

## Overview

Loan Selling Advisor® makes it fast and efficient for Warehouse Lenders to release and relinquish, transfer and assign to Freddie Mac their right, title and interest in Pledged Mortgages sold to Freddie Mac. Under this arrangement, the Seller prepares forms in Loan Selling Advisor, making them available to the Warehouse Lender to electronically release their interests online.

This reference document provides high-level instructions and tips for Warehouse Lenders on how to use Loan Selling Advisor to process Form 996E and directly release their interests in Pledged Mortgages to be sold to Freddie Mac.

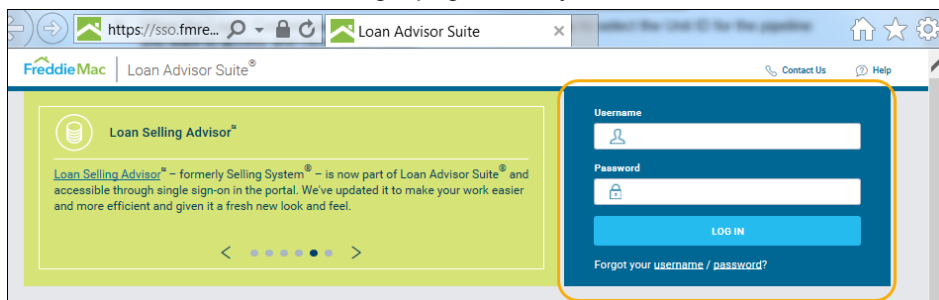
## User Roles

You must complete [Form 900WHL, Loan Selling Advisor Warehouse Lender Authorized User Identification Form](#) to receive a user role and password to access Loan Selling Advisor. Your password will be emailed to you and the User ID will be emailed to your designated Administrator. The following user roles are available to Warehouse Lenders:

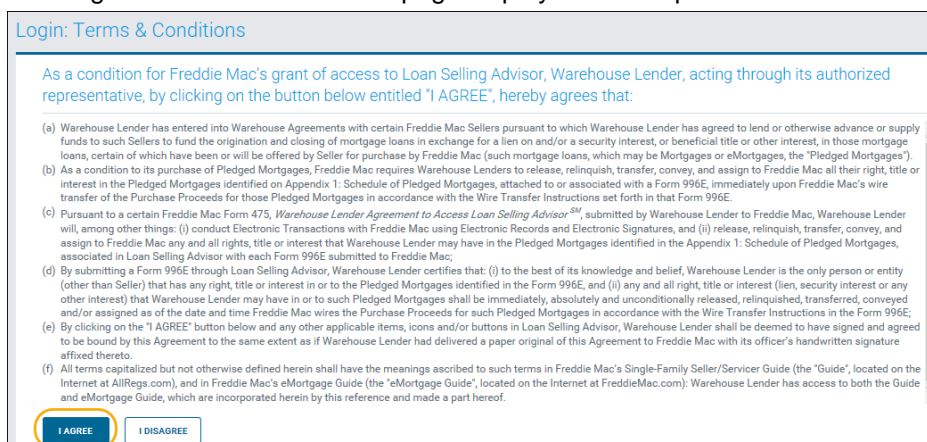
- The **Warehouse Lender Reviewer** role lets you view, accept, and reject Form 996E. This user role provides access to View the Warehouse Lender Pipeline, and Import and Export Warehouse Lender Releases.
- The **Warehouse Lender Approver** role lets you view, accept, reject, record, and unrecord Form 996E. This user role has access to View Warehouse Lender Pipeline, Unrecord Warehouse Lender Releases and Import and Export Warehouse Lender Releases. Warehouse Lenders must record their Form 996E Release before Freddie Mac will purchase a Pledged Mortgage.

