



Fannie Mae®

DUS DocWay®

Managing Lender Assessment

Documents

August 2024






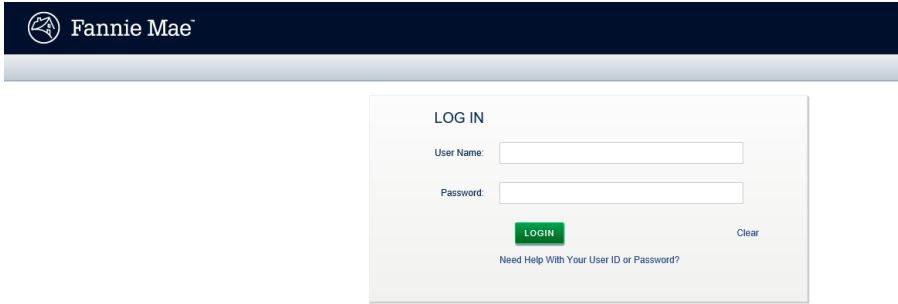
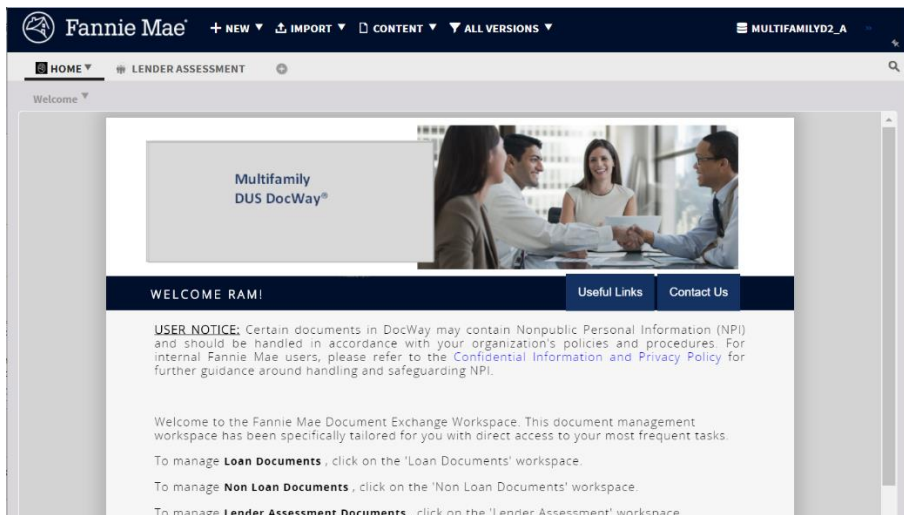
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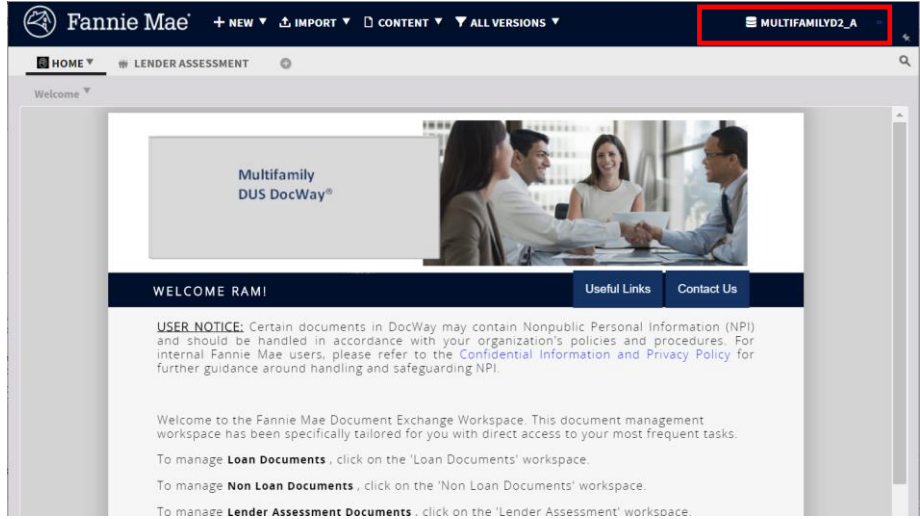
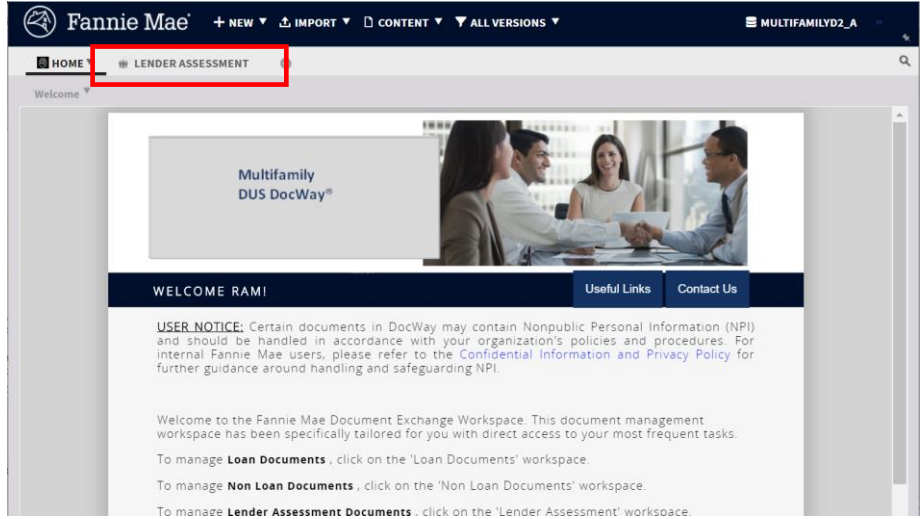
Getting Started with DUS DocWay

