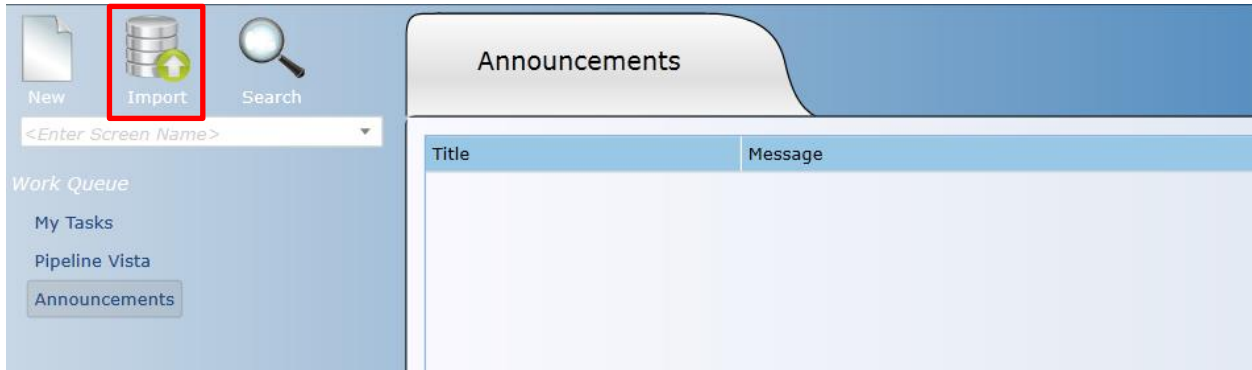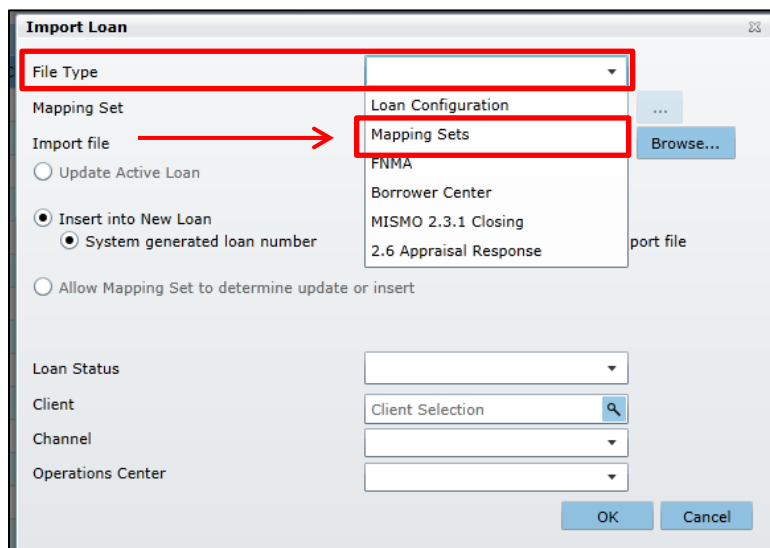# URLA/1003 Upload Guide

February 16, 2021

Uploading a URLA XML

1. Click on the Import icon.

The Import Loan pop up window will appear.

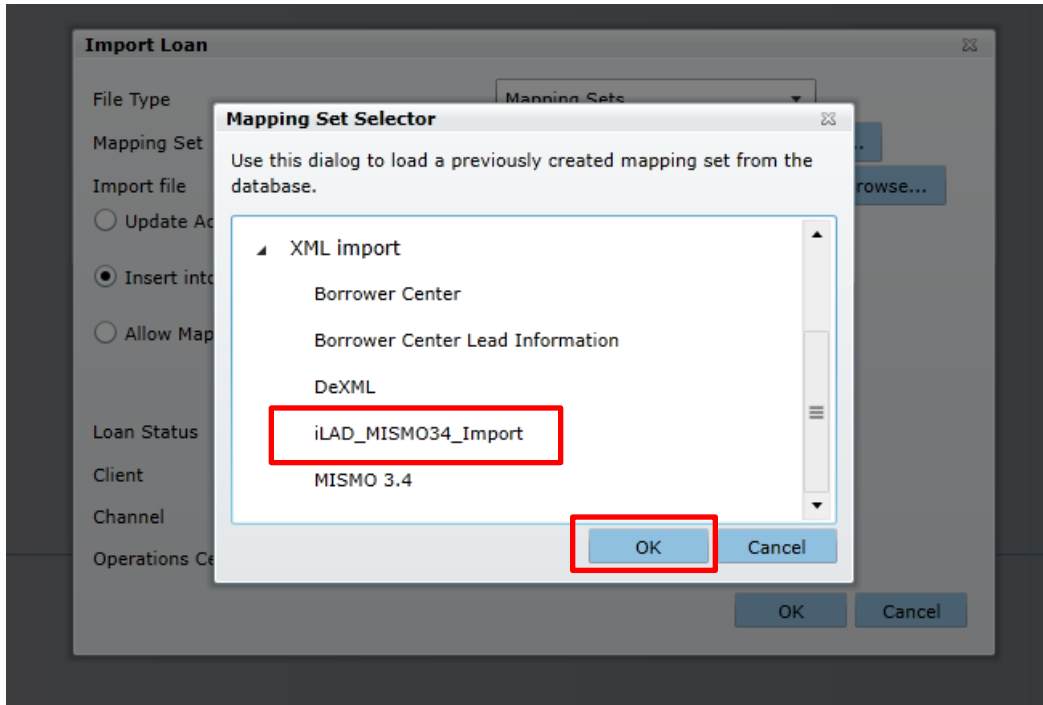2. Click the **File Type** box select **Mapping Sets**.

