Fannie Mae

DUS Deliver Credit Facility

Use this guide to complete an **Initial Advance**, **Addition**, **Borrow-Up**, **Tranche Refinance**, **Conversion, or Substitution Advance** delivery in DUS Deliver™ after the deal is authorized to close in DUS Gateway®.

Before you begin:

1. Start in DUS Gateway.
2. Open the authorized-to-close Credit Facility deal.
3. Select Go to DUS Deliver to launch the application.
4. Review the workflow before you start data entry.

At a glance

Access DUS Deliver from DUS Gateway **2**

Review facility terms **4**

Complete loan delivery data **8**

Complete property delivery data and rent roll **11**

Add, validate, and associate participants **15**

Create, validate, and submit pools **18**

Transaction variants and view-only guidance **21**

Delete a created pool, if needed **22**

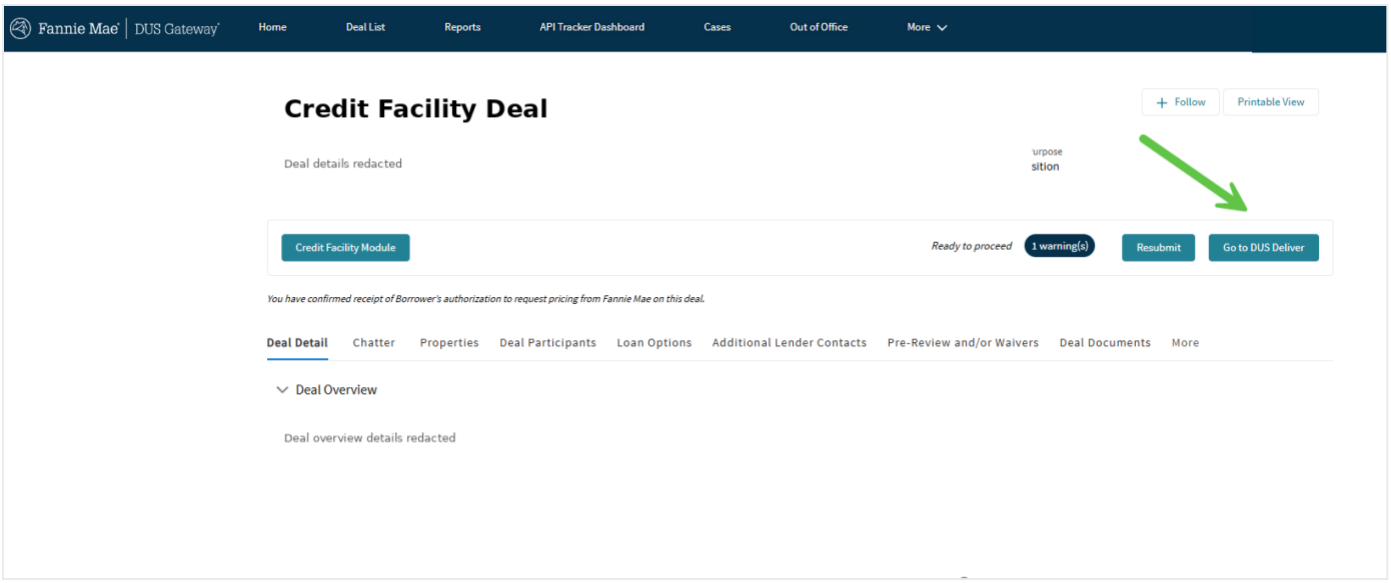
Access DUS Deliver from DUS Gateway

1. Open the Credit Facility deal in DUS Gateway.
2. Confirm the deal is in the correct status for DUS Deliver access.
3. Select **Go to DUS Deliver**.
4. Confirm the transaction type and review the tabs.

Important

- Lenders access DUS Deliver through DUS Gateway.
- Use the deal record launch action; do not rely on alternate links.
- DUS Deliver access will only be enabled once a deal has Authorized to Close status.

Figure 1. DUS Gateway deal page with Go to DUS Deliver action.



Tabs you will use

- Facility terms: Read-only facility context.
- Fees: Create, edit, submit, and review fees.
- Loans, Properties, Participants, and Pools: Complete delivery data.
- Approvals: View submitted items requiring review or approval.

Roles and permissions

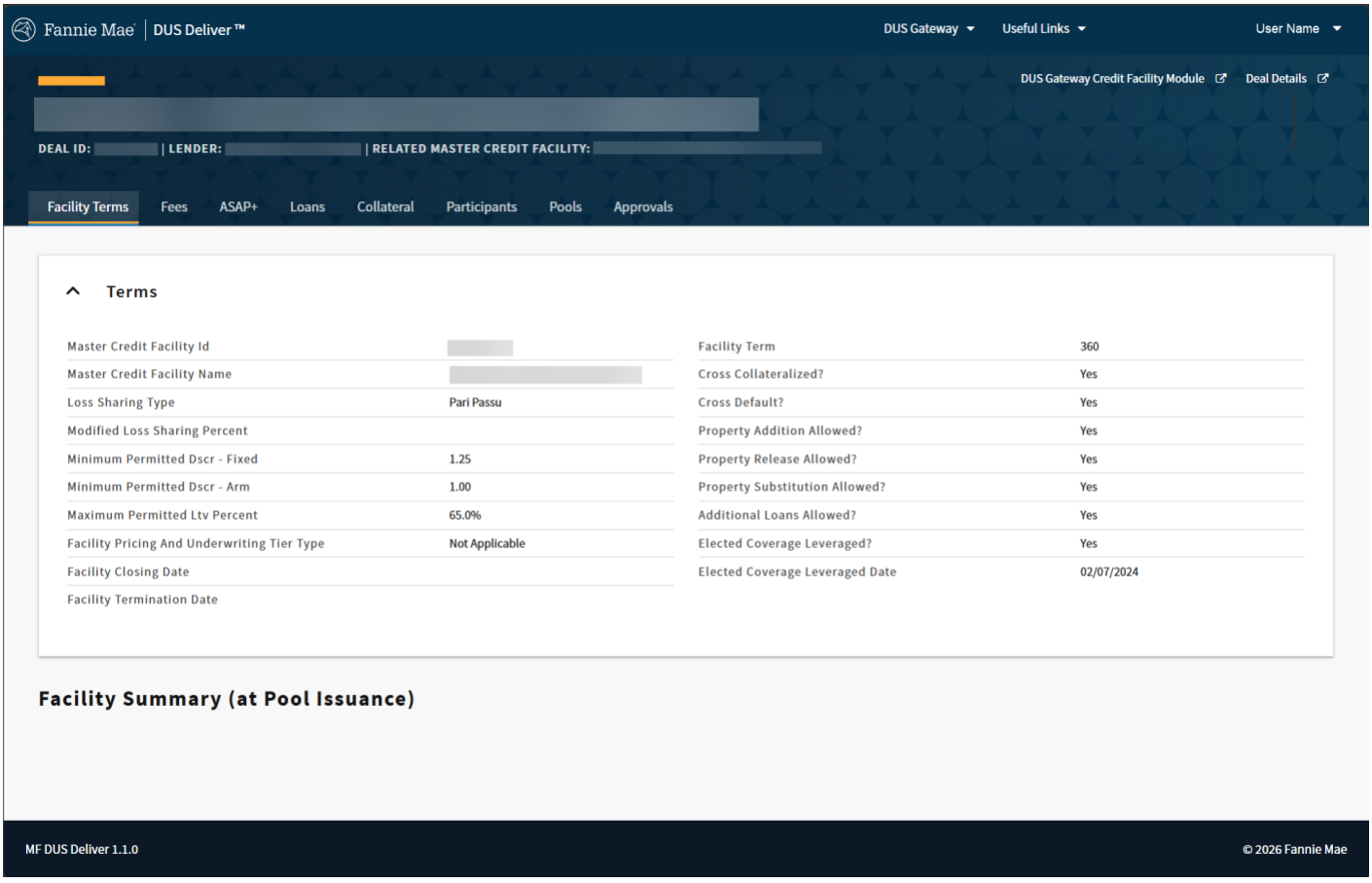
- Loan Editor: Create, update, validate, submit, and delete eligible delivery data before submission.
- Loan Viewer: View delivery data only.

