DUS DocWay™ Loan Documents User Guide

November 2019

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Getting Started with DUS DocWay

DUS DocWay is accessed via the internet using either Internet Explorer (Version 11) or Google Chrome. Follow the steps below to access DUS DocWay.

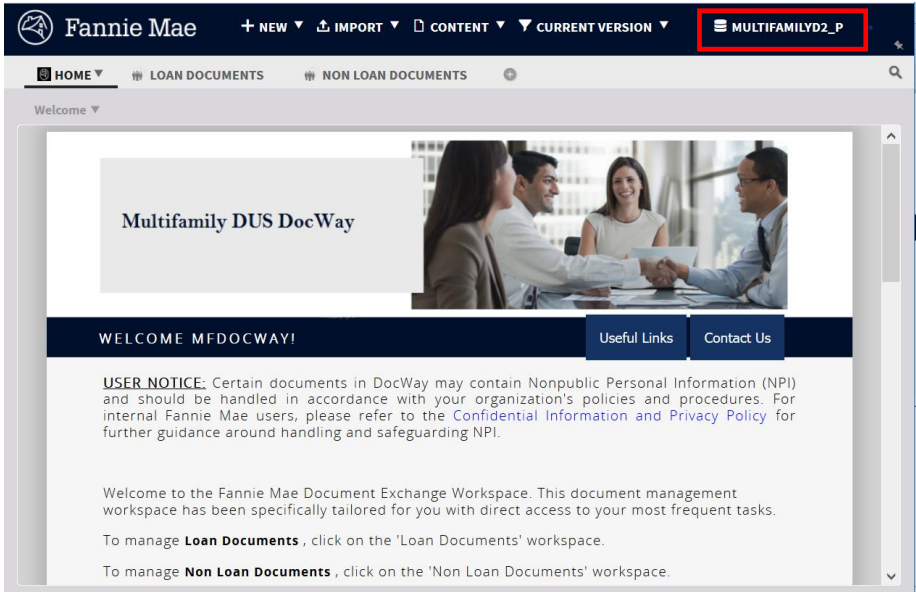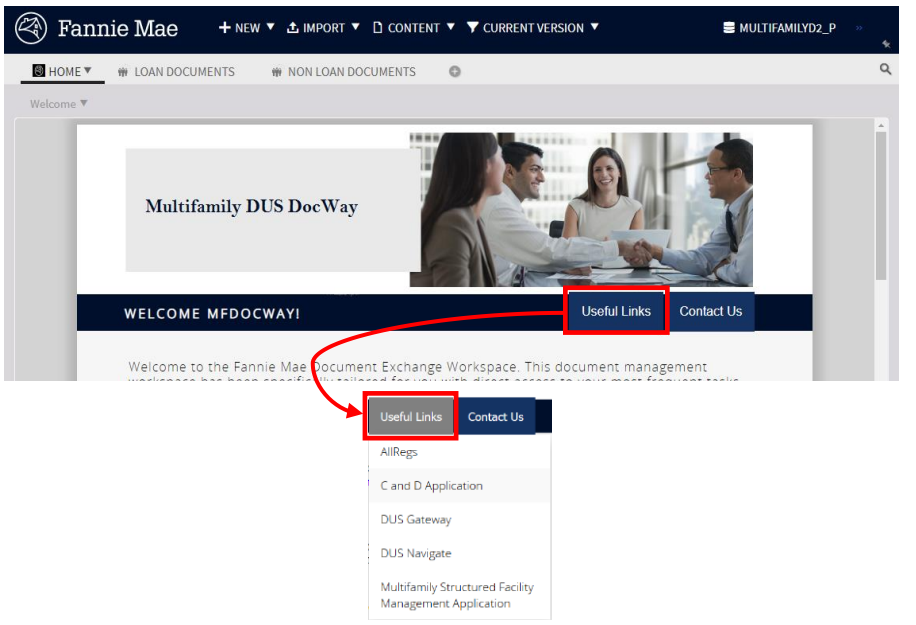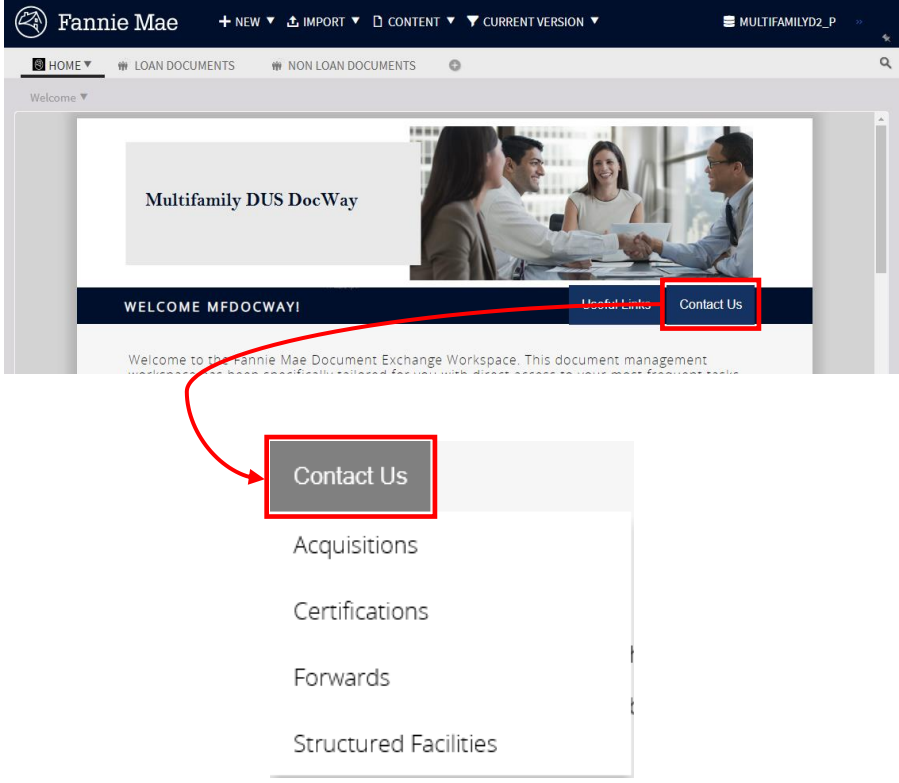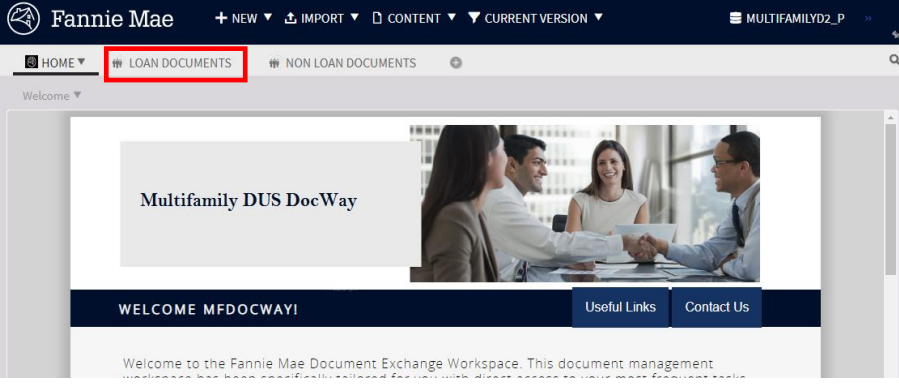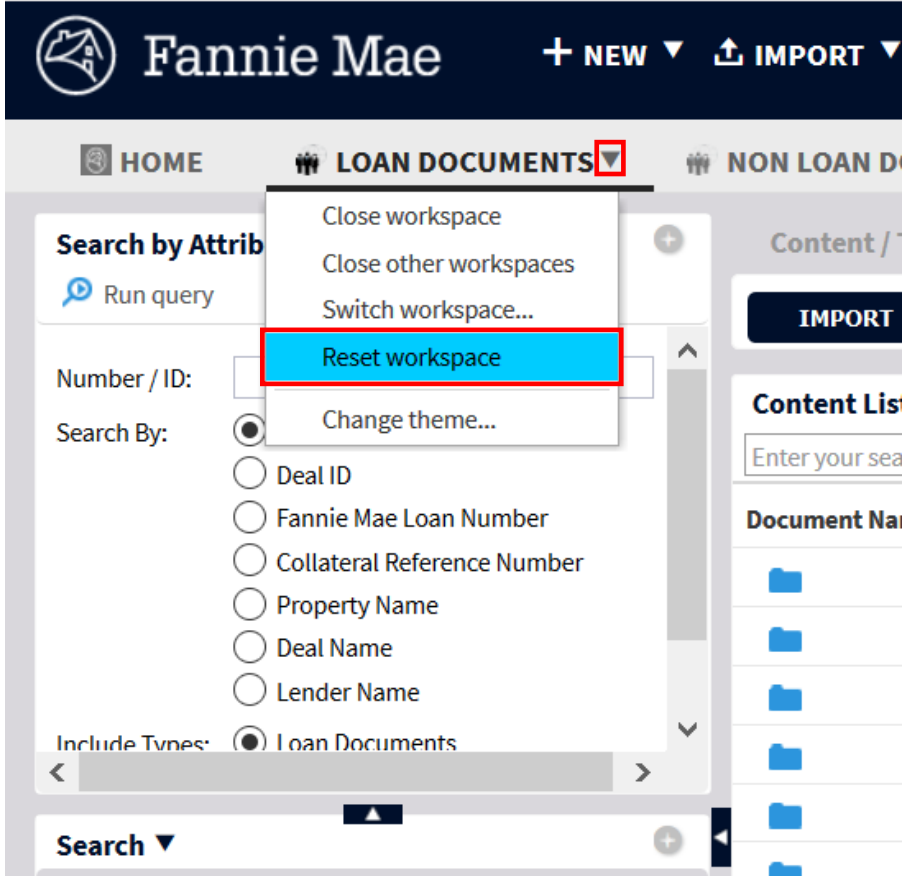| Steps	Additional Information/Results
1. Obtain usernames and passwords.	Login information can be obtained by contacting your company's Corporate Administrator. (The Corporate Administrator serves as your local Technology Manager Administrator.) They can provide you with a username and password to access DUS DocWay.
2. Enter the DocWay URL in your browser's search bar: https://docway.fanniemae.com/D2 3. The *Sign On* page will open, enter your username and password and click on **Sign On**	
4. The *Welcome* page will display upon login.	

