

# Midanet Desk Reference

January 2009



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## Table of Contents

<a href="#">Preparing for New Installation</a>	2	<a href="#">Browse or Print or Delete a Contract</a>	16
<a href="#">Preparing for Reinstallation</a>	2	<a href="#">Print Freddie Mac Loan Numbers</a>	16
<a href="#">Installing the Software</a>	3	<a href="#">Delivery Process via MIDANET</a>	17
<a href="#">Accessing MIDANET</a>	6	<a href="#">Add a Loan</a>	17
<a href="#">Printer Setup</a>	6	<a href="#">Calculate “Scheduled” UPB</a>	18
<a href="#">Compatible Modems</a>	7	<a href="#">Evaluate Loans Online</a>	18
<a href="#">Operating System/Computer Speed Compatibility</a>	8	<a href="#">Evaluate All Loans in One Step</a>	18
<a href="#">Top-Level Menu Structure for MIDANET</a>	9	<a href="#">Print Mortgage Evaluation Reports</a>	19
<a href="#">Single-Family Mortgages Menu Options</a>	10	<a href="#">Print HMDA Evaluation Report</a>	19
<a href="#">How to Upgrade MIDANET Software</a>	11	<a href="#">Print Mortgage Detail Reports</a>	19
<a href="#">Sales, Commitment Line and Phone Numbers</a>	11	<a href="#">Package Mortgage Data</a>	20
<a href="#">Log on to MIDANET: At the DOS Prompt</a>	11	<a href="#">Finalize/Print Delivery Documents</a>	20
<a href="#">Prior to using MIDANET the first time</a>	11	<a href="#">Transmitting a File</a>	21
<a href="#">Process Seller/Servicer Information</a>	12	<a href="#">Transmission Confirmations</a>	21
<a href="#">Set Up User IDs, Passwords and Define Access Levels</a>	12	<a href="#">Process Purchase Information</a>	21
<a href="#">Create a Warehouse Lender Database</a>	13	<a href="#">Process Freddie Mail</a>	22
<a href="#">Create a “Cash” and/or “Guarantor” Wire Instructions Database</a>	13	<a href="#">Special Functions Under Process Mortgage Delivery</a>	22
<a href="#">Request and Receive Evaluation Criteria</a>	14	<a href="#">Retransmit A Delivery</a>	23
<a href="#">Communications Option Set Up</a>	14	<a href="#">View Form 11 or Form 13SF Data Formats</a>	23
<a href="#">Retrieve Freddie Mac Rates</a>	15	<a href="#">Mortgage Evaluation Flags</a>	24
<a href="#">Display Rates</a>	15	<a href="#">Automated Archive Process</a>	27
<a href="#">Download Contract, Pairoff, Pricing, Late Fee, Transmission Confirmations and Purchase Information</a>	16	<a href="#">Accessing Your Freddie Mail</a>	27
		<a href="#">Archiving Freddie Mail</a>	29
		<a href="#">Viewing Archived Freddie Mail</a>	32
		<a href="#">Deleting Items in Freddie Mail</a>	33

## Preparing for New Installation

You should have received an email from Freddie Mac containing your site-specific files. Please have this email open before starting the installation process. If you have not received this email, please contact 1-800-FREDDIE. Please remember when installing:

- Do Not Copy MIDANET from one PC to another or from your LAN drive to your hard drive
- Do Not Install MIDANET in a subdirectory. MIDANET works best when installed on a root directory
- If installing MIDANET on a network drive, the drive letter should not be higher than K
- Close all active programs to prevent an installation conflict
- Verify that there are at least 30 megabytes of hard disk available on your PC. If you have less than 30 megabytes of space available, you'll receive an error message and the install will abort  
*To verify the amount of free disk space, double click on the My Computer icon. Right click on C drive then select properties. If you don't have enough disk space, contact your in-house technical support person.*



MIDANET does not work with Windows ME

## Preparing for Reinstallation

Back up your MIDANET data by copying your data (DAT) files, with the exception of the SITE.DAT and CURVERSN.DAT files, from your designated MIDANET drive.

### **How to find your DAT files**

1. Right click on *START*.
2. Click on *EXPLORE*.
3. Open MIDANET Directory.
4. Click on *VIEW* at the top menu bar.
5. Select *Details*.
6. Click *TYPE* tab on the right side of the EXPLORE window.
7. Locate data (DAT) files and copy all DAT files, with the exception of SITE.DAT and CURVERSN.DAT, to any folder but MIDANET.
8. Close EXPLORE. Continue with the instructions for ***Installing the Software***.

### **How to get your DAT files back**

1. Close MIDANET Window.
2. Open EXPLORE.
3. Select the folder holding the copied data (DAT) files.
4. Select the MIDANET Data (DAT) files and copy into MIDANET folder.
5. A window wanting to confirm file replacement will appear. Answer YES TO ALL.



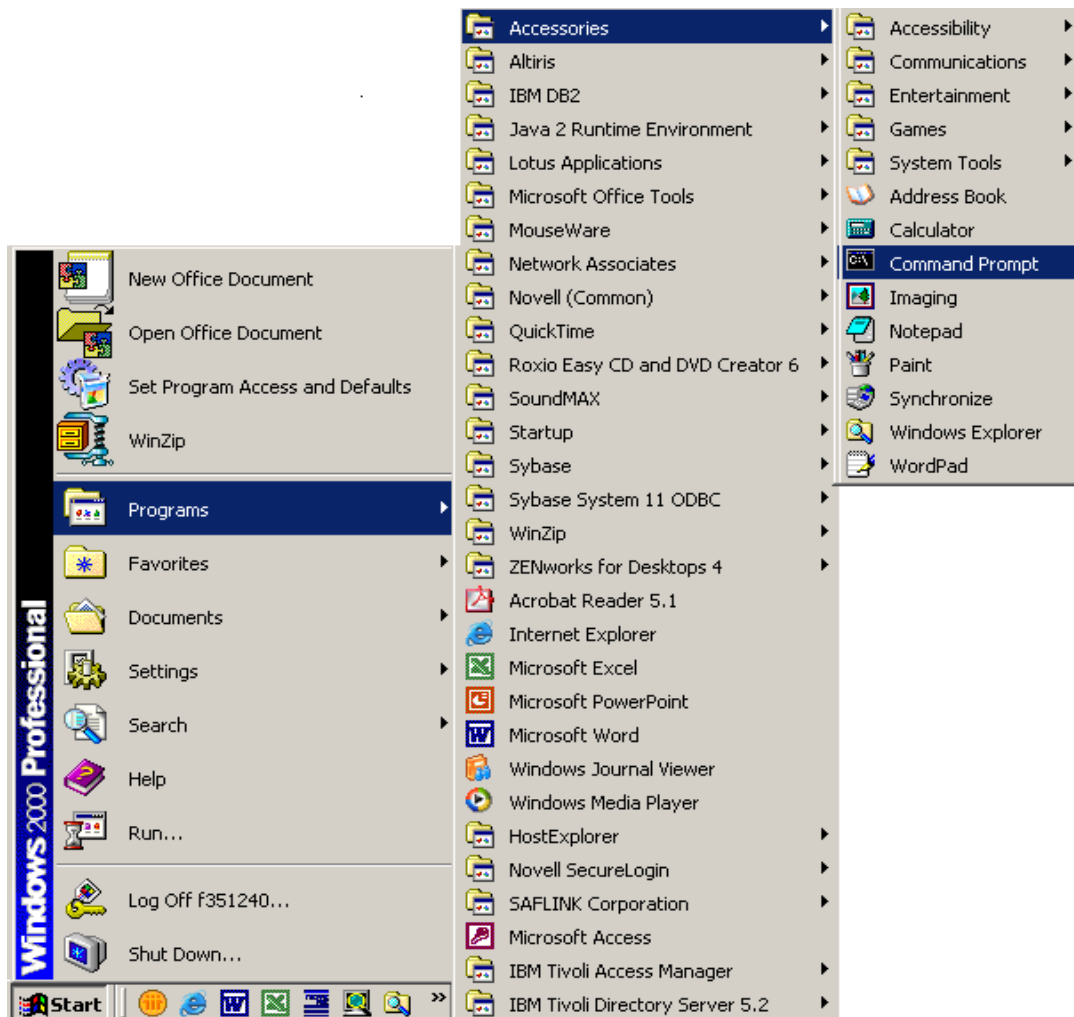
If MIDANET is installed on Win 2000, and you are upgrading your operating system to XP, then you don't need to uninstall and reinstall MIDANET. Simply delete MS2000.dat from c:\MIDANET dir.