Review Facility Terms

1. Open **Facility Terms** after entering DUS Deliver.
2. Review the Master Facility information and delivery context.
3. Confirm you are in the correct transaction before continuing.

> **Remember**
>
> Facility terms is informational. If anything looks incorrect, stop and escalate before continuing.

Figure 2. Facility Terms tab in DUS Deliver.



Add and Submit Fees

1. Open **Fees** and select **Add Fees**.
2. Choose the **Fee Type**. Add the loan number if the fee is loan-level.
3. Enter the fee amount and comments if needed.
4. For origination fees, enter the borrower-paid total and the lender, broker/correspondent, and Fannie Mae portions.
5. Edit or delete created fees before submission.
6. Select **Submit Fees** when the fees are ready for review.
7. Review the certification agreement, certify, and submit.

Important

- Fees are entered separately but submitted together. New fees cannot be added after submission unless the submission is rejected or handled through the approved operational process.

Figure 3. Add Fee pop-up.

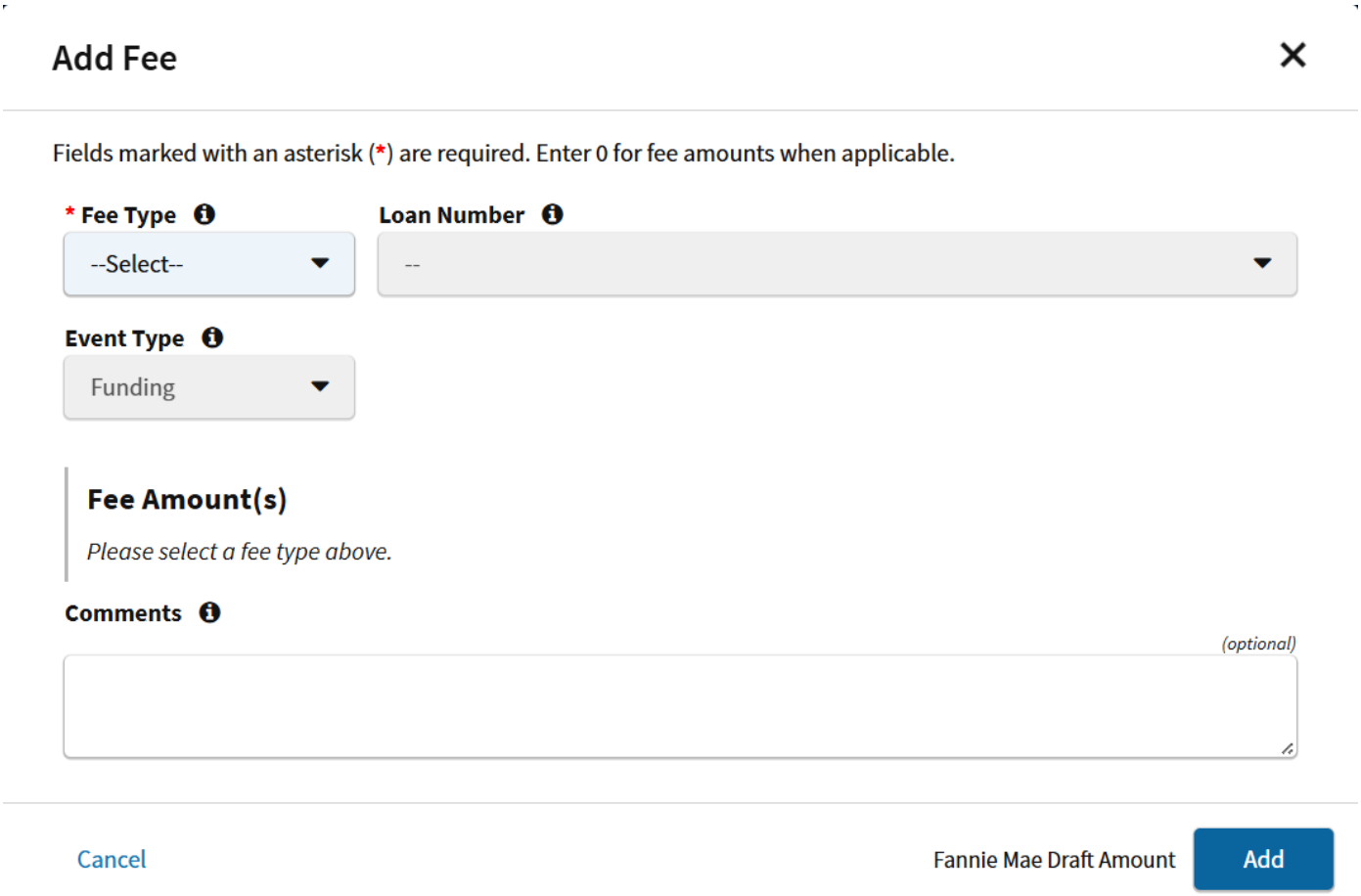
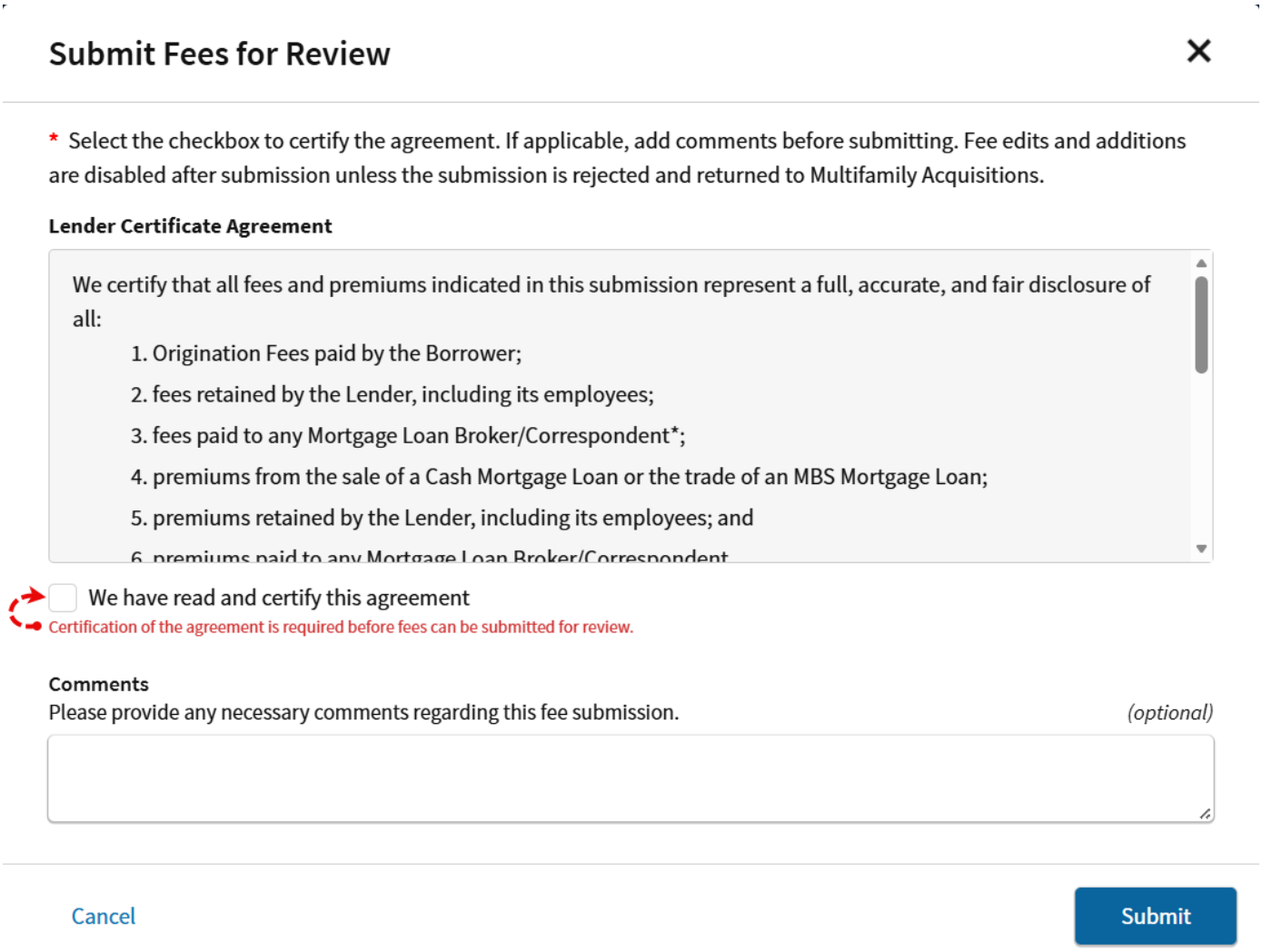


