DUS DocWay® Managing Lender Assessment Documents

September 2020

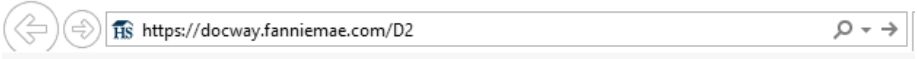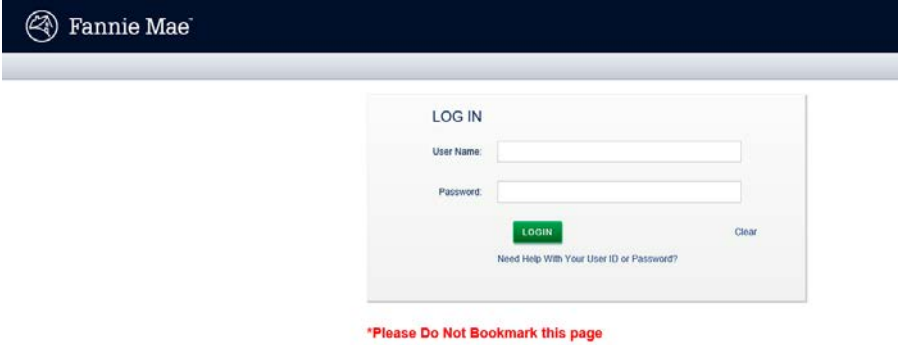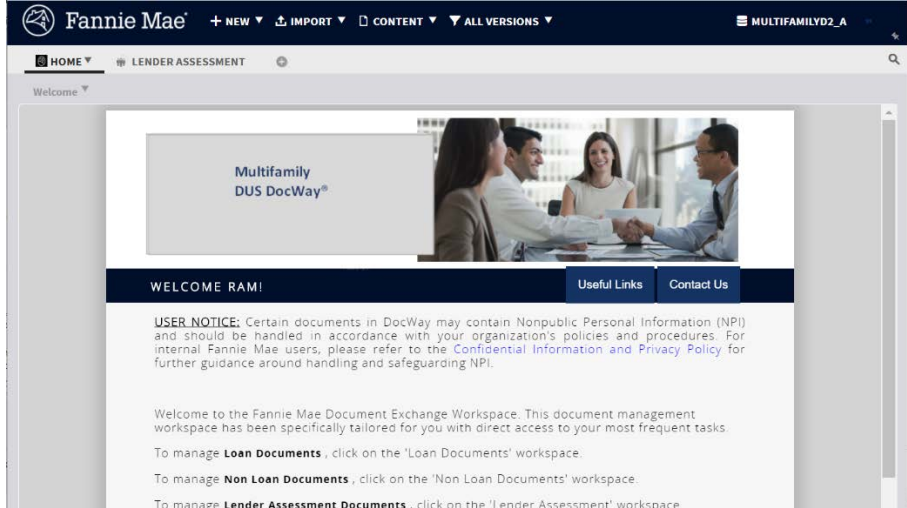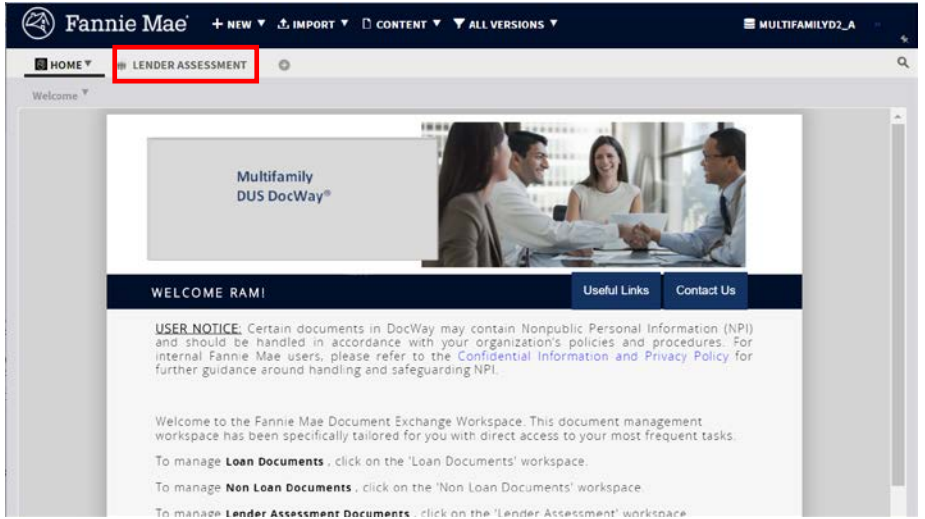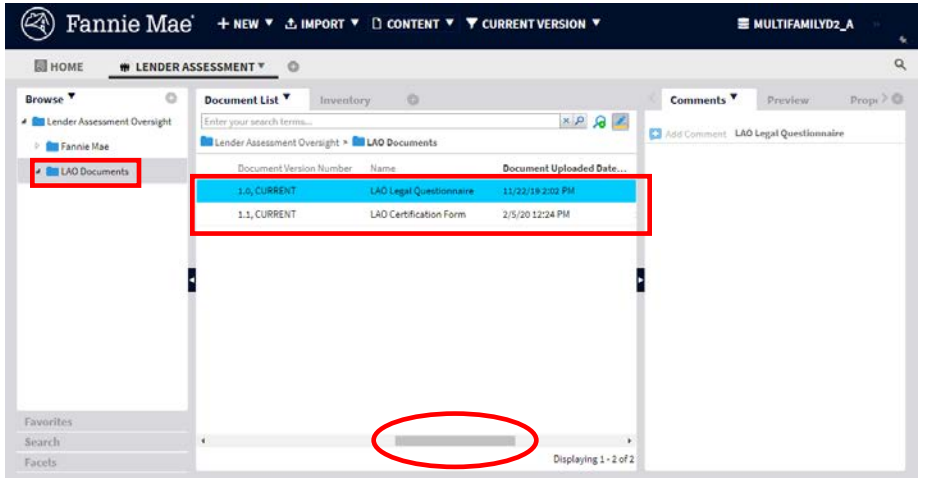## Table of Contents

