

This job aid provides you with information on managing your contract pipeline within the selling system. It provides details on using the View Contract Pipeline functionality to search and manage your contracts. This functionality allows you to filter information based on various criteria to narrow your search and list desired contracts. It is recommended that you use the View Contract Pipeline functionality first if you want to perform any action on a contract. The View Contract Pipeline is a useful tool for efficiently managing your contracts and is easily accessed via the left navigation bar.

View All Contracts in your Contract Pipeline

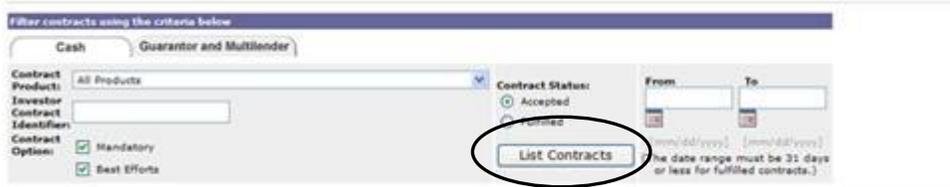
This functionality allows you to view all contracts in the selling system. You can quickly search and display your contracts based on specific criteria and review a snapshot of the most important contract details. Follow the steps below to view your contract pipeline:

1. From the left navigation bar, select **View Contract Pipeline**. The View Freddie Mac Pipeline screen displays and defaults to the Cash tab.



If you are searching for Guarantor Contracts, click the Guarantor and Multilender tab.

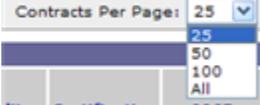
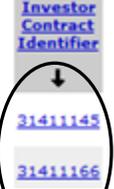
2. Click **List Contracts** to list all contracts. Be sure no criteria fields are completed.



The View Freddie Mac Pipeline screen re-displays listing all your contracts.

Contract ID	Contract Product	Contract Type	Contract Accepted Date	Contract Expiration Date	Contract Amount	Escrowed Balance per Contract	Retention Balance in Full	Note Rate Percent Rate	Edit	Certification Status	ESOC Complete
21420493	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	10/31/2011	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.250% - 4.750%	N	Not Bulk	996 Not Bulk
21420494	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	11/29/2011	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.125% - 4.625%	N	Not Bulk	996 Not Bulk
21420495	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	10/31/2011	\$183,000.00	\$183,000.00	\$173,500.00	4.125% - 4.625%	N	Not Bulk	996 Not Bulk
21420497	30-Year Fixed Rate Conventional	Mandatory	10/26/2011	11/29/2011	\$900,000.00	\$900,000.00	\$487,300.00	4.500% - 5.000%	N	Not Bulk	996 Not Bulk
21420498	30-Year Fixed Rate Conventional	Mandatory	10/26/2011	11/29/2011	\$900,000.00	\$900,000.00	\$487,300.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk
21420499	30-Year Fixed Rate Conventional	Mandatory	11/07/2011	02/04/2012	\$1,300,000.00	\$944,289.34	\$1,247,500.00	4.000% - 4.500%	N	Not Bulk	N/A
21420500	30-Year Fixed Rate Conventional	Mandatory	11/15/2011	02/17/2012	\$183,000.00	\$704.58	\$173,500.00	4.000% - 4.500%	N	Not Bulk	N/A
21420501	30-Year Fixed Rate Conventional	Mandatory	11/17/2011	01/17/2012	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk
21420502	30-Year Fixed Rate Conventional	Mandatory	11/18/2011	01/17/2012	\$100,000.00	\$100,000.00	\$90,000.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk
21420503	30-Year Fixed Rate Conventional	Mandatory	11/18/2011	01/17/2012	\$100,000.00	\$100,000.00	\$90,000.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk
21420504	30-Year Fixed Rate Conventional	Best Efforts	02/09/2012	02/21/2012	\$100,000.00	\$0.00	\$100,000.00	4.000% - 4.500%	N	Not Bulk	N/A
21420505	30-Year Fixed Rate Conventional	Mandatory	01/19/2012	02/17/2012	\$1,500,000.00	\$1,500,000.00	\$1,442,500.00	4.300% - 5.200%	N	Not Bulk	996 Not Bulk
21420506	30-Year Fixed Rate Conventional	Mandatory	02/13/2012	03/19/2012	\$100,000.00	\$100,000.00	\$90,000.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk
21420507	30-Year Fixed Rate Conventional	Best Efforts	02/13/2012	04/19/2012	\$150,000.00	\$0.00	\$150,000.00	4.500% - 4.500%	N	Not Bulk	N/A
21420508	30-Year Fixed Rate Conventional	Best Efforts	02/04/2012	03/21/2012	\$200,000.00	\$0.00	\$200,000.00	5.000% - 5.000%	N	Not Bulk	N/A
21420509	30-Year Fixed Rate Conventional	Mandatory	02/15/2012	03/11/2012	\$184,000.00	\$2,024.71	\$174,300.00	4.000% - 4.500%	N	Not Bulk	996 Not Bulk

If you have several contracts, they will not all be listed on this screen. You have options to view your contracts. Refer to the following table for those options:

If you want to...	Click here:
Move to the next page listing contracts	
List more contracts on your result screen	
Move back to the beginning pages	
See the details of a contract	

 The information provided on the View Contract Pipeline screen is organized in chronological order. You can re-sort the contract results order by clicking the column headings.

