DUS DocWay™ Importing Financial Documents

January 2019

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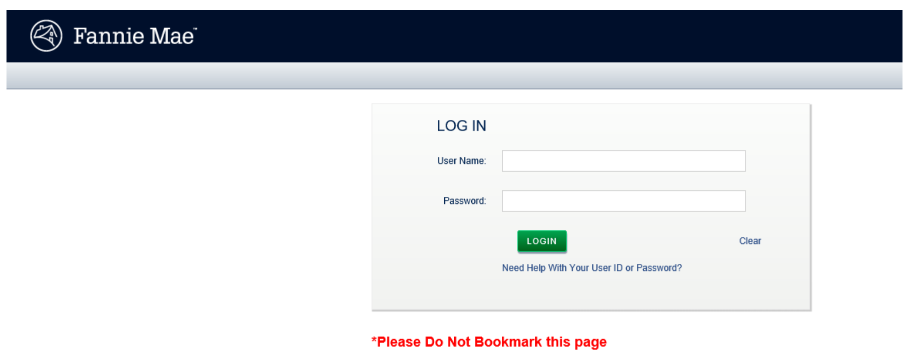
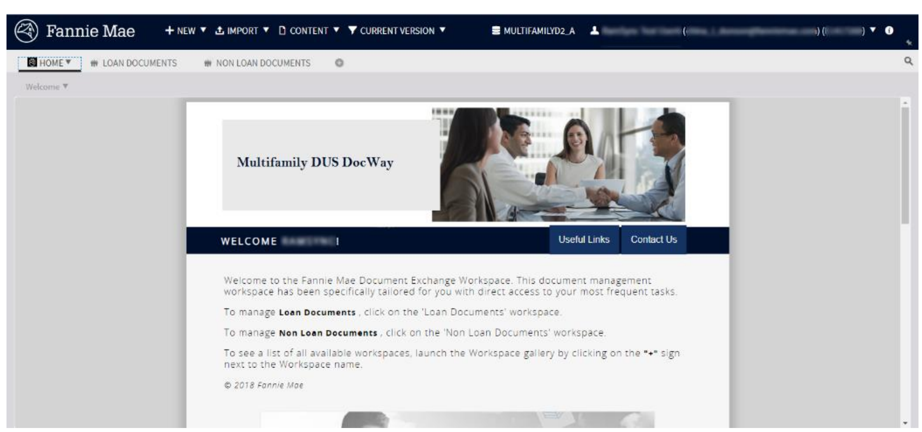
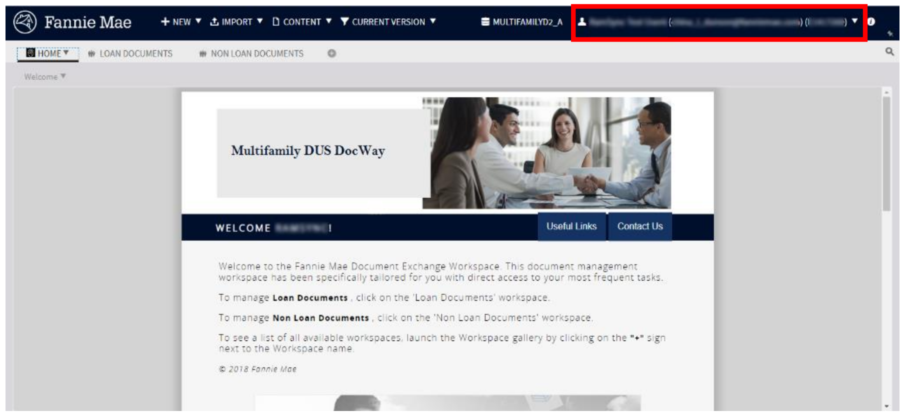
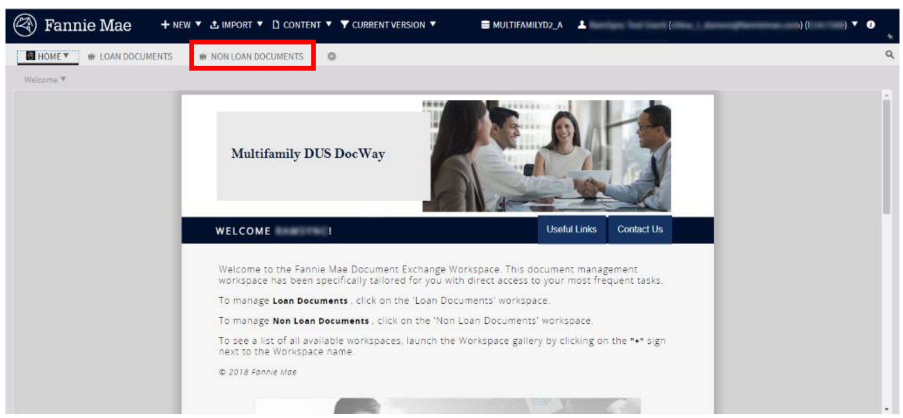
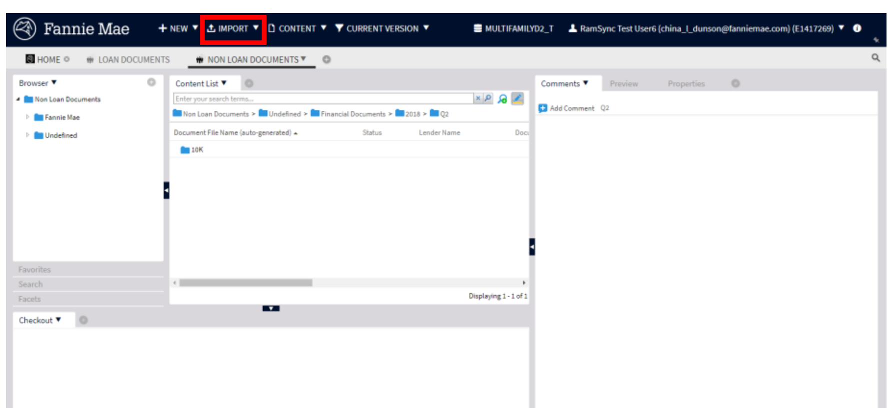
Getting Started with DUS DocWay

