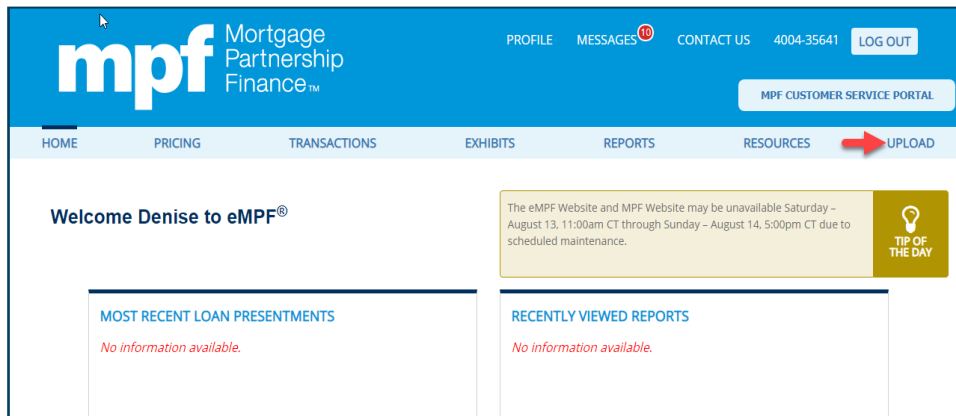# Fannie Mae Loan Number Retrieval Functionality

Effective February 1, 2023, all MPF Xtra® document release requests for loans that have already been funded by the MPF Program must include Fannie Mae loan numbers on the Request for Release of Documents (Form SG340).
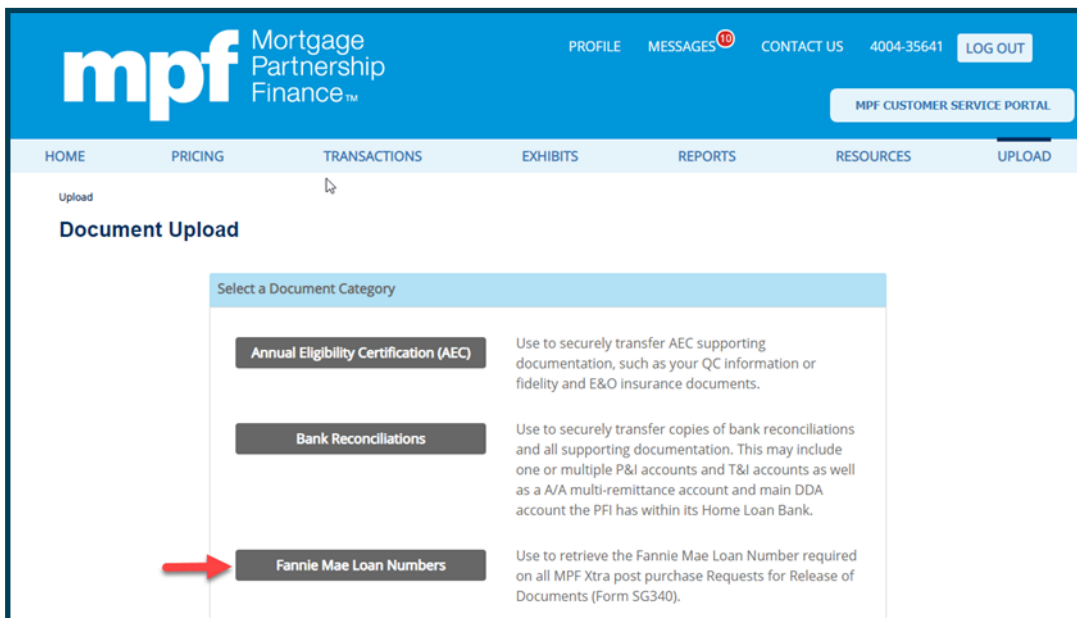
To assist PFIs with this requirement, the MPF Program is introducing a functionality to retrieve Fannie Mae loan numbers accessible via the eMPF® website.

This job aid provides additional guidance and instructions related to the Fannie Mae Loan Number Retrieval functionality on the eMPF website.

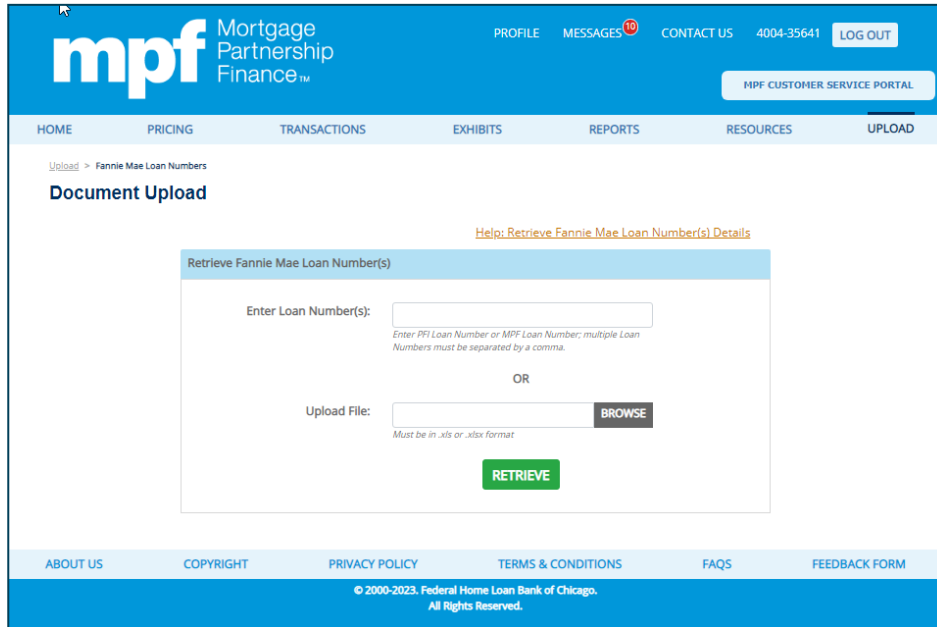1. Select the **UPLOAD** link from the eMPF homepage:

