Real Estate Information Management Systems

RIMS for Residential Appraisal Workflow provides a direct integration to the Uniform Collateral Data Portal (UCDP), automating MISMO XML residential appraisal submittal, hard stop overrides, and resubmittal from within the RIMS user interface.

> **The following instructions are intended only for the lender who wants to enable RIMS for automated direct integration to UCDP. There are different instructions for Lender Agents, such as Appraisal Management Companies, using RIMS for UCDP integration.**

There are two primary steps to enable RIMS for automated direct integration to UCDP.
1. Set up your UCDP Web Portal presence
2. Acquire your Direct Integration (DI) Credentials and provide them to your ExactBid/RIMS Support contact.

Following are the detailed instructions:

1. **Set up your UCDP Web portal presence** - This step is completely independent of ExactBid/RIMS.
The UCDP team provides a comprehensive job aid and a checklist to assist you in this process of establishing your UCDP presence: https://www.fanniemae.com/singlefamily/uniform-collateral-data-portal
Note: Included at this site is a 4-part *Uniform Collateral Data Portal Reference Series for the Lender Admin*.
Part 4 in the Lender Admin series, *Managing Lender Agents*, is required only if your bank intends to set up lender agents (third-party entities that a lender authorizes to perform functions within the UCDP) in addition to using RIMS for direct integration to the portal.

➔ **The following instructions are intended only for the lender who wants to enable RIMS for automated direct integration to UCDP. There are different instructions for Lender Agents using RIMS for UCDP integration.**

2. Acquire your Direct Integration (DI) Credentials and provide them to your [ExactBid/RIMS Support](#) contact (support@exactbid.com).
In this step, your Admin will fill out a short form, wait a brief period for processing (2-3 days), and then receive an email with your lender DI credentials (user name and password). To accomplish this you must have completed Step 1 and acquired your business unit number.

A. Open the DI User ID Request form (see Figure 1) found on the following page:

http://www.freddiemac.com/singlefamily/vendors/ucdp_DIcredentials.html

Figure 1

B. Complete all fields with the appropriate information, choosing *Lender DI* for the *Direct Integration User Role* and entering "ExactBid, Inc." for the *Vendor Name*.

C. When UCDP has processed your request you will receive an email from ucdp-noreply@veros.com with your DI Credentials. (Please check your spam folder periodically).

D. The content of the email will be similar to the content in the Figure 2:

```
Next Steps:
1. To review the Business Units and Seller Numbers associated to the DI User
ID, log into the UCDP Web portal https://www.uniformdataportal.com
The DI User will appear in the identified business unit.
2. Locate and select the DI User in the User branch. Create the DI User's
password and save.
3. Identify the Business Unit number and the associated Seller Servicer
Number(s) assigned to that Business Unit to be configured in your vendor
solution.
4. Work with your vendor to configure the appropriate DI User ID/Password,
Business Unit and Seller Numbers and submit a transaction to the UCDP.
If you need additional assistance, please contact the UCDP Support Center at
800-917-9291.
```

Figure 2.

The email is structured for software vendors who integrate directly with UCDP and Step #4 can be misleading. Here's what you do for Step #4: Provider your DI User ID/Password, Business Unit and Seller Numbers to your [ExactBid/RIMS Support contact](support@exactbid.com) (support@exactbid.com)so they can be incorporated into your RIMS instance.

Your work is done. Your ExactBid/RIMS Support contact will follow up with you to complete the process of enabling you for UCDP integration in RIMS.