

CESIR Lender Process Quick Reference Job Aid

About CESIR™

The Credit Enhancement Systems Infrastructure Replacement (CESIR) application was designed to enhance Lender reporting at Fannie Mae. With CESIR you can upload, view, and edit your data online, as well as receive a reporting status of entered data. See below for instructions on uploading data in CESIR.

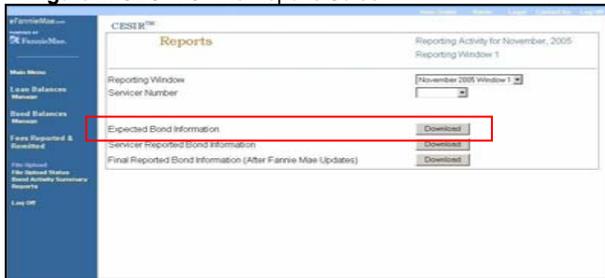
Step-By-Step Process for Reporting

This section provides a quick glance at the steps required to upload data into CESIR. For more information on submitting 4090 Forms, including terms and detailed instructions, refer to Sections 3 and 4 in the CESIR User Guide, found on the top menu of the **Bond Credit Enhancement Reporting Menu** page.

Prepare to report:

1. You begin the reporting process by preparing a Form 4090. If you like, you may use a pre-populated 4090. To download this form, go to the Online Reports screen, by clicking the Report link on the left hand side of the main screen. Then click the Download button next to Expected Bond Information. See **Figure 2** below.

Figure 2: CESIR Online Reports Screen



Add rows to the 4090 Form as needed, but do not modify the form.

On the next panel you will find some useful tips for preparing 4090 forms in CESIR.

Tips for preparing the Form 4090

- Lenders must report using the revised Excel Form 4090; no longer will the paper versions of forms 4090, 4091, or 4092 be accepted
- Lenders must report via upload to CESIR; faxes or email 4090 will no longer be accepted
- No formatting revisions are allowed on the Form 4090. This includes hiding, deleting, and/or inserting columns, rows, or cells
- To prepare for future releases of CESIR, only one tab per form 4090 spreadsheet is permitted. Multiple file uploads are permitted in order to accommodate Lenders' various reporting styles and formats
- All bonds (with the exception of Direct Bond Purchases) must be reported into CESIR
- Lenders must continue to fax or email Form 4090s for Direct Bond Purchases
- All bonds must be reported, regardless of their association to one or multiple loans
- Each bond must have its own separate line item on the Form 4090
- Do not report balances repeatedly; all reported amounts should be listed once for each unique occurrence of the Bond or Loan
- If a data field is not applicable to the Bond or Loan being reported, do not erase the zero values to allow for correct calculations; the Form 4090 was delivered to Lenders with all data fields populated in their correct formats
- The Form 4090's column totals should equal the Lender's reported portfolio
- All associated Bonds and Loans must be reported together on the same Form 4090
- All associated Bonds and Bond Groups must be reported together on the same Form 4090.

- Lenders can only report a single 9 digit Seller/Servicer number at a time when populating the Form 4090
- Fixed Rate Bonds and Variable Rate bonds may be commingled on one 4090 spreadsheet; however, if a Lender chooses to commingle his or her fixed and variable rate bonds in one spreadsheet, the interest calculations on the spreadsheet will not be correct
- Lenders must reconcile Bond data to the updated information provided in the Phase 1 screens of CESIR ; email any discrepancies to your Business Analyst or Simpson Gregoire

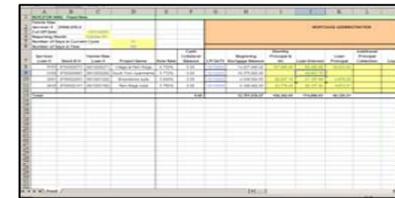


Figure 3: Form 4090 Spreadsheet, as it appears on your screen

2. Upload your 4090 form into CESIR.
 3. View your file results on the File Upload Status screen.
- Note:** Upload as many files as needed; however, a file may be uploaded only once. You can not delete files.
4. View your current reporting status on the Bond Activity Summary screen. See **Figure 4** below.