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Welcome Page Navigation

On the *Welcome page*, you can view your login information, access useful links, find out how to contact Fannie Mae for help, or open the *Loan Documents* workspace. Follow the steps below to navigate the *Welcome* screen.
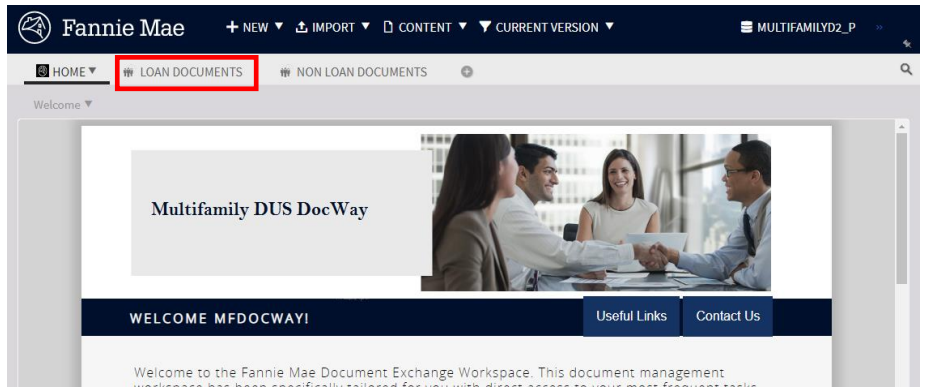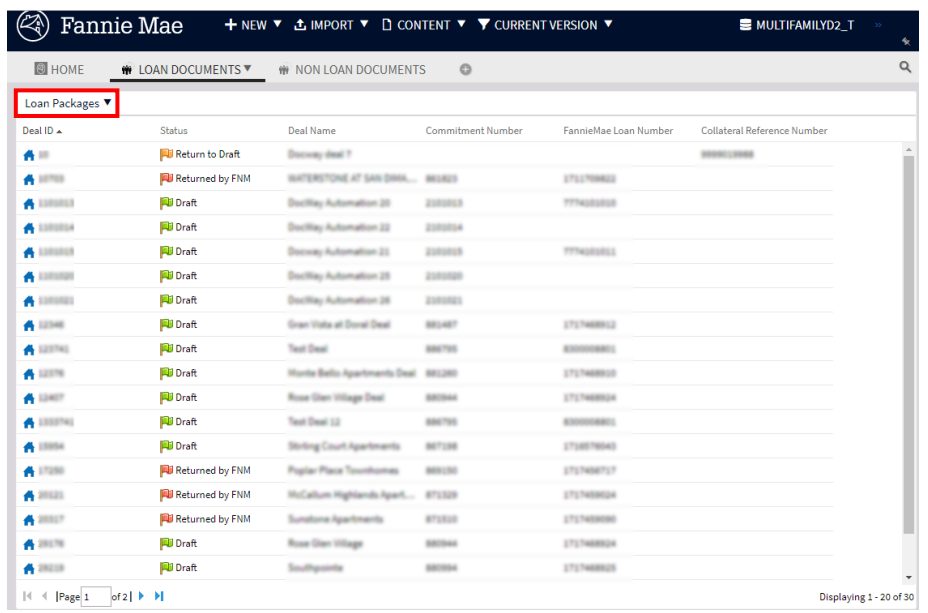
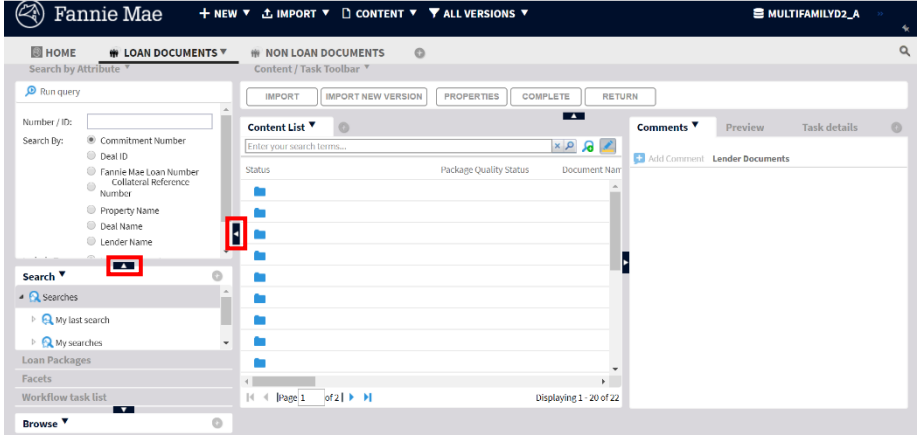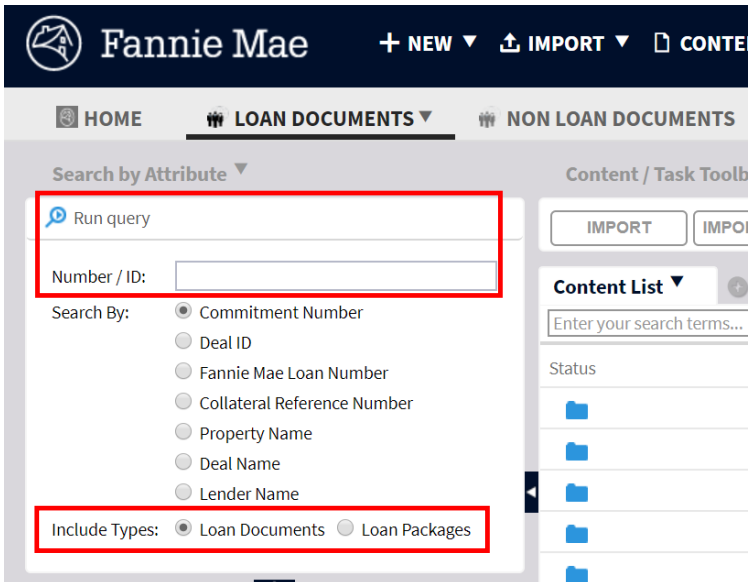| Steps	Additional Information/Results
1. When you have successfully logged in, the *Welcome* page is displayed.	On the DUS DocWay Welcome page, the logged in user's full name and email address is displayed in the top right corner of the window.
2. Click on **Useful Links** to be directed to a list of links to related applications, and the Fannie Mae Selling and Servicing Guide through *AllRegs* or *DUS Navigate*.	

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Steps	Additional Information/Results
3. Click on **Contact Us** to email a selected department at Fannie Mae if you have questions.	
4. Click on the **Loan Documents** tab to open the *Loan Documents* workspace.	

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Steps	Additional Information/Results
5. Optional Step: To reset the workspace, click on the dropdown **arrow** on the *Loan Documents* tab. Click on **Reset workspace** to return the *Workspace* to its default state; this action will remove search results and re-adjusts the columns and rows to standard size. This action will also refresh the data displayed to include all updates made by all users.	

Loan Documents Workspace Navigation

Loan Documents Workspace Navigation allows you to: Navigate the Loan Documents workspace efficiently.

Steps	Additional Information/Results
1. Click on the **Loan Documents** tab to open the Loan Documents workspace.	
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 the **Loan Packages** label to expand the *Loan Packages* window to full screen. Double click the label again to return the window to its original size.	

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Steps	Additional Information/Results
3. You can adjust your workspace left clicking on the **black bars** at the borders of the windows and dragging them left or right, up or down. 4. If you need to return to the original (default) layout, click on the **Loan Documents** tab and select **Reset Workspace** from the dropdown menu; you will be returned to the *Welcome* page and the *Loan Documents Workspace* 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 **Refresh** from the dropdown menu.	
5. Each of the windows on the *Loan Documents Workspace* has a different function. The *Search by Attribute* window at the top left of the screen allows you to search for documents or loan packages. To conduct a search, select either the *Loan Packages* or *Documents* radio button at the bottom of the window, then choose your search term (*Search By*), and then enter the *Number/ID* and click on **Run query**.	
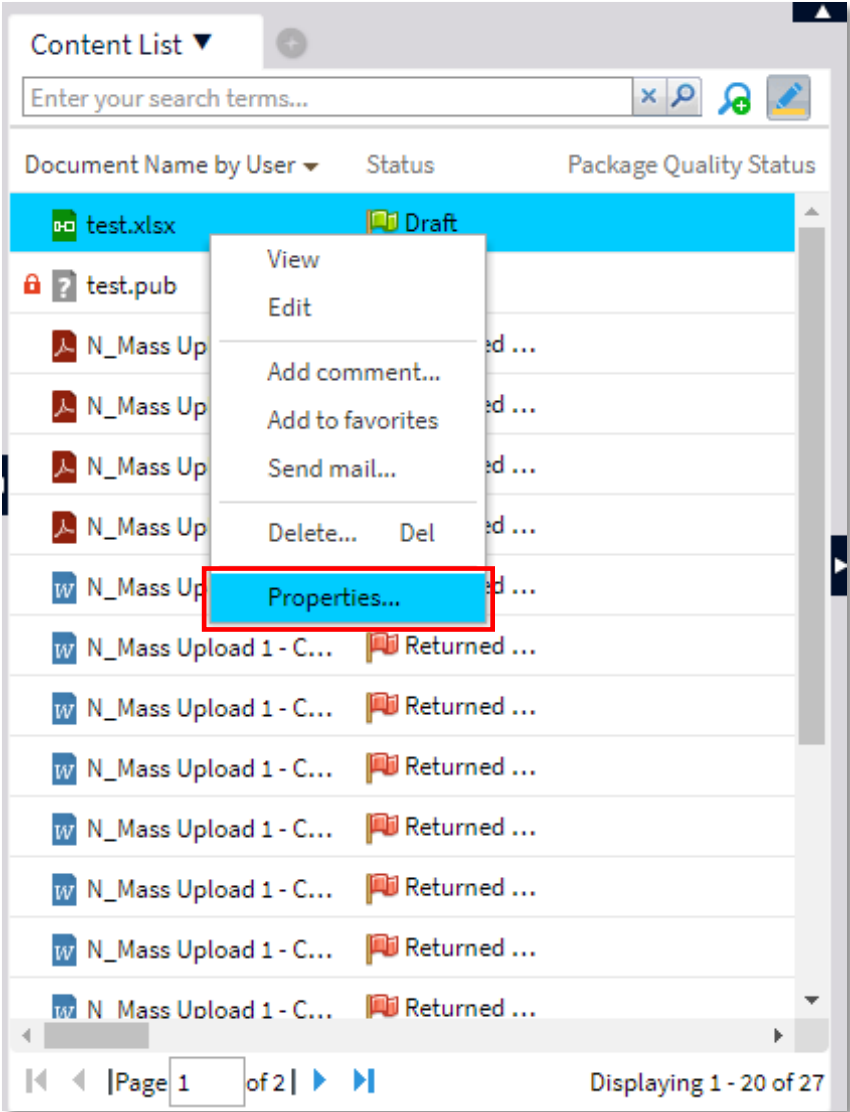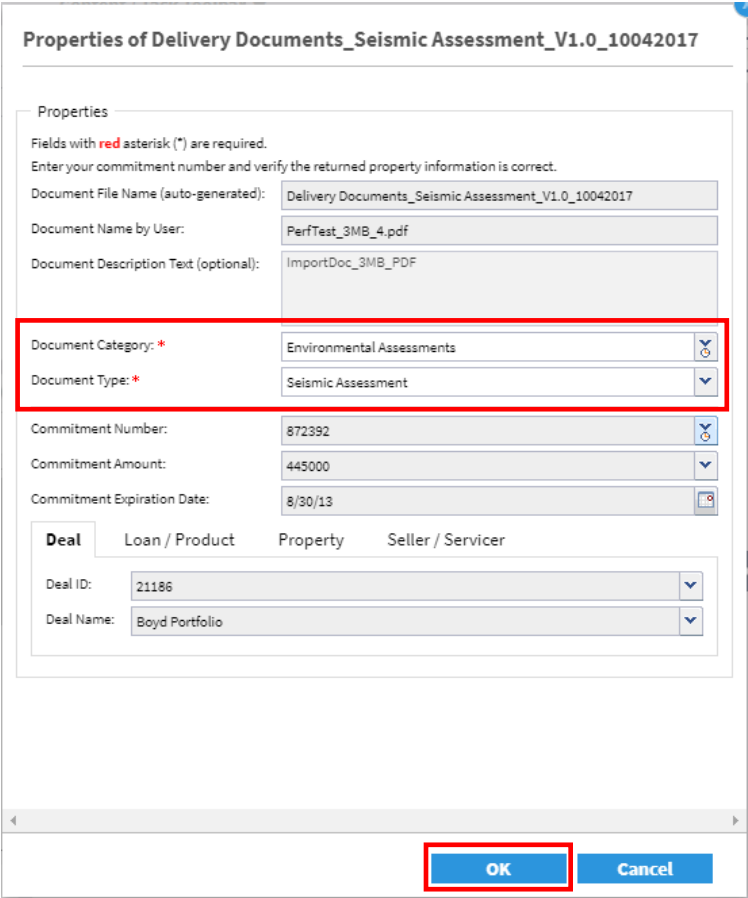
Steps	Additional Information/Results
6. The results of the query are displayed in the *Content List* window in the center of the screen. When you search for loan packages you will see the package or packages that match your search term listed in the *Content List*. If you then want to see the documents contained in a loan package, double click on the loan package.	
7. The *Loan Packages* window allows you to see the status of the loan packages that you are working on. Loan packages that have already been submitted to Fannie Mae are not displayed here. To display a loan package with a status of "submitted", use the *Search by Attribute* window to run a query.	

Steps	Additional Information/Results
8. The *Comments* window shows you all of the comments that pertain to the selected loan package.	

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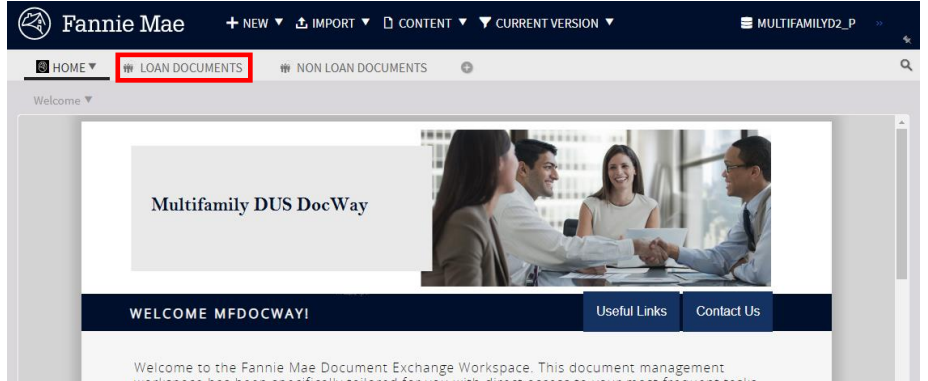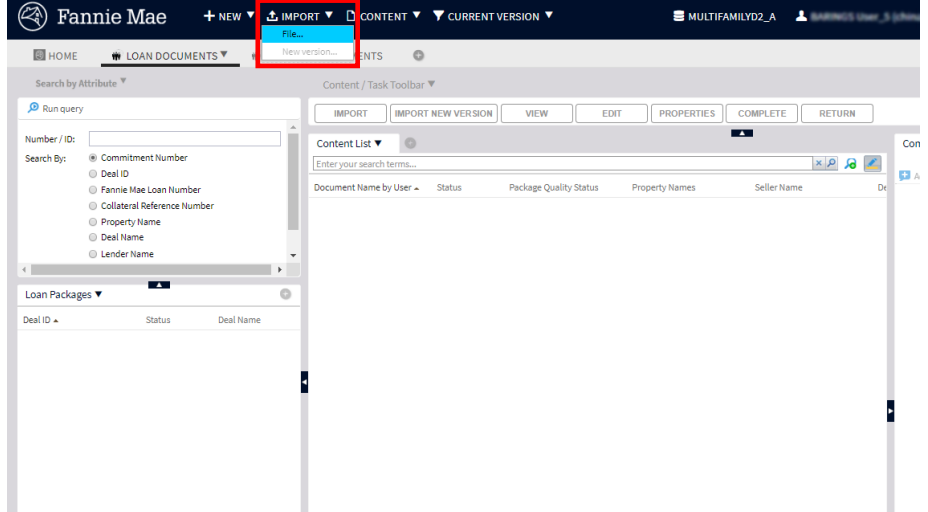
You may update a selected document's **Document Category** and **Document Type** at any time before the loan package is submitted to Fannie Mae.

