

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.

View Bulk File Mapping MODIFY MAPPING ADD MAPPING

Mapping Name: FM_LLR_TEMPLATE

DATA ELEMENT	FORMAT	START POSITION	LENGTH	END POSITION
FHLMC Loan #	N	1	9	9
Seller Loan #	A/N	10	13	22
Exception Code	A/N	23	2	24
DDLPI	YYMMDD	25	6	30
UPB	N	31	11	41
DPCA Sign	+/-	264	1	264
Borrower Incentive Curtailment	N	265	11	275
BICA Sign	+/-	276	1	276
Seller/Servicer No	N	277	6	282

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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.



	<div style="text-align: center;">  Success ✕ </div> <p>Import is successfully submitted for 4 loans.</p> <table border="0" style="width: 100%;"> <tr> <td>CONFIRMATION ID</td> <td>USER ID</td> <td>DATE AND TIME REQUEST RECEIVED</td> </tr> <tr> <td>87dfa6a30eab433da2b49885faf457f9</td> <td>timber_ebulkupload</td> <td>11/05/2019 10:11</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> RETURN TO HOME ENTER NEW ACTIVITY </div>	CONFIRMATION ID	USER ID	DATE AND TIME REQUEST RECEIVED	87dfa6a30eab433da2b49885faf457f9	timber_ebulkupload	11/05/2019 10:11
CONFIRMATION ID	USER ID	DATE AND TIME REQUEST RECEIVED					
87dfa6a30eab433da2b49885faf457f9	timber_ebulkupload	11/05/2019 10:11					
	<ul style="list-style-type: none"> ▪ 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	<p>A message will display indicating that an error occurred, and some loans failed to import.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;">  Error ✕ </div> <p style="text-align: center;">Some loans failed to upload due to error.</p> <div style="text-align: center; margin-top: 10px;"> VIEW SUMMARY </div> </div> <p>Click View Summary to identify the loans in error and view the loans that were imported successfully.</p>

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

The screenshot shows the 'Report Activity: Import Loan' page. The navigation bar includes 'Loan Level Reporting', 'REPORT ACTIVITY' (highlighted with a red '1'), 'REPORTS', and 'MANAGE IMPORT FORMAT'. The main form contains the following elements:

- 1**: 'REPORT ACTIVITY' tab in the navigation bar.
- 2**: 'Import Loan' radio button under 'Type of Activity'.
- 3**: 'November 2019' dropdown menu for 'Cycle Date'.
- 4**: 'FM_LLR_TEMPLATE' dropdown menu for 'Mapping Name'.
- 5**: 'LLR_Import.txt' text input field for 'Select File to Import'.
- 6**: 'SUBMIT' button.



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.

The screenshot shows a web form for testing a single loan import. It includes the following fields and controls:

- Type of Activity ***: Radio buttons for Enter Single Loan, Import Loan, and Export Loan.
- Cycle Date ***: A dropdown menu showing "November 2019".
- Mapping Name ***: A dropdown menu showing "FM_LL_R_TEMPLATE".
- Calculate LLR
- Select File to Import* (only .txt file)**: A text input field containing "LLR_Import.txt" and a "BROWSE" button.
- [Test Single Loan](#): A blue link with a red arrow pointing to it.
- and

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:

FIELD NAME	VALUE	MESSAGE ^
Cycle Date	458758	Invalid data format
FHLMC Loan #	201908082	

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.

View Bulk File Mapping MODIFY MAPPING ADD MAPPING

Mapping Name: FM_LLRL_TEMPLATE

DATA ELEMENT	FORMAT	START POSITION	LENGTH	END POSITION
FHLMC Loan #	N	1	9	9
Seller Loan #	A/N	10	13	22
Exception Code	A/N	23	2	24
DDLFI	YYMMDD	25	6	30
UPB	N	31	11	41
DPCA Sign	+/-	264	1	264
Borrower Incentive Curtailment	N	265	11	275
BICA Sign	+/-	276	1	276
Seller/Servicer No	N	277	6	282

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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.

Loan Level Reporting **MANAGE IMPORT FORMAT** ADD MAPPING

Manage Import Format

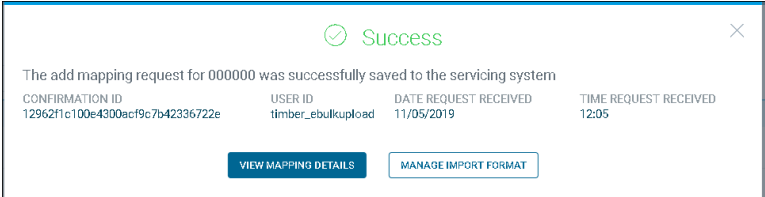

MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLRL_TEMPLATE	c27295	10/16/2019	

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**.