## How to Login

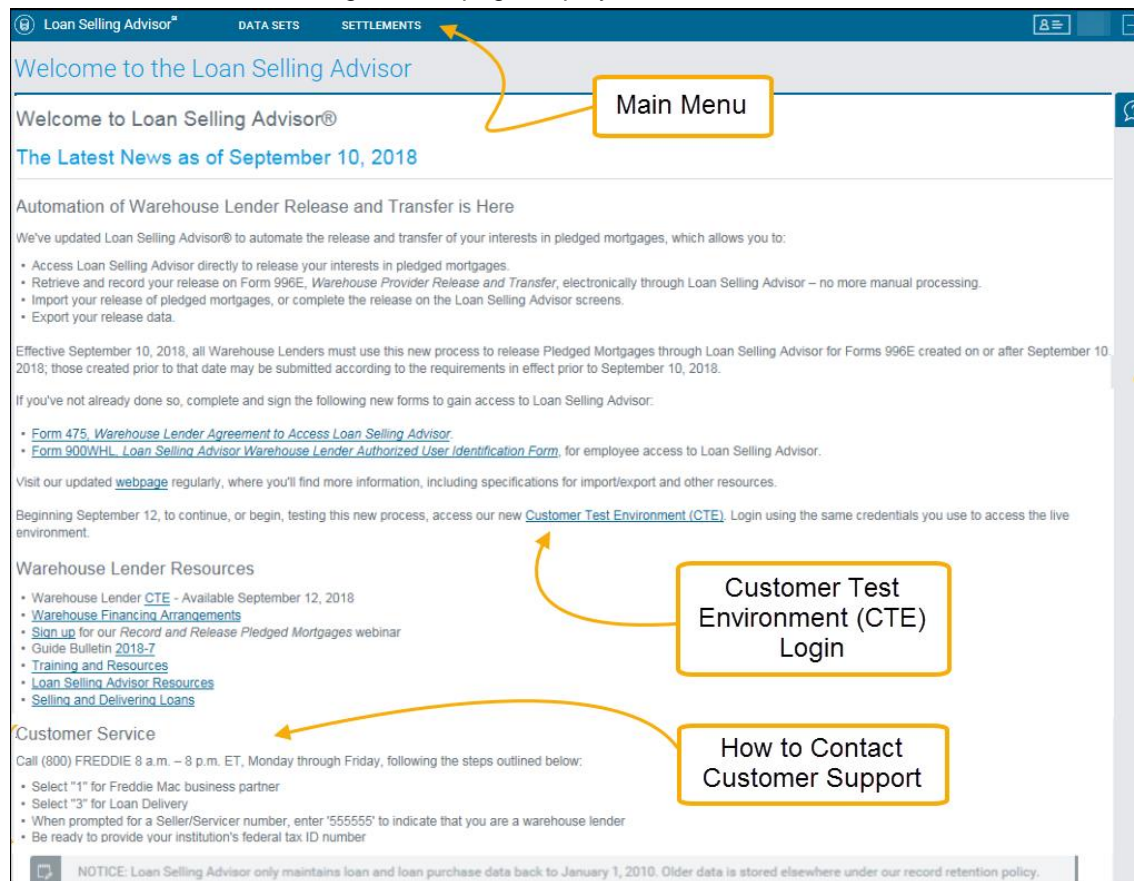
1. From the Loan Advisor Suite login page, enter your “Username and Password,” and click **LOG IN**.



2. The Login Terms and Conditions page displays. To accept the Terms and conditions, click **“I AGREE”**.



The Welcome to Loan Selling Advisor page displays.



If you have multiple Unit Identifier's and want to access a different pipeline without logging out of the system, click the person icon at the top of the page and click **Change User Context**

**Main Menu:** Contains DATA SETS and SETTLEMENTS and each menu contains additional functions. See the table below the for a description of the sub menus.

| Menu Name   | Function Name                                  | Description  |
|-------------|--|--|
| Data Sets   | • Export Warehouse Lender Release              | • Export 996E data   |
|             | • View Export Warehouse Lender Release Results | • Check the progress and access your completed export files.         |
| Settlements | • View Warehouse Lender Release                | • Search for New, Accepted, Recorded, Rejected, and Unrecorded loans |
|             | • Import Warehouse Lender Release              | • Import Accepted, Recorded or Rejected loans                        |
|             | • View Import Warehouse Lender Release Results | • Check the progress and date and time of imported loan              |

**Customer Test Environment (CTE):** A realistic representation of our production system, Warehouse Lenders can use the Loan Selling Advisor Customer Test Environment (CTE) for full functionality testing. You may access CTE using the same login credentials you use to access the live environment directly from the welcome page.