2. Select the **Fannie Mae Loan Numbers** link:

3. The Retrieve Fannie Mae Loan Number(s) screen provides two methods to retrieve Fannie Mae Loan Numbers by either data entry or file upload:
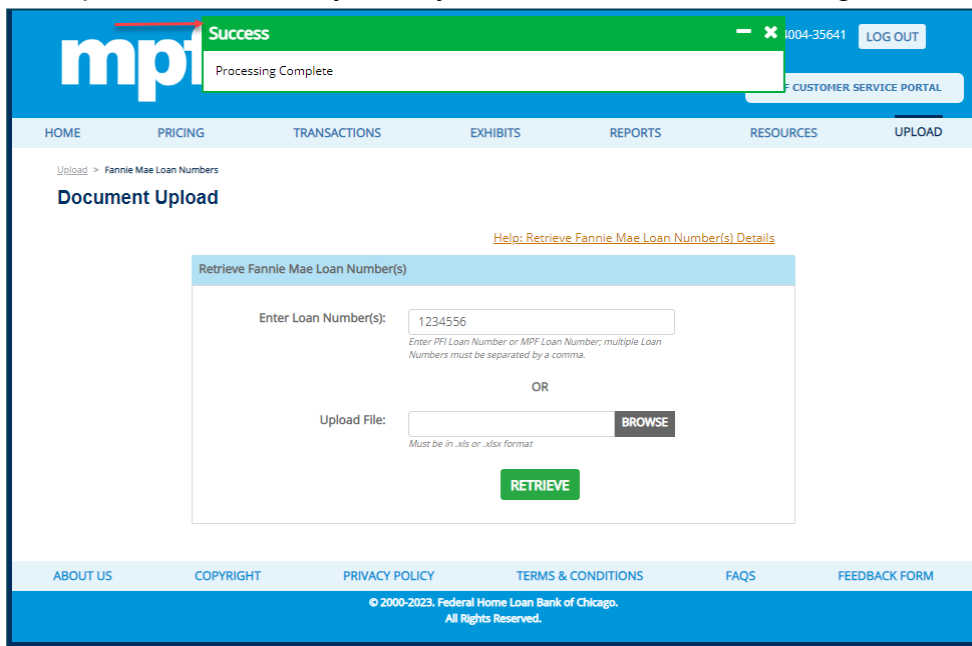

The text box is used to enter MPF Loan Number(s) OR PFI Loan Number(s); multiple loans must be separated by a comma. To submit the data, select the **RETRIEVE** button.

Browse functionality is used to select an Excel file (.xls or .xlsx). The file must contain Loan Number in cell A1. Loan number data in the upload can either be the MPF Loan Number or the PFI Loan Number associated with the loan at the time of funding. After selecting the file, the user will select **RETRIEVE**.

4. If the process completes successfully, the system will return the following screen:

Once successfully complete, the system will produce a FNMA Loan Number Output File .xlsx worksheet. The worksheet will contain two tabs: FNMALoanNumberData and FNMALoanNumberErrors.

    a. The FNMALoanNumberData tab displays a list of Fannie Mae loan numbers identified in the MPF system:

MPFLoanNumber	PFILoanNumber	FNMALoanNumber	MasterCommitment	LoanAmount	BorrowerName	PropertyAddress	PropertyCity	PropertyState	PropertyZipCode

    b. The FNMALoanNumberErrors displays a list of Fannie Mae loan number errors:

LoanNumber	ErrorMessage
1234556	Loan not found

    c. PFIs may receive the following error messages:

Error Message	Validation Failure
Loan not found	The system cannot identify the loan number provided
Loan is not a valid Fannie Mae loan	The loan does not belong to a valid MPF Xtra Master Commitment
FNMA loan number not yet assigned	The MPF Xtra loan has not been purchased by Fannie Mae

5. If the process is not successful, the system will return the following screen and will specify the reason why the system could not complete processing:

Please resolve the following errors: — ✖

Error Message	Validation Failure
Upload failed: File Header must be LoanNumber.	Header is not LoanNumber
Upload failed: File size exceeds 500 MB limit.	File size is greater than 500 MB
Upload failed: File extension must be .xls or .xlsx.	File extension is not .xls or .xlsx
Processing Error: To continue processing, remove loan number information from the selection box or re-move the import file.	Text box data entered and file selected for processing
Processing Error: To retrieve Fannie Mae loan number data, please enter Loan Number(s) OR upload a file to process.	No text box data entered or file selected for processing