



Fannie Mae®

DUS DocWay™

Importing Financial Documents

January 2019





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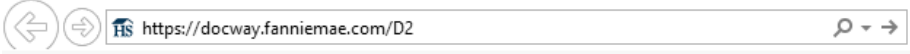
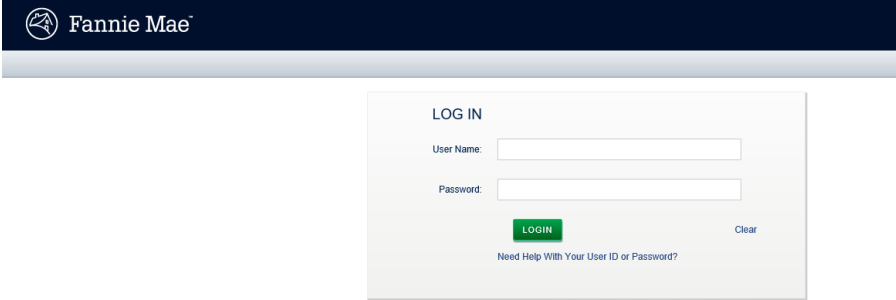
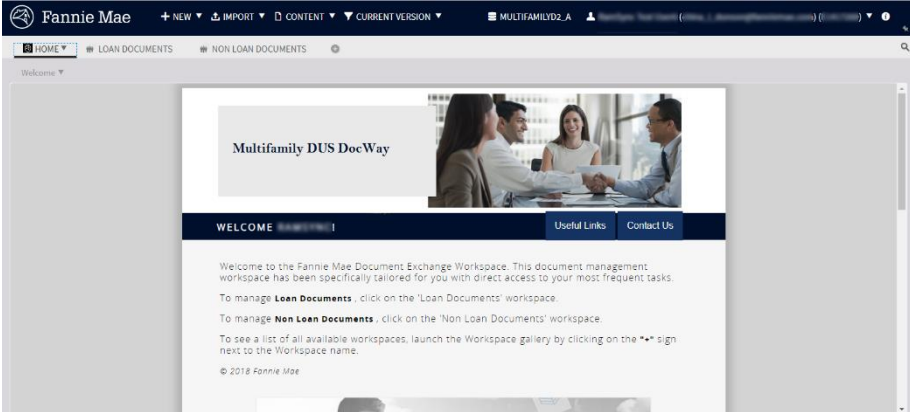
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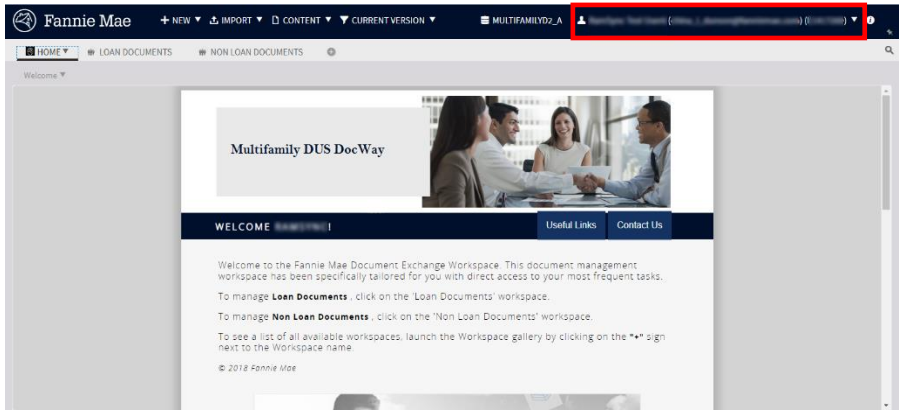
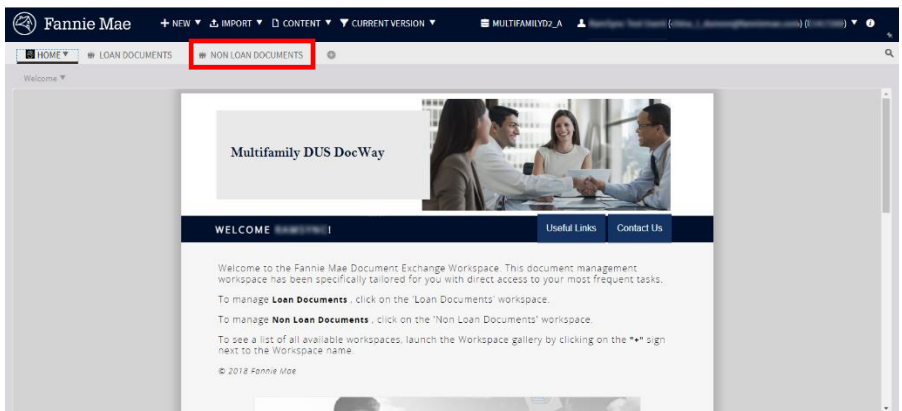
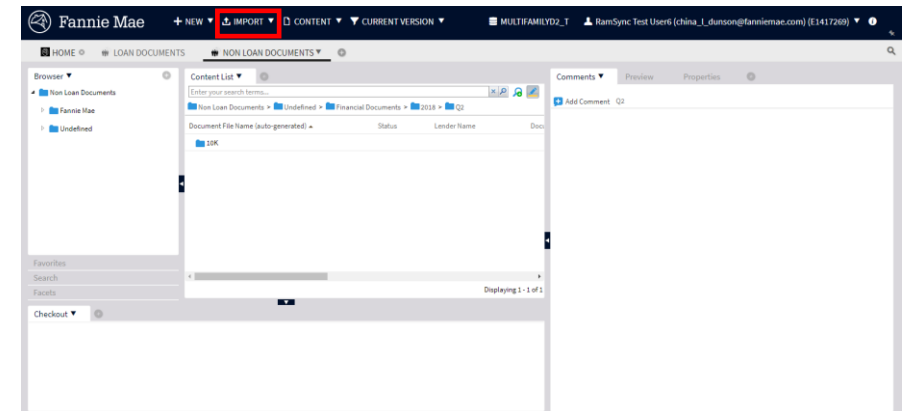
Getting Started with DUS DocWay