You have now reinstalled MIDANET.

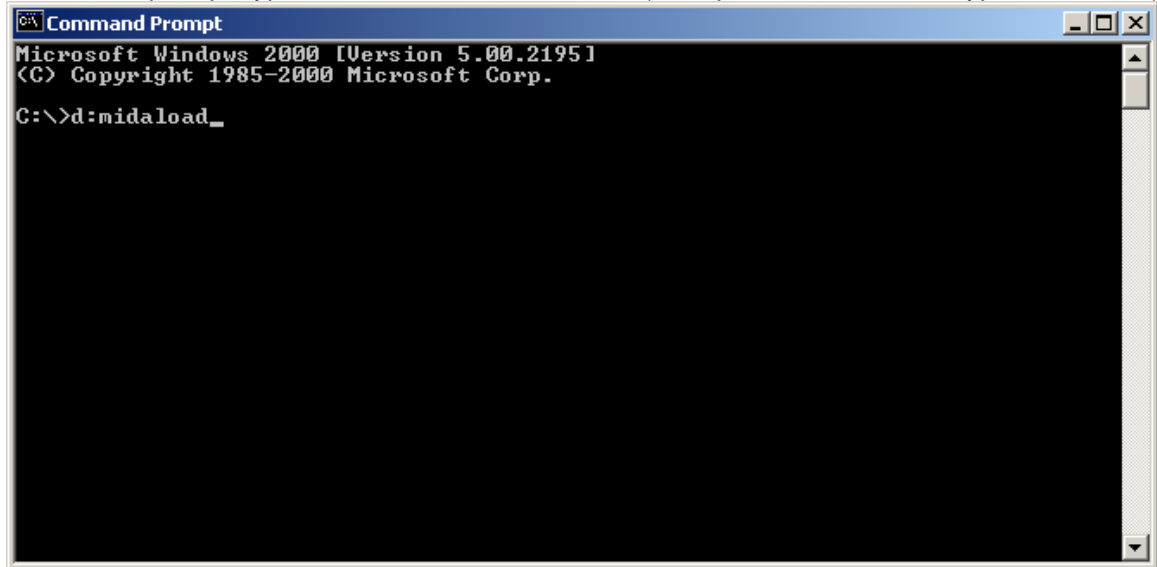
## Installing the Software

Be sure that you have received an email from Freddie Mac containing your site-specific files before beginning the install. If you have not, contact 1-800-FREDDIE. If you have,

1. Insert the MIDANET Installation CD in the CD drive.
2. Open a DOS window by clicking on "Start" button, "Programs", "Accessories", and then "Command Prompt".

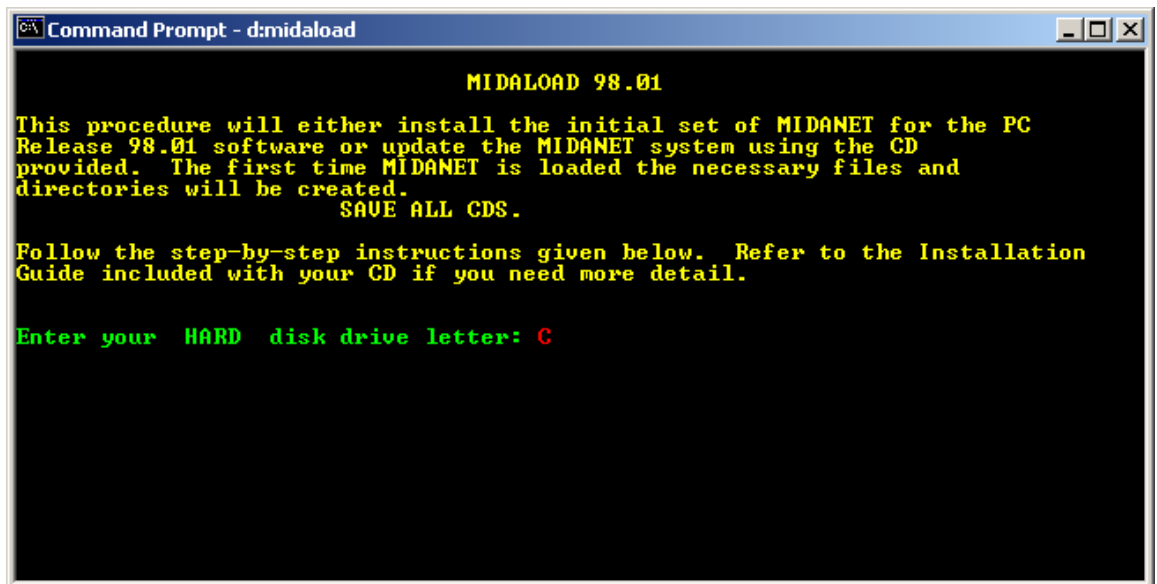


- At the DOS prompt, type the CD drive letter:midaload (example: if CD drive is D, type D:midaload).



```
Command Prompt
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.
C:\>d:midaload_
```

