

Getting Registered for UCDP Job Aid

In order 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 “set-up” process to establish your organization-level information in the portal. This set up is completed by one designated user known as the **Primary Lender Administrator** who, once the set-up process is completed, has the ability to “invite” additional administrators and users to register for the portal. The instructions for setup follow and are divided by user group:

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Lenders that have an existing Fannie Mae Seller/Servicer Number

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

NOTE: *If your organization has an active Seller/Servicer number but does not sell directly to Fannie Mae (sells to Correspondent lenders), you may still use your Seller/Servicer number to complete the UCDP registration. Completing the Non-Seller/Servicer registration is not necessary.*

Step 1: Identify a Primary Lender Administrator (admin) for your organization who will complete the remaining steps below.

Step 2: Complete and submit the Fannie Mae registration form(s). If your organization currently uses a Shipping and Delivery application, only one form is required to add UCDP to your Shipping and Delivery profile. *This is the most common scenario for most lenders.*

[UCDP Lender User Registration Form](#)

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

If your company subscribes to a Fannie Mae technology application, such as Desktop Underwriter[®], but does **not** subscribe to a Fannie Mae Shipping and Delivery application, complete:

- [Shipping and Delivery Order/Form Schedule](#)
- [UCDP Lender User Registration Form](#)

NOTE: *It takes five to seven business days to complete this registration step. When complete, the primary lender admin will receive a confirmation email from technology_registration@fanniemae.com. Save this email as it is required in the following steps.*

Step 3: Click on the UCDP Registration URL (received via email from ucdp-noreply@veros.com) to **set up** your organization within UCDP. Refer to the [Lender Admin Reference Series 1 – Lender Admin Registration](#) for additional guidance.

Step 4: Determine if you will **utilize a lender agent (appraisal management company, outsource provider)** to upload appraisals to UCDP on your behalf. If you will use a lender agent, go to step 5. If you will be uploading appraisals yourself, skip to step 7.

Step 5: Encourage your **Lender Agent** to register for UCDP. Once registered, the lender agent name is available within UCDP for you to select.

Step 6: Invite your Lender Agent to submit appraisal files on your behalf through the Relationships panel in the lender admin module. Refer to the [Lender Admin Reference Series 4 – Managing Lender Agents](#) for additional guidance.

Step 7: Determine if you will access the portal through the **web-interface** or utilize a **vendor-provided solution** that offers an integrated interface to UCDP. A list of technology vendors that plan to provide a vendor solution with an integrated system is available [here](#). Please note that Fannie Mae does not endorse any of these vendors or vendor solutions.

Step 8: Identify and Register a second lender admin to serve as a backup for your organization by completing Steps 2 and 3.

Correspondents (Non-Seller/Service) that do not have an existing Fannie Mae Seller/Service Number

Non-Seller/Service are correspondents who are submitting appraisals to the UCDP for loans they intend to close in their own names and who do not have a Fannie Mae Seller/Service Number. If you have a Fannie Mae Seller/Service number but operate as a correspondent (sell to an investor and not to Fannie Mae directly), you may still use your existing Fannie Mae Seller/Service number to register for the portal and should complete the steps located above.

If you do not have a Fannie Mae Seller/Service number, complete the following steps:

Step 1: Identify a Primary Lender Administrator (admin) for your organization who completes the remaining steps below:

Step 2: Complete the [Non-Seller/Service online registration request form](#) and email it to UCDP_Setup@fanniemae.com. A registration package will be emailed to the Primary Lender Admin within a few days.

Step 3: Complete and return the additional forms in the UCDP Registration package.

NOTE: It takes five to seven business days to complete this registration step. When complete, the primary lender admin will receive a confirmation email from technology_registration@fanniemae.com. Save this email as it is required in the following steps.

Step 4: Click on the UCDP Registration URL (received via email from ucdp-noreply@veros.com) to **set up** your organization within UCDP. Refer to the [Lender Admin Reference Series 1 – Lender Admin Registration](#) for additional guidance.

Step 5: Determine if you will **utilize a lender agent (appraisal management company, outsource provider)** to upload appraisals to UCDP on your behalf. If you will use a lender agent, go to steps 7 & 8. If you will be uploading appraisals yourself, skip to step 8.

Step 6: **Encourage** your **Lender Agent** to register for UCDP. Once registered, the lender agent name is available within UCDP for you to select

Step 7: **Invite** Lender Agent through the Relationships panel in the lender admin module to submit appraisal files on your behalf. Refer to the [Lender Admin Reference Series 4 – Managing Lender Agents](#) for additional guidance.

Step 8: **Determine** if you will access the portal through the **web-interface** or utilize a **vendor-provided solution** that offers an integrated interface to UCDP. A list of technology vendors that plan to provide a vendor solution with an integrated system is available [here](#). Please note that Fannie Mae does not endorse any of these vendors or vendor solutions.

Step 10: **Identify and Register** a second lender admin to serve as a backup for your organization by completing Steps 2, 3, and 4.

Lender Agents (Appraisal Management Companies, Appraiser Vendors)

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 in order to appear on the lender agent pick list in UCDP. Lenders use the Lender Agent Pick List to select and authorize lender agents to upload appraisals on their behalf.

Step 1: **Complete** the [Lender Agent Registration Form](#) once and submit it to either Fannie Mae or Freddie Mac to be added to the Lender Agent pick list (multiple registration forms are not necessary to establish multiple lender relationships).

Step 2: **Complete, sign and return** the additional forms received via email from Fannie Mae.

Step 3: Once your registration forms are processed (within a few days) you will receive an email from ucdp-noreply@veros.com that includes a URL to complete the UCDP registration process. **Save** this email for use in step 4.

Step 4: **Complete** your UCDP setup by clicking on the unique registration URL obtained in Step 3 and following the registration instructions. Refer to the [UCDP Lender Agent Admin Guide](#) for additional guidance.

Step 5 (optional): If you plan to access UCDP through a software vendor interface, **contact** your vendor for instructions on obtaining a UCDP Direct Integration User Id, and configuring the DI user profile, Business Units and Seller Numbers in the application. A list of technology vendors that plan to provide a vendor solution with an integrated system is available [here](#). Please note that Fannie Mae does not endorse any of the vendor solutions.

Step 6: **Notify** your lender client that your company's name has been added to the Lender Agent pick list within UCDP. Your lender client must "invite" you to establish a relationship with them from the *Relationship* screen in the *User and Business Unit Administration* module in UCDP. You must accept the invitation before you can submit appraisal data files on their behalf. Repeat this process for all lender clients with whom you do business. Refer to the [UCDP Lender Agent Admin Guide](#) for additional guidance.