



Fannie Mae®

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# DUS DocWay™ User Guide

May 2018






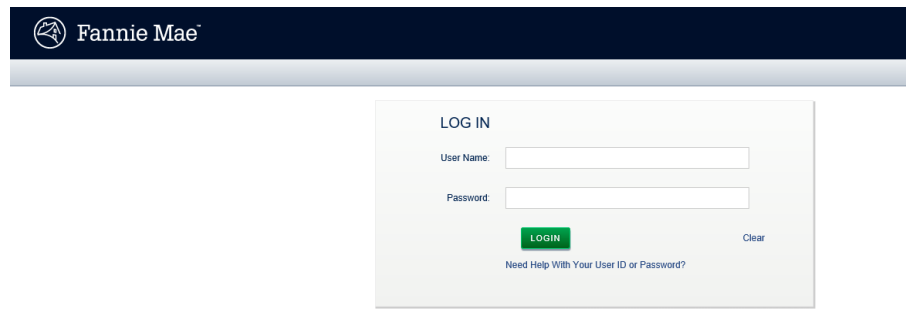
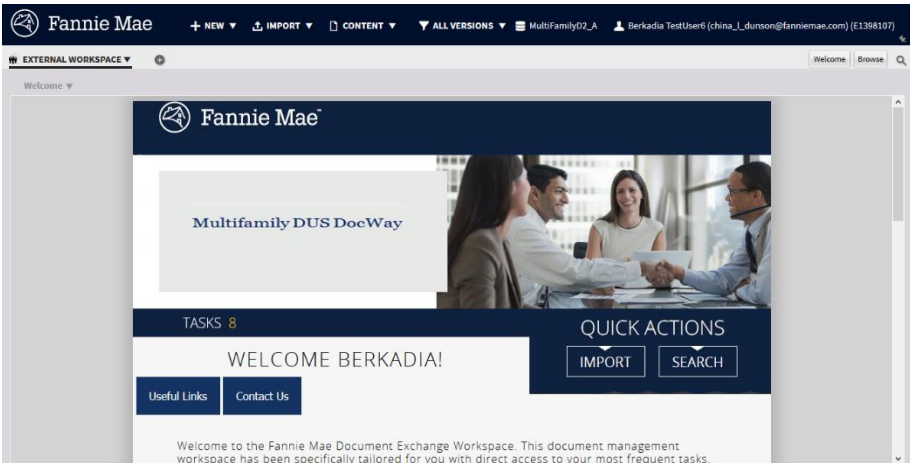
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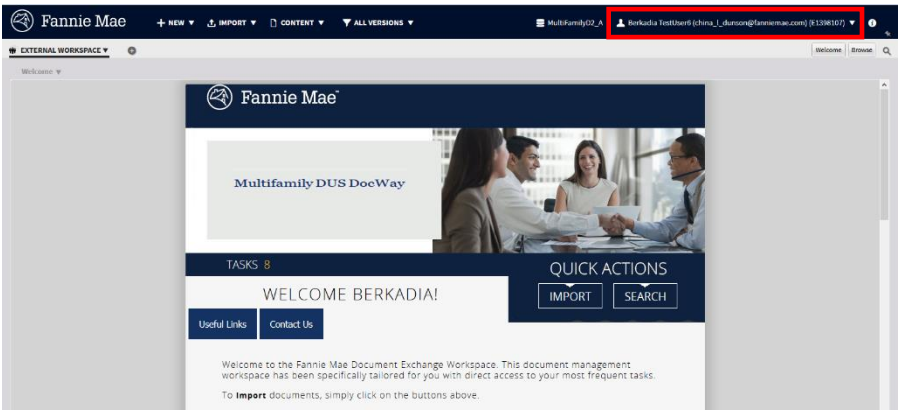
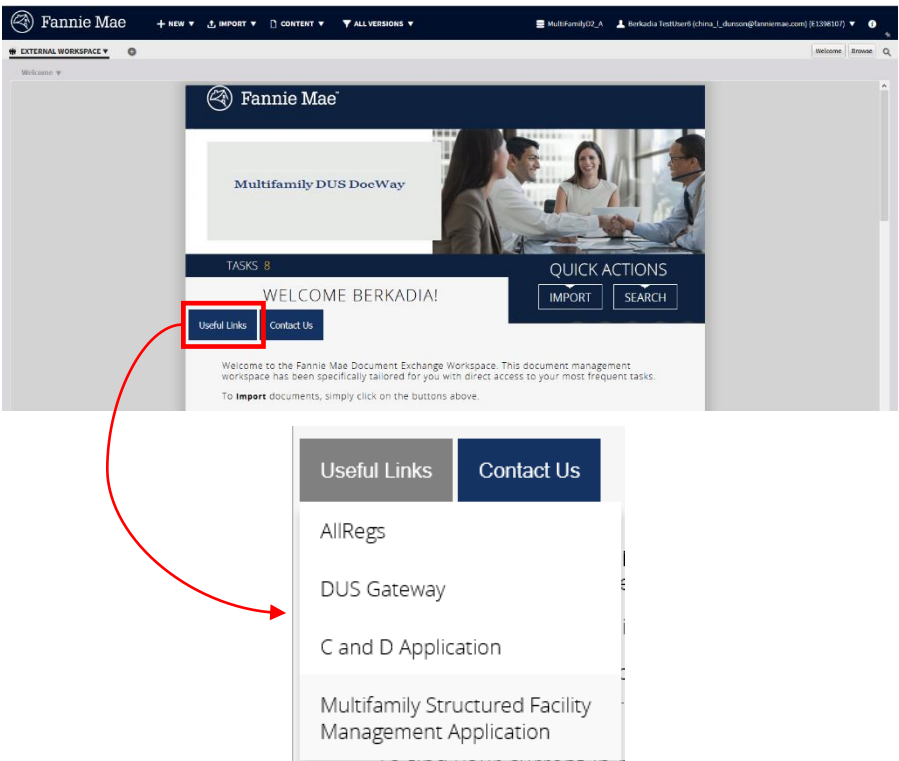
## Getting Started with DUS DocWay

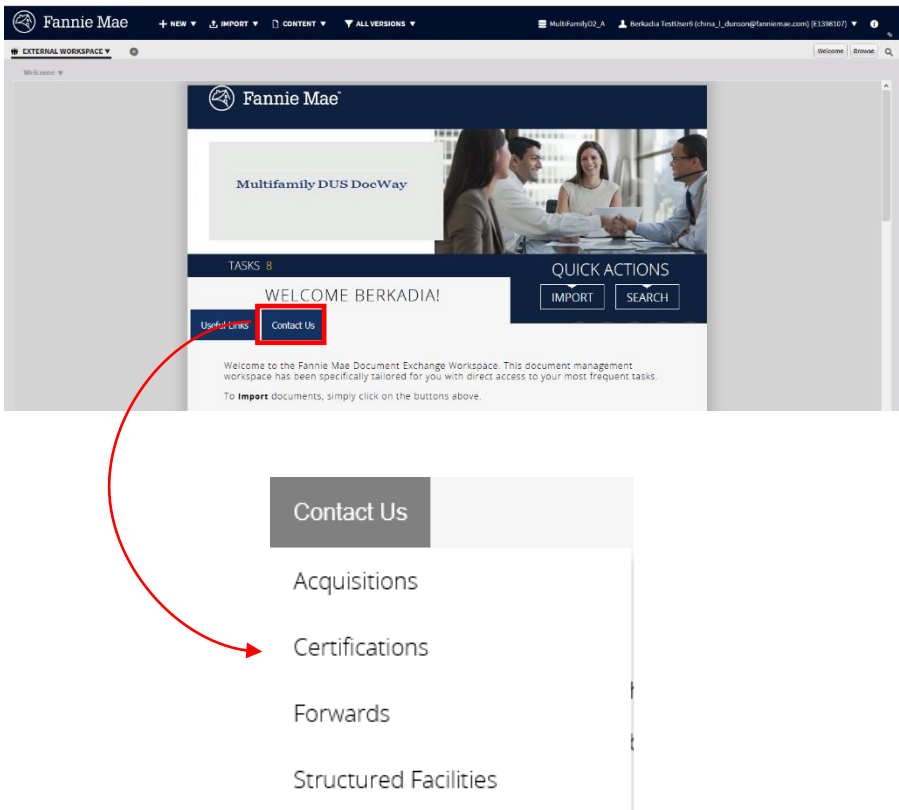

DUS DocWay is accessed via the internet using either of the following browsers: Internet Explorer Version 11 or Google Chrome version 45 or higher. Follow the steps below to access DUS DocWay.

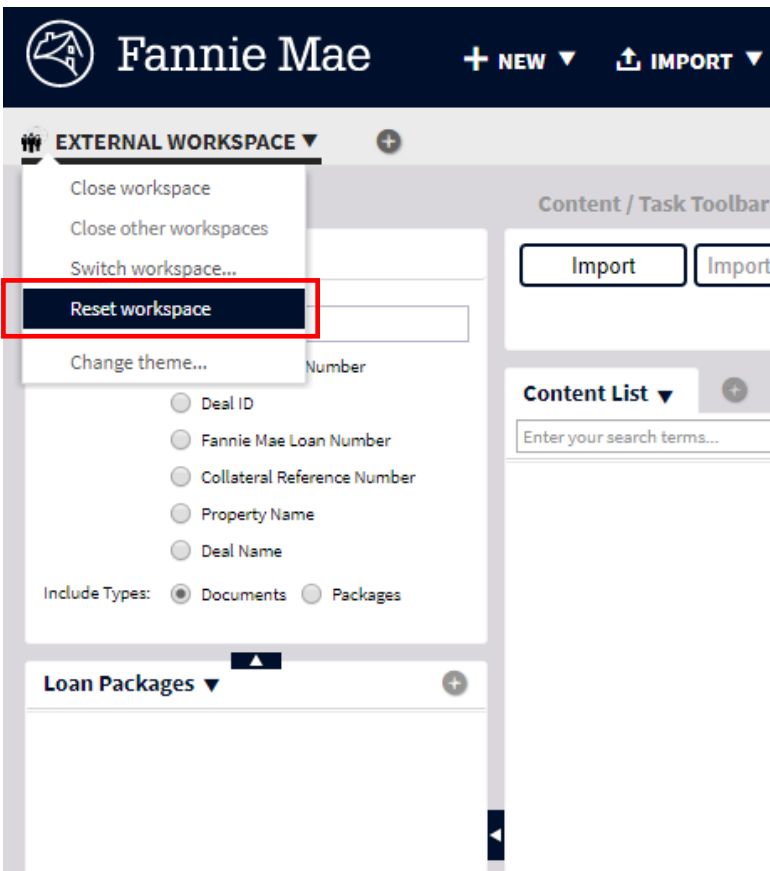
Steps	Additional Information/Results
1. Obtain usernames and passwords.	Login information can be obtained by contacting your company's Technology Manager Corp. Admin. They can provide you with a username and password to access DUS DocWay.
2. Enter the following into your browser's address bar: <a href="https://docway.fanniemae.com/D2">https://docway.fanniemae.com/D2</a> The login screen will be displayed.	 <p><b>Note:</b> You may bookmark this address.</p>
3. Enter your <b>User Name</b> and <b>Password</b> into the <i>Log In</i> screen.	 <p><b>*Please Do Not Bookmark this page</b></p>
4. The <i>Welcome</i> page will display upon login.	

## Welcome Page Navigation

On the *Welcome page*, you can view your login information, access useful links, and find out how to contact Fannie Mae for help. You can launch your workspace or initiate an action such as importing a document. Follow the steps below to navigate the Welcome page.