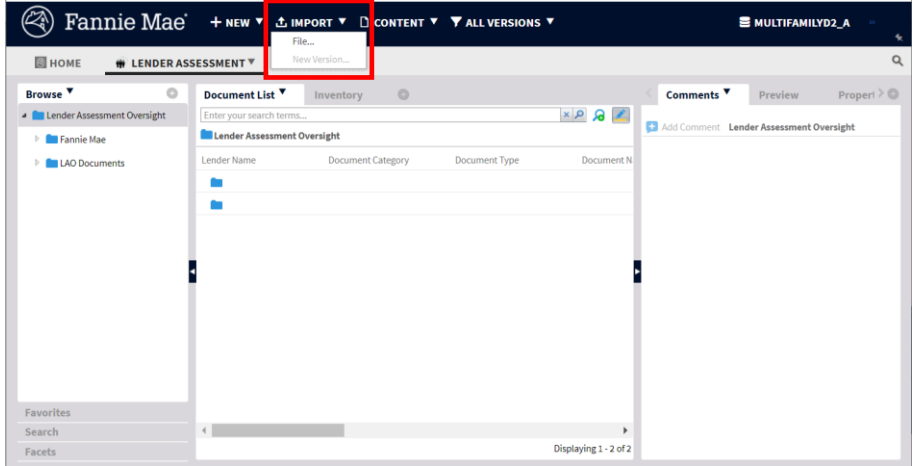
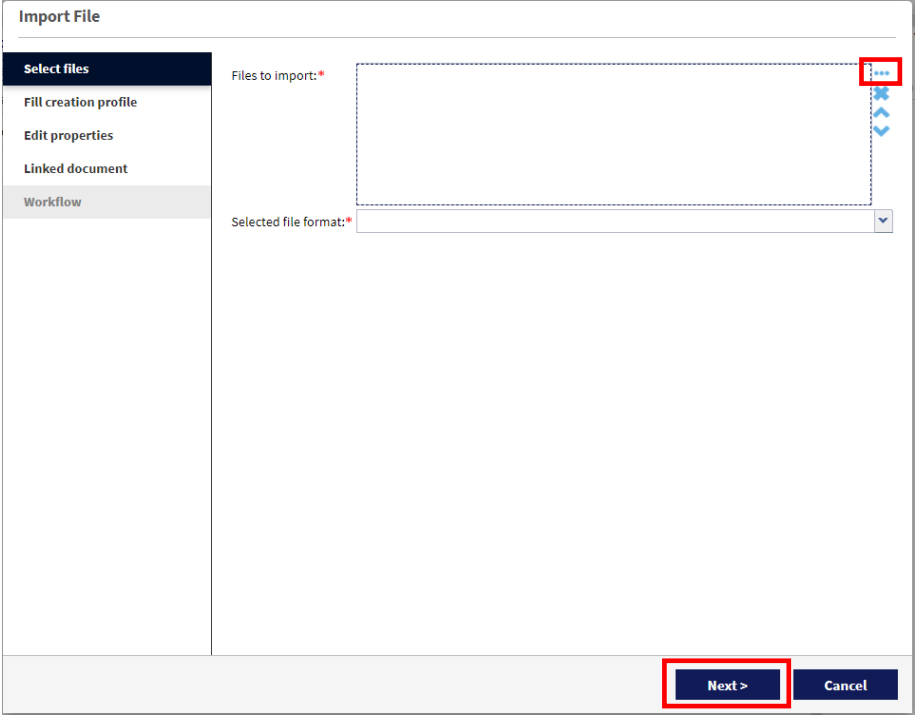
DUS DocWay is accessed via the internet using one of the following browsers: Chrome (recommended), Firefox, or Edge. Follow the steps below to access DUS DocWay.

