

**HOW TO UPLOAD  
UCD AND ULAD  
FILES USING  
WEBLGY  
CORRESPONDENCE  
VERSION 2**

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## Introduction

The Department of Veterans Affairs (VA) selects loan files for review/audit to conduct programmatic oversight. Upon loan selection, a letter is sent to the lender requesting copies of origination loan documents. For loans selected for full file loan review (FFLR), VA encourages lenders and authorized representatives to utilize WebLGY correspondence to upload copies of origination loan documents, uniform closing dataset (UCD), and uniform loan application dataset (ULAD) files to VA.

## Purpose

XML data files may be uploaded into WebLGY correspondence. The functionality to upload UCD and ULAD XML files has been added to WebLGY correspondence for the loan review process. Procedures outlined in this document are intended to assist lenders and authorized representatives to navigate through the VA LGYHub and upload UCD and ULAD files in WebLGY correspondence.

## Benefits

VA's Loan Origination Transformation (LOT) initiative offers flexibility when uploading an XML data file and expedites VA file review processes by minimizing data entry errors. Furthermore, it leverages existing industry data, including the UCD and ULAD, thereby reducing or eliminating the need for lenders to incur additional development investment.

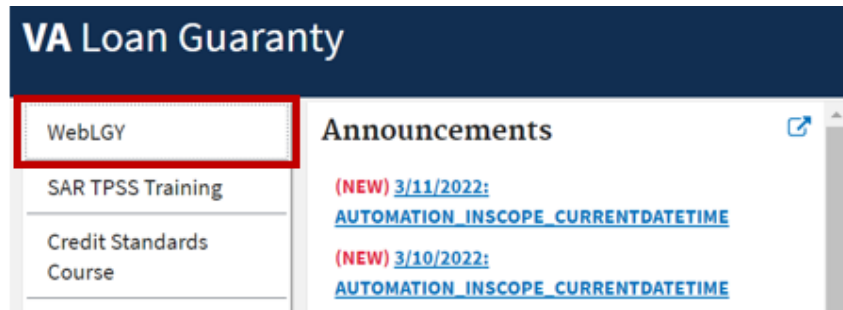
## Accessing WebLGY Correspondence

**STEP 1.** To upload UCD and ULAD files into WebLGY correspondence, you must have access to VA LGYHub. Upon a successful login to the LGYHub, you will be directed to the LGYHub home page. All LGY applications that you have permission to access, based on your role as an external user, will appear as links in the left navigation menu.



**Figure 1: LGYHub User Access**

**STEP 2.** From the LGYHub home page, select the WebLGY access link in the left navigation menu. The WebLGY access link will redirect you to the WebLGY home page.



**Figure 2: LGYHub WebLGY Access Link**

**STEP 3.** You may search for the desired VA Loan Identification Number (LIN) from two locations on the WebLGY home page: LIN Search or LIN Inquiry. In the top right corner of the WebLGY home page, enter the VA LIN of the loan selected for FFLR in the box to the right of the **LIN Search** button. Then select **LIN Search**. Figure 3. Or, near the bottom of the WebLGY home page, enter the VA LIN of the loan selected for FFLR in the LIN Inquiry box. Then select **Submit**. Figure 4. You will be directed to the Loan Review Details page.



**Figure 3: LIN Search**



**Figure 4: LIN Inquiry**

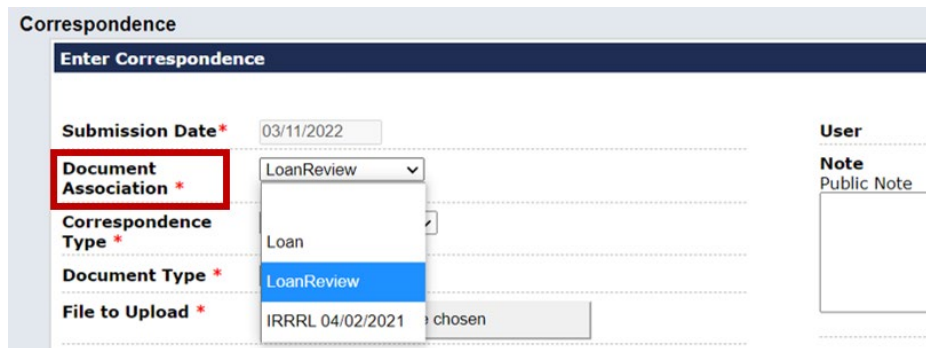
**STEP 4.** Select the Correspondence link in the left navigation menu. You will be directed to the Correspondence page.