Getting Started with DUS DocWay

DUS DocWay is accessed via the internet using either of the following browsers: Internet Explorer, Firefox, or Chrome (recommended). Follow the steps below to access DUS DocWay.

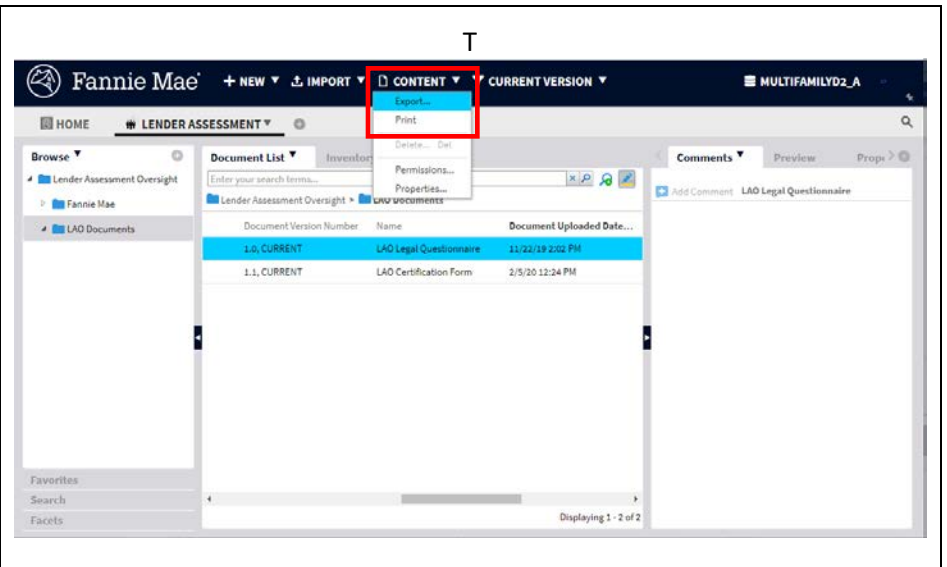| Steps	Additional Information/Results
1. Obtain usernames and passwords.	Login information can be obtained by contacting your company's Corporate Administrator. They can provide you with a username and password to access DUS DocWay. **Note**: Request the DocWay role *External LAO Compliance Lead Contributor*.
2. Enter the following into your browser's address bar: https://docway.fanniemae.com/D2 The login screen will be displayed.	 **Note**: You may also access a login button for DocWay by going to *Fanniemae.com>Multifamily>Apps and Tech>DUS DocWay> Login*
3. Enter your **User Name** and **Password** into the *Log In* screen.	
4. The *Welcome* page will display.	

Accessing Lender Assessment Forms

You will find the latest versions of both the *LAO Certification Form* and the *LAO Legal Questionnaire* available for download in the Lender Assessment workspace; follow these steps to access and download these forms.