Figure 4. Submit Fees for Review certification pop-up.



Complete Loan Delivery Data

1. Open **Loans** and review the loan list for key context.
2. Open each loan and complete the required fields.
3. Select **Save and View**.
4. Select **Validate Loan** and review Non-Waivable, Waivable, and Warning messages.
5. Use the 'Fix' hyperlink next to each warning message where available.
6. Resolve required edits before Pool submission.

Important

- Non-Waivable edits must be resolved before the Pool can be submitted or submitted for review.

Open Deal | Address Fees | Complete Loan Data | Property Collateral | Add Participants | Create Pool | Validate Pool | Delete Pool

Figure 5. Loans tab list view.

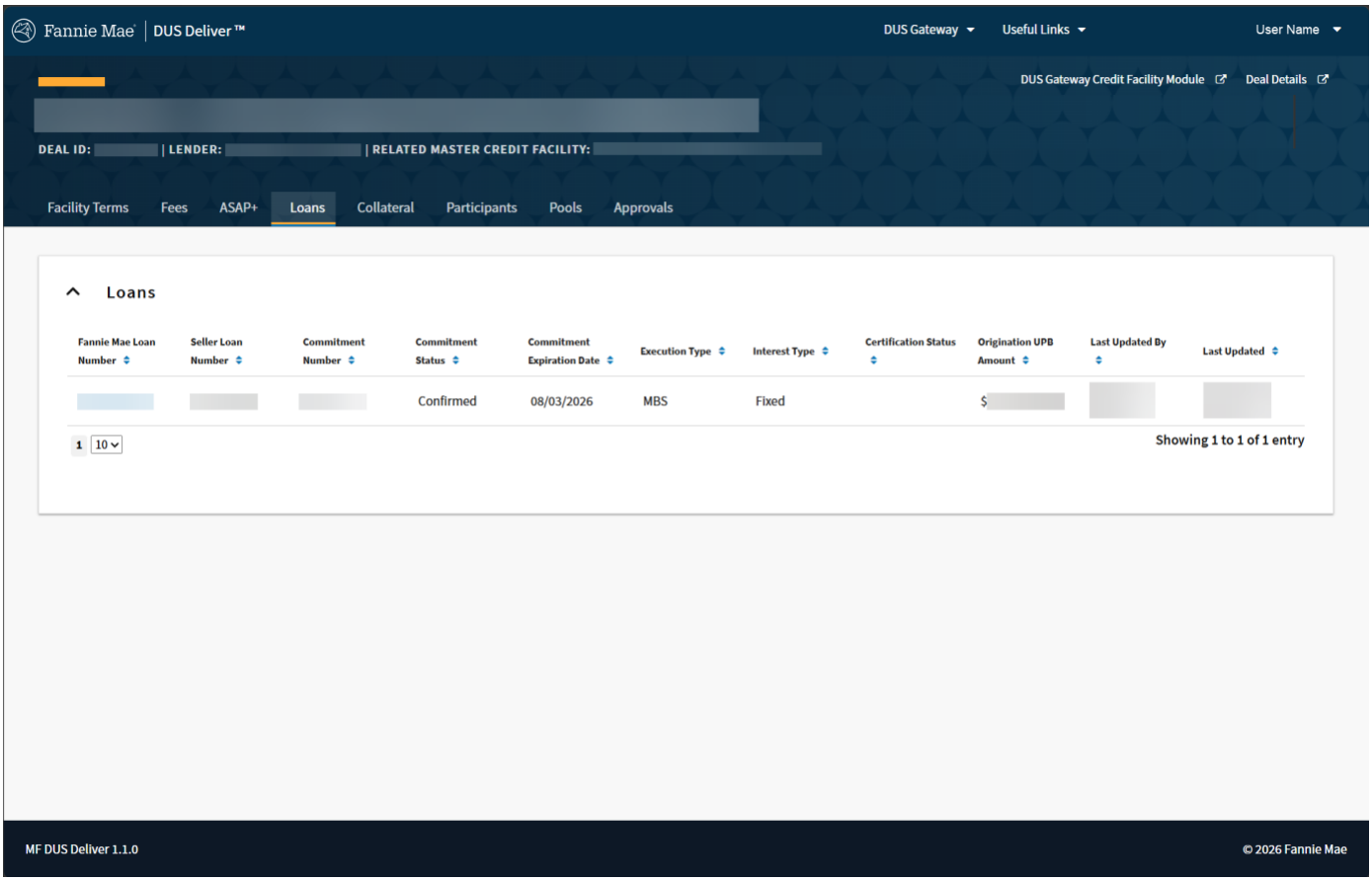
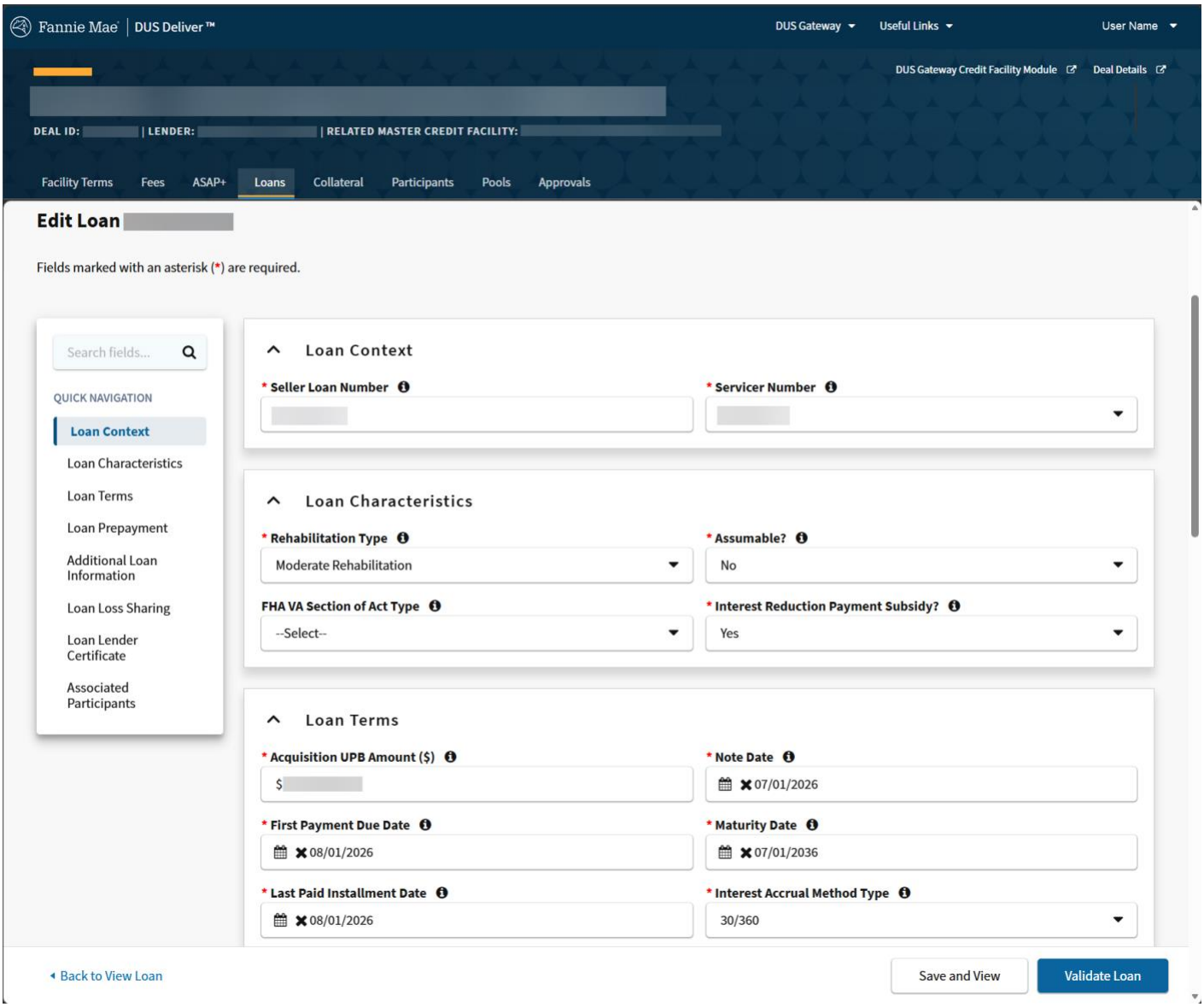