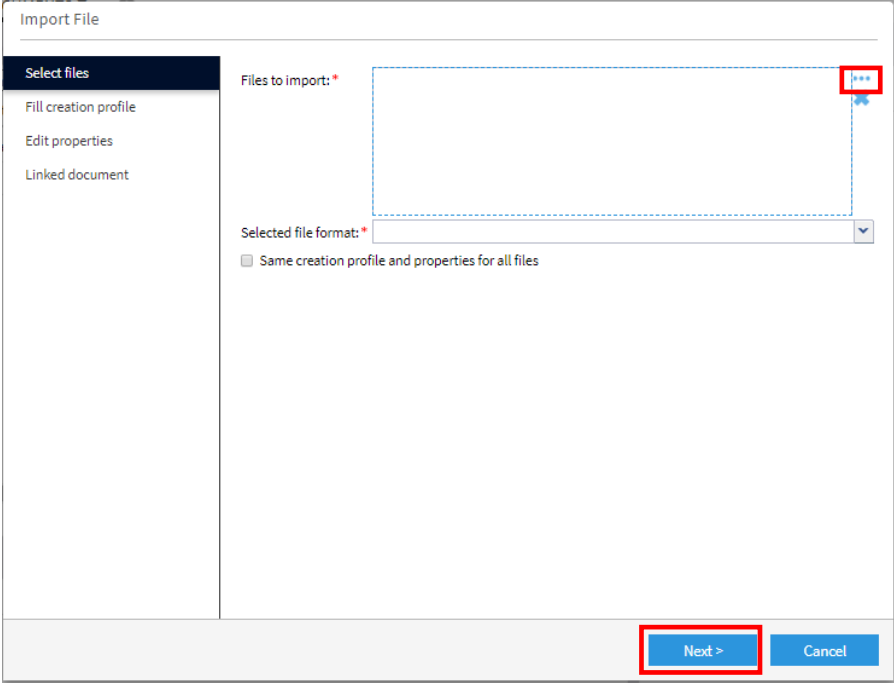
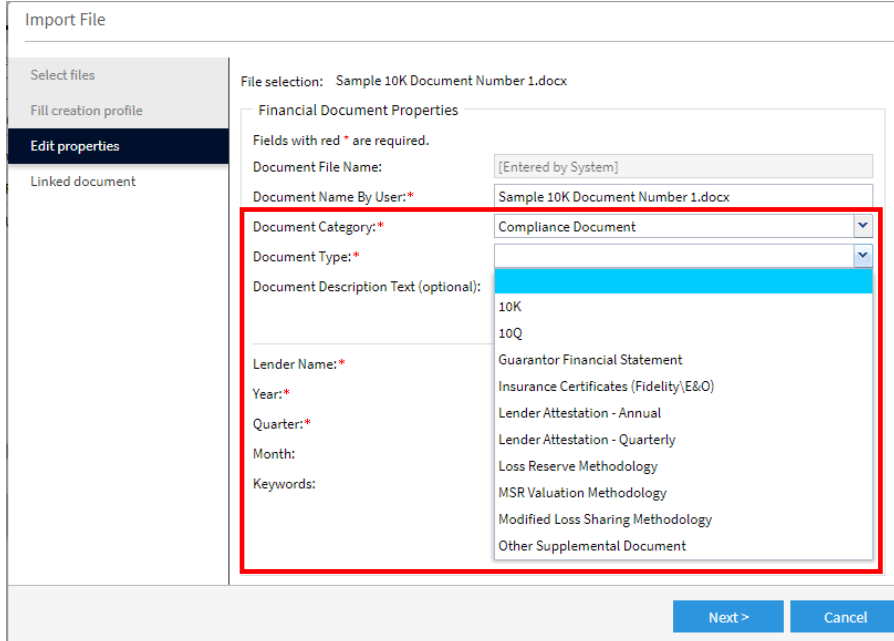
DUS DocWay is accessed via the internet using either of the following browsers: Internet Explorer or Google Chrome (recommended). Follow the steps below to access DUS DocWay.

