DUS Data Digitizer® Enhancement Training

February 24, 2021

Fannie Mae®

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Overview

The Requirement:
Delivery of standardized data sets as supplements is required for the following third-party reports:

- ❑ Property Condition Assessment (PCA)
- ❑ Environmental Site Assessment (ESA)
- ❑ Zoning Report (ZON)
- ❑ Seismic Risk Assessment (SRA)

Active Guide Updates and Notifications:
The requirement went into effect for all reports with a Third-Party Report Signature Date of September 30, 2020 and later.
The requirement is now subject to the commitment date effective January 25, 2021 but doesn't supersede the prior requirement.

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Overview

Background:
Fannie Mae and Lenders from the DUS Technology Innovation Sub Committee (TISC) partnered to develop data standards and identify key features for the digitization of third-party reports required in multifamily underwriting.

The DUS Data Digitizer® Application:

- ❑ Lenders submit structured data files to Fannie Mae using the DUS Data Digitizer® application.
- ❑ Lenders continue to receive report narratives generated by their Third-Party Report Vendors.
- ❑ Vendors generate and Lenders validate structured data files using the DUS Third-Party Report Standards and Specifications Package available on the application website.

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DUS Data Digitizer®

DUS Third-Party Report Standards and Specifications Package

Go to the DUS Data Digitizer® website and locate the following two tiles to retrieve the Standards:

https://multifamily.fanniemae.com/applications-technology/dus-data-digitizer

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Prerequisites

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Application Access

For access to DUS Data Digitizer®, contact your Technology Manager Administrator.

DUS DocWay® users who have either the “Lender_Admin” or “Lender_User” role will only need to request the Data Digitizer role:

“MFDSTDN_DIGITIZER_PROD_RW_ROLE”

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The Basics

File Formats:

DUS Data Digitizer® supports the following two file formats:

- Extended Markup Language (XML)
- Comma Separated Values (CSV)
    - Special data position requirement applies

File Naming Convention:

The file name must include the Deal Identifier followed by the symbol "_" and the three-letter initials for the Third-Party Report Type. Other characters can be included if another "_" precedes them. Examples follow:

- 123456_PCA_1.xml
- 123456_ESA_2.csv
- 123456_Zon_3Abc.xml
- 123456_SRA_4Def.csv

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The Basics

Deal Identifier – Required data point:
Any of the following Fannie Mae Multifamily Deal Identifiers can be used:

- Deal Identifier from DUS Gateway®
- Acquisition Deal Identifier from C&D™ or MSFMS

Collateral Reference Number – Optional data point, recommended for multi-asset liens:
The Collateral Reference Number becomes available once the acquisition record is generated.

- In C&D™, the Collateral Reference Number has 10 characters, e.g., 9876543210
- In MSFMS, the Collateral Reference Number has 14 characters, e.g., 9876543210-001

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The Basics

Frequently Asked Questions
Please review our website for FAQs:
https://multifamily.fanniemae.com/applications-technology/dus-data-digitizer

Contact Us
Please email us with suggestions, comments or any other questions:
data_standardization@fanniemae.com

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Launching App from Multifamily Apps & Tech

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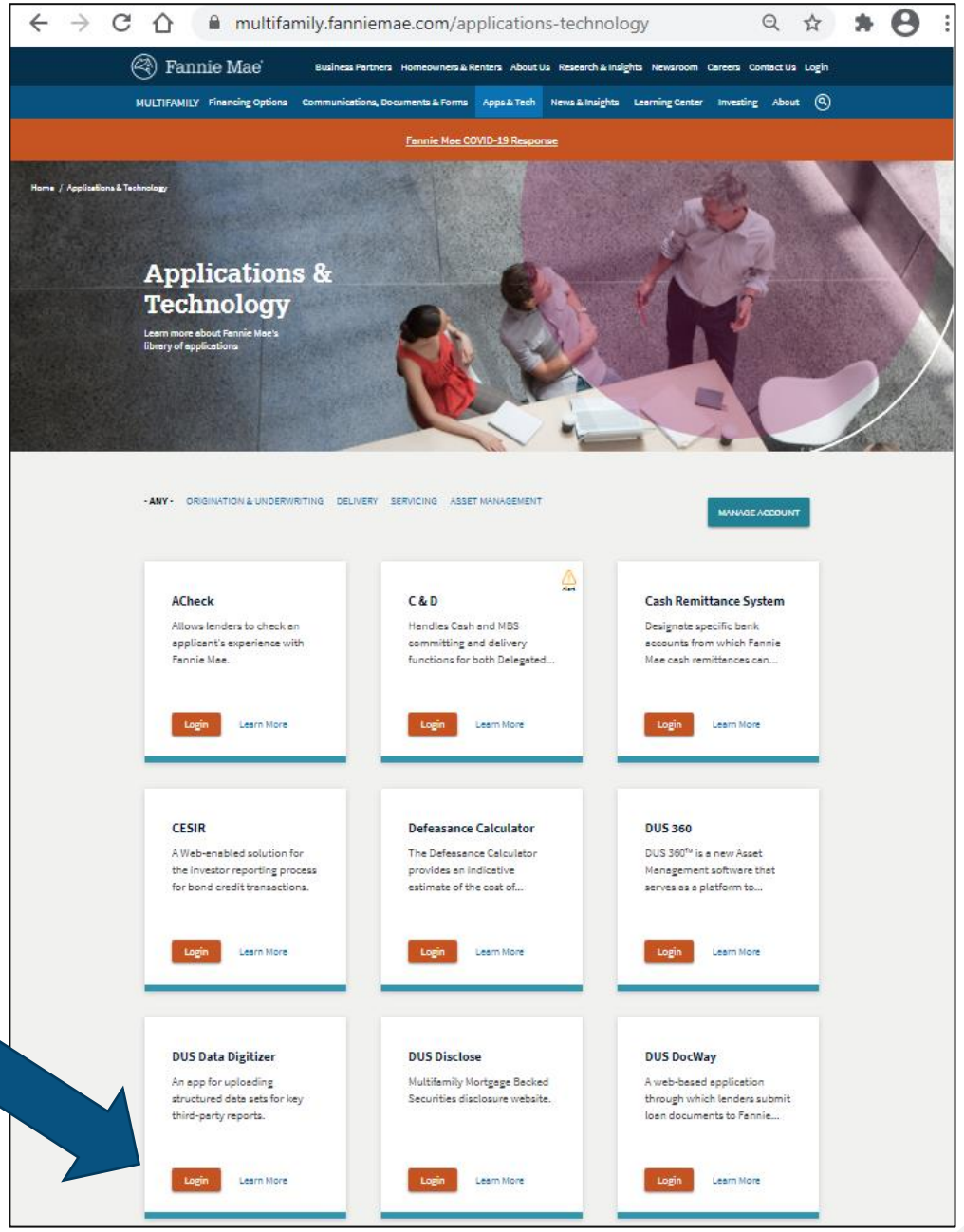
Launch the App

Go to the Fannie Mae Multifamily Applications & Technology website.

Click the Login button on the DUS Data Digitizer tile.



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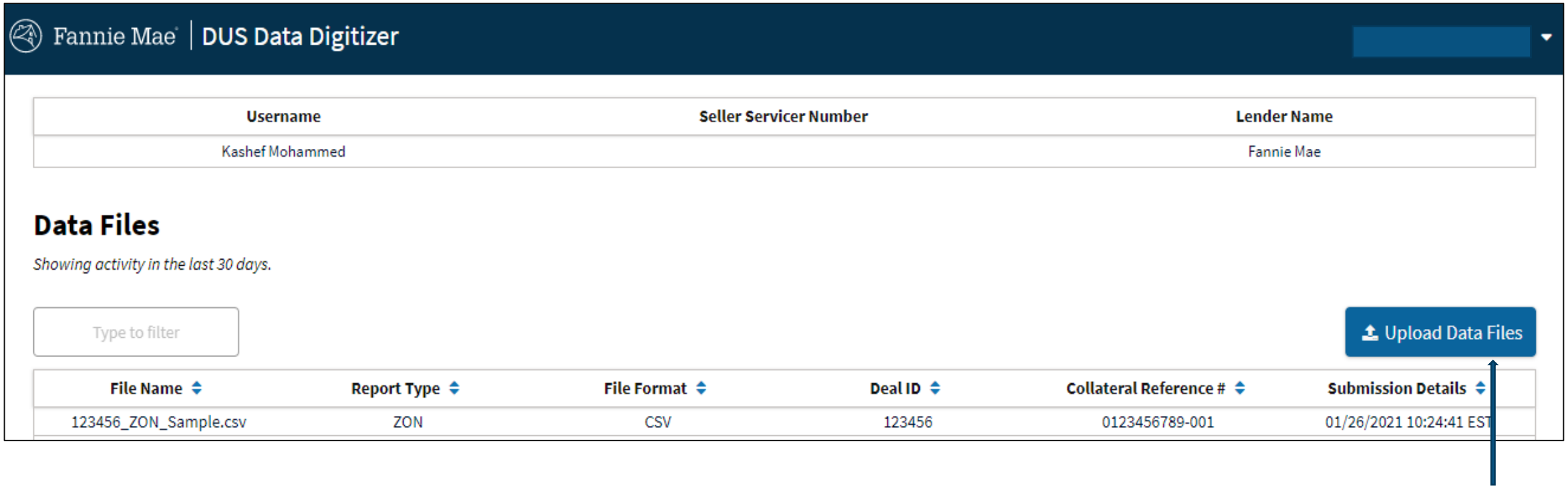
Upload Data Files

Username



Click 'Upload Data Files' to begin the file upload process.