- At prompt, enter the destination Hard Drive letter, usually C.



```
Command Prompt - d:midaload

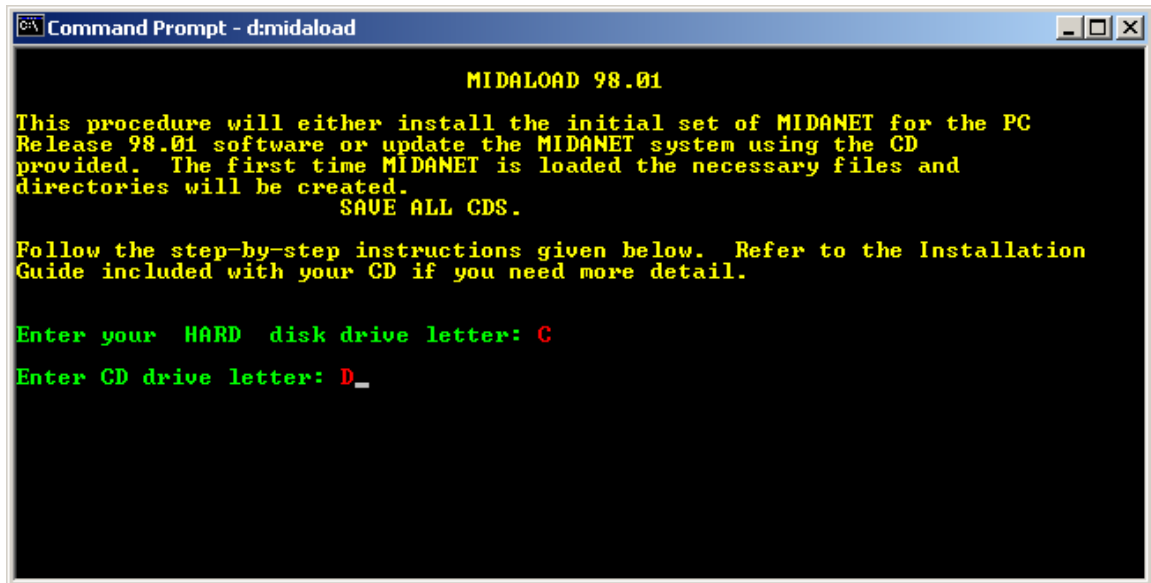
MIDALOAD 98.01

This procedure will either install the initial set of MIDANET for the PC
Release 98.01 software or update the MIDANET system using the CD
provided. The first time MIDANET is loaded the necessary files and
directories will be created.
SAVE ALL CDS.

Follow the step-by-step instructions given below. Refer to the Installation
Guide included with your CD if you need more detail.

Enter your HARD disk drive letter: C
```

5. Enter the CD drive that the Installation CD is in. Press the Enter key.



```
Command Prompt - d:\midaload

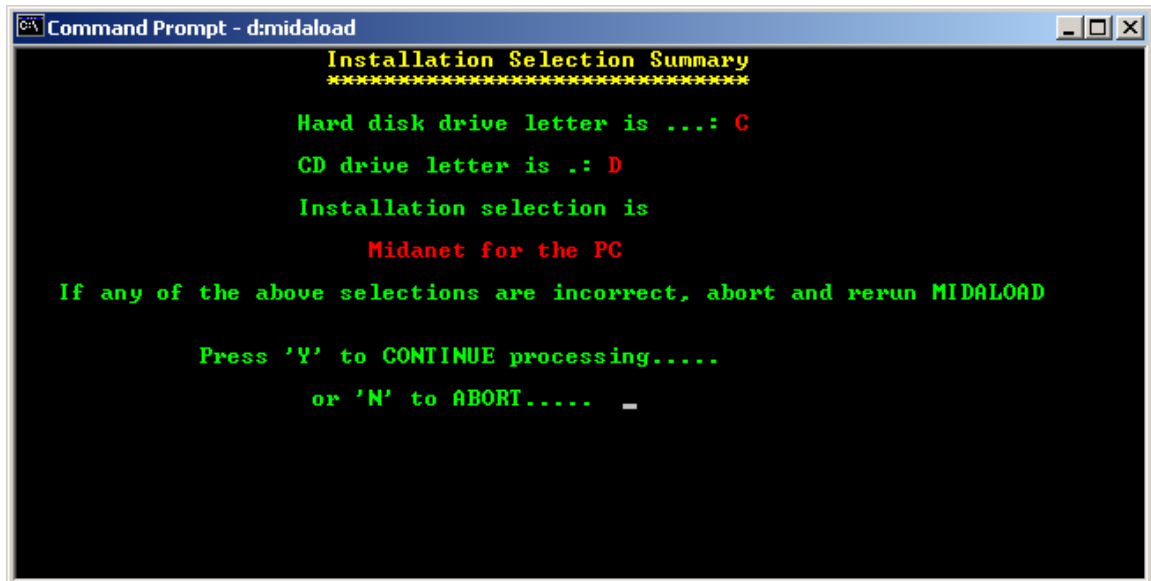
MIDALOAD 98.01

This procedure will either install the initial set of MIDANET for the PC
Release 98.01 software or update the MIDANET system using the CD
provided. The first time MIDANET is loaded the necessary files and
directories will be created.
SAVE ALL CDS.

Follow the step-by-step instructions given below. Refer to the Installation
Guide included with your CD if you need more detail.

Enter your HARD disk drive letter: C
Enter CD drive letter: D_
```

6. Type a Y at the confirmation screen.



```
Command Prompt - d:\midaload

Installation Selection Summary
*****

Hard disk drive letter is ...: C
CD drive letter is .: D
Installation selection is
Midanet for the PC

If any of the above selections are incorrect, abort and rerun MIDALOAD

Press 'Y' to CONTINUE processing....
or 'N' to ABORT.....
```

7. After the installation is complete, before launching MIDANET, copy the attached files from the email to the MIDANET Directory.
8. Launch MIDANET.



To ensure you have the most recent version of MIDANET, be sure to communicate via MIDANET weekly to receive the most recent updates. See *Accessing MIDANET*.

## Accessing MIDANET

1. At the MIDANET prompt, type MIDANET to access the program.
2. Type user ID (**MASTER**), password (**MASTER**) and your six-digit Seller/Service number.
3. To update or verify your communications set up, select *Option 4* (Communications), from the Main Menu.
4. Select *Option 6* (Communications Options Setup).

## Printer Setup

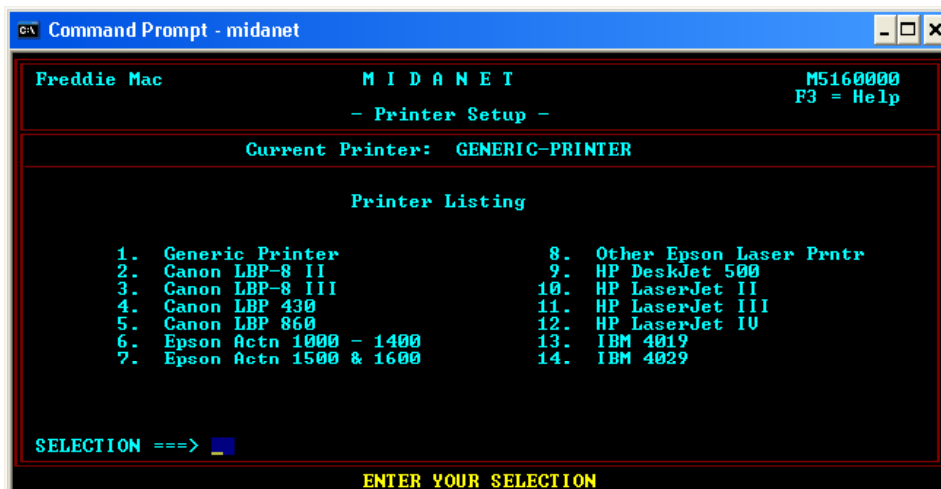
The printer setup allows you to select a laser printer, enabling you to print all current MIDANET printable documents.