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 the DocWay role: <i>External LAO Compliance Lead Contributor</i>.</p>
<p>2. Enter the following into your browser’s address bar:</p> <p>https://docway.fanniemae.com/D2</p> <p>The login screen will be displayed.</p>	 <p>Note: You may also access a login button for DocWay by going to <i>Fanniemae.com > Multifamily > Apps and Tech > DUS DocWay > Login</i></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 Lender Assessment Document

From the *Welcome page*, you can launch the Lender Assessment workspace. Follow the steps below to navigate to the welcome page and import a lender assessment document.

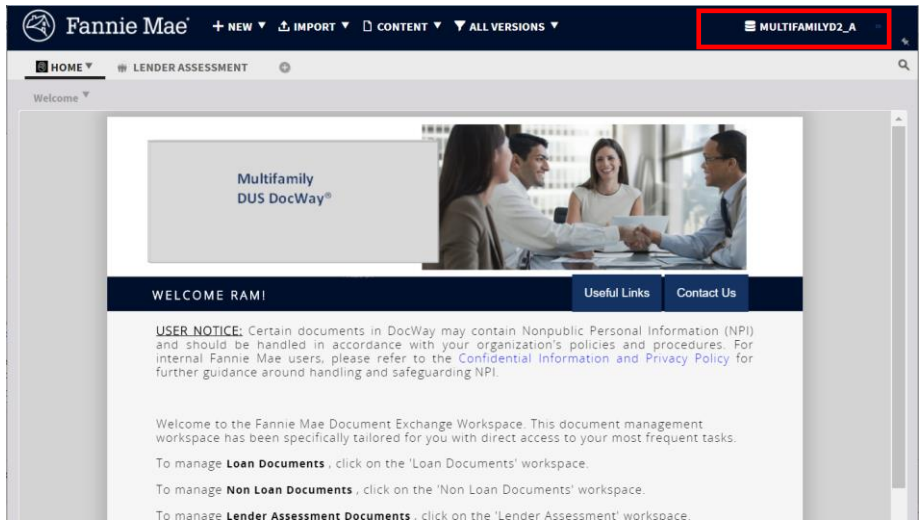
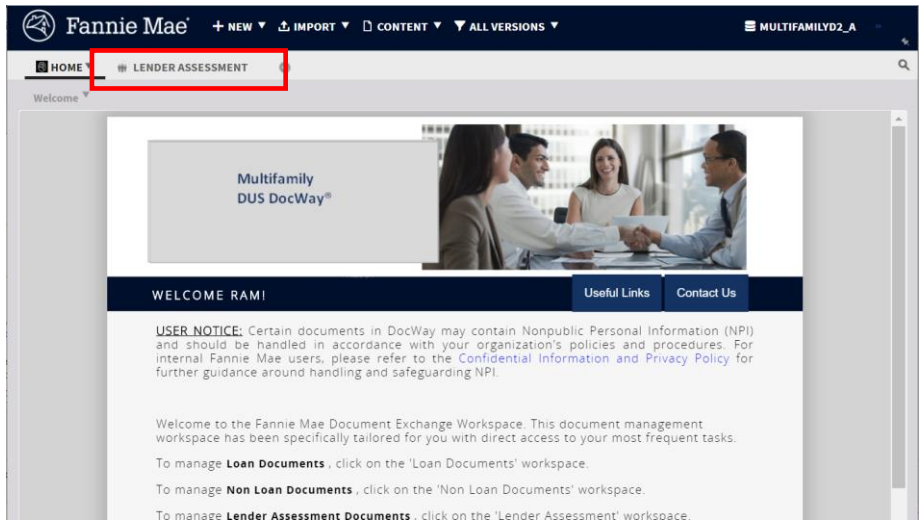
Steps	Additional Information/Results
<p>1. Log in.</p> <p>When you have successfully logged in, the <i>Welcome page</i> is displayed.</p>	<p>On the DUS DocWay Welcome page, the logged in user’s full name and email address is displayed in the top right corner of the window.</p> 
<p>2. Click on the Lender Assessment tab to open the workspace.</p>	