Note: The maximum number of files that may be uploaded at one time is 25

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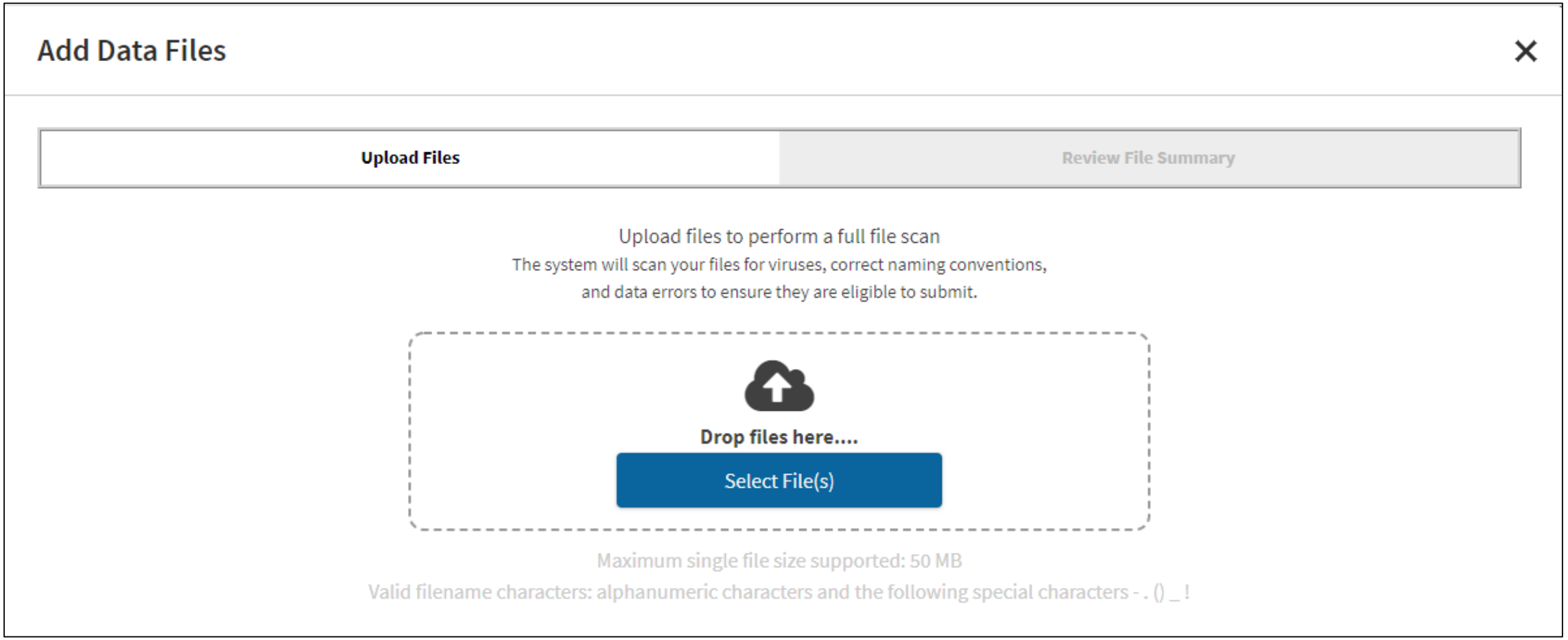
Select File(s) to Upload



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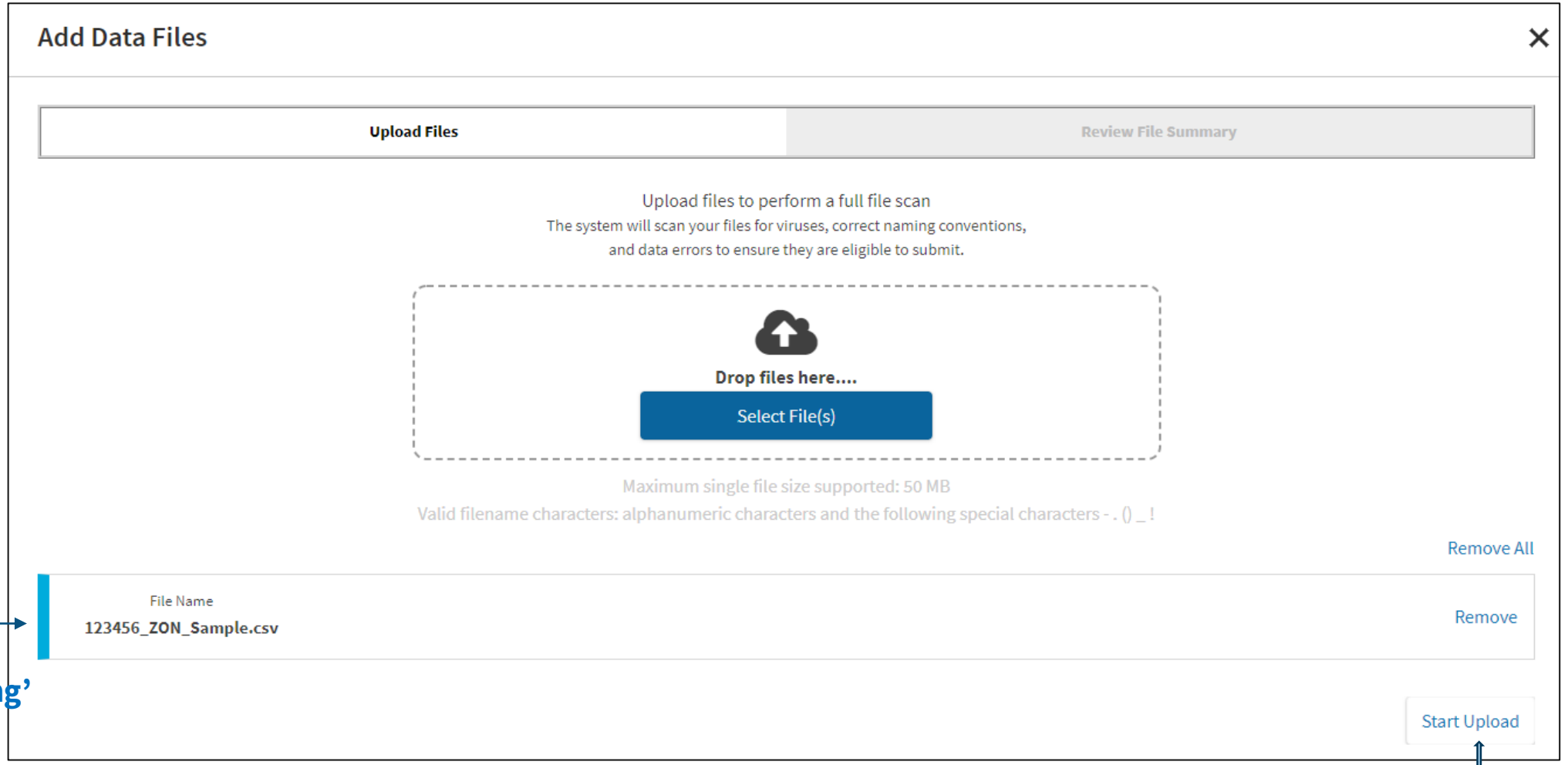
Start Upload



Sample 'Zoning' file selected

Click 'Start Upload' to begin the upload process

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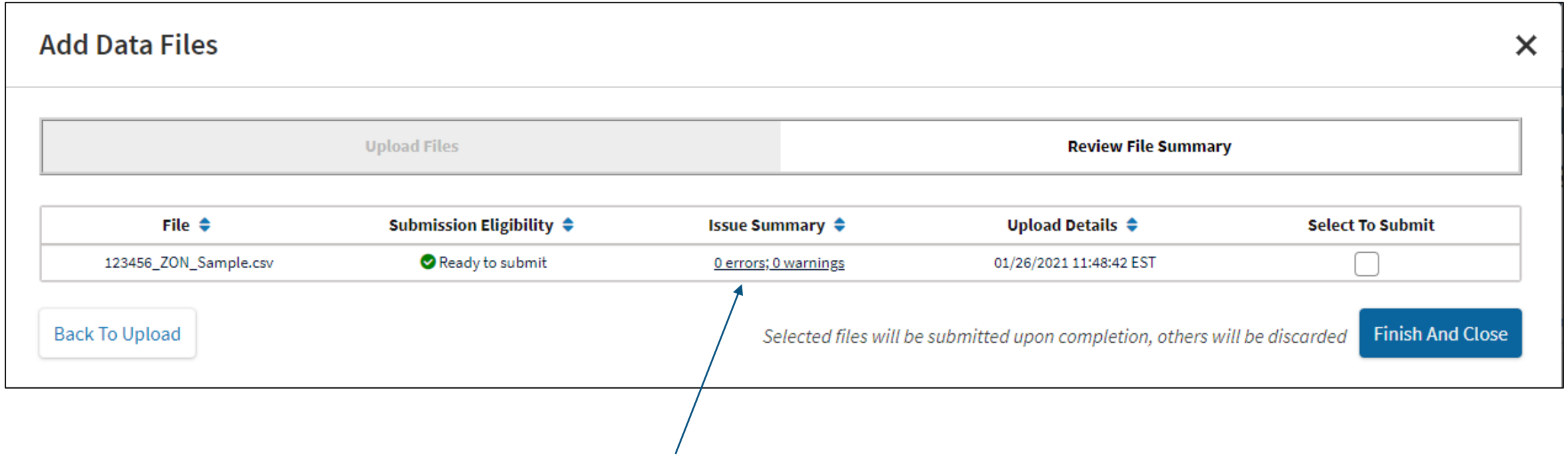
Review File Summary



Click the hyperlink to view Data, Errors and Warnings as applicable.