When setting up the laser printer on MIDANET it is important to note the following:

- The laser printer setup defaults to LPT1 only
- The printer must be a local printer and not set up on a network
- Choose the laser printer option only if you are connected to a laser printer
- Ensure that you selected the correct or most compatible printer from the list
- Should you incorrectly choose the laser printer option without a laser printer present or choose the wrong printer model, an incompatibility problem could arise between the software and the hardware. The system could lock up and require rebooting which could result in data corruption

To set up your laser printer, use the following steps:

1. Select option **5**, Administration, from the main menu.
2. Select option **1**, Utilities, from the Administration menu.
3. Select option **6**, Printer Setup, from the Utilities menu.
4. A current printer listing is displayed. Select the appropriate laser printer; MIDANET will automatically issue the command lines associated with the printer and press RETURN.



```
Command Prompt - midanet
Freddie Mac          M I D A N E T          M5160000
                    - Printer Setup -          F3 = Help

Current Printer:  GENERIC-PRINTER

Printer Listing

1.  Generic Printer          8.  Other Epson Laser Prntr
2.  Canon LBP-8 II          9.  HP DeskJet 500
3.  Canon LBP-8 III        10. HP LaserJet II
4.  Canon LBP 430          11. HP LaserJet III
5.  Canon LBP 860          12. HP LaserJet IO
6.  Epson Actn 1000 - 1400  13. IBM 4019
7.  Epson Actn 1500 & 1600  14. IBM 4029

SELECTION ==>
ENTER YOUR SELECTION
```



The printer listing will periodically be updated to reflect any additional laser printers to be supported by the MIDANET software.

5. The message “ARE YOU SURE (Y/N)?” is displayed on your screen. Enter **Y** and press RETURN to select a laser printer. Enter **N** to abort the laser printer.
6. Once the file is set up or corrected, the message “RECORD(S) UPDATED” will be displayed on your screen and you are returned to the Utilities menu.

## Compatible Modems

To communicate with MIDANET it is important to have a compatible modem. Here is a list of the modems that our customers have found to be the most compatible:

- Hayes Acura - External modems with speed of 14.4K, 28.8K, 33.6K
- Practical Peripherals - External modems with speed of 14.4K, 28.8K, 33.6K
- US Robotics - External modems with speeds of 14.4K, 28.8K, 33.6K, 56K
- US Robotics - Internal with speeds of 14.4K, 28.8K, 33.6K



These modems may not work with every PC.

## Operating System/Computer Speed Compatibility

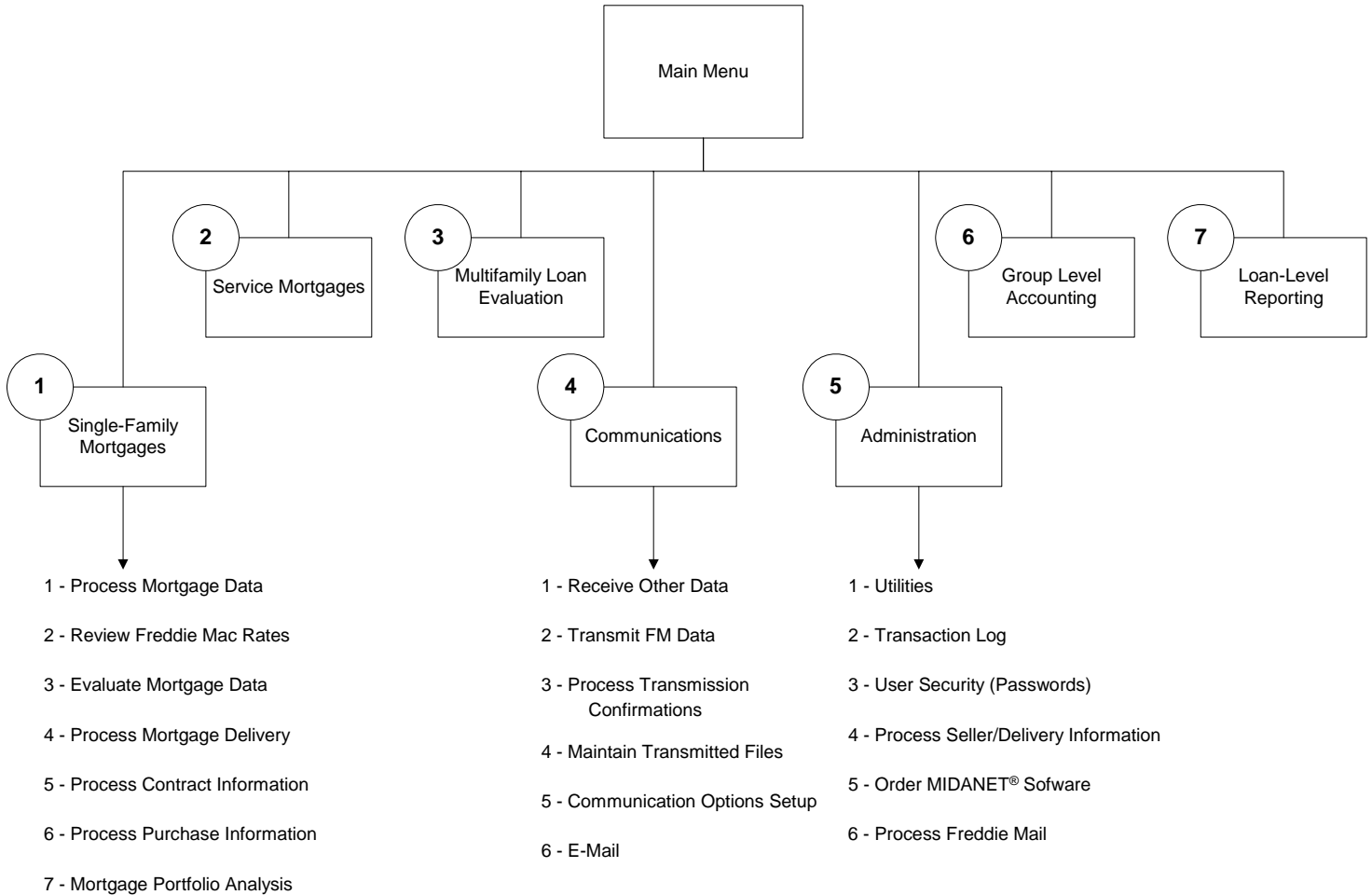
Customer's O/S	Customers PC Type	Test Results
<b>Windows 95</b>	Below 400 MHz	Yes
	400–866 MHz	Yes
	Above 866 MHz	Yes
<b>Windows 98</b>	Below 400 MHz	Yes
	400–866 MHz	Yes
	Above 866 MHz	Yes
<b>Windows 2000</b>	Below 400 MHz	yes
	400–866 MHz	yes
	Above 866 MHz	yes
<b>Windows XP</b>	Below 400 MHz	Yes
	400–866 MHz	Yes
	Above 866 MHz	Yes