Steps	Additional Information/Results
<p>3. Click Import from the top menu bar and select File from the dropdown menu. The <i>Import File</i> window will open.</p>	
<p>4. Click on the ellipses to the right of the <i>Files to Import</i> box. You may select one or multiple documents.</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>Note: Recommended: Download files larger than ~50 mb to your desktop before importing to expedite the import process. Best practice: import no more than ~25 files at once. Allow extra time for a large number of files to be imported automatically.</p> <p>Note: <i>Testing Documents</i> may be imported as zip files. (Non-testing documents [e.g., assessment docs] should NOT be imported as zip files.)</p> <p>Note: You may also drag and drop files into the “Files to Import” window.</p> <p>6. The file or files will then display in the <i>Files to Import</i> box, click Next.</p>	<p>If importing documents to the <i>Testing Documents</i> document category, you may import</p> 

Steps	Additional Information/Results
<p>7. Select the document properties for your file.</p> <p>Note: You may select the <i>Apply same properties...</i> checkbox to import multiple documents to the same location.</p> <p>IMPORTANT NOTE: Do not update the <i>Document Name by User</i> and <i>Document File Name</i> (auto-generated) fields as they are populated automatically and should NOT be entered manually.</p> <p>8. Select:</p> <ul style="list-style-type: none"> • Document Category • Document Type • Assessment Year <p>Optionally you may enter Keywords which can be used later to search for the document.</p> <p>9. Click Next.</p>	<p>IMPORTANT NOTE: Be sure to select the correct <i>Document Category</i> and <i>Type</i>. Please choose <i>Document Category</i> with care – note that Assessment Documents and Testing Documents, for example, are in separate categories. It is important that the documents are uploaded to the correct category for the appropriate Fannie Mae reviewer to be able to access them. For a list of all Document Categories and Types, see the Appendix.</p>
<p>10. The <i>Document List</i> displays the uploaded file.</p> <p>The <i>Browse</i> widget displays the folder structure where the file is stored. Folders are created as needed when documents are uploaded. Once created, a folder cannot be deleted, although a draft document can be deleted.</p> <p>Important note: Folders are created at the time of document import. If you have not imported documents to a specific (document type) folder, it will not appear in the browser window until you do.</p>	

Import a New Version of a Document

Follow the steps below to import a new version of a document.