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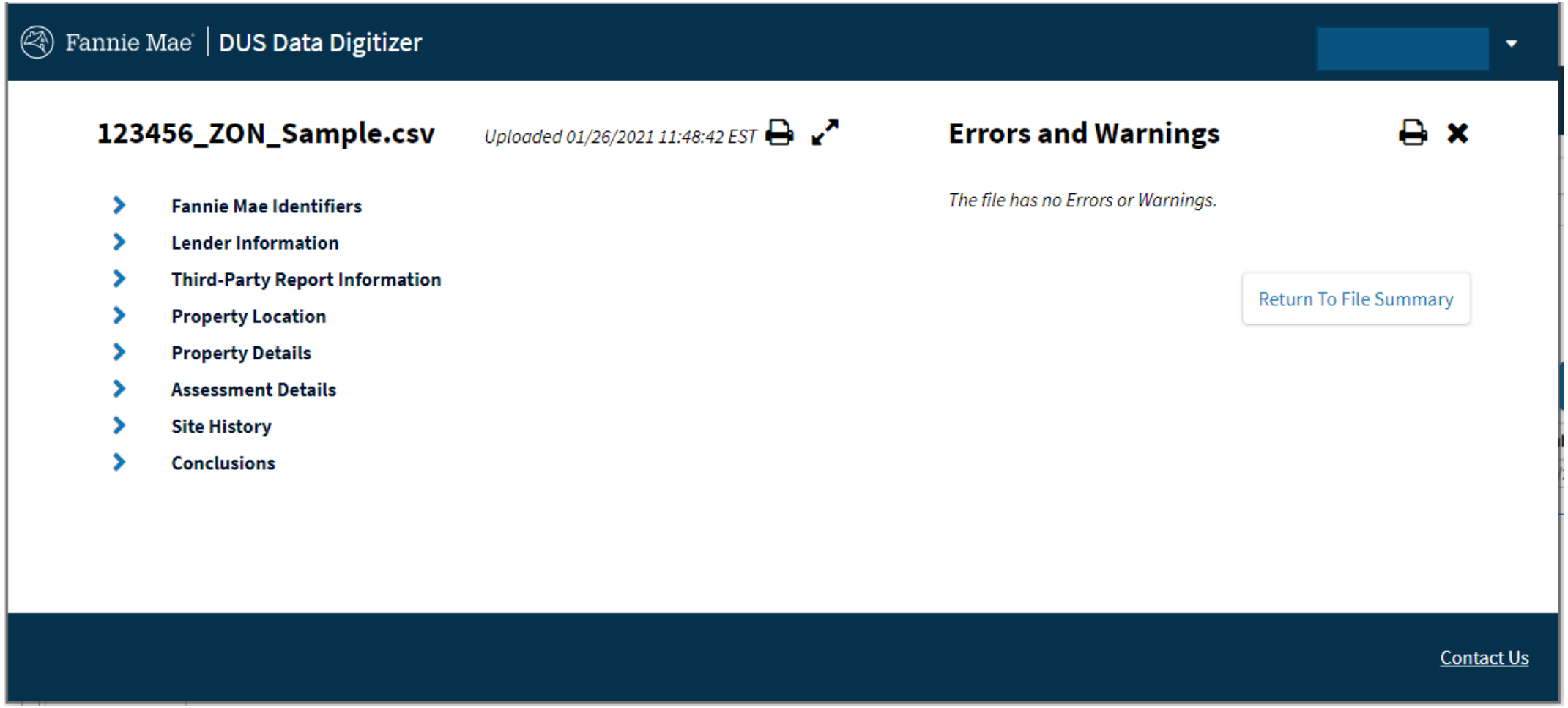
View Data



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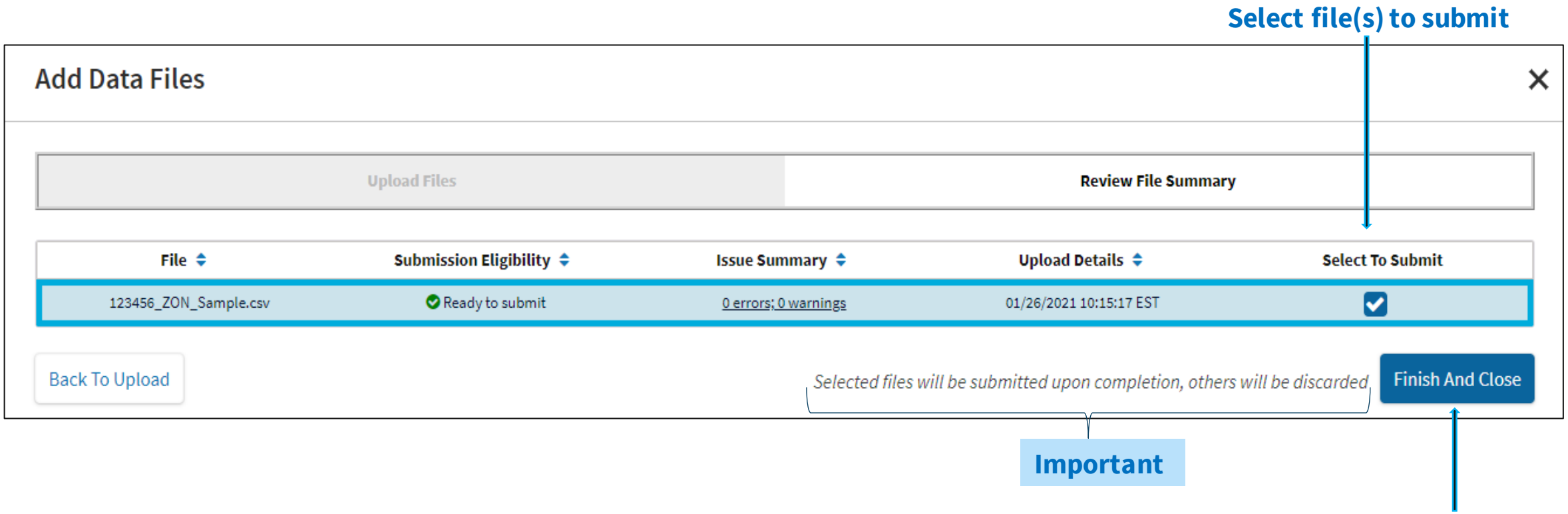
Submit Files, Finish and Close



Check the 'Select To Submit' box and then click 'Finish And Close'

Once the file is selected click 'Finish And Close' to complete the submission process and navigate back to the DUS Data Digitizer home page.

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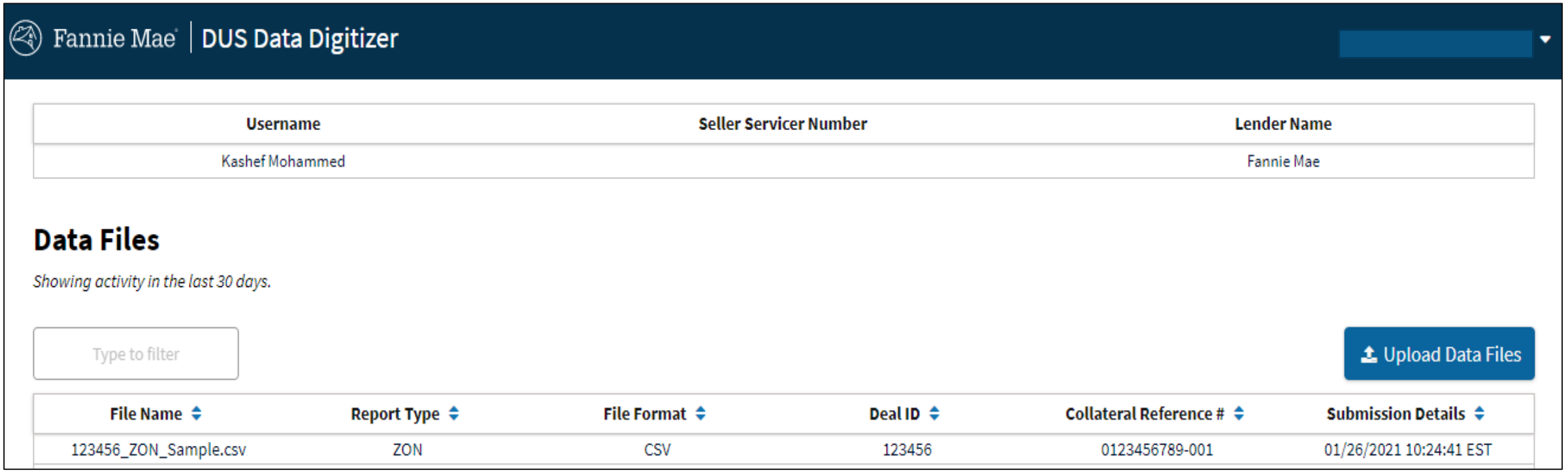
DUS Data Digitizer Home Page



Details of the Data File recently submitted

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Launching App from DUS DocWay®

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Launch DUS Data Digitizer

Document Level:

1. User first uploads a Third-Party Report Narrative File (PDF) in DUS DocWay®.
2. Once the upload completes, user right-clicks on the uploaded filename and clicks on option '**Import Data File**'. This launches the Digitizer.
3. The user then uploads the Data File corresponding to the uploaded Narrative File and logs out.
4. This is the most seamless way to upload both the narrative (PDF) and data file (XML or CSV) for the same deal and report type (ESA, PCA, SRA, ZON).