Figure 6. Loan edit page with Save and View and Validate Loan actions.



Note

Hedge details and adjustable-rate mortgage (ARM) cards will display for ARM loans on the navigation pane where applicable.

Complete Property Delivery Data and Rent Roll

1. Open **Properties** and select **Collateral Reference Number**.
2. Review the property cards shown on the page.
3. Select **Edit**, complete the required fields, then select **Save and View** or **Validate Property**.
4. Resolve validation edits using 'Fix' hyperlink where available.
5. Open **Property Units** and select **Submit Rent Roll** when required.
6. Choose the rent roll file, certify if required, and submit.
7. Re-validate and save the property record.

Important

No unresolved Non-Waivable rules should remain.

Figure 7. Property view page with quick navigation and property cards.

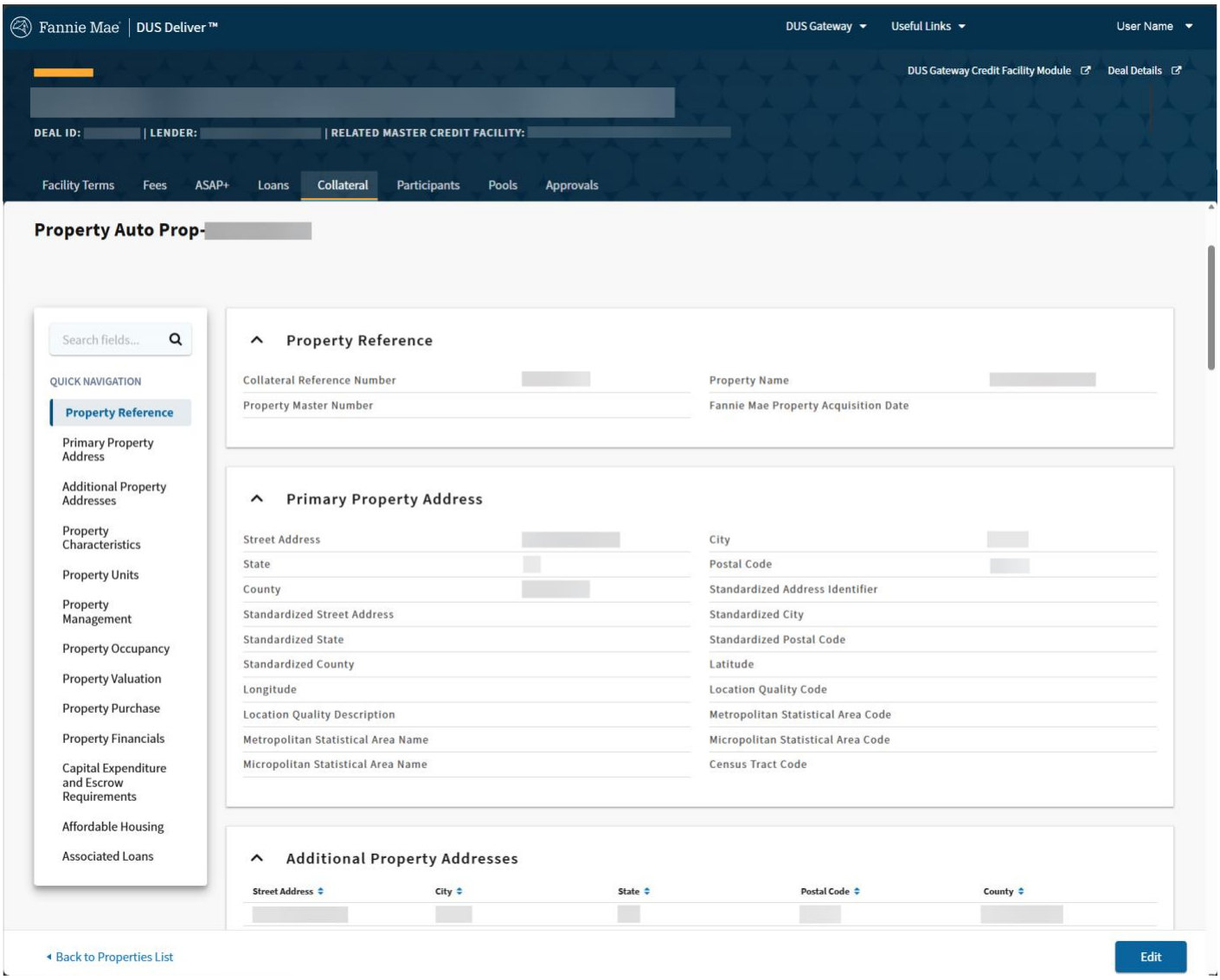


Figure 8. Property validation messages with Fix links.