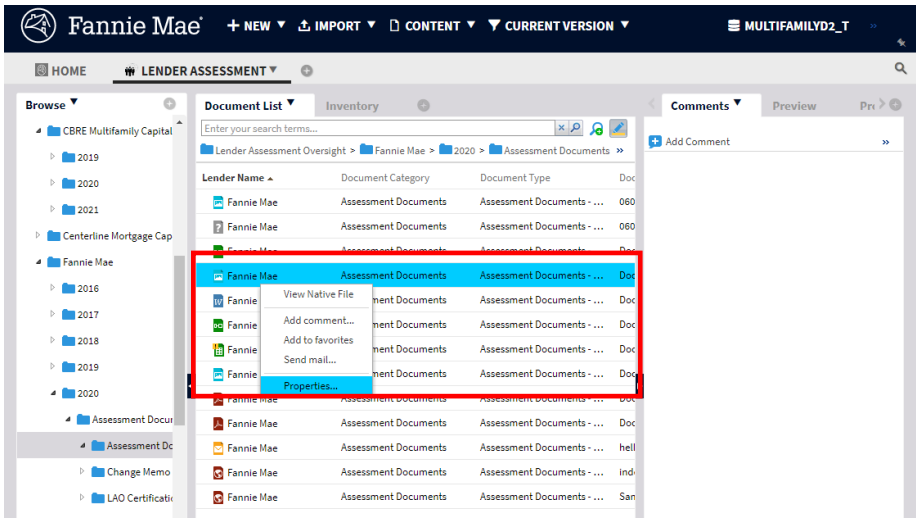
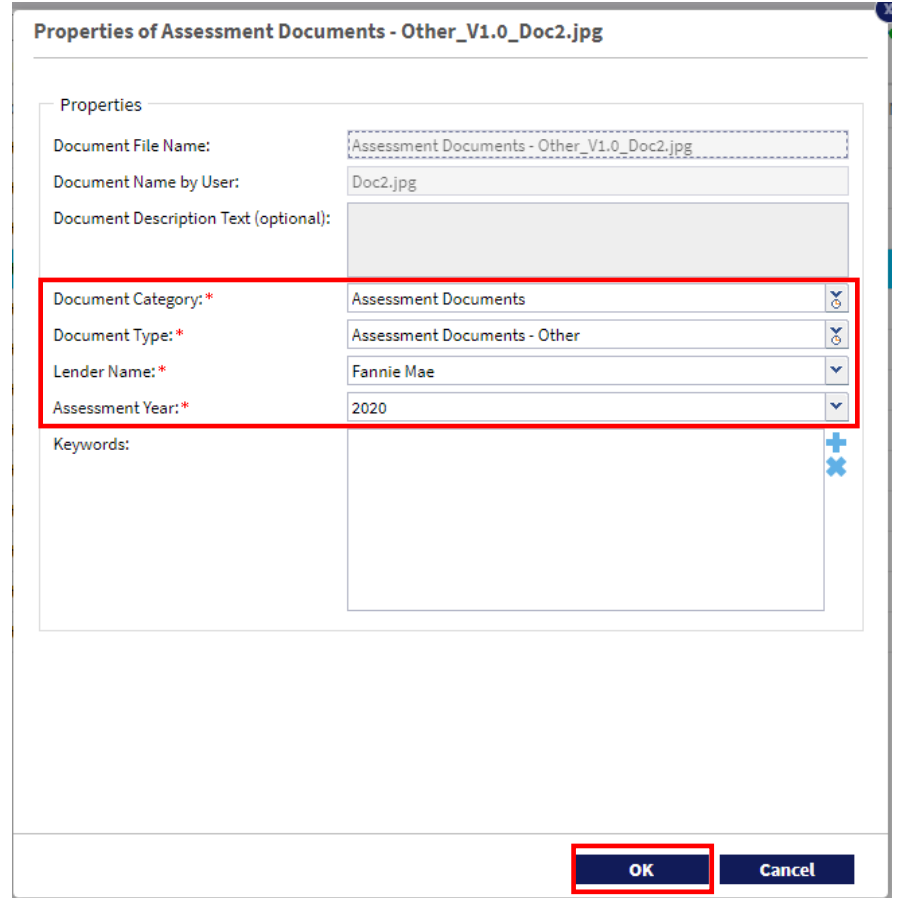
Steps	Additional Information/Results
<p>1. Log in.</p> <p>When you have successfully logged in, the <i>Welcome</i> page is displayed.</p>	<p>On the DUS DocWay Welcome page, the logged in user’s full name and email address is displayed in the top right corner of the window.</p> 
<p>2. Click on the Lender Assessment tab to open the workspace.</p>	

