

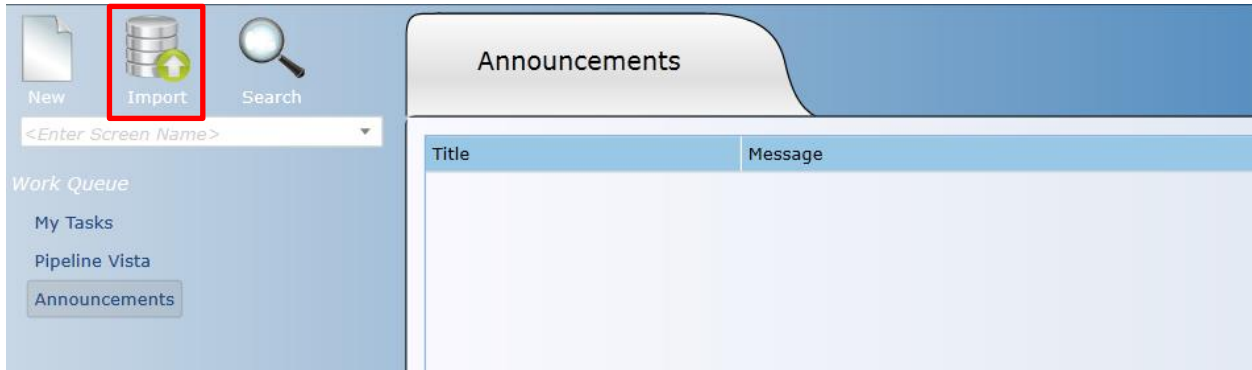


URLA/1003 Upload Guide

February 16, 2021

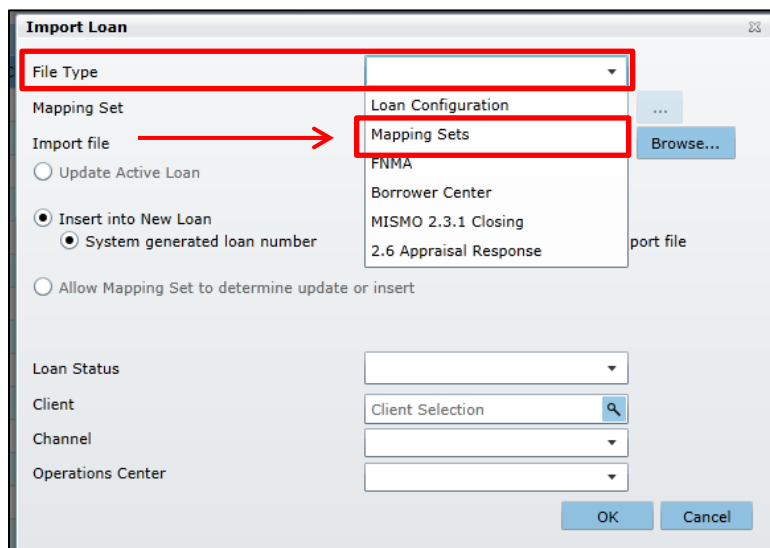
Uploading a URLA XML

1. Click on the Import icon.



The Import Loan pop up window will appear.