DUS DocWay is accessed via the internet using either of the following browsers: Internet Explorer or Google Chrome (recommended). 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 Corporate Administrator. They can provide you with a username and password to access DUS DocWay. **Note**: Request one of these DUS DocWay roles: To import documents, request *Lender_Financial_Contributor*, for view only access, request *Lender_Financial_Reader*.
2. Enter the following into your browser's address bar: https://docway.fanniemae.com/D2 The login screen will be displayed.	 **Note**: You may bookmark this address. **Note**: You can also reach the site by going to fanniemae.com > Multifamily > Delivery > DUS DocWay and clicking on the *Launch App* button.
3. Enter your **User Name** and **Password** into the *Log In* screen.	
4. The *Welcome* page will display.	

Import a Financial Document

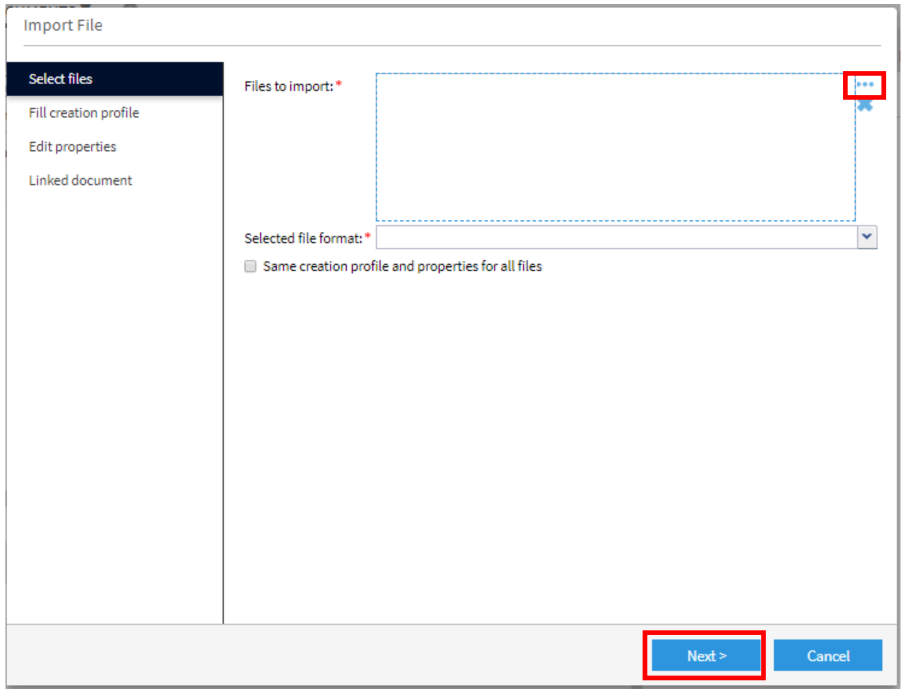
From the *Welcome page*, you can launch your workspace. Follow the steps below to navigate to the welcome page and import a financial document.