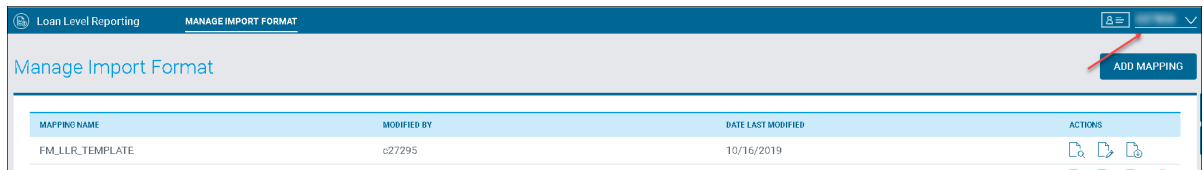
If:	Then:								
There are no overlapping data elements in the new mapping	<p>A message will display indicating mapping was successfully saved.</p>  <p>The add mapping request for 000000 was successfully saved to the servicing system</p> <table border="1"> <thead> <tr> <th>CONFIRMATION ID</th> <th>USER ID</th> <th>DATE REQUEST RECEIVED</th> <th>TIME REQUEST RECEIVED</th> </tr> </thead> <tbody> <tr> <td>12962f1c100e4300acf9c7b42336722e</td> <td>timber_ebulkupload</td> <td>11/05/2019</td> <td>12:05</td> </tr> </tbody> </table> <p> VIEW MAPPING DETAILS MANAGE IMPORT FORMAT </p> <ul style="list-style-type: none"> Click View Mapping Details to display the View Bulk file Mapping page. Click Manage Import Format to return to the Manage Import Format page. 	CONFIRMATION ID	USER ID	DATE REQUEST RECEIVED	TIME REQUEST RECEIVED	12962f1c100e4300acf9c7b42336722e	timber_ebulkupload	11/05/2019	12:05
CONFIRMATION ID	USER ID	DATE REQUEST RECEIVED	TIME REQUEST RECEIVED						
12962f1c100e4300acf9c7b42336722e	timber_ebulkupload	11/05/2019	12:05						
There are overlapping data elements in the new mapping	<p>A message will display that identifies the data elements that are overlapping.</p>  <p>There are 3 overlapping data elements. Here are the 3: Borrower Incentive Curtailment, BICA Sign, Seller/Service No</p> <p>Make the appropriate corrections and click Submit again.</p>								

Modify File Mapping

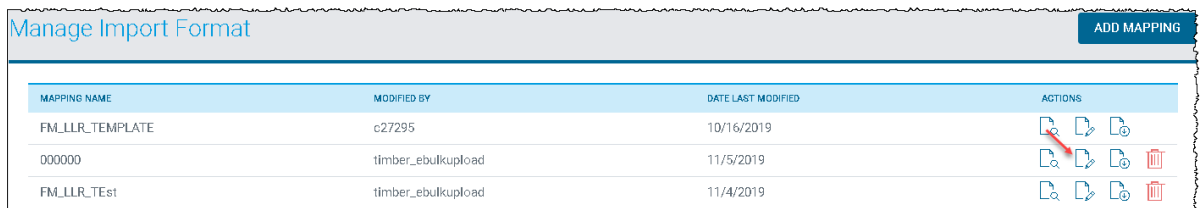
You can modify your custom templates or a Freddie Mac template. If you modify a Freddie Mac template, you must perform a Save As to save to a new file.

To modify an existing mapping, perform the following steps:

- 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.



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



The Modify Bulk File Mapping page displays.

- 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.

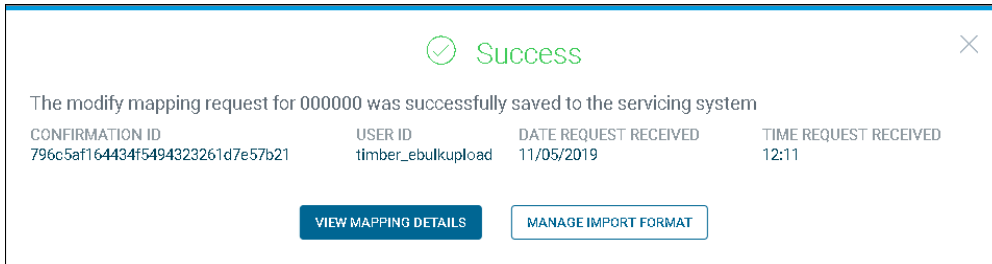


Note: To view all of the data elements and to ensure you have addressed all fields, click All at the bottom of the Modify Bulk File Mapping page.

