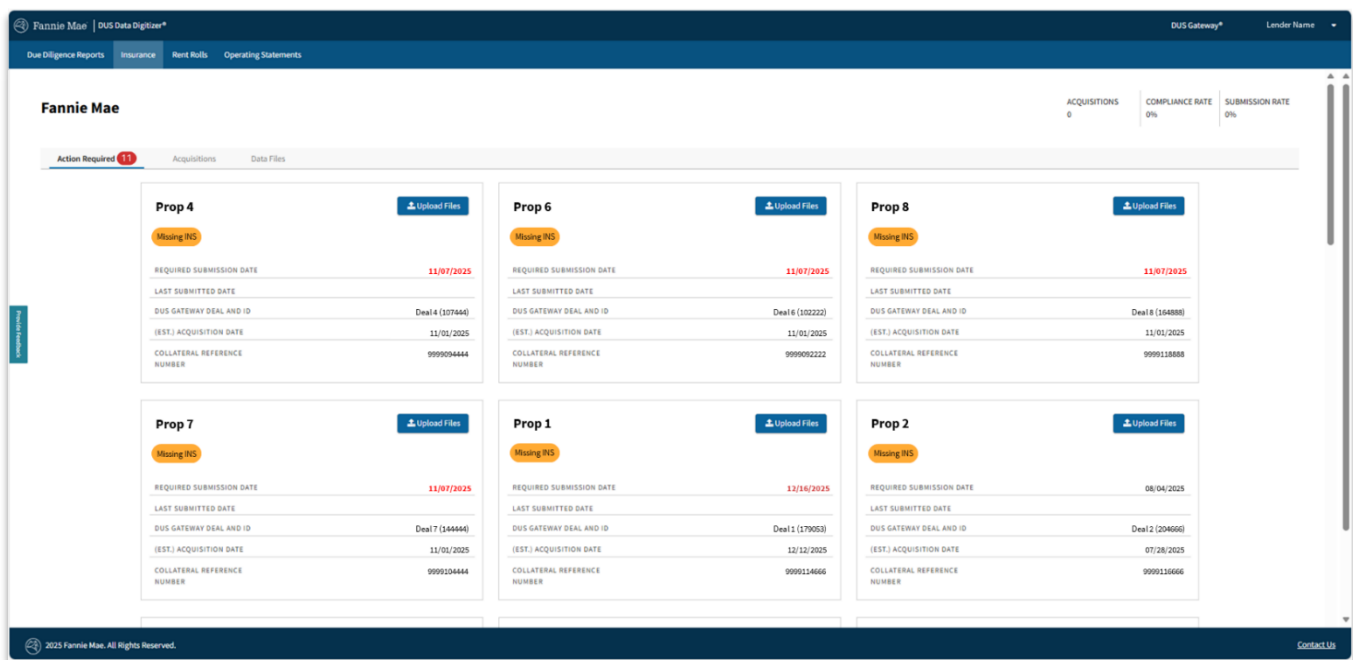


Flood Insurance Job Aid | DUS Data Digitizer®

Multifamily DUS Data Digitizer® is a web application for Lenders to upload structured data sets for key third-party reports, which include the submission of Appraisal Reports (APPR), Environmental Risk Assessments (ESA), Property Condition Assessments (PCA), Seismic Risk Assessments (SRA), Zoning Reports (ZON), and Insurance (INS).

For Insurance, Fannie Mae Multifamily is beginning with the Flood Insurance peril. The submission of Flood Insurance will be required for properties acquired by Fannie Mae on or after **January 26th, 2026**. The Required Submission Date, shown in the DUS Data Digitizer application, will be **5 business days after acquisition**.



The screenshot displays the Fannie Mae DUS Data Digitizer application interface. The top navigation bar includes tabs for Due Diligence Reports, Insurance (selected), Rent Rolls, and Operating Statements. The main content area shows a list of properties (Props 1 through 8) with their respective details. Each property card includes a status indicator (Missing INS), a required submission date (11/07/2025), and various identifiers (DUS Gateway Deal and ID, (EST.) Acquisition Date, Collateral Reference Number). A sidebar on the left shows 'Action Required' with a count of 11. The bottom of the interface includes a footer with '© 2025 Fannie Mae. All Rights Reserved.' and a 'Contact Us' link.

This document will provide users with a step-by-step process on how to upload generated Insurance JSON files, insight into how to maneuver through the DUS Data Digitizer application user interface, a breakdown of the available features, and content overview. If you are looking for API job aid, visit the [Fannie Mae - Developer Portal](#).

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How to upload Generated JSON file?

Step 1: Login to the DUS Data Digitizer® application using this link: <https://dusdatadigitizer.fanniemae.com/>

Step 2: Once logged in, select the **Insurance** tab to view all the properties in the **Action Required** tab that require the submission of Insurance data.

Fannie Mae | DUS Data Digitizer®

DUS Gateway®

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS0

COMPLIANCE RATE0%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Prop 4

Missing INS

REQUIRED SUBMISSION DATE11/07/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 4 (107444)

(EST.) ACQUISITION DATE11/01/2025

COLLATERAL REFERENCE NUMBER9999094444

Prop 6

Missing INS

REQUIRED SUBMISSION DATE11/07/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 6 (102222)

(EST.) ACQUISITION DATE11/01/2025

COLLATERAL REFERENCE NUMBER9999092222

Prop 8

Missing INS

REQUIRED SUBMISSION DATE11/07/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 8 (164888)

(EST.) ACQUISITION DATE11/01/2025

COLLATERAL REFERENCE NUMBER9999118888

Prop 7

Missing INS

REQUIRED SUBMISSION DATE11/07/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 7 (144444)

(EST.) ACQUISITION DATE11/01/2025

COLLATERAL REFERENCE NUMBER9999104444

Prop 1

Missing INS

REQUIRED SUBMISSION DATE12/16/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 1 (179053)

(EST.) ACQUISITION DATE12/12/2025

COLLATERAL REFERENCE NUMBER9999114666

Prop 2

Missing INS

REQUIRED SUBMISSION DATE08/04/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND IDDeal 2 (204066)

(EST.) ACQUISITION DATE07/28/2025

COLLATERAL REFERENCE NUMBER9999116666

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Contact Us

Submission Status

Missing INS	Yellow – Missing Insurance submission.
INS	Green – Successfully uploaded Insurance data.
INS	Black – Submission of Insurance is <u>not required</u> .

Note: If you select the **Insurance** tab and do not see the **Action Required** tab on the screen, then you do not currently have any properties that require a Flood Insurance file submission.

Fannie Mae | DUS Data Digitizer®

DUS Gateway®

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter



Step 3: Find the specific property pertaining to the file you want to upload and then click on the **Upload Files** button within the tile of the property.

Fannie Mae | DUS Data Digitizer®

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

ACQUISITIONS: 0 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required (11) | Acquisitions | Data Files

Property	Required Submission Date	Last Submitted Date	DUS Gateway Deal and ID	(EST.) Acquisition Date	Collateral Reference Number	Upload Files
Prop 4	11/07/2025		Deal4 (107444)	11/01/2025	9999094444	Upload Files
Prop 6	11/07/2025		Deal6 (102222)	11/01/2025	9999092222	Upload Files
Prop 8	11/07/2025		Deal8 (164888)	11/01/2025	9999118888	Upload Files
Prop 7	11/07/2025		Deal7 (144444)	11/01/2025	9999104444	Upload Files
Prop 1	12/16/2025		Deal1 (179053)	12/12/2025	9999114666	Upload Files
Prop 2	08/04/2025		Deal2 (204666)	07/28/2025	9999116666	Upload Files

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Note: The **Action Required** tab shows all the properties that require the submission of Flood Insurance, and the properties in the **Action Required** tab are ordered by the **Required Submission Date**. The Required Submission Date is the date a Lender is expected to submit all data files applicable to a deal/property, which is 5 business days after acquisition date. On the **Acquisitions** tab, you will see all of your properties that require and do not require the submission of Flood Insurance.

