



The Selling System User IDs and Roles Form Third Party & Self Custodians Only

Custodian's Responsibility for Management of Access to the Freddie Mac Selling System - Custodian shall be responsible for safeguarding passwords and PIN numbers, and for adopting security measures to prevent their loss, theft or unauthorized disclosure or use. Custodian must notify Freddie Mac within 48 hours of an employee's termination in order to promptly revoke the employee's password. Custodian shall also notify Freddie Mac immediately in the event of any loss, theft or unauthorized disclosure or use of Seller/Service's employee's User IDs, passwords, PIN numbers or other access codes. Custodian shall also notify Freddie Mac immediately if Custodian has reason to believe that its access to the Freddie Mac Selling System is no longer secure for any reason. Custodian shall be responsible for any liability, loss, or damage resulting from Custodian's breach of security or any and all unauthorized use of or access to the Freddie Mac Selling System.

Instructions

The following information is provided to assist you in completing the attached Selling System User ID Form. To avoid delays and errors please ensure information is legible. On the following page, complete the following sections:

1. **Contact Information** – Provide complete contact information for the individual authorized to receive all user IDs and passwords.
2. **User Information** – Include New User's Full Name, Email and Phone number
 - **Add/Modify** – Check this box if you are adding a new user or modifying an existing user. Also check this box if you are changing which user roles a user is assigned.
 - **Delete** – Check this box if you are deleting a current user.
3. **Select appropriate User Role(s)** – For each user: Place an **X** in the box next to the user role that needs to be added or deleted.
 - **Custodian** – Members in this group can certify notes (including propose changes) and batch certify.
 - **External Certification Manager** – Members of this group will have the ability and authorization to Un-Certify a Loan.
4. **Fax the completed form** to Selling System Customer Setup at 703/738-1532.
5. The authorized individual will receive (via UPS) all requested User IDs & Passwords within 5 - 7 business days.

Fax completed form to Selling System Customer Setup at 703-738-1532



The Selling System User IDs and Roles Form Third Party & Self Custodians Only

Please check one:	<input type="checkbox"/> New Customer (First Time Setup)	<input type="checkbox"/> Existing Customer (Modifying users)		
Custodian Name:		Seller/Service # (s)		
Custodian #:				
Please provide the name and address of the authorized employee who should receive all of your users' IDs and passwords. This employee will also be responsible for identifying other authorized employees as users (and their roles) and adding and deleting employees as users when changes are necessary.				
Contact Name:		Title:		
Address:				
City/State/Zip:				
Phone:				
Fax:				
Email:				
Add/Modify	Delete	USER NAMES AND EMAIL ADDRESSES: <i>(Attach additional sheets if necessary.)</i>	PIN birthdate (e.g. July 4 th = 0704)	User Role(s): <small>Please see instructions for more information on the User Roles.</small>
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
The undersigned authorized employee of the Custodian hereby authorizes the employees listed above to have access to Freddie Mac's Selling System in accordance with the selected user roles above. The undersigned also agrees that Custodian shall be responsible for safeguarding the access to the Freddie Mac Selling System as set forth in Section 1.3(g) of the Freddie Mac Seller/Service Guide. In addition, the undersigned agrees that a facsimile copy of this signed form received by Freddie Mac shall be deemed to be an original and shall bind Custodian as if Freddie Mac had received the original signed paper form.				
Authorized Signature: _____		Please Print Name: _____		
Title: _____		Date: _____		

Fax completed form to Selling System Customer Setup at 703-738-1532