" button.
7. Repeat these steps to add the UCD application for additional users.

FNMA Technology Manager "Manage Users" Screen

The screenshot displays the FNMA Technology Manager interface. At the top, the 'Users' tab is selected. Below the navigation bar, the 'Manage Users' section is active. A search bar is present, and a table of active users is shown. The user 'Ryan' is highlighted. On the right side, the 'Available Applications I Manage' section is expanded, showing a list of applications, with 'UCD' selected. A red arrow points to the 'UCD' application in the list.

First Name	Last Name	User ID	Phone	User Group ID
Kay				
Jonathan				
Lee				
Eric				
Chad				
Ryan				
Tony				
Ashley				
Rhonda				
Lisa				

Application Name
Investor Reporting Test Environment
Legal Documents
Lender Record Info - Fm 502
Loan Delivery
Loan Delivery Test Environment
Online Billing Service
Prison and Execution Whole Loan
Quality Assurance System
Streamlined Doc Non-Eligible
UCD

User Roles Screen

Roles

Available Roles	
UCD_SUBMIT	
UCD_ADMIN	

Use Ctrl + mouse click to multi-select

Minimum number of roles required: 1.
This requirement must be met in order to click Submit.

Assigned Roles	
No data	

Add >
Add All >>
< Remove
Undo All Changes

Select one item at a time, multi-select is not allowed.

Data Folders

Available Data Folders	
Seller Servicer Nui Name ▾	
0002	FEDERAL HOME LOAN BANK

Use Ctrl + mouse click to multi-select

Minimum number of data folders required: 1.
This requirement must be met in order to click Submit.

Assigned Data Folders	
Seller Servicer Nui Name ▾	
No data	

Add >
Add All >>
< Remove
Undo All Changes

Select one item at a time, multi-select is not allowed.

Submit Cancel