Deal Level:

1. User clicks on '**Loan Documents**', chooses the '**Loan Packages**' option in DUS DocWay®,
2. Selects and right-clicks on the specific deal and chooses the drop-down option '**Import Data File**'. This launches the Digitizer.
3. User then uploads one or more of the four Data Files for the selected deal and logs out.

Application Level:

1. On the DUS DocWay® home page, user hovers the mouse on '**Useful Links**', drops-down and clicks on the option '**DUS Data Digitizer**'. This launches the Digitizer.
2. User then uploads any Third-Party Reports Data Files for any deal and logs out.

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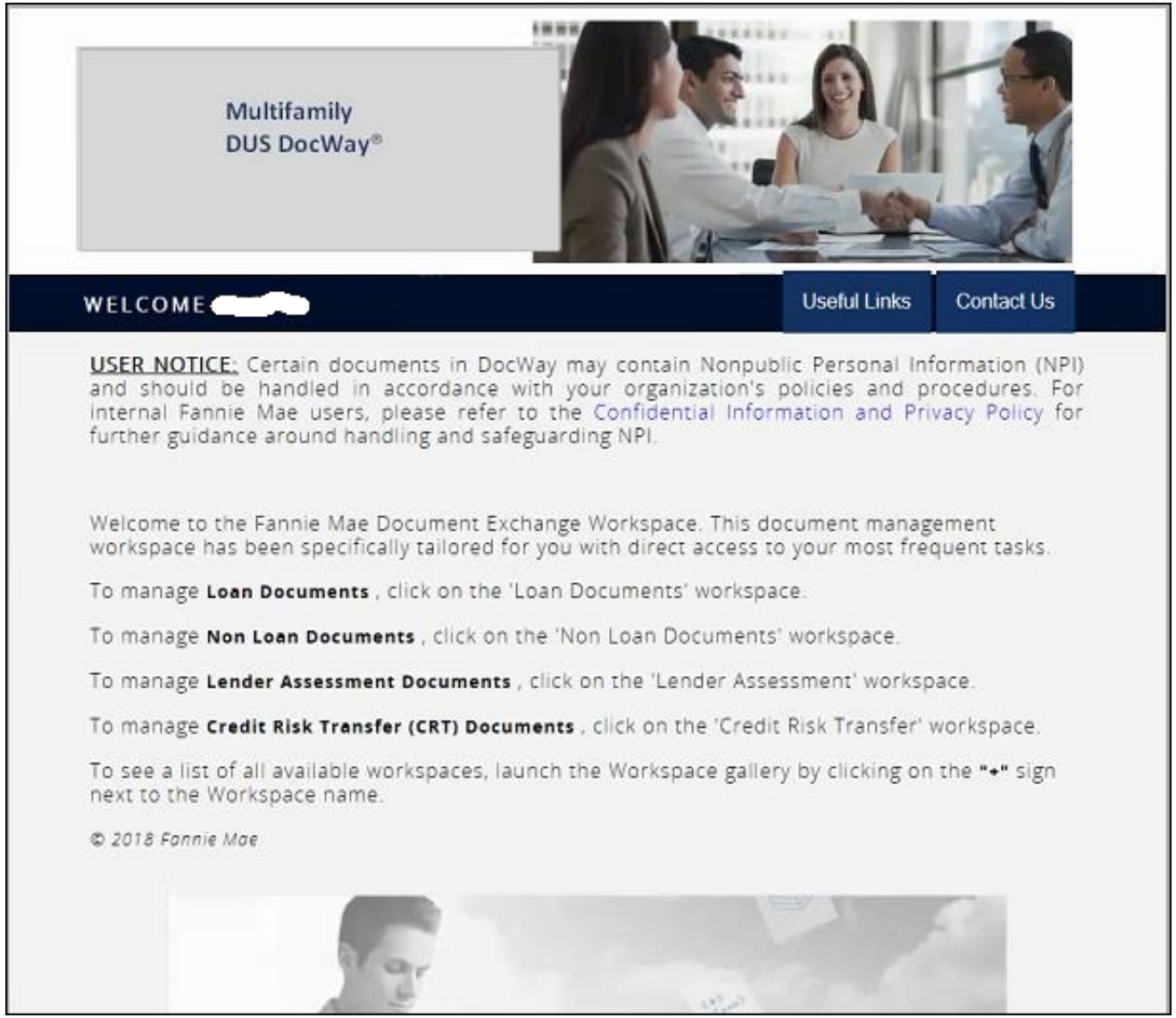
Launch DUS Data Digitizer

Document Level Example



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Launch DUS Data Digitizer

Document Level Example

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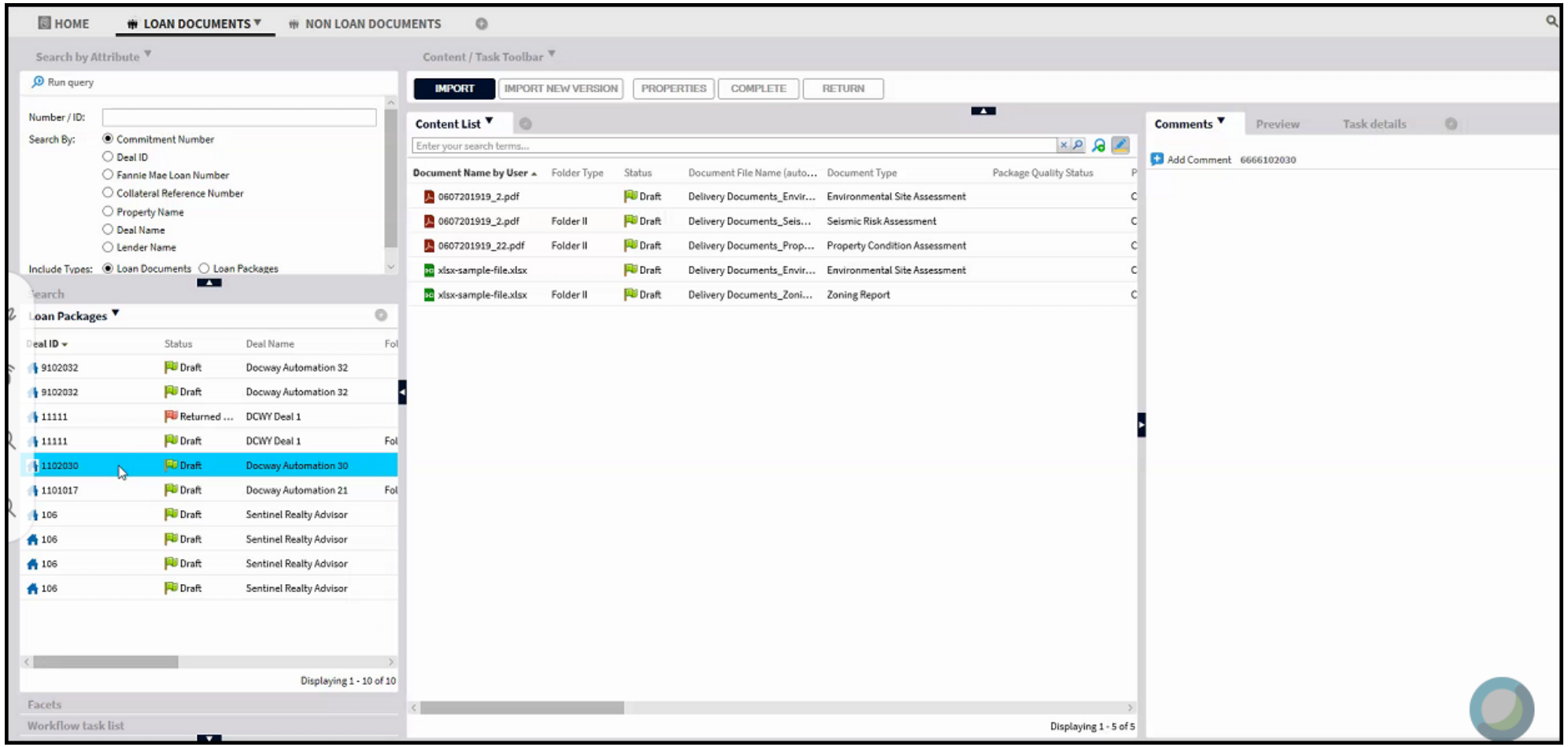
Launch DUS Data Digitizer