Steps	Additional Information/Results
<p>3. Select the document to be replaced by clicking on it.</p> <p>4. Click Import from the top menu bar and select New Version from the dropdown. The <i>Check-in</i> popup window will open.</p>	
<p>5. Click on Options tab and then the ellipses to the right.</p> <p>6. Not shown: This will open a file manager window; click on the file you want to import, then click Open.</p> <p>7. The filename will then display in the <i>Check-in from file:</i> field. Click OK. The newly imported document will replace the original document selected in Step 3 above.</p>	
<p>The <i>Document List</i> will display the current (new) version of the document.</p> <p>Note: You may display all versions by clicking on All Versions and selecting All Versions from the dropdown menu. The version numbers will be displayed in the Document Listing next to <i>Lender Name</i>.</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 documents are submitted to Fannie Mae, i.e., while they are in *Draft* status.

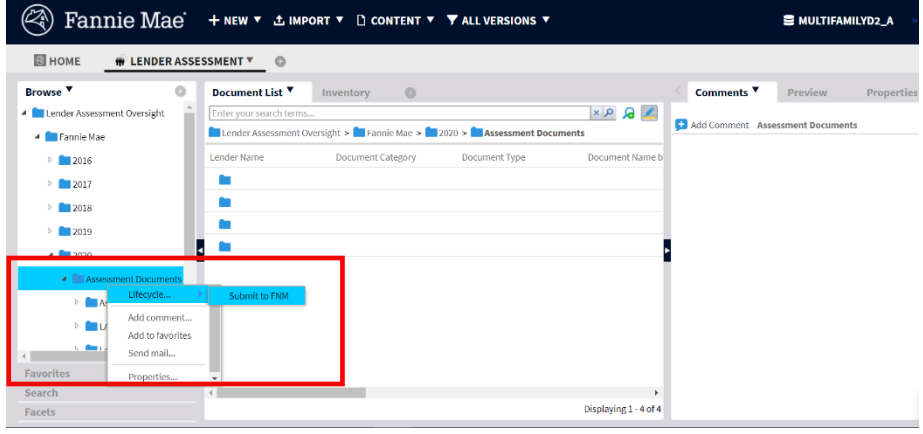
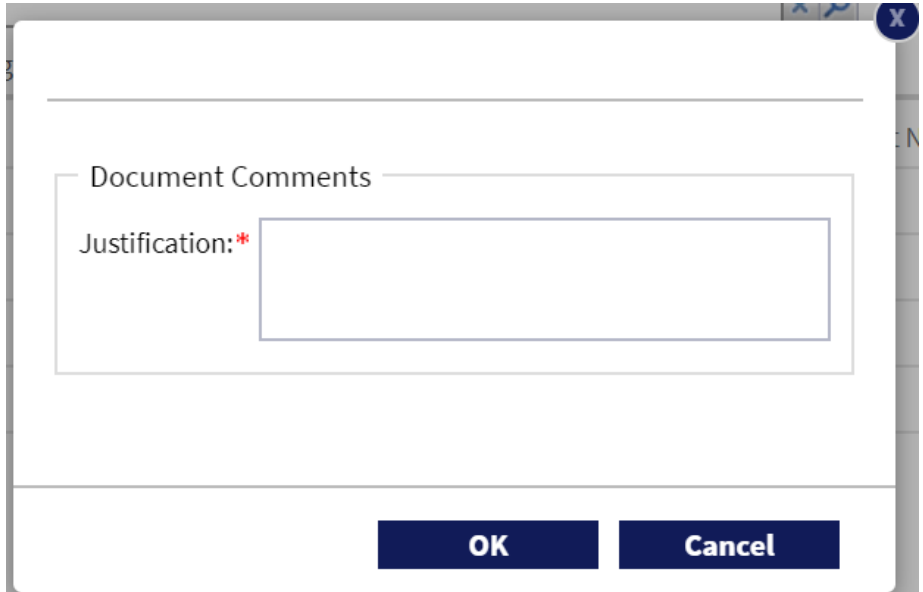
Follow these steps to update properties:

Steps	Additional Information/Results
<p>1. To modify the properties of a document displayed in the <i>Document List</i>, right click on the document and select Properties from the dropdown menu. The <i>Properties...</i> window will be displayed.</p>	
<p>2. To update properties, backspace over the existing entry to clear it and then select your updated entry from the dropdown menu. Update:</p> <ul style="list-style-type: none"> • Document Category, • Document Type, or • Assessment Year <p>3. When finished, click OK.</p>	 <p>Note: The <i>Keyword</i> field may also be optionally updated.</p>

