



# DUS Gateway<sup>®</sup> Product Tagging Job Aid

July 2022

# Summary

This job aid is created to assist our lender community with the process in completing our new, easier and more flexible way to roll out new products. This helps you take advantage of the new products that Fannie Mae multifamily has to offer by tagging a product in your loan options when submitting a deal to Fannie Mae.

This process will eliminate the need for you to use the comment box to inform us which special product options you'd like us to price.

We are now streamlining that process to give you the ability to simply tag the loan option within your submission with the options instead.

This job aid will provide you with the steps necessary to complete this intuitive process.





# Product Tagging Process Steps

# DUS Gateway® Product Tagging

1. After uploading loan options on the Loan Options page, click on the “Add Product” button

The screenshot displays the DUS Gateway interface for a deal titled "DEMO Product tagging" in RESTON, VA, which is in a Pre-Review and Pre-Registered state. The deal details table shows a deal amount of \$7,000,000.00, an originator of "Shakeout User1", and a loan purpose of "Acquisition". A navigation bar includes tabs for Deal Detail, Chatter, Properties, Deal Participants, **Loan Options**, Additional Lender Contacts, Pre-Review and/or Waivers, Deal Documents, and More. A red arrow points to the "Loan Options" tab. Below the navigation bar, a light blue box contains the text "Assign a product to these loan options (optional)" and an "Add a Product" button, with another red arrow pointing to it. At the bottom, there are buttons for "Upload Loan Options" and "View/Manage Loan Options".

Deal Name	Deal Amount	Originator	Sponsor Name	Submission Type	Loan Purpose
DEMO Product tagging	\$7,000,000.00	<a href="#">Shakeout User1</a>		Pre-Review	Acquisition

Prepare deal for registration Deal may be registered 0 issue(s) [Register Deal](#)

Deal Detail Chatter Properties Deal Participants **Loan Options** Additional Lender Contacts Pre-Review and/or Waivers Deal Documents More

Assign a product to these loan options (optional) [Add a Product](#)

[Upload Loan Options](#) [View/Manage Loan Options](#)



# DUS Gateway<sup>®</sup> Product Tagging

2. Click the search box to show the available products for product tagging. (Note: You can type in a search term to also locate the available products)

Deal Name: DEMO Product tagging, Deal Amount: \$7,000,000.00, Originator: Shakeout User1, Sponsor Name, Submission Type: Pre-Review, Loan Purpose: Acquisition

Deal Detail | Chatter | Properties | Deal Participants | **Loan Options** | Additional Lender Contacts | Pre-Review and/or Waivers | Deal Documents | More

Assign a product to these loan options (optional) ?

Search for products by typing in the name. Select your product and use the controls below to add to loan options.

Add one or more product(s)

Search Products

- SAMPLE PRODUCT 1
- SAMPLE PRODUCT 2
- SAMPLE PRODUCT 3
- SAMPLE PRODUCT 4

LO431989 ?

Green Building Certification			
Fixed Rate			
Tier 2			120 Mo.
Yield Maintenance			114 Mo.
1% Fixed Prepayment			117 Mo.
n/a	75%	1.35	100%



# DUS Gateway® Product Tagging

## 3. Apply ONE product to one or more Loan Options at a time:

1. Select ONE product you want to apply. (Note: You can only add ONE product at a time)
2. Select the loan option(s) to which you want to apply the product
3. Click on “Add Product(s) to Loan Options and Save”
4. Repeat the process if you want to apply another product.

The screenshot displays the 'Loan Options' tab in the DUS Gateway system. At the top, there are navigation tabs: Deal Detail, Chatter, Properties, Deal Participants, **Loan Options**, Additional Lender Contacts, Pre-Review and/or Waivers, Deal Documents, and More. Below these is a header bar with the text 'Assign a product to these loan options (optional)' and buttons for 'Add a Product' and 'Cancel'. The main area contains a search prompt: 'Search for products by typing in the name. Select your product and use the controls below to add to loan options.' Below this is a search input field labeled 'Add one or more product(s)' with a search icon. A dropdown menu shows 'SAMPLE PRODUCT 1' with a close button. Below the search field are two buttons: 'Add Product(s) to Loan Options and Save' and 'Select All'. A red arrow labeled '1' points to the search input field. A red arrow labeled '2' points to a checkmark icon in the top left of the loan option details panel. A red arrow labeled '3' points to the 'Add Product(s) to Loan Options and Save' button. The loan option details panel shows 'LO431989' in 'DRAFT' status. It lists several loan features: Green Building Certification, Fixed Rate, Tier 2 (120 Mo.), Yield Maintenance (114 Mo.), 1% Fixed Prepayment (117 Mo.), and a table with columns for n/a, 75%, 1.35, and 100%. At the bottom, it indicates '\$5 MM'.



# DUS Gateway<sup>®</sup> Product Tagging

- Once successful, the product will appear at the bottom of the Loan Option. You can repeat this process to have multiple products applied to the Loan Option(s), as applicable.
- Register and submit the deal as usual.