**Customer Support:** Hours of Operation and contact information.

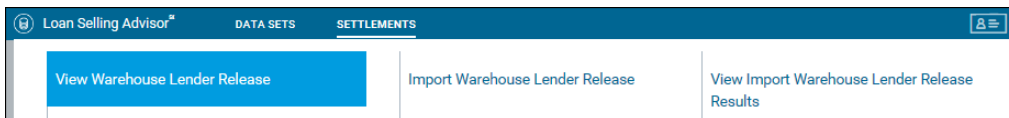
## View Warehouse Lender Release

You'll use the View Warehouse Lender Release function to:

- Search for, to manually review, accept, record and reject and unrecord releases.
- Search for and view the updated loan status for imported data.

Follow the steps below to search for new loans:

1. From the **SETTLEMENTS** menu, click **View Warehouse Lender Release**.



2. Enter your search criteria and click the **SEARCH** button.

Warehouse Lender Release: Search

Enter one or more criteria below to search for loans:

Form 996E ID:

Investor Contract Identifier:  (e.g. 123456789-133456789,143256789)

Warehouse Lender Release Status:  New  Accepted  Rejected  Recorded  Unrecorded

Execution Type:  Cash  Guarantor (Single Issue)  Multilender

Early Funding Type:  Loan Level  Pool Level

996E Created Date:  09/03/2018 to  09/10/2018

Warehouse Lender Due Date:  mm/dd/yyyy to  mm/dd/yyyy

Select the loan type option(s) below to include Modified and/or Converted loan(s) in your results :

Modified Loan  Converted Loan

Seller Loan Identifier:

Freddie Mac Loan Number:

Seller Identifier:

Loan Status:

3. The Warehouse Lender Search Results page displays. Depending on your user role, you can select loans using **ACCEPT**, **RECORD**, **REJECT** or **UNRECORD**. To view a loan, click the **FORM 996E ID** number hyperlink.

Warehouse Lender Release: Results

Select the loan(s) to review or perform Warehouse Lender action

Select Page  Select All 8 Warehouse Lender Releases TOTAL SELECTED: 0

|                          | FORM 996E ID | SELLER LOAN IDENTIFIER | SELLER IDENTIFIER | PRIMARY BORROWER NAME | NOTE AMOUNT  | CONTRACT TYPE | WAREHOUSE LENDER DUE DATE | LOAN STATUS | FREDDIE MAC LOAN NUMBER | INVESTOR CONTRACT IDENTIFIER | WAREHOUSE LENDER RELEASE STATUS | 996E LAST ACTIK DATE |
|--------------------------|--------------|------------------------|-------------------|-----------------------|--------------|---------------|---------------------------|-------------|-------------------------|------------------------------|---------------------------------|----------------------|
| <input type="checkbox"/> |              |                        |                   |                       | \$176,500.00 | Cash          | 09/04/2018 20:00:00       | New         |                         |                              | New                             |                      |
| <input type="checkbox"/> |              |                        |                   |                       | \$337,500.00 | Cash          | 09/04/2018 20:00:00       | New         |                         |                              | New                             |                      |
| <input type="checkbox"/> |              |                        |                   |                       | \$290,500.00 | Cash          | 09/04/2018 20:00:00       | New         |                         |                              | New                             |                      |
| <input type="checkbox"/> |              |                        |                   |                       | \$234,080.00 | Cash          | 09/04/2018 20:00:00       | New         |                         |                              | New                             |                      |

## Export and Import Data

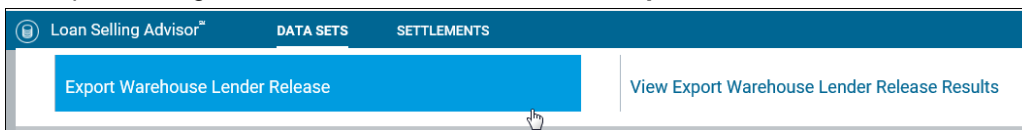
Loan Selling Advisor's export and import functions let you efficiently work on a larger number of loans at one time. For example, if a Warehouse Lender views a Form 996E with multiple Pledged Mortgages, it may be more efficient to export the data from the system, take the necessary actions and then import the updated data and status information to Loan Selling Advisor rather than processing loans one at a time.