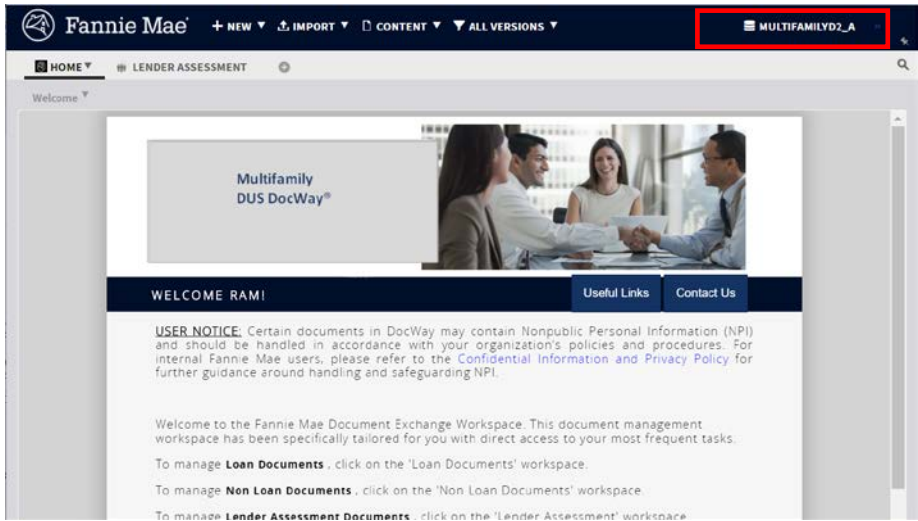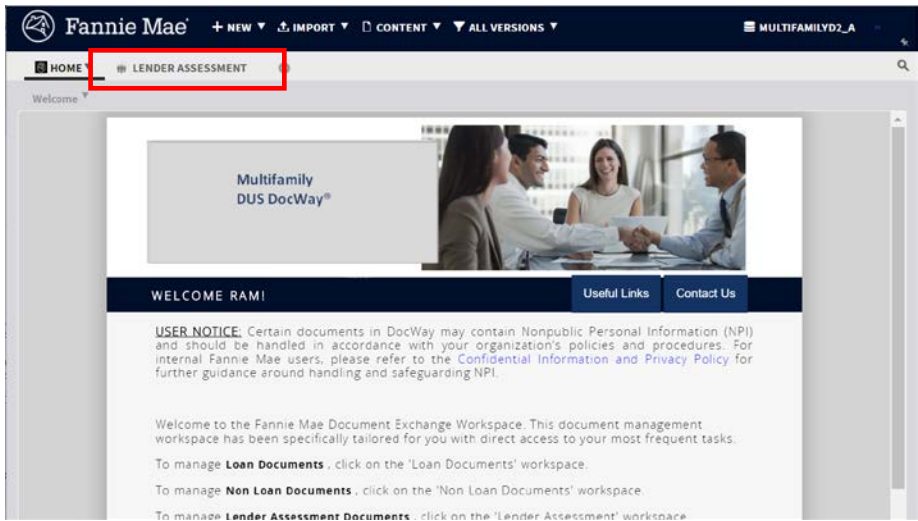| Steps	Additional Information/Results
1. Log in. When you have successfully logged in, the *Welcome* page is displayed. 2. Click on the **Lender Assessment** tab to open the workspace.	
3. Click on **LAO Documents** in the Browse widget. The *LAO Legal Questionnaire* and *LAO Certification Form* will be listed in the Document List.	 **Note**: Scroll to the center of the display to view the *Name* column for the documents.