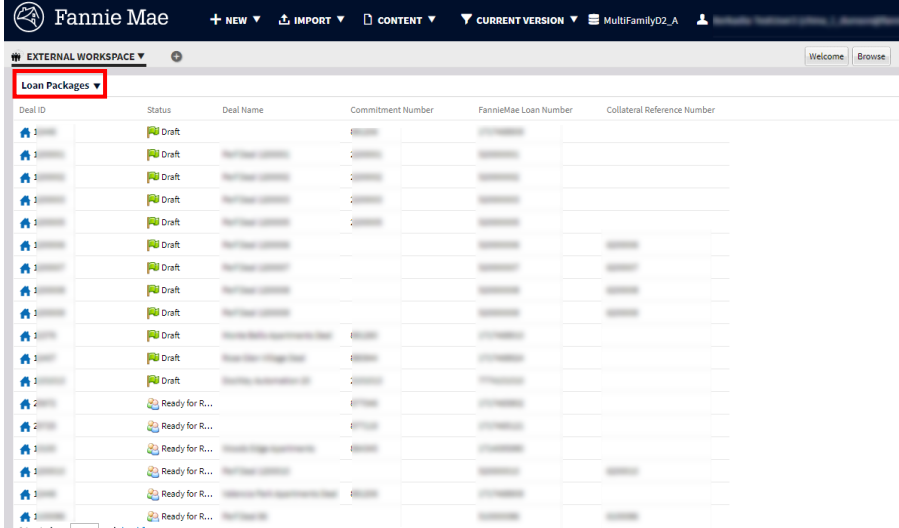
Steps	Additional Information/Results
<p>1. When you have successfully logged in, the <i>Welcome</i> page is displayed.</p>	<p>On the DUS DocWay Welcome page, the logged in user's full name and email address is displayed in the top right corner of the window.</p> 
<p>2. Click on <b>Useful Links</b> to be directed to a list of links to related applications and AllRegs.</p>	

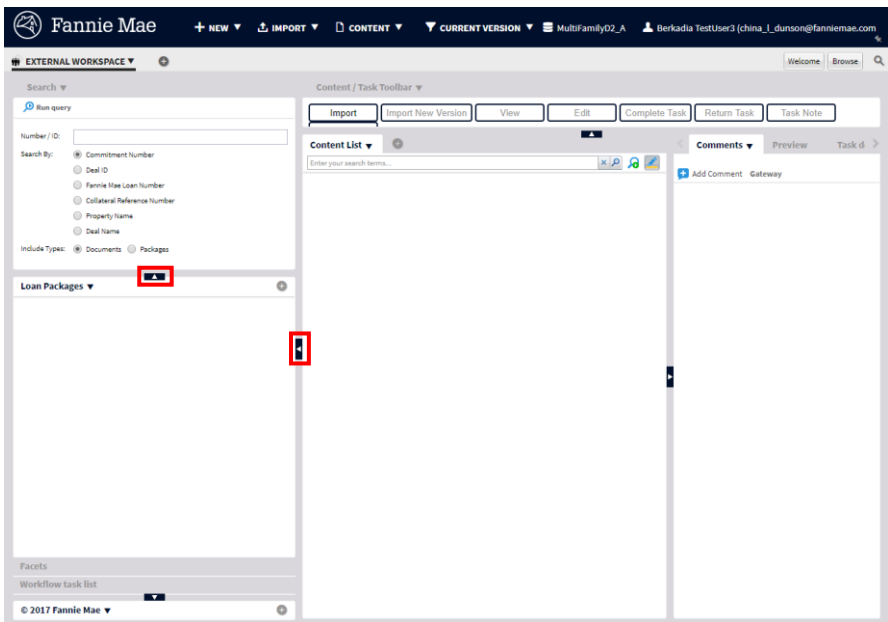
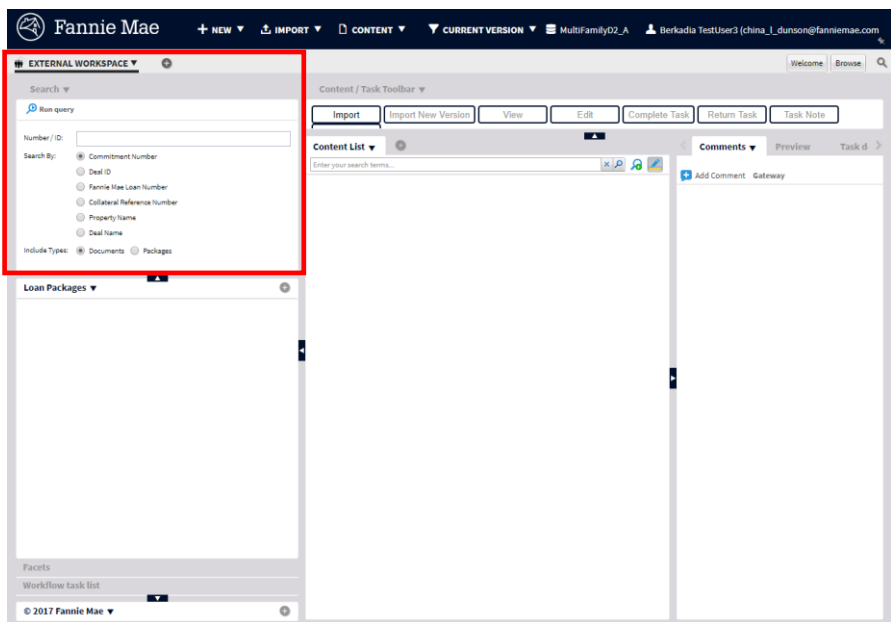
Steps	Additional Information/Results
<p>3. Click on <b>Contact Us</b> to email a selected department at Fannie Mae if you have questions.</p>	
<p>4. Click on <b>Browse</b> at the top right of the page to open the <i>External Workspace</i>.</p>	

Steps	Additional Information/Results
<p>5. Click <b>Reset workspace</b> to return the <i>Workspace</i> to its default state; this action will remove search results and re-adjusts the columns and rows to standard size.</p> <p>When <i>Reset workspace</i> is selected, the <i>Welcome</i> page will display. This action will also refresh the data displayed in the workspaces to include all updates made by all users.</p>	

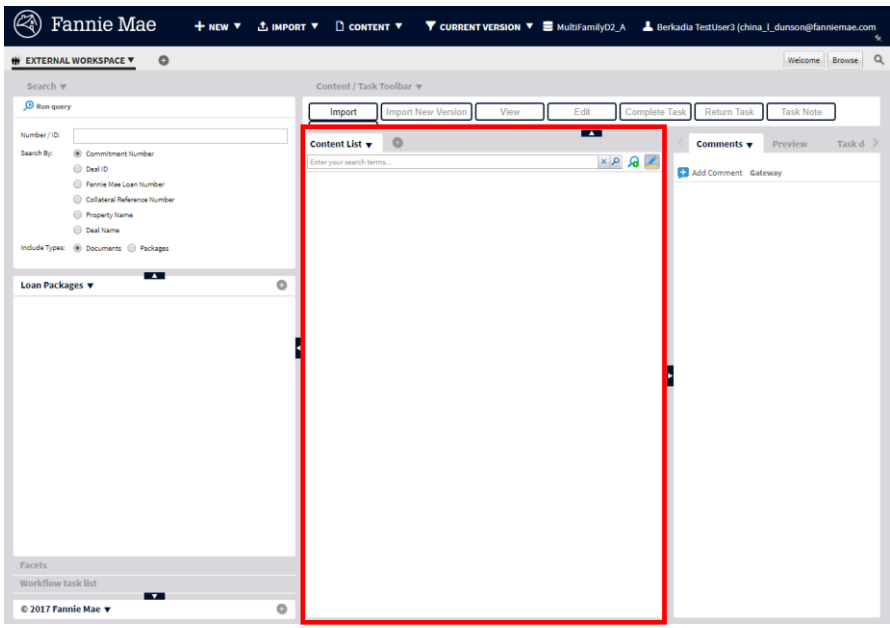
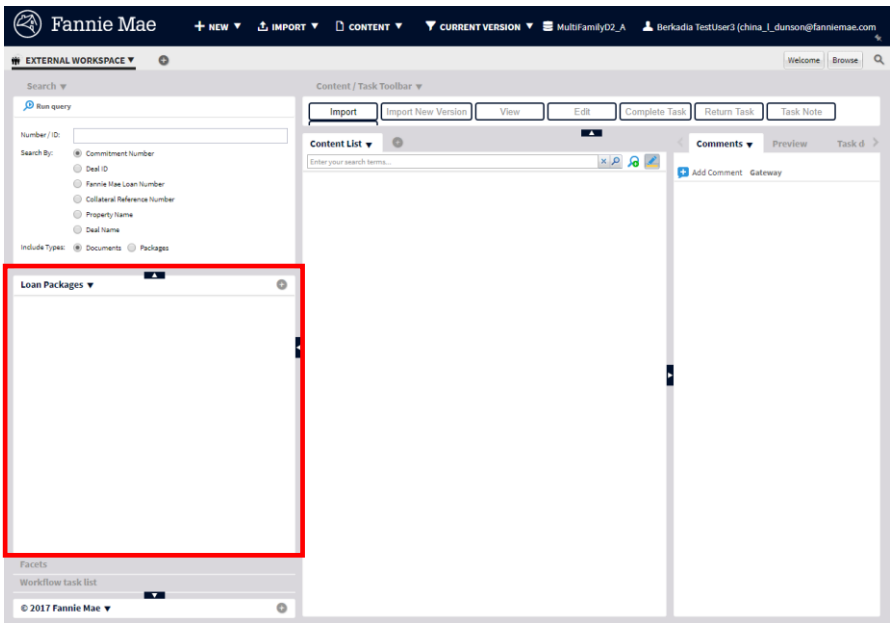
## External Workspace Navigation

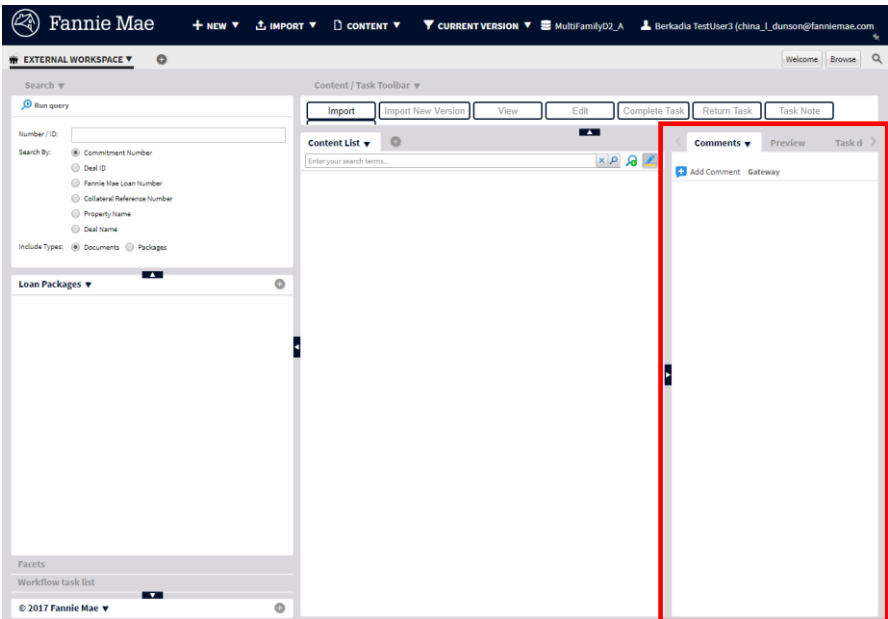
The *External Workspace* allows you to: Search for and review a loan package and loan documents, export documents, preview documents, read reviewer comments on documents, submit a loan package for internal review, conduct an internal review, submit a loan package to Fannie Mae, and correct and resubmit a loan package or document that was returned by Fannie Mae.

Steps	Additional Information/Results
<p>1. On the <i>Welcome</i> page, click on <b>Browse</b> to open the <i>External workspace</i>.</p>	
<p>2. Each of the windows can be opened to full-screen by double clicking on the text of the label. For example, double click on <b>Loan Packages</b> to expand that window to full screen. Double click it again to return the window to its original size.</p>	

Steps	Additional Information/Results
<p>3. You can adjust the height and width of each window in the <i>External Workspace</i> by grabbing the <b>black bars</b> shown the borders of the windows – left click and drag.</p> <p>4. If you need to return to the original (default) layout, click on the <b>External Workspace</b> tab and select <b>Reset Workspace</b> from the dropdown menu; you will be returned to the <i>Welcome</i> page and the <i>External Workspace</i> will be restored to its original appearance. You can refresh your view of data in an individual window by clicking on the appropriate label and selecting <b>Refresh</b> from the dropdown menu.</p>	
<p>5. Each of the windows on the <i>External Workspace</i> has a different function. The <i>Search</i> window at the top left of the screen allows you to search for documents or loan packages. To conduct a search, choose either <i>Loan Packages</i> or <i>Documents</i>, then choose your search term, enter the information, then click on <b>Run query</b>.</p>	