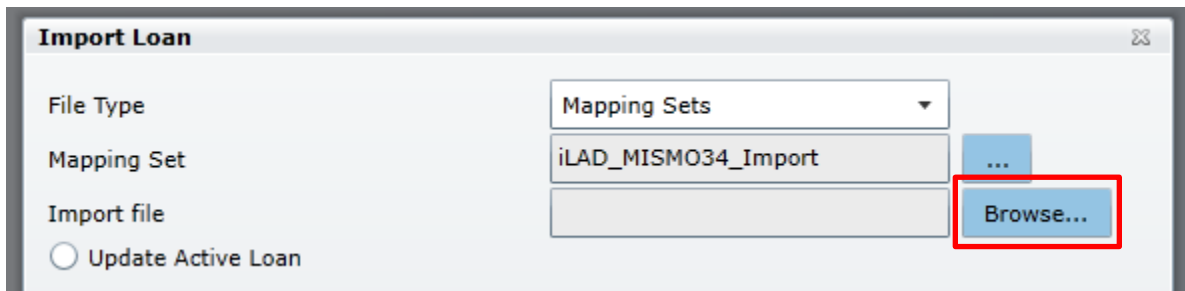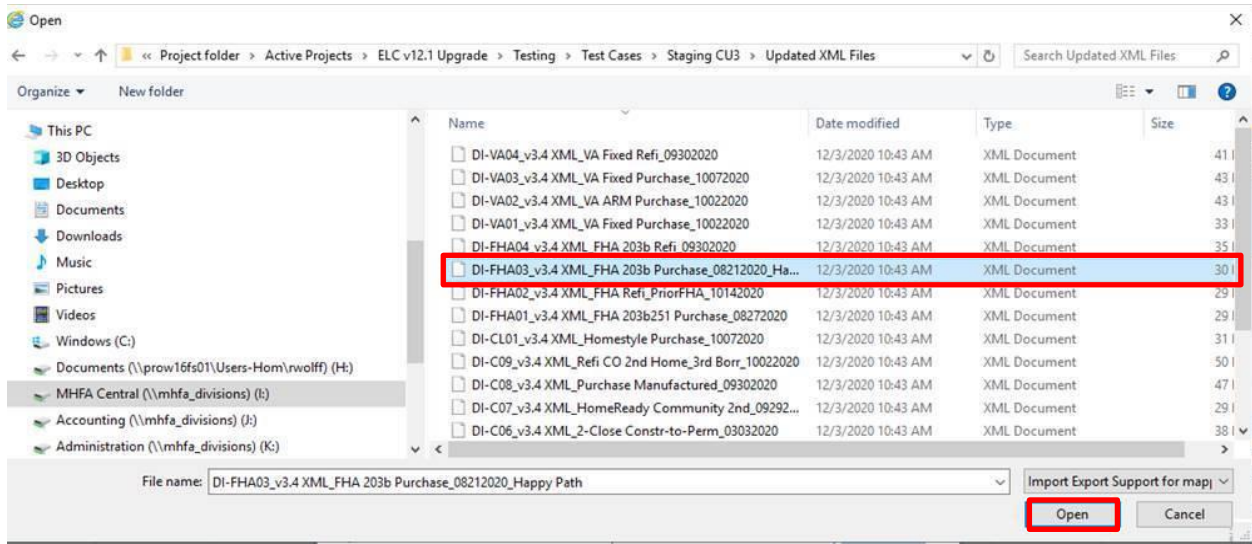3. Click on the **…** next to **Mapping Set**