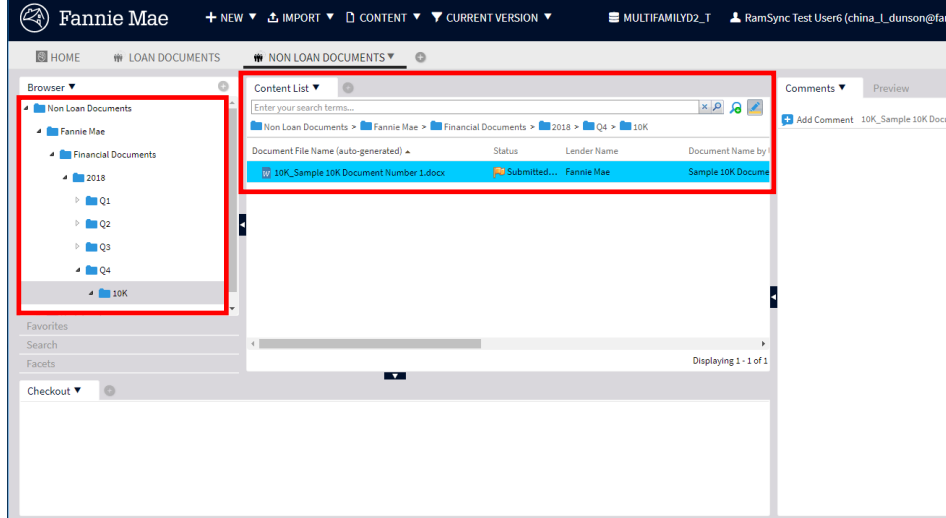
Steps	Additional Information/Results
<p>1. Obtain usernames and passwords.</p>	<p>Login information can be obtained by contacting your company's Corporate Administrator. They can provide you with a username and password to access DUS DocWay.</p> <p>Note: Request one of these DUS DocWay roles: To import documents, request <i>Lender_Financial_Contributor</i>, for view only access, request <i>Lender_Financial_Reader</i>.</p>
<p>2. Enter the following into your browser's address bar: https://docway.fanniemae.com/D2 The login screen will be displayed.</p>	 <p>Note: You may bookmark this address.</p> <p>Note: You can also reach the site by going to fanniemae.com > Multifamily > Delivery > DUS DocWay and clicking on the <i>Launch App</i> button.</p>
<p>3. Enter your User Name and Password into the <i>Log In</i> screen.</p>	 <p>*Please Do Not Bookmark this page</p>
<p>4. The <i>Welcome</i> page will display.</p>	

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.