Steps	Additional Information/Results
1. Log in. When you have successfully logged in, the *Welcome* page is displayed.	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. 
2. Click on **Non Loan Documents** to open the workspace.	
3. Click **Import** from the top menu bar. The *Import File* window will open.	

<table>
<tr><th>Steps</th><th>Additional Information/Results</th></tr>
<tr><td>

4. Click on the **ellipses** to the right of the *Files to Import* box.
5. Not shown: This will open a file manager window; click on the file you want to import, then click **Open**.
6. The file or files will then display in the *Files to Import* box, click **Next**.

</td><td>

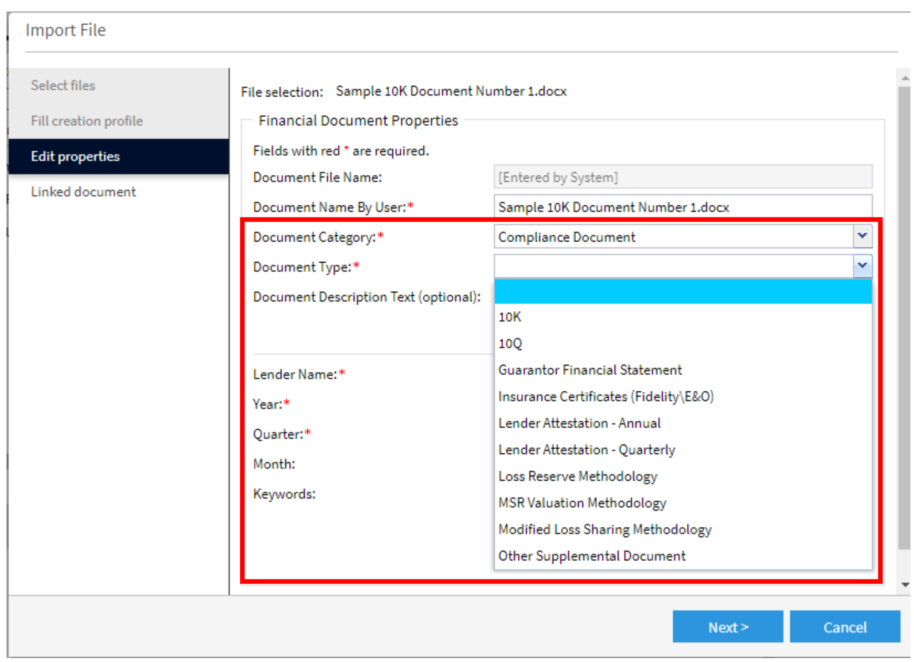


</td></tr>
<tr><td>

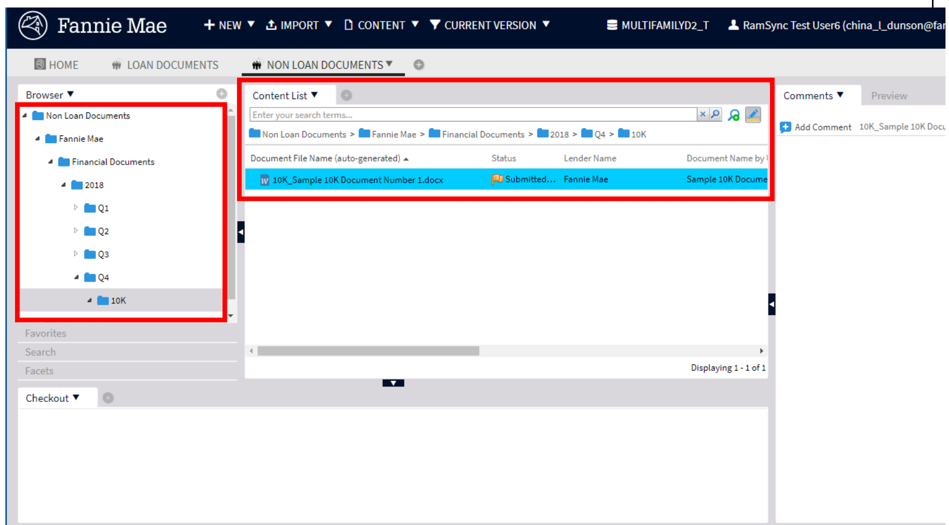
7. Select the document properties for your file.

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.

