

Obtaining and Configuring UCDP Direct Integration Credentials

To submit appraisal data files to the Uniform Collateral Data Portal[®] (UCDP[®]) using a vendor solution, your organization must first set up a UCDP Direct Integration User (DI User) ID. The UCDP administrator (UCDP Admin) for your organization should follow the process defined below to obtain, configure, and test direct integration credentials.

UCDP Direct Integration User Request and Credential Configuration Steps

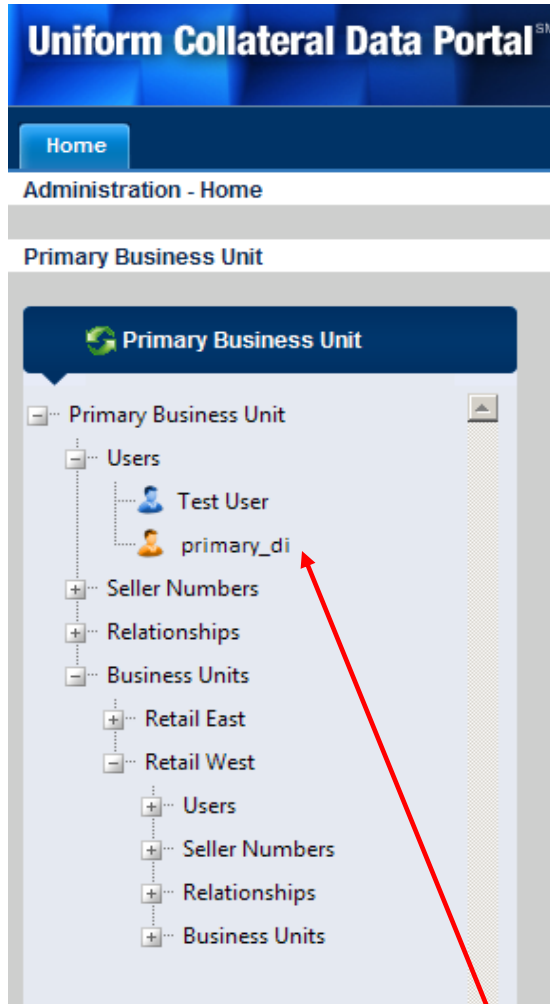
1. **Complete the standard registration process for UCDP to establish a UCDP Admin. The UCDP Admin will be responsible for requesting the DI User ID.**
 - **If your organization has already established a UCDP Admin**, proceed to Step 2. Please note the following information that was provided to register the UCDP Admin must be identical to the information provided in the DI User Request:
 - Company Name
 - UCDP Administrator Name
 - UCDP Administrator Email
 - **If your organization has not established a UCDP Admin:**
 - **For Lenders** - Lenders must complete the UCDP Registration process defined on the FreddieMac.com and eFannieMae.com for one or both GSEs. If you deliver loans to both GSEs, you must complete the process for both entities:
 - Freddie Mac - [Getting Registered for the Uniform Collateral Data Portal](#)
 - Fannie Mae - [Getting Registered for UCDP](#)
 - **For Lender Agents** - Lender agents (such as appraisal management companies or outsource providers) must complete the UCDP Lender Agent Registration Form to request a UCDP account and appear on the lender agent list in the UCDP. The same form is available on both the FreddieMac.com and eFannieMae.com. Each company should complete only one UCDP lender agent registration form on one of the GSE's websites. Separate forms are NOT needed for each GSE or for each lender.
 - Freddie Mac - [UCDP Lender Agent Registration Form](#)
 - Fannie Mae - [UCDP Lender Agent Registration](#)

Once you have completed the registration process and established a UCDP Admin on the UCDP Web portal, proceed to Step 2.