**Figure 5: Correspondence Link**

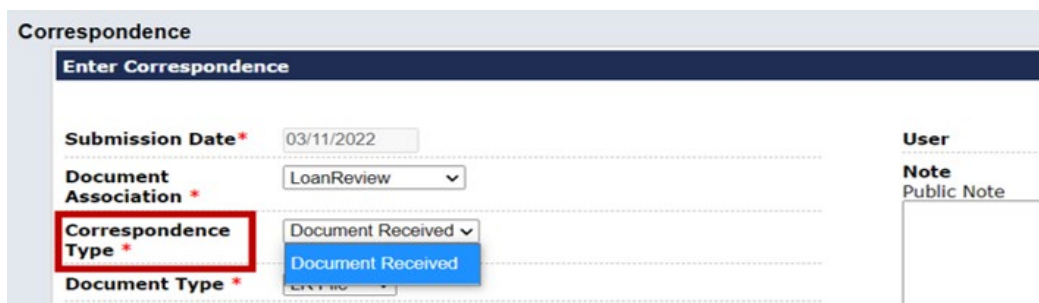
**Uploading UCD and ULAD Files**

**STEP 1.** On the Correspondence page, the Submission Date is prepopulated for you. Select **LoanReview** from the Document Association dropdown menu.



**Figure 6: Document Association Dropdown Menu**

**STEP 2.** Select **Document Received** from the Correspondence Type dropdown menu.



**Figure 7: Correspondence Type Dropdown Menu**

**STEP 3.** Select **UCD xml** or **ULAD xml**, as appropriate, from the Document Type dropdown menu.

The screenshot shows the 'Enter Correspondence' form. The 'Document Type' dropdown menu is open, showing options: 'LR File', 'UCD xml', and 'ULAD xml'. The 'UCD xml' option is highlighted. Other fields include 'Submission Date' (03/11/2022), 'Document Association' (LoanReview), 'Correspondence Type' (Document Received), 'File to Upload' (No file chosen), 'Document Name', and 'Public Document'. A 'Note' field is also visible on the right.

**Figure 8: Document Type Dropdown Menu**

**STEP 4.** Select the **Choose File** button to the right of File to Upload to locate the UCD or ULAD file from your local system, as appropriate. **Note:** The selected UCD / ULAD file must be in “XML” format.

The screenshot shows the 'Enter Correspondence' form. The 'Document Type' dropdown menu is now closed and set to 'UCD xml'. The 'File to Upload' field has a 'Choose File' button highlighted with a green circle. Other fields are the same as in Figure 8.

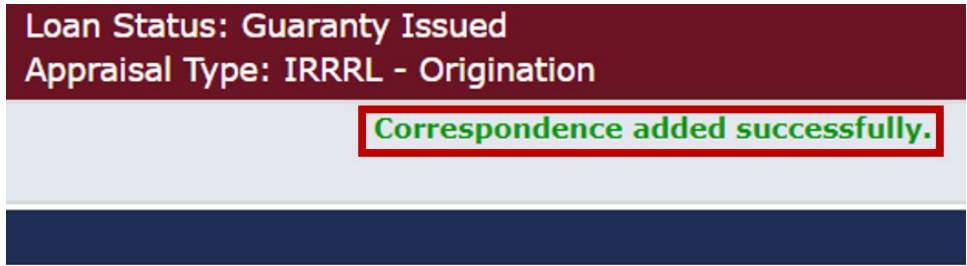
**Figure 9: Select File to Upload**

**STEP 5.** Enter a name for the UCD / ULAD file uploaded in the Document Name field. Then, select **Submit**.

The screenshot shows the 'Enter Correspondence' form. The 'Document Name' field is highlighted with a red box. A red arrow points to the 'Choose File' button, which now shows a file name 'document.xml'. The 'Submit' button is circled in green at the bottom right.

**Figure 10: Document Name Field**

Upon successful submission of the UCD / ULAD file, you will receive a message near the top of the Correspondence page advising you that the file was added to correspondence successfully.



**Figure 11: Successful Upload Message**

You can view your uploaded UCD / ULAD file in the Loan Review Correspondence History near the bottom of the Correspondence page.

Loan Review Correspondence History				
4 Correspondence(s)				
Submission Date	Document Type	Document Name	File Name	Corre
03/07/2022	ULAD xml	SmithULAD	<a href="#">SmithULAD-13423.xml</a>	Docum
03/07/2022	UCD xml	SmithUCD	<a href="#">SmithUCD-13423.xml</a>	Docum

**Figure 12: Loan Review Correspondence History**

## **Troubleshooting**

### **Invalid UCD / ULAD Format**

If you receive the below error message while uploading a UCD file, please have your IT department ensure that the UCD file is in XML format conforming to version 3.3 of the mortgage industry standards maintenance organization (MISMO) reference model. The link to the reference model is in the appendix.