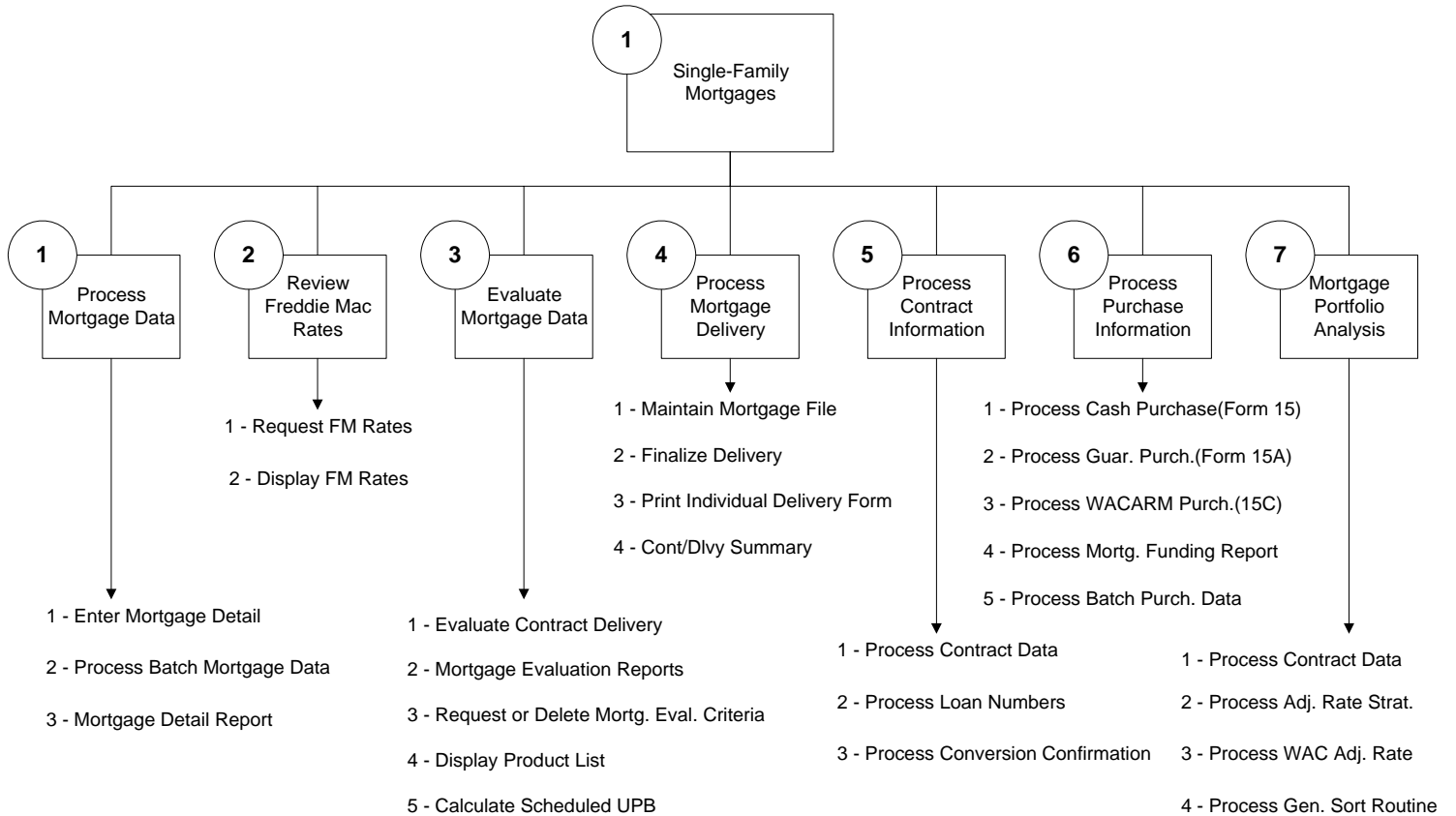
MIDANET does not work with Windows ME

If you have any questions or need additional assistance, call 1-800-FREDDIE.

## Top-Level Menu Structure for MIDANET



## Single-Family Mortgages Menu Options



## How to Upgrade MIDANET Software

To upgrade your MIDANET system to the most current version, follow the steps below.

STEP	ACTION
<b>Option 4</b>	Communications
<b>Option 1</b>	Receive Other - Data – the system will dial up Freddie Mac and receive information. After the system has logged off, a receive screen will display listing everything you have just received.
<b>F10</b>	Press the <b>F10</b> key to take you back to the main menu
<b>X</b>	Press <b>X</b> to exit the system. Now you can log back onto MIDANET and your system will be upgraded.



You can only receive one download at a time before logging off of the MIDANET system.

## Sales, Commitment Line and Phone Numbers:

- To obtain a new Master Commitment, contact your Account executive
- To take out Cash contracts, call the Commitment Line at 1-800-366-2353
- To take out Guarantor conversions, call the Commitment Line at 703-761-7170
- For delivery questions, contact 1-800-FREDDIE (1-800-373-3343)

## Log on to MIDANET: At the DOS Prompt of “C:\ >”

1. Type **CDMIDANET** and press **ENTER**.
2. This results in the DOS Prompt of “**C:\MIDANET>**”.
3. Type **MIDANET** and press **ENTER**.
4. The MIDANET system copyright screen displays.

## Prior to using MIDANET the first time:

1. Add Seller/Servicer information (S/S number, Seller name and address).
2. Set up user IDs and passwords.
3. Create Warehouse Lender and wire transfer databases, if applicable.
4. Request and download evaluation criteria.
5. Set up Communications options.

## Process Seller/Service Information

Complete this step to add, change, or browse Seller/Service Information.

Press	Screen Name
5	Administration
4	Process Seller and or Delivery Information
1	Process Seller/Service Information (U)pdate or (B)rowse

## Set Up User IDs, Passwords and Define Access Levels

Complete this step to add or update or delete passwords and define access capabilities for all users.

Press	Screen Name
5	Administration
3	User Security (Passwords) (A)dd, (U)pdate, (B)rowse and (D)elete, then enter User ID, Seller number, Password and Access levels (from 1 to 6).



Freddie Mac recommends using the “MASTER” User ID and Password in case of emergencies only (i.e., to un-suspend regular IDs and passwords because of more than 3 invalid attempts to log on).

## Create a Warehouse Lender Database

This is an optional feature. It will help your institution save processing time, especially when only one warehouse lender or multiple ones are used for your deliveries.

Each warehouse lender will be identified by a unique “WHL” code. Then, each time a new delivery is created, just enter the “WHL” code and MIDANET will display the stored data in all delivery documents. You will then be given the option to create a database that will store wire instructions associated with the warehouse lender linked by a “WI” code.

Press	Screen Name
5	Administration
4	Process Seller/Delivery Information
2	Process Warehouse Lender Information <ul style="list-style-type: none"> <li>▪ Enter “A” in the function field to add.</li> <li>▪ Enter a code in the WHL field</li> <li>▪ Enter applicable warehouse</li> <li>▪ (Y)es to confirm accuracy of data</li> <li>▪ By typing (U), (B), or (D), MIDANET will update, browse or delete the data.</li> </ul>

## Create a “Cash” and/or “Guarantor” Wire Instructions Database

Each set of wire instructions will be identified by a unique “WI” code. Then, each time a new delivery is created, just enter the “WI” code and MIDANET will display the stored data in all delivery documents.

This is an optional feature. It will help your institution save processing time especially when only one set or multiple sets of wire instructions are used for your deliveries.

Complete this step to create a database that will store wire instructions.

Press	Screen Name
5	Administration
4	Process Seller/Delivery Information
3	Process Security Wire Instruction Information <ul style="list-style-type: none"> <li>▪ Enter “A” in the function field to add</li> <li>▪ Enter a code in the “WI” field</li> <li>▪ Enter all security wire instructions on the right hand side of the screen without slashes under the Guarantor Wire Instruction column</li> <li>▪ (Y)es to confirm accuracy of data</li> <li>▪ By typing (U), (B) or (D), MIDANET will update, browse or delete the data</li> </ul>

## Request and Receive Evaluation Criteria

MIDANET holds a maximum of 18 product codes with “resident” status. Each time a connection is established, three new product codes can be requested and downloaded. Remember to delete the existing product codes before requesting updated product codes.

