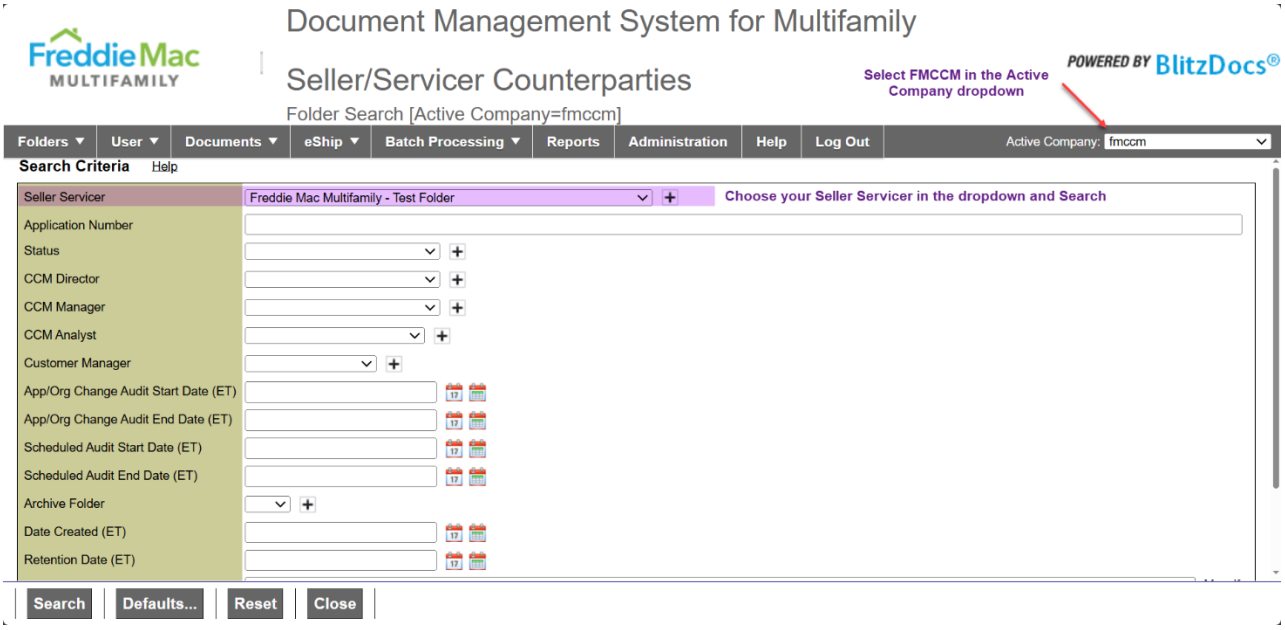
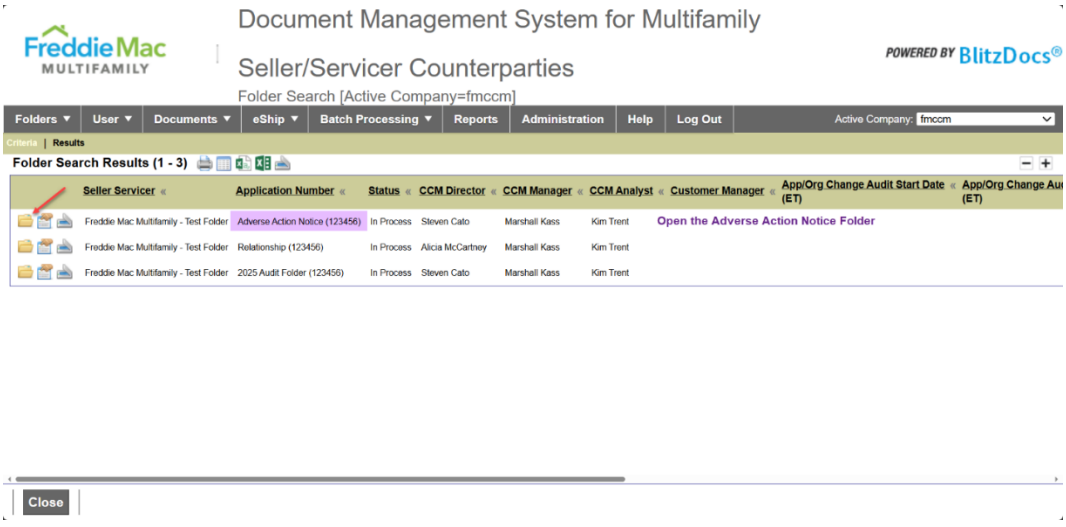
DMS Job Aid for Uploading Adverse Action Notices

Instructions for uploading Adverse Action Notices or written statements to the Adverse Action Notices Document Management System (DMS) folder in accordance with *Multifamily Seller/Servicer Guide* Section 10.13(b).