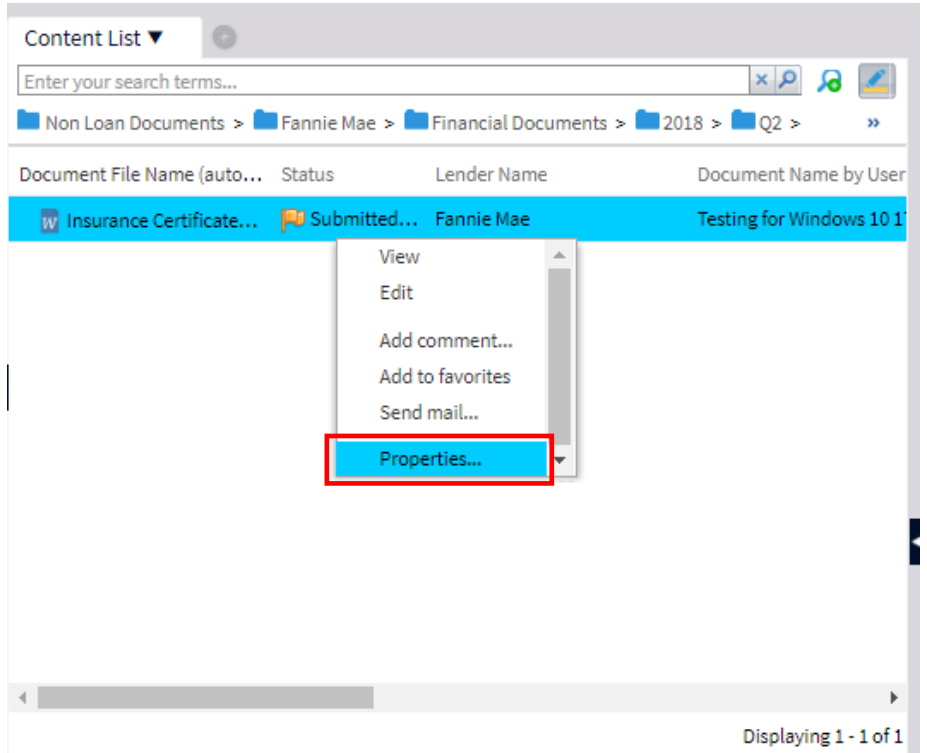
Steps	Additional Information/Results
<p>1. Log in.</p> <p>When you have successfully logged in, the <i>Welcome</i> page is displayed.</p>	<p>On the DUS DocWay Welcome page, the logged in user’s full name and email address is displayed in the top right corner of the window.</p> 
<p>2. Click on Non Loan Documents to open the workspace.</p>	
<p>3. Click Import from the top menu bar. The <i>Import File</i> window will open.</p>	

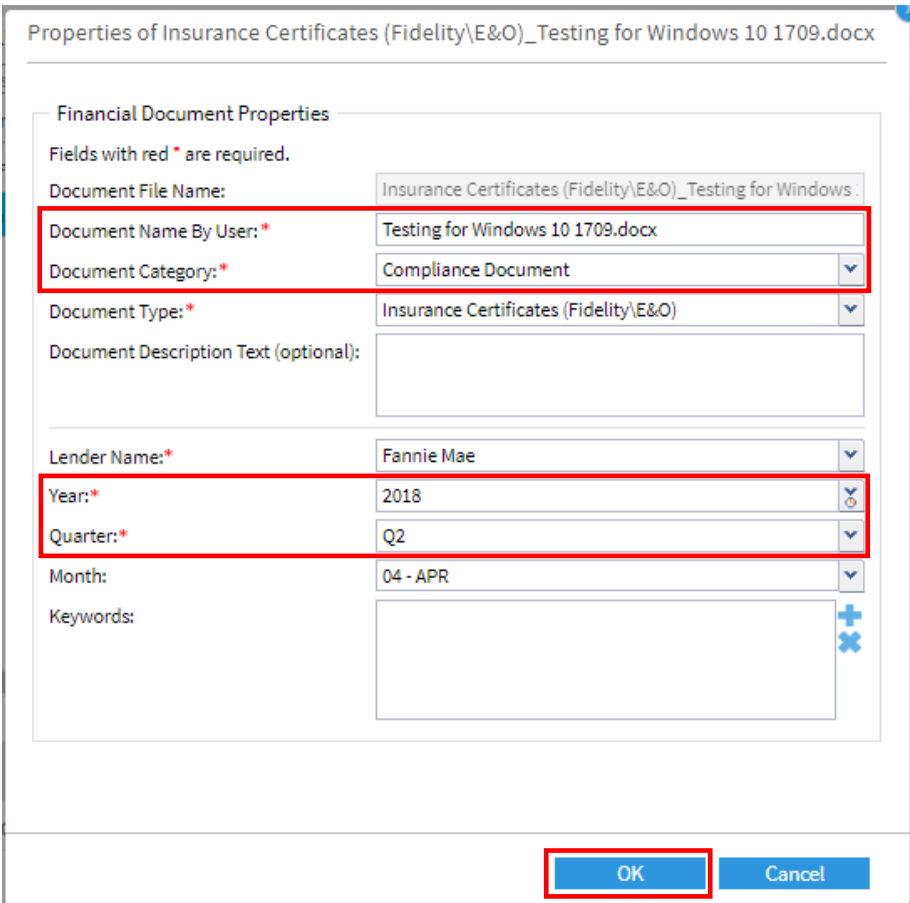
Steps	Additional Information/Results
<p>4. Click on the ellipses to the right of the <i>Files to Import</i> box.</p> <p>5. Not shown: This will open a file manager window; click on the file you want to import, then click Open.</p> <p>6. The file or files will then display in the <i>Files to Import</i> box, click Next.</p>	 <p>The screenshot shows the 'Import File' window. On the left, there is a sidebar with options: 'Select files' (highlighted), 'Fill creation profile', 'Edit properties', and 'Linked document'. The main area is titled 'Files to import: *' and contains a dashed blue box representing the file selection area. A red box highlights the ellipsis icon in the top right corner of this area. Below the file selection area, there is a 'Selected file format: *' dropdown menu and a checkbox labeled 'Same creation profile and properties for all files'. At the bottom right, there are 'Next >' and 'Cancel' buttons, with 'Next >' highlighted by a red box.</p>
<p>7. Select the document properties for your file.</p> <p>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.</p>	 <p>The screenshot shows the 'Import File' window with the 'Edit properties' tab selected. The 'File selection' is 'Sample 10K Document Number 1.docx'. Below this is the 'Financial Document Properties' section. A note states 'Fields with red * are required.' The following fields are visible: 'Document File Name:' (value: '[Entered by System]'), 'Document Name By User: *' (value: 'Sample 10K Document Number 1.docx'), 'Document Category: *' (value: 'Compliance Document'), 'Document Type: *' (value: '[blank]'), 'Document Description Text (optional):' (value: '10K', '10Q'), 'Lender Name: *' (value: 'Guarantor Financial Statement'), 'Year: *' (value: 'Insurance Certificates (Fidelity)(E&O)'), 'Quarter: *' (value: 'Lender Attestation - Annual'), 'Month:' (value: 'Lender Attestation - Quarterly'), and 'Keywords:' (value: 'Loss Reserve Methodology', 'MSR Valuation Methodology', 'Modified Loss Sharing Methodology', 'Other Supplemental Document'). A red box highlights the 'Document Category: *', 'Document Type: *', 'Lender Name: *', 'Year: *', 'Quarter: *', and 'Keywords:' fields. At the bottom right, there are 'Next >' and 'Cancel' buttons.</p>