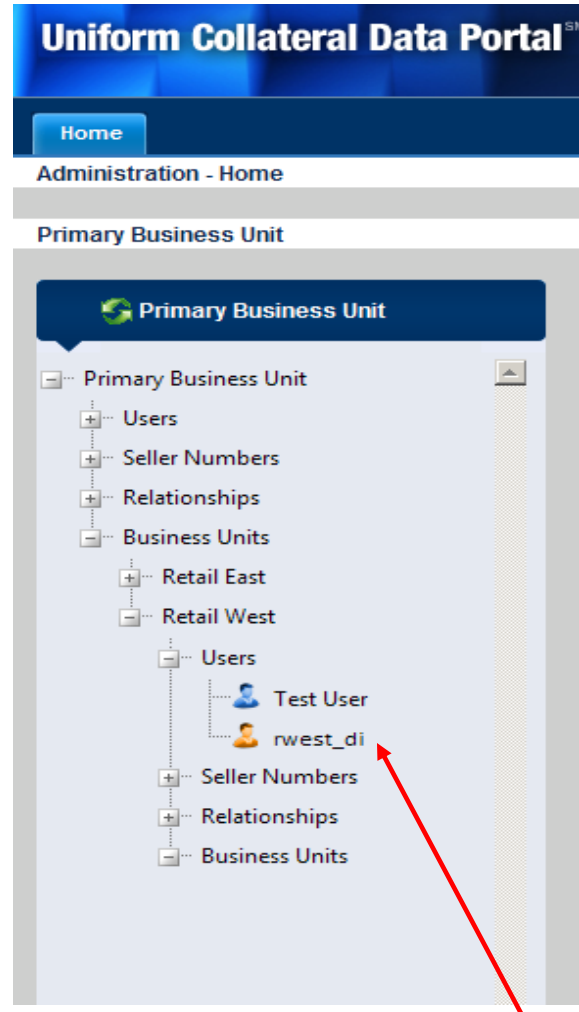
2. Identify the Business Unit for Direct Integration

The direct integration credentials will be set up within a business unit as a DI User. DI Users can be created for any business unit and will have access to submit appraisals to the assigned business unit and any subordinate business units. In most cases, an administrator will have a single business unit and the DI User will reside in that business unit. For more complex setups where hierarchies exist, an administrator needs to determine at which level to assign the DI User ID.

The examples below demonstrate the access for a DI User in the UCDP User and Business Unit Administration:



The DI User established within the Primary Business Unit, *primary_di*, will be able to submit transactions from a vendor solution to the Primary Business Unit, and the subordinate business units, Retail West and Retail East.



The DI User established within the Retail West Business Unit, *rwest_di*, can only submit transactions from a vendor solution to the Retail West Business Unit.

3. Identify the Business Unit Number (Lenders) or Business Unit Name (Lender Agents)

- **For Lenders**

The UCDP Lender Administrator can find the Business Unit Number within the UCDP Web portal by following the steps below:

- Log in to the UCDP - <https://www.uniformdataportal.com/>.
- From the Account Administration Tab, select "User and Business Unit Administration."
- To find the **Primary Business Unit** Number:
 - Click on the highest level Business Unit Name (top of the structure).
 - The Business Unit Number is an 8 digit alphanumeric value located next to the Business Unit Name in parenthesis:

ABC Lender (Business Unit Number: MFI41225)

- To find a **Child Business Unit** Number:
 - Click on the plus sign next to Business Units to expand the structure.
 - Click on the name of the desired Child Business Unit.
 - The Child Business Unit Number is an 8 digit alphanumeric value located next to the Business Unit Name in parenthesis:

