

# DUS DocWay Quick Reference Importing Financial Documents

- Login information can be obtained by contacting your company's Corp. Admin.
- The Corp Admin manages access to Fannie Mae applications, **including DUS DocWay**.
- Request DUS DocWay role:
  - "Lender\_Financial\_Contributor"; or
  - "Lender\_Financial\_Reader" for view only access.
- The Corp Admin will provide you with a username and password to access DUS DocWay.

To begin, go to the "fanniemae.com" webpage for DUS DocWay:

<https://www.fanniemae.com/multifamily/dus-docway>

Enter the above link into your internet browser\*. Click "LAUNCH APP" on the left side of the site. You will be prompted to a log in screen. Log in with username and password provided by your Corp Admin.

The screenshot shows the Fannie Mae DUS DocWay website. At the top, there is a navigation bar with the Fannie Mae logo and a search bar. Below the navigation bar, the main content area is titled "DUS DocWay". A blue button labeled "LAUNCH APP" is highlighted with a red box. To the right of the button, there is a description of DUS DocWay: "DUS DocWay is a web-based application through which lenders submit loan documents to Fannie Mae. DUS DocWay is a streamlined document management solution equipped with intuitive navigation, the ability to upload multiple documents, an enhanced post submission document update process, and much more." Below the description, there are several sections: "Manage My Account" with links for "Reset My Password", "Users: Update Password/Profile", and "Admins: Manage Applications/Users"; "New Users: How to Register" with a link to "More..."; "Release Notes" with a link to "DUS DocWay 2.2 Release Notes - Release 2.2 | April 2018"; "User Help" with a link to "Technology Application Support"; "Help & Training" with links to "DUS DocWay FAQs" and "DUS DocWay User Guide"; and "Technology Terms & Conditions" with links to "Master Terms and Conditions Bulletin 18-01 | April 1, 2018" and "Multifamily Applications Bulletin 18-01 | Feb. 26, 2018".

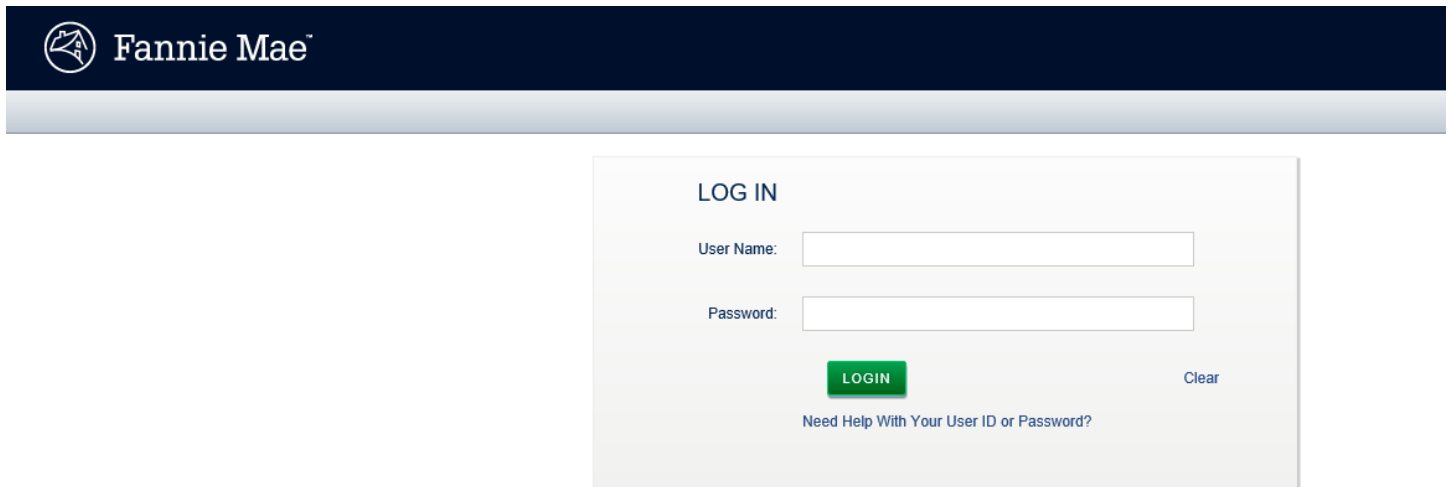
*\*DocWay functions best with Google Chrome browser.*