4. To export/download the document click on **Content** in the top menu bar and select **Export** from the dropdown menu.
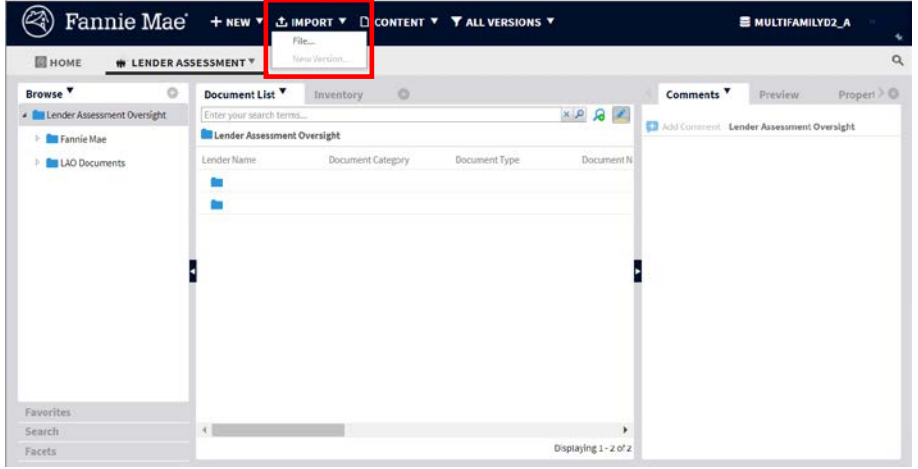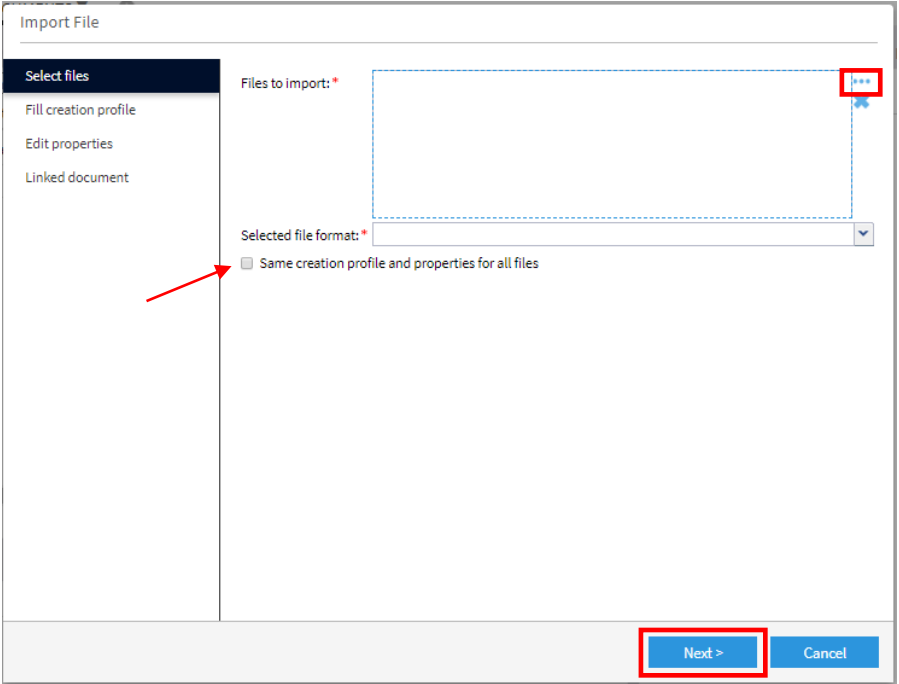
   The document/s will be downloaded. Update the document in Word, and when finalized, save it as a PDF prior to importing it to submit it to Fannie Mae.
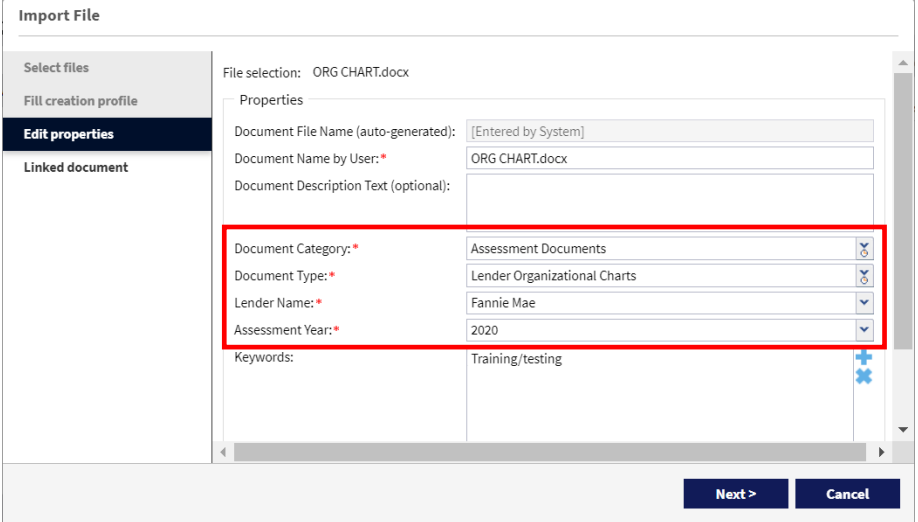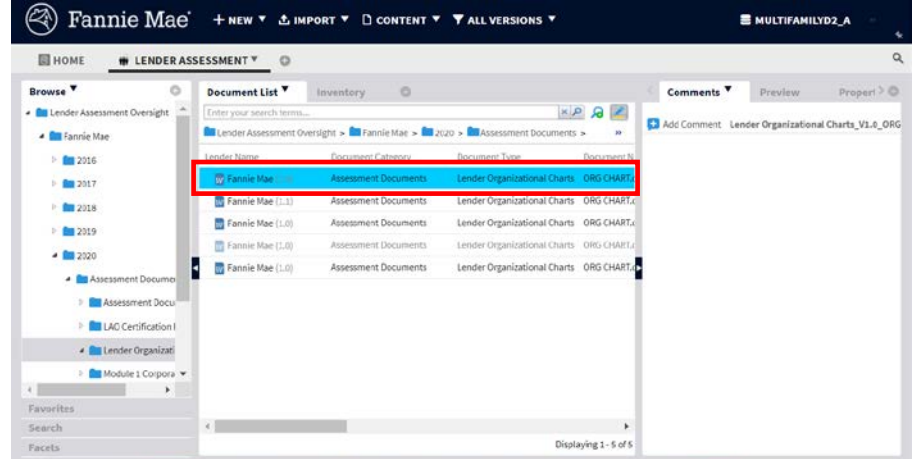
Import a Lender Assessment Document

From the *Welcome page*, you can launch the Lender Assessment workspace. Follow the steps below to navigate to the welcome page and import a lender assessment document.

Steps	Additional Information/Results
1. Log in. When you have successfully logged in, the *Welcome* page is displayed.	On the DUS DocWay Welcome page, the logged in user's full name and email address is displayed in the top right corner of the window.
2. Click on the **Lender Assessment** tab to open the workspace.	