If the **Required Submission Date** is a future date, then the date will be **bold and in red** while a past date or a date far in the future is not bold and in black text.

Fannie Mae | DUS Data Digitizer®

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

ACQUISITIONS: 0 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required (11) | Acquisitions | Data Files

Property	Required Submission Date	Last Submitted Date	DUS Gateway Deal and ID	(EST.) Acquisition Date	Collateral Reference Number	Upload Files
Prop 4	11/07/2025		Deal4 (107444)	11/01/2025	9999094444	Upload Files
Prop 6	11/07/2025		Deal6 (102222)	11/01/2025	9999092222	Upload Files
Prop 8	11/07/2025		Deal8 (164888)	11/01/2025	9999118888	Upload Files
Prop 7	11/07/2025		Deal7 (144444)	11/01/2025	9999104444	Upload Files
Prop 1	12/16/2025		Deal1 (179053)	12/12/2025	9999114666	Upload Files
Prop 2	08/04/2025		Deal2 (204666)	07/28/2025	9999116666	Upload Files

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Note: If you are looking for a property in the **Action Required**, but it is not at the top. You can either scroll until you find the tile with the property information or use **Ctrl + F** to text search for the property on the page (it is recommended to search using the DUS Gateway Deal Identifier).

If you are searching in the **Action Required** tab and cannot find the tile with the property you are looking for, then search for the property in the **Acquisitions** tab. A property tile could be missing from the **Action Required** tab for a couple reasons:

1. An insurance file has already been submitted for the property. Once a file has successfully been uploaded to DUS Data Digitizer, the tile will no longer display on the **Action Required** tab because the action has been fulfilled.
2. The property does not have the requirement for a Flood Insurance submission. Please double-check the **Acquisitions** tab and reference the Submission Status key above.

Step 4: Click **Select File(s)** to upload your generated JSON file. Select the file and click **Open**. Alternatively, you can drag and drop the file.

NOTE: DUS Data Digitizer® will **not** allow the upload of a structured data set that does not adhere to the prescribed file naming convention or accepted data file format.

Insurance File Naming Convention:
123456_INS_Property Name.json

[Key Identifier]

⇒ DUS Gateway® Deal ID

[Data Set Acronym]

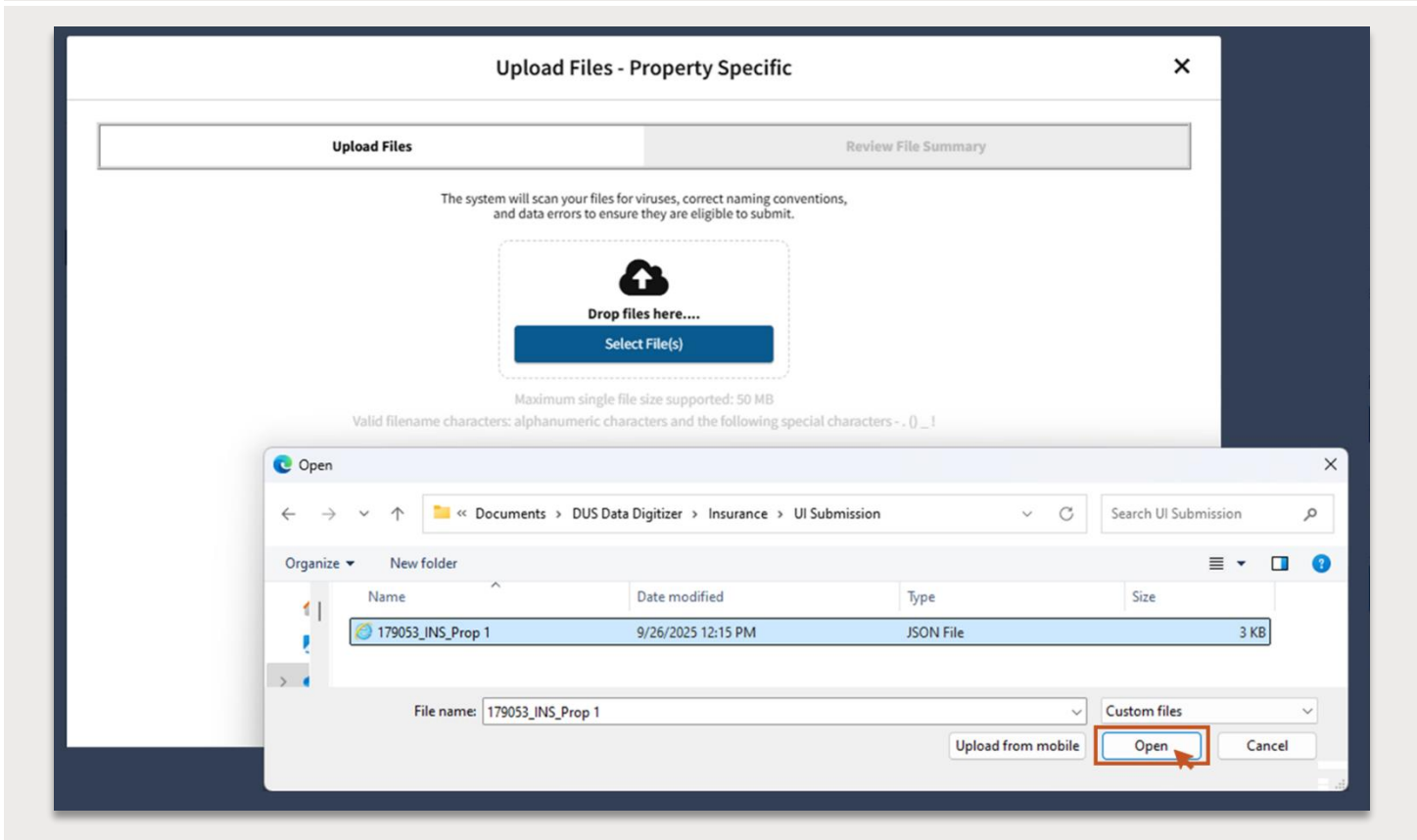
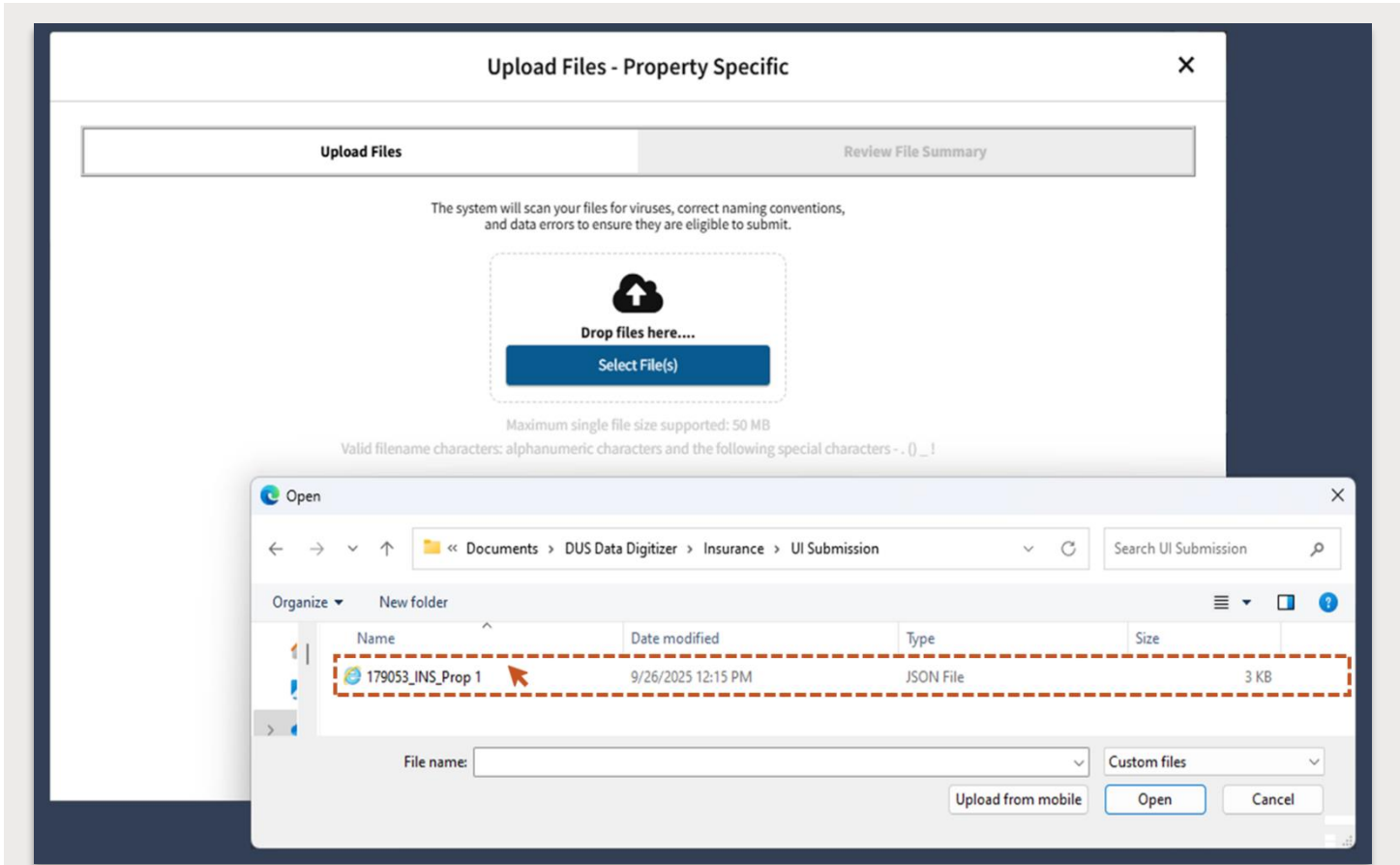
⇒ INS

