

You have two choices in submitting loan data under the MPF Program: interactive submission through the loan presentment or batch processing. Featured below are instructions for submitting your files quickly and easily through the batch process.

Interactive Submission via Loan Presentment

Every mortgage to be delivered under the MPF Program must first be submitted for loan presentment. Loan data is submitted through the loan presentment process, which consists of an interactive submission on the eMPF[®] website.

For each conventional loan funded under the MPF Traditional product, the data will be evaluated using the MPF credit enhancement rating system. A loan level credit enhancement amount and percentage will be provided.



Loan Presentment – Batch Processing

Although the interactive submission option is used by many MPF Program customers, you may find it more efficient to download loan data from your loan origination system (LOS) and subsequently upload that information to us in a batch file. To electronically submit one or more loans for loan presentment through the MPF Program batch submission process, please follow the file development and file submission instructions on the next page. The required data is found in the Fannie Mae 3.0 (Fannie Mae export, ULDD.xml) file that is produced by your LOS.

"Mortgage Partnership Finance", "MPF", and "eMPF" are registered trademarks of the Federal Home Loan Bank of Chicago. The "MPF Mortgage Partnership Finance" logo is a trademark of the Federal Home Loan Bank of Chicago.

Batch Submission Process for Loan Presentment

Uniform Loan Delivery Dataset (ULDD) File

From the main MPF Program website (*www.fhlbmpf.com*) click Resources, then the applicable MPF data resource: ULDD or Additional info file.

Note that even though your loan file is for an MPF Traditional product, such as MPF Original or MPF 125, etc., the batch processing option uses the same ULDD template as customers use for the MPF Xtra product.

Under the Uniform Loan Delivery Dataset (ULDD) Resources section, click on the link entitled *Detailed Reference List of ULDD Fields Phase 3 Format* for a complete list of required loan data fields.

MPF Program Detailed Reference List of Required or Conditionally Required ULDD Fields (Origination Guide Exhibit S-X)

(botded	Fields indicate a Required Field for MPF that y	our LDS may not automatically capture or deliver as a date poi	nt, which may be different that	in the standard ULDD produ	uced by your LOS	
ARSMO Section	MESMO Data Asert Rame ¹	Description	Carresponding MHF Data Dament (See Form DG3)	Phase Silves Field (1/h)	Parid Conditionality	Enumeration
	Nilmal adva	The address with the address markets gas discriming, street mans, goals denoticed, address and designation, and address and colors.	Populy Address	2	Regularity to of Lane	The Mortgapet Property address-papeleded in the base address; UML Re- mert accessive which for Mortgaped Property address proceeding unit, if applicables documented on the Nets accessed with the specified Mortgape Lease.
н.	Capitana	The same of the edg	~		Required to all Lance	The city news subsets of dealth easily, weak how it is reasolid on the basis

Prior to locking a delivery commitment, please schedule a testing session with *Erin Bramlett* to test the upload function.

Batch File Submission Instructions

Now that you have your ULDD file prepared, the steps that follow outline selecting the appropriate master commitment number and uploading the files. If errors exist on the file, there will be an opportunity to utilize on-screen editing.

Step 1 - Go to the **eMPF website**, and enter your username and password. Under the Transactions tab, select the Submit Batch option.



Step 2 - From the auto-populated master commitment list (MC List), select the appropriate master commitment number for your institution.

	Nation Contemport My	1/12/							
	Property D	pan) being type (to the s) panel (to the planet)							
	Bat.7	we were							
	First Chang Da	ME 8117							
		das .	1000						
		SUBMIT	_						
Master	Commitment	List							3
Master	Commitment	SUBUT	CREAMON THIS	REMITTANCE TYPE	unde som	Campion Ancora Committee of Committee of	UNCONNETTID INFORMATION	D-BRAND ALE - SALES	1 Compared Series

Step 3 - From the Batch Type option, select LPR from list to review for any file errors (or) LPR and Fund to submit batch for funding. It is highly recommended to initially select the LPR option to ensure your file is error free.



Step 4 - From the Batch File option, Browse to select the FNMA ULDD (.xml) file to be included in the batch.

	17192	BR; LINE		
Program: Original 6	elivery Type: Mandat	ory _		
Servicing Mode	R Servicing Retained		Server Ba	7
			B Chinam	1.00
Batch Type:	LPR :			
Post Closing Contact:	SELECT	-		2
				-
Batch File:		BROWSE	1 A	-
	Must be in any format			
	_			

Step 5 - Click the Submit Batch button to upload the files.