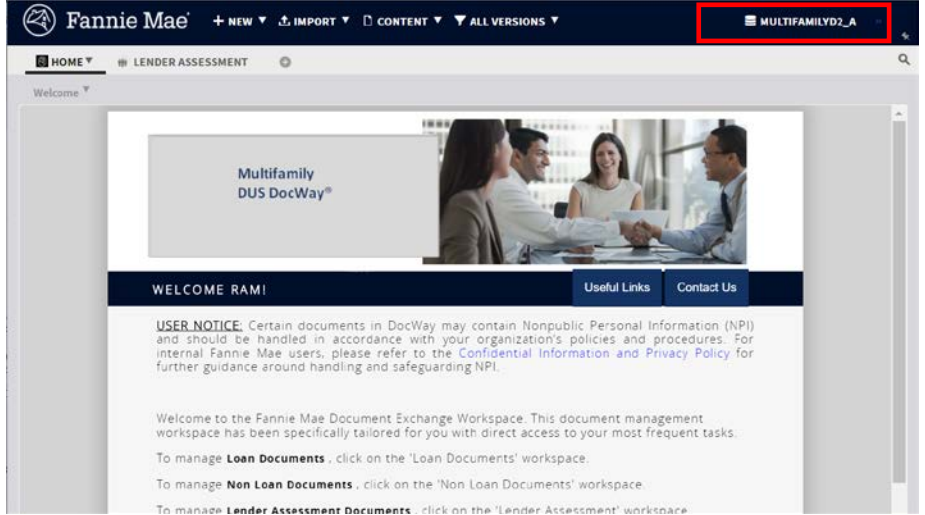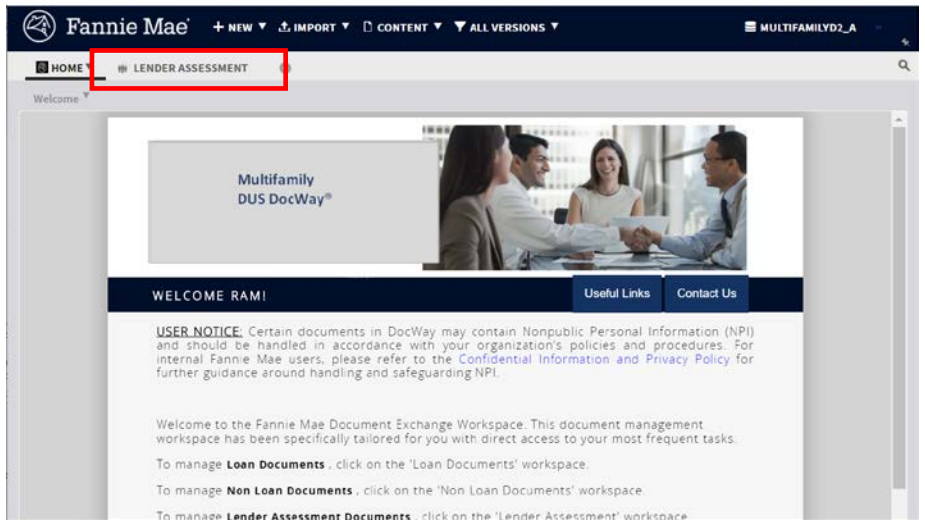| Steps	Additional Information/Results
3. Click **Import** from the top menu bar and select ***File*** from the dropdown menu. The *Import File* window will open.	
4. Click on the **ellipses** to the right of the *Files to Import* box. 5. Not shown: This will open a file manager window; click on the file you want to import, then click **Open**. **Note**: Files up to 200 mb can be imported, but we recommend you download files larger than ~50 mb to your desktop before importing to expedite the import process; also, while there is no technical limit to the number of files that can be uploaded at one time, best practice would be to import no more than 50 files at once. Allow extra time for a large number of files to be imported automatically. 6. The file or files will then display in the *Files to Import* box, click **Next**.	 **Note**: Click the *Same creation profile and properties for all files* checkbox to import multiple files automatically after selecting the profile and properties for one file – all documents uploaded in this manner will have the same properties and profile. If multiple documents are to be delivered to the same folder you may use this feature, or, you may also use the feature to expedite the import process and then update the properties of the documents as needed by right clicking on each document after it is uploaded in the *Document List* and selecting *Properties* from the dropdown to update *Document Category* and *Type* as appropriate. (For step-by-step instructions on updating properties, refer to the *Update Document Properties* section of this document, page 10xxx.)