Save the changes you made:

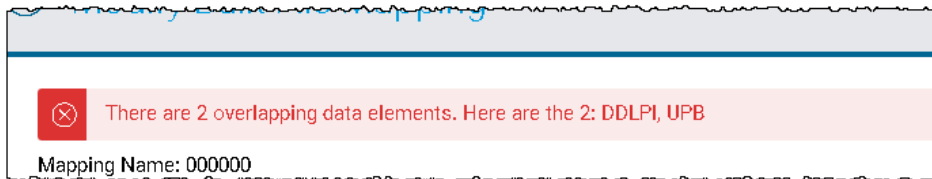
- Click **Update** to save the changes under the same file name
- Click **Save As** to save the changes under a new file name
- Click **Clear** to delete the changes you made. The data element parameters will revert back to the values that were previously saved.

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.

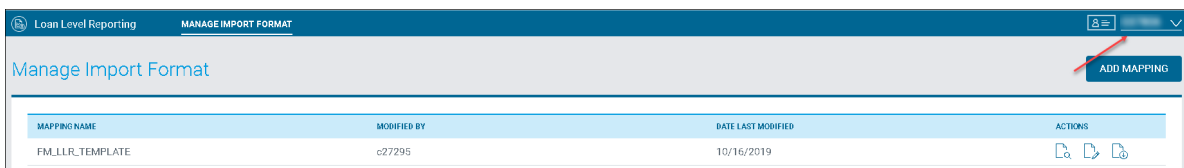


Correct the errors and attempt to save the file again.

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.



Manage Import Format ADD MAPPING

MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLRL_TEMPLATE	c27295	10/16/2019	
000000	ifmber_ebulkupload	11/5/2019	
FM_LLRL_TEst	ifmber_ebulkupload	11/4/2019	

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

View Bulk File Mapping MODIFY MAPPING ADD MAPPING

Mapping Name: 000000

DATA ELEMENT	FORMAT	START POSITION	LENGTH	END POSITION
FHLMC Loan #	N	1	9	9
Seller Loan #	A/N	10	13	22
Exception Code	A/N	23	2	24
DDLPI	YYDDMM	25	6	30
UPB	N	31	11	41

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:

- 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.

Loan Level Reporting MANAGE IMPORT FORMAT ADD MAPPING

Manage Import Format

MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLRL_TEMPLATE	c27295	10/16/2019	

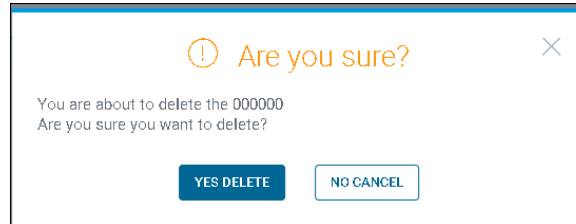
- Click the trash can icon that corresponds to the mapping you want to delete. **Note:** You cannot delete Freddie Mac's proprietary file format (FM_LLRL_TEMPLATE).



Manage Import Format ADD MAPPING

MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLIR_TEMPLATE	c27295	10/16/2019	
000000	timber_ebulkupload	11/5/2019	
FM_LLIR_TEst	timber_ebulkupload	11/4/2019	

A message displays requesting that you confirm the deletion.



- 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:

- From the Loan Level Reporting home page, select **Manage Import Format**. The Manage Import Format page displays.
- Click the **Download** icon that corresponds to the mapping you want to download.

Manage Import Format ADD MAPPING

MAPPING NAME	MODIFIED BY	DATE LAST MODIFIED	ACTIONS
FM_LLIR_TEMPLATE	c27295	10/16/2019	
000000	timber_ebulkupload	11/5/2019	
FM_LLIR_TEst	timber_ebulkupload	11/4/2019	

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

- 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.

This information is not a replacement or substitute for the information found in the *Freddie Mac Single-Family Seller/Service Guide* and your other Purchase Documents.