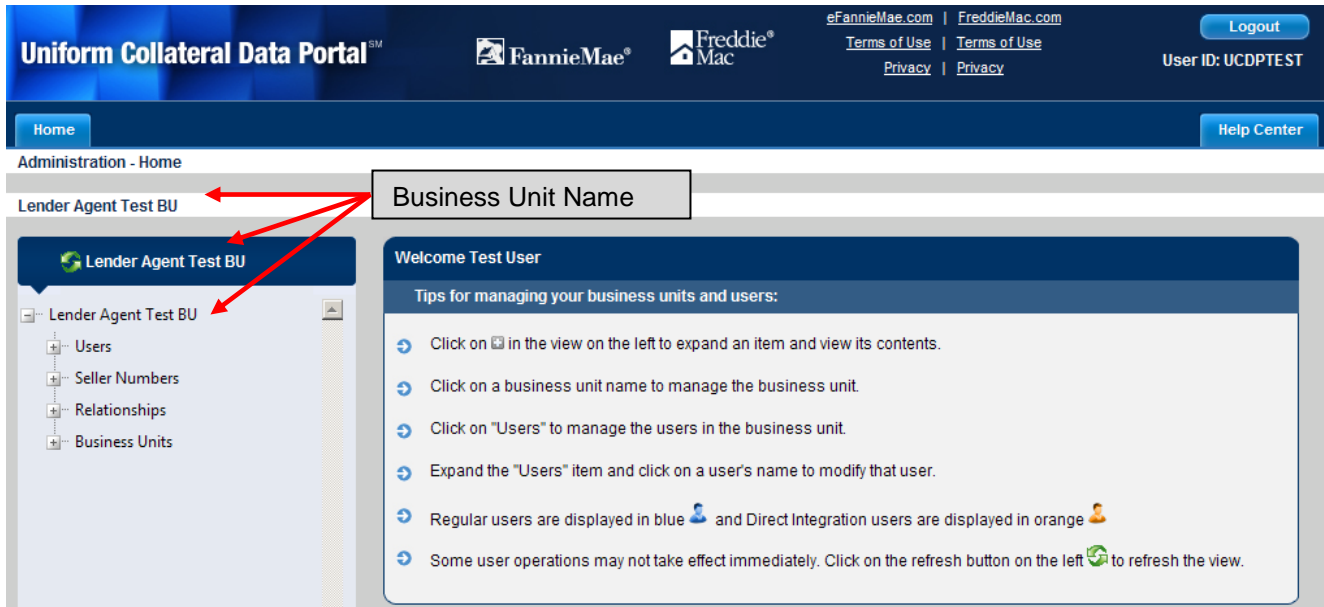
ABC Lender East (Business Unit Number: MFI41230)

The screenshot shows the UCDP interface. At the top, there is a navigation bar with the Uniform Collateral Data Portal logo, Fannie Mae and Freddie Mac logos, and links for eFannieMae.com, FreddieMac.com, Terms of Use, Privacy, and Logout. The user ID is UCDPTEST. Below the navigation bar, there is a 'Home' button and a 'Help Center' button. The main content area is titled 'Administration - Business Unit' and 'Primary Business Unit'. On the left, there is a sidebar with a tree view showing 'Primary Business Unit', 'Users', 'Seller Numbers', 'Relationships', and 'Business Units'. The main content area is divided into two sections: 'Business Unit' and 'Primary Business Unit (Business Unit Number: MFI41225)'. The 'Business Unit' section contains three sub-sections: 'Rename Business Unit', 'Create Child Business Unit', and 'Delete Business Unit'. The 'Rename Business Unit' section has a 'Current Business Unit Name' field with the value 'Primary Business Unit' and a 'New Business Unit Name*' field. The 'Create Child Business Unit' section has a 'Business Unit Name*' field. The 'Delete Business Unit' section has a 'Select Business Unit*' dropdown menu with the value '-- Select Business Unit --'. A red arrow points from the 'Business Unit Number' label to the 'Business Unit Number: MFI41225' text in the 'Primary Business Unit' section. A legend at the bottom indicates that an asterisk (*) indicates required information.

- **For Lender Agents**

The UCDP Lender Agent Administrator can find the Business Unit Name within the UCDP Web portal by following the steps below:

- Log in to the UCDP - <https://www.uniformdataportal.com/>.
- From the Account Administration Tab, select "User and Business Unit Administration."
- The Primary Business Unit Name appears three times in the left hand column, in this example "Lender Agent Test BU."