Submit Lender Assessment Documents to Fannie Mae

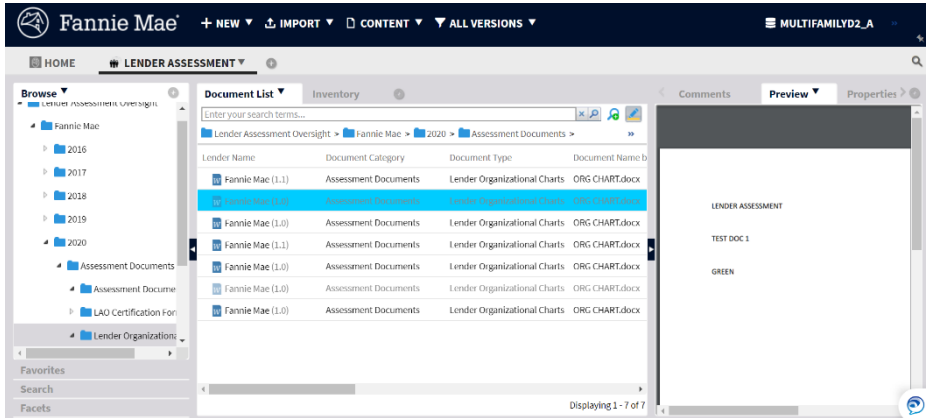
Fannie Mae users will not be able to view your documents until you submit them. Follow these steps to submit your lender assessment documents to Fannie Mae after you have reviewed the documents and have determined that the package is final/complete.

Submitted documents cannot be modified or deleted.

Steps	Additional Information/Results
<p>1. To submit Assessment Documents, go to the Browse widget, select the appropriate submission year folder, then right click on the Assessment Documents folder and select Lifecycle, and Submit to FNM</p>	
<p>The Document Comments popup will display.</p> <p>2. Enter Justification comments – enter your initials, and/or any comments you would like to include.</p> <p>3. Click on OK to complete the submission.</p> <p>The status of the documents will be updated from Draft to Submitted.</p>	 <p>Note: Submitted documents cannot be deleted, however you may import a new version of a document if an update is required.</p> <p>Note: You may import additional documents after folder submission, however, when importing to a folder that has already been submitted, the document is automatically assigned the Submitted status (there is no Draft status when the folder has been submitted previously). The folder can only be submitted once.</p> <p>Note: Please submit documents in DUS DocWay® at the same time as the LAO Certification in DUS RiskWay. Both are needed for Fannie Mae to review.</p>