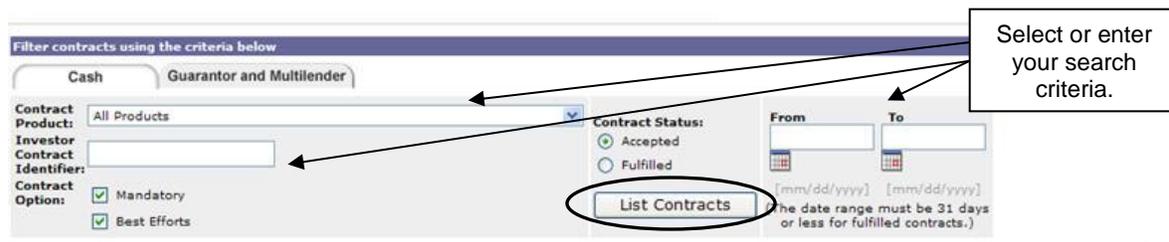
View Specific Contracts in your Contract Pipeline

Follow the steps below to narrow the list of contracts displayed by entering specific criteria. Depending on the type of contracts you are searching, the search criteria you enter will vary:

1. From the left navigation bar, select **View Contract Pipeline**. The View Freddie Mac Pipeline screen displays and defaults to the Cash tab.

 If you are searching for Guarantor Contracts, click the Guarantor and Multilender tab.

2. Enter or select any of the fields to narrow your search.



3. Click **List Contracts** to execute your search. Your updated search results display.

- Click the **Investor Contract Identifier** link to view the details for that contract.

Filter contracts using the criteria below

Cash Guarantor and Multiplier

Contract Product: All Products

Investor Contract Identifier: [input field]

Contract Option: Mandatory Best Efforts

Contract Status: Accepted Fulfilled

From: [calendar icon] To: [calendar icon]

List Contracts

Displaying: 1-2 of 2 Contracts Contracts Per Page: 25

Investor Contract Identifier	Contract Product	Contract Type	Contract Accepted Date	Contract Expiration Date	Contract Amount	Remaining Balance on Contract	Remaining Balance To Fulfill	Note Rate Percent Range	Edits Cleared	Certification Status	996E Complete
812801424	7/1 1-Year LIBOR ARM 5/2/5	Mandatory	11/23/2011	01/17/2012	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.500% - 5.000%	N	Not Built	996 Not Built
812803913	30-Year Fixed Rate Conventional	Mandatory	01/17/2012	01/23/2012	\$999,999.00	\$999,999.00	\$974,999.02	4.375% - 4.675%	N	Not Built	996 Not Built

Displaying: 1-2 of 2 Contracts Contracts Per Page: 25

Results as of 01/25/2012 @ 12:30:41 PM, EST

Understanding Your Contract Search Results

Based on the search criteria you entered, your Contract Results will vary and appear at the bottom of the View Freddie Mac Pipeline screen. At a glance, you can view contract expiration dates, balances on contracts, whether edits have been cleared, certification status, and whether the 996E has been completed. From this Contract Results screen, you can also view the details of any contract listed by clicking the Investor Contract Identifier link.

Investor Contract Identifier	Contract Product	Contract Type	Contract Accepted Date	Contract Expiration Date
31410495	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	10/26/2011
31410496	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	11/01/2011
31410499	30-Year Fixed Rate Conventional	Mandatory	09/29/2011	10/26/2011
31410727	30-Year Fixed Rate Conventional	Mandatory	10/26/2011	11/01/2011

View Details of Your Contract

Follow the steps below to view the contract details:

1. Click the Investor Contract Identifier for the contract you wish to view the details. The Contract Details screen displays.

Summary of Contract Terms:

Contract Name:	test 3	Remaining Balance:	\$2,000,000.00
Investor Contract Identifier:	31411066	Contract Amount:	\$2,000,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	02/03/2012 11:29:22
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	05/03/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Released
Note Rate Percent Range:	4.500% to 5.000%	Escrow Coverage:	Yes
Loan Maturity Period Count:	241 to 360 months	State code:	VA
		Cross Sell Rights:	Seller Released
		CS/LTV (A-Minus):	No
		Average Loan Amount:	\$200,000.00
		Total UPB:	\$0.00

Interest Rate Range:	4.500%	4.625%	4.750%	4.875%	5.000%
Contract Price:	105.147	105.488	105.808	106.142	106.462

There are no loans added to this contract.

From this screen you will see the Summary of the Contract Terms. On the right of the screen you will see two boxes which offer you additional options. The Contract Options box allows you to perform functions on the contract, and the Loan Options box allows you to perform functions on the loans within the contract.



You must have a loan allocated to the contract for the options to be available in the Loan Options box.

Legal disclaimer:

This document is not a replacement or substitute for the information found in the *Single-Family Seller/Servicer Guide*, and /or terms of your Master Agreement and/or Master Commitment.

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