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

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Steps	Additional Information/Results
2. With the *Properties…* window displayed, click on the **Document Category** dropdown and select the appropriate document category, then click on the **Document Type** dropdown and select the appropriate document. 3. When finished, Click **OK**.	**Properties of Delivery Documents_Seismic Assessment_V1.0_10042017** Properties Fields with **red** asterisk (*) are required. Enter your commitment number and verify the returned property information is correct. Document File Name (auto-generated): Delivery Documents_Seismic Assessment_V1.0_10042017 Document Name by User: PerfTest_3MB_4.pdf Document Description Text (optional): ImportDoc_3MB_PDF Document Category: * Environmental Assessments Document Type: * Seismic Assessment Commitment Number: 872392 Commitment Amount: 445000 Commitment Expiration Date: 8/30/13 **Deal** Loan / Product Property Seller / Servicer Deal ID: 21186 Deal Name: Boyd Portfolio **OK** **Cancel**

Import a Document

Follow the steps below to import loan documents.

Steps	Additional Information/Results
1. From the *Welcome* page, click on the **Loan Documents** tab to open the Loan Documents workspace.	
2. Click on **Import** on the top menu bar, then **File**.	

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Steps	Additional Information/Results
3. The *Import File screen* will open. Choose files to upload by clicking on the browse button (the ellipses "…"). The *Choose File to Upload* screen will open on your desktop allowing you to navigate to, and select, the appropriate file.	 **Note**: Click on the **X** below the ellipses (…) with a file selected to delete the file from the list of files to import. **Note**: You may also drag and drop files into the **Files to Import** box.
4. Click on the file or files you want to upload and click **Open**. The files will appear in the *Files to Import* list.	 **Note**: Multiple files can be selected for upload by pressing the **Ctrl** button on your keyboard during file selection.
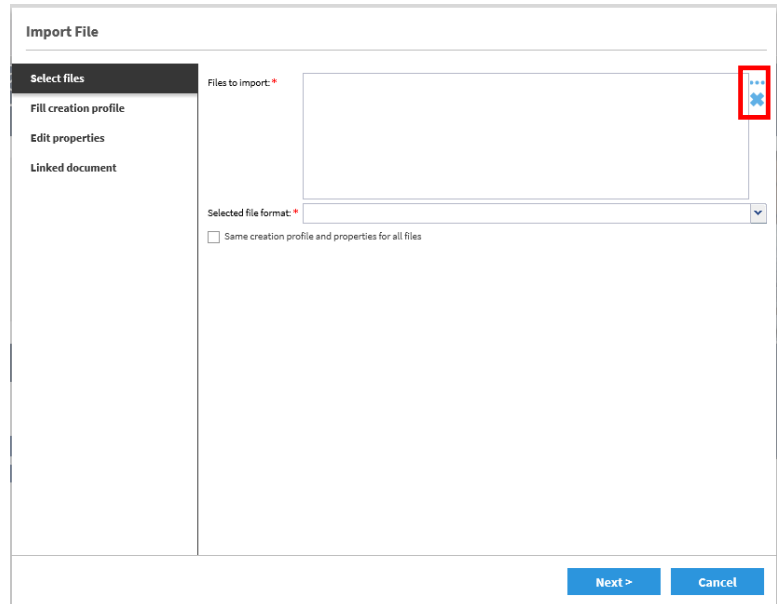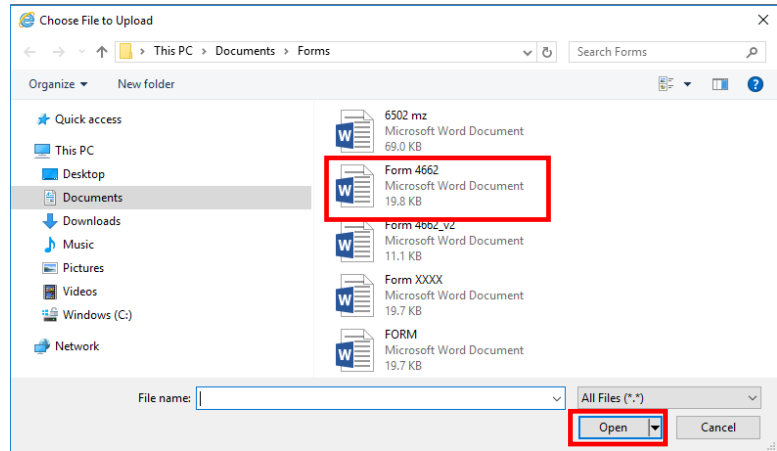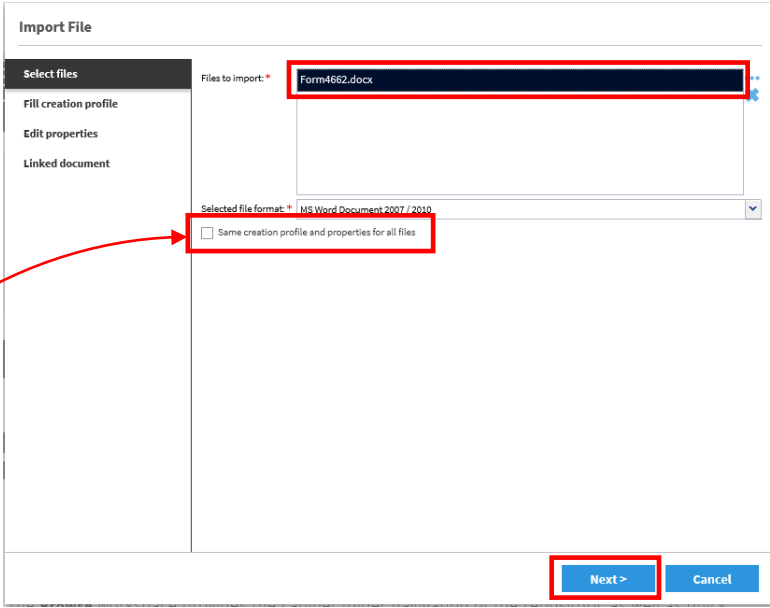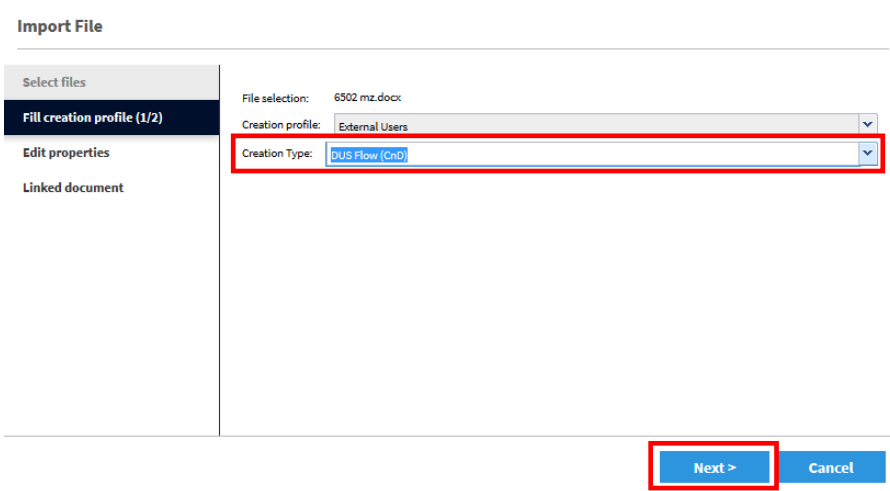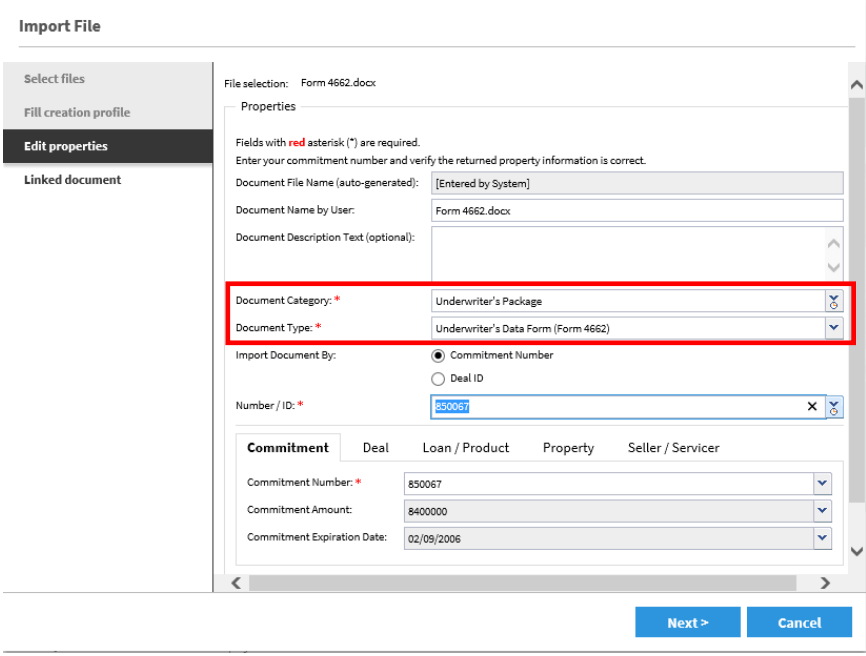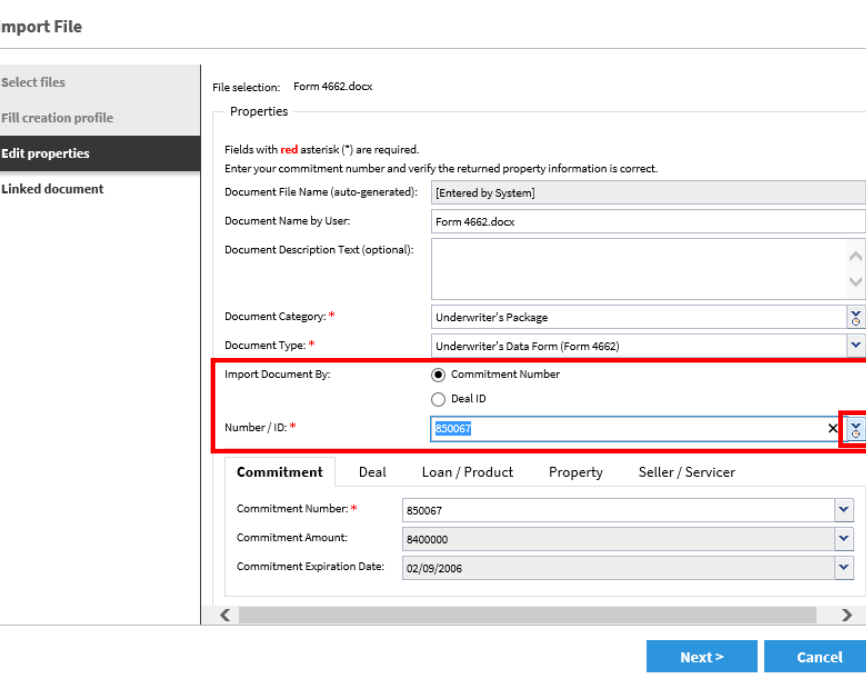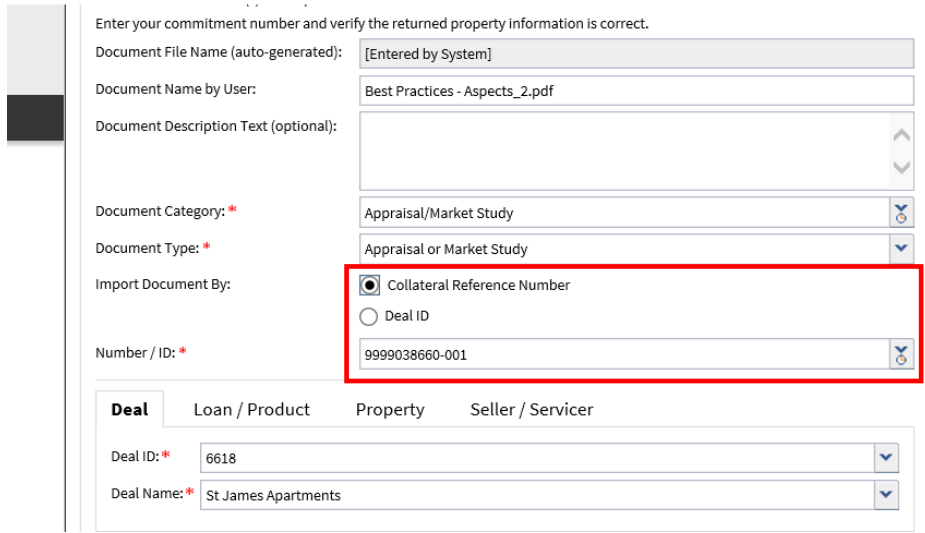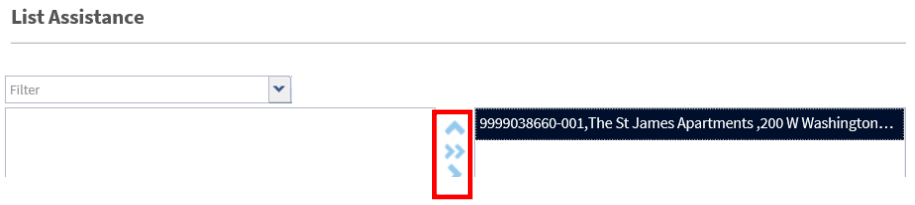
Steps	Additional Information/Results
5. With the files you want to import shown, click **Next** to continue.	 **Note**: When uploading multiple documents, you may select the **Same creation profile and properties for all files**. Using this checkbox will allow DUS DocWay to automatically upload all selected files. The files will be assigned the same properties, including *Document Category* and *Document Type*, however, *Properties* can be updated after the documents are uploaded as appropriate.
6. The *Fill Creation Profile* page will open. Select the appropriate **Creation Type** (either *DUS Flow* [C&D] or *Structured Facilities* [MSFMS]) from the dropdown and click **Next**.	