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

Update Document Properties

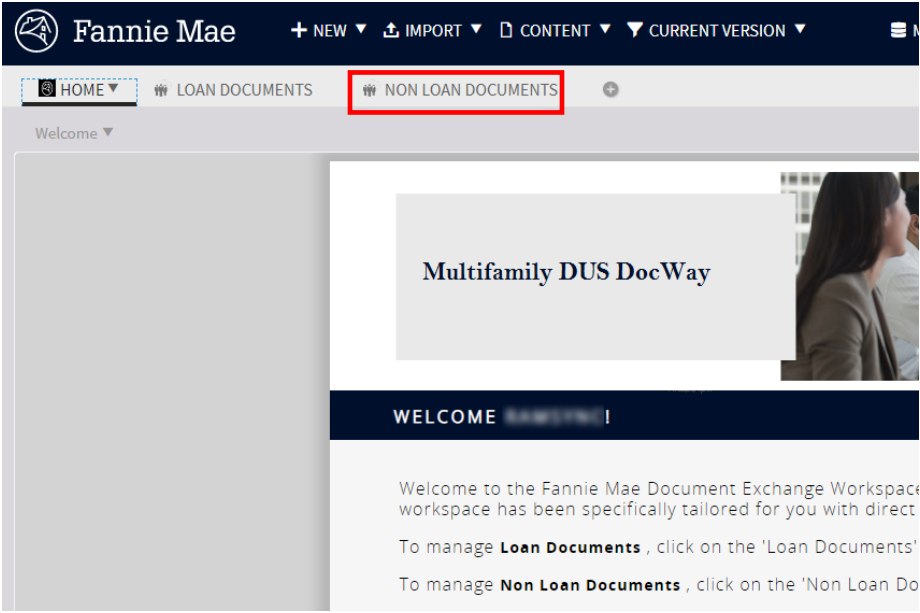
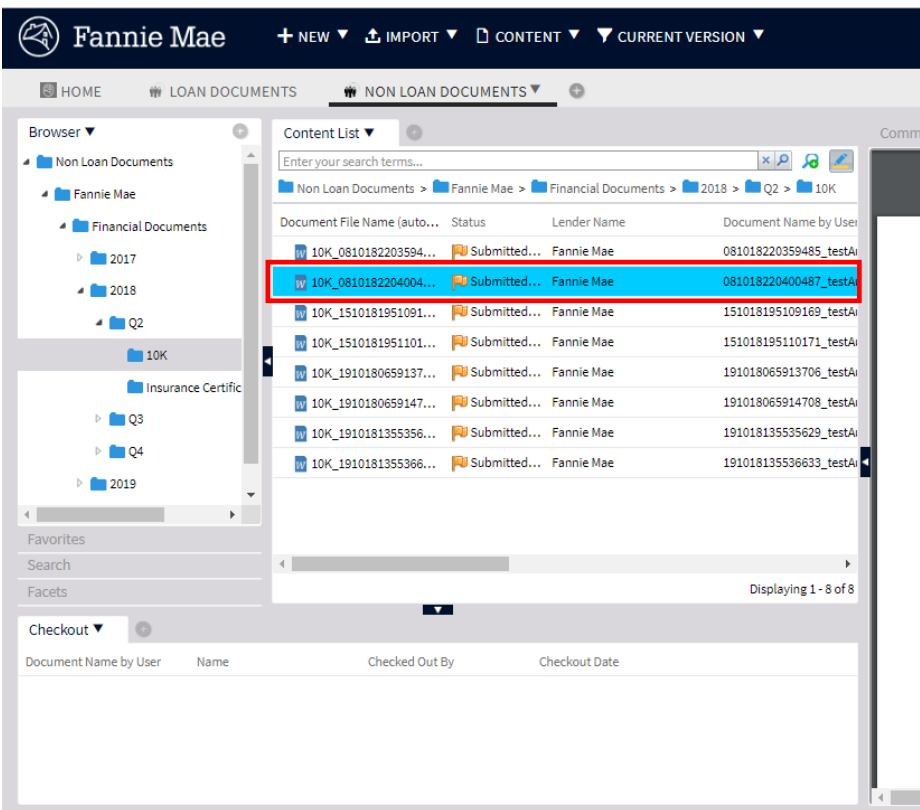
You may update a selected document’s properties, including *Document Category*, *Document Type*, *Year*, *Quarter*, or *Month* at any time before the loan package is submitted to Fannie Mae. Follow these steps to update properties:

Steps	Additional Information/Results
<p>1. To modify the properties of a document displayed in the <i>Content List</i>, right click on the document and select Properties from the dropdown menu. The <i>Properties...</i> window will be displayed.</p>	 <p>The screenshot shows a web application interface titled 'Content List'. It features a search bar at the top with the text 'Enter your search terms...'. Below the search bar is a breadcrumb navigation path: 'Non Loan Documents > Fannie Mae > Financial Documents > 2018 > Q2 >'. A table below the navigation shows document details with columns for 'Document File Name (auto...', 'Status', 'Lender Name', and 'Document Name by User'. One document is listed: 'Insurance Certificate...' with status 'Submitted...', lender 'Fannie Mae', and document name 'Testing for Windows 10'. A context menu is open over this document, listing options: 'View', 'Edit', 'Add comment...', 'Add to favorites', 'Send mail...', and 'Properties...'. The 'Properties...' option is highlighted with a red rectangular box. At the bottom right of the interface, it says 'Displaying 1 - 1 of 1'.</p>

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

Preview a Document

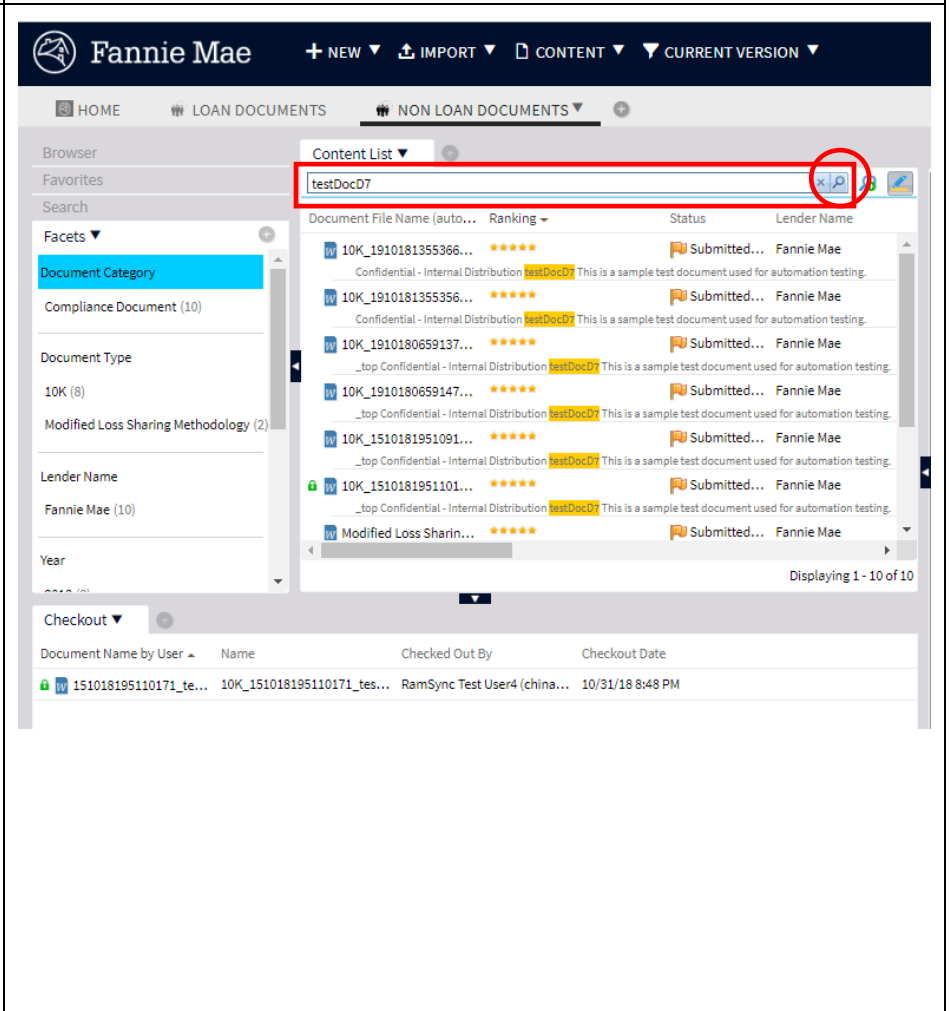
To quickly view an uploaded document, you can generate a preview. Follow the steps below to preview a document:

Steps	Additional Information/Results																																				
<p>1. From the <i>Welcome page</i>, click on the Non Loan Documents tab.</p>	 <p>The screenshot shows the Fannie Mae dashboard. At the top, there is a navigation bar with 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. The 'NON LOAN DOCUMENTS' tab is highlighted with a red box. Below the navigation bar, there is a 'Welcome' section with a 'Multifamily DUS DocWay' banner and a 'WELCOME' message.</p>																																				
<p>2. Search for the document to preview in the <i>Content List</i>; select the document by clicking on it.</p>	 <p>The screenshot shows the 'Content List' view in the Fannie Mae interface. A table of documents is displayed, with one row highlighted in a red box. The table has columns for Document File Name, Status, Lender Name, and Document Name by User.</p> <table border="1" data-bbox="852 1234 1442 1501"> <thead> <tr> <th>Document File Name (auto...</th> <th>Status</th> <th>Lender Name</th> <th>Document Name by User</th> </tr> </thead> <tbody> <tr> <td>10K_0810182203594...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>081018220359485_testA</td> </tr> <tr> <td>10K_0810182204004...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>081018220400487_testA</td> </tr> <tr> <td>10K_1510181951091...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>151018195109169_testA</td> </tr> <tr> <td>10K_1510181951101...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>151018195110171_testA</td> </tr> <tr> <td>10K_1910180659137...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>191018065913706_testA</td> </tr> <tr> <td>10K_1910180659147...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>191018065914708_testA</td> </tr> <tr> <td>10K_1910181355356...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>191018135535629_testA</td> </tr> <tr> <td>10K_1910181355366...</td> <td>Submitted...</td> <td>Fannie Mae</td> <td>191018135536633_testA</td> </tr> </tbody> </table>	Document File Name (auto...	Status	Lender Name	Document Name by User	10K_0810182203594...	Submitted...	Fannie Mae	081018220359485_testA	10K_0810182204004...	Submitted...	Fannie Mae	081018220400487_testA	10K_1510181951091...	Submitted...	Fannie Mae	151018195109169_testA	10K_1510181951101...	Submitted...	Fannie Mae	151018195110171_testA	10K_1910180659137...	Submitted...	Fannie Mae	191018065913706_testA	10K_1910180659147...	Submitted...	Fannie Mae	191018065914708_testA	10K_1910181355356...	Submitted...	Fannie Mae	191018135535629_testA	10K_1910181355366...	Submitted...	Fannie Mae	191018135536633_testA
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Steps	Additional Information/Results
<p>3. Select the document to preview by single-clicking on it.</p> <p>Note: 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>The screenshot shows the Fannie Mae External Workspace interface. At the top, there are navigation tabs: 'NEW', 'IMPORT', 'CONTENT', 'CURRENT VERSION', and 'MultiFamilyD'. Below this is a search bar and a 'Content / Task Toolbar' with buttons for 'Import', 'Import New Version', 'View', 'Edit', and 'Complete'. The main area displays a 'Content List' table with columns for 'Document Name by User', 'Status', 'Property Names', and 'Seller Name'. The document 'Credit Release_Individ...' is highlighted in blue and has a red box around it. Other documents in the list include '4099.H.docx', '4662.docx', '6502.mz.docx', 'Green Building Certific...', and 'HPB Narrative.docx'. Below the content list, there is a 'Loan Packages' section with columns for 'Deal ID', 'Status', and 'Deal Name', showing deals 10304 and 9997.</p>
<p>4. Click on the Preview tab (located next to the <i>Comments</i> tab to the right). A preview of the selected document will be displayed.</p>	<p>The screenshot shows a detailed view of the 'Content List' interface. The 'Preview' tab is selected and highlighted with a red box. The document list shows several entries with columns for 'Document File Name (auto...', 'Status', 'Lender Name', and 'Document Name by Use...'. The first document is highlighted in blue. Below the list, there is a pagination bar showing 'Displaying 1 - 8 of 8'. At the bottom, there are fields for 'Checked Out By' and 'Checkout Date'. On the right side, a preview window is open, showing the document content: 'testDocD7' followed by 'This is a sample test document used for automation testing.' The preview window is outlined in yellow.</p>

