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Several of the servicing tools available via the Servicing Gateway provide import capability allowing you to upload your loan data for faster and easier data entry. While this reference guide focuses specifically on the import functionality for the Loan Level Reporting tool, the instructions provided are consistent with the import functionality in the EDR tool and Foreclosure Sale Reporting tool. For import instructions specific to each tool and required user roles, refer to each tool's online help.

The Import Loans functionality allows you to import a single loan or many loans at one time. You may also report for multiple Servicers within one import file. To do this, ensure that you populate the Seller/Servicer number field in the import file. The Seller/Servicer number field is the last data element in the Freddie Mac Standard template.

After you select the import file, we recommended that you Test the Import File before uploading. This function tests the mapping of the data fields from your import file to the template you selected. It displays the first record only. If there are errors, you will receive a message. Return to your import file, correct the errors and test again. When the test import is clear of errors, continue with the submission.

For the Loan Level Reporting tool, you must be assigned the user role of LLR – External Loan Activity Analyst to perform the import function.

This reference guide includes the following topics:

- How to Import Loans
- How to Test the Import File
- How to Correct Import Errors
- Manage Import Format
- Add File Mapping
- Modify File Mapping
- View File Mapping
- Delete File Mapping
- Download File Mapping

How to Import Loans

Perform the following steps to import loans into Loan Level Reporting:

1. From the Loan Level Reporting home page, select Report Activity. Ensure the Servicer number you want to import for is selected. The drop-down includes all Servicer numbers you are authorized to access.

2. From the Report Activity page, click the **Import Loans** radio button. The Import Loans page displays.

3. Select the **Cycle Date**.
Note: This field automatically populates with the current cycle. However, on the first business day of each month, ensure that you select the appropriate cycle, as the prior month and current month cycles are available for import.

4. Select the appropriate template from the **Mapping Name** pick list.

   Optional: Click the Calculate LLR check box if you want the Loan Level Reporting tool to calculate the amounts due for Principal, Interest and Interest Due to Freddie Mac. When you opt to have these fields calculated, the tool will automatically override the data in the import file for Principal, Interest and Interest Due to Freddie Mac. The automatic calculation is based on other data contained in the import file such as the ANY and Previous Gross UPB. If your file contained an incorrect ANY, you are still able to successfully import but can have incorrect data resulting in an edit. Therefore, as a general practice, check your edit reports available in Loan Level Reporting.

5. Click **Browse** to locate and select the file you want to import. **Note:** The Test Single Loan link displays after you select the file. We recommend that you test the import file before you submit it to Freddie Mac.
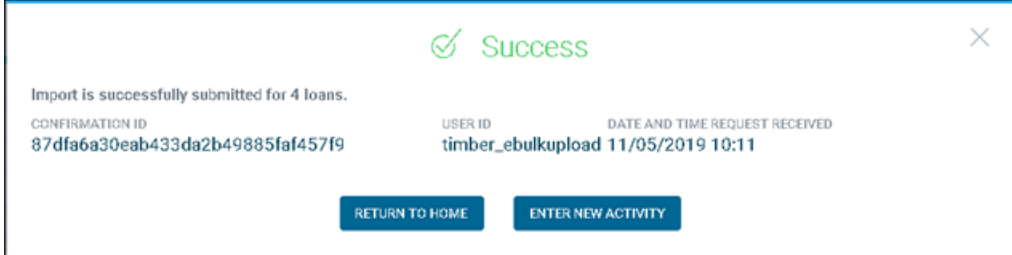
   The file you import must be in .txt format and valid import file names can only contain the following:
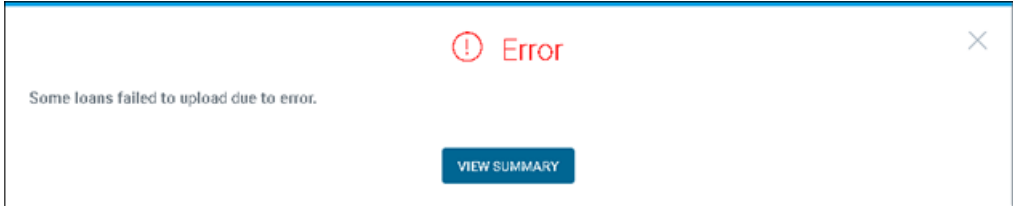
   - Alphanumeric characters
   - Spaces
   - Hyphens
   - Underscores
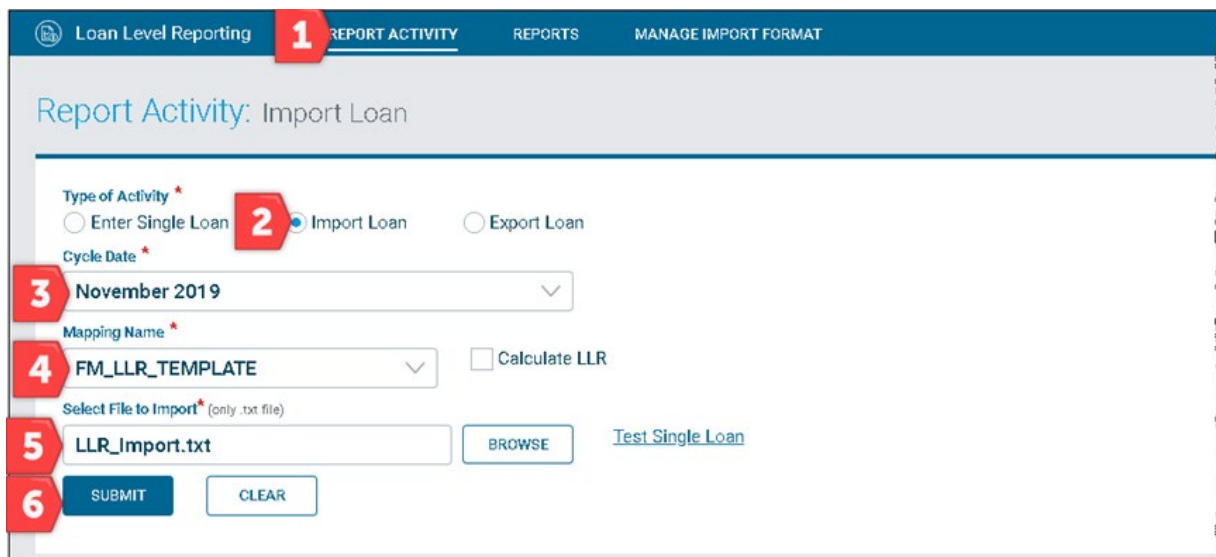   - Periods