[Optional Free Text]

⇒ Property Name

json

⇒ File Type.





Step 5: Once you have added your file, click **Start Upload**.

Upload Files - Property Specific

Upload Files

Review File Summary

The system will scan your files for viruses, correct naming conventions, and data errors to ensure they are eligible to submit.

Drop files here....

Select File(s)

Maximum single file size supported: 50 MB

Valid filename characters: alphanumeric characters and the following special characters - . () _ !

Remove All

Remove

File Name

179053_INS_Prop 1.JSON

Start Upload

The **Submission Eligibility** of a file is deemed either **Ready to submit** or **Not acceptable**.

Ready to submit

Acceptable, all data points are error free.

Upload Files - Property Specific

Upload Files

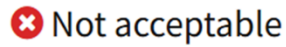
Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Ready to submit	0 error(s); 0 warning(s)	09/26/2025 16:40:59 EST	<input type="checkbox"/>

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close



Upload Files - Property Specific

X

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Not acceptable	1 error(s); 0 warning(s)	09/26/2025 16:16:29 EST	

[Back To Upload](#)

Selected files will be submitted upon completion, others will be discarded

Finish And Close

Upload Files - Property Specific

X

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	 Not acceptable	1 error(s); 0 warning(s)	09/26/2025 16:16:29 EST	

[Back To Upload](#)

Selected files will be submitted upon completion, others will be discarded

Finish And Close

Upload Files - Property Specific

×

Upload Files

179053_INS_Prop 1.JS

- > Insurance Property
- > Flood Insurance
- > Flood Insurance Policy1
- > Special Flood Hazard Area1

Errors and Warnings



The file was rejected because of the following error(s). Please correct and resubmit.

Summary Error(s)

- The Property Name in the file is either missing or does not match the selected property. Please confirm the correct Property Name is included in the file.

[Return To File Summary](#)[illegible]



You may expand the user-friendly view and review the data for each of the fields.

Upload Files - Property Specific

Upload Files

Review File Summary

179053_INS_Prop 1.JSON

Uploaded 09/26/2025 12:38:45 EST

Errors and Warnings

The file was rejected because of the following error(s). Please correct and resubmit.

Summary Error(s)

- The Property Name in the file is either missing or does not match the selected property. Please confirm the correct Property Name is included in the file.

Return To File Summary

Upload Files - Property Specific

Upload Files

Review File Summary

179053_INS_Prop 1.JSON

Uploaded 09/26/2025 12:38:45 EST

Errors and Warnings

The file was rejected because of the following error(s). Please correct and resubmit.

Summary Error(s)

- The Property Name in the file is either missing or does not match the selected property. Please confirm the correct Property Name is included in the file.

Return To File Summary

Insurance Property

Collateral Reference Number

City

Property Name

Zip Code

State

Property Street Address Text

Property Appraisal Insurable Value Amount

Washington

Property 1

20002

DC

1234 Main Street

500000.00

Flood Insurance

Property Adjusted Insurable Value Amount

Property MFP Community Participation Indicator

Property Flood CBRS or CPA Indicator

Property Flood Determination Order Based Type

Property MFP Community Name

555.43

Yes

Yes

Building Address

NAR Community NP

For any errors, reference the [DUS Insurance Data Set – Business Glossary](#).

Fannie Mae									
Effective September 11, 2025									
DUS Insurance Data Set - Business Glossary v1.0.2									
Attribute Count: 40	Name of data point as often seen on reports.		Standardized name of data point.		Camel case technical data point name.		Required (R), Optional (O), or Conditionally required (C).	Definitions and Allowable Values sourced either from existing Data Glossaries (e.g., Fannie Mae Multifamily Business Glossary) or generated in collaboration with DUS Lender and Fannie Mae subject matter experts.	
No.	Business Name	Standard Business Name	Technical Data Point Name	R / C / O	Definition	Allowable Values	Data Type	Applicable Business Validation Rules.	
1	Deal Identifier	Deal Identifier	DealIdentifier	R	The valid DUS Gateway Deal Identifier, a unique identifier assigned by Fannie Mae to identify a transaction between Fannie Mae and another participant.		Integer	System generated integer value.	
2	Property Name	Property Name	PropertyName	R	The current name of the property that serves as mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 128 characters in length.	
3	Property Street Address	Property Street Address Text	PropertyStreetAddressText	R	A free form text to capture the current address of the property serving as mortgage collateral or being utilized in a property valuation. If the property has been defaulted, then leave field empty. For loan level reporting, if multiple properties, then print "Various". For substituted properties, populate with the new property information. For this term, the text of street address lines 1 and 2 are concatenated. For equity investment property, the field should never be blank.		Text	Free form text, 1 to 60 characters in length.	
4	Property City	Property City Name	PropertyCityName	R	A free form text to capture the current city of the property serving as mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 128 characters in length.	
5	Property State	Property State Code	PropertyStateCode	R	The two-character abbreviated code representing the state in which the property serving as mortgage collateral, equity investment or being utilized in a property valuation is located.	AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IL, IN, KS, KY, LA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WY, WY	Text	Must be one of the entries from the list of Allowable Values.	
6	Property Zip Code	Property Postal Code	PropertyPostalCode	R	The zip (or postal) code for the property serving as mortgage collateral or being utilized in a property valuation.		Text	Must be a string of 5 numeric characters.	
7	Collateral Reference Number	Collateral Reference Number	CollateralReferenceNumber	O	A unique number assigned by Fannie Mae for the Property or other collateral type.		Text	System generated integer value.	
8	Insurance Peril Category	Property Insurance Peril Category Type	PropertyInsurancePerilCategoryType	R	A code indicating the type of insurance peril that can be covered by an insurance policy.	Property Insurance Liability Insurance Catastrophic Insurance	Text	Must be one of the entries from the list of Allowable Values. Initially this value will be defaulted to "Catastrophic Insurance".	
9	Insurance Policy Type	Property Insurance Policy Type	PropertyInsurancePolicyType	R	A code indicating the type of insurance policy or collection of insurance policies issued for the property.	Flood Earthquake Named Storm Terrorism Property Business Income Equipment Breakdowns Business Risk Fidelity Bond or Crime Coverage Regional Perils General Liability Directors and Officers Liability	Text	Must be one of the entries from the list of Allowable Values. Initially this value will be defaulted to "Flood".	