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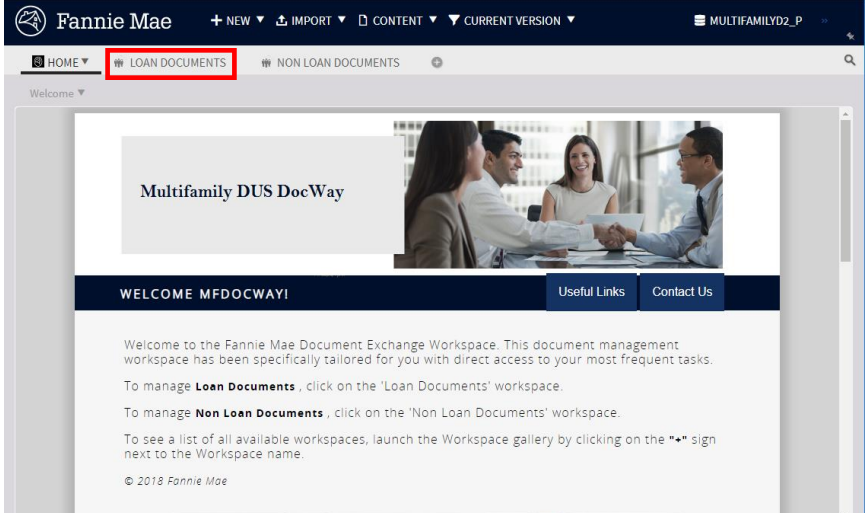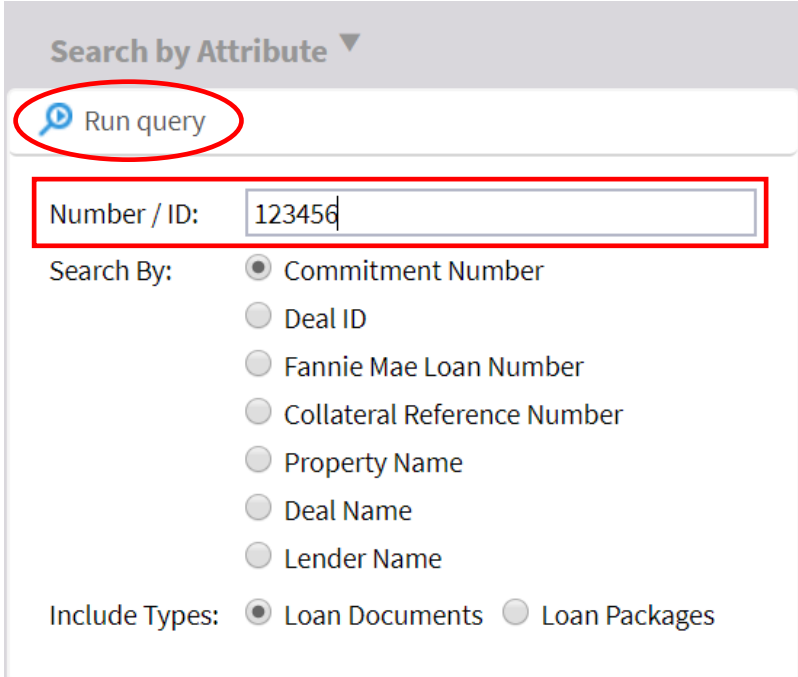
Steps	Additional Information/Results
7. The *Edit Properties* screen will open. A red asterisk indicates a required field. Select **Document Category** and **Document Type** from the dropdown lists.	
8. If you are importing documents for a flow transaction (i.e., from C&D), associate the imported document with the commitment number by selecting the **Commitment Number** radio button and then enter the commitment number in the **Number/ID** field. Finally, click on the dropdown to validate the number.	 **Note**: For flow transactions (from C&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. **Note:** The Property tab is not automatically populated. Step 10 below covers how to associate a property to the document.

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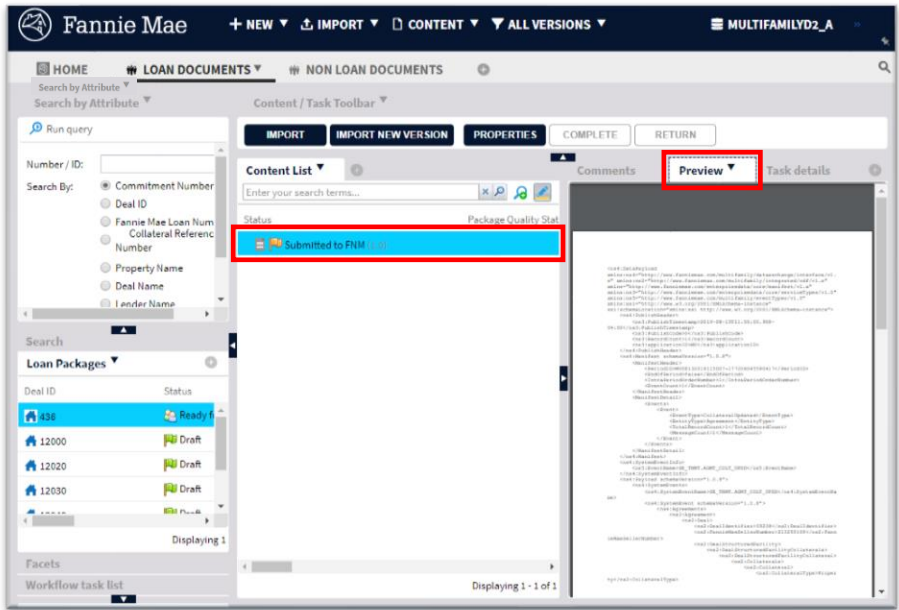
Steps	Additional Information/Results
9. If you are importing documents for a structured facilities transaction (MSFMS), associate the imported document with the collateral reference number by selecting the **Collateral Reference Number** radio button and then entering the collateral reference number in the **Number/ID** field. Then, click on the dropdown to validate the number.	Enter your commitment number and verify the returned property information is correct. Document File Name (auto-generated): [Entered by System] Document Name by User: Best Practices - Aspects_2.pdf Document Description Text (optional): Document Category: * Appraisal/Market Study Document Type: * Appraisal or Market Study Import Document By: ● Collateral Reference Number ○ Deal ID Number / ID: * 9999038660-001 **Deal** Loan / Product Property Seller / Servicer Deal ID: * 6618 Deal Name: * St James Apartments **Note**: 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 **Property** tab and completing the form following the steps below.
10. If you are importing documents for a structured facilities transaction (MSFMS) *Property* is required (it's optional for flow transactions [C&D]). Click on the **Property** tab to enter required property information. 11. Click on the **Browse** button (i.e., the ellipses [...]) to bring up the *Property List*.	Deal Loan / Product **Property** Seller / Servicer Properties: * ...
12. On the *Property List*, click the propertie/s you wish to select and then use the blue arrows in the middle of the screen to move properties to the right side of the screen to select them.	**List Assistance** Filter 9999038660-001,The St James Apartments ,200 W Washington…

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Preview a Document

To quickly view an uploaded PDF document or Microsoft Office document, you can generate a preview. Follow the steps below to preview a document:
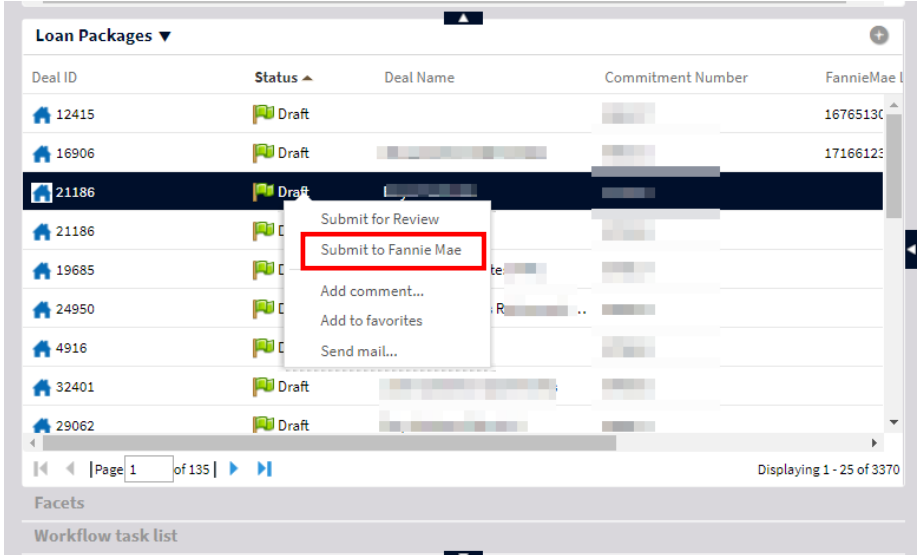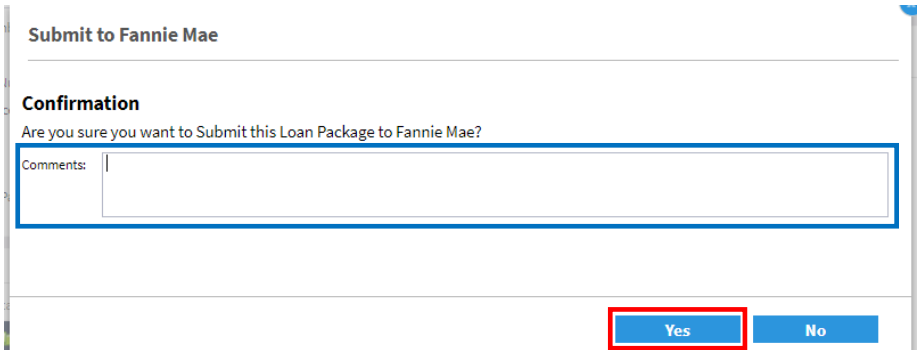
Steps	Additional Information/Results
1. From the *Welcome* page, click on the **Loan Documents** tab.	
2. Search for the document to preview. Enter the **Number/ID** of the document you are searching for. Click **Run/Query**. All items matching the *Number/ID* entered will be displayed.	