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

5. Click on **Browse**

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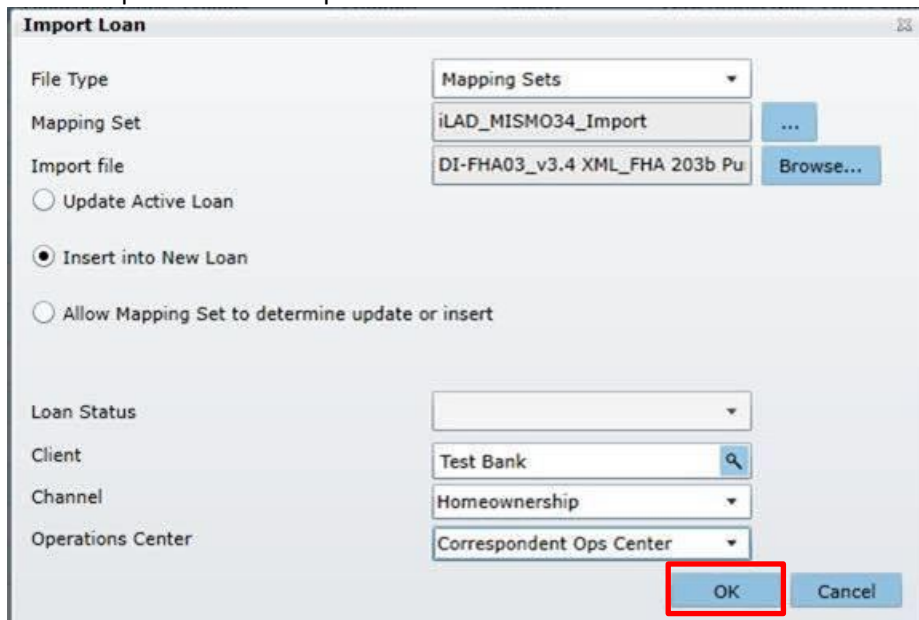

7. Click **Open**
   - Complete the remaining fields
     - Loan Status – leave blank
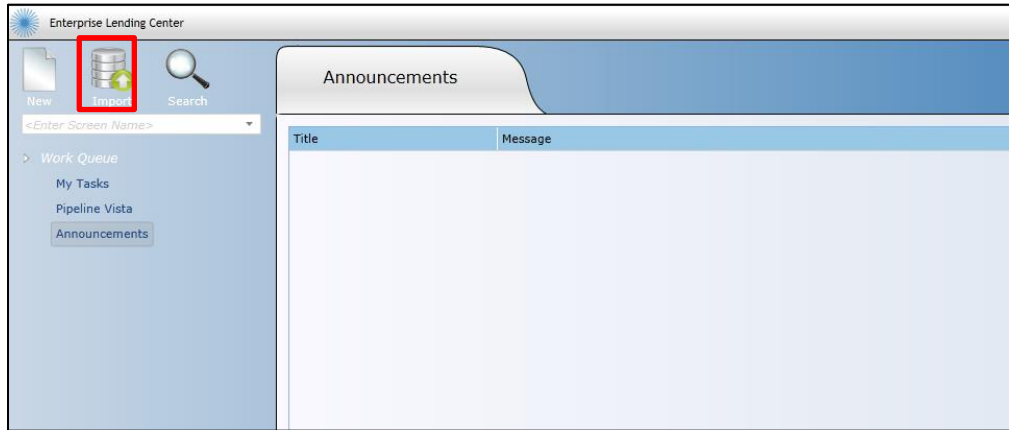   - Client
     - Channel
     - Operations Center