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Form 4087 INS 12.5.25 Page 8 of 27



Scenario: You submit a generated JSON file and see that you have errors stated under the Issue Summary.

Upload Files - Property Specific

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Not acceptable	1 error(s); 0 warning(s)	09/26/2025 16:16:29 EST	

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close

You click on the **1 error(s); 0 warning(s)** and find the error is within the **Property Name** field. The name you provided in the uploaded file is **Property 1**; this name does not match the property name that is in DUS Data Digitizer application; the file will be rejected.

Upload Files - Property Specific

Upload Files

Review File Summary

179053_INS_Prop 1.JSON

Uploaded 09/26/2025 12:38:45 EST

Insurance Property

Collateral Reference Number

City

Property Name

Zip Code

State

Property Street Address Text

Property Appraisal Insurable Value Amount

Washington

Property 1

20005

DC

1234 Main Street

550088.88

Flood Insurance

Property Adjusted Insurable Value Amount

Property NFIP Community Participation Indicator

Property Flood CBRS or OPA Indicator

Property Flood Determination Order Based Type

Property NFIP Community Name

555.43

Yes

Yes

Building Address

NFIP Community MP

Errors and Warnings

The file was rejected because of the following error(s). Please correct and resubmit.

Summary Error(s)

The Property Name in the file is either missing or does not match the selected property. Please confirm the correct Property Name is included in the file.

Return To File Summary

The name of the property in the file is **Property 1**, but it doesn't match the property name (**Prop 1**) in the DUS Data Digitizer application.

The name of the property in the DUS Data Digitizer application.

Prop 1

Pending

COLLATERAL REFERENCE #

9999114666

DEAL NAME

Deal 1

DUS GATEWAY DEAL ID

179053

ACQUISITION DEAL ID

54464

(EST.) ACQUISITION DATE

12/12/2025

REQUIRED SUBMISSION DATE

12/16/2025

LAST SUBMITTED DATE

DUS GATEWAY DEAL AND ID

Deal 1 (179053)

(EST.) ACQUISITION DATE

12/12/2025

COLLATERAL REFERENCE NUMBER

9999114666

Upload Documentation

Document Type

File Name

Submitted On

Missing INS

Upload Files

Close

You can find the name of the property either:

- At the top of each tile within the **Action Required** tab.
- On the **Acquisitions** tab under the **Property Name** column or at the top of the property details provided when you click on the row of the corresponding property.



Afterwards, click **Return To File Summary**.

Upload Files - Property Specific

Upload Files

Review File Summary

179053_INS_Prop 1.JSON

Uploaded 09/26/2025 12:38:45 EST

> Insurance Property

> Flood Insurance

> Flood Insurance Policy1

> Special Flood Hazard Area1

Errors and Warnings

The file was rejected because of the following error(s). Please correct and resubmit.

Summary Error(s)

The Property Name in the file is either missing or does not match the selected property. Please confirm the correct Property Name is included in the file.

Return To File Summary

Step 6: If the submission eligibility of the file is **Ready to Submit**, check the box under **Select To Submit** and click **Finish And Close**.

Upload Files - Property Specific

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Ready to submit	0 error(s); 0 warning(s)	09/26/2025 16:40:59 EST	<input type="checkbox"/>

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close

Upload Files - Property Specific

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Ready to submit	0 error(s); 0 warning(s)	09/26/2025 16:40:59 EST	<input checked="" type="checkbox"/>

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close



Note: The only files with an active box under **Select To Submit** will have a **Submission Eligibility** deemed as **Ready to submit**.

Upload Files - Property Specific

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_INS_Prop 1.JSON	Not acceptable	1 error(s); 0 warning(s)	09/26/2025 16:16:29 EST	

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close

Note: After you click the **Finish And Close** button, the property tile in the **Action Required** tab will disappear. Remember, the goal is to not have any property tiles within the Action Required tab.

Before Submission

After Submission

Note: After you click the **Finish And Close** button, the file you uploaded will appear within the **Data Files** tab showing the submission. In addition, the number in the red bubble next to the **Action Required** tab decreases, going from 11 to 10.

Before Submission

Action Required 11

After Submission

Action Required 10



Note: After you click the **Finish And Close** button, the file submitted will change from yellow to green in the **Acquisition** tab.

Before Submission


Prop 1

Pending

COLLATERAL REFERENCE #	9999114666
DEAL NAME	Deal 1
DUS GATEWAY DEAL ID	179053
ACQUISITION DEAL ID	54464
(EST.) ACQUISITION DATE	12/12/2025
REQUIRED SUBMISSION DATE	12/16/2025
LAST SUBMITTED DATE	09/26/2025

Upload Documentation

Document Type	File Name	Submitted On
Missing INS		

 Upload Files

Close

After Submission

Prop 1

Pending

COLLATERAL REFERENCE #	9999114666
DEAL NAME	Deal 1
DUS GATEWAY DEAL ID	179053
ACQUISITION DEAL ID	54464
(EST.) ACQUISITION DATE	12/12/2025
REQUIRED SUBMISSION DATE	12/16/2025
LAST SUBMITTED DATE	09/26/2025

Upload Documentation

Document Type	File Name	Submitted On
INS	179053_INS_Prop 1.JSON	09/26/2025 16:46:17

 Upload Files

Close



How to maneuver through the Acquisition tab?

The **Acquisition** tab shows both committed and acquired properties that are associated with your designated Lender.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54664	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

130

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Property Details

Property Name	The name of the property given when the deal was submitted through DUS Gateway that serves as mortgage collateral, equity investment or being utilized in a property valuation.
DUS Gateway Deal ID	A unique identifier assigned by Fannie Mae to identify a transaction between Fannie Mae and another participant. A series of numeric digits, maximum length of 10 characters, assigned by DUS Gateway.
Deal Name	The name of the deal given when the deal was submitted through DUS Gateway.
Collateral Reference #	A unique number assigned by Fannie Mae for the Property or other collateral type. A series of 10 numeric digits OR 10 numeric digits followed by a hyphen (-) and 3 additional numeric digits assigned by MSFMS or C&D systems.
Acquisition Deal ID	The identifier is given from C&D/MSFMS.
(EST.) Acquisition Date	The estimated date on which the loan was acquired by Fannie Mae.
Required Submission Date	The date a Lender is expected to submit all data files applicable to a deal/property, which is 5 business days after acquisition date.
Last Submitted Date	The submission date for the last data file applicable to a deal/property submitted by a Lender.
Status	The status of the compliance pertaining to the file submission for a property.