Document Level Example



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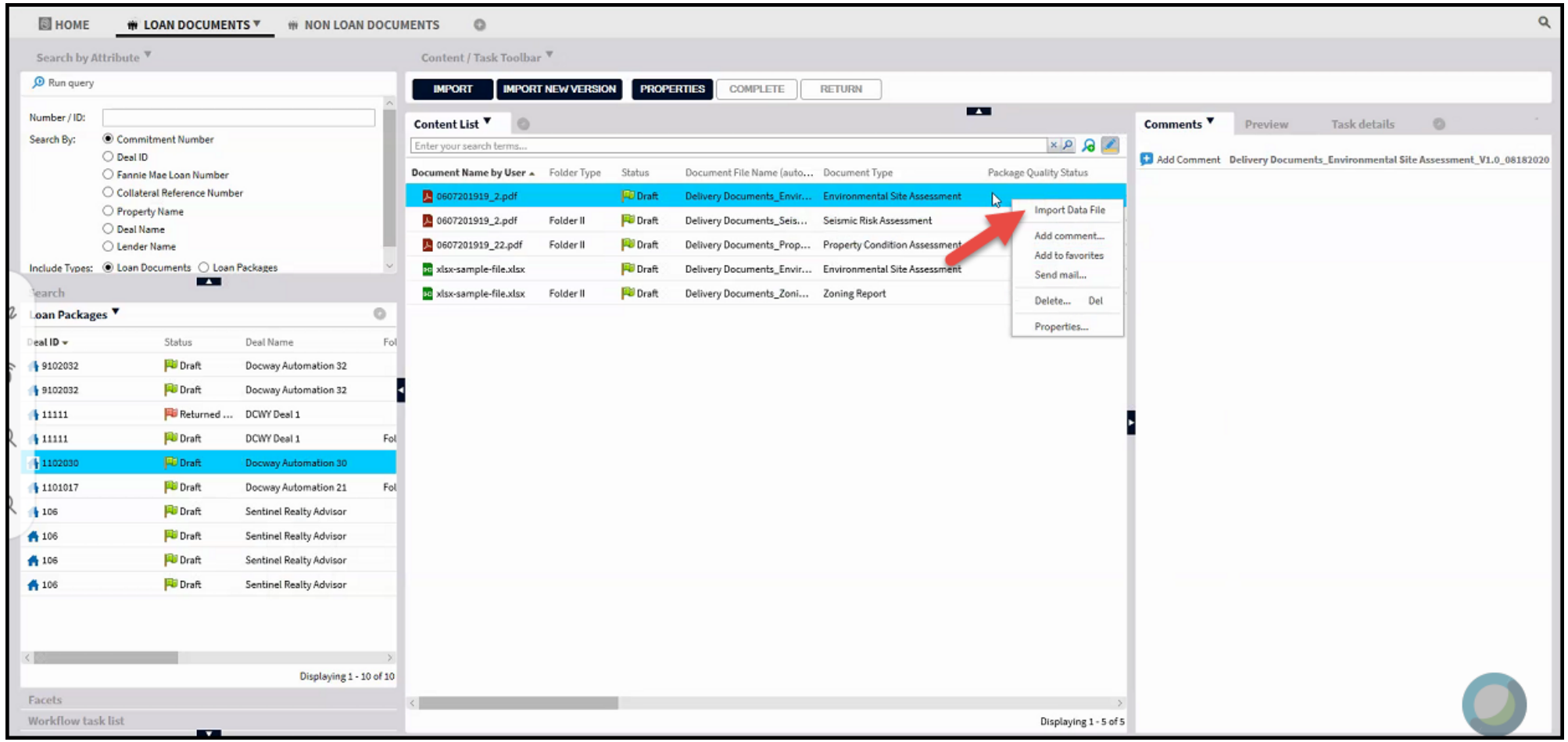
Launch DUS Data Digitizer

Document Level Example



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Back to Upload Data Files Slide

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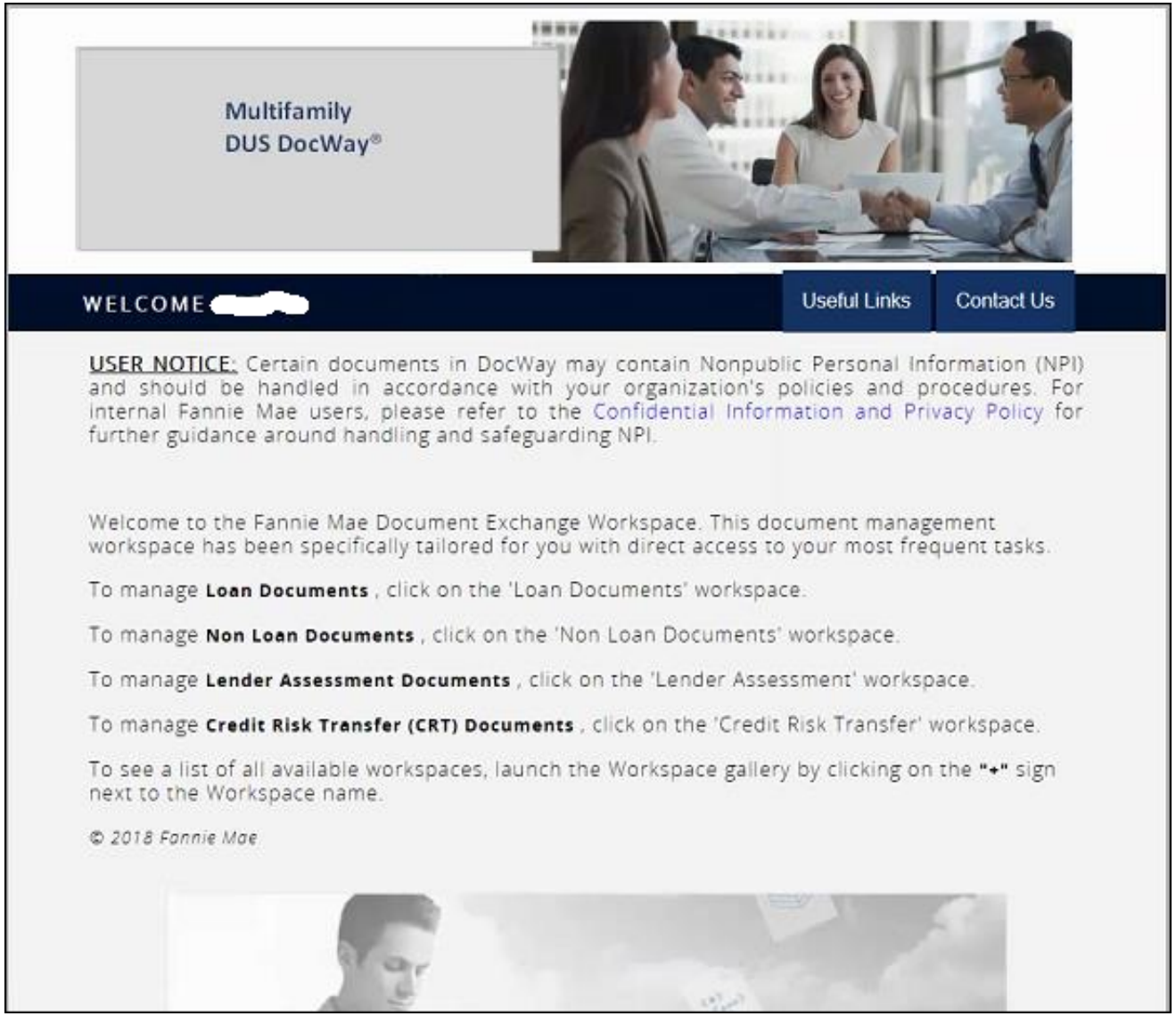
Launch DUS Data Digitizer

