

URLA/1003 Upload Guide

February 16, 2021

Uploading a URLA XML

1. Click on the Import icon.

| New Import | Announcer | nents | |
|-----------------------------------|-----------|---------|--|
| <enter name="" screen=""></enter> | Title | Message | |
| Work Queue | | | |
| My Tasks | | | |
| Pipeline Vista | | | |
| Announcements | | | |
| | | | |

The Import Loan pop up window will appear.

2. Click the File Type box select Mapping Sets.

| Import Loan | | 2 | 23 |
|--|------------------------|-----------|----|
| File Type | • | 1 | |
| Mapping Set | Loan Configuration | | |
| Import file | Mapping Sets | Browse | |
| O Update Active Loan | FNMA | | |
| | Borrower Center | | |
| Insert into New Loan | MISMO 2.3.1 Closing | | |
| System generated loan number | 2.6 Appraisal Response | port file | |
| O Allow Mapping Set to determine update | or insert | | |
| | | | |
| | | | |
| Loan Status | • | J | |
| Client | Client Selection | | |
| Channel | • |] | |
| Operations Center | • |] | |
| | ОК | Cancel | |
| | | | |

3. Click on the ... next to Mapping Set

| Import Loan | | 23 |
|---|----------------|----|
| File Type | Mapping Sets 🔹 | |
| Mapping Set | | |
| Import file | Browse | |
| O Update Active Loan | | |
| • Insert into New Loan | | |
| O Allow Mapping Set to determine update o | r insert | |
| | | |
| Loan Status | • | |
| Client | Test Bank | |
| Channel | | |
| Operations Center | | |
| | OK Cancel | |

4. Click the ... for Mapping Set and select iLAD_MISMO34_Import and click OK

| File Type | Manning Sets | |
|---------------------------------|---|--|
| | Mapping Set Selector | |
| Mapping Set | Use this dialog to load a previously created mapping set from the | |
| Import file | database. rowse | |
| 🔿 Update Ac | | |
| | ▲ XML import | |
| Insert into | Borrower Center | |
| | | |
| Allow Map | Borrower Center Lead Information | |
| | DeXML | |
| | | |
| Loan Status | iLAD_MISMO34_Import | |
| Client | MISMO 3.4 | |
| Channel | | |
| | OK Cancel | |
| Operations Ce | | |
| | OK Cancel | |
| | OK Cancer | |

5. Click on Browse

| Import Loan | | 22 |
|----------------------|---------------------|--------|
| File Type | Mapping Sets 🔹 | |
| Mapping Set | iLAD_MISMO34_Import | |
| Import file | | Browse |
| O Update Active Loan | | |

| | | 1 Upgrade > Testing > Test Cases > Staging CU3 > Update | a vinc i nea | ~ Ō | ocuren opuu | ted XML Files | 0 |
|--|----------|---|--------------------|------|-------------|--------------------|-----|
| rganize 🔻 New folder | | | | | |)iii • 🔲 | 3 |
| ካ This PC | ^ | Name | Date modified | Туре | | Size | |
| 3D Objects | | DI-VA04_v3.4 XML_VA Fixed Refi_09302020 | 12/3/2020 10:43 AM | XML | Document | | 41 |
| Desktop | | DI-VA03_v3.4 XML_VA Fixed Purchase_10072020 | 12/3/2020 10:43 AM | XML | Document | | 43 |
| Documents | | DI-VA02_v3.4 XML_VA ARM Purchase_10022020 | 12/3/2020 10:43 AM | XML | Document | | 43 |
| Downloads | | DI-VA01_v3.4 XML_VA Fixed Purchase_10022020 | 12/3/2020 10:43 AM | XML | Document | | 33 |
| Music | | DI-FHA04_v3.4 XML_FHA 203b Refi_09302020 | 12/3/2020 10:43 AM | XML | Document | | 35 |
| A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWNE | | DI-FHA03_v3.4 XML_FHA 203b Purchase_08212020_Ha | 12/3/2020 10:43 AM | XML | Document | | 30 |
| Pictures | | DI-FHA02_v3.4 XML_FHA Refi_PriorFHA_10142020 | 12/3/2020 10:43 AM | XML | Document | | 29 |
| 📕 Videos | | DI-FHA01_v3.4 XML_FHA 203b251 Purchase_08272020 | 12/3/2020 10:43 AM | XML | Document | | 29 |
| 🐛 Windows (C:) | | DI-CL01_v3.4 XML_Homestyle Purchase_10072020 | 12/3/2020 10:43 AM | XML | Document | | 31 |
| Documents (\\prow16fs01\Users-Hom\rwolff) (H:) | | DI-C09_v3.4 XML_Refi CO 2nd Home_3rd Borr_10022020 | 12/3/2020 10:43 AM | XML | Document | | 50 |
| MHFA Central (\\mhfa divisions) (l:) | | DI-C08_v3.4 XML_Purchase Manufactured_09302020 | 12/3/2020 10:43 AM | XML | Document | | 47 |
| Accounting (\\mhfa_divisions) (J:) | | DI-C07_v3.4 XML_HomeReady Community 2nd_09292 | 12/3/2020 10:43 AM | XML | Document | | 29 |
| Administration (\\mhfa_divisions) (K) | | DI-C06_v3.4 XML_2-Close Constr-to-Perm_03032020 | 12/3/2020 10:43 AM | XML | Document | | 38 |
| Administration (((mnia_divisions) (K:) | ~ | < | | | | |) |
| File name: DI-FHA03_v3.4 XML_FHA 203 | Bb Purch | ase 08212020 Happy Path | | ~ | Import Expo | ort Support for ma | pl~ |