Pending	The compliance of the file submission is pending until after the property is acquired by Fannie Mae. This status does not show you if you have or have not submitted the required file for the property.
Compliant	The file was submitted before the Required Submission Date.
Non-Compliant	The file was not submitted or submitted after the Required Submission Date.

Note: If you have submitted a file for a property before the **Required Submission Date**, then the status will turn to **Compliant** after the property is acquired by Fannie Mae. If you submit **a file after** the **Required Submission Date**, then the property will be **Non-Compliant** even if you submitted a file before the **Required Submission Date**.

Using the Search feature.

Step 1: Click inside the **Search** box and start typing. As you type, the properties will filter according to what you search.

The screenshot shows the Fannie Mae DUS Data Digitizer interface. At the top, there's a navigation bar with 'Fannie Mae | DUS Data Digitizer' and 'DUS Gateway* Lender Name'. Below this is a menu with 'Due Diligence Reports', 'Insurance', 'Rent Rolls', and 'Operating Statements'. The main content area is titled 'Fannie Mae' and includes a summary of 'ACQUISITIONS' (6), 'COMPLIANCE RATE' (100%), and 'SUBMISSION RATE' (0%). There are tabs for 'Action Required' (11), 'Acquisitions', and 'Data Files'. Under 'Acquisitions', there's a sub-tab 'Insurance Acquisitions and Commitments' (11). A 'Search' box is highlighted with a red rectangle and a mouse cursor. To the right of the search box are buttons for 'Export Report Data' and 'Filter'. At the bottom, there's a table header with columns: 'Property Name', 'DUS Gateway Deal ID', 'Deal Name', 'Collateral Reference #', 'Acquisition Deal ID', '(Est.) Acquisition Date', 'Required Submission Date', 'Last Submitted Date', and 'Status'.

Note: The **Search** feature can filter out the **Property Name**, **DUS Gateway Deal ID**, **Deal Name**, **Collateral Reference Number**, and **Acquisition Deal ID**. The input of **(Est.) Acquisition Date**, **Required Submission Date**, and **Last Submitted Date** will not filter.



Using the Filter feature.

Step 1: In the **Acquisitions** tab, on the right-hand side, click on the **Filter** button.

Fannie Mae | DUS Data Digitizer* DUS Gateway* Lender Name

Due Diligence Reports Insurance Rent Rolls Operating Statements

Fannie Mae

ACQUISITIONS 6 COMPLIANCE RATE 100% SUBMISSION RATE 0%

Action Required 11 Acquisitions Data Files

Insurance Acquisitions and Commitments 11

Search

Export Report Data **Filter**

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54664	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

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Step 2: The default view in the **Acquisitions** tab includes data from the current year. Choose the appropriate **Filter Criteria** for the data you would like to view.

Fannie Mae | DUS Data Digitizer* DUS Gateway* Lender Name

Due Diligence Reports Insurance Rent Rolls Operating Statements

Fannie Mae

ACQUISITIONS 6 COMPLIANCE RATE 100% SUBMISSION RATE 0%

Action Required 11 Acquisitions Data Files

Insurance Acquisitions and Commitments 11

Search

Export Report Data **Filter**

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54664	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

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Filters

From January 2025 To

Requires Flood Insurance All

Acquisition Status All

Supplemental All

Loan Refinance Type All

Small Loan Balance All

Transaction Type All

Apply Filters

Reset Filters

Cancel

Note: The default **From** value is the first month of the current year. October 2020 is the furthest month and year back to filter.



Note: The **Action Required** tab shows all the properties that require the submission of Flood Insurance. On the **Acquisitions** tab, you will see all of your properties that require and do not require the submission of Flood Insurance. To view only the properties that require Flood Insurance, use the filter for **Require Flood Insurance** and select **Y**.

Step 3: After you have chosen the filter criteria, click **Apply Filters**. If you want to restart or reset the filter criteria to the original default, click **Reset Filters**. If you started selecting filter criteria, but decide to continue with your current view, then click **Cancel**.

A modal dialog box with a white background and a thin gray border. It contains three buttons stacked vertically. The top button is blue with the text "Apply Filters" in white. The middle button is white with a gray border and the text "Reset Filters" in gray. The bottom button is white with a gray border and the text "Cancel" in gray.

Note: The filter criteria you apply to view data on UI (User Interface) will also be the filter criteria for the **Export Report Data**. The downloaded file will include the selected filter criteria. If you would like to export a different set of data, either **Reset Filters** or apply the filter criteria you would like for the **Export Report Data**.



Using the Export Report Data feature.

The Export Report Data feature allows users to track the future and past submissions, view the compliance, and have a downloaded version of your properties.

If you have not made any adjustments to the **Filter Criteria**, the **Export Report Data** will download a report using the default filter criteria. The report will show the data for all deals/properties that require and do not require flood insurance, all Acquisition Statuses, all Supplementals, all Loan Refinance Types, all Small Loan Balances, and all Transaction Types starting from the first month of the current year to today's date.

Step 1: Choose the view for your exported report by selecting the **Filter Criteria** you want to include. Reference **Using the Filter Feature** above.

The screenshot displays the Fannie Mae Digitizer interface. On the left, a table titled 'DUS Digitizer Insurance Data Submission Compliance Report' is shown. The table has columns for 'From', 'To', 'Requires Flood Insurance', 'Acquisition Status', 'Supplemental', 'Loan Refinance Type', 'Small Loan Balance', and 'Transaction Type'. The table is currently empty. On the right, a 'Filters' panel is open, showing various filter criteria. The filters are: 'From' (January 2025), 'To' (empty), 'Requires Flood Insurance' (All), 'Acquisition Status' (All), 'Supplemental' (All), 'Loan Refinance Type' (All), 'Small Loan Balance' (All), and 'Transaction Type' (All). Below the filters are buttons for 'Apply Filters', 'Reset Filters', and 'Cancel'. Red arrows point from the filter criteria in the 'Filters' panel to the corresponding columns in the table.

Step 2: Once you are satisfied with the filter criteria, click the **Export Report Data** button. The file will be downloaded to your computer in your local Downloads.

The screenshot displays the Fannie Mae Digitizer interface. The top navigation bar shows 'Fannie Mae | DUS Data Digitizer' and 'DUS Gateway' with a 'Lender Name' dropdown. Below the navigation bar, there are tabs for 'Due Diligence Reports', 'Insurance', 'Rent Rolls', and 'Operating Statements'. The 'Insurance' tab is selected. The main content area shows 'Fannie Mae' and a summary of 'ACQUISITIONS' (6), 'COMPLIANCE RATE' (100%), and 'SUBMISSION RATE' (0%). Below this, there are tabs for 'Action Required' (11), 'Acquisitions', and 'Data Files'. The 'Acquisitions' tab is selected. The main content area shows 'Insurance Acquisitions and Commitments' (11). Below this, there is a search bar and a table with columns: 'Property Name', 'DUS Gateway Deal ID', 'Deal Name', 'Collateral Reference #', 'Acquisition Deal ID', '(Est.) Acquisition Date', 'Required Submission Date', 'Last Submitted Date', and 'Status'. The 'Export Report Data' button is highlighted with a red box.