# DUS DocWay Quick Reference

## Importing Financial Documents

### How to Log in:

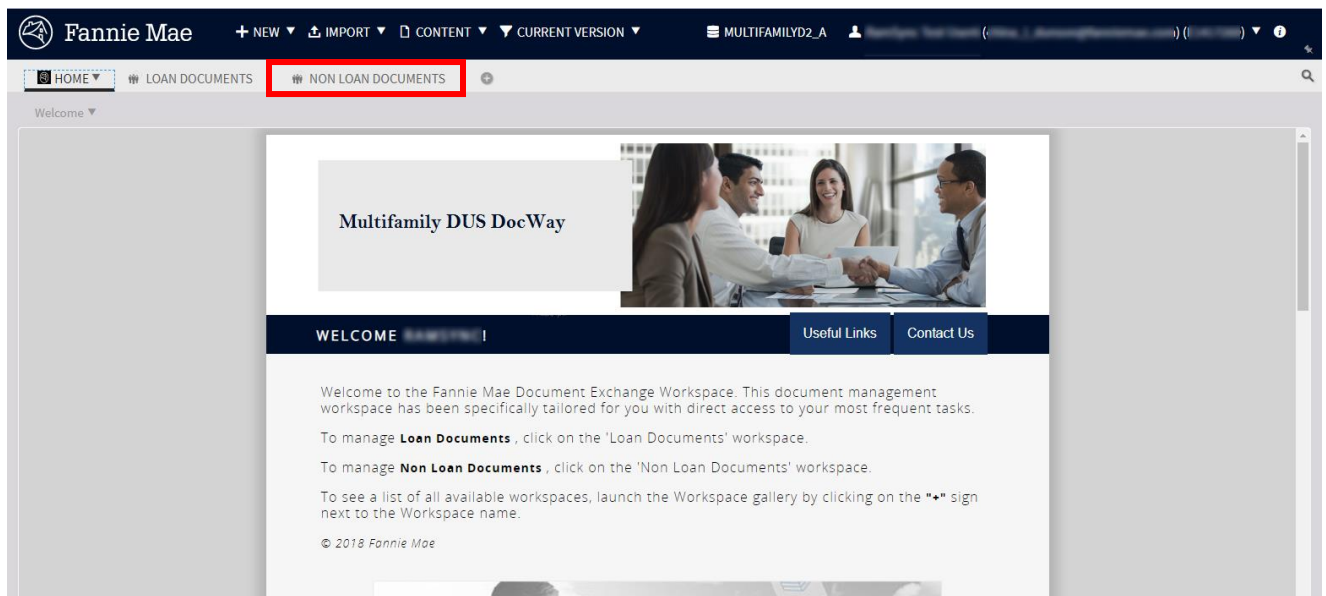
1. Enter *User Name* and *Password*. Click **LOGIN**.