6. Locate the XML you want to import (Keep file type as Import Export Support for mapping sets (.xml)

7. Click Open

- Complete the remaining fields
 - Loan Status leave blank
 - Client
 - Channel
 - Operations Center

8. Click OK

See Example of filled-in Import Loan Screen below

| File Type | Mapping Sets • | |
|---|-------------------------------|--------|
| Mapping Set | iLAD_MISM034_Import | 1 |
| Import file | DI-FHA03_v3.4 XML_FHA 203b Pu | Browse |
| O Update Active Loan | | |
| | | |
| Insert into New Loan Allow Mapping Set to determ | nine update or insert | |
| Allow Mapping Set to determ | | |
| Allow Mapping Set to determ Loan Status | nine update or insert | |
| Allow Mapping Set to determ | | |
| Allow Mapping Set to determ Loan Status | | |

Uploading a Fannie Mae 1003

1. Click on the **Import** icon.

| Enterprise Lending Center | | | |
|-----------------------------------|---------------|---------|--|
| New Import Search | Announcements | | |
| <enter name="" screen=""></enter> | Title | Message | |
| > Work Queue | | | |
| My Tasks | | | |
| Pipeline Vista | | | |
| Announcements | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The Import Loan pop up window will appear.

2. Click the **File Type box** select **FNMA**.

| Import Loan | | 23 |
|---|------------------------|-----------|
| File Type | | |
| Mapping Set | Loan Configuration | |
| Import file | Mapping Sets FNMA | Browse |
| | Borrower Center | |
| • Insert into New Loan | MISMO 2.3.1 Closing | |
| System generated loan number | 2.6 Appraisal Response | port file |
| Allow Mapping Set to determine update o | r insert | |
| Loan Status | • | |
| Client | Client Selection | |
| Channel | • | |
| Operations Center | | |
| | ок | Cancel |

3. Click on **Browse**.

| Import Loan | | | 23 |
|-------------|--------|--------|----|
| File Type | FNMA - | , | |
| Mapping Set | | | |
| Import file | | Browse | |

4. Locate the 1003 you want to import (Keep file type as **FNMA Import/Export (.fnm)**).

| 🥑 Open | _ | - | - | | x |
|----------------|--|------|-------------------------|----------------------|---|
| 🖉 🖉 🖉 Desk | top > | | ✓ ⁴ → Searce | h Desktop | ٩ |
| Organize 🔻 🛛 N | ew folder | | | | 0 |
| 🏭 Wind 🔦 | Name | Size | Item type | Date modified | - |
| 🔮 DVD F | DODU-Case5-Import.fnm | 5 KB | FNM File | 4/15/2019 7:41 AM | |
| Docui | 🛃 Forms - Shortcut | 2 KB | Shortcut | 8/2/2018 3:39 PM | |
| | 膨 SF BSPS Request Form - Shortcut | 1 KB | Shortcut | 12/20/2017 7:05 AM | |
| | 🔊 Seating Assignments, Conference Rooms, Phone and | 1 KB | Internet Shortcut | 9/27/2017 8:25 AM | = |
| 🖵 Admi 😑 | 🌗 _Temporary PDFs | | File folder | 2/23/2019 12:51 PM | |
| 🖵 Appli | 퉬 Clean up before we go live | | File folder | 2/19/2019 7:47 AM | |
| Home Home | 퉬 Lender Set-up ELC | | File folder | 1/23/2019 3:20 PM | |
| P Inform |] Job Audit | | File folder | 4/16/2018 7:08 AM | |
| 🖵 Legal | 🔁 Agency Letterhead | 2 KB | Shortcut | 9/11/2017 10:06 AM | |
| 🖵 Multil | 🗣 Network | | | | |
| 🖵 Datab 👻 | | | | | - |
| | File name: DODU-Case5-Import.fnm | | - FNMA | Import/Export (.fnm) | • |
| | | | Ор | en 🔽 Cancel | |

5. Click **Open**.

- Complete the remaining fields
 - o Loan Status
 - o Client/Lender
 - o Channel
 - Operations Center

6. Click **OK**.

See Example of filled-in Import Loan Screen below.

| Import Loan | | | 23 |
|---|---|-----------|----|
| File Type | FNMA 🔻 | | |
| Mapping Set | | | |
| Import file | DODU-Case5-Import.fnm | Browse | |
| O Update Active Loan | | | |
| Insert into New Loan System generated loan number Allow Mapping Set to determine update | O Loan number contained in im or insert | port file | |
| Loan Status | Registered 🔹 | | |
| Client | Academy Mortgage Corporation 🤦 | | |
| Channel | Homeownership 💌 | | |
| Operations Center | Correspondent Ops Center 🔹 | _ | |
| | ок | Cancel | |