Step 3: View the exported report.

	A	B	C	D	E	F	G	H
1	Seller Name	Collateral Reference Number	DUS Gateway Deal ID	Property Name	Loan Acquisition Date	Submission Deadline	Flood Insurance (Flood INS) Report Submission Date	Days Flood INS Received Prior To / (After) Submission Deadline
2	Seller Name	9999114666	179053	Prop 1	12/12/2025	12/16/2025		
3	Seller Name	9999092222	102222	Prop 6	11/01/2025	11/07/2025		
4	Seller Name	9999118888	164888	Prop 8	11/01/2025	11/07/2025		
5	Seller Name	9999094444	107444	Prop 4	11/01/2025	11/07/2025		
6	Seller Name	9999104444	144444	Prop 7	11/01/2025	11/07/2025		
7	Seller Name	9999116666	204666	Prop 2	07/28/2025	08/04/2025		
8	Seller Name	9999199999	195999	Prop 5	06/09/2025	06/15/2025		
9	Seller Name	9999117777	190777	Prop 10	01/27/2025	02/02/2025		
10	Seller Name	9999113333	169333	Prop 3	01/27/2025	02/02/2025		
11	Seller Name	9999110000	190000	Prop 9	01/27/2025	02/02/2025		
12	Seller Name	9999111111	190111	Prop 11	01/27/2025	02/02/2025		
13								
14								
15	Fannie Mae Confidential and Proprietary ** This data is for informational purposes only. The information represents only the data compiled for those Mortgage Loans and associated properties delivered during the specified date range and the other applied filters. The list may be incomplete, and the data may contain inaccuracies based on incorrect input or incorrect association to the Mortgage Loan. The presence or absence of a Mortgage Loan and associated data on the list does not establish compliance with the requirements and you should check your systems and submissions to ensure that complete data was submitted as and when required.							
16								
	< >	Report Inputs	Digitizer Insurance Compliance	+				

Note: The column **Days Flood INS Received Prior to / (After) Submission Deadline** will show in black text the number of days a submission has been received prior to the required submission deadline.

	A	B	C	D	E	F	G	H
1	Seller Name	Collateral Reference Number	DUS Gateway Deal ID	Property Name	Loan Acquisition Date	Submission Deadline	Flood Insurance (Flood INS) Report Submission Date	Days Flood INS Received Prior To / (After) Submission Deadline
2	Seller Name	9999114666	179053	Prop 1	12/12/2025	12/16/2025		
3	Seller Name	9999092222	102222	Prop 6	11/01/2025	11/07/2025	09/26/2025	68
4	Seller Name	9999118888	164888	Prop 8	11/01/2025	11/07/2025		
5	Seller Name	9999094444	107444	Prop 4	11/01/2025	11/07/2025		
6	Seller Name	9999104444	144444	Prop 7	11/01/2025	11/07/2025		
7	Seller Name	9999116666	204666	Prop 2	07/28/2025	08/04/2025		
8	Seller Name	9999199999	195999	Prop 5	06/09/2025	06/15/2025		
9	Seller Name	9999117777	190777	Prop 10	01/27/2025	02/02/2025		
10	Seller Name	9999113333	169333	Prop 3	01/27/2025	02/02/2025		
11	Seller Name	9999110000	190000	Prop 9	01/27/2025	02/02/2025		
12	Seller Name	9999111111	190111	Prop 11	01/27/2025	02/02/2025		
13								
14								
15	Fannie Mae Confidential and Proprietary ** This data is for informational purposes only. The information represents only the data compiled for those Mortgage Loans and associated properties delivered during the specified date range and the other applied filters. The list may be incomplete, and the data may contain inaccuracies based on incorrect input or incorrect association to the Mortgage Loan. The presence or absence of a Mortgage Loan and associated data on the list does not establish compliance with the requirements and you should check your systems and submissions to ensure that complete data was submitted as and when required.							
16								
	< >	Report Inputs	Digitizer Insurance Compliance	+				

If you see **red text** in parentheses, this shows the number of days a submission has been received after the required submission deadline.



Alternate way to view the details of a property.

Step 1: Click anywhere within the row of a specific property to view its details in a vertical display and to see the **Upload Documentation** information.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

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Step 2: Review the property details in a vertical display on the right-hand side of the screen.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

Prop 1

Pending

COLLATERAL REFERENCE #9999114666

DEAL NAMEDeal 1

DUS GATEWAY DEAL ID179053

ACQUISITION DEAL ID54464

(EST.) ACQUISITION DATE12/12/2025

REQUIRED SUBMISSION DATE12/16/2025

LAST SUBMITTED DATE

Upload Documentation

Document Type

File Name

Submitted On

Missing INS

Upload Files

Close

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Step 3: Click **Close** to hide the vertical display of property details.

Prop 1

Pending

COLLATERAL REFERENCE #

9999114666

DEAL NAME

Deal 1

DUS GATEWAY DEAL ID

179053

ACQUISITION DEAL ID

54464

(EST.) ACQUISITION DATE

12/12/2025

REQUIRED SUBMISSION DATE

12/16/2025

LAST SUBMITTED DATE

09/26/2025

Upload Documentation

Document Type

File Name

Submitted On

Missing INS

Upload Files

Close

Note: If you want to review a different property, then click within the row of the desired property you want to review.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

Action Required 11

Acquisitions

Data Files

Insurance Acquisitions and Commitments 11

Search

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/16/2025
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025

Showing 1 to 11 of 11 entries

Prop 1

Pending

COLLATERAL REFERENCE #

9999114666

DEAL NAME

Deal 1

DUS GATEWAY DEAL ID

179053

ACQUISITION DEAL ID

54464

(EST.) ACQUISITION DATE

12/12/2025

REQUIRED SUBMISSION DATE

12/16/2025

LAST SUBMITTED DATE

09/26/2025

Upload Documentation

Document Type

File Name

Submitted On

Missing INS

Upload Files

Close

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You do not have to click the **Close** button every time you want to view a different property. You only need to click **Close** if you want to hide the vertical display of the selected property details.



Alternate way to upload an insurance file.

Step 1: Find the specific property pertaining to the file you want to upload, click anywhere within the row of a specific property to view its details in a vertical display and to see the **Upload Documentation** information.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

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Step 2: Under the **Upload Documentation** section, view the **Document Type**, **File Name**, and **Submitted On** information.

Fannie Mae | DUS Data Digitizer*

DUS Gateway*

Lender Name

Due Diligence Reports

Insurance

Rent Rolls

Operating Statements

Fannie Mae

ACQUISITIONS6

COMPLIANCE RATE100%

SUBMISSION RATE0%

Action Required11

Acquisitions

Data Files

Insurance Acquisitions and Commitments11

Search

Export Report Data

Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/16/2025		Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	11/07/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	11/07/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	11/07/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	11/07/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	08/04/2025		Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	06/15/2025		Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	02/02/2025		Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	02/02/2025		Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	02/02/2025		Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	02/02/2025		Compliant

Showing 1 to 11 of 11 entries

Prop 1

Pending

COLLATERAL REFERENCE #9999114666

DEAL NAMEDeal 1

DUS GATEWAY DEAL ID179053

ACQUISITION DEAL ID54464

(EST.) ACQUISITION DATE12/12/2025

REQUIRED SUBMISSION DATE12/16/2025

LAST SUBMITTED DATE

Upload Documentation

Document TypeFile NameSubmitted On

Missing INS

Upload Files

Close

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Upload Documentation

Document Type	The Insurance bubble will show the status.
Missing INS	Yellow – Missing Insurance submission.
INS	Green – Successfully uploaded Insurance data.
INS	Black – Submission of Insurance is <u>not required</u> .
File Name	The name of the file you submitted.
Submitted On	The date and time of when you submitted the file.