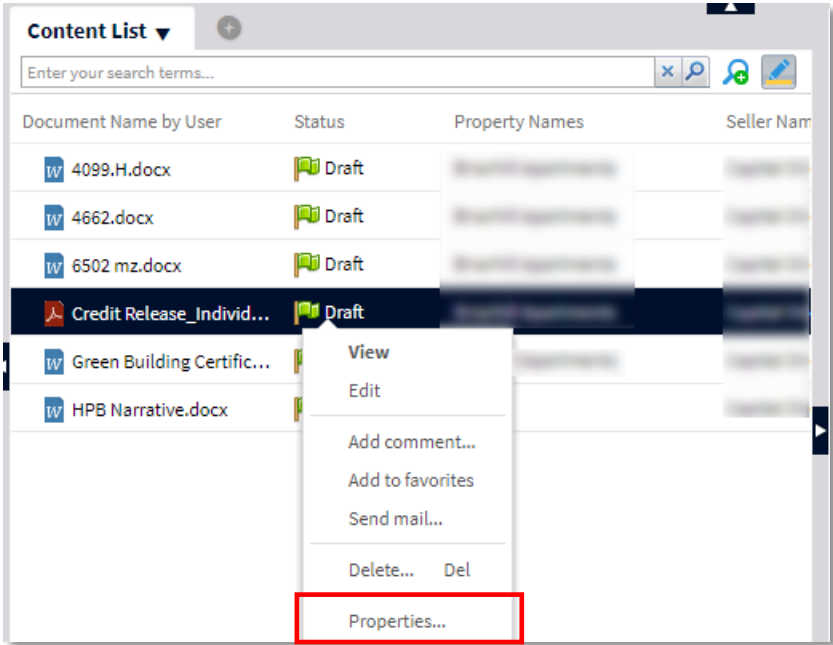


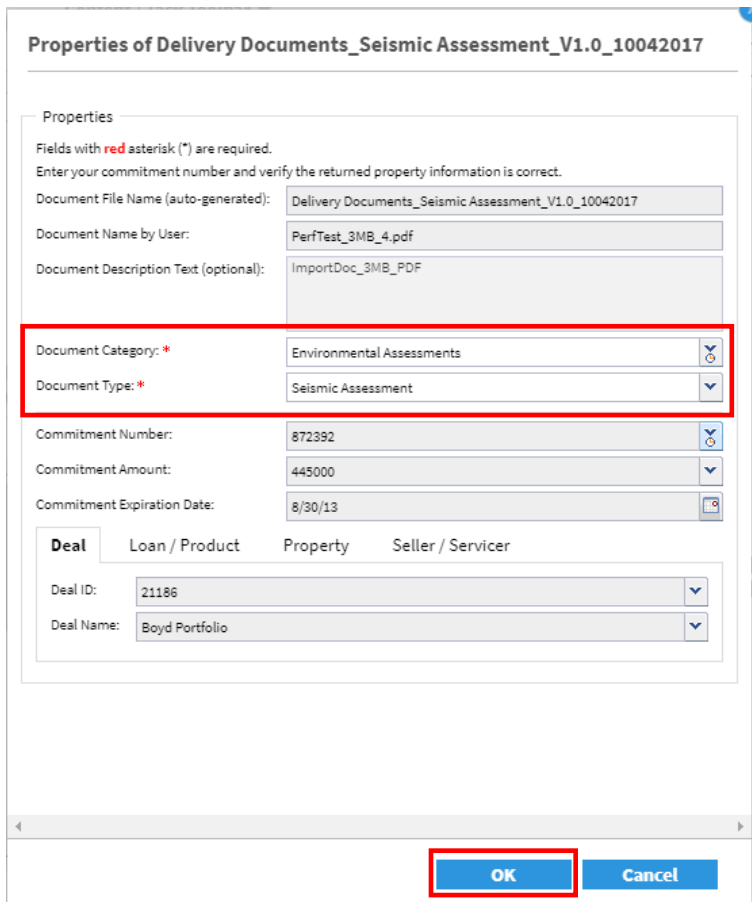
Steps	Additional Information/Results
<p>6. The results of the query are displayed in the <i>Content List</i> window in the center of the screen. When you search for loan packages you will see the package or packages that match your search term listed in the <i>Content List</i>. If you then want to see the documents contained in a loan package, double click on the loan package listing in the <i>Content List</i>.</p>	 <p>The screenshot shows the Fannie Mae External Workspace interface. The 'Content List' window is highlighted with a red border. The interface includes a search bar, a list of search criteria (Commitment Number, Deal ID, Fannie Mae Loan Number, Collateral Reference Number, Property Name, Deal Name), and a list of loan packages. The 'Content List' window is currently empty, showing a search bar and a list of results.</p>
<p>7. The <i>Loan Packages</i> window allows you to see the status of the loan packages that you are working on currently. Loan packages that have already been submitted to Fannie Mae are not displayed here. To pull up a loan package with a status of “submitted”, use the <i>Search</i> window to run a query.</p>	 <p>The screenshot shows the Fannie Mae External Workspace interface. The 'Loan Packages' window is highlighted with a red border. The interface includes a search bar, a list of search criteria (Commitment Number, Deal ID, Fannie Mae Loan Number, Collateral Reference Number, Property Name, Deal Name), and a list of loan packages. The 'Loan Packages' window is currently empty, showing a search bar and a list of results.</p>

Steps	Additional Information/Results
8. The <i>Comments</i> window shows you all of the comments written by lender users and Fannie Mae users who have reviewed documents within the loan package.	

## Update Document Category and Type

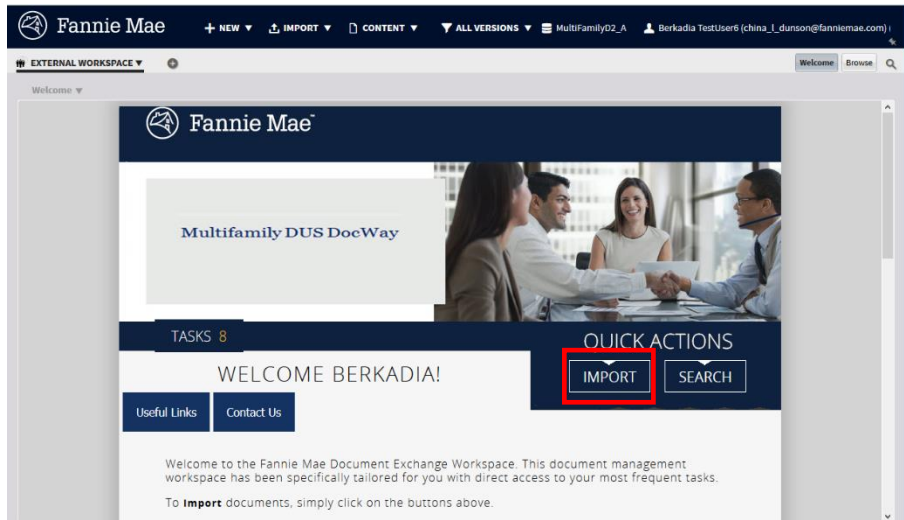
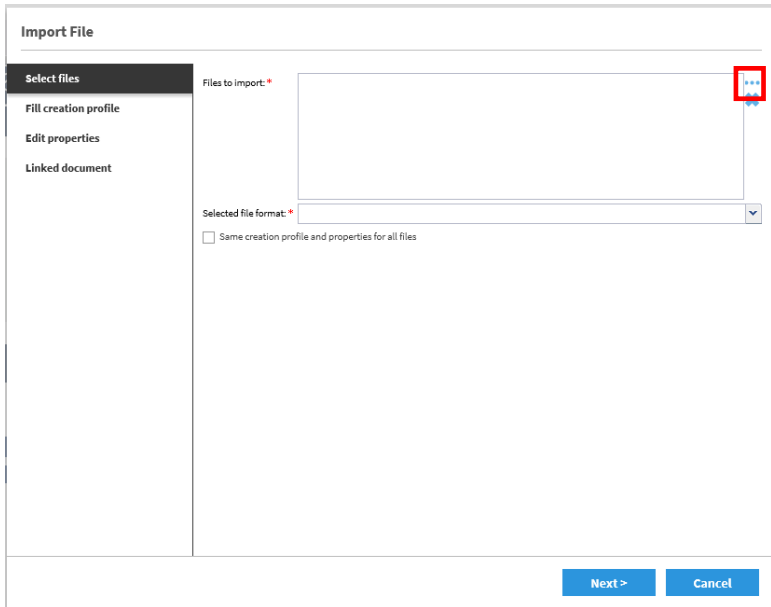
You may update a selected document's **Document Category** and **Document Type**, at any time before the loan package is submitted to Fannie Mae.

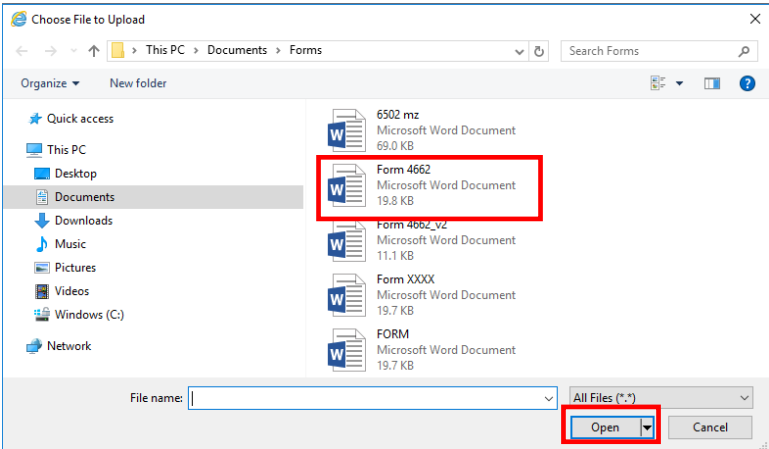
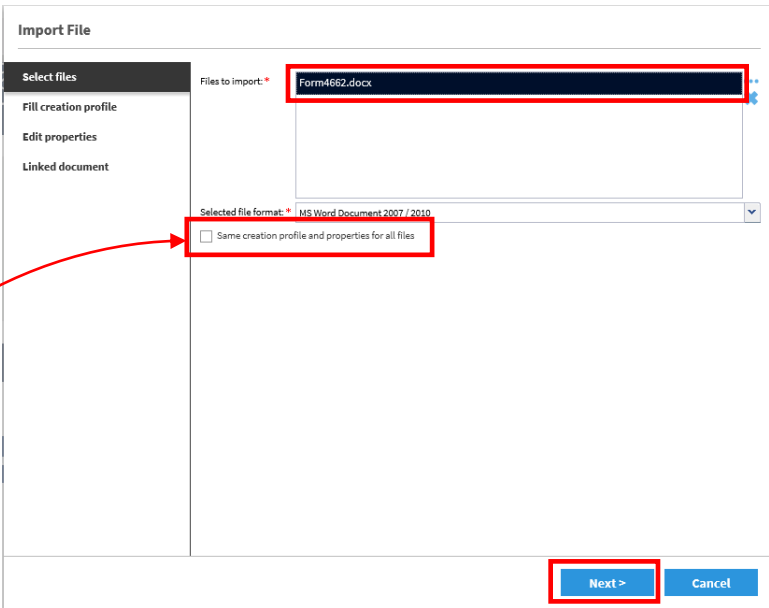
Steps	Additional Information/Results
<p>1. To modify a document displayed in the <i>Content List</i>, right click on the document and select <b>Properties</b> from the dropdown menu. The <i>Properties of Delivery Documents</i> window will be displayed.</p>	 <p>The screenshot shows the 'Content List' interface. It features a search bar at the top and a table with columns: Document Name by User, Status, Property Names, and Seller Name. The table lists several documents, including '4099.H.docx', '4662.docx', '6502 mz.docx', 'Credit Release_Individ...', 'Green Building Certific...', and 'HPB Narrative.docx'. The 'Credit Release_Individ...' document is highlighted in blue. A right-click context menu is open over this document, showing options: View, Edit, Add comment..., Add to favorites, Send mail..., Delete... Del, and Properties... The 'Properties...' option is highlighted with a red rectangle.</p>

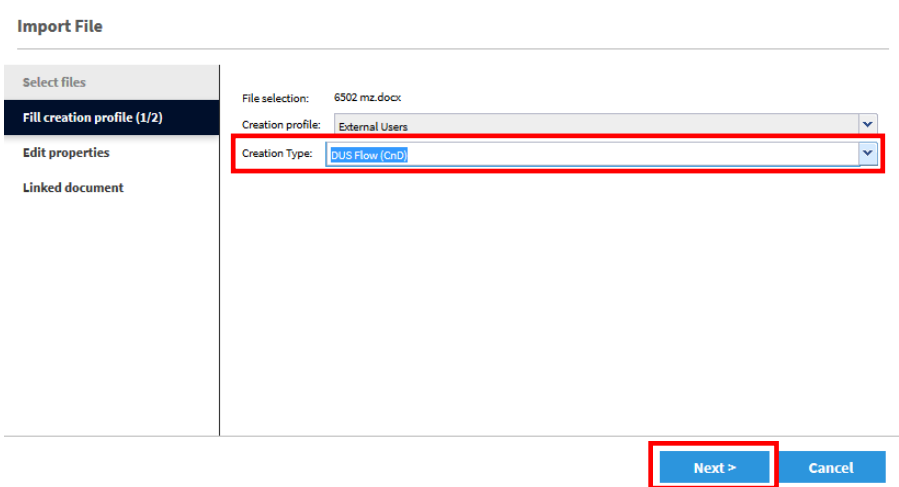
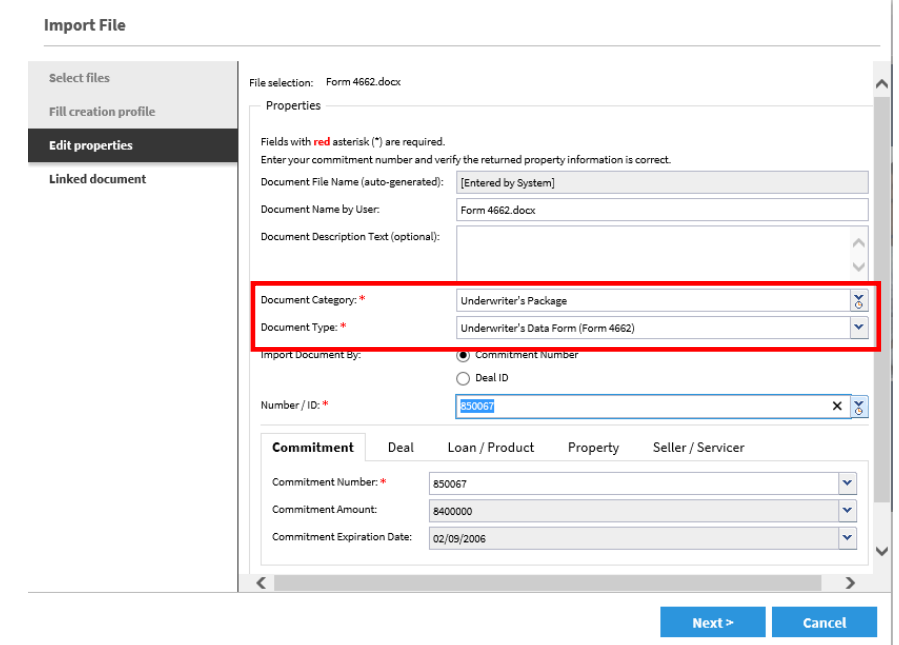
Steps	Additional Information/Results
<ol style="list-style-type: none"> <li>With the <i>Properties...</i> window displayed, click on the <b>Document Category</b> dropdown and select the appropriate document category, then click on the <b>Document Type</b> dropdown and select the appropriate document type from the dropdown.</li> <li>Click <b>OK</b> when finished updating this information.</li> </ol>	 <p><b>Properties of Delivery Documents_Seismic Assessment_V1.0_10042017</b></p> <p>Properties</p> <p>Fields with <b>red</b> asterisk (*) are required. Enter your commitment number and verify the returned property information is correct.</p> <p>Document File Name (auto-generated): Delivery Documents_Seismic Assessment_V1.0_10042017</p> <p>Document Name by User: PerfTest_3MB_4.pdf</p> <p>Document Description Text (optional): ImportDoc_3MB_PDF</p> <p>Document Category: * Environmental Assessments</p> <p>Document Type: * Seismic Assessment</p> <p>Commitment Number: 872392</p> <p>Commitment Amount: 445000</p> <p>Commitment Expiration Date: 8/30/13</p> <p><b>Deal</b> Loan / Product Property Seller / Servicer</p> <p>Deal ID: 21186</p> <p>Deal Name: Boyd Portfolio</p> <p><b>OK</b> Cancel</p>