The process of export and import begins with exporting Warehouse Lender Release data in .CSV or .XLS format. When you do this, the resulting data can then be updated in your system and imported back into Loan Selling Advisor. After exporting a file and saving the output, you can then review the content and make revisions as needed. By doing this, you can update the status of multiple loans at once rather than working on them individually in Loan Selling Advisor. After the data is exported and updated, Warehouse Lenders can release their interests in loans online by importing the updated file. Individuals with a Warehouse Lender Reviewer user role can import loans with a status of Accepted and Rejected, while those with a Warehouse Lender Approver user role can import loans with a status of Accepted, Recorded and Rejected.

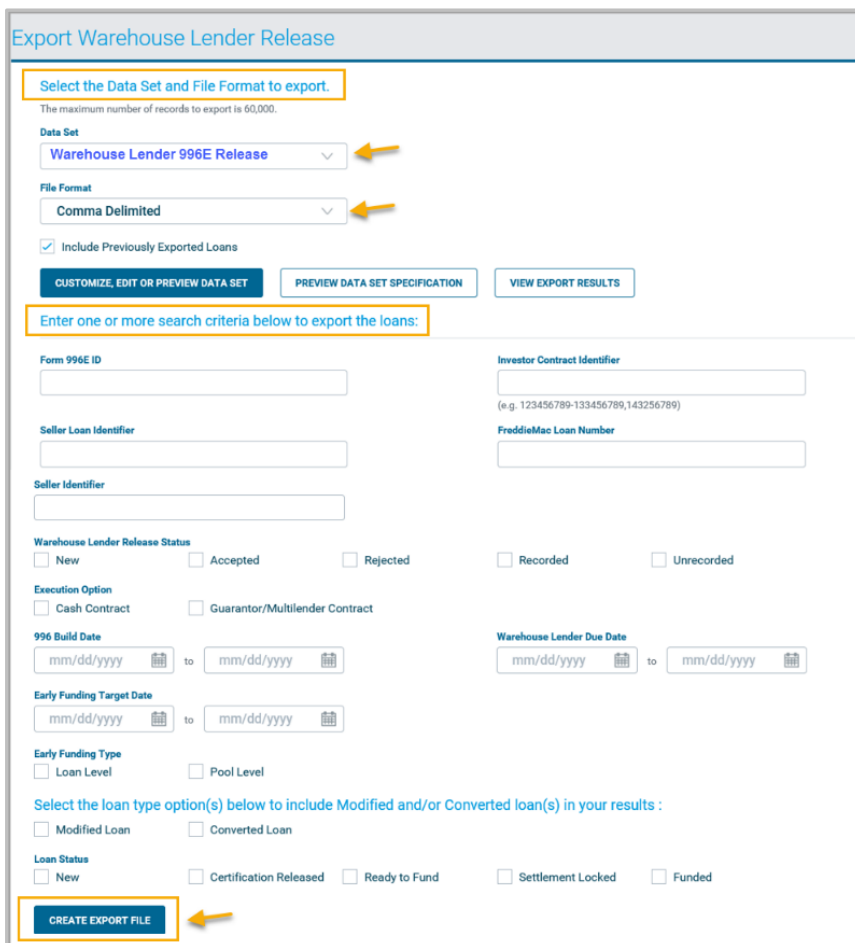
For added guidance and information on exporting data and how to create customized export data sets, refer to the [Export and Import Tips for Warehouse Lenders](#) job aid.

### Export Data

1. To export data, go to the Data Sets menu and click **Export Warehouse Lender Release**.



2. Select the data set and file format, complete the search criteria and click **CREATE EXPORT FILE**.



**Export Warehouse Lender Release**

Select the Data Set and File Format to export.

The maximum number of records to export is 60,000.

Data Set: Warehouse Lender 996E Release

File Format: Comma Delimited

Include Previously Exported Loans

CUSTOMIZE, EDIT OR PREVIEW DATA SET    PREVIEW DATA SET SPECIFICATION    VIEW EXPORT RESULTS

Enter one or more search criteria below to export the loans:

Form 996E ID:

Investor Contract Identifier:  (e.g. 123456789-133456789,143256789)

Seller Loan Identifier:

FreddieMac Loan Number:

Seller Identifier:

Warehouse Lender Release Status:  New  Accepted  Rejected  Recorded  Unrecorded

Execution Option:  Cash Contract  Guarantor/Multilender Contract

996 Build Date:  to

Warehouse Lender Due Date:  to

Early Funding Target Date:  to

Early Funding Type:  Loan Level  Pool Level

Select the loan type option(s) below to include Modified and/or Converted loan(s) in your results:

Modified Loan  Converted Loan

Loan Status:  New  Certification Released  Ready to Fund  Settlement Locked  Funded

**CREATE EXPORT FILE**

- The View Export Warehouse Lender Release: Results page displays. Click **REFRESH FILE STATUS** until the **STATUS** field displays as **Completed**, and the **FILE NAME** field displays the data set name as a hyperlink. Click the hyperlink to Open, Save or Cancel the exported file.