Deal Level Example



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Launch DUS Data Digitizer

Deal Level Example

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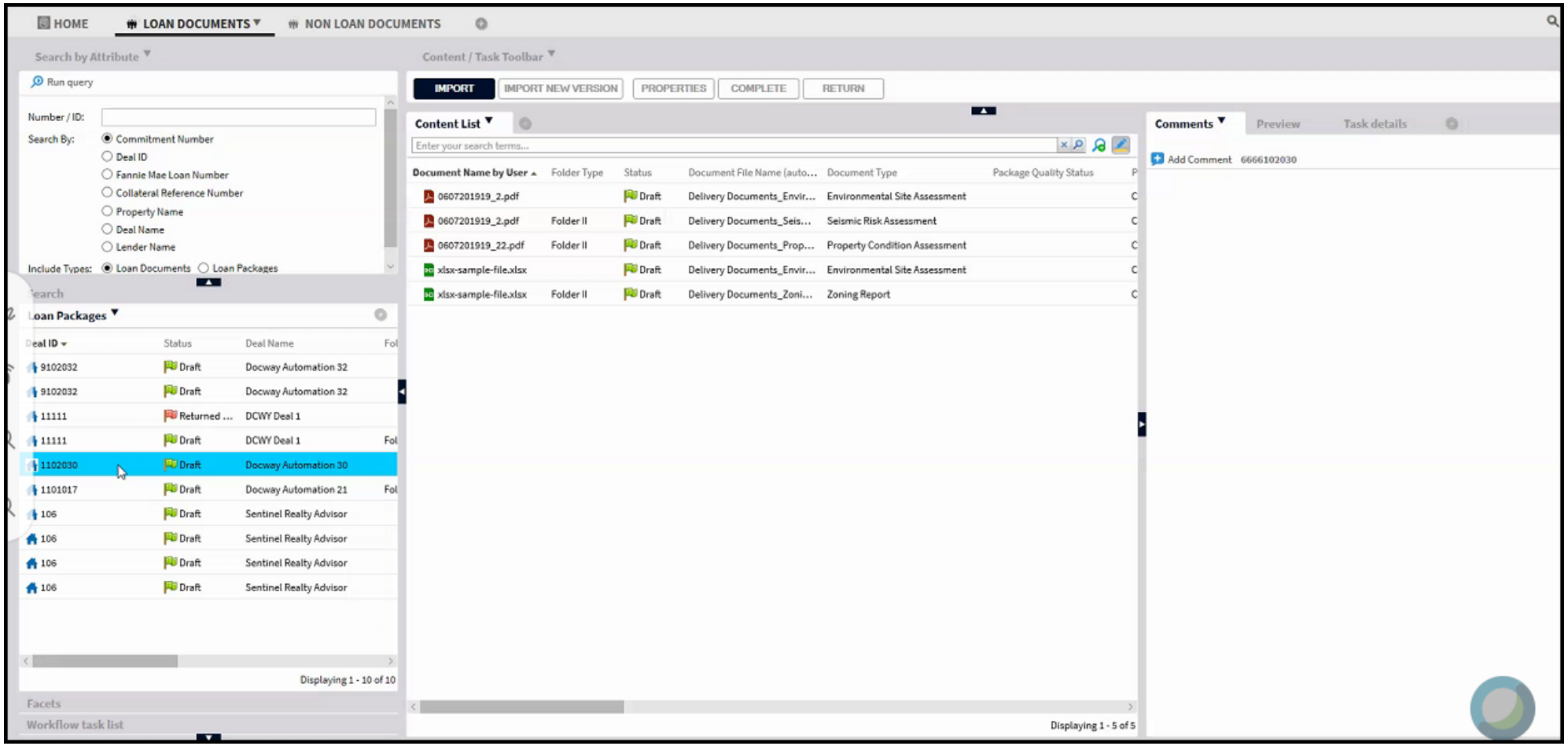
Launch DUS Data Digitizer

Deal Level Example



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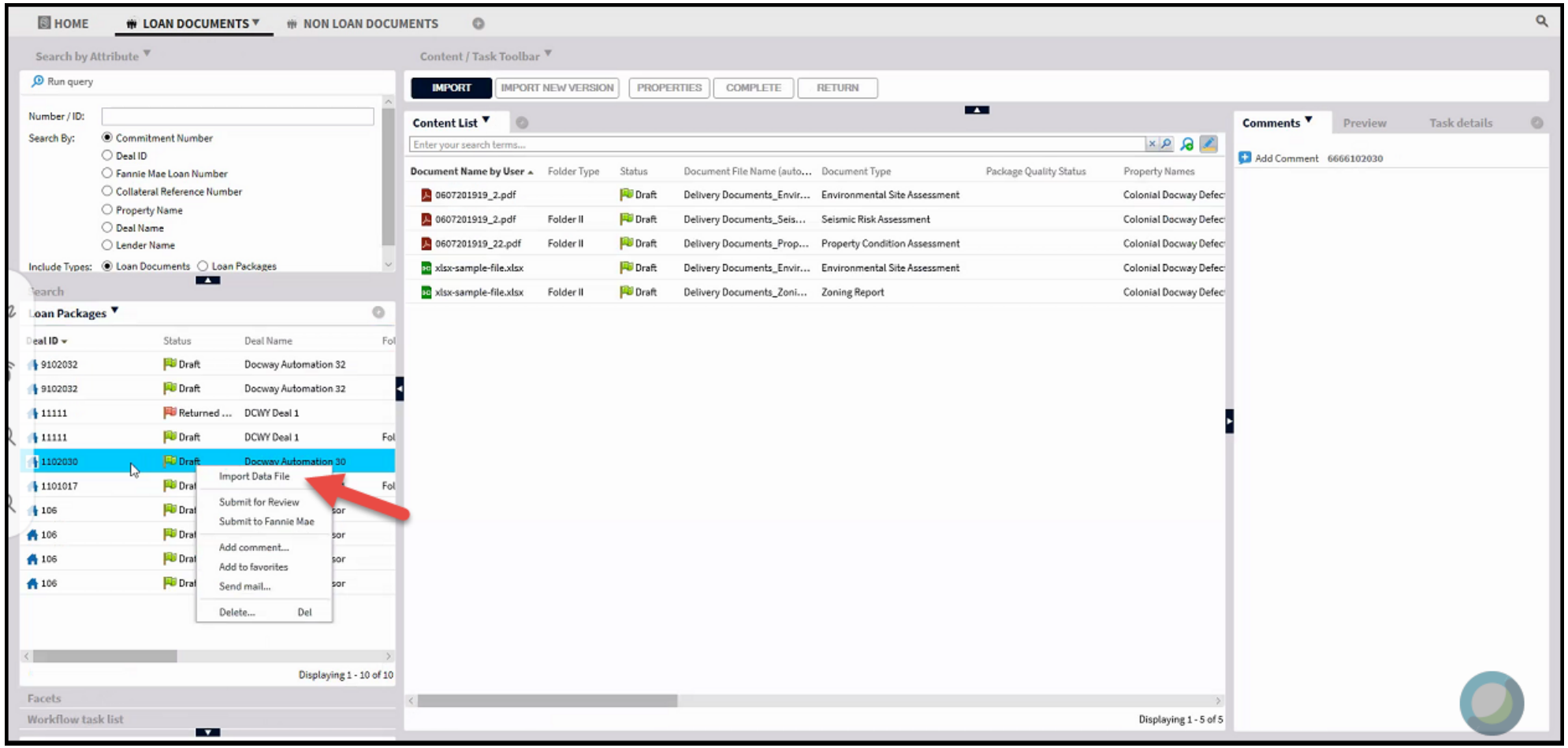
Launch DUS Data Digitizer

Deal Level Example



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Back to Upload Data Files Slide

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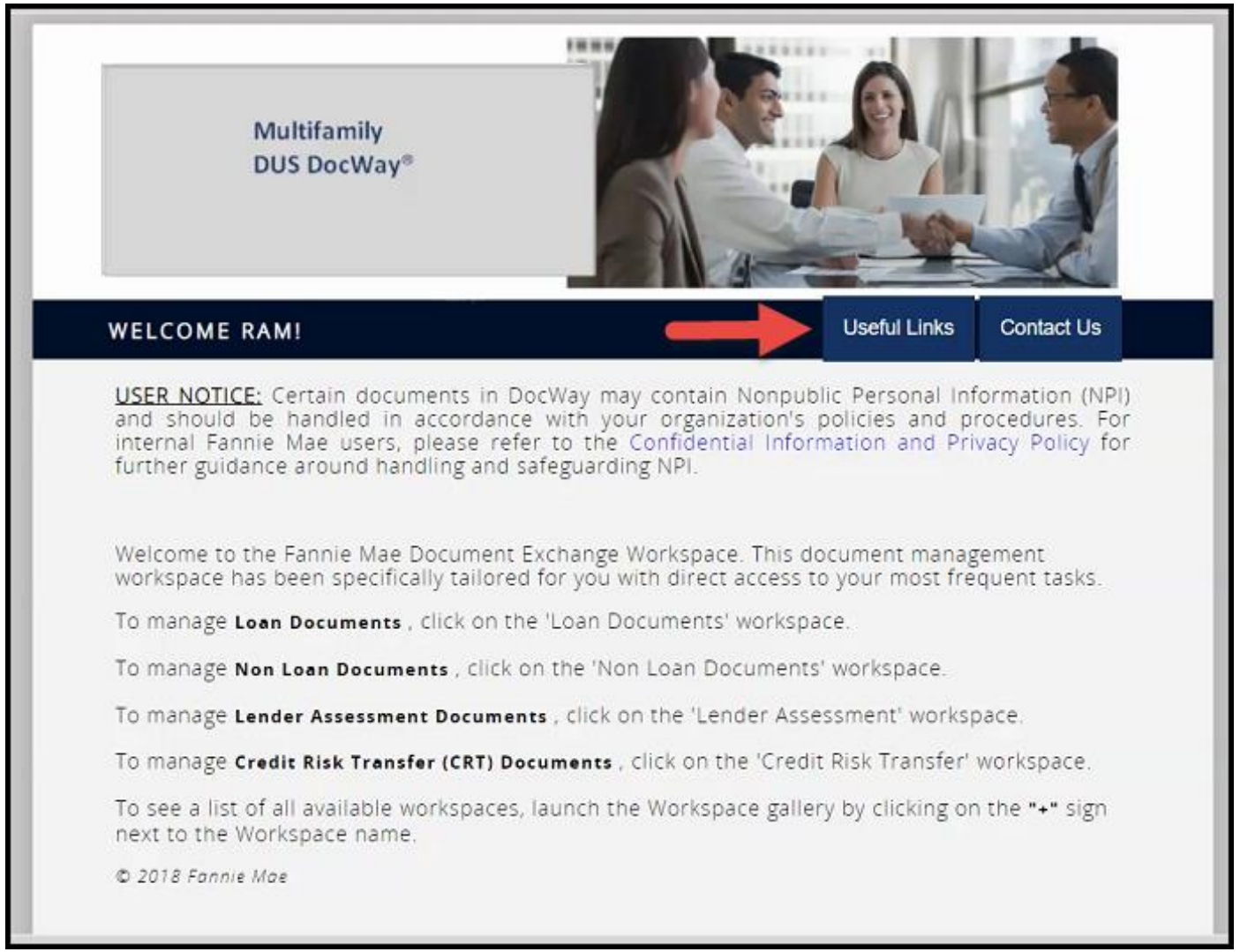
Launch DUS Data Digitizer