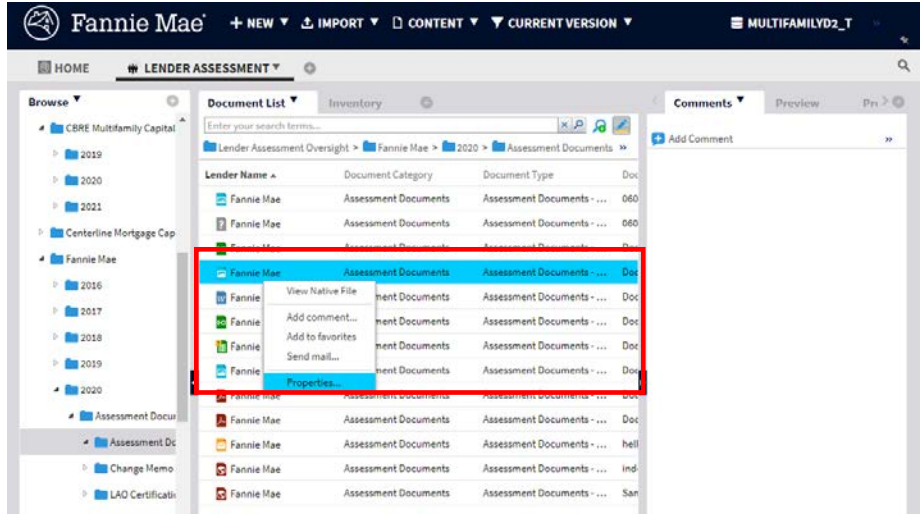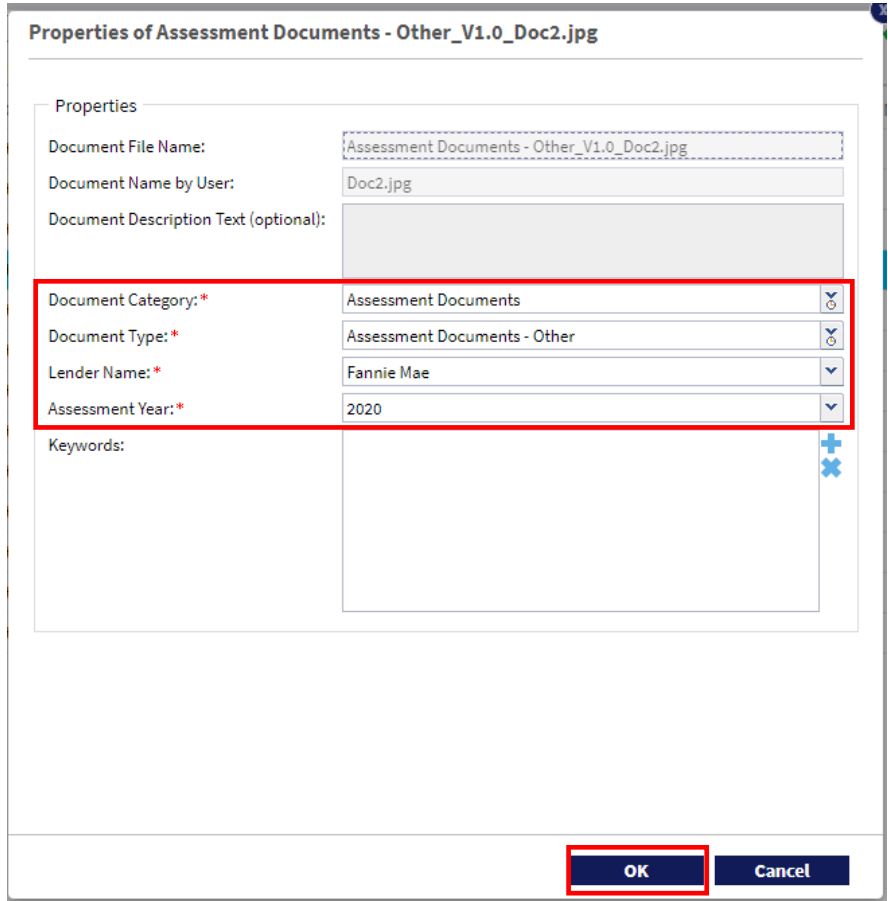| Steps	Additional Information/Results
7. Select the document properties for your file. **Note**: The fields with the red asterisk are required, however, the *Document Name by User* field is populated automatically and should NOT be entered manually. 8. Select: • **Document Category** • **Document Type** • **Assessment Year** Optionally you may enter **Keywords** which can be used later to search for the document. 9. Click **Next**.	**Import File** Select files Fill creation profile **Edit properties** Linked document File selection: ORG CHART.docx Properties Document File Name (auto-generated): [Entered by System] Document Name by User:* ORG CHART.docx Document Description Text (optional): Document Category:* Assessment Documents Document Type:* Lender Organizational Charts Lender Name:* Fannie Mae Assessment Year:* 2020 Keywords: Training/testing Next > Cancel **IMPORTANT NOTE**: Be sure to select the correct *Document Category* and *Type*. Please choose *Document Category* with care – note that Assessment Documents and Testing Documents, for example, are in separate categories. It is important that the documents be uploaded to the correct category for the appropriate Fannie Mae reviewer to be able to access them.

10. The *Document List* displays the uploaded file.
 	
The *Browse* widget displays the folder structure where the file is stored. Folders are created as needed when documents are uploaded. Once created, a folder cannot be deleted, although a draft document can be deleted.
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	Favorites
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	Document List ▼ Inventory
	Enter your search terms...
	Lender Assessment Oversight > Fannie Mae > 2020 > Assessment Documents >
	
	Lender Name / Document Category / Document Type / Document N
	Fannie Mae — Assessment Documents — Lender Organizational Charts — ORG CHART
	Fannie Mae (1.1) — Assessment Documents — Lender Organizational Charts — ORG CHART.d
	Fannie Mae (1.0) — Assessment Documents — Lender Organizational Charts — ORG CHART.c
	Fannie Mae (1.0) — Assessment Documents — Lender Organizational Charts — ORG CHART.c
	Fannie Mae (1.0) — Assessment Documents — Lender Organizational Charts — ORG CHART.c
	
	Comments ▼ Preview Propert
	Add Comment Lender Organizational Charts_V1.0_ORG
	
	Displaying 1 - 5 of 5

Import a New Version of a Document

Follow the steps below to import a new version of a document.