**\*Please Do Not Bookmark this page**

### Import a Document:

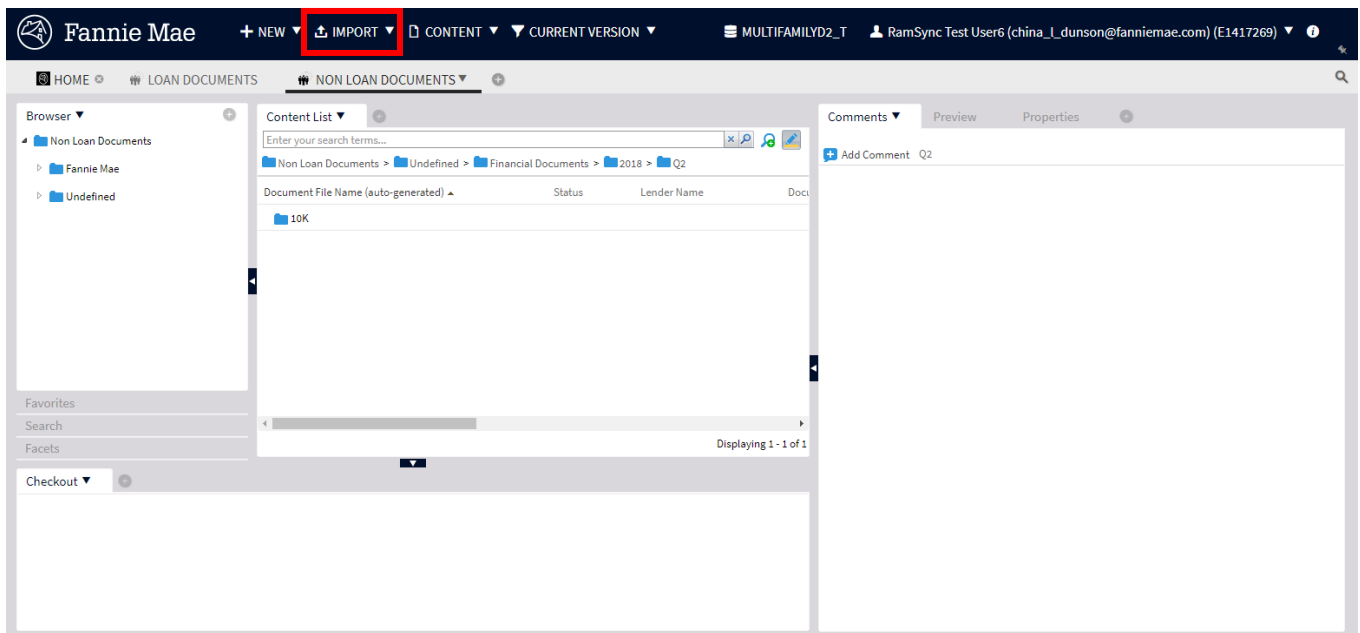
1. Click the *Non Loan Documents* tab.



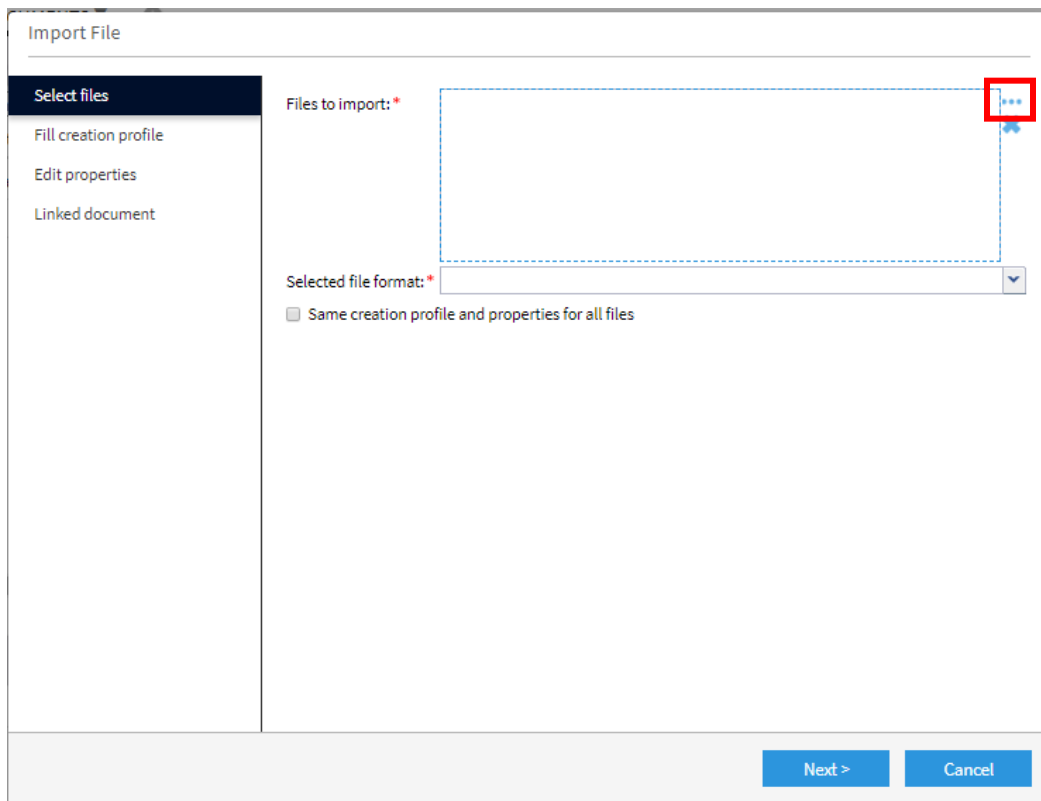
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2. Click *Import* from the top menu bar.