Note: If you submitted a new file, then the date and time of the resubmission will be displayed.

Step 3: Above the **Close** button, click on the **Upload Files** button.

Step 4: [Reference Step 4 in the How to upload Generate JSON file.](#)



How to maneuver through the Data Files tab?

Step 1: Click on the **Data Files** tab.

The screenshot shows the Fannie Mae DUS Data Digitizer interface. The top navigation bar includes 'Due Diligence Reports', 'Insurance', 'Rent Rolls', and 'Operating Statements'. The 'Data Files' tab is highlighted with a red box. Below the navigation bar, the 'Fannie Mae' header is visible. To the right, there are three metrics: 'ACQUISITIONS' (6), 'COMPLIANCE RATE' (100%), and 'SUBMISSION RATE' (0%). Below these metrics, there are three tabs: 'Action Required' (11), 'Acquisitions', and 'Data Files' (highlighted). Under the 'Data Files' tab, there is a search bar and a 'Filter' button. Below the search bar, there is a table with columns: 'Property Name', 'DUS Gateway Deal ID', 'File Name', 'Collateral Reference #', 'Acquisition Deal ID', 'Submitted By', and 'Submission On (EDT)'.

Step 2: View all insurance submissions.

Note: On default, the most recent submissions are on top.

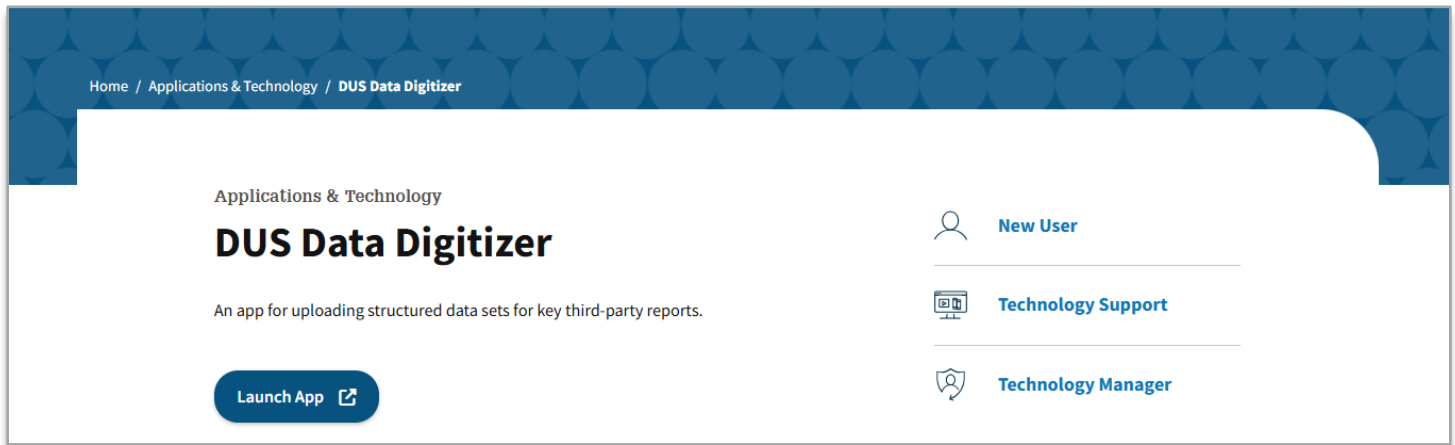
Step 3: Use the **Search** feature to find or filter the insurance submissions.

The screenshot shows the Fannie Mae DUS Data Digitizer interface with the 'Data Files' tab selected. The 'Action Required' tab now shows 10 items. Below the tabs, there is a search bar labeled 'Lender Name' and a 'Filter' button. Below the search bar, there is a table with columns: 'Property Name', 'DUS Gateway Deal ID', 'File Name', 'Collateral Reference #', 'Acquisition Deal ID', 'Submitted By', and 'Submission On (EDT)'. The table contains one entry: 'Prop 1', '179053', '179053_JNS_Prop 1.JSON', '9999114666', '54464', 'Lender Name', and '09/26/2025 16:46:17'. Below the table, it says 'Showing 1 to 1 of 1 entry'. At the bottom, there is a footer with '2025 Fannie Mae. All Rights Reserved.' and a 'Contact Us' link.

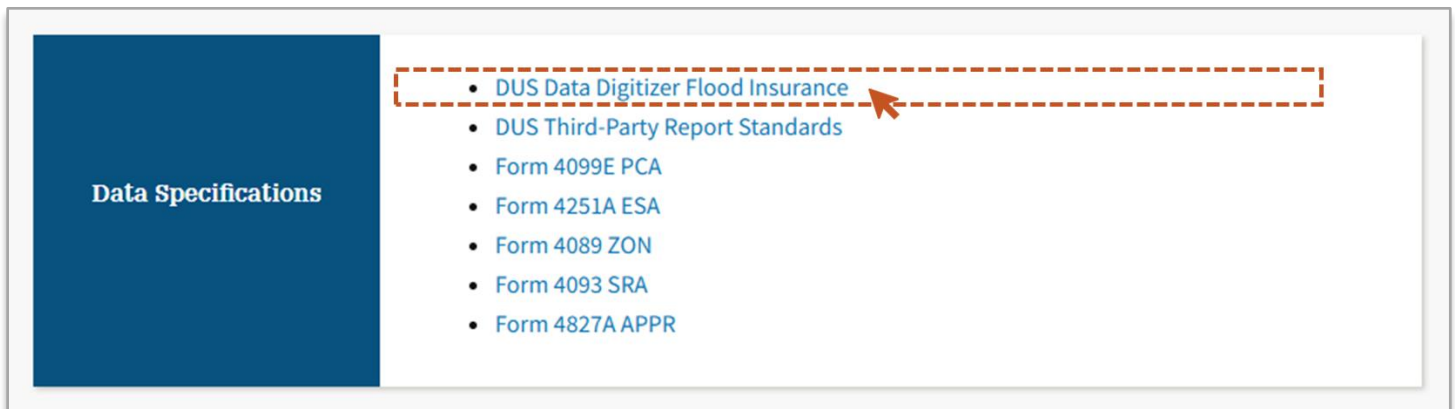


How to generate the JSON file with the template?

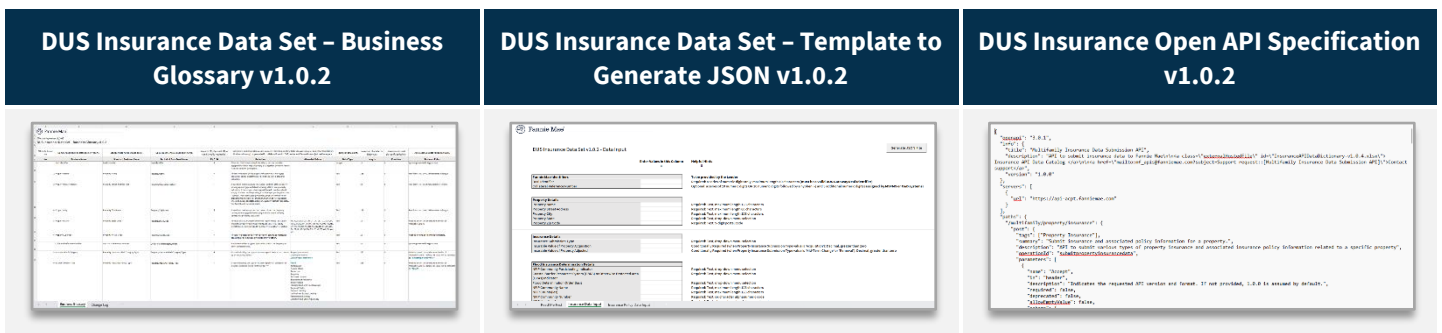
Step 1: Visit the [DUS Data Digitizer | Fannie Mae](#).