Steps	Additional Information/Results
1. Log in. When you have successfully logged in, the *Welcome* page is displayed.	On the DUS DocWay Welcome page, the logged in user's full name and email address is displayed in the top right corner of the window.
2. Click on the **Lender Assessment** tab to open the workspace.	

Steps	Additional Information/Results
3. Select the document to be replaced by clicking on it. 4. Click **Import** from the top menu bar and select ***New Version*** from the dropdown. The *Check-in* popup window will open.	
5. Click on ***Options*** tab and then the **ellipses** to the right. 6. Not shown: This will open a file manager window; click on the file you want to import, then click **Open**. 7. The filename will then display in the *Check-in from file:* field. Click OK. The newly imported document will replace the original document selected in Step 3 above.	
The *Document List* will display the current (new) version of the document. **Note**: You may display all versions by clicking on ***All Versions*** and selecting ***All Versions*** from the dropdown menu. The version numbers will be displayed in the Document Listing next to *Lender Name.*	

Update Document Properties

You may update a selected document's properties, including *Document Category, Document Type, Year, Quarter*, or *Month* at any time before the documents are submitted to Fannie Mae, i.e., while they are in *Draft* status. Follow these steps to update properties:
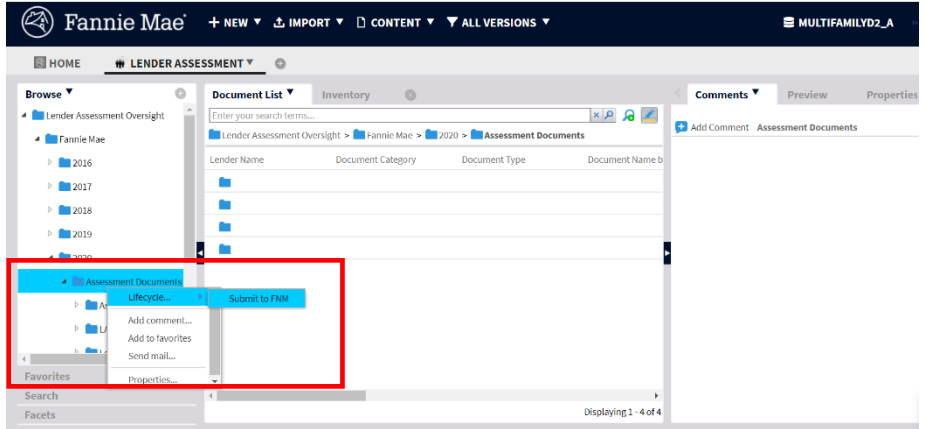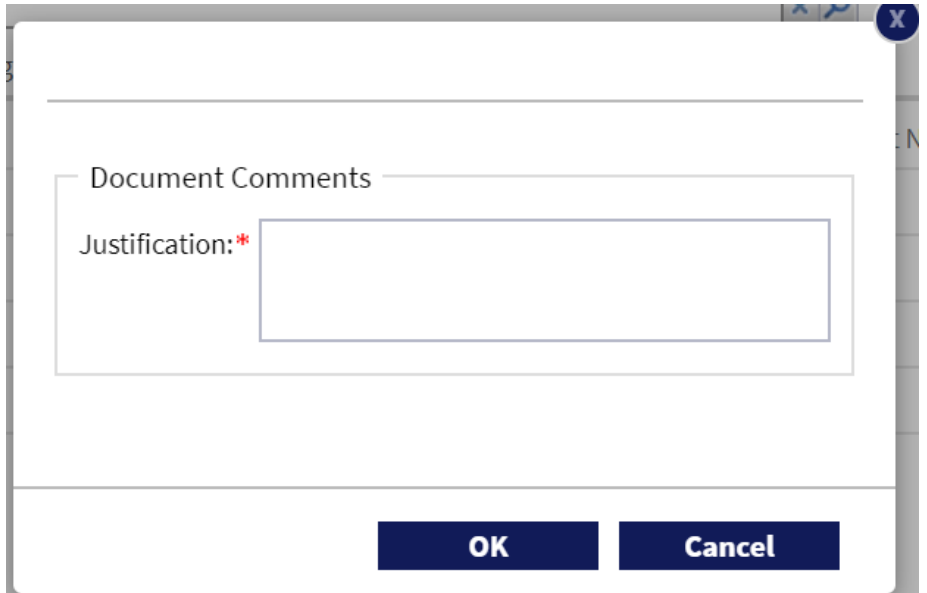
Steps	Additional Information/Results
1. To modify the properties of a document displayed in the *Document List*, right click on the document and select **Properties** from the dropdown menu. The *Properties...* window will be displayed.	
2. To update properties, backspace over the existing entry to clear it and then select your updated entry from the dropdown menu. Update: • ***Document Category**,* • ***Document Type**,* or • ***Assessment Year*** 3. When finished, click **OK**.	 **Note**: The *Keyword* field may also be optionally updated.