Application-Level Example



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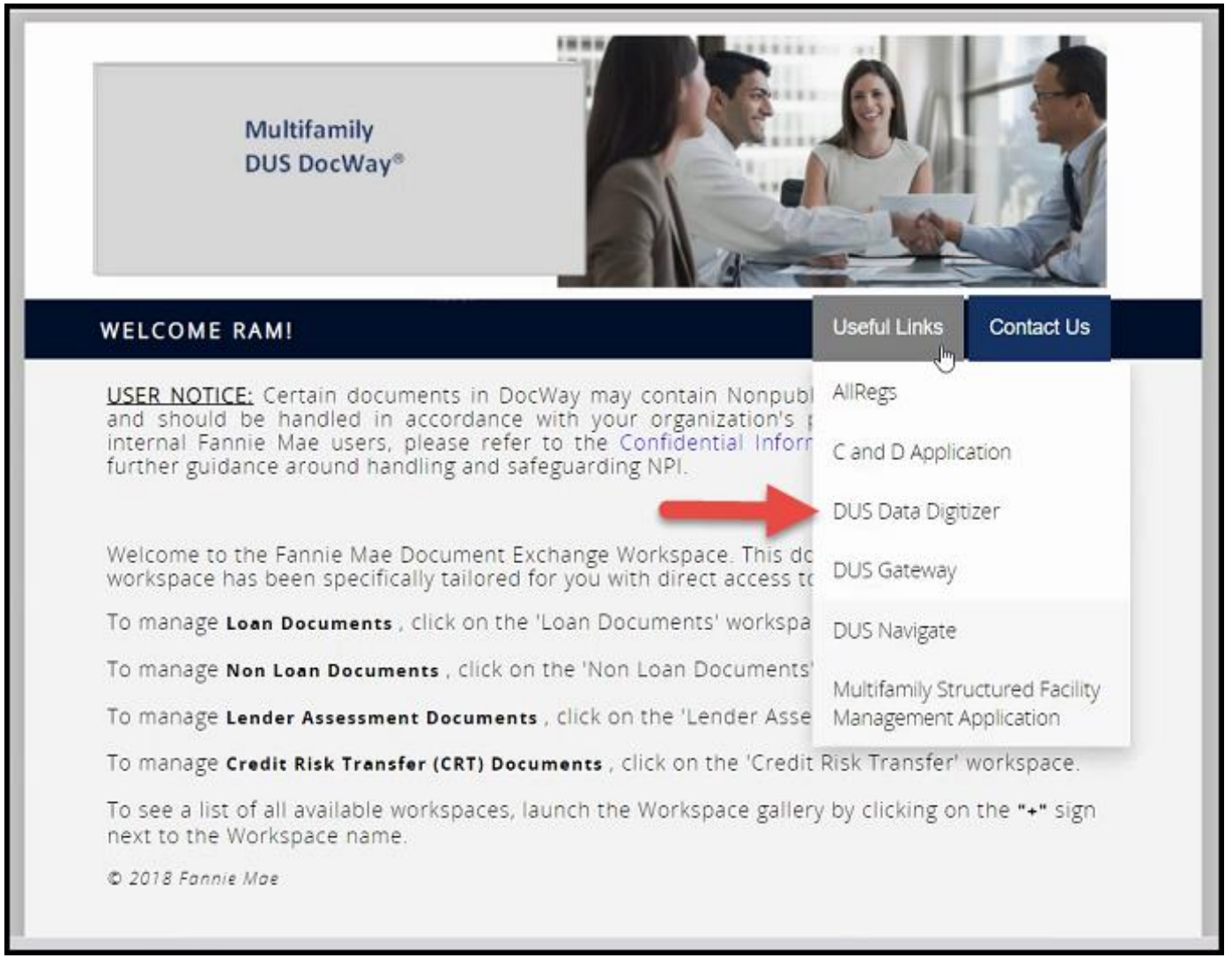
Launch DUS Data Digitizer

Application-Level Example



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Back to Upload Data Files Slide

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Viewing Data, Errors and Warnings

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View Data, Errors and Warnings after File Upload

Follow this process to review data, errors and/or warnings

1. Once the Upload is complete, the '**Review File Summary**' screen appears.
2. For each file, the Submission Eligibility can be '**Ready to Submit**', '**Acceptable with Warnings**', or '**Rejected**'.
3. Click on the '**Issue Summary**' hyperlink – one file at a time.
4. The next page will display the data files and any errors or warnings for the selected file.
   a) **Warnings** are only advisory. There is no immediate need to correct the CSV or XML file. However, it is recommended that the user reviews the individual warning messages and decide if they concur with the default action taken by the Digitizer. If desired, the user can correct the data elements that caused the warnings and re-upload the corrected file.
   b) **Errors** should be corrected and the file re-uploaded before it can be accepted by Fannie Mae.
   c) **Errors** and **Warnings** can be printed out or saved to PDF by clicking on the Printer icon. Share it with your Vendor to address any errors or warnings.

Note: *Users may have their own local processes to view/edit the CSV and XML files. Generally, MS Excel can be used to quickly view/edit a CSV file and Notepad can be used to quickly view/edit an XML file.*

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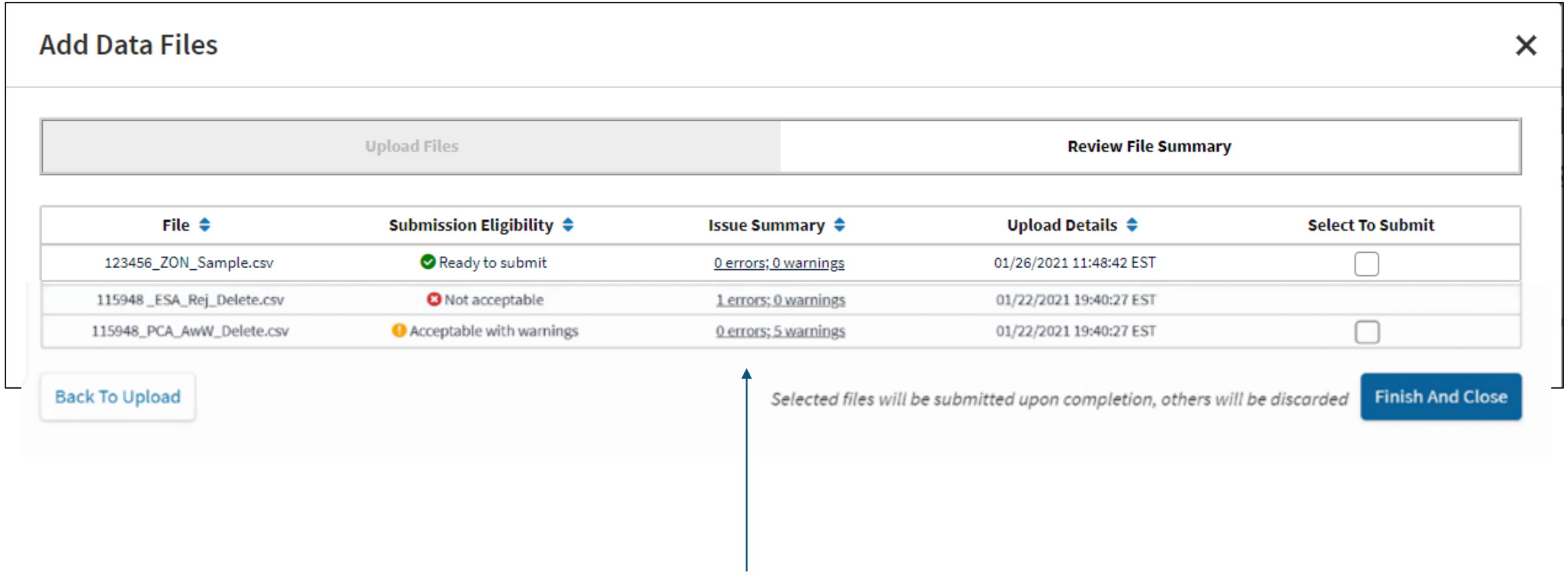
Review File Summary



Click the hyperlink to view Data, Errors and Warnings as applicable.