4. Navigate to the UCDP Direct Integration User ID Request Form:

The same form is available on both the FreddieMac.com and eFannieMae.com. Each company should complete only one UCDP Direct Integration User ID Request Form.

- Freddie Mac - [FreddieMac.com/singlefamily/vendors/ucdp_DIcredentials.html](https://freddiemac.com/singlefamily/vendors/ucdp_DIcredentials.html)
- Fannie Mae - [eFannieMae.com/sf/technology/support/integration/ucdp/pdf/ucdpdirintegruseridform.pdf](https://efanniemae.com/sf/technology/support/integration/ucdp/pdf/ucdpdirintegruseridform.pdf)

5. Complete and email the UCDP Direct Integration User ID Request Form:

- The table below provides a description for each required field in the DI User Request Form:

Data Field	Description
Company Name	Lender or Lender Agent company name. This value must match the company name used to create the UCDP Administrator.
Direct Integration User Role	"Lender DI" or "Lender Agent DI"
Business Unit Number	Defines where in the Business Unit Hierarchy to create the DI User. Required for Lenders.
Business Unit Name	Defines where in the Business Unit Hierarchy to create the DI User. Required for Lender Agents.
UCDP Administrator First Name	This value must match the first name used to create the UCDP Administrator.
UCDP Administrator Last Name	This value must match the last name used to create the UCDP Administrator.
Administrator Phone Number	The phone number may be used to contact the UCDP Administrator.
Administrator Email Address	This value must match the email address used to create the UCDP Administrator. Notifications for the DI User will be sent to this email.
Vendor Name	Vendor who is providing solution.

- Send the completed form to UCDPDIUser@veros.com. Requests will be processed in 2-3 business days.
- If the company name, administrator name, or administrator email do not match the values provided during registration for the administrator, or the requesting administrator does not have access to the specified business unit, you will receive an email from Veros, ucdp-noreply@veros.com, indicating your request is denied.

6. Receive an email with your UCDP DI User ID:

- Once your request has been processed, you will receive an email from Veros, ucdp-noreply@veros.com, with your DI User ID. Additionally, you will see the DI User appear in the UCDP User and Business Unit Administration screen as a user associated with the requested Business Unit.
- Log into the UCDP Web portal to create the password for the DI User.

7. Identify the GSE Seller Number(s) and Business Unit(s) to be configured in your vendor's solution.

The Business Unit Number(s) and GSE Seller Number(s) can be identified by logging into UCDP and reviewing the established hierarchy under the *Account Administration Tab, User and Business Unit Administration.*

The screenshot displays the 'Uniform Collateral Data Portal' interface. The main content area shows a tree structure under 'Primary Business Unit'. The tree includes nodes for 'Users', 'Seller Numbers', 'Relationships', and 'Business Units'. Under the top 'Seller Numbers' node, 'Fannie Mae' (666660005) and 'Freddie Mac' (123456) are listed. A callout box with two red arrows points to these numbers, stating: 'The Seller Numbers assigned to a Business Unit may be found by expanding Seller Numbers and expanding one or both GSE Names. The assigned Seller Numbers are displayed beneath the specific GSE. In this example the attributes have been expanded to show one seller number per GSE associated to the Primary Business Unit.'

Below this, under 'Business Units', there is a 'Retail East' node. It contains its own 'Seller Numbers' list with 'Fannie Mae' (666660005) and 'Freddie Mac' (123456). A second callout box with two red arrows points to these numbers, stating: 'The example hierarchy also includes one Seller Number per GSE associated to the Retail East Business Unit.'

8. Contact your vendor for instructions on how to complete the configuration and testing of your UCDP DI User ID, Business Unit(s), and GSE Seller Number(s).

If you need assistance with this process, please contact your GSE account or integration team or the UCDP Support Center at 800-917-9291.