Master Commitment Number:	17107	INC LINE	
Program: Original 0 Servicing Mode	Delivery Type: Mandat at: Servicing Retained	оу	
Batch Type:	LPR	-	
Post Closing Contact:	SELECT	-	
Batch File:		BROWSE	0
	Must be in unit format		

Step 6 - The top of the screen will display a status box detailing the number of loans submitted and the LPR status. The bottom will have itemized columns that provide LPR status lists, a link to make edits and when needed, an option to select and fund specific loans.



Step 9 - Scroll through the loan presentment screen to make the applicable corrections. Then click the "Save and Run Edits" button to save any changes or corrections made to the loan data.

AVE AND RUN EDITS SAVE	AND FUND	Return to Batch Desails Next Loan	Codi Estarconet Amont ELEN I Codi Estarconet Periot 4215
tert Story fait this loss or with a different in	an by selecting an option above		
The pricing present requires atten a Denix Because a Delivery Convertinent was not p pp), and would need to be charted prior to a	ng commonant ar a schadua, hadnar ka barr i rocidad in the batch publicities, net al funding of a successful funding submitters.	ander spreezy and the pricing process can not control clubbing could be performed. Rease note that since all	m Notwy Connellment II provided, additional early no
PFI Loan Number: 2018015428			
Submitted By: Test One			
Master Commitment Number:	14840	Delivery Type:	Mandatory
	MPFZS	Remittance Type:	Actual/Actual
Program			
Program			
Program: Sub Program:	NIA	Servicing Modet	Servicing Retained

You're done!

A confirmation screen will display a batch number and status. Confirm the batch was submitted successfully by reviewing the Batch Detail Report. If the batch fails, use the report to address any exceptions. The Batch Detail Report is your loan confirmation including your MPF loan number, credit enhancement obligation amount and agent fee.

Step 7 - Click on the EDIT link.

PFI LOAN NUMBER	DELNERY	BORROWER'S LAST NAME	UPR STATUS		FUNDING STATUS		EDIT	SELECT TO FUND
Test110	722,487	Cyan	Successful	0	Funded			
Tecr111	722487	Brickred	Successful	0	Funded	0		
Test122	722487	White	Successful	Θ	Funded	Θ		
Test123	722421	Pink	Editing Required	۲	Editing Required	۲	Edit	
Test22	722421	Gold	Editing Required	۲	Editing Required	۲	Edit	

Step 8 - Errors will appear at the top of the screen. All fatal errors must be corrected before a CE obligation will be provided.

Coan Information Sociestify Served Marce Stages (2011 this has no of all a software have by selecting an option show. India Uniona, 10at to complete Loan Presentational A. Kanach Angoue S. Variadasch than Anton Selectional Antonia A. Name Tomore State complete Loan Presentation for Funding) 3. Name Payment Date is invalid
Abert Stager Erit the Usan or odd a Siftward ison by solvering an option showe. Table United Signal Erit Complete Lean Proceedingson 1. Karan Propose Dravit and Sint Siftward ison is required. 1. Name Ry one Carl Complete Lean Proceedingson 1. Name Ry one Carl Complete Lean Proceedingson 1. Name Ry one Carl Complete Lean Proceedingson
Taka Univer, Bild Visi Congeletis Lane Presentencia 1. Scham Angelon in Walkard te nich Kann Khiftankin läineparesi. 2. Inventer Visa Bath kuinesis Scham Angelon Interfaced für Fanding) 1. Rach Paynette Eine la Invalid.
Wanning Ernars (Edit to complete Loan Presentment for funding) 3. Next Payment Cate is involid.



Learn More

MPF SERVICE CENTER

877.345.2673 MPFServiceCenter@fhlbc.com

FHLBANK TOPEKA MPF DEPARTMENT | 866.571.8171

CHRIS ENDICOTT chris.endicott@fhlbtopeka.com

ERIN BRAMLETT erin.bramlett@fhlbtopeka.com

MEGAN HAAS megan.haas@fhlbtopeka.com

GRANT HAAG grant.haag@fhlbtopeka.com If you have any questions about this process, please contact us. For a full list of other helpful guides about the MPF Program, visit our website at www.fhlbtopeka.com/mpf, select Operational Guides tab.

LAST UPDATED NOV. 1, 2021

Copyright © 2021 FHLBank Topeka. All rights reserved. This brochure is provided as general product information and is intended for educational purposes only.



SERVING COLORADO | KANSAS | NEBRASKA | OKLAHOMA