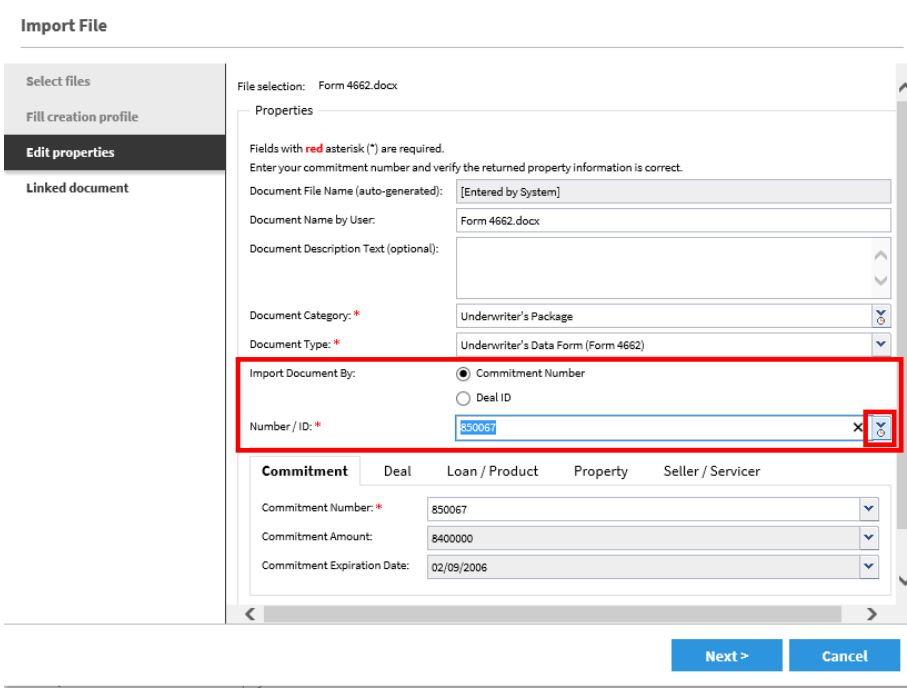
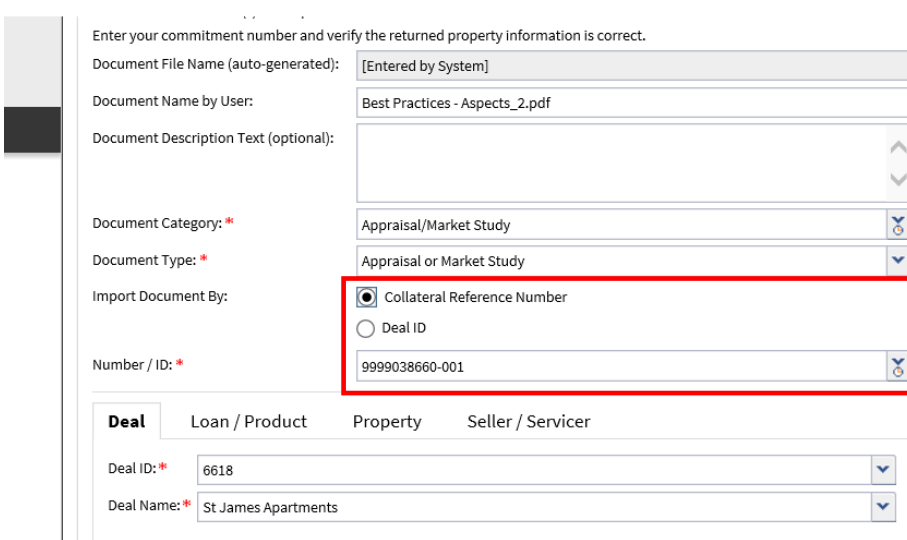
## Import a Document

There are multiple options for importing documents into DUS DocWay. Follow the steps below to import using the **Import button** under **Quick Actions** on the *Welcome page*.

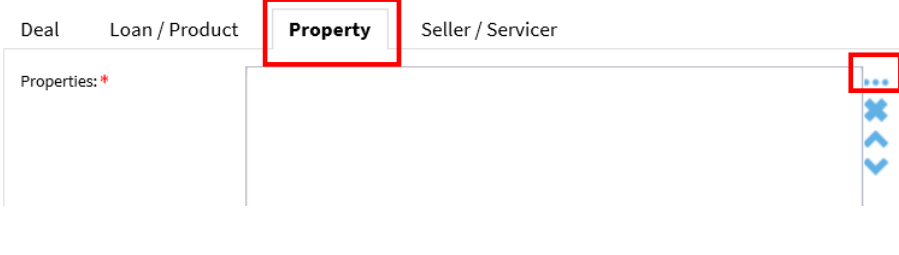
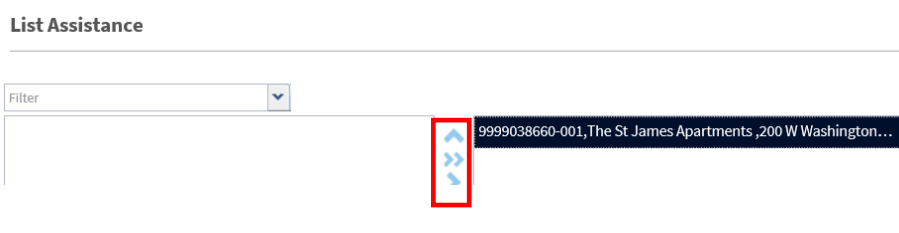
Steps	Additional Information/Results
<p>1. From the <i>Welcome page</i>, click <b>Import</b> under <i>Quick Actions</i>.</p>	
<p>2. The <i>Import File</i> screen will open. Choose files to upload by clicking on the browse button (the ellipses [...]). The <i>Choose File to Upload</i> screen will open on your desktop allowing you to navigate to, and select, the appropriate file.</p>	 <p><b>Note:</b> Click on the <b>X</b> below the ellipses (...) with a file selected to delete the file from the list of files to import.</p> <p><b>Note:</b> You may also drag and drop files into the <b>Files to Import</b> box.</p>

Steps	Additional Information/Results
<p>3. Click on the file or files you want to upload and click <b>Open</b>. The files will appear in the <i>Files to Import</i> list.</p>	 <p><b>Note:</b> Multiple files can be selected for upload by pressing the <b>Ctrl</b> button on your keyboard during file selection.</p>
<p>4. With the files you want to import shown, click <b>Next</b> to continue.</p>	 <p><b>Note:</b> When uploading multiple documents, you may select the <b>Same creation profile and properties for all files</b> checkbox to assign the same properties to all of files you are importing. Use this checkbox <b>only</b> when all document properties, including <b>Document Category</b> and <b>Document Type</b>, are the same for all files.</p>

Steps	Additional Information/Results
<p>5. The <i>Fill Creation Profile</i> page will open. Select the appropriate <b>Creation Type</b> (either <i>DUS Flow</i> [C&amp;D] or <i>Structured Facilities</i> [MSFMS]) from the dropdown and click <b>Next</b>.</p>	
<p>6. The <i>Edit Properties</i> screen will open. A red asterisk indicates a required field. Select <b>Document Category</b> and <b>Document Type</b> from the dropdown lists.</p>	


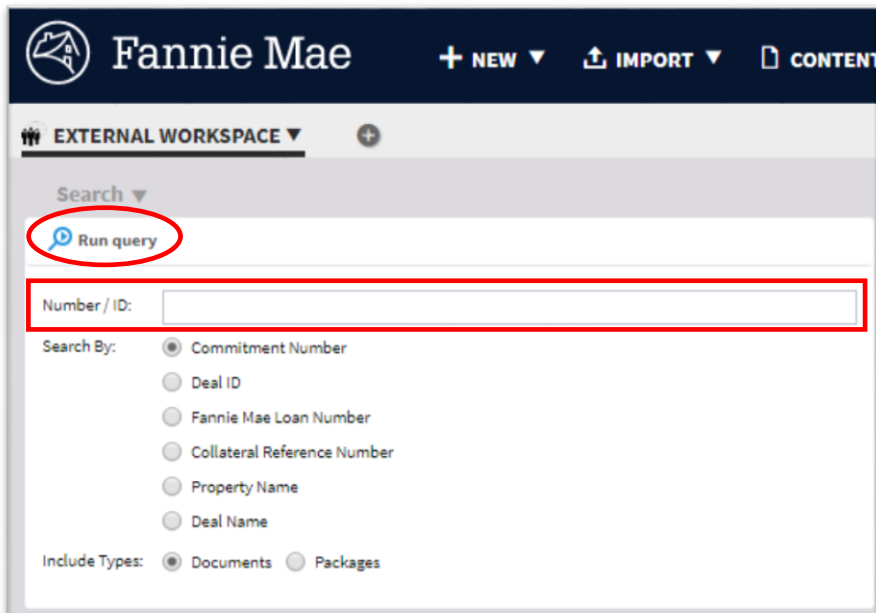
Steps	Additional Information/Results
<p>7. If you are importing documents for a flow transaction (C&amp;D), associate the imported document with the commitment number by selecting the <b>Commitment Number</b> radio button and then enter the commitment number in the <b>Number/ID</b> field. Finally, click on the dropdown to validate the number.</p>	<div data-bbox="584 262 1485 945">  </div> <p><b>Note:</b> For flow transactions (from C&amp;D), all documents must be associated with a commitment (as shown above); after you select the commitment number, the deal ID will be assigned automatically.</p>
<p>8. If you are importing documents for a structured facilities transaction (MSFMS), associate the imported document with the collateral reference number by selecting the <b>Collateral Reference Number</b> radio button and then entering the collateral reference number in the <b>Number/ID</b> field. Then, click on the dropdown to validate the number.</p>	<div data-bbox="584 1123 1485 1659">  </div> <p><b>Note:</b> For structured transactions (MSFMS), all documents must be associated to both a collateral reference number and a property. Best practice is to select the collateral reference number to which you want to associate your document first; the Deal ID will be automatically assigned. Then, assign the property by clicking on the <b>Property</b> tab and completing the form following the steps below.</p>

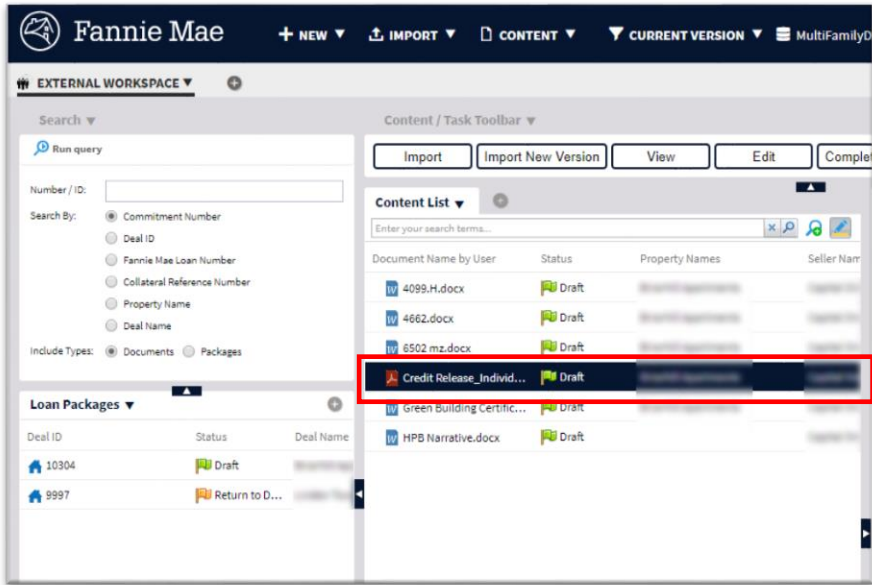
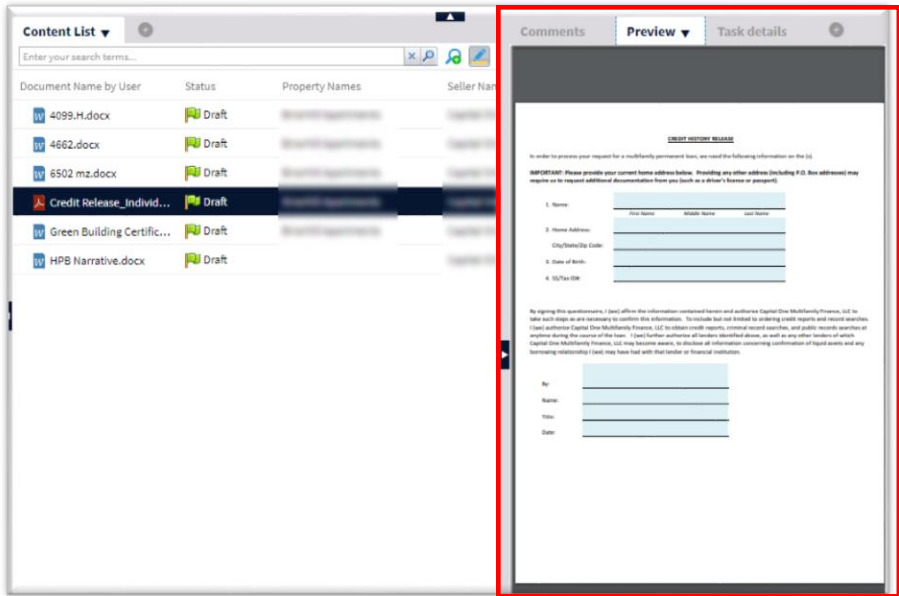