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

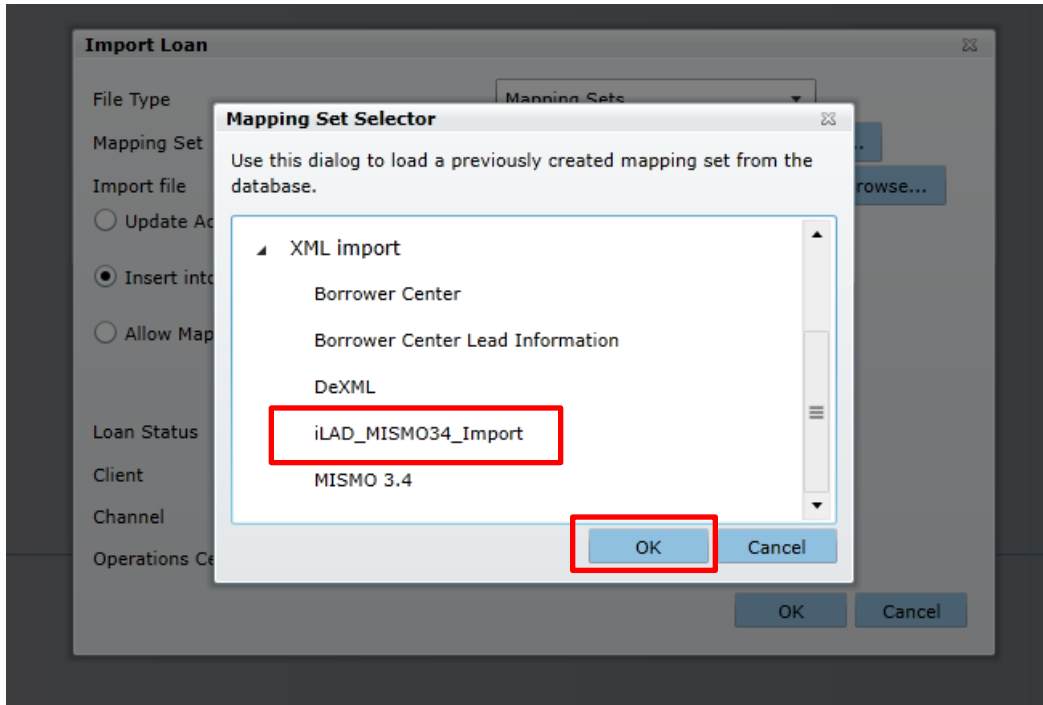


3. Click on the ... next to **Mapping Set**

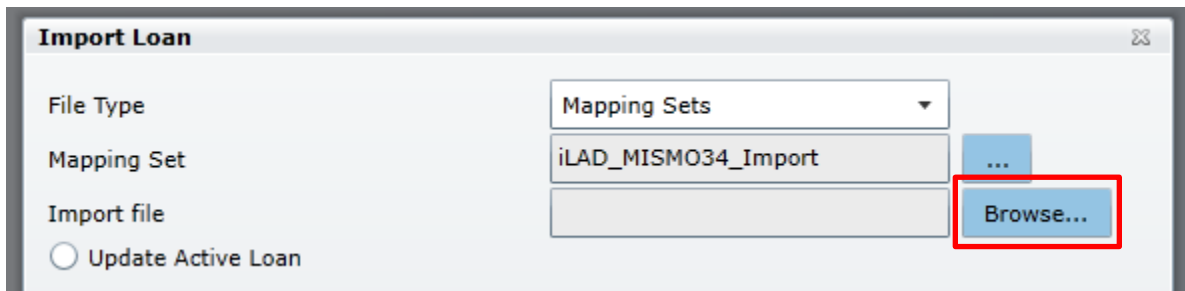
The screenshot shows a dialog box titled "Import Loan" with a close button in the top right corner. The dialog contains several fields and options:

- File Type:** A dropdown menu currently showing "Mapping Sets".
- Mapping Set:** An empty text field with a red box around the ellipsis (...) button to its right.
- Import file:** An empty text field with a "Browse..." button to its right.
- Radio buttons:** Three options: "Update Active Loan" (unselected), "Insert into New Loan" (selected), and "Allow Mapping Set to determine update or insert" (unselected).
- Loan Status:** An empty dropdown menu.
- Client:** A text field containing "Test Bank" with a search icon to its right.
- Channel:** An empty dropdown menu.
- Operations Center:** An empty dropdown menu.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

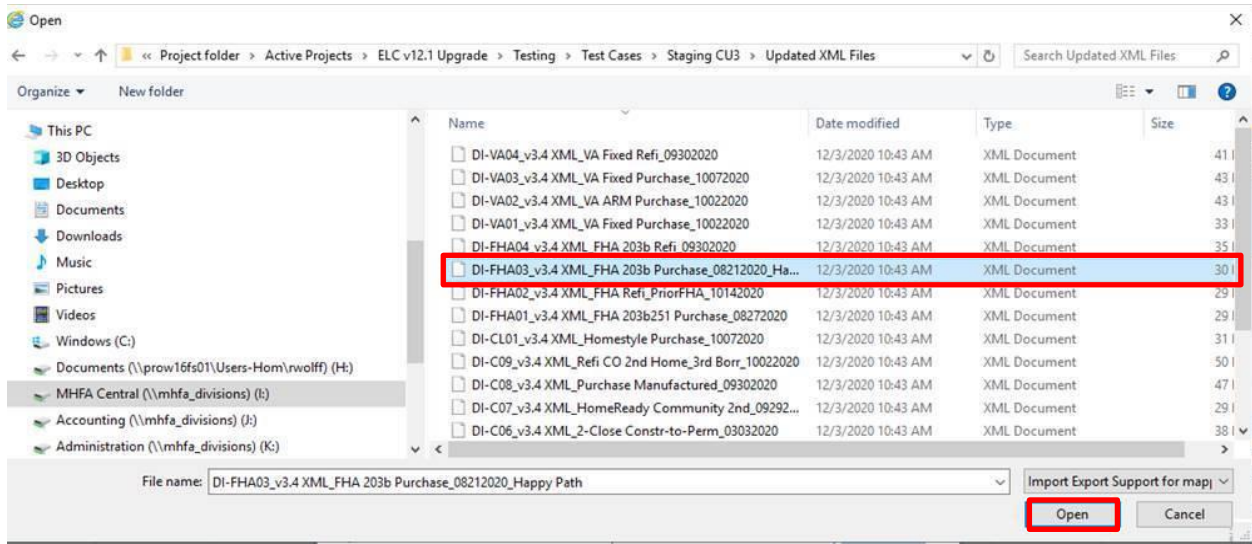
4. Click the ... for Mapping Set and select **iLAD_MISMO34_Import** and click **OK**