6. Click **Submit**.

If the import is:	Then:
Successful	A message will display indicating the import was successful.

- Click **Return to Home** to display the Loan Level Reporting home page.
- Click **Enter New Activity** to return to the Report Activity page.

If the import is:	Then:
Unsuccessful	A message will display indicating that an error occurred, and some loans failed to import. Click **View Summary** to identify the loans in error and view the loans that were imported successfully.

The following highlights each step and its corresponding data field(s) on the Import Loans page.

How to Test the Import File

After you select the import file, we recommended that you Test the Import File before uploading. This function tests the mapping of the data fields from your import file to the template you selected. It displays the first record only. If there are errors, you will receive a message. Return to your import file, correct the errors and test again. When the test import is clear of errors, continue with the submission.

By testing the import file, you can identify formatting errors on the first loan in the file. Typically, if the first loan is not formatted correctly, it can impact the entire file and prevent it from uploading. The Test Single Loan functionality gives you the opportunity to correct formatting errors in the source file before uploading the data to Freddie Mac.

Sometimes errors are caused by an extra space. Review all pages of the loan record to ensure all errors are identified.

After reviewing the formatting errors, correct the errors in your source file and systems then import the file again. The goal is to upload your data after all formatting errors are corrected.

After you have selected a file on the Import Loans page, perform the following steps to test a single loan import:

1. From the Import Loans page, click the **Test Single Loan** link.

2. Review the results of the test.

   ▪ If the test is successful, the following message displays.

   Proceed with submitting the file to Freddie Mac.

- If the test is unsuccessful, a message displays that identifies the reason the import failed:

Correct the error(s) and then resubmit the file.

How to Correct Import Errors

When an import error occurs, you must review the cause of the error, correct the source file, and then resubmit it to Freddie Mac.

There are several ways to resubmit corrected data to Freddie Mac:

- Manually enter the loan data. Refer to Report Loan Level Activity.
- Re-import a new file containing only the loans that failed import.
- Re-import the entire file if the original file failed to import.

Manage Import Format

The Manage Import Format function allows you to add, update, or delete the mapping of a data file. For the Loan Level Reporting tool, you must be assigned the user role of LLR – External Map Bulk File Analyst to perform this function.

As a reminder, you may report for multiple Servicers within one import file. To do this, ensure you populate the Seller/Servicer Number field in the import file. The Seller/Servicer Number field is the last data element in the Freddie Mac Standard template. Add or adjust your customized mapping as needed to include this field.

