

UCDP Aggregator Assignment and Appraisal Sharing

Overview

Emerging Mortgage Bankers (EMBs) who manage their own appraisal process must set up appraisal sharing with Citizens through the Uniform Collateral Data Portal (UCDP). **Note:** For detailed instructions on UCDP registration, review the [UCDP Registration Job Aid](#).

Citizens' review of the appraisal cannot begin until the appraisal has been shared and all required documentation has been received.

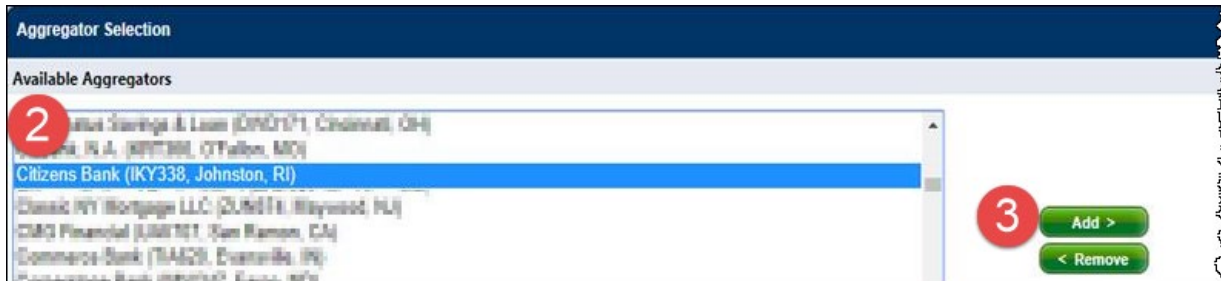
- Every loan uploaded by an EMB in UCDP must individually be shared with an aggregator (Citizens).
- Once an appraisal is shared, the aggregator does not need to be re-designated for any subsequent updates to that appraisal. Future iterations for the same transaction will automatically share with the aggregator.

Add an Aggregator

Register to share appraisals with Citizens in UCDP by setting Citizens as an aggregator. **Note:** This step only needs to be completed once per aggregator.

To add Citizens as an aggregator:

1. In UCDP, navigate to *Account Administration > User Profile*.
2. From the list of available aggregators on the left, find:
 - Aggregator Name: Citizens Bank
 - Aggregator ID: IKY338
3. Click *Add*.



Remove an Aggregator

In addition to adding an aggregator, an EMB can also remove an aggregator within UCDP. If the EMB Lender still has “Franklin American Mtg Co” as a selected aggregator, it should be removed. “Franklin American Mtg Co” should no longer be used when sharing appraisals with Citizens.

To remove “Franklin American Mtg Co” as an aggregator:

1. From the UCDP home screen, click *Account Administration* tab > *User Profile*.
2. In the *Aggregator Selection* section, click “Franklin American Mtg Co” from the list of *Selected Aggregators* in the right-hand window.
3. Click *Remove*.



The removed aggregator will move from the list of *Selected Aggregators* to the list of *Available Aggregators*. It will no longer appear in your aggregator drop-down list when sharing appraisals.

Share an Appraisal File

EMBs must provide the most recent version of the appraisal and the respective Submission Summary Reports (SSRs) to Citizens, in addition to sharing the appraisal. Appraisal sharing in UCDP must happen with every submission.

1. In UCDP, click the *Share Appraisal* tab and search for the loan by using the loan number or Doc File ID.

Note: The Doc File ID is located on page 1 of the SSR document in the *UCDP Submission Summary Report* section. The ID will be in the second column of the first row.

UCDP Submission Summary Report (SSR)		
Doc File ID	17500001	Report Date/Time
Document File Status (FRE)	Approved	Seller/Service Number
Lender Name	UAT	Lender Loan Number

2. Ensure the boxes for *Designated* and *Not Designated* are checked while running a search.

3. After pulling up the applicable loan, check the box that says *Designate* and select "Citizens Bank (IKY338, Johnston, RI)" from the drop-down.

Document File ID	Lender Name	Lender Loan Number	Address	City	State	Zip	Last Update	FNM Status	FRE Status	Designate	Aggregator	Error(s)
>								✓	✓	✓	Citizens Bank (IKY338, Johnston, RI)	

4. Click *Submit* to share the appraisal with Citizens.

Document File ID	Lender Name	Lender Loan Number	Address	City	State	Zip	Last Update	FNM Status	FRE Status	Designate	Aggregator	Error(s)
>								✓	✓	✓	Citizens Bank (IKY338, John)	

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