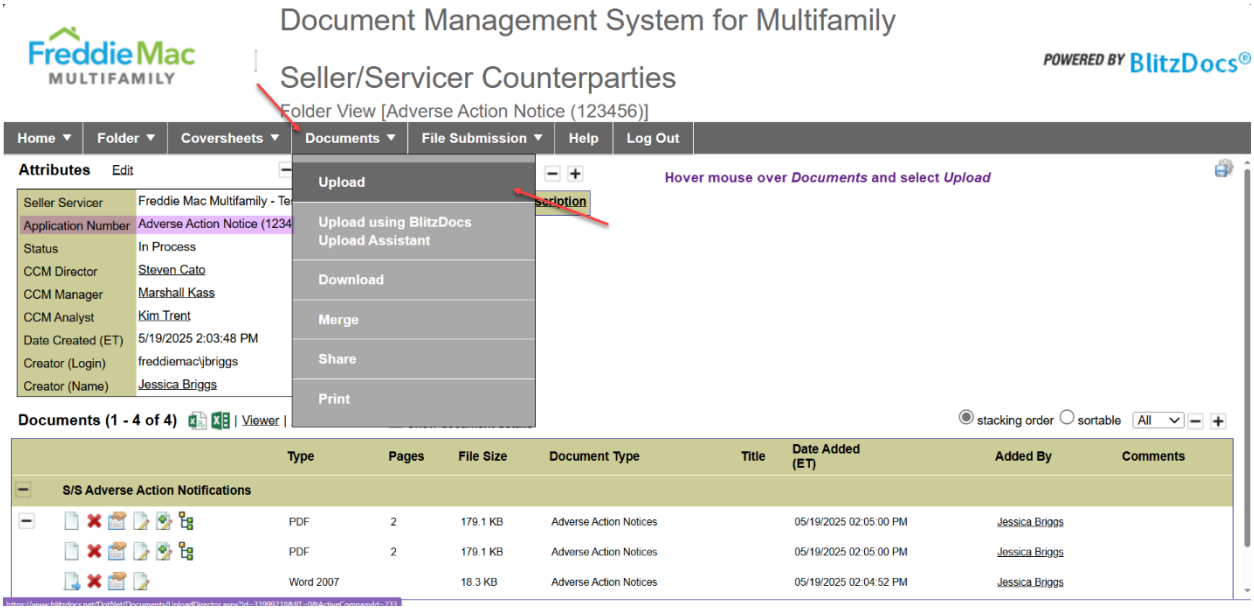
Step 1: Select "FMCCM" in the Active Company dropdown at the top right of the screen and then select the appropriate Seller/Servicer name in the Seller/Servicer dropdown field. Select "Search" at the bottom left of the screen.



Step 2: Once the Folder Search Results appear, open the "Adverse Action Notice" folder by clicking on the folder icon on the left-hand side.