Complete this step to download Underwriting product criteria to evaluate loans.

Press	Screen Name
1	Single Family Mortgages
3	Evaluate Mortgage Data
3	Request Mortgage Evaluation Criteria <ul style="list-style-type: none"> <li>▪ Place an “R” in the function field</li> <li>▪ Type in a product number (See complete list in option 1.3.4) and hit enter. MIDANET will list the product number and the status will show “Requested”</li> <li>▪ Press F9 and type (Y)es to receive the product(s) now. MIDANET will connect with our Network and download product evaluation criteria. Confirm that the status changed to “Resident” and then press <b>ESC</b> or <b>F9</b> to continue</li> </ul>



Please delete and re-request product codes every three to four months to ensure that the most updated “evaluation criteria” is resident in the PC.

## Communications Option Set Up

Complete this step to make changes to the communications option, which enables a PC to connect to our Network.

Press	Screen Name
4	Communications
6	Process communications options To change Comm Port options 1 or 2 (It should be at sync with the “Windows 95, 98 or NT system settings”), Hard disk drive, Monitor type (monochrome or color), Modem baud rate and type, Telephone option (rotary or touch up), delay seconds, outside dial sequence and phone number.

## Retrieve Freddie Mac Rates

Complete this step to download daily rates.

Press	Screen Name
1	Single Family Mortgages
2	Review Freddie Mac Rates
1	Request Freddie Mac Rates - System will log onto the MIDANET network and retrieve current rates

## Display Rates

Complete this step to view and print current rates previously downloaded.

Press	Screen Name
1	Single Family Mortgages
2	Review Freddie Mac Rates
	Display Freddie Mac Rates: 1. Gold Cash 30 YR 2. Gold Cash 20 YR 3. Gold Cash 15 YR 4. 30-5 Balloon 5. 30-7 Balloon 6. SFFR RNY 7. 1YR 2% ARM 8. 1YR 1% ARM 9. Gold Rush/MultiLender 10. Gold PC Conv Fee 11. BU/BD Ratios 12. FM News Page

## Download Contract, Pairoff, Pricing, Late Fee, Transmission Confirmations and Purchase Information

Complete this step to download the above listed data files.

Press	Screen Name
4	Communications
1	Receive Other Data MIDANET will dial out, connect to our Network and download the above listed files.

## Browse or Print or Delete a Contract

Complete this step to view, print and/or delete the previously downloaded contract file.

Press	Screen Name
1	Single Family Mortgages
5	Process Contract Information
1	Process Contract Data <ul style="list-style-type: none"> <li>▪ Highlight Contract Number</li> <li>▪ Select Option, <b>(B)</b>rowse or <b>(P)</b>rint</li> </ul>

## Print Freddie Mac Loan Numbers

Freddie Mac loans numbers are printed on the second page of the contract confirmations. Loan numbers are not contract-specific. Once generated, they can be used in any contracts.

Complete this step to print a standard list or labels of existing loan numbers or generate a list of new loan numbers. To generate new loan numbers, a starting and ending Freddie Mac loan number is necessary.

Press	Screen Name
1	Single Family Mortgages
5	Process Contract Information
2	Process Loan Numbers <ul style="list-style-type: none"> <li>▪ Select <b>(P)</b>rint existing loan numbers or <b>(G)</b>enerate new Numbers and fill in the applicable highlighted fields</li> </ul>

## Delivery Process via MIDANET

There are four basic steps to deliver loans via MIDANET:

Stage	Stage Name	Stage Description
1	Add Loans	Enter loans manually (one by one) or import large groups of loans from a company's loan origination system.
2	Evaluate Loans	Evaluate loans one by one or evaluate the entire contract in one step.
3	Package Delivery	Create forms 381, 939, 987, 996 and 1034.
4	Transmit Delivery	Send "packaged delivery" via modem to our network.

Below are instructions to perform these 4 basic steps along with some additional processing functions. Complete this step to add loans manually (one by one) to the form 11 or 13SF.

### Add a Loan

Press	Screen Name
1	Single Family Mortgages
1	Process Mortgage Data
1	Enter Mortgage Detail <ul style="list-style-type: none"> <li>▪ Type <b>(A)</b> in the Function field to add loan info and enter all highlighted fields</li> <li>▪ Then, enter <b>(U)</b> to update, <b>(B)</b> to browse, or <b>(D)</b> to delete existing loan data</li> </ul>

## Calculate “Scheduled” UPB

MIDANET will update all applicable loans with the correct UPB and date interest paid that corresponds to the month of settlement entered on the “Contract Delivery Summary” screen. (Form 381)

Complete this step to calculate the scheduled “UPB” and scheduled “interest paid to date.”

Press	Screen Name
1	Single Family Mortgages
3	Evaluate Mortgage Data
5	Calculate Scheduled UPB <ul style="list-style-type: none"> <li>▪ Enter Contract Number, Delivery Number, Product Number and Requested settlement date month and year</li> <li>▪ (Y) or (N) in Print Report Field</li> <li>▪ (Y) or (N) in Update MIDANET Mortgage File</li> </ul>

## Evaluate Loans Online

Complete this step to evaluate loans (one by one) after adding them to the forms 11 or 13.

	Same steps as “ <b>ADD A LOAN</b> ” (previous page) but in the “Enter Mortgage Detail” screen, include the product number
	Once the loan data is entered on the Form 11 or 13, select <b>(V)</b> to evaluate
	If a flag exists, MIDANET will display it in the upper left hand corner of the F11 or F13SF screen

## Evaluate All Loans in One Step

Complete this step to evaluate all loans in a contract in one step. Print the “Error Report” to view detailed explanations of loan errors.

Press	Screen Name
1	Single Family Mortgages
3	Evaluate Mortgage Data
1	Evaluate Contract/Delivery <ul style="list-style-type: none"> <li>▪ Enter the contract, delivery, and product number and hit Enter</li> </ul>

## Print Mortgage Evaluation Reports

This option produces three reports and also allows you to delete the reports. Complete this step to print the Summary, Detail, or Error report.

Press	Screen Name
1	Single Family Mortgages
3	Evaluate Mortgage Data
2	Mortgage Evaluation Reports
	(1) for summary (2) for detail (3) for error or (4) to delete the reports.

## Print HMDA Evaluation Report

This report will list the HMDA fields in error. Freddie Mac requires that lenders report all HMDA information at delivery. Complete this step to print the HMDA error report.

Press	Screen Name
1	Single Family Mortgages
4	Process Mortgage Delivery
1	Maintain Mortgage File <ul style="list-style-type: none"> <li>▪ Select Print Loan <b>(E)</b>rror Report</li> </ul>

## Print Mortgage Detail Reports

These reports can be useful to verify the accuracy of the information entered on the Form 11 or 13SF before transmitting it to Freddie Mac. Complete this function to print “summary” or “detail” loan data reports.

Press	Screen Name
1	Single Family Mortgages
1	Process Mortgage Data
3	Mortgage Detail Reports

## Package Mortgage Data

This step prepares the loan data to be transmitted to Freddie Mac.