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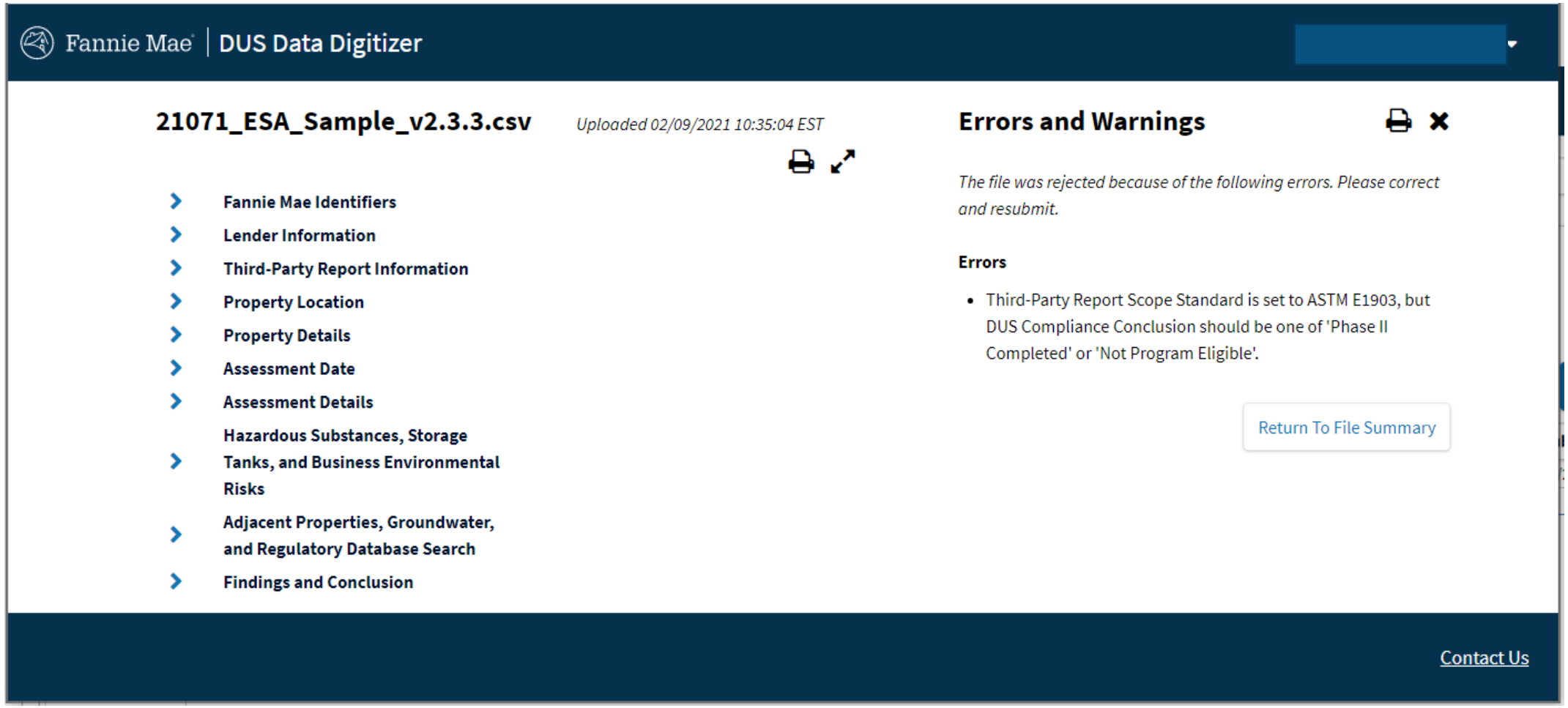
View Data, Errors and Warnings



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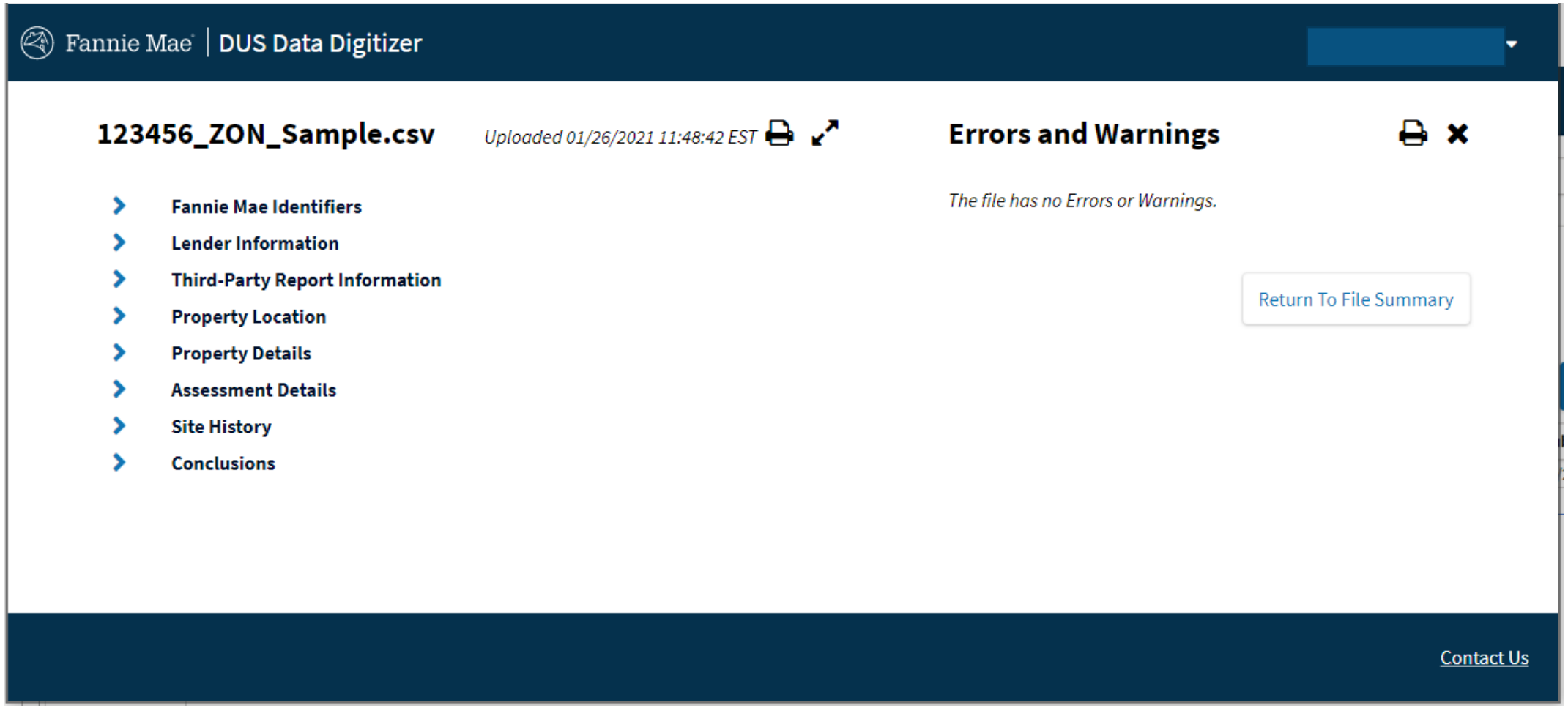
View Data, Errors and Warnings



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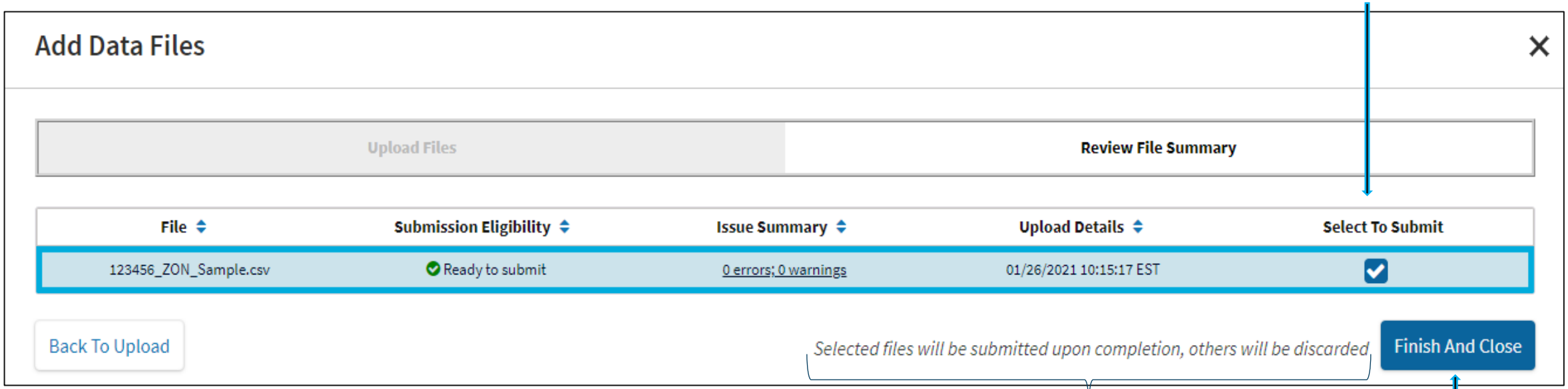
Submit files that are Ready to Submit

Select file(s) to submit



Important

Check the 'Select To Submit' box and then click 'Finish And Close'

Once the file is selected click 'Finish And Close' to complete the submission process and navigate back to the DUS Data Digitizer home page.

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Questions?

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