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

![Fannie Mae]

Submit a Loan Package with a Draft Status to Fannie Mae
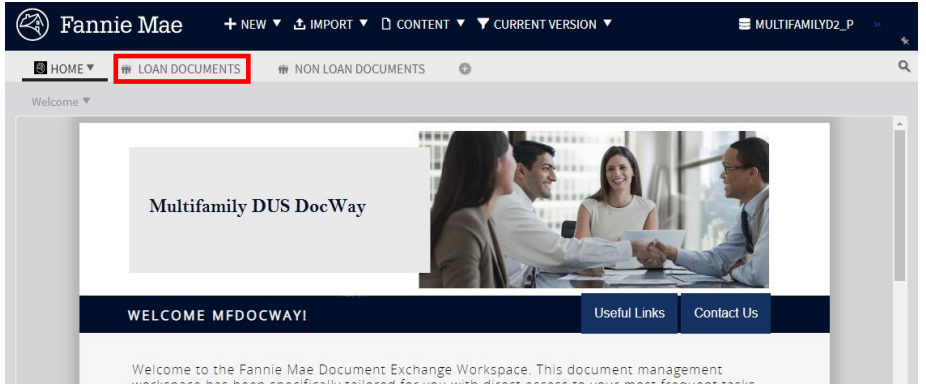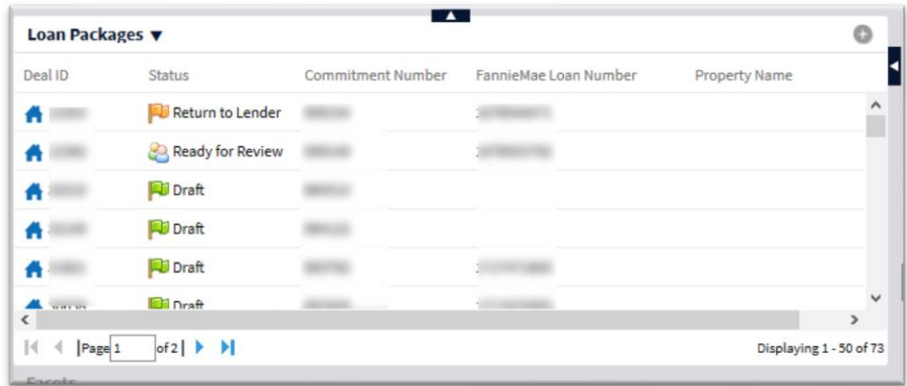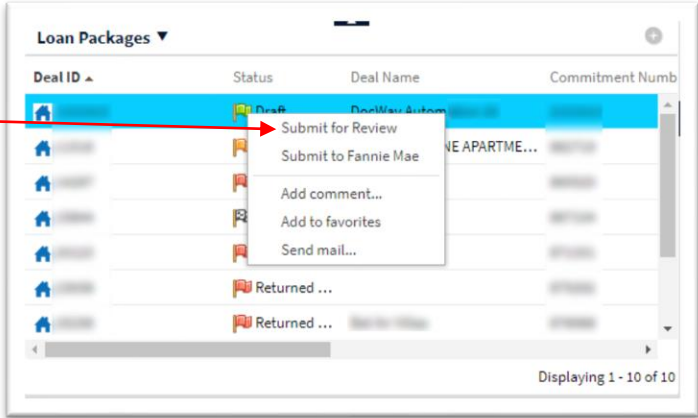
Both lender users and lender admins can either a) submit a loan package for internal review, or b) submit the loan package to Fannie Mae (without an internal review).
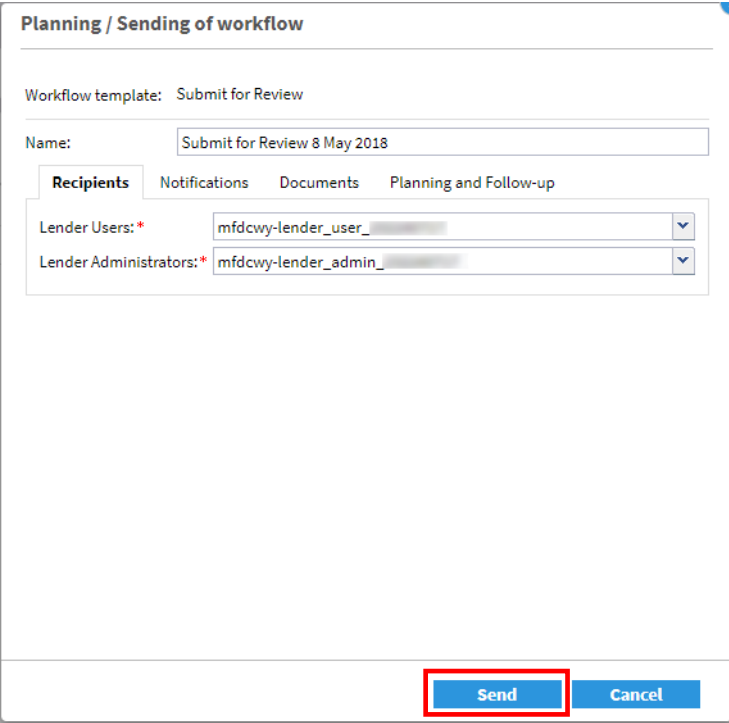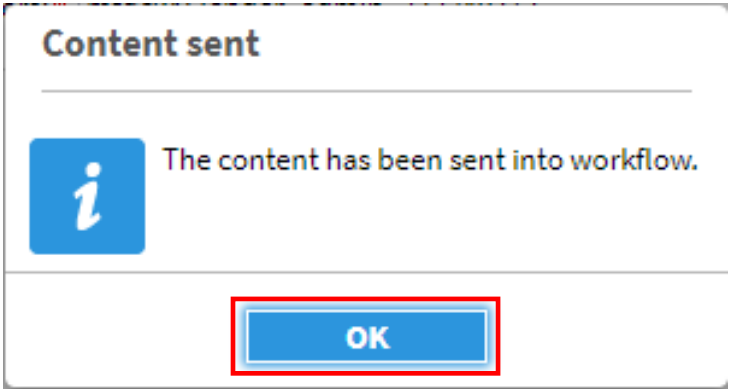
This section covers how to submit a DRAFT loan package to Fannie Mae directly (without completing an internal review).

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

Submit Loan Package for Internal Review

DUS DocWay workflow includes an option to submit a loan package for an internal review prior to its 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.
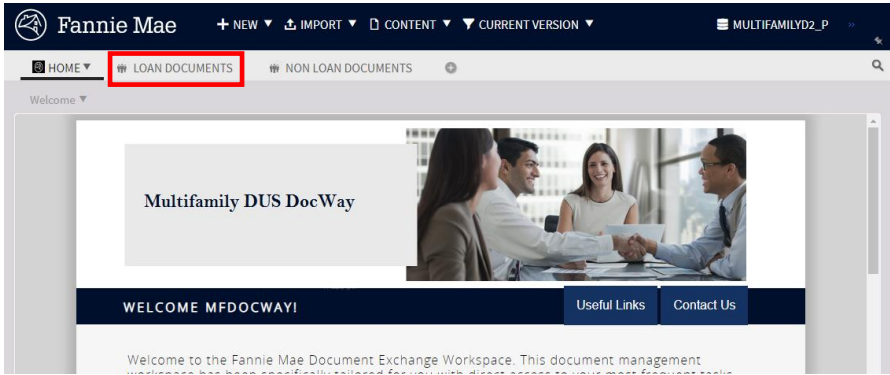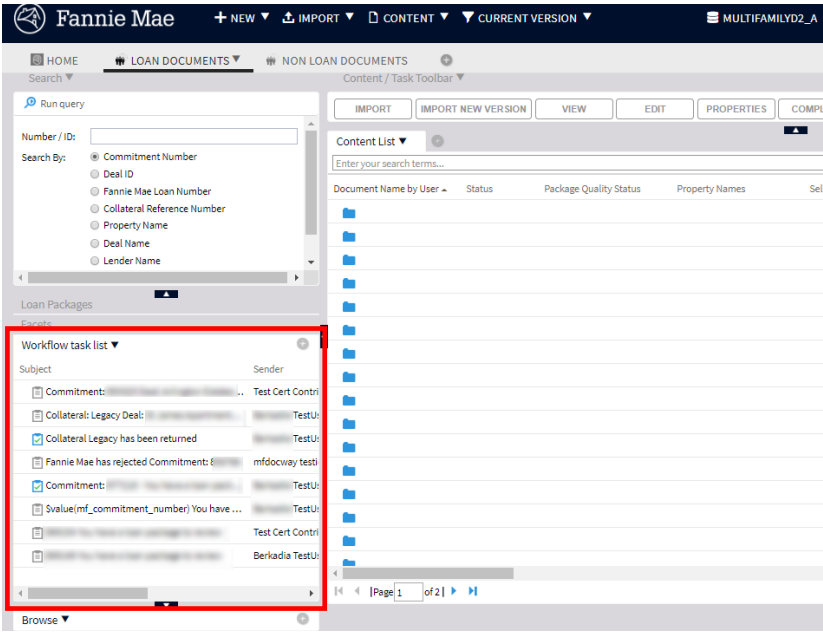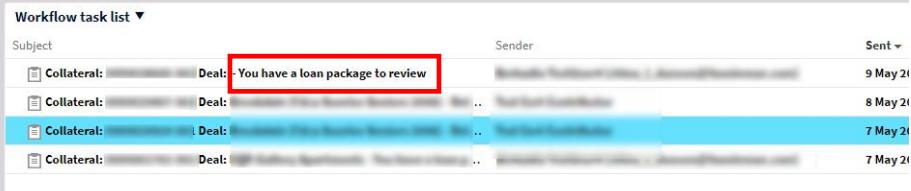
Steps	Additional Information/Results
1. From the *Welcome* page, click on the **Loan Documents** tab to open the Loan Documents workspace.	
2. The *Loan Documents* workspace will open with loan packages listed in the window on the lower left of your screen.	
3. Right click on the appropriate package, then select **Submit for Review** from the dropdown menu.	 **Note**: Loan packages in Draft status can be sent for internal review.

Steps	Additional Information/Results
4. If you are assigned the *Lender User* role, the Lender Administrator group will be automatically selected as the reviewer. If you are assigned the *Lender Administrator* role, select **mfdcwy-lender_admin_*** in both drop down selections. All users in your organization who are assigned the *Lender Administrator* role will receive the loan package for review. Click **Send**.	**Planning / Sending of workflow** Workflow template: Submit for Review Name: Submit for Review 8 May 2018 **Recipients** Notifications Documents Planning and Follow-up Lender Users: * mfdcwy-lender_user_ Lender Administrators: * mfdcwy-lender_admin_ **Send** **Cancel**
5. A message will be displayed which indicates that the loan package has been sent for review. Click **OK** to close the message.	**Content sent** *i* The content has been sent into workflow. **OK**