Press	Screen Name
1	Single Family Mortgages
4	Process Mortgage Data
1	Maintain Mortgage File <ul style="list-style-type: none"> <li>▪ Highlight contract</li> <li>▪ Enter (P)ackage</li> <li>▪ Enter data to complete Contract Delivery Summary (Form 381)</li> <li>▪ (Y)es to confirm that the data is correct</li> </ul>

## Finalize/Print Delivery Documents

Complete this step to print all applicable delivery documents.

Press	Screen Name
1	Single Family Mortgages
4	Process Mortgage Delivery
2	Finalize Delivery <ul style="list-style-type: none"> <li>▪ Enter Contract and Delivery numbers</li> </ul>

## Transmitting a File

Complete this step to send delivery information to Freddie Mac via modem.

Press	Screen Name
4	Communications
2	Transmit <ul style="list-style-type: none"> <li>▪ Place an "X" in the Single Family Mortgage Data box</li> <li>▪ Enter an "A" for all contracts or "S" for selected contracts</li> </ul>

## Transmission Confirmations

You must download Transmission Confirmations first before completing the steps to view and print the proof of transmissions received by Freddie Mac.

Press	Screen Name
4	Communications
3	Process Transmission Confirmations

## Process Purchase Information

Complete this step to view and print the applicable purchase information previously downloaded. For each contract funded, always retrieve both a "Form 15" and a "Funding detail report."

Press	Screen Name
1	Single Family Mortgages
6	Process Purchase Information <ol style="list-style-type: none"> <li>(1) Process Cash Purchase Forms (15)</li> <li>(2) Process Guarantor Purchase Forms (15A or 15B)</li> <li>(3) Process WAC ARM Purchase Forms (15C)</li> <li>(4) Process Mortgage Funding Detail Reports</li> </ol>

## Process Freddie Mail

Utilize this feature to view online and print a hard copy of the following Freddie Mac info:

- Exclusionary list.
- Late delivery confirmation statements.
- Wire instruction verification.
- Waiver notification
- Transfer of servicing approvals
- Transfer of servicing error report
- Foreclosure sale/DIL transactions received report
- Foreclosure sale/DIL activity error report
- Pair-off confirmation statements
- Fee notification

Press	Screen Name
5	Administration
6	Process Freddie Mail



New files will download automatically each time a connection is established with the Freddie Mac network.

## Special Functions Under Process Mortgage Delivery

Use these features to change contract and/or delivery number, reassign Seller/Servicer number, package a delivery, unpackage it, delete it, assign Freddie Mac loan numbers, print loan numbers or print the HMDA loan error report.

Press	Screen Name
1	Single Family Mortgages
4	Process Mortgage Delivery
1	Maintain Mortgage File <ul style="list-style-type: none"> <li>▪ Select Function:               <ul style="list-style-type: none"> <li>(C)hange Contract/Delivery Number</li> <li>(R)eassign Seller</li> <li>(P)ackage Delivery</li> <li>(U)npackage Delivery</li> <li>(D)elete Delivery</li> <li>(A)ssign Loan Numbers</li> <li>(P)rint Loan Numbers</li> <li>Print Loan (E)rror Report</li> </ul> </li> </ul>

## Retransmit A Delivery

Complete this step to retransmit a file previously transmitted. Use this feature as long as no changes or corrections need to be made to any of the forms.

Press	Screen Name
4	Communications
4	Maintain Transmitted Files <ul style="list-style-type: none"> <li>▪ Highlight the file you want to retransmit</li> <li>▪ Select “R” in the Function field</li> </ul>

## View Form 11 or Form 13SF Data Formats

Complete this step to view the Forms 11 or 13SF data formats.

Press	Screen Name
1	Single Family Mortgages
1	Process Mortgage Data
2	Process Batch Mortgage Data
4	Mortgage Data Formats
	The Process Data Formats screen displays <ul style="list-style-type: none"> <li>▪ Type <b>(B)</b> in the Function field to view the Form 11 or Form 13 data formats and Enter</li> <li>▪ Then, type FHLMCF11 or FHLMC13SF and Enter to view the existing data formats.</li> </ul>

## Mortgage Evaluation Flags

Flag	Description
2	(Critical Flag) - Data in one or more critical fields is invalid or missing.
3	(Forcible Flag) - The remaining term of the mortgage (in months) is less than the minimum remaining term for this product.
4	(Critical Flag) - Indicates negative amortization: the <b>Current UPB</b> is $\geq 125\%$ of the <b>Org Loan Amt.</b> This edit applies to Cash Cost-of-Funds ARMs.
5	(Critical Flag) - This flag can occur under two conditions:  <i>Condition 1:</i> ARM Margin is less than the Required Contract Margin (+ Servicing if whole loan).  <i>Condition 2:</i> <b>LOLN Rate Cap</b> is less than Contract <b>ARM Required Net LOLN Cap</b> (+ Servicing, if whole loan). This edit applies to ARM Cash and Cash Cost-of-Funds ARMs.
6	(Critical Flag) - <b>Net Neg Am</b> field is zero and the <b>Current UPB</b> exceeds <b>Org Loan Amt.</b> This edit applies to Cash Cost-of-Funds ARMs.
7	(Critical Flag) - <b>Next Adj Date</b> field is not equal to the <b>Next Rate Adjustment Date</b> on the loan evaluation Contract Data screen.  <ul style="list-style-type: none"> <li>Forcible – Cash ARM – If the <b>Next Rate Adjustment Date</b> field has an Adjustment Range, then the Rate Adj Date entered must fall within this “Adjustment Range” which appears on the contract confirmation.</li> </ul> <p><b>NOTE:</b> If the Rate Adjustment Date does NOT fall within the Range, this is a <b>Critical Flag</b>, and you should contact Cash Transactions for payoff and/or re-commitment.</p>
8	(Critical Flag) - Original <b>Int Rate</b> is less than the Contract Required Net Yield (+ Servicing, if whole loan). This edit applies to ARM Cash.
9	(Critical Flag) - The <b>Next Rate Adjustment Date</b> is less than the Delivery Date. This edit applies to ARM Cash.
A	(Critical Flag) - <b>Org Loan Amt</b> for the dwelling units exceeds limits. This edit is applicable to all products.
B	(Critical Flag) - <b>LTV Ratio</b> for owner-occupied purchase loan exceeds limits.
C	(Critical Flag) - <b>LTV Ratio</b> for owner-occupied refinance mortgage exceeds limits.
D	(Critical Flag) - <b>LTV Ratio</b> for non owner-occupied purchase or refinance mortgage exceeds limits.
E	(Critical Flag) - Mortgage term not between minimum and maximum months allowed for product. This edit is applicable to all products.
F	(Critical Flag) - Mortgage Term, <b>Int Rate</b> , <b>Org Loan Amt</b> , and <b>Monthly P&amp;I</b> amount do not properly amortize loan amount. For a loan amount less than or equal to \$35,000, the P&I lower range tolerance is \$.50. For a loan amount greater than \$35,000 the P&I lower range tolerance is \$.99. The P&I higher range tolerance is \$5.
G	(Critical Flag) - For Gold Cash® products only (except 371/372). Flag set when the calculated remaining maturity does not fall in the remaining maturity range defined for the offer product.