Submit Lender Assessment Documents to Fannie Mae

Fannie Mae users will not be able to view your documents until you submit them. Follow these steps to submit your lender assessment documents to Fannie Mae after you have reviewed the documents and have determined that the package is final/complete.
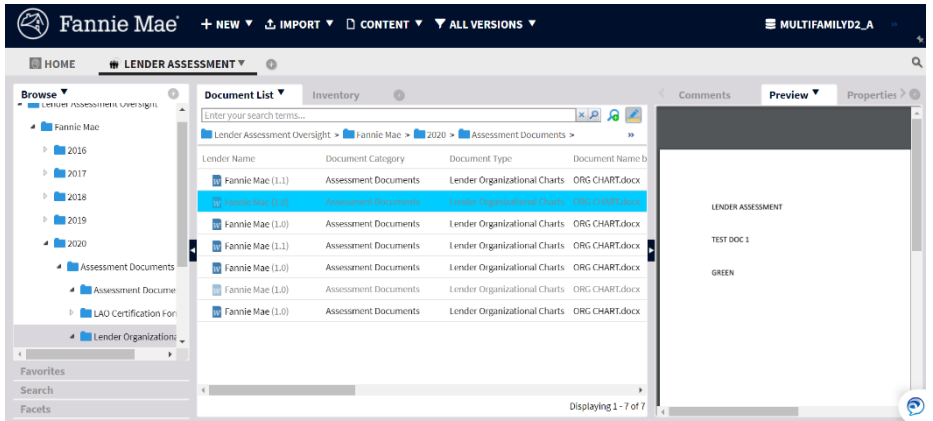
Submitted documents cannot be modified or deleted.

Fannie Mae Lender Assessment Oversight team members will each receive an automated notification upon document submission.

Steps	Additional Information/Results
1. To submit Assessment Documents, go to the *Browse* widget, select the appropriate submission year folder, then *right click* on the ***Assessment Documents*** folder and select ***Lifecycle***, and ***Submit to FNM***	
The *Document Comments* popup will display. 2. Enter *Justification* comments – enter your initials, and/or any comments you would like to include. 3. Click on OK to complete the submission. The status of the documents will be updated from *Draft* to *Submitted*.	 **Note**: Submitted documents cannot be deleted, however you may import a new version of a document if an update is required. **Note**: You may import additional documents after folder submission, however, when importing to a folder that has already been submitted, the document is automatically assigned the Submitted status (there is no Draft status when the folder has been submitted previously). (The folder can only be submitted once.)
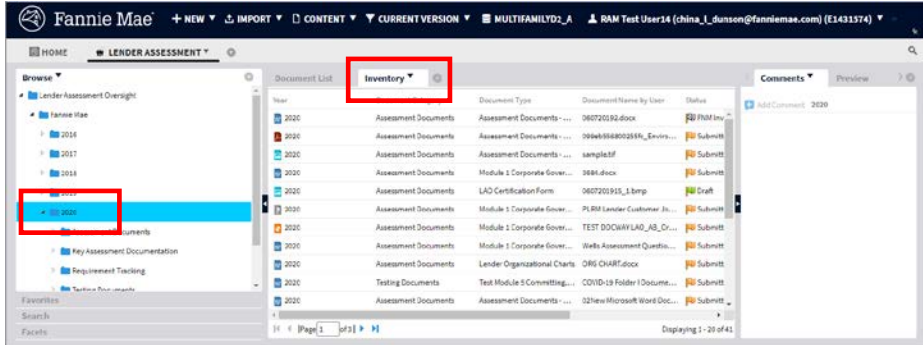
Preview a Document

To quickly view an uploaded document, you can generate a preview. Follow the steps below to preview a document:

Steps	Additional Information/Results
1. To display a Preview of a document, click on it to select it in the *Document List;* then click on the *Preview* tab to the right.	

View a List of All Documents (Inventory)

To see a complete list of all documents in a folder, select the Inventory tab and click on a folder in the Browser.

Steps	Additional Information/Results
1. To display a complete listing of all documents under any folder, click on the *Inventory* tab and then select a folder. In the example shown, the 2020 folder is displayed – the inventory list displays all documents uploaded to any sub-folder under the 2020 folder.	

Search for a Document

Follow the steps below to search for a document:

Steps	Additional Information/Results
1. To search for a document, enter search terms in the search bar in the *Document List* window, and then click on the small **magnifying glass icon** on the right side of the search bar. **Note**: Search terms may consist of either alpha or numeric entries, and may include multiple terms. The results when multiple terms are used will include all documents that contain any of the search terms unless you use a "+" between the two terms. If you use the "+" sign between search terms, only documents containing both search terms will be returned. **Note**: "*" functions as a wildcard (e.g., enter "*" before some part of the desired search term and all items matching the portion of the search term entered will be returned. Enter the "*" after a portion of a search term and all items beginning with the portion of the search term entered will be returned).	

Exporting a Document

Follow the steps below to export a document:

Steps	Additional Information/Results
1. In the *Document List,* double (left) click on the document you want to export. 2. The selected document will be downloaded. To open the document, click on the **popup** at the bottom of your screen. After the document opens, you may save it to a location of your choosing.	

Questions?

If you have questions, would like to request additional training, or need immediate assistance using DUS DocWay, e-mail:

DUSDocWay_Support@fanniemae.com.