5. Click on **Browse**



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

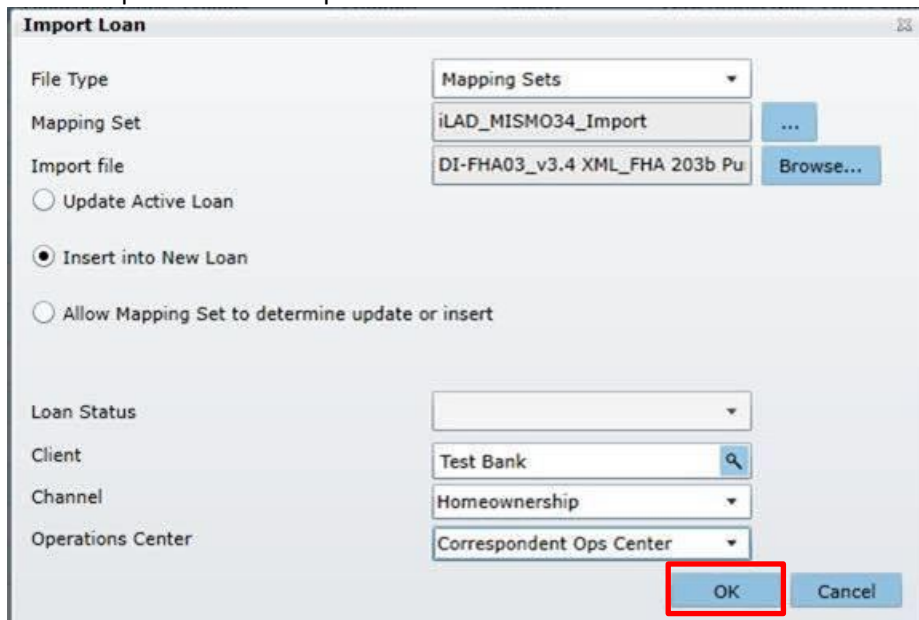


7. Click **Open**

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

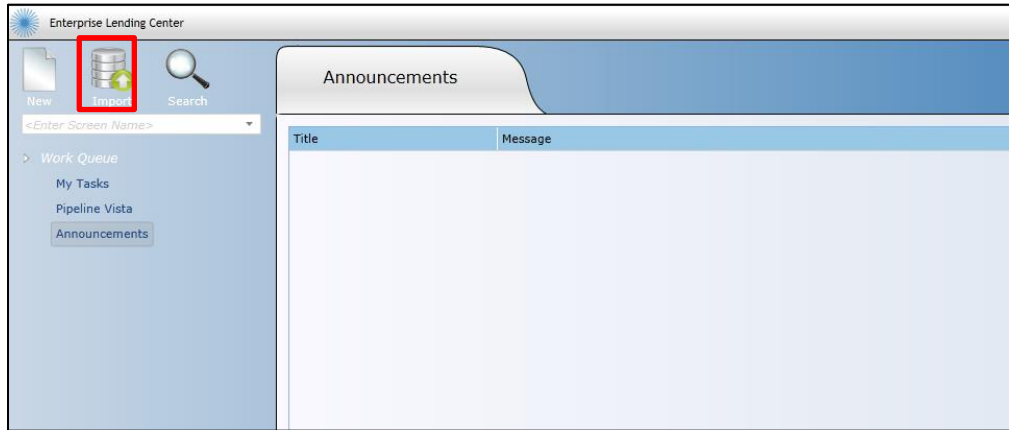
8. Click **OK**

See Example of filled-in Import Loan Screen below



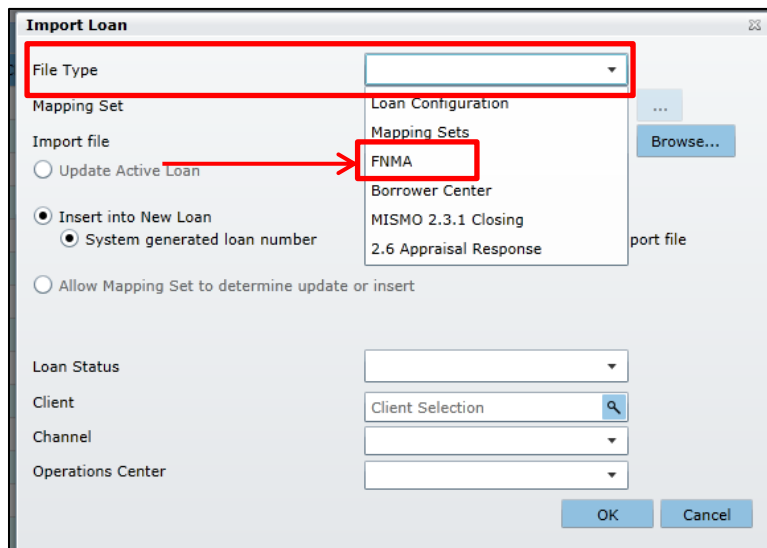
Uploading a Fannie Mae 1003

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

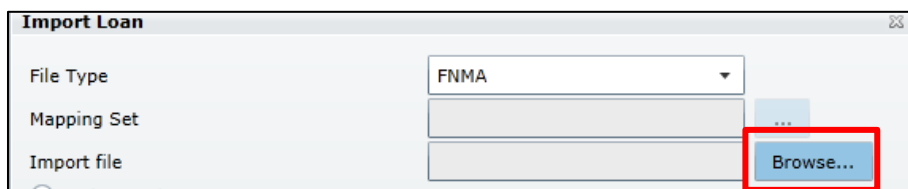


The Import Loan pop up window will appear.

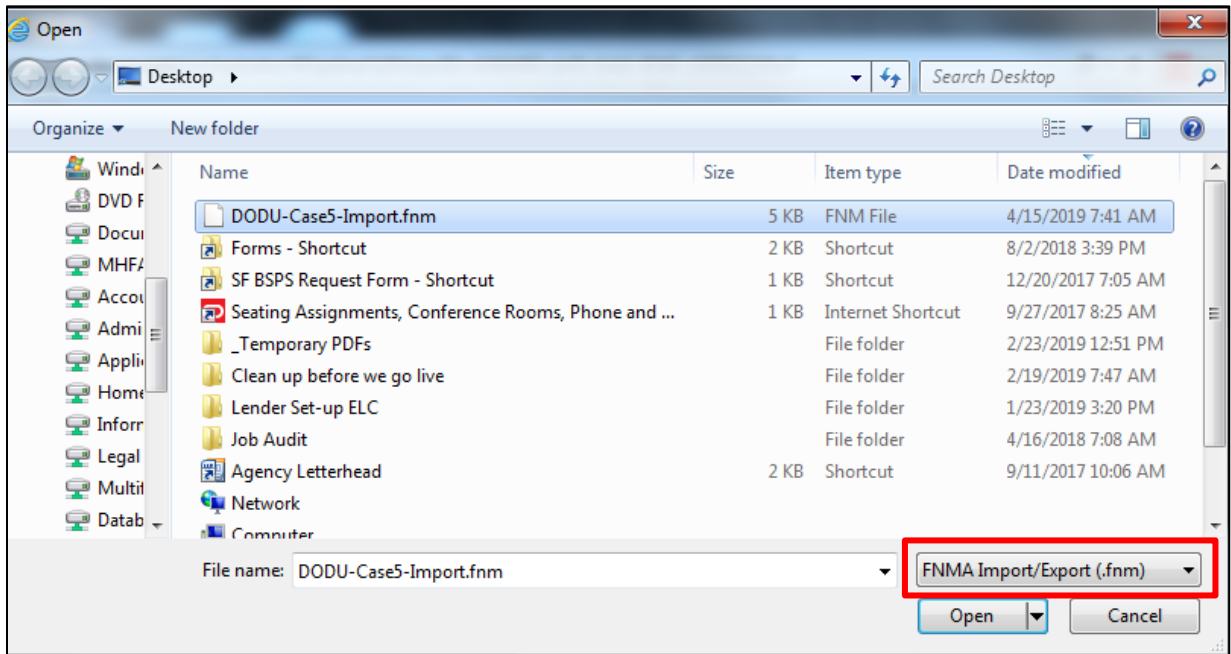
2. Click the **File Type** box select **FNMA**.



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.

The screenshot shows the 'Import Loan' dialog box. The 'File Type' dropdown is set to 'FNMA'. The 'Import file' field contains 'DODU-Case5-Import.fnm'. The 'Insert into New Loan' radio button is selected, and the 'System generated loan number' sub-option is also selected. The 'Loan Status' dropdown is set to 'Registered'. The 'Client' field contains 'Academy Mortgage Corporator'. The 'Channel' dropdown is set to 'Homeownership'. The 'Operations Center' dropdown is set to 'Correspondent Ops Center'. The 'OK' button is highlighted with a red box.