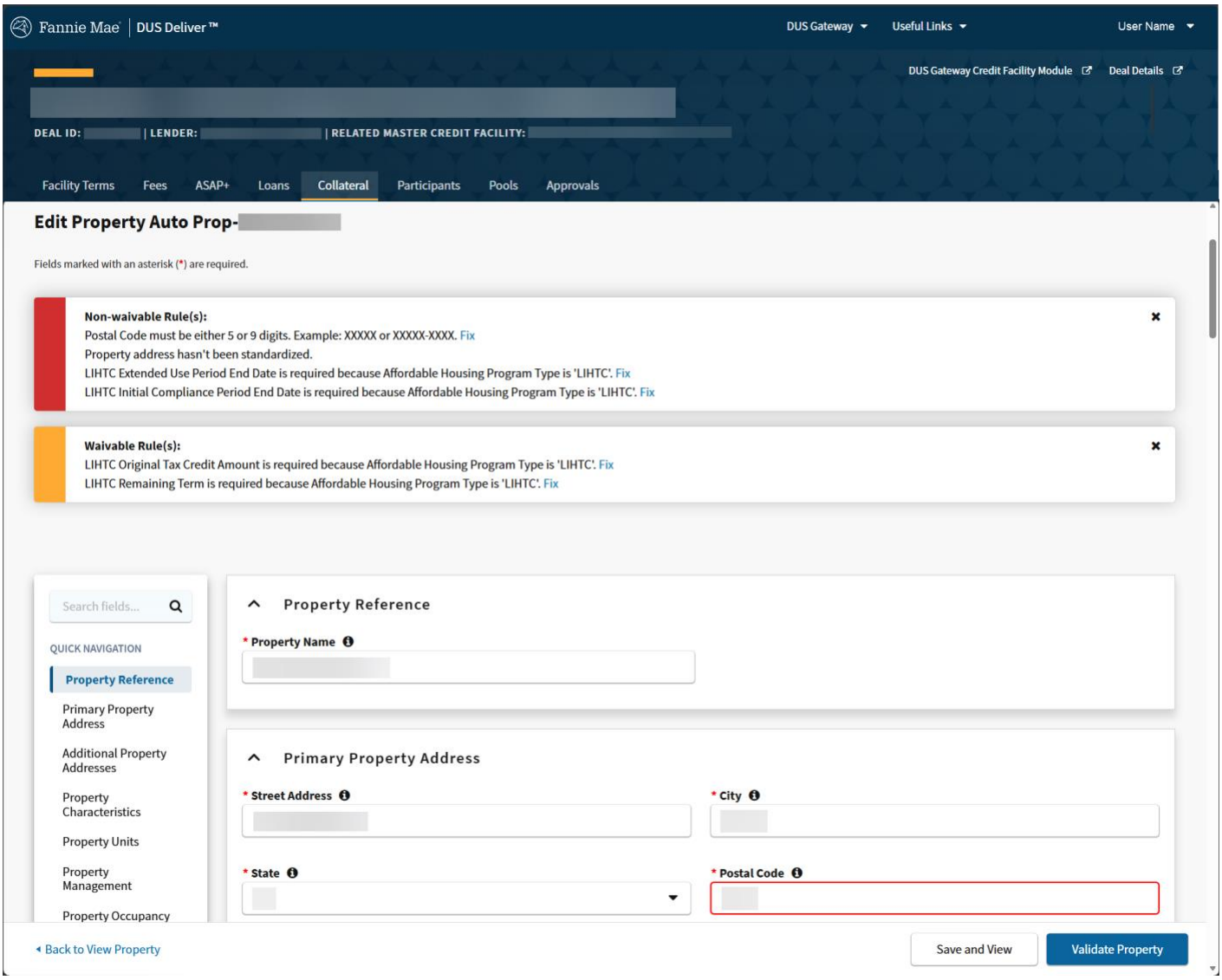
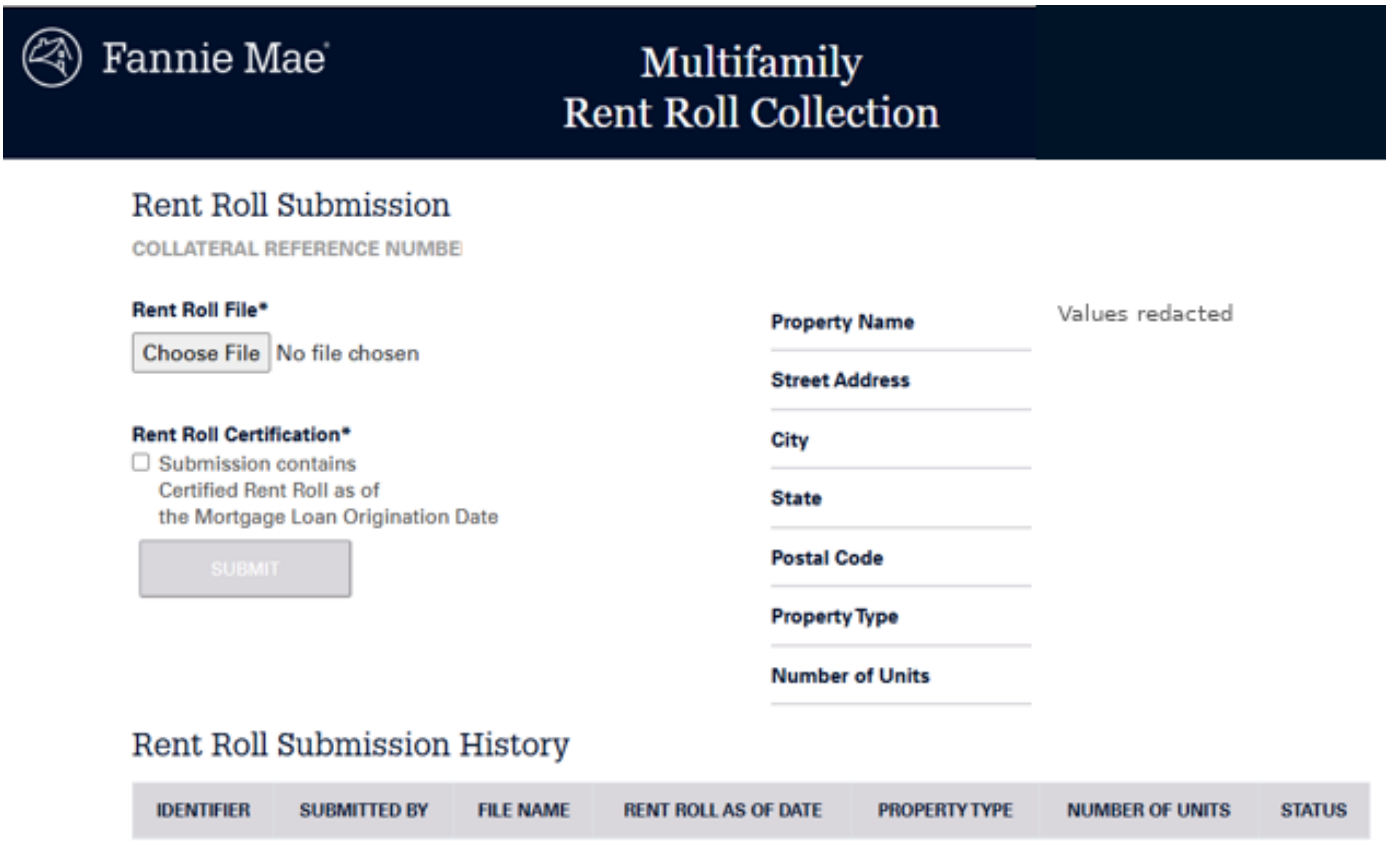