</td><td>

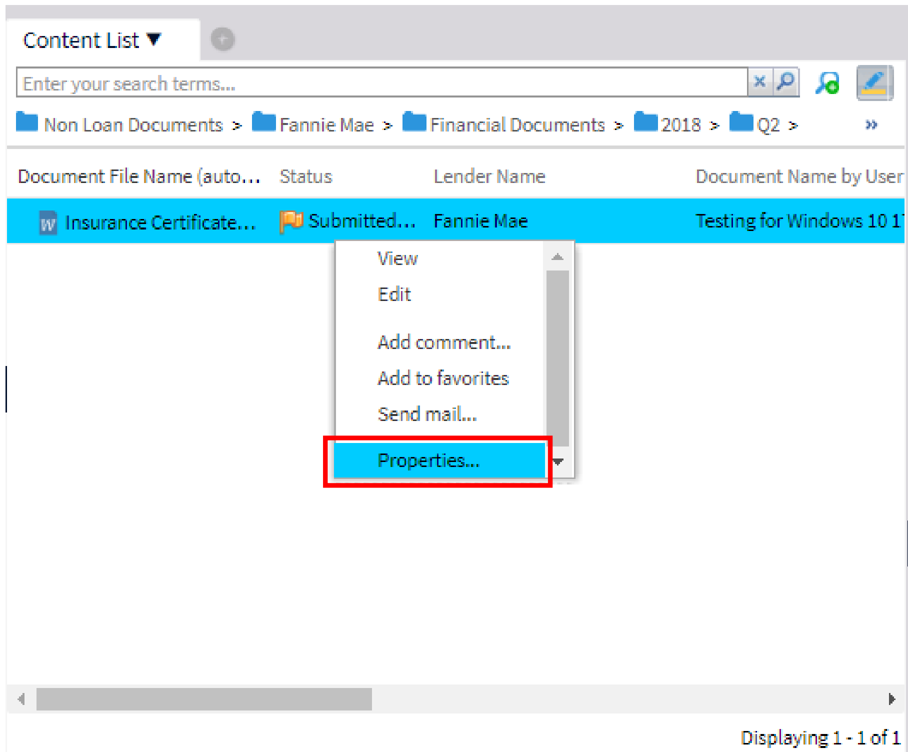


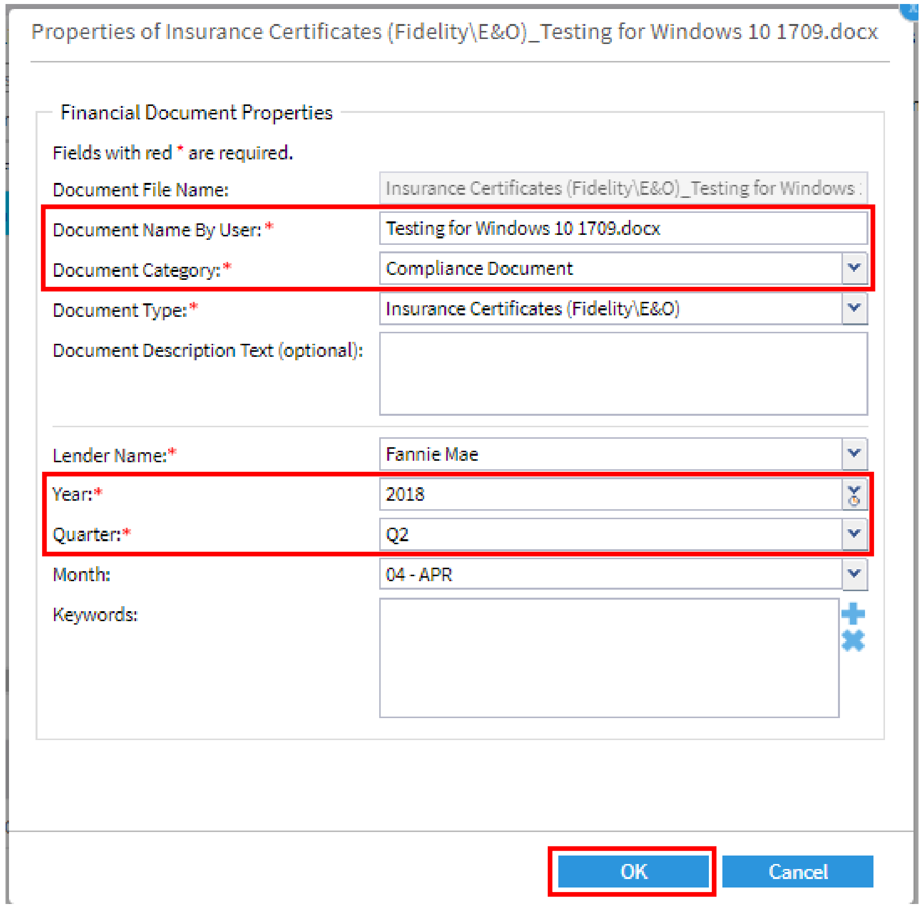
</td></tr>
</table>

Steps	Additional Information/Results
8. The *Content List* displays the uploaded file. The *Browser* displays the folder structure where the file is stored.	

