

What do I need to do to get started with UCDP?

General Information for Lenders on Preparing to Submit to UCDP

For a lender, getting started with UCDP can be a confusing process. Confusion can lead to registration processes taking much longer than they need to. Appraisal Firewall wants to assist in helping understand the basic process so that you can be prepared with the proper information to get started with UCDP as fast as possible.

Appraisal Firewall is a UCDP Lender Agent. We have gone through a similar registration process with the GSEs and UCDP and want to share our knowledge with you to make the process as trouble-free as possible.

The Best Resource: Joint-GSE Lender UCDP Checklist

The best resource for getting started is the UCDP checklist, offered jointly by both GSEs. No matter if you are a **Seller/Servicer** (direct Fannie/Freddie client), or a **non-Seller/Servicer** (correspondent who will submit appraisals to UCDP on loans closed in your own name), this checklist is a great starting point. This checklist is the same for both Freddie Mac and Fannie Mac; however, each GSE has a unique registration process.

<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdplenderadminregchecklist.pdf>

Steps to Working with the UCDP:

1. **Lender Admin:**

Designate a Lender Administrator in your office. This will be the person in your office in charge of getting registered and setting up UCDP for your business. Both GSEs require that you have a Lender Admin. If you submit to both GSEs, the individual should be the same Lender Admin for both.

2. **Register with the UCDP:**

Have the Lender Admin complete all of the required paperwork to register with UCDP (see the UCDP checklist above). This process can be confusing and can take some time. Unfortunately, it is controlled by the GSEs so there is little we can do to assist at this stage other than answer any questions you may have. Contact us if you need help filling out any of the registration forms.

a. **Registration info for Fannie Mae:**

<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpregjobaid.pdf>

- b. **Registration info for Freddie Mac:**
http://www.freddiemac.com/sell/secmktg/pdf/getting_reg_ucdp.pdf
 - c. **Register with GSEs' Third Party Provider (Veros):**
<https://gse.veros.com/onlineform/>
3. **Login to the UCDP and Setup Your Organization:**
Once you have registered, you will have a login to UCDP. You can then start setting up your organization in UCDP. This involves setting up your company profile, additional users that can login to UCDP, business units, and setting up Appraisal Firewall as your Lender Agent.
4. **UCDP Lender Agent Setup:**
UCDP Lender Agents can submit appraisals to UCDP on behalf of lenders, saving the lender time and eliminating the need to learn new systems or implement new processes.
 - a. Login to UCDP, then go to the **Account Administration** tab, and choose **User and Business Unit Administration**. Then, click **Relationships**.
 - b. Find the **Lender Agent** drop down list, choose **Appraisal Firewall/SharperLending**, and click **Invite**. Appraisal Firewall will then accept the invitation.
5. **The Final Step – Lender Agent Seller Numbers:**
The final step in UCDP Lender Agent setup is to assign Seller Numbers for both Fannie Mae and Freddie Mac to the Appraisal Firewall/SharperLending lender agent.
 - a. **For Fannie Mae**, the Seller Number is your Seller/Servicer Number or Non-Seller/Servicer Number ID.
 - b. **For Freddie Mac**, the Seller Number is your Seller/Servicer Number or Third Party Originator (TPO) Number.

You may assign a Seller Number(s) as soon as you invite Appraisal Firewall/SharperLending, even though the status may still be "Pending". Once we accept your invitation and you have assigned us Seller Number(s), we can begin submitting appraisals for your organization under the assigned Seller Number(s).

Helpful Links

- **Joint GSE UCDP Lender Administrator Checklist:**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdplenderadminregchecklist.pdf>
- **Fannie Mae: main UCDP Information page**
<https://www.efanniemae.com/sf/technology/accountmanage/ucdp.jsp>
- **Freddie Mac: Main UCDP Info and Registration Page**
http://www.freddiemac.com/sell/secmktg/uniform_collateral_data_portal.html
- **Fannie Mae: Getting Registered with UCDP**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpregjobaid.pdf>
- **Fannie Mae: UCDP Lender Admin Registration**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpInradmrgstr.pdf>
- **Fannie Mae: Non-Seller/Servicer Online Registration Request Form**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpnonsellerservicerreg.pdf>
- **Freddie Mac: Seller/Servicer and Non-Seller/Servicer Registration:**
<http://www.freddiemac.com/sell/secmktg/primary.html>
- **Managing Your UCDP Business Units**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpmngbusunits.pdf>
- **Managing UCDP Users and Your Business Structure**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpmanageusers.pdf>
- **Working with and Managing Lender Agents**
<https://www.efanniemae.com/sf/technology/commitloandel/ucdp/pdf/ucdpmngIndragents.pdf>