Figure 9. Rent Roll Submission window.



Add, validate, and associate participants

1. **Open Participants** and select **Add a Participant**.
2. Enter participant data in the applicable cards.
3. Select **Save and View**.
4. Select Validate Participant and review the results.
5. Resolve required participant rules and save.
6. Associate each participant to one or more loans.
7. Delete incorrect created participants before pool submission if needed.

Important

- Lenders provide Borrower (required), Sponsor, Principal, Key Principal, and Guarantor participants.
- All participants in the deal must be associated to one or more loans before Pool submission.

Open Deal | Address Fees | Complete Loan Data | Property Collateral | Add Participants | Create Pool | Validate Pool | Delete Pool

Figure 10. Participants tab with Add a Participant action.

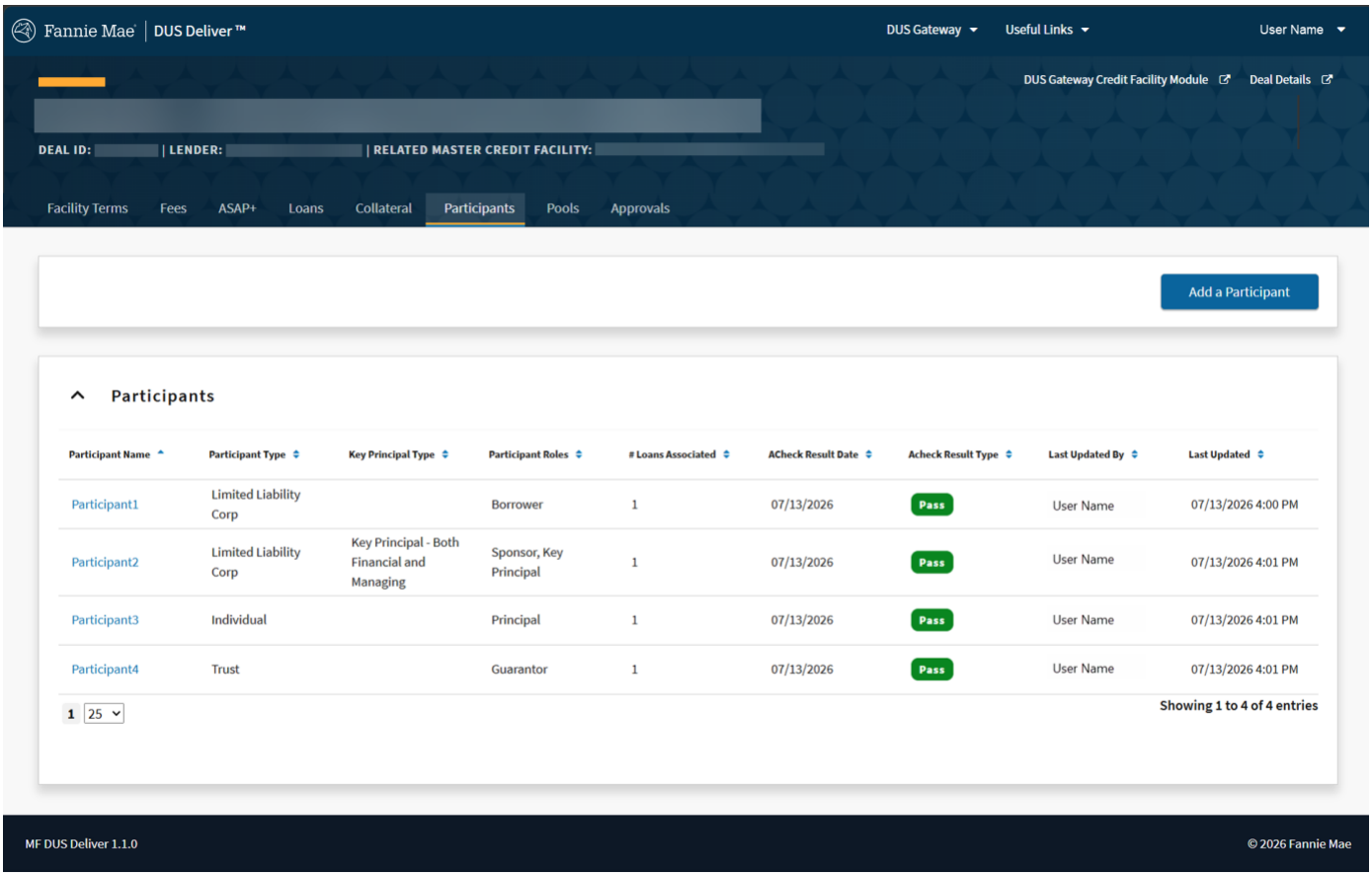
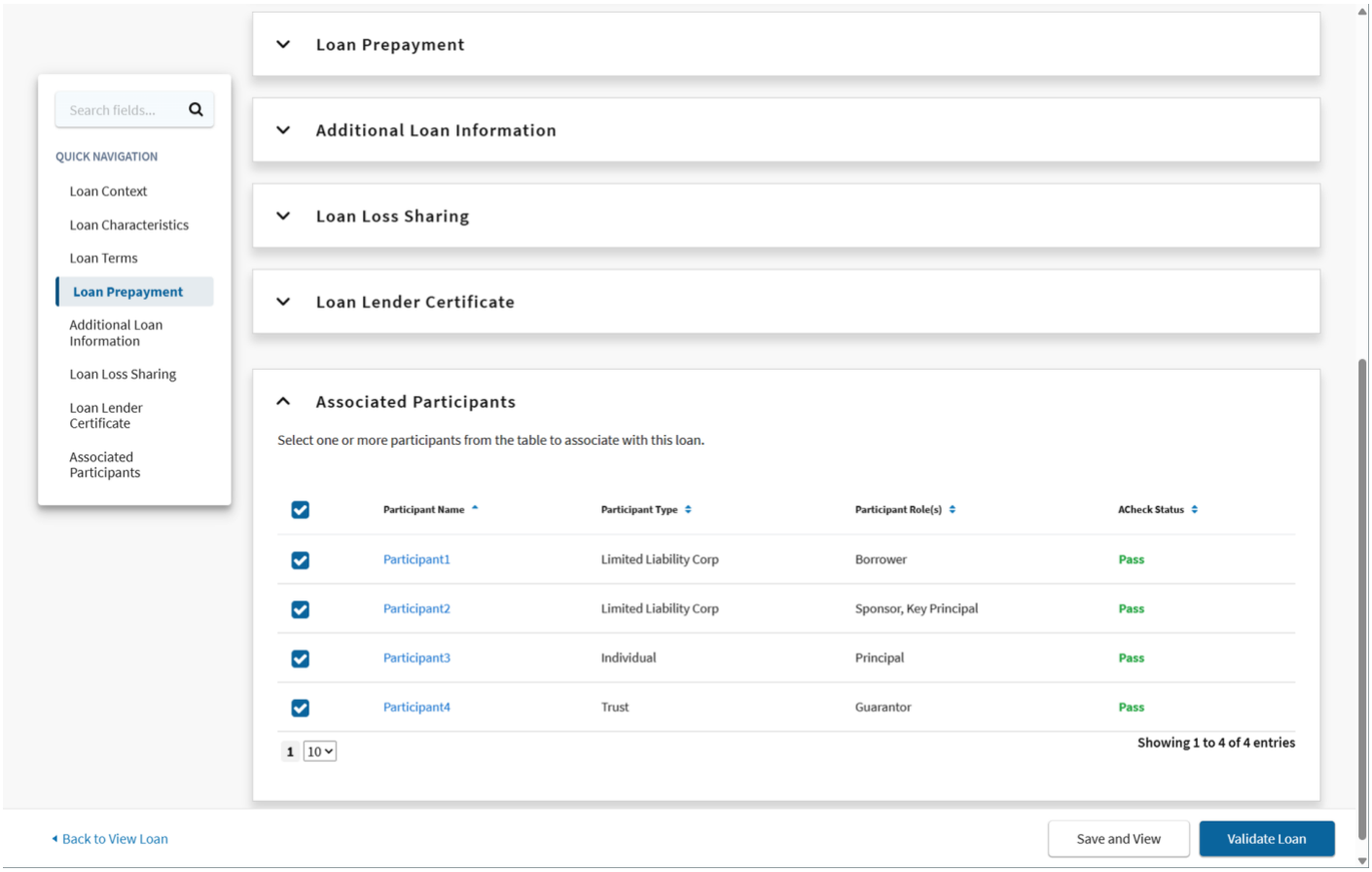