Update Document Properties

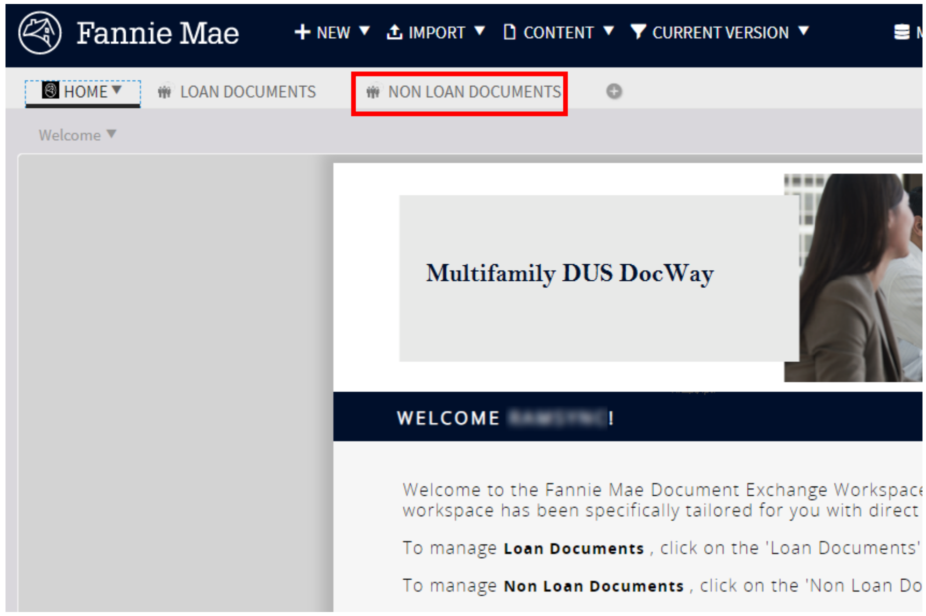
You may update a selected document's properties, including *Document Category, Document Type, Year, Quarter*, or *Month* at any time before the loan package is submitted to Fannie Mae. Follow these steps to update properties:

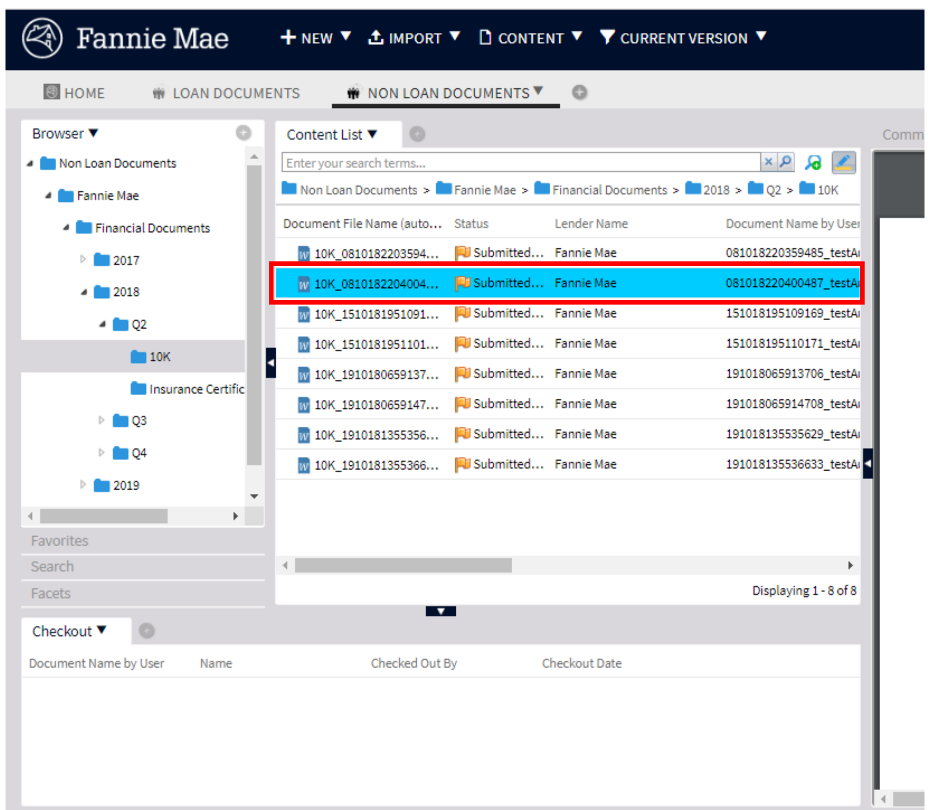
Steps	Additional Information/Results
1. To modify the properties of a document displayed in the *Content List*, right click on the document and select **Properties** from the dropdown menu. The *Properties…* window will be displayed.	

Steps	Additional Information/Results
2. With the *Properties…* window displayed, to update the document category, click on the **Document Category** dropdown and select the appropriate document category. 3. To update the document type, click on the **Document Type** dropdown and select the appropriate document type from the dropdown. 4. To update the year, quarter or month, click on the respective dropdown and select the updated value. 5. When finished, click **OK**.	 **Note**: The *Month* and *Keyword* fields may also be optionally updated.