Conduct Internal Review of a Loan Package
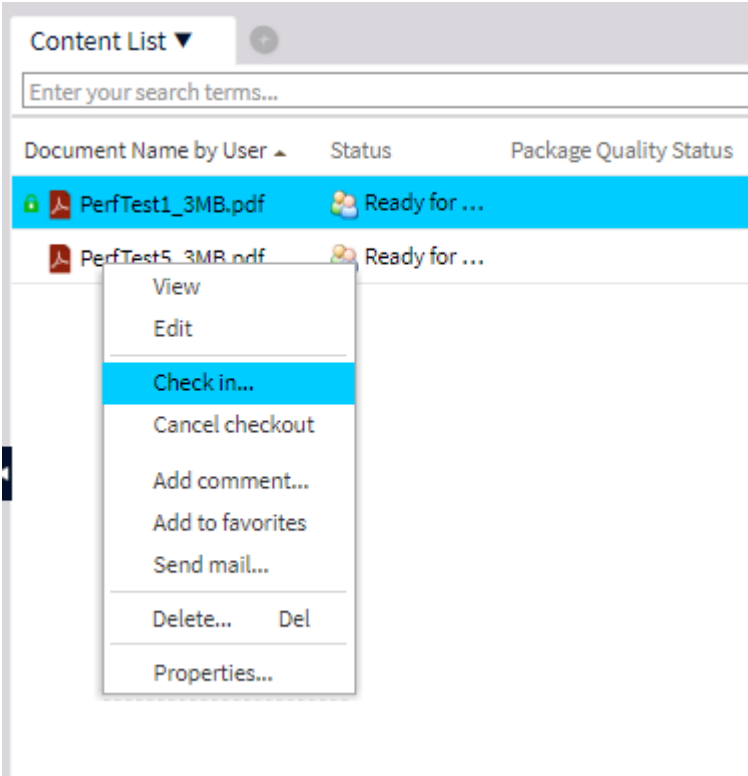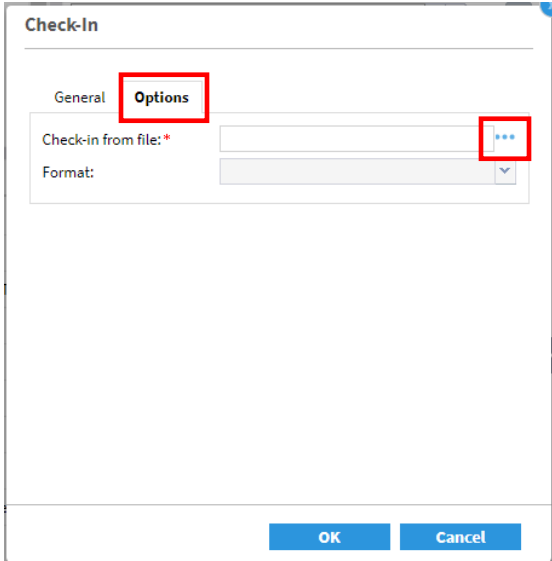
A loan package may be reviewed internally (this review is optional). When the review is complete, the reviewer can either return the package to the user who created it to make changes, or they can submit it to Fannie Mae. Users assigned the *Lender Admin* role will receive an email notification whenever there is a loan package ready for review, and they will also receive a notification in their *Workflow Task List*.
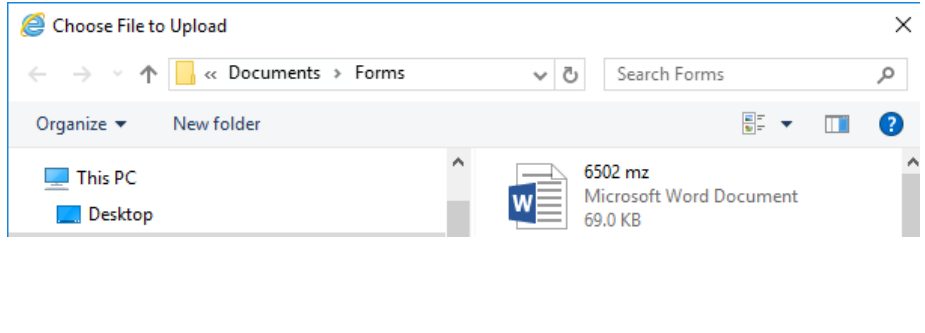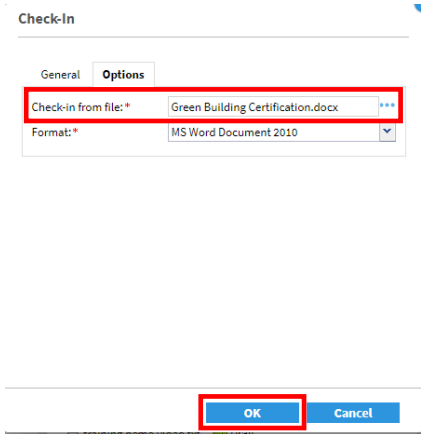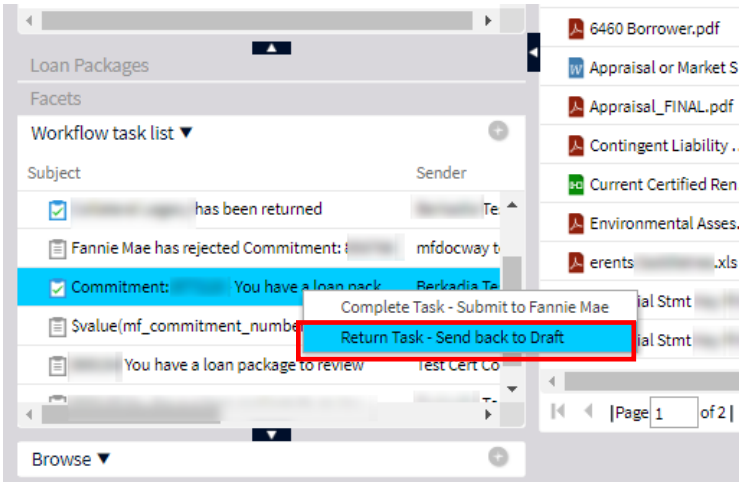
Follow the steps below to conduct an internal review of a loan package.
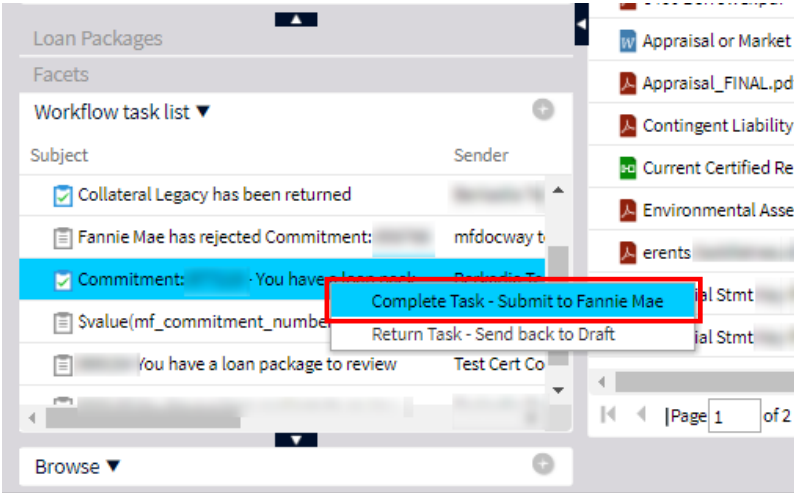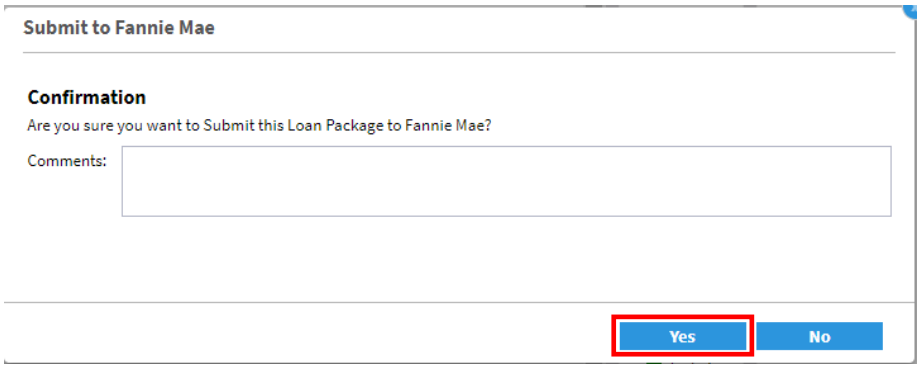
Steps	Additional Information/Results
1. If you receive an email notification that you have tasks to complete, the message will include a link to DUS DocWay. 2. Click on the link and log in. 3. Click **Loan Documents** on the *Welcome* page. The *Loan Documents* workspace will open.	
4. The *Workflow Task List* may already be open at the bottom left of the screen. If not, click on the **Workflow Task List** tab at the bottom left of the screen to open it.	
5. The list will include all loan packages with a status of *Ready for Review*. They are shown with the label, *You have a loan package to review*.	

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Steps	Additional Information/Results
6. To select a loan package to review, right click on the loan package, then click on **Acquire task**.	
7. The documents associated with the loan package will now display in the *Content List*. If a document requires an update, right click on it and select **Edit** from the dropdown.	
8. When you select **Edit**, 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 the file.	

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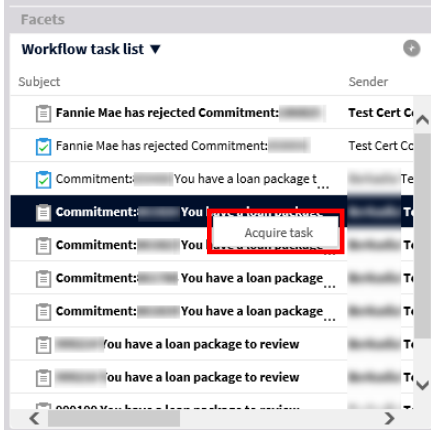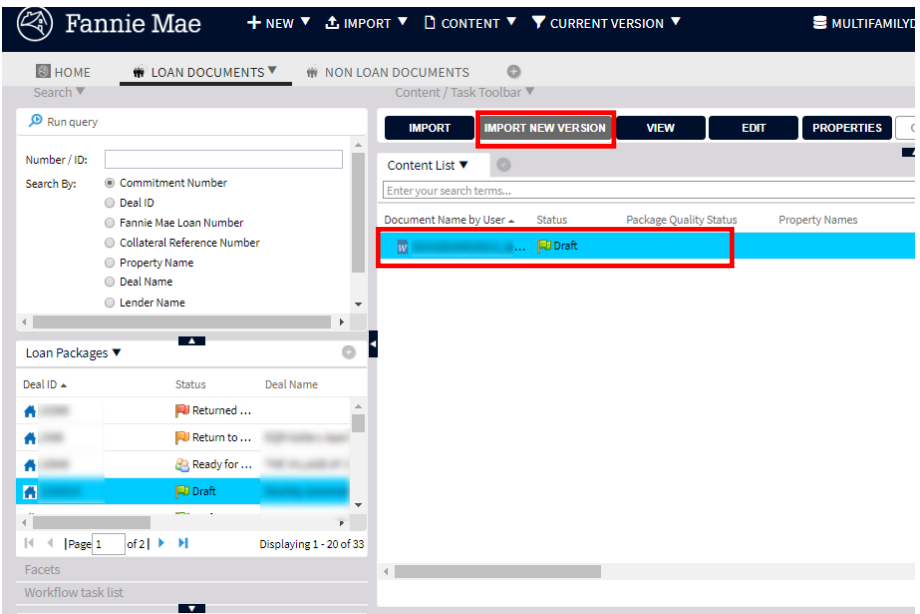
Steps	Additional Information/Results
9. To import the revised version of the document, highlight the document in the *Content List,* right click and select **Check In**.	
10. The *Check-In* window will open. Click on the **Options** tab and select the **browse** button (i.e., the ellipses [...]).	 **Note**: No changes are required on the **General** tab.

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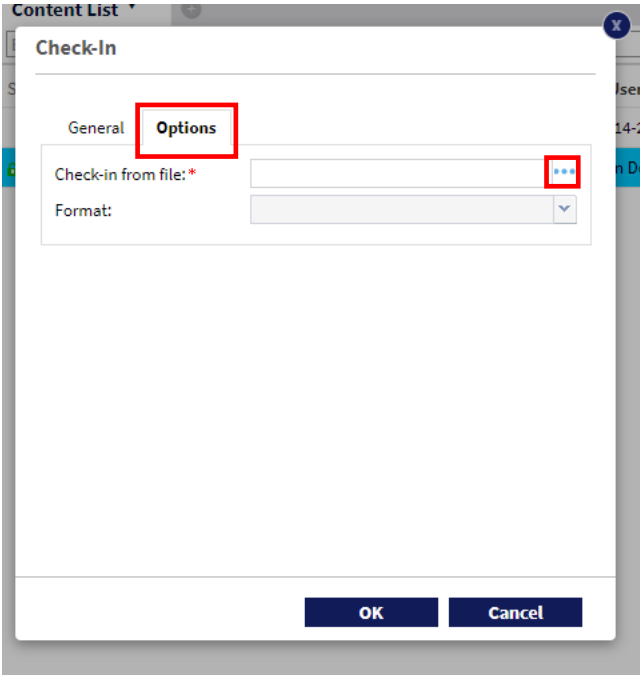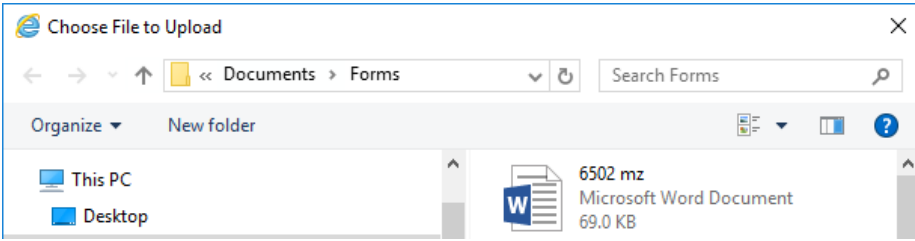
Steps	Additional Information/Results
11. The *Choose File to Upload* window will open. Select the document to be imported (i.e., the new version of the document) by clicking on it, then click on **OK** to upload it.	
12. The selected document will now be listed in the *Check-in from file* field. 13. Click **OK**. The document will be imported into DUS DocWay.	
14. (Optional step) To return a loan package for correction, right click on it in the *Workflow Task List* and select **Return Task – Send back to Draft**.	
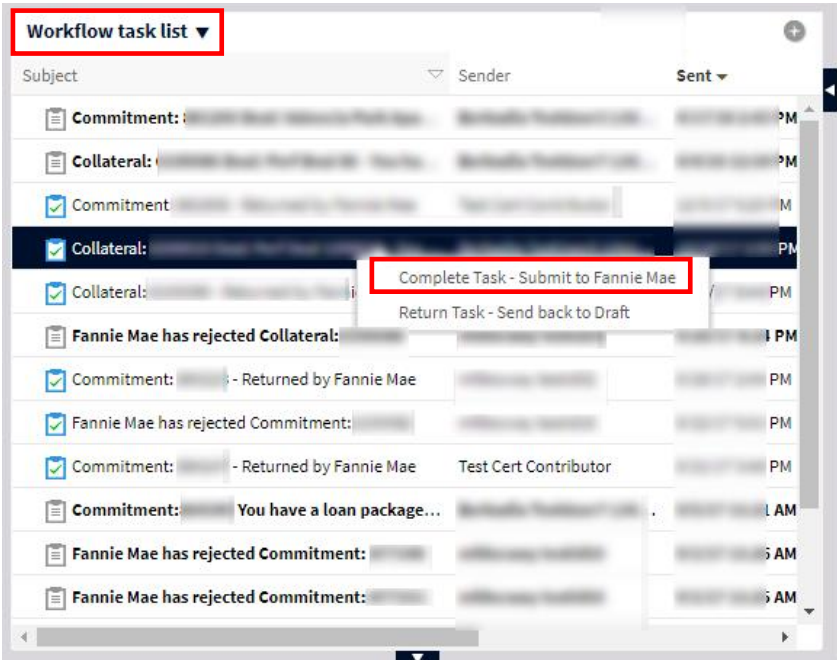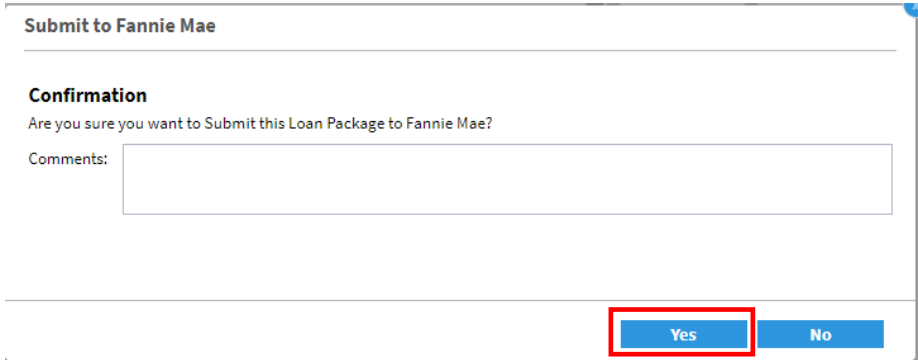
Steps	Additional Information/Results
15. (Optional step) To submit the loan package to Fannie Mae, right click on it and select **Complete Task – Submit to Fannie Mae**.	
16. (Optional step) Enter comments for Fannie Mae reviewers. 17. Click **Yes** to submit the loan package to Fannie Mae.	