Add File Mapping

You can add a new template to map your data files to be uploaded into the Loan Level Reporting tool. Perform the following steps to add a new file mapping:

1. From the Loan Level Reporting home page, click **Manage Import Format**. The Manage Import Format page displays. Ensure the Servicer number you want to add a file mapping for is selected. The drop-down includes all Servicer numbers you are authorized to access.
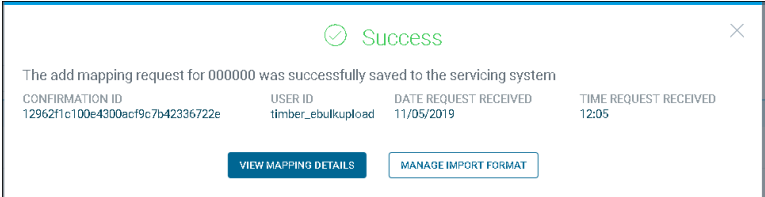
2. Click **Add Mapping**. The Add a Bulk File Mapping page displays.

3. Enter the **Mapping Name**.

4. For each data element, enter a **Start Position** and **End Position** that maps to your data. Be sure to not overlap any of the positions.

   Note: To view all of the data elements and to ensure you have addressed all fields, click **All** at the bottom of the Modify Bulk File Mapping page.
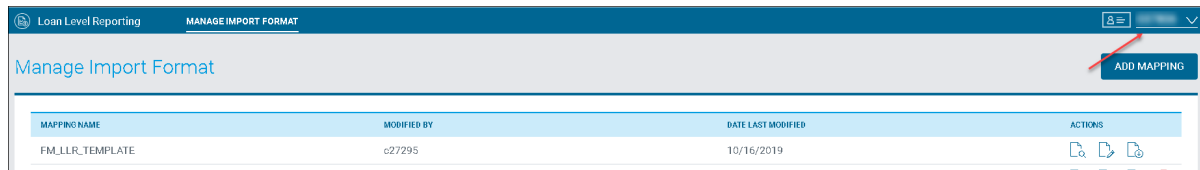
5. Click **Submit**.

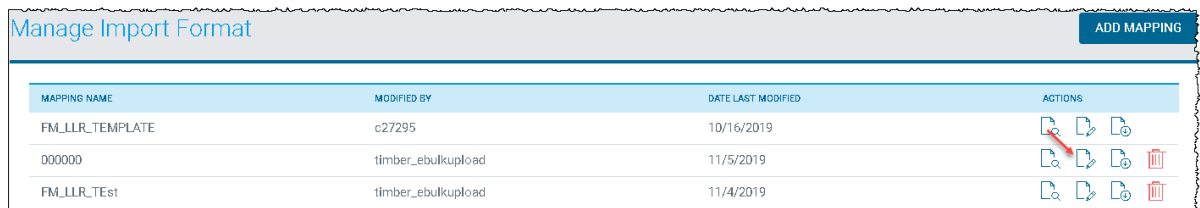| If:	Then:
There are no overlapping data elements in the new mapping	A message will display indicating mapping was successfully saved. ⊘ Success × The add mapping request for 000000 was successfully saved to the servicing system CONFIRMATION ID USER ID DATE REQUEST RECEIVED TIME REQUEST RECEIVED 12962f1c100e4300acf9c7b42336722e timber_ebulkupload 11/05/2019 12:05 VIEW MAPPING DETAILS MANAGE IMPORT FORMAT ▪ Click View Mapping Details to display the View Bulk file Mapping page. ▪ Click Manage Import Format to return to the Manage Import Format page.
There are overlapping data elements in the new mapping	A message will display that identifies the data elements that are overlapping. ⊗ There are 3 overlapping data elements. Here are the 3: Borrower Incentive Curtailment, BICA Sign, Seller/Servicer No Make the appropriate corrections and click **Submit** again.

Modify File Mapping

You can modify your custom templates or a Freddie Mac template. If you modify a Freddie Mac template, you must perform a Save As to save to a new file.

To modify an existing mapping, perform the following steps:

1. From the Loan Level Reporting home page, select Manage Import Format. The Manage Import Format page displays. Ensure the Servicer number you want to modify a file mapping for is selected. The drop-down includes all Servicer numbers you are authorized to access.

Loan Level Reporting	MANAGE IMPORT FORMAT		
Manage Import Format			ADD MAPPING
MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLR_TEMPLATE	c27295	10/16/2019	

2. Click the Modify icon that corresponds to the template you want to change.

Manage Import Format			ADD MAPPING
MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLR_TEMPLATE	c27295	10/16/2019	
000000	timber_ebulkupload	11/5/2019	
FM_LLR_TEs1	timber_ebulkupload	11/4/2019	

The Modify Bulk File Mapping page displays.