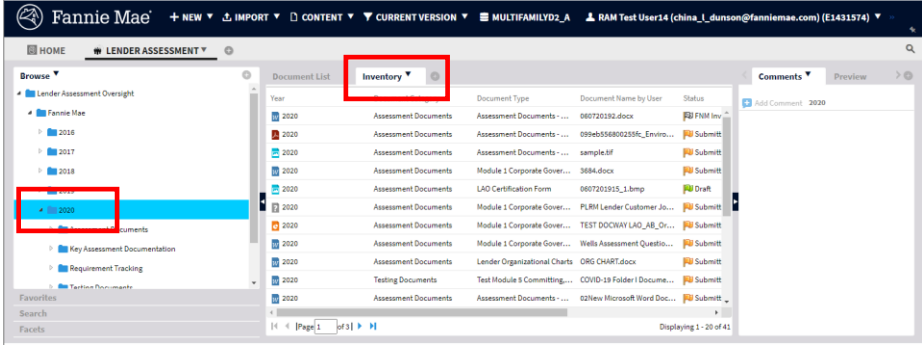
Preview a Document

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. To display a Preview of a document, click on it to select it in the <i>Document List</i>; then click on the Preview tab to the right.</p>	 <p>The screenshot shows the Fannie Mae DocWay interface. At the top, there's a navigation bar with 'Fannie Mae' logo and options like '+ NEW', 'IMPORT', 'CONTENT', and 'ALL VERSIONS'. Below that, a breadcrumb trail shows 'HOME' > 'LENDER ASSESSMENT'. A 'Browse' sidebar on the left shows a tree view of folders including 'Fannie Mae', '2016', '2017', '2018', '2019', '2020', 'Assessment Documents', 'LAQ Certification For...', and 'Lender Organizations'. The main 'Document List' table has columns for 'Lender Name', 'Document Category', 'Document Type', and 'Document Name'. It lists several 'Fannie Mae' documents. The 'Preview' tab on the right shows the content of a selected document, which includes the text 'LENDER ASSESSMENT', 'TEST DOC 1', and 'GREEN'. At the bottom right of the preview pane, it says 'Displaying 1 - 7 of 7'.</p>

View a List of All Documents (Inventory)

To see a complete list of all documents in a folder, select the Inventory tab and click on a folder in the Browser.

Steps	Additional Information/Results
<p>1. To display a complete listing of all documents under any folder, click on the Inventory tab and then select a folder.</p> <p>In the example shown, the 2020 folder is displayed – the inventory list displays all documents uploaded to any sub-folder under the 2020 folder.</p>	

Find a Prior Year Document/ Search for a Document

Follow the steps below to search for a document:

Steps	Additional Information/Results
<p>1. To find a document uploaded in a prior assessment year, select the year from the browser window: Click on your lender name, then click on the year – you may then select a folder or click on the inventory button to see all documents delivered in that year.</p>	
<p>2. To search for a document, enter search terms in the search bar in the <i>Document 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>	

Export a Document

Follow the steps below to export a document:

Steps	Additional Information/Results
<ol style="list-style-type: none"> In the Document List, 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 shows the 'Lender Assessment' interface. On the left, there are navigation options like 'Browse', 'Favorites', and 'Search'. The main area displays a 'Document List' with columns for 'Lender Name', 'Ranking', and 'Document Category'. The first document, 'Fannie Mae (1.1)', is highlighted in blue. Below the list, a download icon and the filename 'Test Module 5 Co...pdf' are visible.</p>
<ol style="list-style-type: none"> To export multiple documents at once, highlight the documents in the Document List and then click Content, Export. 	<p>The screenshot shows the 'Lender Assessment' interface with a document list. Multiple documents are selected (highlighted in blue). The 'CONTENT' menu is open, and the 'Export' option is highlighted. The document list includes columns for 'Year', 'Document Type', and 'Document Name by User'.</p>

APPENDIX	
Document Category	Document Type
Assessment Documents	Assessment Documents – Other
	Change Memo
	LAO Certification Form
	Lender Organizational Charts
	Module 1 Corporate Governance
	Module 10 – Legal – Legal Cert Form – Supporting Docs
	Module 2 Financial Management
	Module 3 Production Origination
	Module 4 Credit Underwriting
	Module 5 Committing, Closing and Delivery
	Module 6 Servicing
	Module 7 Asset Management
	Module 8 Loss Mitigation
	Module 9 Insurance
Key Assessment Documentation	Lender Presentation
	Lender Response
Requirement Tracking	Assessment Documents – Other
	Change Memo
	LAO Certification Form
	Lender Organizational Charts
	Module 1 Corporate Governance
	Module 10 – Legal – Legal Cert Form – Supporting Docs
	Module 2 Financial Management
	Module 3 Production Origination
	Module 4 Credit Underwriting
	Module 5 Committing, Closing and Delivery
	Module 6 Servicing
	Module 7 Asset Management
	Module 8 Loss Mitigation
	Module 9 Insurance
Testing Documents	Test Module 4 Credit Underwriting (Sponsor Risk)
	Test Module 5 Committing, Closing, Delivery (Capital Markets)
	Test Module 7 Asset Management
	Test Module 9 Insurance
	Test Module Other
Performance and Process Documents	Insurance
	Staffing
	Inspections/Property Condition
	Watchlist/Special Credits
	Sponsors/Financial Stmts
	Property Operating Stmts
	Communication
	Default Mgt
Maturity Mgt	
Offshoring	Offshoring
Form 4637	Form 4637

Questions?

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

DUSDocWay_Support@fanniemae.com.