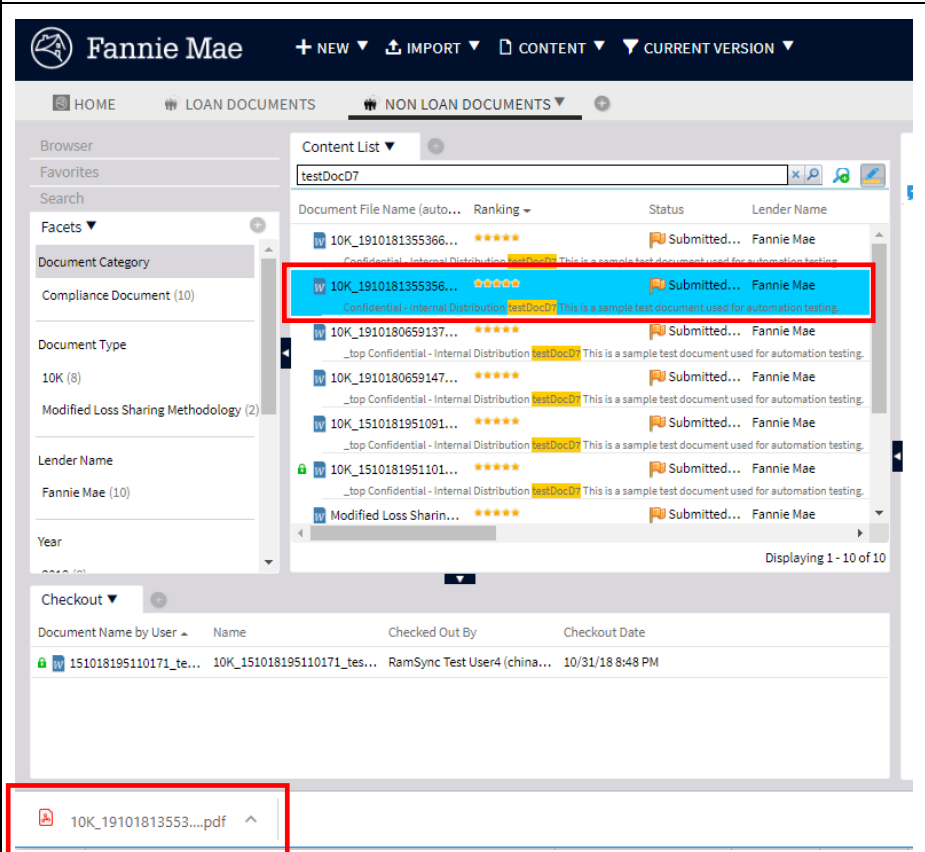
Search for a Document

Follow the steps below to search for a document:

Steps	Additional Information/Results
<p>1. To search for a document, enter search terms in the search bar in the <i>Content List</i> window, and then click on the small magnifying glass icon on the right side of the search bar.</p> <p>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.</p> <p>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).</p>	

Exporting a Document

Follow the steps below to export a document:

Steps	Additional Information/Results
<ol style="list-style-type: none"> In the <i>Content List</i>, double (left) click on the document you want to export. 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. 	 <p>The screenshot displays the Fannie Mae DocWay interface. At the top, there are navigation tabs for 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. A 'Content List' window is open, showing a table of documents. The second row is highlighted in blue, and a red box is drawn around it. Below the table, a 'Checkout' section shows a document being checked out by 'RamSync Test User4 (china...)' on '10/31/18 8:48 PM'. At the bottom of the interface, a red box highlights a download popup that shows a PDF icon and the filename '10K_19101813553...pdf'.</p>

Questions?

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

DUSDocWay_Support@fanniemae.com.