**Figure 13: Invalid UCD error message**

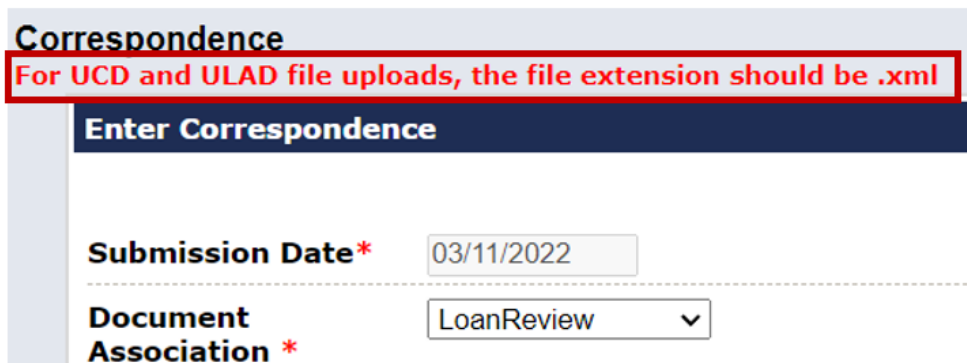
If you receive the below error message while uploading a ULAD file, please have your IT department ensure that the ULAD file is in XML format conforming to version 3.4 of the mortgage industry standards maintenance organization (MISMO) reference model. The link to the reference model is in the appendix.



**Figure 14: Invalid ULAD error message**

### **Invalid UCD / ULAD File**

If you receive a file extension error message, please have your IT department ensure that all UCD and ULAD files that are uploaded have a ".xml" extension.



**Figure 15: File extension error message**



### Other Issues / Contact Us

If you encounter system issues while utilizing WebLGY correspondence functionality, please submit a Help ticket through the LGY Help Center. The LGY Help Center can be accessed through this link, [LGY Help Center - Click Here](https://lgy.va.gov/lgyhub/help) (https://lgy.va.gov/lgyhub/help). Loan specialists do not have the ability to view trouble tickets or resolve system issues, please refer all questions to the LGY Help Center using the link above.

## Appendix

### Version 3.3 of the MISMO Reference Model

The specifications for version 3.3 of the MISMO reference model can be accessed through this link to an organization external to VA, [MISMO 3.3 Reference Model](https://www.mismo.org/standards-resources/mismo-product/mismo-version-3-3) (https://www.mismo.org/standards-resources/mismo-product/mismo-version-3-3).

### Version 3.4 of the MISMO Reference Model

The specifications for version 3.4 of the MISMO reference model can be accessed through this link to an organization external to VA, [MISMO 3.4 Reference Model](https://www.mismo.org/standards-resources/mismo-product/mismo-version-3-4) (https://www.mismo.org/standards-resources/mismo-product/mismo-version-3-4).

## Loan Review Links

**File Requested** is a useful feature for identifying loans that have been selected for review. This feature will generate a list of loans where VA is awaiting a file for review. Navigation to the review page is linked from the File Requested page.

The screenshot displays the 'Lender WorkSpace' interface with a dark blue header. The main content area is divided into three columns of links:

- Left Column:**
  - Obtain New VA loan number (LIN) for IRRRL  
Order IRRRL
  - Obtain New VA loan number (LIN)  
Request Appraisal
  - Loan Links**
    - Enter New Loan
    - Loan Inquiry
      - Enter LIN
      - Advanced Search
      - Funding Fee Inquiry
      - Lender ID by Date
      - Loan Status Inquiry
    - Condo
      - Search Condos
      - Create Condo
- Middle Column:**
  - Eligibility Links**
    - Search/Automated Certificate of Eligibility
    - Guaranty Percentage Calculator
  - Loan Review Links**
    - File Requested
    - Deficiency(s) Identified
    - Lender Found Not Eligible
    - Incomplete Response to Deficiency(s)
- Right Column:**
  - Useful LIN Lists**
    - Pending NOV - LAP
    - Appraisals Requested in the Past 30 Days
    - NOV Issued in the past 30 Days
    - Appraisals Uploaded in the past 30 Days
    - Lending COE Issued in the Past 30 Days

A callout box with a white background and a black border points to the 'File Requested' link in the 'Loan Review Links' section, containing the text 'Loan Review File Requested'.

**Figure 16: File Requested**