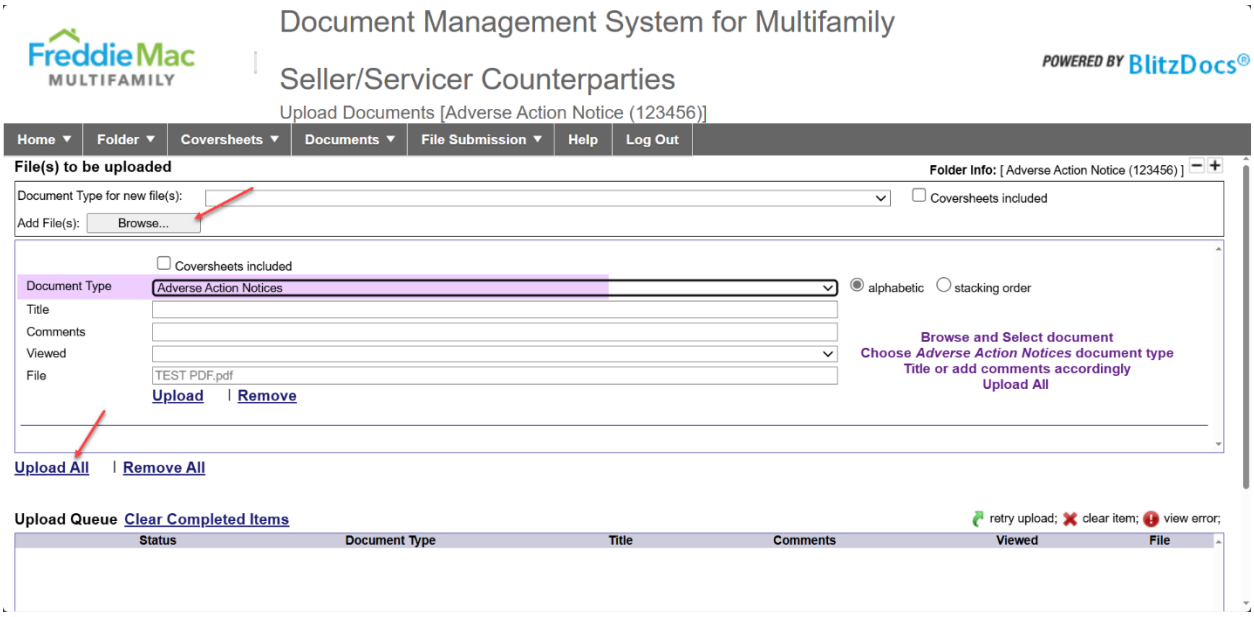
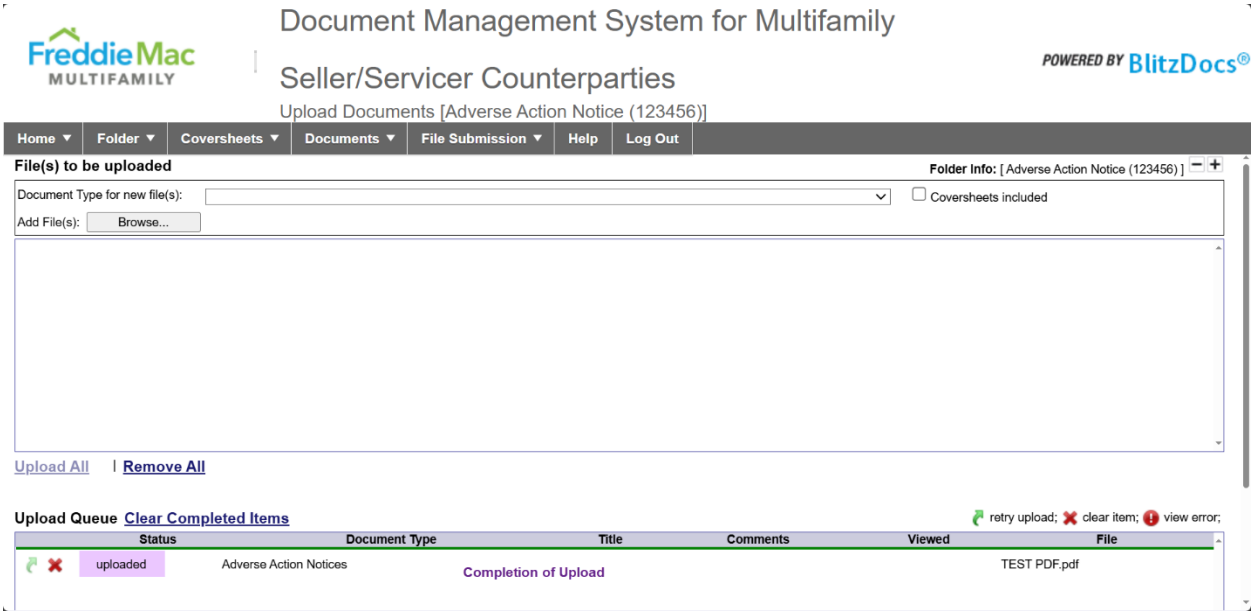


Step 3: Hover mouse over “Documents” from the top menu and select “Upload”.



Step 4:

- Click “Browse” and select your document.
- Choose the “Adverse Action Notices” document type and title or add comments accordingly.
- Select “Upload All”.



Step 5: Check to make sure your upload is reflected in the Upload Queue. It should say “Completion of Upload” when complete. The document will now be in the folder view.