

## Checklist for Vendor Selection & Set Up

The Desktop Underwriter® (DU®) validation service is a tool within DU that leverages third-party vendor data to validate borrower income, asset, and employment information as part of the casefile submission process. Before lenders can start to use the DU validation service, they need to select and contract with third-party data vendors.



### How to select your vendor(s):

#### Review the list of vendor options and eligible reports

- ✓ Lenders can choose to receive verification reports from [over 75 providers](#)

#### Choose the right vendor(s) for your organization

- ✓ Consider contracting with multiple vendors to meet your needs for income, employment and asset validation
- ✓ Consider vendors that integrate with your LOS and/or POS
- ✓ Check if the vendor(s) offer:
  - White-labeling capabilities for asset validation
  - eConsent

#### Complete the contract and activation process

- ✓ Negotiate fees and ensure appropriate SLAs are part of contract(s)
- ✓ When partnering with vendors who use a Reference ID:
  - ✓ Complete contracts and activation with the vendor(s)
- ✓ When partnering with Equifax (including The Work Number):
  - ✓ Complete contracts and activation with Equifax (or its resellers)
  - ✓ Submit [Fannie Mae DU/DO® setup form](#) and allow up to 72 hours for activation

## How to get started with the DU validation service:

- ✓ Start using the DU validation service by requesting verification reports
  - When using reports provided by vendors that use a Reference ID:
    - The DU validation service will run and issue messages only when a vendor is selected from the drop down menu and a Reference ID is entered in the additional information section in DU.
  - When using reports provided by Equifax (or its resellers):
    - DU validation service messages will be issued as soon as the Fannie Mae DU/DO setup form is activated.
  
- ✓ For more information on implementing the DU validation service at your organization, check out the [Best Practices section](#) at [DUValidationCenter.com](http://DUValidationCenter.com)

Fannie Mae has an open platform for data vendor participation to provide a range of options for our customers. Lenders may participate in the DU validation service through relationships with vendors of their choice that can provide Day 1 Certainty verification reports accepted by Fannie Mae.



For more information, contact your account team or call **1-800-2FANNIE (1-800-232-6643)** and press option 1 for technology support, or visit [www.fanniemae.com/duvalidationservice](http://www.fanniemae.com/duvalidationservice).