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 for correction. Follow the steps below to update documents and resubmit to Fannie Mae.

Steps	Additional Information/Results
1. From the *Workflow Task List*, right click on the task, then click on **Acquire Task**.	 **Note**: After you click on **Acquire Task** you will be able to import new documents or revise existing documents. Follow the steps in *Import a Document* in this Guide for instructions on how to import a document.
2. To revise or replace a document you will import a new version. Click on the document you want to replace, then click on the **Import New Version** button.	

Steps	Additional Information/Results
3. The *Check-In* window will open. Click on the **Options** tab. Click on the **Browse** button (the ellipses […]) to continue.	
4. The *Choose File to Upload* window will open. Select the document to be imported by clicking on it, then click on **OK** to upload it. Repeat steps 2, 3 and 4 as required to replace additional documents. When all document modifications are complete, continue to Step 5.	
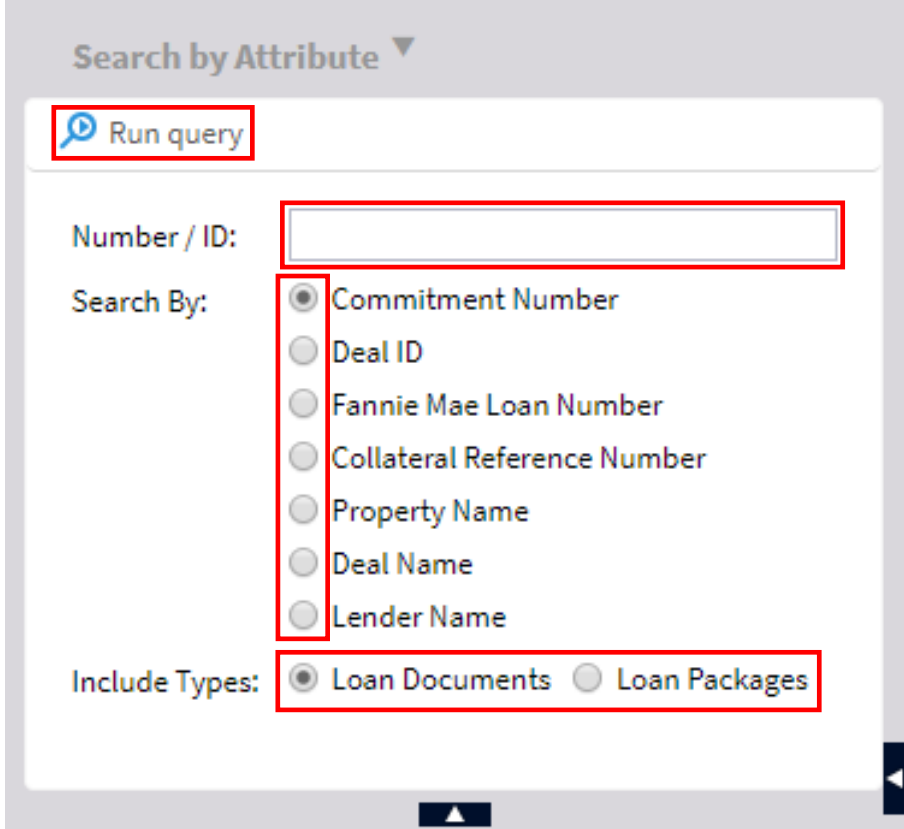
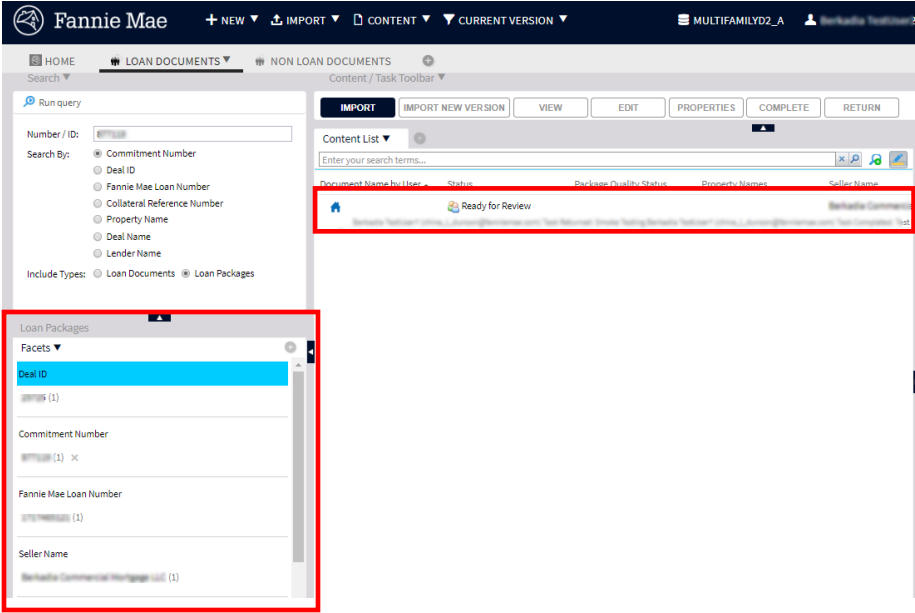| Steps	Additional Information/Results
5. When the loan package is updated and you are ready to submit it to Fannie Mae, in the *Workflow Task List*, right click on the task and select **Complete Task – Submit to Fannie Mae** from the dropdown menu.	
6. Add comments for Fannie Mae. 7. Click **Yes** to submit.	 **Note**: This required step sends the task back to Fannie Mae and notifies them that the requested revisions have been made.

Fannie Mae
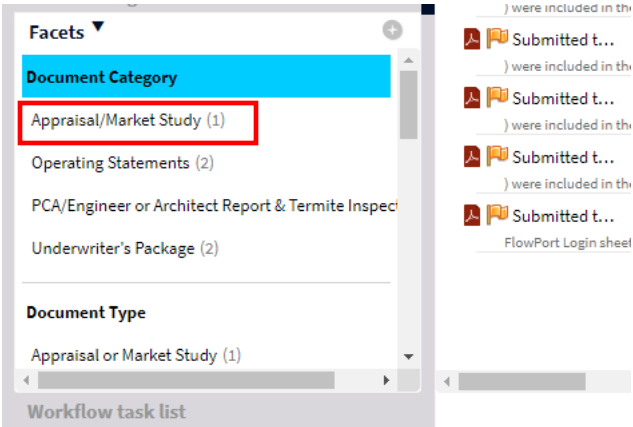
Searching for a Document

This section will cover:
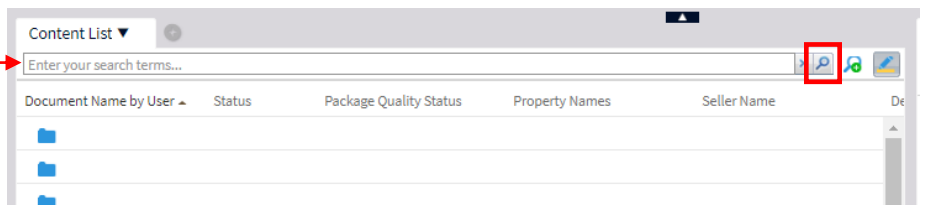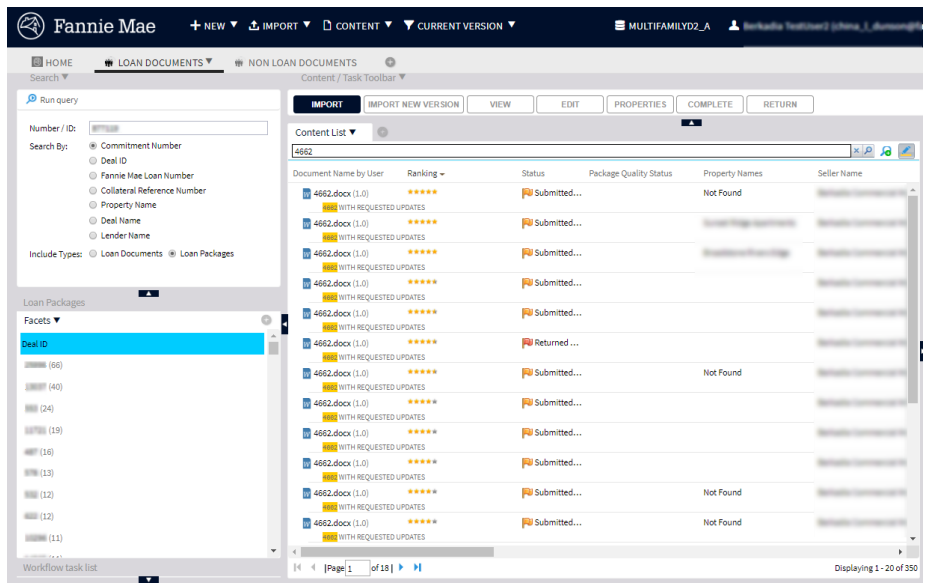
- **Search by Attribute** which allows you to quickly find documents with certain specified attributes.
- **Basic Search** allows you to search the content of documents for a specified term or terms.

Follow the steps below to perform both types of searches.

Steps	Additional Information/Results
1. To conduct a search by attribute, begin at the bottom of the *Search by Attribute* window: Select either **Loan Documents** or **Loan Packages**. 2. Select **Search By** criteria (i.e., commitment number, deal ID, etc.) 3. Enter the **Number ID** field. 4. Click **Run/Query** at the top of the *Search by Attribute* window.	 **Note**: Advanced search functionality is a third available search option. It allows you to build a customized search query using a range of search criteria and facets. For assistance using the advanced search feature, email DUS DocWay_Support@FannieMae.com.