Step 2: Scroll down to the **Data Specifications** section and click on [DUS Data Digitizer Flood Insurance](#).



Step 3: Open the folder, **DUS Data Digitizer Flood Insurance**, that was downloaded to your local computer, it holds three files:





Step 4: Open the file, **DUS Insurance Data Set – Template to Generate JSON.**

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DUS Insurance Data Set v1.0.2 - Read Me First

Submission of the Insurance Data Set is currently limited to properties that are required to purchase a Flood Insurance policy(ies).

There are three tabs in this Excel file:

Read Me First	This worksheet contains instructions on how to use this Excel file; do not alter its contents.
Insurance Data Input	This worksheet contains property specific information and identifies any underlying parcels located within a Special Flood Hazard Area (SFHA).
Insurance Policy Data Input	This worksheet contains policy specific information on any structure(s) within the property requiring indemnification against Flood damage or mud flow.

To Report Preparers:
Complete data entry on both the 'Insurance Data Input' and 'Insurance Policy Data Input' worksheets. Save your file by clicking the "Generate JSON File" button found on any of the worksheets.

Do not alter the format of this workbook.

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[Generate JSON File](#)

< > Read Me First Insurance Data Input Insurance Policy Data Input +

Step 5: Fill out **both** the **Insurance Data Input** and **Insurance Policy Data Input** tabs.

< > Read Me First **Insurance Data Input** Insurance Policy Data Input +

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DUS Insurance Data Set v1.0.2 - Data Input

[Generate JSON File](#)

Enter Values in this Column	Helpful Hints
Fannie Mae Identifiers Deal Identifier Collateral Reference Number	To be provided by the Lender Required: a series of numeric digits only, maximum length 10 characters (must be a valid DUS Gateway Deal Identifier) Optional: a series of 10 numeric digits OR 10 numeric digits followed by a hyphen (-) and 3 additional numeric digits (assigned by MSFMS or C&D systems)
Property Details Property Name Property Street Address Property City Property State Property Zip Code	Required: Text, maximum length 128 characters Required: Text, maximum length 60 characters Required: Text, maximum length 128 characters Required: Text, drop-down menu selection Required: Text, 5 digit postal code
Insurance Details Insurance Submission Type Insurable Value of Property Acquisition Insurable Value of Property Adjusted	Required: Text, drop-down menu selection Conditionally Required (when Property Insurance Submission Type value is 'Acquisition'): Decimal, greater than zero Conditionally Required (when Property Insurance Submission Type value is 'Mid-Term Change' or 'Renewal'): Decimal, greater than zero
Flood Insurance Determination Details NFIP Community Participating Indicator Coastal Barrier Resources System (CBRS) or Otherwise Protected Area (OPA) Indicator Flood Determination Order Basis NFIP Community Name NFIP County(ies) NFIP Community Number	Required: Text, drop-down menu selection Required: Text, drop-down menu selection Required: Text, drop-down menu selection Required: Text, maximum length 128 characters Required: Text, maximum length 128 characters Required: Text, six character alphanumeric code

< > Read Me First **Insurance Data Input** Insurance Policy Data Input +




Note: Reference the **DUS Insurance Data Set – Business Glossary** on what is **Required (R)**, **Optional (O)**, or is **Conditionally Required (C)** to input.

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Effective September 11, 2023 DUS Insurance Data Set - Business Glossary v1.0.2										
Attribute Count: 40	Name of data point as often seen on reports.			Standardized name of data point.			Camel case technical data point name.			
No.	Business Name	Deal Identifier	Standard Business Name	Deal Identifier	Technical Data Point Name	R / C / O	Required R , Optional (O), or Conditionally required (C).	Definitions and Allowable Values sourced either from existing Data Glossaries (e.g., Fannie Mae Multifamily Business Glossary) or generated in collaboration with DUS Lender and Fannie Mae subject matter experts.	Format of data point.	Applicable Business Validation Rules.
1	Deal Identifier	Deal Identifier	Deal Identifier	DealIdentifier		R	The valid DUS Gateway Deal Identifier, a unique identifier assigned by Fannie Mae to identify a transaction between Fannie Mae and another participant.		Integer	System generated integer value.
2	Property Name	Property Name	Property Name	PropertyName		R	The current name of the property that serves as a mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 128 characters in length.
3	Property Street Address	Property Street Address Text	Property Street Address Text	PropertyStreetAddressText		R	A free-form text to capture the current address of the property serving as mortgage collateral or being utilized in a property valuation. If the property has been defaulted, then leave field empty. For loan level reporting of multiple properties, then print "Various". For substituted properties, populate with the new property information. For this form, the text of street address lines 1 and 2 are concatenated. For equity investment property, this field should never be blank.		Text	Free form text, 1 to 60 characters in length.
4	Property City	Property City Name	Property City Name	PropertyCityName		R	A free-form text to capture the current city of the property serving as mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 128 characters in length.
5	Property State	Property State Code	Property State Code	PropertyStateCode		R	The two-character abbreviated code representing the state in which the property serving as mortgage collateral, equity investment or being utilized in a property valuation is located.	AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IL, IN, KS, KY, LA, ME, MD, MI, MN, MO, MS, MT, NC, NE, NH, NJ, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, WA, WI, WV, WY	Text	Must be one of the entries from the list of Allowable Values.
6	Property Zip Code	Property Postal Code	Property Postal Code	PropertyPostalCode		R	The six (or postal) code for the property serving as mortgage collateral or being utilized in a property valuation.		Text	Must be a string of 5 numeric characters.
7	Collateral Reference Number	Collateral Reference Number	Collateral Reference Number	CollateralReferenceNumber		O	A unique number assigned by Fannie Mae for the Property or other collateral type.		Text	System generated integer value.
8	Insurance Peril Category	Property Insurance Peril Category Type	Property Insurance Peril Category Type	PropertyInsurancePerilCategoryType		R	A code indicating the type of insurance peril that can be covered by an insurance policy.	Property Insurance Liability Insurance Catastrophic Insurance	Text	Must be one of the entries from the list of Allowable Values. Initially this value will be defaulted to "Catastrophic".
9	Insurance Policy Type	Property Insurance Policy Type	Property Insurance Policy Type	PropertyInsurancePolicyType		R	A code indicating the type of insurance policy or collection of insurance policies issued for the property.	Flood Earthquake Named Storm Terrorism Property Business Income Equipment Breakdown Builders Risk Fidelity Bond or Crime Coverage Regional Perils General Liability Unleveled or Excess Liability Professional Liability Directors and Officers Liability	Text	Must be one of the entries from the list of Allowable Values. Initially this value will be defaulted to "Flood".



Step 6: Once all the Required and Conditionally Required fields are filled out between both **Insurance Data Input** and **Insurance Policy Data Input** tabs, click on the **Generate JSON File** button within any of the tabs.

A rectangular button with a light gray background and a thin gray border, centered within a larger orange-bordered box. The text "Generate JSON File" is displayed in a black, sans-serif font.

Generate JSON File

A JSON file has now been generated and is ready to be uploaded to the DUS Data Digitizer.