3. Click on the ellipses to the right of the *Files to Import* box. This will open a file explorer where you can select the file you want to upload. Select the file you want to upload and then click *Next*.



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4. Enter the document properties of your file. The fields with the red asterisk are required. Select *Document Category*, *Document Type*, *Year*, and *Quarter*. Optionally you may enter a *Month*, or *Keywords* which can be used later to search for the document.

Import File

Select files

Fill creation profile

**Edit properties**

Linked document

File selection: Sample 10K Document Number 1.docx

Financial Document Properties

Fields with red \* are required.

Document File Name: [Entered by System]

Document Name By User:\* Sample 10K Document Number 1.docx

Document Category:\* Compliance Document

Document Type:\*

Document Description Text (optional):

Lender Name:\*

Year:\*

Quarter:\*

Month:

Keywords:

10K

10Q

Guarantor Financial Statement

Insurance Certificates (Fidelity\E&O)

Lender Attestation - Annual

Lender Attestation - Quarterly

Loss Reserve Methodology

MSR Valuation Methodology

Modified Loss Sharing Methodology

Other Supplemental Document

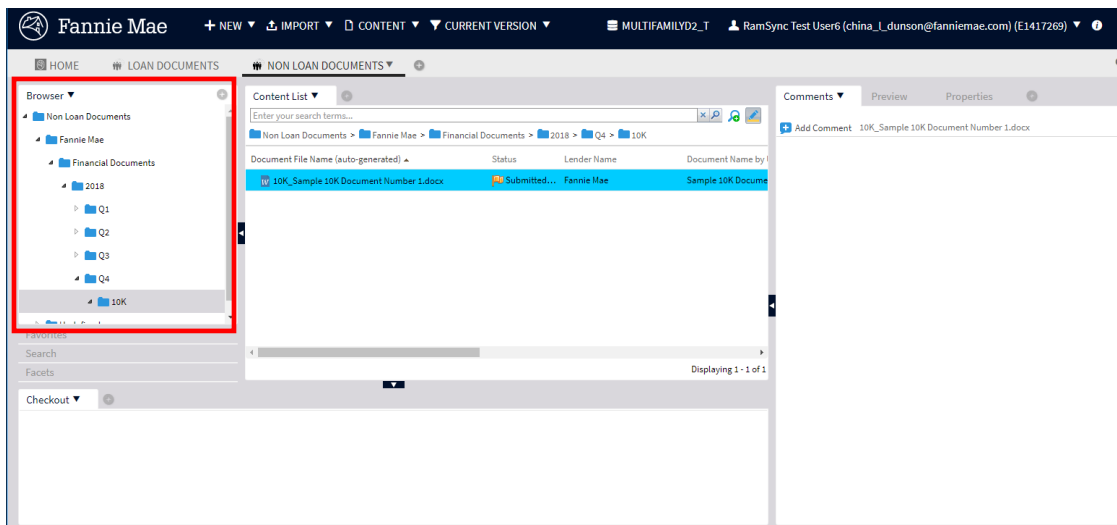
Next >

Cancel

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## Importing Financial Documents

5. The folder structure is created automatically:



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If you have questions or need further assistance, email [DocWay\\_Support@fanniemae.com](mailto:DocWay_Support@fanniemae.com).