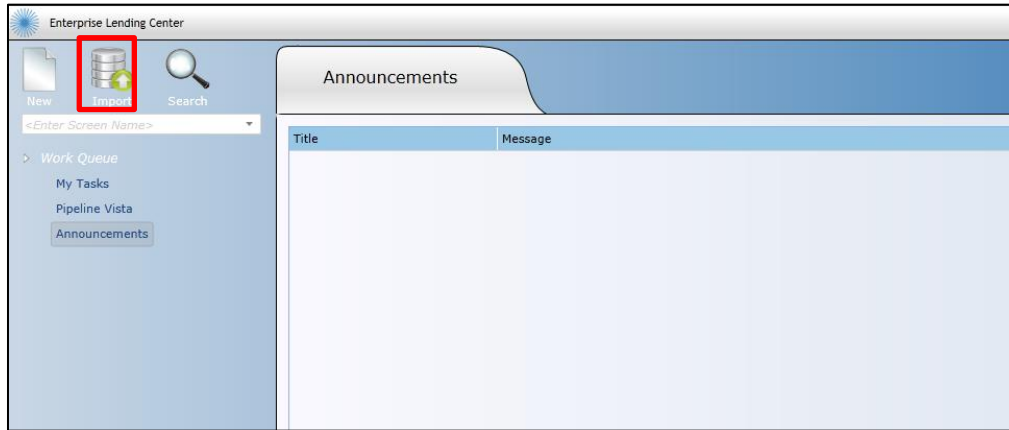# Uploading a Fannie Mae 1003
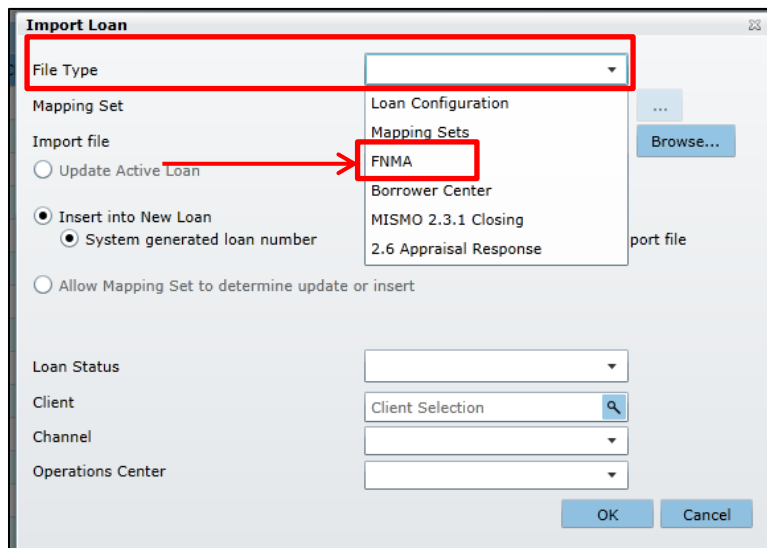# System Guide

April 22, 2019

Uploading a Fannie Mae 1003

1.   Click on the **Import** icon.
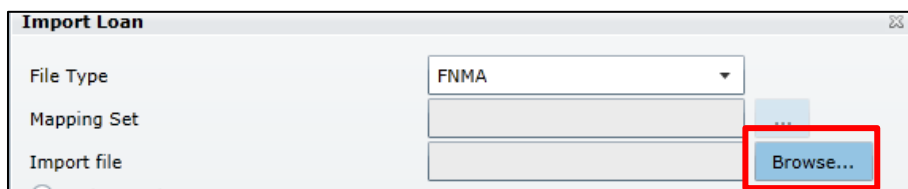

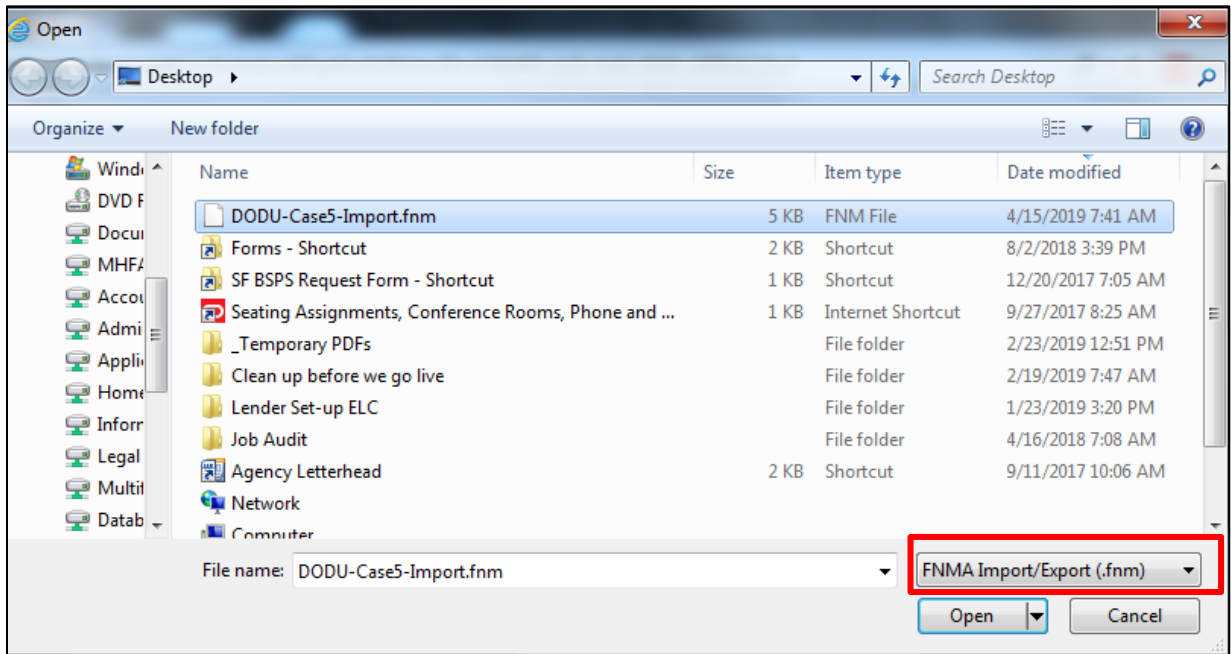The Import Loan pop up window will appear.

2.   Click the **File Type box** select **FNMA**.

3.   Click on **Browse**.

4. Locate the 1003 you want to import (KEEP file type as **FNMA Import/Export (.fnm)**). The system only accepts ".fnm" extensions.

5. Click **Open**.
   - Complete the remaining fields
     - Loan Status
     - Client/Lender
     - Channel
     - Operations Center

6. Click **OK**.
   See Example of filled-in Import Loan Screen below.