Figure 11. Participant association to loans from the loan edit screen.



Create, validate, and submit pools

1. Open **Pools** and select **Add Pool**.
2. Associate applicable Loans to the Pool
3. Complete Pool Summary, Pool Characteristics, Pool Detail, and Wire instructions.
4. Select **Save and View**.
5. Select **Validate Pool**. Pool validation also checks underlying Loan, Property, and Participant data.
6. Resolve all Non-Waivable rules.
7. If waivable rules remain, select Submit for Review and enter a justification comment.
8. If no Waivable or Non-Waivable rules remain, select **Submit**.

Important

Fees must be submitted and approved before pool submission.

What the status means

- Non-Waivable errors remain: correct the errors.
- Waivable errors remain: submit for review with comments.
- No errors remain: submit the pool.

Figure 12. Pool validation with action buttons.

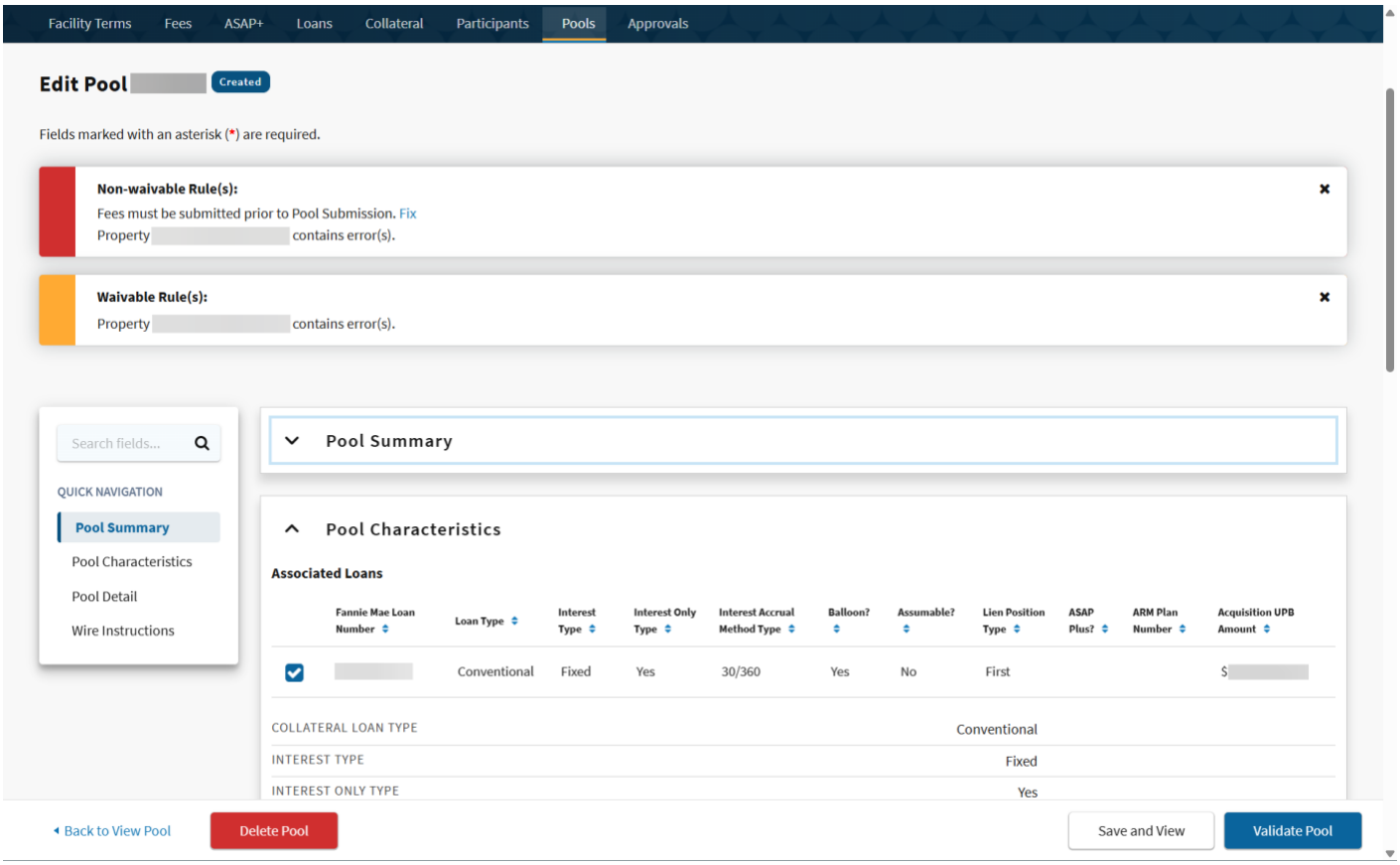
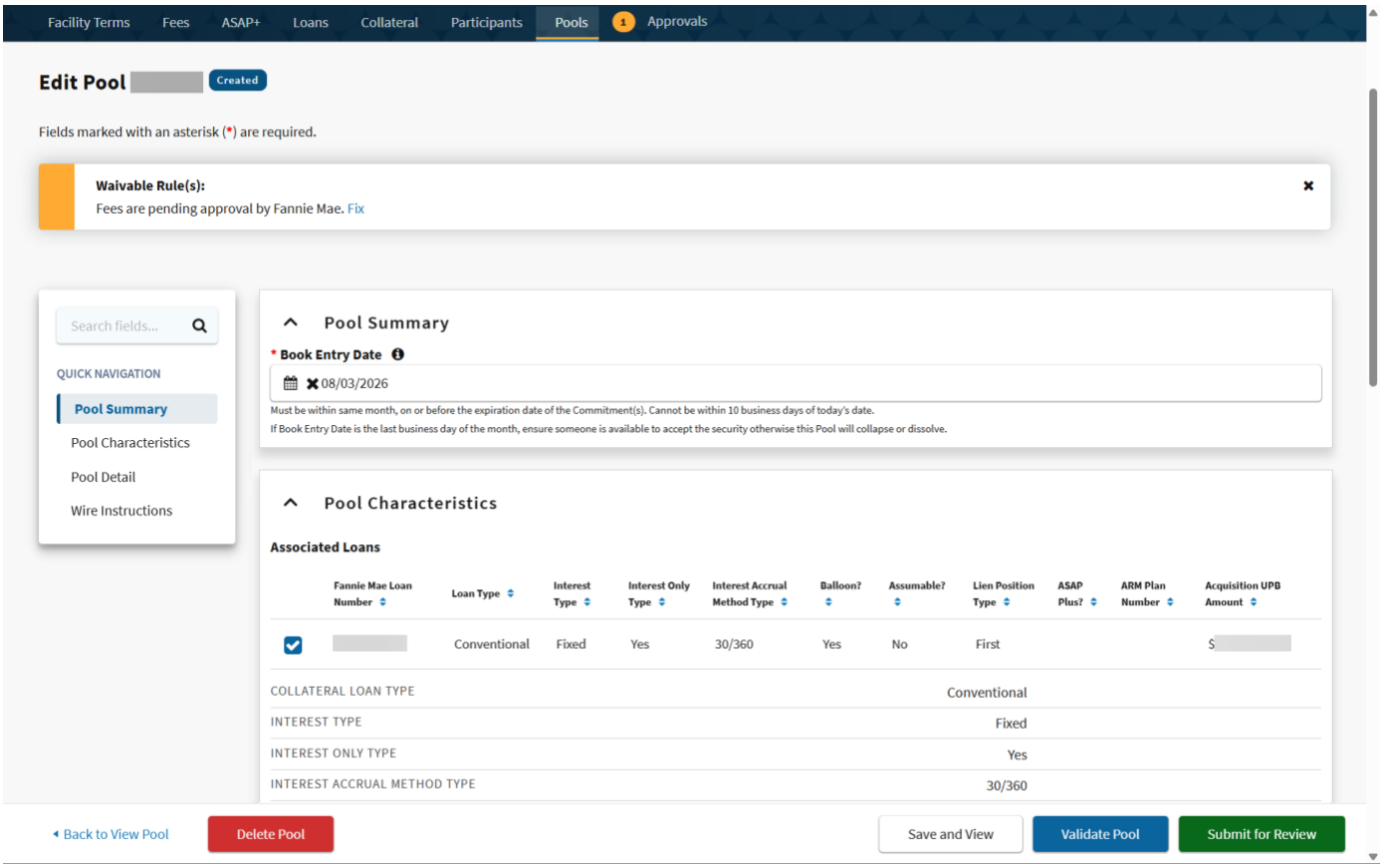