8. Click **OK**

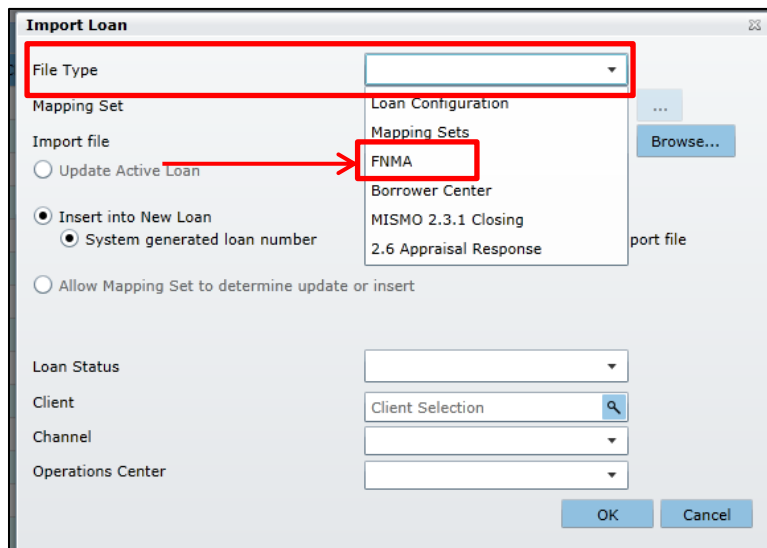See Example of filled-in Import Loan Screen below

Uploading a Fannie Mae 1003
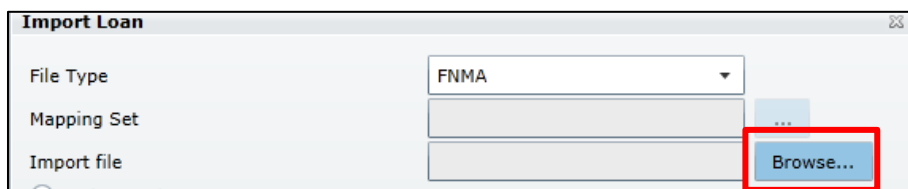
1.　　Click on the **Import** icon.

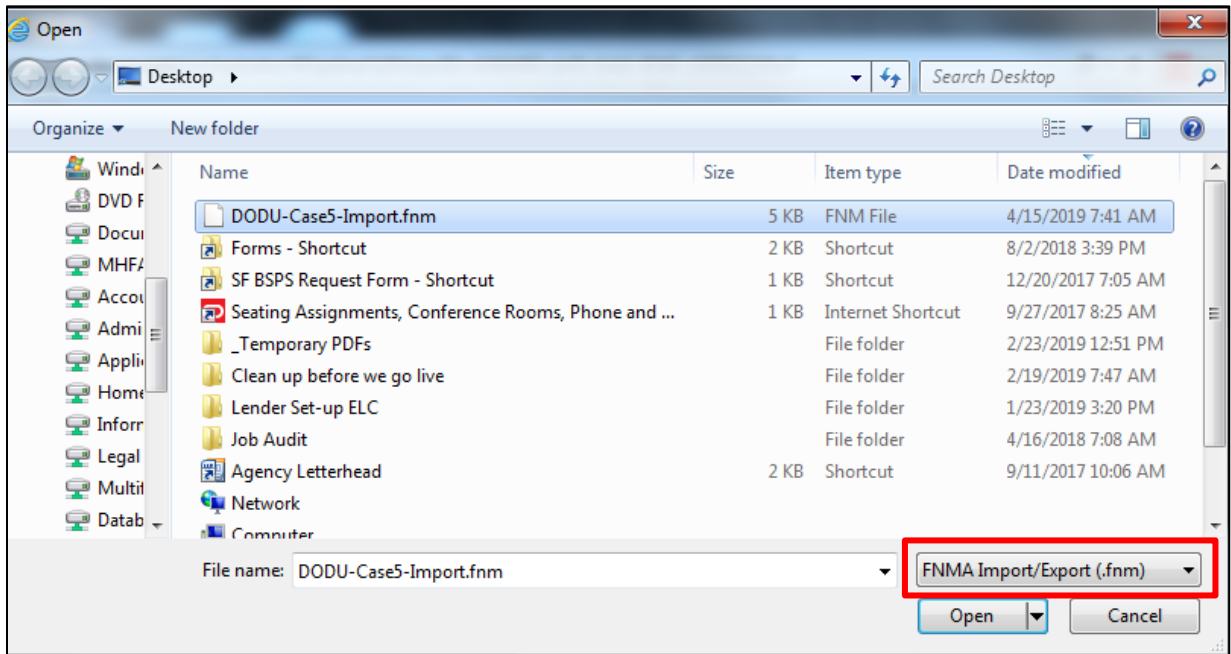The Import Loan pop up window will appear.

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

3.　　Click on **Browse**.

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

5.   Click **Open**.
- Complete the remaining fields
  - Loan Status
  - Client/Lender
  - Channel
  - Operations Center

6.   Click **OK**.
      See Example of filled-in Import Loan Screen below.