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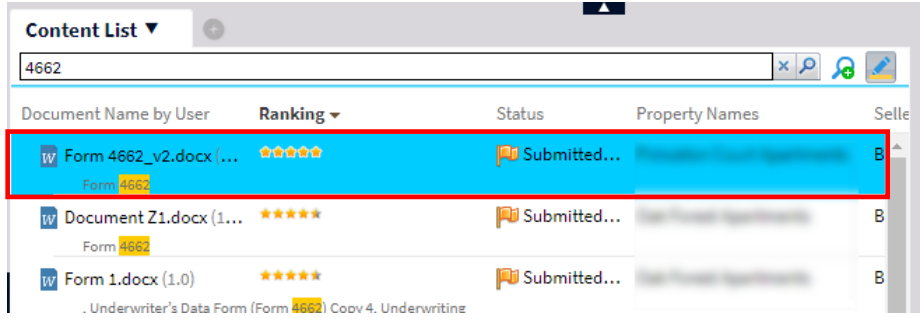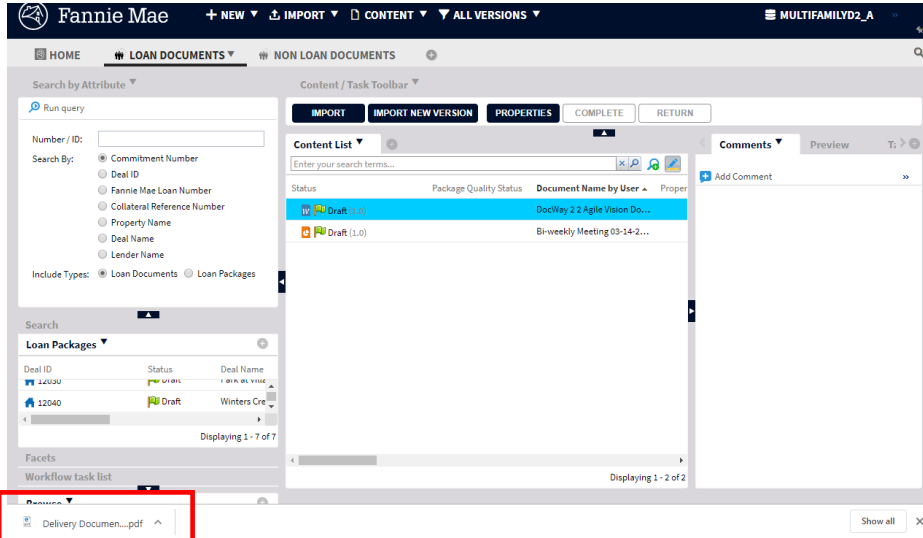| Steps	Additional Information/Results
5. If you selected *Loan Packages*, the loan package will be listed in the *Content List*. Double click on the loan package listing to display the documents in the loan package. (If you selected *Loan Documents*, the loan documents would be displayed.)	 **Note**: *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 facet filters are links that allow you to quickly display the related document/s (e.g., click on "Appraisal/Market Study" to display all documents that have a Document Category of "Appraisal/Market Study"). To return to the full list, click on the X next to the facet filter.

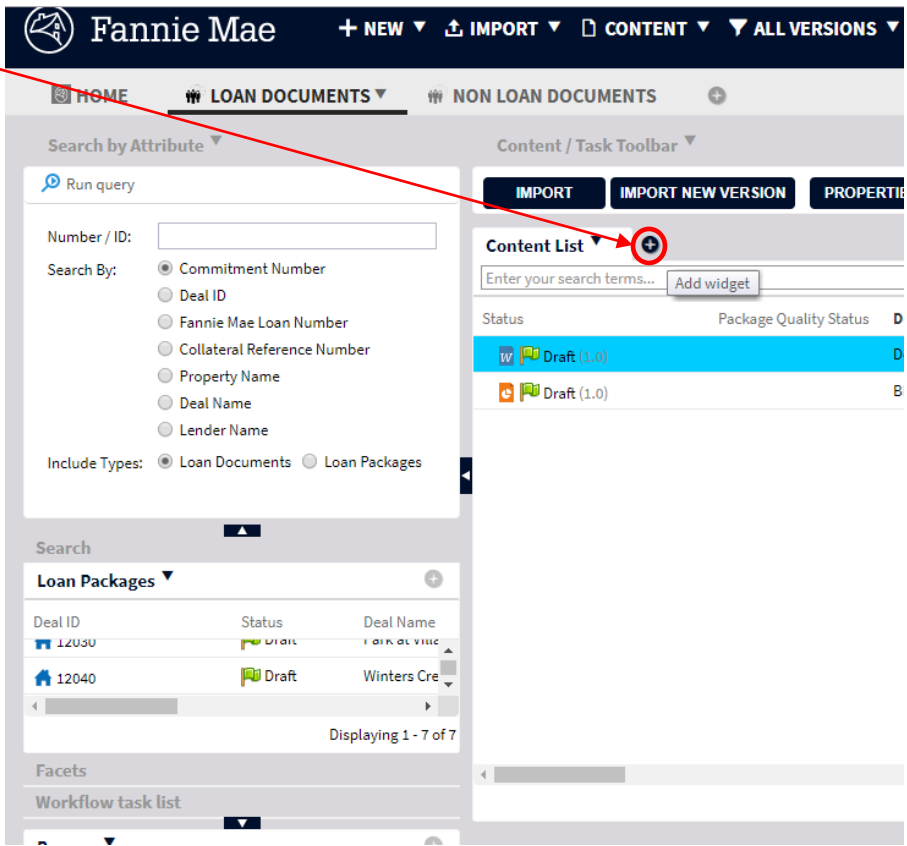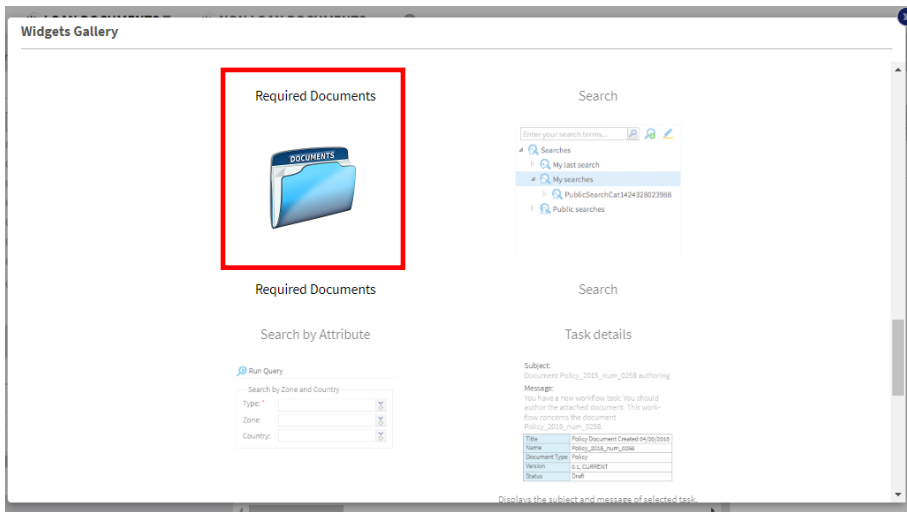| Steps	Additional Information/Results
6. To complete a *Basic Search*, enter search terms in the search bar in the *Content List* window, and then click on the small **magnifying glass icon** on the right side of the search bar.	 **Note**: Search terms may consist of either alpha or numeric entries, 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).
7. Search results will be displayed.	

Exporting a Document

To export a document from DUS DocWay, you begin by searching for and displaying the document in the **Content List** in the *Loan Documents Workspace*. If you need assistance with how to search for a document, refer to the section of this Guide titled *Search for a Document*.
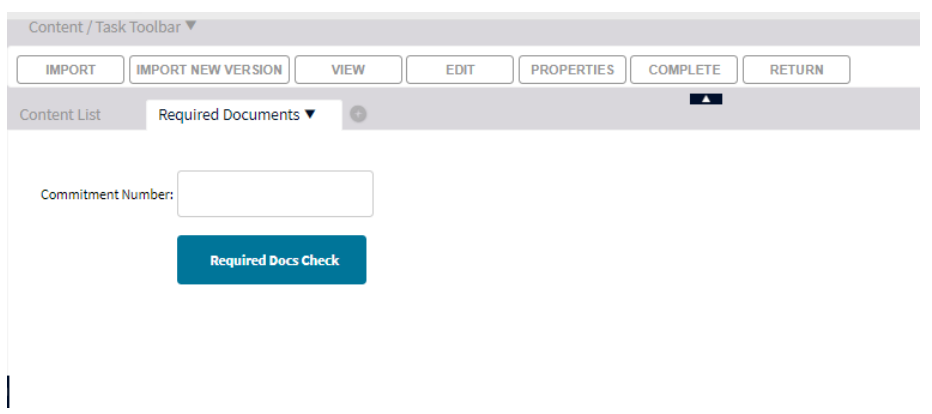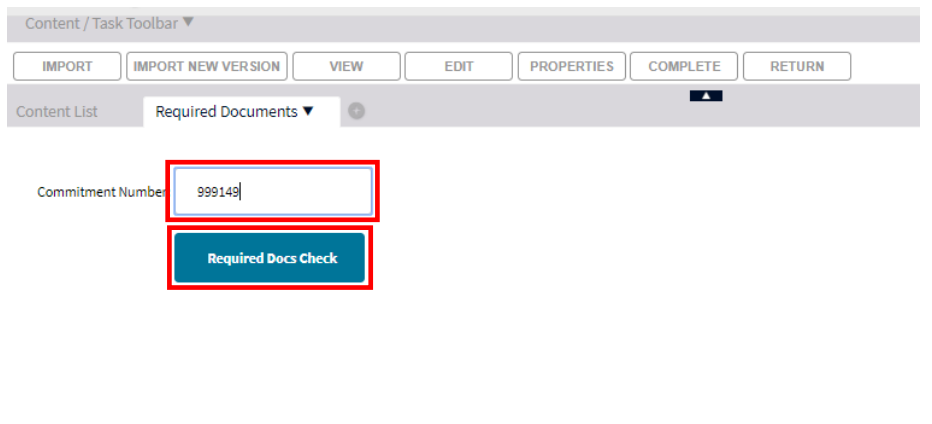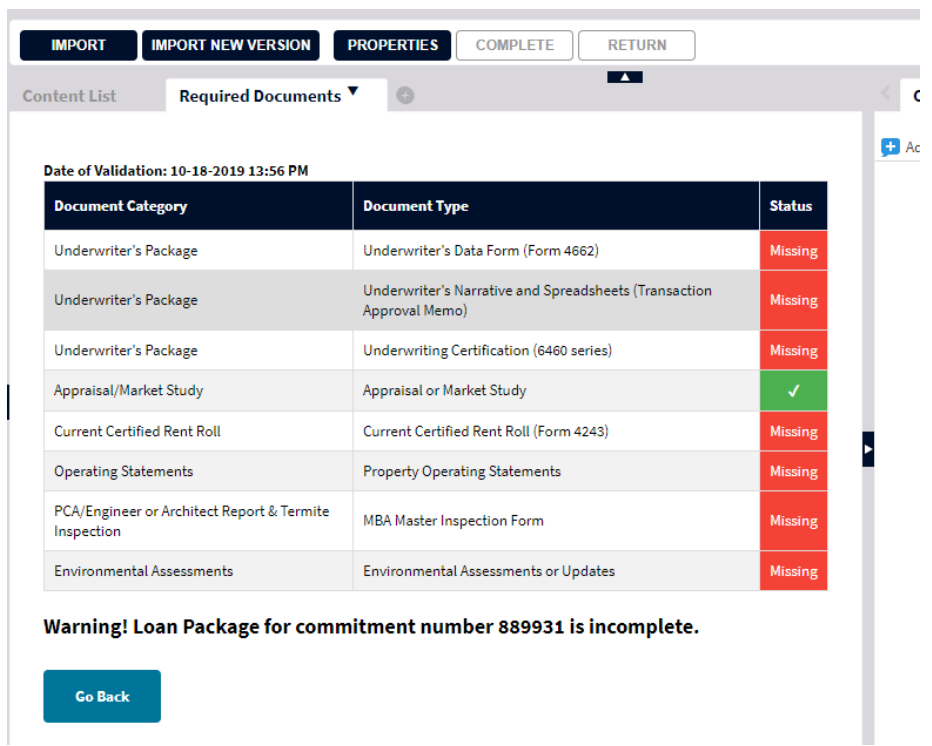
You may export documents from DUS DocWay by following the steps below.

Steps	Additional Information/Results
1. In the *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.	

Check a Loan Package for Completeness

To check a loan package for completeness, you can install and use a widget which will provide a report of the contents of a specified commitment's loan package. The check provides a listing of core required documents (documents required for all loan packages) and clearly identifies which documents are missing, if any. Follow the steps below to check a loan package for completeness:

Steps	Additional Information/Results
1. Next to the *Content List* tab, click on the plus ("+") sign to open the Widgets Gallery.	
2. When the *Widgets Gallery* opens, scroll down and click on the **Required Documents** widget.	

3. The *Required Documents* widget will appear.	
4. Enter the commitment number for the loan package you want to check for completeness. 5. Click on the **Required Docs Check** button.	
6. The *Required Documents* listing will display documents that are included in the package with a checkmark ("√") in a green box next to them; missing documents are shown with the word "Missing" in a red box.	

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Questions?

If you need assistance with DUS DocWay, would like to request training, or have a question, please email us at *DUSDocWay_Support@fanniemae.com*.