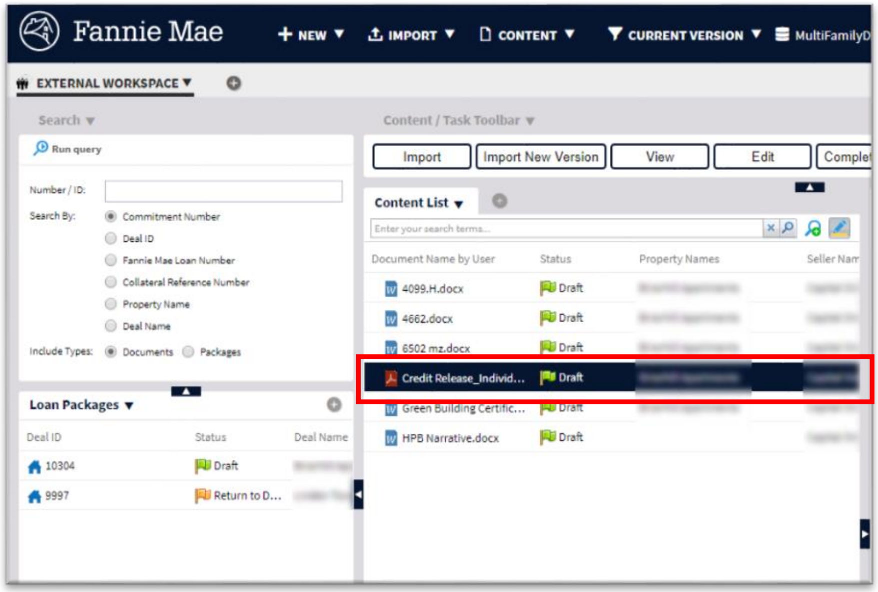
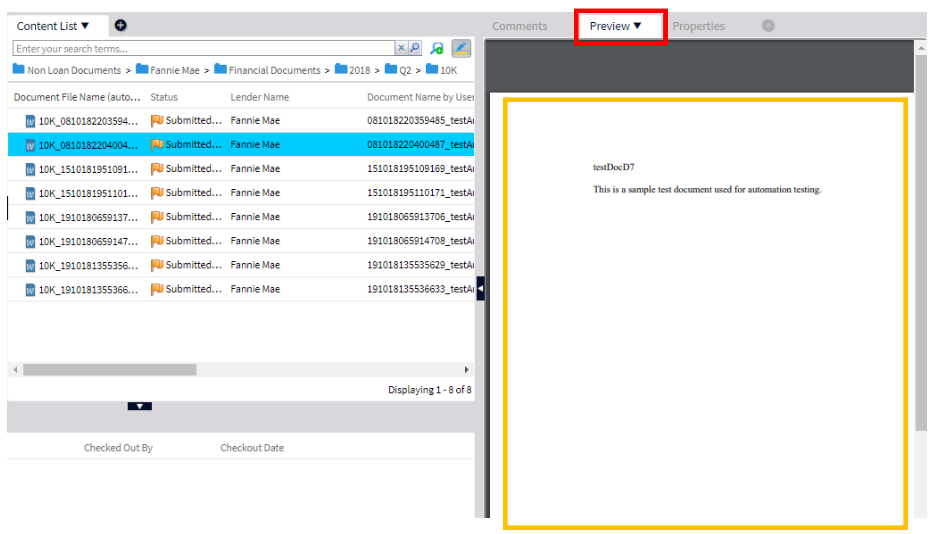
Preview a Document

To quickly view an uploaded document, you can generate a preview. Follow the steps below to preview a document:

<table>
<tr><th>Steps</th><th>Additional Information/Results</th></tr>
<tr><td>1. From the Welcome page, click on the Non Loan Documents tab.</td><td>


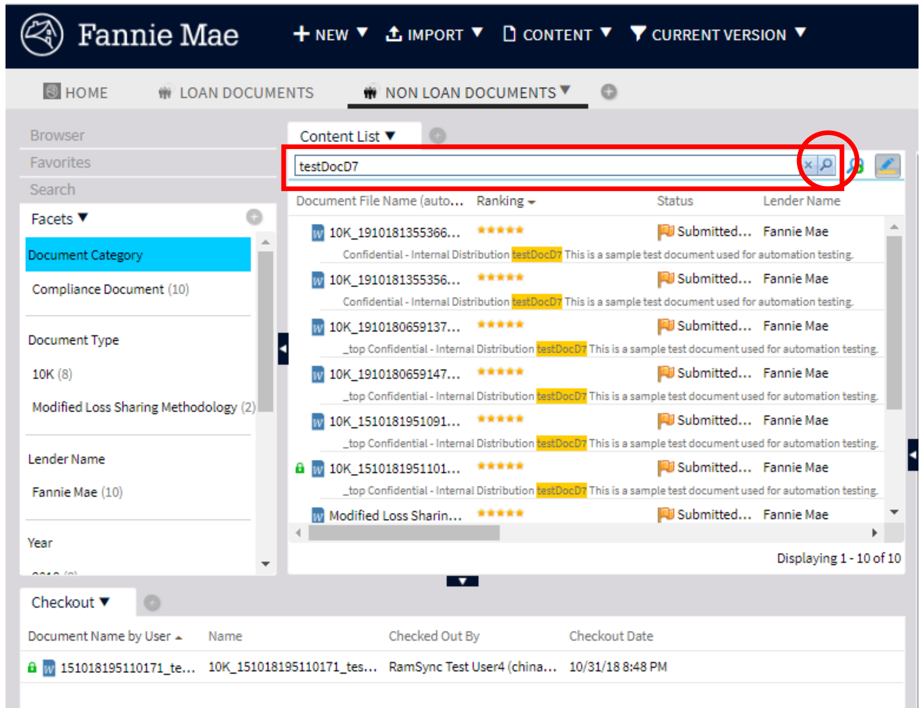
</td></tr>
<tr><td>2. Search for the document to preview in the Content List; select the document by clicking on it.</td><td>