3. Make the necessary changes in the Format and/or Start Position columns. The Length and End Position columns will recalculate based on the changes you enter.
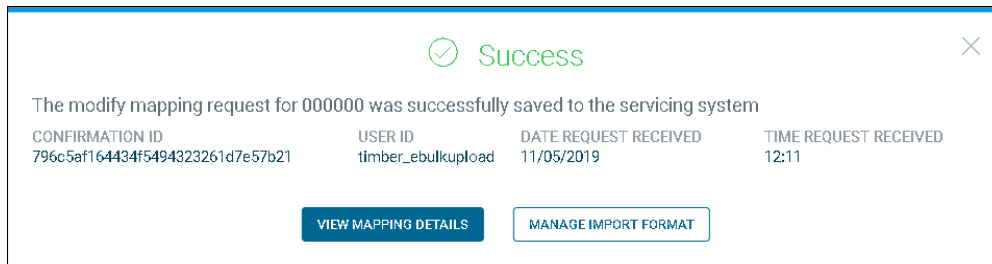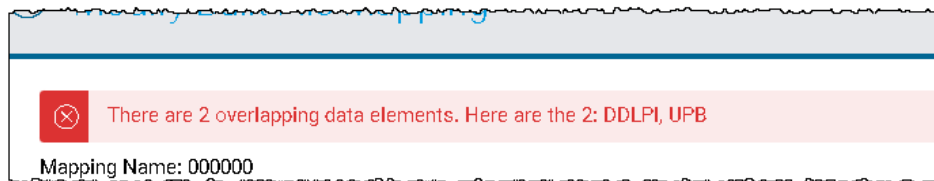
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Note: To view all of the data elements and to ensure you have addressed all fields, click All at the bottom of the Modify Bulk File Mapping page.

Save the changes you made:

- Click **Update** to save the changes under the same file name
- Click **Save As** to save the changes under a new file name
- Click **Clear** to delete the changes you made. The data element parameters will revert back to the values that were previously saved.

If the changes you made are successfully saved, the following message displays.

- Click **View Mapping Details** to display the View Bulk file Mapping page.
- Click **Manage Import Format** to return to the Manage Import Format page.

If the changes you made cannot be saved, you will receive an error message.

Correct the errors and attempt to save the file again.

View File Mapping

To view an existing mapping, perform the following steps:

1. From the Loan Level Reporting home page, select **Manage Import Format**. The Manage Import Format page displays. Ensure the Servicer number you want to view a file mapping for is selected. The drop-down includes all Servicer numbers you are authorized to access.

2. Click the View icon that corresponds to the mapping you want to view.

The View Bulk File Mapping page displays where you can view the data element parameters for the mapping you selected.

From this page, you can also modify the mapping you are viewing, or create a new mapping:

Click:	To:
Modify Mapping	Display the Modify Bulk Mapping page where you can update the file mapping.
Add Mapping	Display the Add Bulk File Mapping page where you can add a new file mapping.

Delete File Mapping

To delete an existing mapping that you have added, perform the following steps:

1. From the Loan Level Reporting home page, select **Manage Import Format**. The Manage Import format page displays. Ensure the Servicer number you want to delete a file mapping for is selected. The drop-down includes all Servicer numbers you are authorized to access.
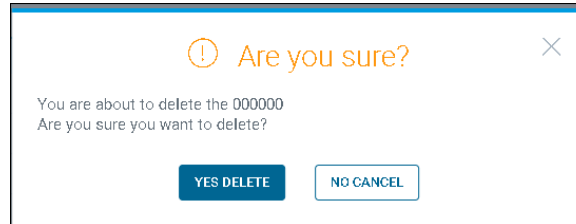

2. Click the trash can icon that corresponds to the mapping you want to delete. **Note:** You cannot delete Freddie Mac's proprietary file format (FM_LLR_TEMPLATE).

A message displays requesting that you confirm the deletion.

3. Confirm the deletion:
   ▪ Select **Yes Delete** to delete the mapping.
   ▪ Select **No Cancel** to cancel the deletion.

Download File Mapping

Perform the following steps to download a file mapping to an Excel spreadsheet (.xlsx) format:

1. From the Loan Level Reporting home page, select **Manage Import Format**. The Manage Import Format page displays.

2. Click the **Download** icon that corresponds to the mapping you want to download.

A file download prompt displays at the bottom of the page.

3. Follow your browser prompts to open and save the file. Use the supporting application print function to print your report.
   Note: The file will also be available in the Microsoft® Windows Downloads folder.

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