View Export Warehouse Lender Release: Results

Use the table below to check the progress and access your completed export files.

To download an export file, click on the appropriate File Name link below. Each completed export file listed below will automatically display for 7 calendar days from date created.

[REFRESH FILE STATUS](#)

| FILE NAME                                     | REQUEST DATE/TIME   | TOTAL NO. OF RECORDS | EXPORT SOURCE | STATUS    |
|---|---------------------|----------------------|---------------|-----------|
| <a href="#">Warehouse Lender Release 996E</a> | 2018-08-28 14:54:11 | 5                    | Export Data   | Completed |

## Import Data

- To import data, go to the View Warehouse Lender Release menu and click **Import Warehouse Lender Release**.

Loan Selling Advisor™ DATA SETS SETTLEMENTS

View Warehouse Lender Release Import Warehouse Lender Release View Import Warehouse Lender Release Results

- The Import Warehouse Lender Release page displays. Select **BROWSE** to select the file and click the **IMPORT RELEASE STATUS** button. The Import Warehouse Lender Release: Results page displays a seven-day history of imported files, along with the import status.

View Import Warehouse Lender Release: Results

View errors by clicking on the numbers in the Failed columns. Click on the Refresh Import Status button to update the Status.

Large import files may take some time to process. While the import is in the process, other tasks in the system can be performed.

[REFRESH IMPORT STATUS](#)

| FILE NAME                                     | USERID | DATE/TIME           | TOTAL LOANS | SUCCESS | FAILED | IMPORT STATUS |
|---|--------|---------------------|-------------|---------|--------|---------------|
| <a href="#">Warehouse Lender Release 996E</a> | USERID | 2018/08/29 12:41 PM | 5           | 5       | 0      | Completed     |
| <a href="#">Warehouse Lender Release 996E</a> | USERID | 2018/08/27 22:11 PM | 14          | 14      | 0      | Completed     |
| <a href="#">Warehouse Lender Release 996E</a> | USERID | 2018/08/23 08:43 AM | 1           | 1       | 0      | Completed     |
| <a href="#">Warehouse Lender Release 996E</a> | USERID | 2018/08/22 16:55 PM | 1           | 0       | 1      | Completed     |

[Back to Import](#)

The critical fields to note on this page are:

- Total Loans** – This reflects the total number of loans that were included in the import, and should match the total number of loans on your file.
- Success** – Identifies the number of loans that were successfully processed, regardless of whether the loans were marked as Accepted, Recorded, Rejected, or Unrecorded.
- Failed** – This identifies that number of loans that did not process successfully during the import. To view details of files that failed during import, click the numbered hyperlink. The Import Warehouse Lender Release: Failed Warehouse Lender Release Status Details page displays the **SELLER IDENTIFIER**, **SELLER LOAN IDENTIFIER**, and **ERROR MESSAGE**.

To view the updated import status, go to the View Warehouse Lender Release function, search for the imported loans and view the updated loan status.

## Additional Resources

Visit the [Warehouse Financing Arrangements](#) page to access:

- Training Resources:
  - View the [Record and Release Pledged Mortgages for Freddie Mac](#) tutorial
  - [Warehouse Lender Release and Transfer User Guide](#)
  - [Export and Import Tips for Warehouse Lenders](#)
- Read *Single-Family Seller/Servicer Guide* Bulletin [2018-7](#) [PDF] and Chapter 6305, *Warehouse Financing Arrangements*, for detailed requirements.

This document does not replace or substitute for any information or requirement of Freddie Mac's *Single-Family Seller/Servicer Guide*, any other agreement with Freddie Mac, or the terms of any Seller/Servicer's Purchase Documents.

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