</td></tr>
</table>

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

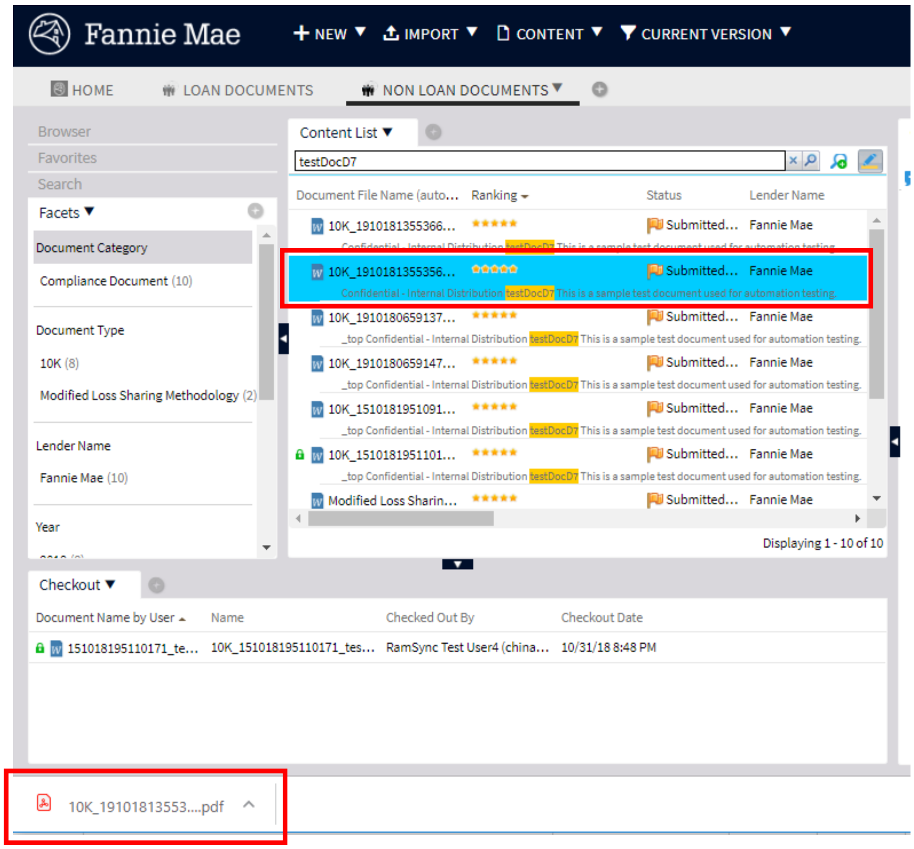
Search for a Document

Follow the steps below to search for a document:

Steps	Additional Information/Results
1. To search for a document, 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).	

Exporting a Document

Follow the steps below to export a document:

Steps	Additional Information/Results
1. In the *Content List,* 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.	

Questions?

If you have questions, would like to request additional training, or need immediate assistance using DUS DocWay, e-mail:

DUSDocWay_Support@fanniemae.com.