Steps	Additional Information/Results
<p>9. If you are importing documents for a structured facilities transaction (MSFMS), click on the <b>Property</b> tab to enter required property information.</p> <p>10. Click on the <b>Browse</b> button (i.e., the ellipses [...]) to bring up the <i>Property List</i>.</p>	
<p>11. On the <i>Property List</i>, double click the properties you wish to select, or use the blue arrows in the middle of the screen to move properties to the right side of the screen and select them.</p>	

## Preview a Document

To quickly view an uploaded PDF document or Microsoft Office document, you can generate a preview using the preview widget. First, search for the loan package that contains the document you want to preview. Select the loan package by clicking on it and the documents associated to the loan package will be displayed in the *Document List* in the center of the screen. Follow the steps below to preview a document:

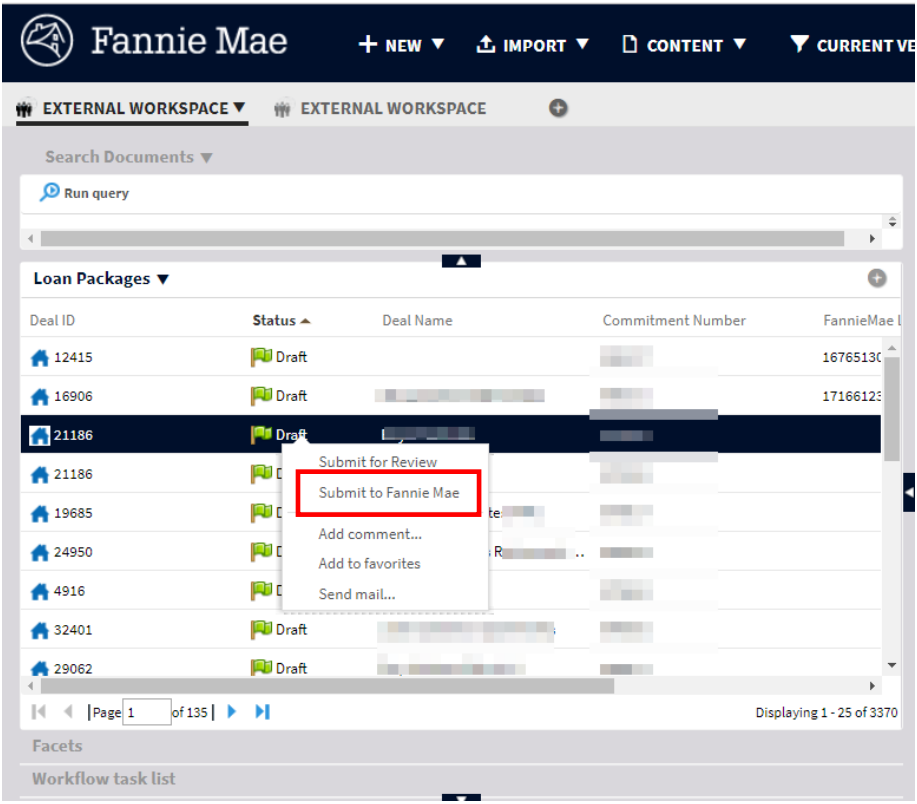
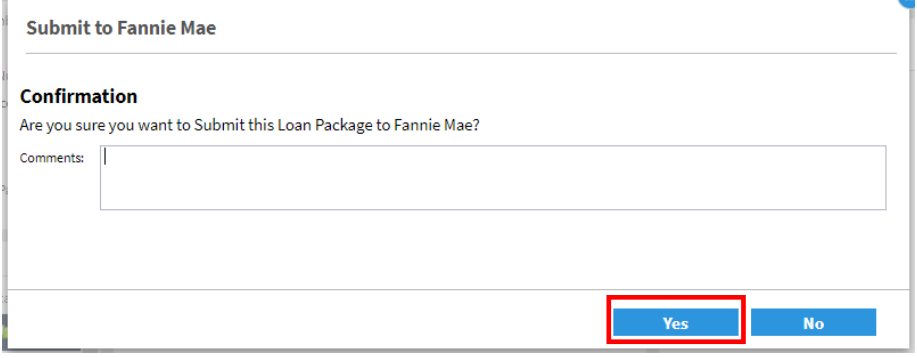
Steps	Additional Information/Results
<p>1. From the <i>Welcome page</i>, click on the <b>Browse</b> button.</p>	
<p>2. Search for the document to preview. Enter the <b>Number/ID</b> of the document you are searching for. Click <b>Run/Query</b>. All items matching the <i>Number/ID</i> entered will be displayed.</p>	

Steps	Additional Information/Results
<p>3. Select the document to preview by single-clicking on it.</p>	 <p><b>Note:</b> Double click will open the document in a new window instead of allowing you to preview the document in the same browser window.</p>
<p>4. Click on the <b>Preview</b> tab (located next to the <i>Comments</i> tab to the right). A preview of the selected document will be displayed.</p>	

## Submit a Loan Package with a Draft Status to Fannie Mae

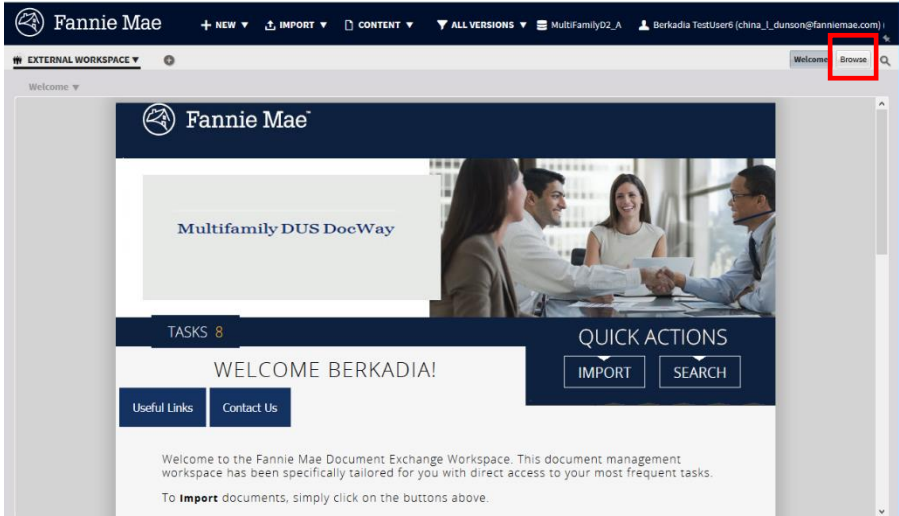
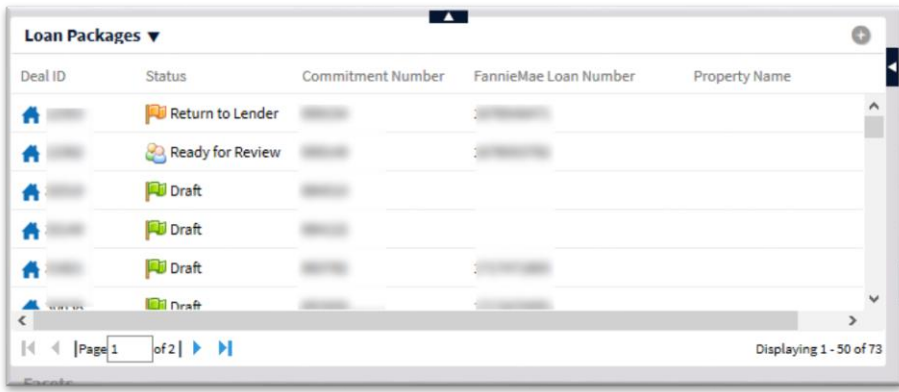
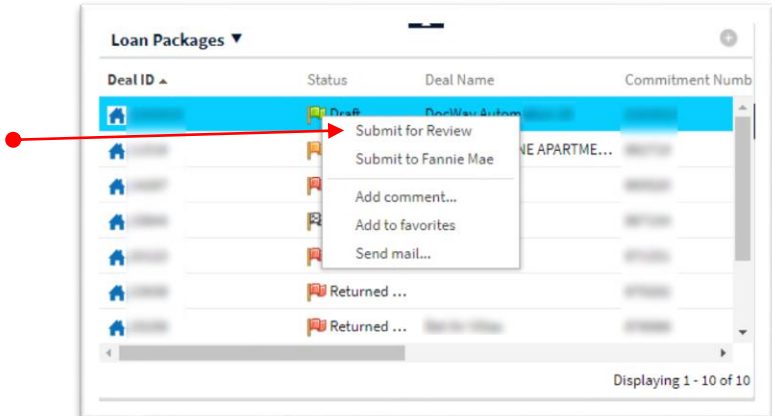
Both lender users and lender admins can now either a) submit a loan package for internal review, or b) submit the loan package to Fannie Mae (without an internal review).

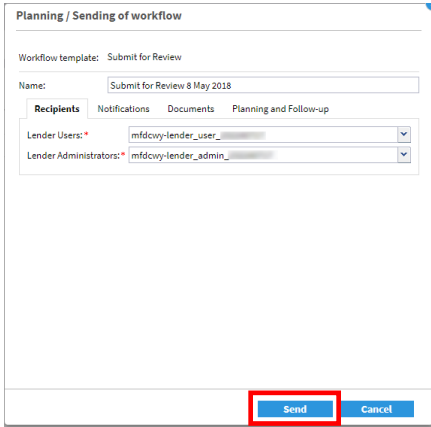
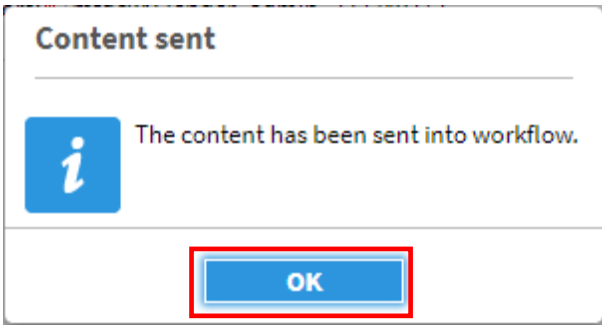
This module covers how to submit a DRAFT loan package to Fannie Mae directly (without completing an internal review).

Steps	Additional Information/Results
<p>1. Right click on the loan package in the <i>Loan Packages</i> window and select <b>Submit to Fannie Mae</b> from the dropdown menu.</p>	
<p>2. The confirmation box will appear. You may optionally enter comments for Fannie Mae reviewers here. When you are ready to submit, click <b>Yes</b>.</p>	

## Submit Loan Package for Internal Review

DUS DocWay workflow includes an internal review of complete loan Ppackages prior to their submission to Fannie Mae. All users (i.e., users with either the *Lender Administrator* or *Lender User* roles) can submit loan packages for review. Follow the steps below to submit a loan package for review.