Figure 13. Submit or Submit for Review after validation.



After submission

The delivery record becomes read-only for lender users.

Transaction variants and view-only guidance

Transaction	Use this workflow	What changes
Initial Advance	Use the full workflow.	Complete fees, loans, properties, participants, and pool creation.
Addition	Use the full workflow as needed.	Focus on added loans, properties, participants, and pools. Fees remain sequenced before pool submission.
Borrow-Up	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Review Properties and Participants only if needed by validation or direction.
Tranche Refinance	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Review ARM-related cards where applicable.
Conversion	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Confirm ARM-related fields or resulting fixed-rate details for ARM-to-fixed conversions.
Substitution Advance	Use the full workflow as needed.	Focus on added loans, properties, participants, and pools. For the Property tab, new property should have substitution indicator selected.
View-only access	Use read-only access.	View fees, loans, properties, participants, and pools. No edit, validate, or submit actions are available.

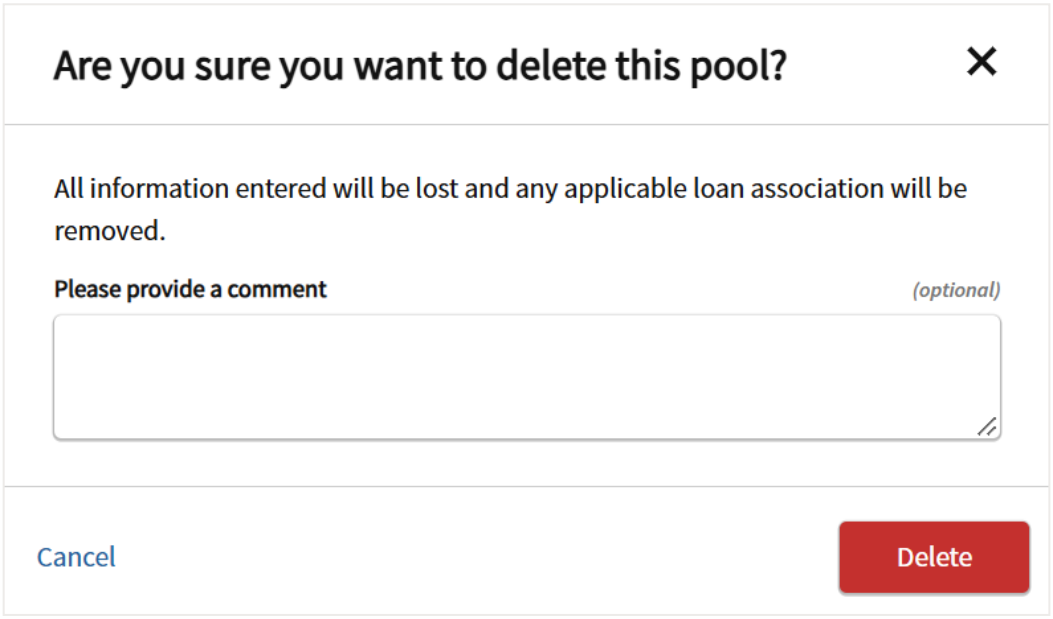
Simple rule

Update Properties or Participants only when validation or business direction requires it.

Delete a created pool, if needed

1. Open the pool in **Created Status**.
2. Select **Delete Pool**.
3. Enter the required comment in the confirmation pop-up.
4. Select **Delete**.
5. Confirm the pool status displays as deleted.

Figure 14. Delete Pool confirmation pop-up.



Reference note

Keep the detailed screen and field reference and the MSFMS crosswalk as separate supporting documents.