Figure 4: CESIR Bond Activity Summary Screen

Status	Count	Comments
Expected Bonds	12	Total Number of Bonds expected for the current reporting window
Total Number of Unreported Bonds	12	Total Number of Unreported Bonds
Accepted Bonds Ready for Reporting	0	Number of completed bonds submitted in CESIR without any Fannie Mae exceptions
Incomplete Bonds with Exceptions to be Reported	0	Count of Bonds that can continue reported due to Fannie Mae exceptions
Not Entered	12	Number of bonds not Entered in CESIR for this window
Reported	0	Total Number of Reported Bonds
Total New Bonds	0	Number of new bonds uploaded into CESIR

5. You may do any of the following on the Bond Activities Summary Screen:
 - Review all of your uploaded transaction by clicking the link for “Total Number of Unreported Bonds”
 - Manually key in reporting activity by clicking on the link for “Not Entered”
 - Review bonds with errors that must be reconciled before reporting by clicking on “Accepted...”

You are finished reporting when your Expected Transactions equal your Reported Transactions. You can then click any of the following:

- Accepted bonds ready for reporting
- Accepted bonds with exceptions to be reconciled
- Not entered

This action will take you to the Online Update Screen (see **Figure 5** below).

6. You may do any of the following on the Online Update Screen:

For uploaded data:

- View data one bond group at a time
- Take note of any displayed errors
 - Red errors must be corrected
 - Green errors are warnings
- Update errors online
- Save your changes
- Report, if the bond group is free of fatal errors

For not-yet-uploaded data:

- Key in activity
- Click Save
 - Are there any errors that need fixing?
- Fix errors
- Report, if there are no more errors

Note: Do you want to report the bond group displayed on the Online Update screen? If yes, click on the “Report” button.

7. Reporting can be done in two ways:
 - Report by batch on the Bond Activity Summary Screen
 - Report one bond at a time on the Online Updates Screen

Figure 6: Two ways to report: The Bond Activity Summary Screen and Online Update Screen

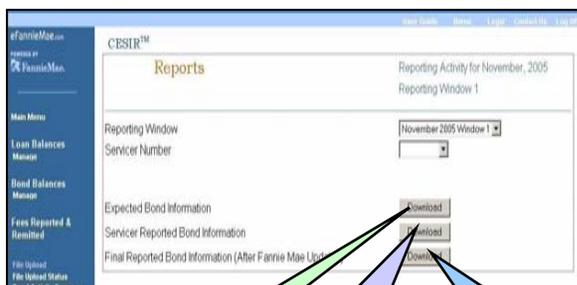


8. Finish reporting before the Lender window closes.
9. Resolve any outstanding issues with your Fannie Mae Business Analyst.

Online Reports Screen Details

The Online Reports screen is provided for downloading 4090s, reviewing reported data, and viewing data that has been processed by Fannie Mae. See Figure 7.

Figure 7: CESIR Online Reports Screen Details



- Click here for pre-populated 4090 Forms with beginning balances
- Click here to view reported bond and loan data after window closes
- Click here to see a final view of data after Fannie Mae processing

For more information, refer to the CESIR User Guide.



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Release 2.1
Version 1.0

Purpose of this Job Aid:

A quick reference pamphlet aid to assist Lenders in using the Fannie Mae CESIR application. For additional information on using the CESIR application, please refer to the official User Guide on the CESIR homepage.

Benefits of CESIR:

- Less manual processing
- Up-to-date views online
- Greater efficiency, accuracy, and accountability

Key Audience:

This job aid is designed for CESIR Lenders.



If you are registered with Fannie Mae and have not received a CESIR Registration Packet, you can download the required forms at www.efanniemae.com. Select **Multifamily**, then **Applications**, then **CESIR “Details,”** and then **Registration Information** to retrieve these forms.

For technical support, call the Fannie Mae Multifamily Hotline and choose Option 2. For business support, contact your Fannie Mae Multifamily Operations Business Analyst.

1. To access **CESIR** type www.efanniemae.com
2. Click the “Multifamily” link
3. Click the “Applications link on the left side of the page
4. Click on CESIR “Launch”

Hotline 1.800.752.6440

*Print this job aid double-sided (2 sided print, flip on short edge) and fold 3 times like a pamphlet

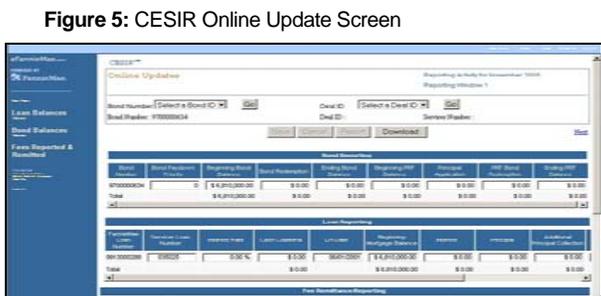


Figure 5: CESIR Online Update Screen