Assign a product to these loan options (optional) ? [Add a Product](#)

[Upload Loan Options](#) [View/Manage Loan Options](#)

LO431989 ? DRAFT ▼

Green Building Certification

Fixed Rate

Tier 2	120 Mo.
Yield Maintenance	114 Mo.
1% Fixed Prepayment	117 Mo.


n/a	75%	1.35	100%
-----	-----	------	------

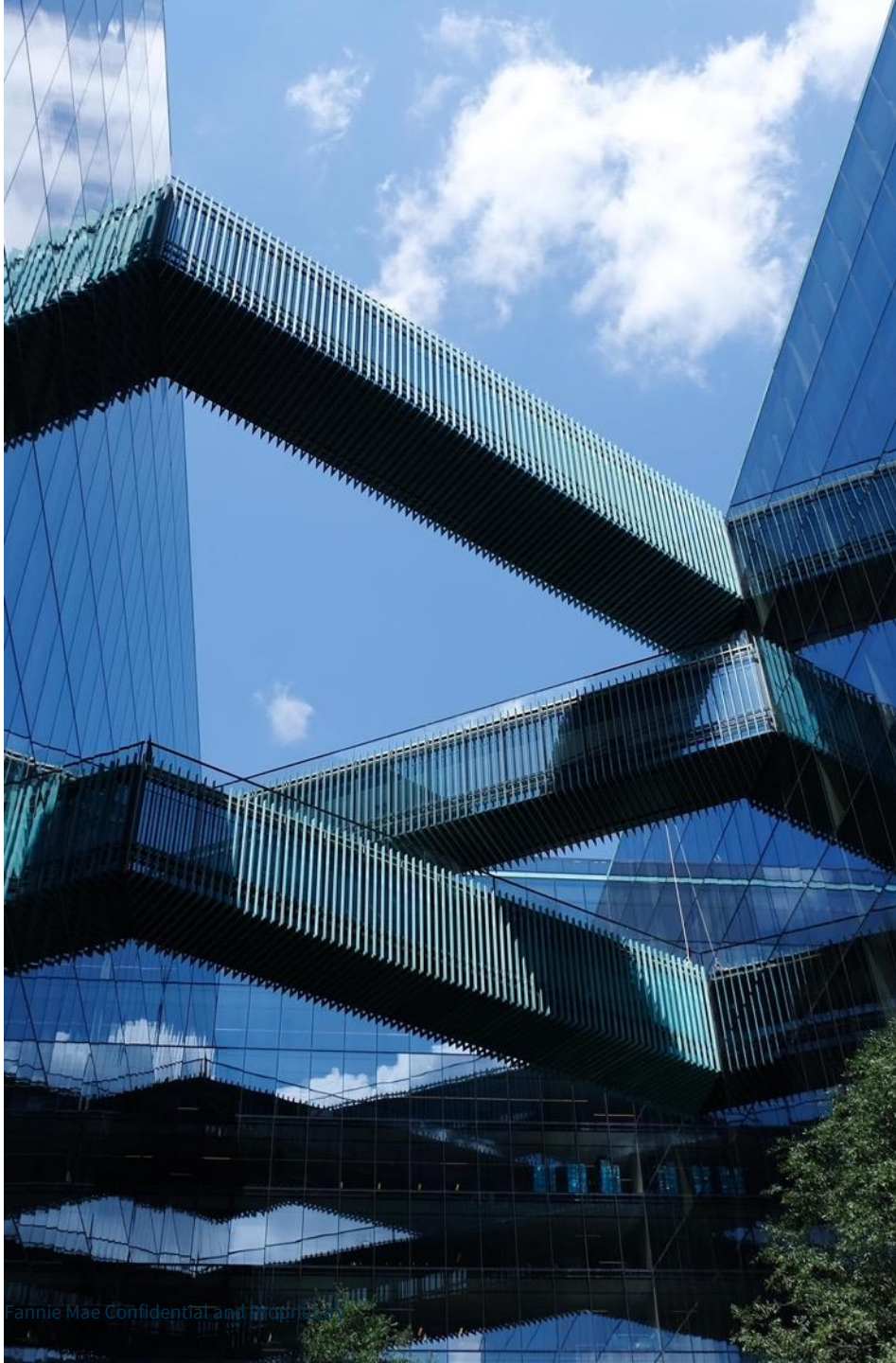
\$5 MM

LENDER REQUESTED	PRICING	FANNIE MAE RESPONSE
65	GUARANTY FEE	
35	SERVICING FEE	
100	TOTAL CREDIT FEES	---

× SAMPLE PRODUCT 1 ×

× SAMPLE PRODUCT 2 ×





# Additional Resources

DUS Gateway® Product Tagging Video Tutorial:

[DUS Gateway | Fannie Mae Multifamily](#)







Fannie Mae<sup>®</sup>