



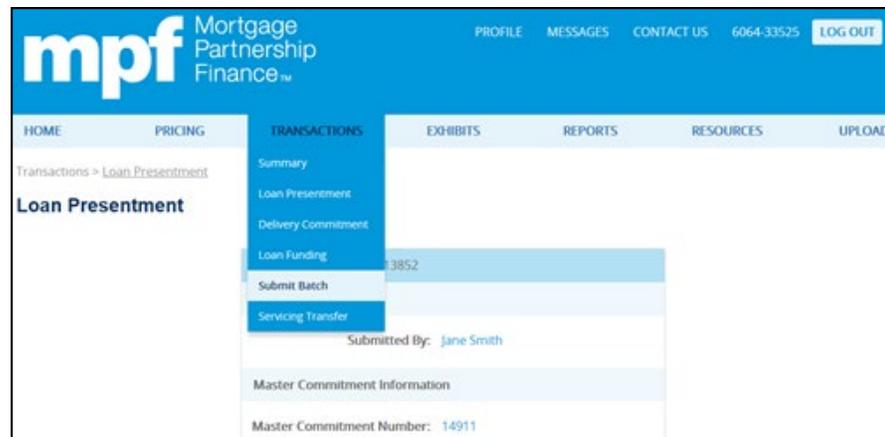
Batch Submission Process for Loan Presentment

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)

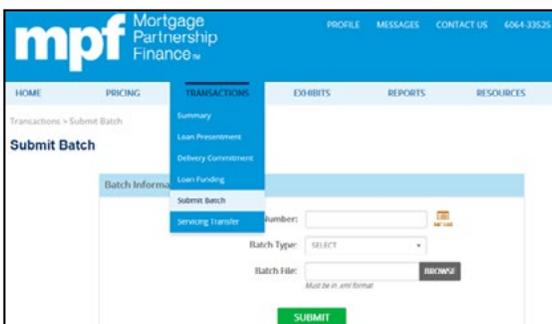
MPF Data Field ID	MPF Data Field Name*	Description	Corresponding MPF Data Element (See Form 902)	Phase 3 New Field (Y/N)	Field Conditionality	Explanation
18	Address suffix	The address with the address number, pre-directional street name, and directional address and direction, and address unit code.	Property Address	N	Required for all Loans	The Mortgage Property address provided in the loan delivery XML file must accurately reflect the Mortgage Property address (including unit, if applicable) documented on the file associated with the specified Mortgage Loan.
19	CityName	The name of the city.	City	N	Required for all Loans	The city name submitted should exactly match how it is recorded on the file.

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.

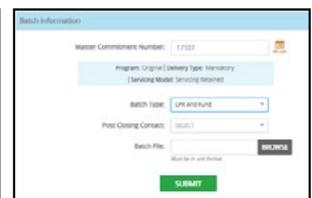
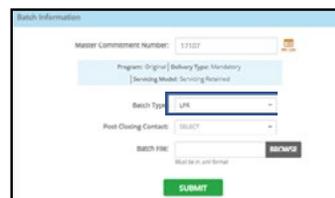


Step 2 - From the auto-populated master commitment list (MC List), select the appropriate master commitment number for your institution.

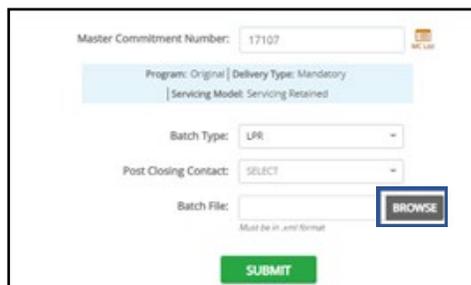


Master Commitment Number	Program	Sub-Program	Sub-Program Code	Delivery Type	Resort Code	Service Model	Current Batch Count	Limit Count	Batch Size	Batch Date	Batch Status
17107	Original	N/A	N/A	Mandatory	N/A	Servicing Retained	0/100,000,000.00	100,000,000.00	100,000,000.00	1/18/2018	1/18/2018

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.



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

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 7 - Click on the EDIT link.

PFI LOAN NUMBER	DELIVERY COMMITMENT	BORROWER'S LAST NAME	LPR STATUS	FUNDING STATUS	EDIT LOAN	SELECT TO FUND
Test110	722487	Cyan	Successful	Funded		
Test111	722487	Brickred	Successful	Funded		
Test122	722487	White	Successful	Funded		
Test123	722421	Pink	Editing Required	Editing Required	Edit	
Test22	722421	Gold	Editing Required	Editing Required	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.

Step 9 - Scroll through the loan presentation 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.

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.

Learn More

MPF SERVICE CENTER

877.345.2673
MPFServiceCenter@fhlbc.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.

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

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

800.933.2988 | fhlbtopeka.com