Steps	Additional Information/Results
<p>3. From the <i>Welcome</i> page, click <b>Browse</b>.</p>	
<p>4. The <i>External Workspace</i> will open with loan packages listed in the window on the lower left of your screen.</p>	
<p>5. Right click on the appropriate package, then select <b>Submit for Review</b> from the dropdown menu.</p>	

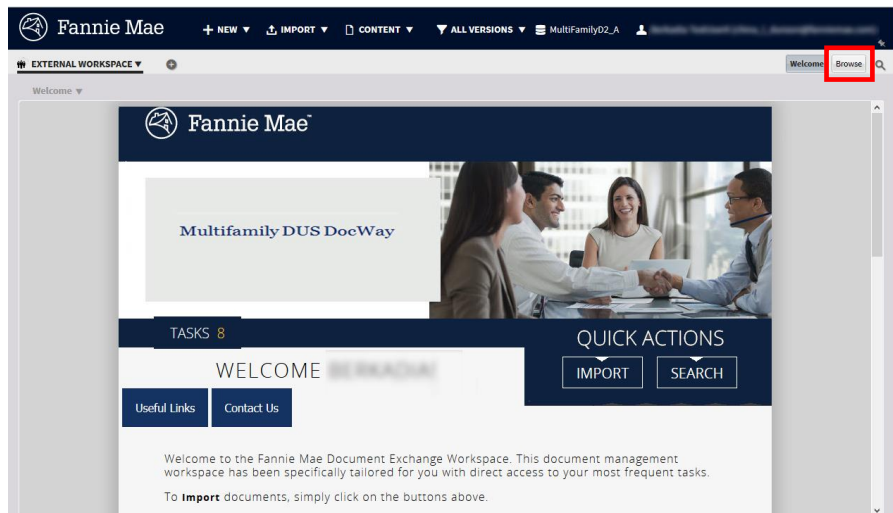
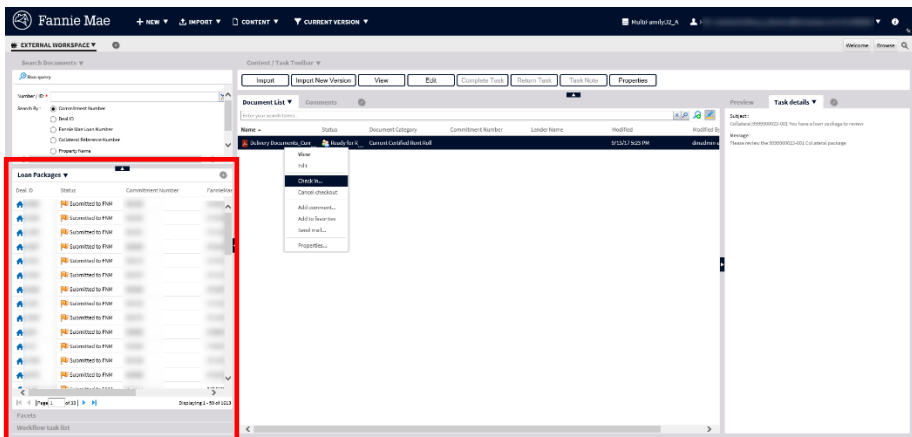
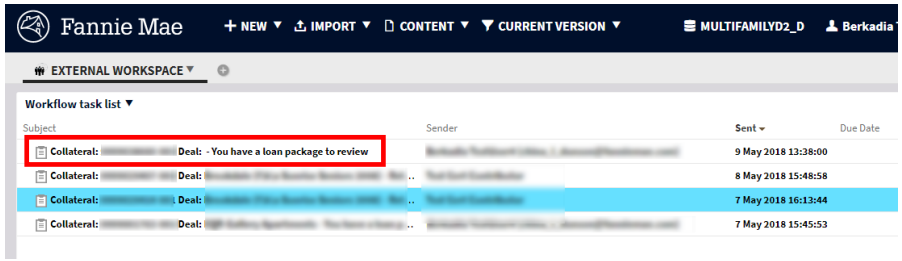
Steps	Additional Information/Results
	<p><b>Note:</b> Loan packages in Draft status can be sent for internal review.</p> <p><b>Note:</b> The Loan package should contain all of the documents that will be submitted to Fannie Mae after the internal review is completed.</p>
<p>6. If you are assigned the <i>Lender User</i> role, the Lender Administrator group will be automatically selected as the reviewer. If you are assigned the <i>Lender Administrator</i> role, select <b>mfdc-lender-admin-*</b> in both drop down selections. All users in your organization who are assigned the <i>Lender Administrator</i> role will receive the loan package for review. Click <b>Send</b>.</p>	
<p>7. A message will be displayed which indicates that the loan package has been sent for review. Click <b>OK</b> to close the message.</p>	

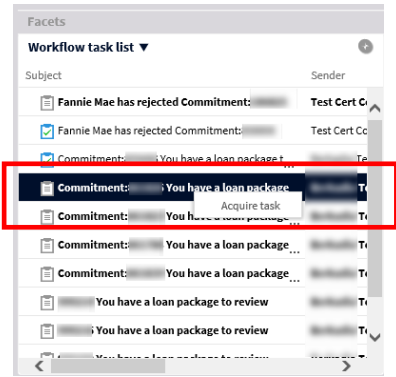
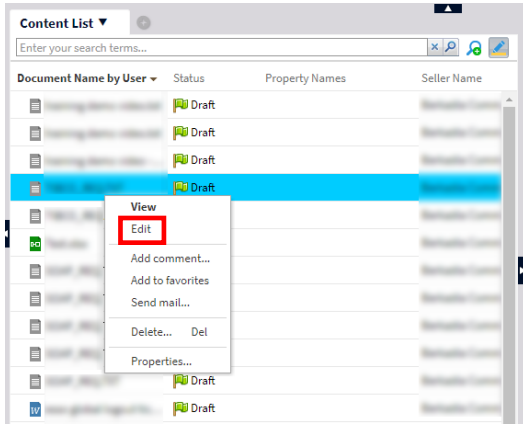
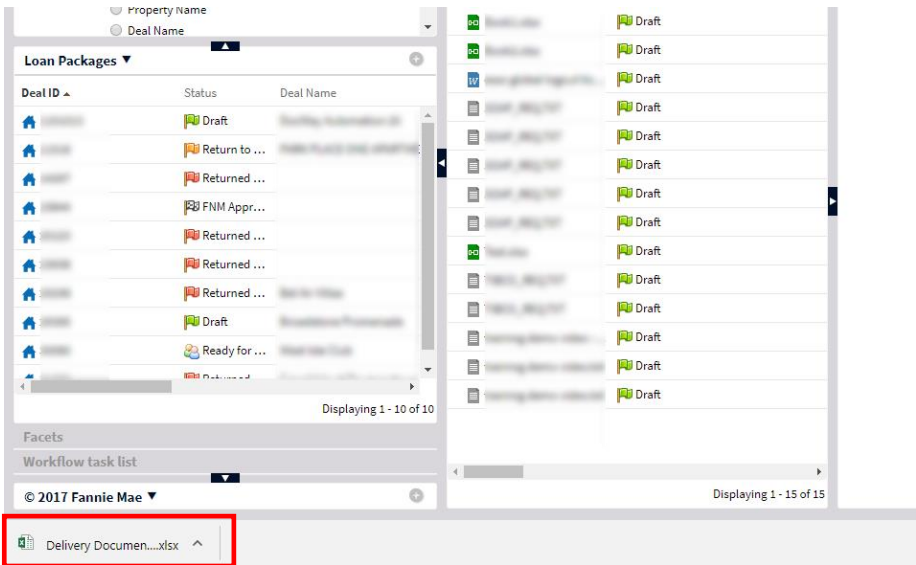
## Conduct Internal Review of a Loan Package

Loan packages are reviewed internally and either rejected if corrections are required, or approved before the final loan packages are submitted to Fannie Mae. If you are assigned the *Loan Administrator* user role, you will receive an email notification when there is a loan package ready for your review.

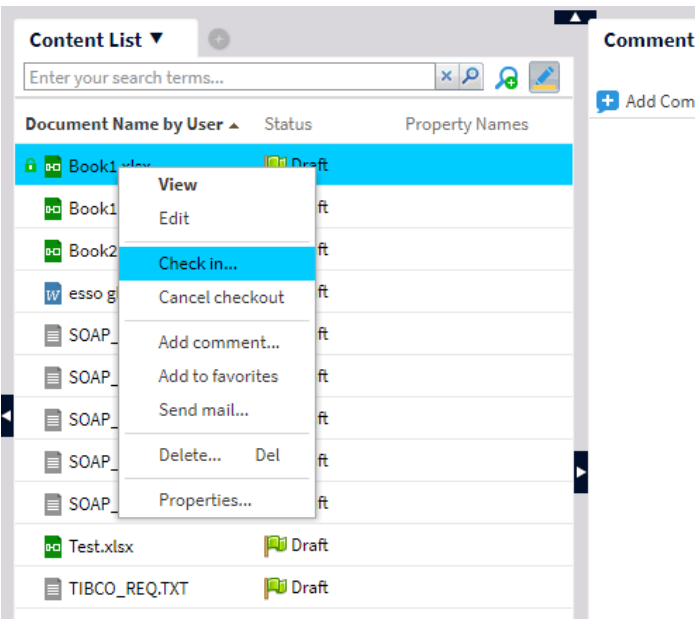
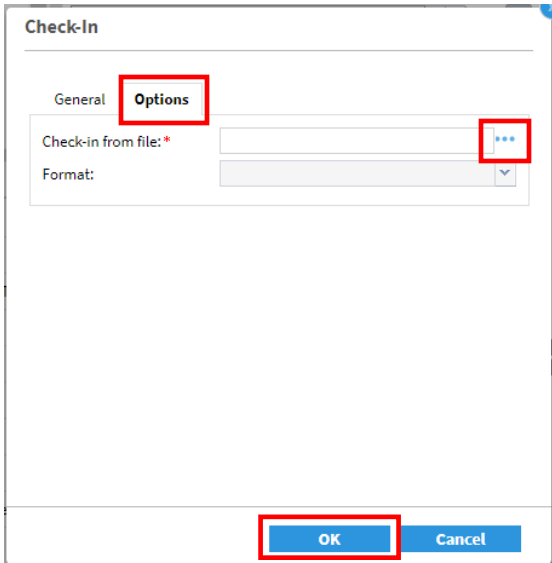
This process includes the steps taken when the package is either approved (submission to Fannie Mae) or rejected (returned to the *Lender User* for update).

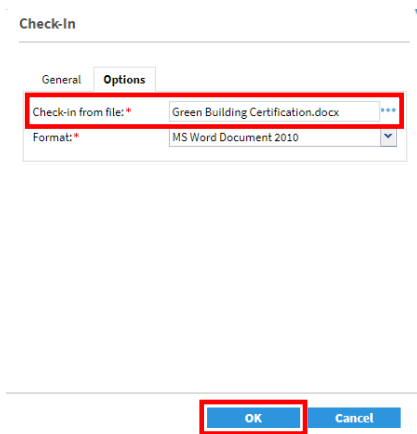
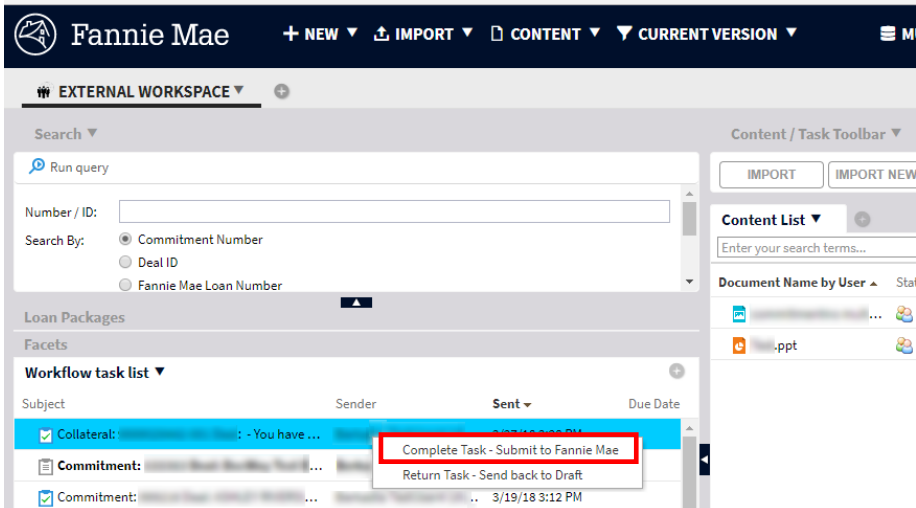
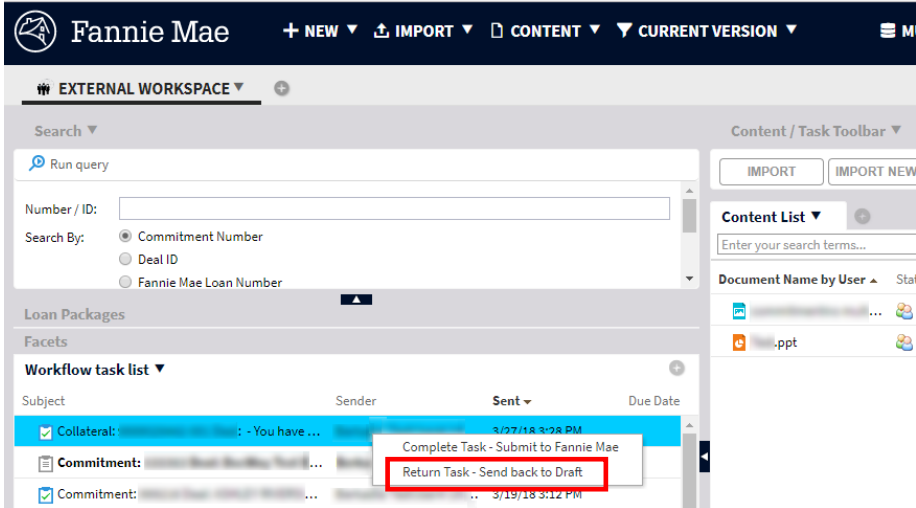
Follow the steps below to conduct the internal review of Loan Packages.

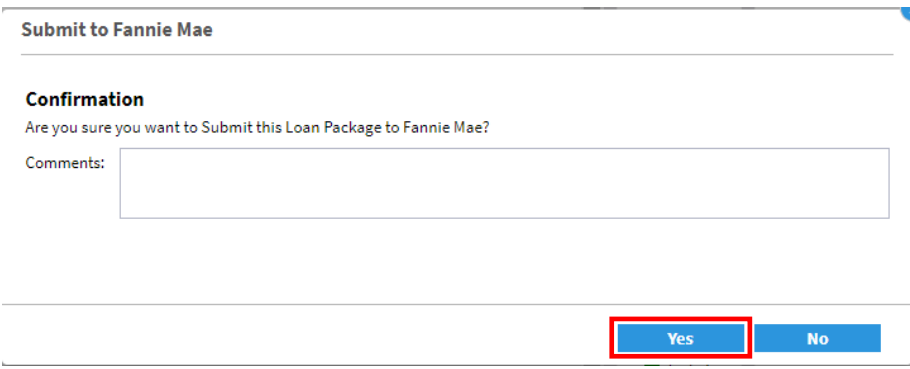
Steps	Additional Information/Results																				
<div>1. If you receive an email notification that you have tasks to complete, the message will include a link to DUS DocWay.</div> <div>2. Click on the link and log in.</div> <div>3. Click <b>Browse</b> on the <i>Welcome</i> page. The <i>External Workspace</i> will open.</div>																					
<div>4. The <i>Workflow Task List</i> may already be open at the bottom left of the screen. If not, click on the <b>Workflow Task List</b> label at the bottom left of the screen to open it.</div>																					
<div>5. The list will include all loan packages with a status of <i>Ready for Review</i>. They are shown with the label, "You have a loan package... [to review]".</div>	 <table><tr><th>Subject</th><th>Sender</th><th>Sent</th><th>Due Date</th></tr><tr><td>Collateral: Deal: - You have a loan package to review</td><td>Berkadia Productivity Office, L. Berkadia@berkadia.com</td><td>9 May 2018 13:38:00</td><td></td></tr><tr><td>Collateral: Deal: [blurred]</td><td>[blurred]</td><td>8 May 2018 15:48:58</td><td></td></tr><tr><td>Collateral: Deal: [blurred]</td><td>[blurred]</td><td>7 May 2018 16:13:44</td><td></td></tr><tr><td>Collateral: Deal: [blurred]</td><td>[blurred]</td><td>7 May 2018 15:45:53</td><td></td></tr></table>	Subject	Sender	Sent	Due Date	Collateral: Deal: - You have a loan package to review	Berkadia Productivity Office, L. Berkadia@berkadia.com	9 May 2018 13:38:00		Collateral: Deal: [blurred]	[blurred]	8 May 2018 15:48:58		Collateral: Deal: [blurred]	[blurred]	7 May 2018 16:13:44		Collateral: Deal: [blurred]	[blurred]	7 May 2018 15:45:53	
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Collateral: Deal: [blurred]	[blurred]	7 May 2018 16:13:44																			
Collateral: Deal: [blurred]	[blurred]	7 May 2018 15:45:53																			

Steps	Additional Information/Results
<p>6. To select a loan package to review, right click on the loan package, then click on <b>Acquire task</b>.</p>	
<p>7. The documents associated with the loan package will now display in the <i>Content List</i>. If a document requires an update, right click on it and select <b>Edit</b> from the dropdown.</p>	
<p>8. When you select <b>Edit</b>, you will see a popup at the bottom of the screen. Click on the popup to open the document and edit it. When you are finished with your edits, save it to a location you can easily access again.</p> <p>NOTE: Do not rename the document; if the revised document has the same name as the original, DocWay will manage the versions, displaying only the latest version and archiving all prior versions.)</p>	



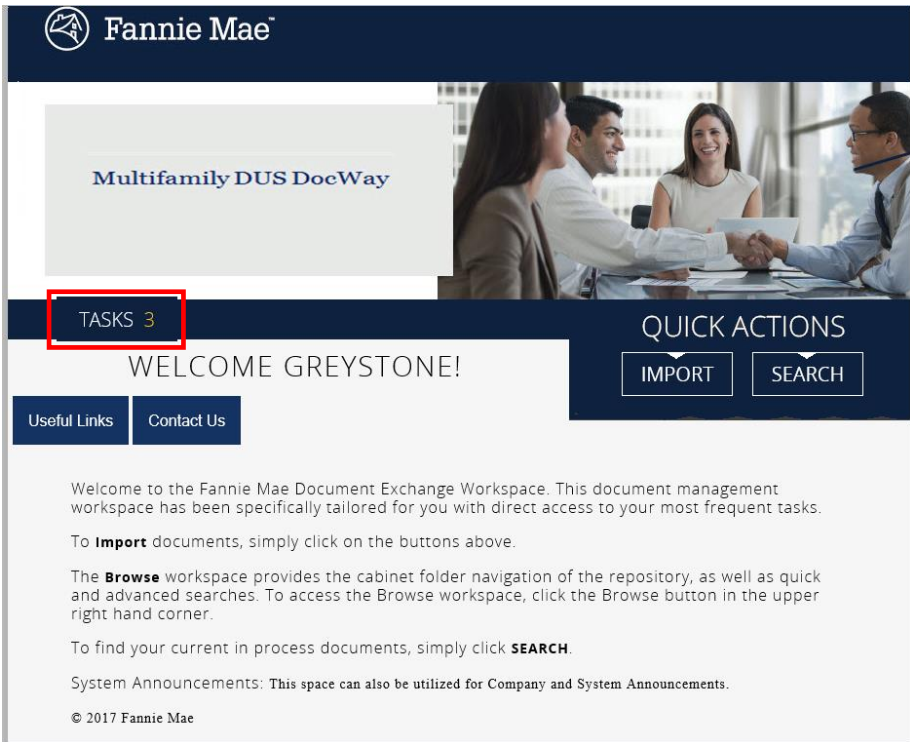
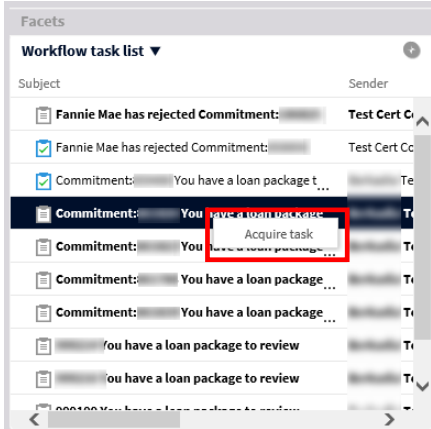
Steps	Additional Information/Results
<p>9. To bring the document back into the system, highlight the document in the <i>Content List</i>, right click and select <b>Check In</b>.</p>	
<p>10. (Optional step) You may replace the document by selecting the <b>Options</b> tab and clicking the <b>browse</b> button (i.e., the ellipses [...]) next to <i>Checkin from file</i> to select the document (from your desktop).</p>	 <p><b>Note:</b> No changes are required on the <b>General</b> tab.</p>

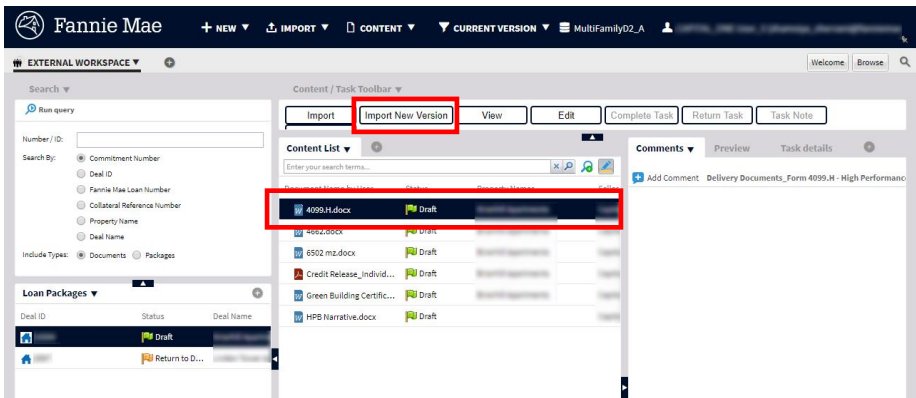
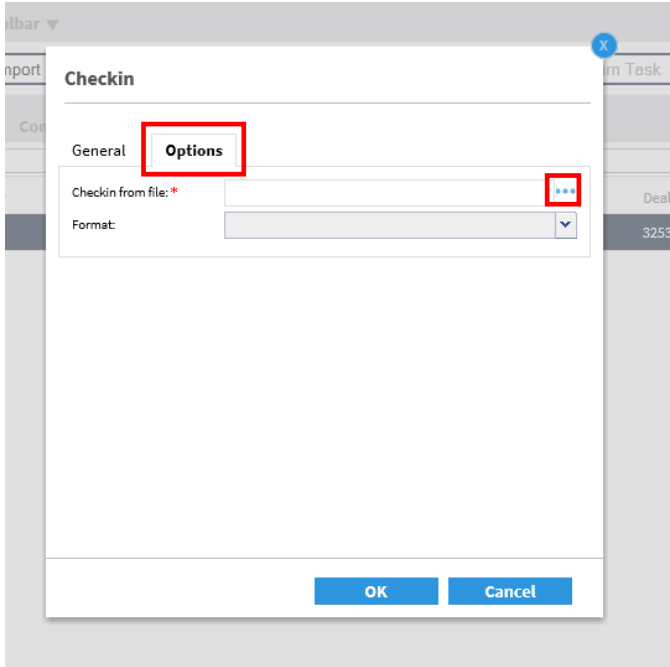
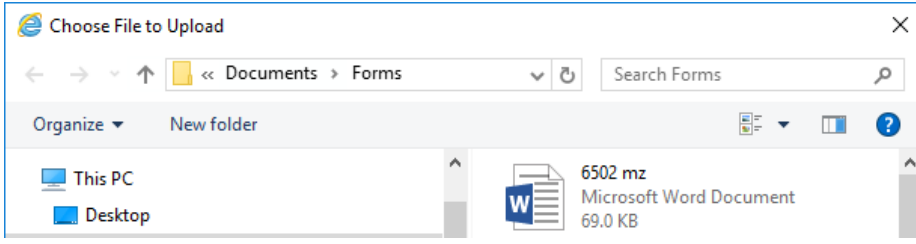
Steps	Additional Information/Results
<p>11. The selected document will now be listed in the <i>Checkin from file</i> field.</p> <p>12. Click <b>OK</b>. The document will be imported into DUS DocWay.</p>	
<p>13. (Optional step) If required, you may send the loan package back for reassembly. Right click on it in the <i>Workflow Task List</i> and select <b>Return Task – send back to Draft</b> from the dropdown.</p>	
<p>14. (Optional step) If the loan package is complete and correct, right click on it and select <b>Complete Task – Submit to Fannie Mae</b> from the dropdown menu.</p>	

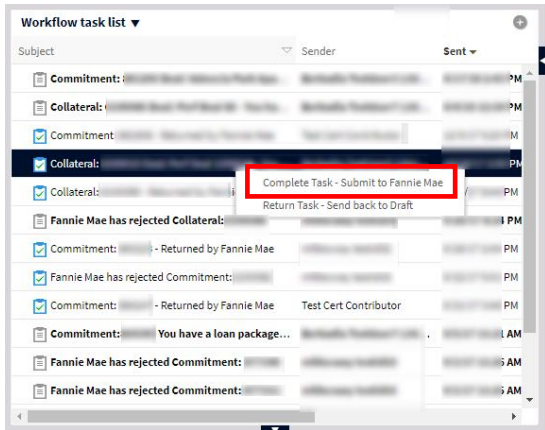
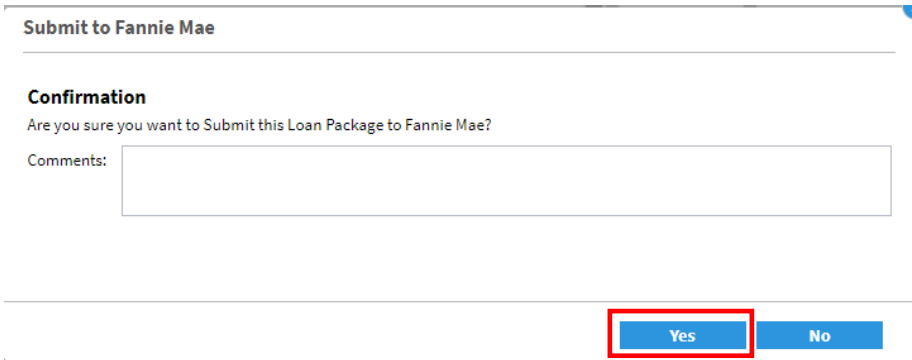
Steps	Additional Information/Results
<p>15. (Optional step) Enter comments for Fannie Mae reviewers.</p> <p>16. Click <b>YES</b> to submit the loan package to Fannie Mae.</p>	

## Review Loan Package Returned by Fannie Mae

This section of the Guide provides instructions for reviewing a loan package that was previously submitted to Fannie Mae and returned by Fannie Mae requiring correction. Follow the steps below to update documents and resubmit to Fannie Mae.

Steps	Additional Information/Results
<ol style="list-style-type: none"> <li>1. On the <i>Welcome</i> page, click on the <b>Tasks</b> link.</li> <li>2. The <i>Workflow task list</i> will open.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Right click on the task, then click on <b>Acquire Task</b>.</li> </ol> <p>To import a new document, go to page 11, <i>Import a Document</i>, for step-by-step instructions on how to import a document.</p> <p>To revise an existing document, continue to step 4.</p>	 <p><b>Note:</b> After you click on <b>Acquire Task</b> you will be able to import new documents or revise existing documents. Follow the steps in <i>Import a Document</i> in this Guide for instructions on how to import a document.</p>

Steps	Additional Information/Results
<p>4. To revise existing documents, click on the document you want to revise to select it, then click on the <b>Import New Version</b> button.</p>	
<p>5. Click on the <b>Options</b> tab on the <i>Checkin</i> popup.</p> <p>Click on the <b>Browse</b> button (the ellipses [...]) to select a document to replace the currently selected document.</p>	
<p>6. The <i>Choose File to Upload</i> window will open. Select the new version of the document by clicking on it, then click on <b>OK</b> to upload it.</p> <p>Repeat steps 5 and 6 as required to replace additional documents.</p> <p>When all document modifications are complete, continue to step 7.</p>	 <p><b>Note:</b> Repeat steps 5 and 6 as required to replace additional document/s.</p>

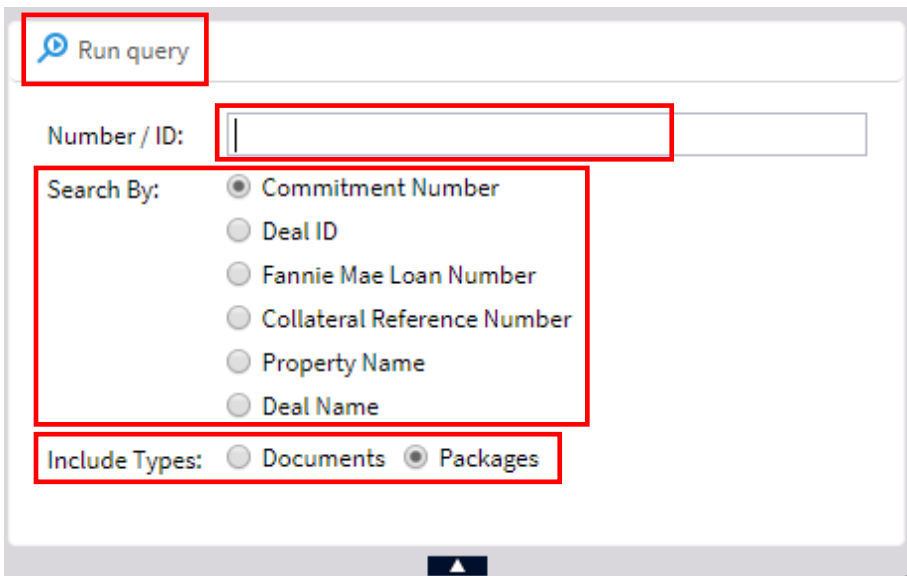
Steps	Additional Information/Results
<p>7. When the loan package is updated and you are ready to submit it to Fannie Mae, in the <i>Workflow Task List</i>, right click on the task and select <b>Complete Task – Submit to Fannie Mae</b> from the dropdown menu.</p>	
<p>8. (Optional step) Add comments for Fannie Mae. 9. Click <b>Yes</b> when ready to submit.</p>	 <p><b>Note:</b> This step sends the task back to Fannie Mae and notifies them that the requested revisions have been made.</p>

## Searching for a Document

There are two types of searches:

- **Search Documents** query
- **Basic Search** where you can enter the search criteria

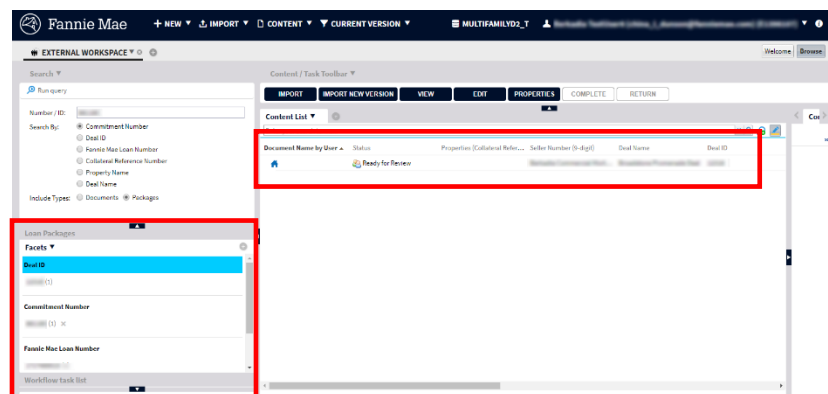
Follow the steps below to perform both types of searches.

Steps	Additional Information/Results
<ol style="list-style-type: none"> <li>1. To conduct a search, select either <b>Documents</b> or <b>Packages</b>.</li> <li>2. Select <b>Search By</b> criteria (i.e., commitment number, deal ID, etc.)</li> <li>3. Enter the <b>Number ID</b> field.</li> <li>4. Click <b>Run/Query</b> at the top of the <i>Search Document</i> window.</li> </ol>	 <p>The screenshot shows the 'Search Document' window. A red box highlights the 'Run query' button at the top left. Another red box highlights the 'Number / ID' input field. A third red box highlights the 'Search By' section, which contains six radio button options: 'Commitment Number' (selected), 'Deal ID', 'Fannie Mae Loan Number', 'Collateral Reference Number', 'Property Name', and 'Deal Name'. A fourth red box highlights the 'Include Types' section, which contains two radio button options: 'Documents' and 'Packages' (selected).</p>

## Steps

5. If you selected *Packages*, the loan package will be listed in the *Content List*. Double click on the loan package listing to display the documents in the loan package.

## Additional Information/Results

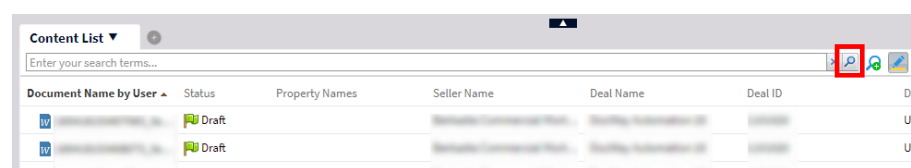


**Note:** *Facets* are displayed on the left allowing you to see a breakdown of search results and count by **Deal ID**, **Commitment Number**, **Fannie Mae Loan Number**, **Document Category**, **Document Type**, **Property Collateral**, and **Deal Name**. For each *Facet*, you will see a number in parentheses displayed after the item that represents the total number of documents meeting the search criteria associated with the *Facet* shown.

**Note:** In *Facets*, the numbers in each category are links to a list of documents (e.g., click on the number listed under **Commitment Number** to display all documents associated to that commitment number in the *Content List* to the right).

**Note:** *Facets* allow you to drill down in search. Once a facet drill down filter has been applied, it narrows the search results shown on the right side. To remove a facet filter, click on the **X** next to the facet filter.

















































6. To complete a *Basic Search*, enter search terms in the search bar in the *Content 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.

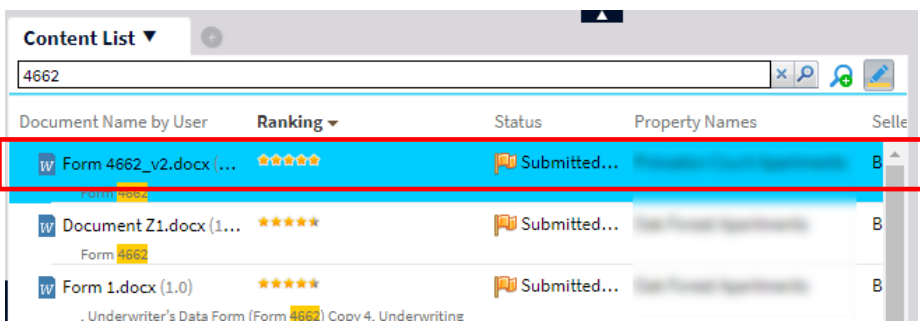
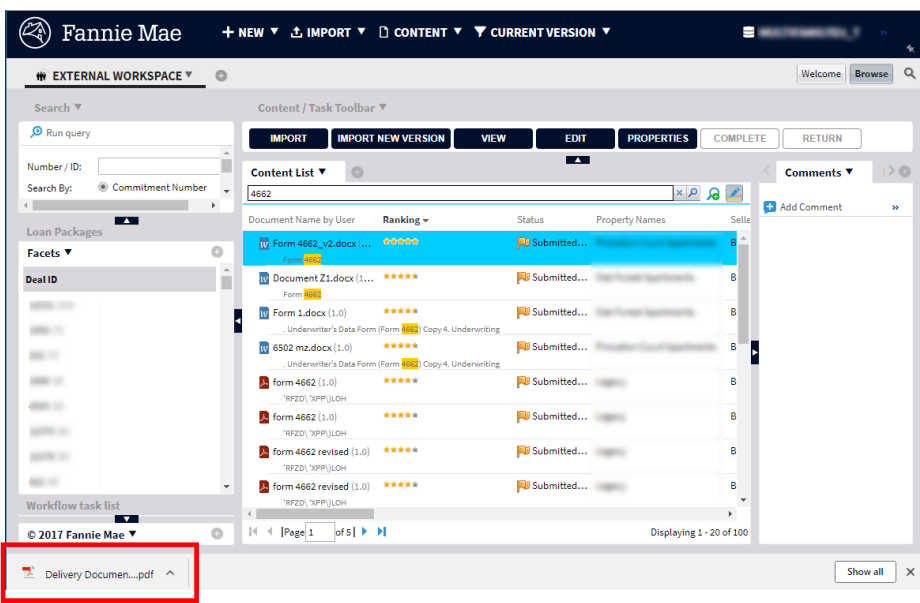
**Note:** “\*” functions as a wildcard (e.g., enter “\*” before some part of the desired search term and all items matching the portion of the search term entered will be returned. Enter the “\*” after a portion of a search term and all items beginning with the portion of the search term entered will be returned).



Steps	Additional Information/Results																																																															
7. Search results will be displayed.	<div><div>Content List ▾</div><div>4662</div><table><tr><th>Document Name by User</th><th>Ranking ▾</th><th>Status</th><th>Property Names</th><th>Seller Name</th><th>Deal Name</th><th>De</th></tr><tr><td> Form 4662_v2.docx (... Form 4662</td><td>★★★★★</td><td> Submitted...</td><td>Providence Court Apartments</td><td>Benetech Commercial Real Estate</td><td>Providence Court Apartments</td><td></td></tr><tr><td> Document Z1.docx (1... Form 4662</td><td>★★★★★</td><td> Submitted...</td><td>East Pointe Apartments</td><td>Benetech Commercial Real Estate</td><td>East Pointe</td><td></td></tr><tr><td> Form 1.docx (1.0) ... Underwriter's Data Form (Form 4662) Copy 4, Underwriting</td><td>★★★★★</td><td> Submitted...</td><td>East Pointe Apartments</td><td>Benetech Commercial Real Estate</td><td>East Pointe</td><td></td></tr><tr><td> 6502 mz.docx (1.0) ... Underwriter's Data Form (Form 4662) Copy 4, Underwriting</td><td>★★★★★</td><td> Submitted...</td><td>Providence Court Apartments</td><td>Benetech Commercial Real Estate</td><td>Providence Court Apartments</td><td></td></tr><tr><td> form 4662 (1.0) 'RFZD\XPPI\LOH</td><td>★★★★★</td><td> Submitted... Legacy</td><td>Legacy</td><td>Benetech Commercial Real Estate</td><td>GreenPoint Realty</td><td></td></tr><tr><td> form 4662 (1.0) 'RFZD\XPPI\LOH</td><td>★★★★★</td><td> Submitted... Legacy</td><td>Legacy</td><td>Benetech Commercial Real Estate</td><td>East Pointe</td><td></td></tr><tr><td> form 4662 revised (1.0) 'RFZD\XPPI\LOH</td><td>★★★★★</td><td> Submitted... Legacy</td><td>Legacy</td><td>Benetech Commercial Real Estate</td><td>GreenPoint Realty</td><td></td></tr><tr><td> form 4662 revised (1.0) 'RFZD\XPPI\LOH</td><td>★★★★★</td><td> Submitted... Legacy</td><td>Legacy</td><td>Benetech Commercial Real Estate</td><td>GreenPoint Realty</td><td></td></tr></table></div>	Document Name by User	Ranking ▾	Status	Property Names	Seller Name	Deal Name	De	 Form 4662_v2.docx (... Form 4662	★★★★★	 Submitted...	Providence Court Apartments	Benetech Commercial Real Estate	Providence Court Apartments		 Document Z1.docx (1... Form 4662	★★★★★	 Submitted...	East Pointe Apartments	Benetech Commercial Real Estate	East Pointe		 Form 1.docx (1.0) ... Underwriter's Data Form (Form 4662) Copy 4, Underwriting	★★★★★	 Submitted...	East Pointe Apartments	Benetech Commercial Real Estate	East Pointe		 6502 mz.docx (1.0) ... Underwriter's Data Form (Form 4662) Copy 4, Underwriting	★★★★★	 Submitted...	Providence Court Apartments	Benetech Commercial Real Estate	Providence Court Apartments		 form 4662 (1.0) 'RFZD\XPPI\LOH	★★★★★	 Submitted... Legacy	Legacy	Benetech Commercial Real Estate	GreenPoint Realty		 form 4662 (1.0) 'RFZD\XPPI\LOH	★★★★★	 Submitted... Legacy	Legacy	Benetech Commercial Real Estate	East Pointe		 form 4662 revised (1.0) 'RFZD\XPPI\LOH	★★★★★	 Submitted... Legacy	Legacy	Benetech Commercial Real Estate	GreenPoint Realty		 form 4662 revised (1.0) 'RFZD\XPPI\LOH	★★★★★	 Submitted... Legacy	Legacy	Benetech Commercial Real Estate	GreenPoint Realty	
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## Exporting a Document

There are two methods available to export a document, both of which start with having the document displayed in the **Content List** in the *External Workspace*. If you need assistance with searching for a document to display it in the **Content List**, refer to the section of this Guide titled *Search for a Document*. You may export documents from DUS DocWay by following the steps below.

Steps	Additional Information/Results
1. In the <i>Content List</i> , 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.	

## Resources

- For additional resources, go to <https://www.fanniemae.com/multifamily/dus-docway>.
- If you have questions or need assistance using DUS DocWay, e-mail [DUSDocWay\\_Support@fanniemae.com](mailto:DUSDocWay_Support@fanniemae.com).