Flag	Description
H	(Critical Flag) - The difference between the <b>ARM Margin</b> and the <b>ARM Required Net Margin</b> and the difference between the <b>LOLN Rate Cap</b> and the <b>ARM Required Net LOLN Cap</b> exceeds 25 basis points. This edit is applicable to ARM Cash and ARM Guarantor.
I	(Forcible Flag) - <b>Indicates negative amortization: the Current UPB</b> is $\geq 115\%$ of the <b>Org Loan Amt</b> . This flag applies to Cash Cost-of-Funds ARMs.
J	(Forcible Flag) - Adjusted ARM amortization test-high tolerance: <b>Curr P&amp;I Amt</b> has a variance greater than \$5 to amortize <b>Current UPB</b> . This edit applies to ARM Cash, ARM Guarantor and WAC ARM Guarantor.
K	(Critical Flag) - <b>Dt Int Pd To Delivery Date</b> exceeds 60 days (possible delinquent mortgage). This edit applies to all products.
L	(Forcible Flag) - The mortgage <b>Mat Date</b> is within 60 days after Delivery Date. This edit applies to all products.
M	(Critical Flag) - <b>Current UPB</b> greater than <b>Org Loan Amt</b> and/or <b>Dt Int Pd to precedes Note Date</b> . This edit applies to all products.
N	(Critical Flag) - Original <b>Int. Rate, ARM Margin to LOLN Rate Cap</b> are not evenly divisible by 1/8th (.125). This edit applies to ARM Cash, ARM Guarantor, and Cash Cost-of-Funds ARMs.
O	(Critical Flag) - Coupon rate of mortgage is either below the Minimum Coupon Rate (MIN) or above the Maximum Coupon Rate (MAX).
P	(Forcible Flag) - <b>Dt Int Pd – This flag can occur under two conditions:</b> <ul style="list-style-type: none"> <li>• DT Int Pd is greater than the Delivery Date. This edit applies to ARM Cash, ARM Guarantor, and WAC ARM Guarantor.</li> <li>• Note Dt to Delivery Dt exceeds 12 months. Loan is considered to be seasoned. This edit applies to Fixed-Rate Gold Cash products. Effective January 2, 2009, Seasoned Mortgages may be sold on a negotiated basis through our bulk sale transaction unit only.</li> </ul>
Q	(Critical Flag) - <b>ARM Margin</b> is either below the Minimum Margin (MIN) or above the Maximum Margin (MAX). Applies to ARM Guarantor. MIN = PC Margin + Guar Fee + Servicing MAX = Minimum Margin + 100 basis points
R	(Critical Flag) - <b>Current Int Rate, Remaining Term (Dt Int Pad To to Mat Date)</b> and <b>Current P&amp;I</b> do not properly amortize the <b>Current UPB</b> . For adjusted ARMs with a <b>Current UPB</b> equal to or less than \$35,000, the <b>Current Monthly P&amp;I</b> lower range tolerance is \$0.50. For a <b>Current UPB</b> greater than \$35,000, the lower range tolerance is \$0.99. (See Flag J for higher tolerance.) Applies to ARM Cash, ARM Guarantor, and WAC ARM Guarantor.
S	(Critical Flag) - Mortgage <b>LOLN Rate Cap</b> is either below the Minimum Life of Loan (MIN) or above the Maximum Life of Loan (MAX). Applies to ARM Guarantor. MIN = PC Life Cap + Guar Fee + Servicing MAX = Minimum Life Cap + 100 basis points

Flag	Description
T	(Critical/Forcible Flag) - This edit applies to all ARM products. The number of months calculated between the first P&I and the first (if adjusted) or next (if unadjusted) adjustment date must be valid for the product.
V	(Critical Flag) - Total financing LTV (TLTV) using the purchase price or market value, whichever is lower, is greater than the applicable property type's LTV. This edit applies to ARM Cash, ARM Guarantor, and WAC ARM Guarantor.
W	(Forcible Flag) - The 1st P&I date is greater than the Delivery date. # of days between the <b>Note Date</b> and <b>1<sup>st</sup> P&amp;I</b> >70 days. # of days between Mod/Conv Date & 1st P&I > 70 days. # of days between Mod/Conv Date & Delivery Date > 70 days (Ref Code 00006 Only)
X	(Forcible Flag) - Amortization test - high tolerance. <b>Monthly P&amp;I</b> variance is greater than \$5 to amortize the loan amount. (See Flag F for lower tolerances.) This edit applies to all products.
Y	(Critical Flag) - This edit applies to GPMs. This flag occurs under two conditions. <i>Condition 1:</i> Loan evaluation Contract Data screen entered as a GPM product and the <b>Grad Paymt</b> field is marked (N)o. <i>Condition 2:</i> Percentage of <b>Yr Pmt Inc</b> entered on Form 13SF does not equal the GPM evaluation percentage of yearly payment increase.
Z	(Critical Flag) - The <b>Beginning Conversion Date</b> entered during loan evaluation does not match the beginning conversion date calculated by the system. Or, the <b>Ending Conversion Date</b> entered during loan evaluation does not match the ending conversion date calculated by the system. Applies to convertible ARM guarantor products.
#	(Critical Flag) - Difference between <b>ARM Margin</b> of the mortgage and <b>ARM Required Net Margin</b> of the Contract and the difference between mortgage original <b>Int Rate</b> (or <b>Curr Int Rate</b> if Adjusted ARM under ARM Guarantor) and the Contract <b>Net Yield</b> exceeds 25 basis points. Applies only to 1 and 2 Percent Annual Rate-Capped ARM Cash, Cost-of-Funds ARMs and ARM Guarantor.
[ ]	(Critical Flag) - For mortgage amounts ≤\$35,000, the lower limit of allowable range is \$0.50. For mortgage amounts >\$35,000, the lower range is \$0.99. These are lower tolerances for the (original) <b>Monthly P&amp;I</b> payments (see Flag X for higher tolerances). Applies only to GPM products when (original) <b>Monthly P&amp;I</b> reported are outside low tolerance limit.
*	(Critical Flag) - The difference between the <b>LOLN Rate Cap</b> and Contract <b>ARM Required Net LOLN Cap</b> does not equal the difference between the original <b>Int Rate</b> (or <b>Curr Int Rate</b> if an adjusted ARM) of the mortgage and the <b>Net Yield</b> exceeds 25 basis points. The edit only applies to 1 and 2 percent Annual Rate-Capped ARM Cash, Cost-of-Funds ARMs, and ARM Guarantor.
\$	(Forcible Flag) - The loan coupon is less than the minimum loan coupon allowed. Minimum equals contract RNY plus servicing less floor margin. This edit applies to pay cap ARMs only.
!	(Critical Flag) - An invalid MI code has been entered into the "MI Code" field on the Form 11 or Form 13.

## Automated Archive Process

An overabundance of mail in Freddie Mailboxes located in MIDANET reduces system performance and can lead to loss of data and/or file corruption. We strongly recommend that you delete those items you no longer need and archive items you may need to view in the future. The remainder of this document details how to manage your mail by archiving and deleting seldom-used or outdated reports, forms, verifications, and/or lists.

By performing the following procedures regularly—at least once a month—you can obtain the maximum benefit of the Freddie Mail feature. If your mailbox reaches 1000 kilobytes (kb) in size, you should perform the cleanup procedure (you will receive a message warning that your mailbox is becoming excessive when it gets to this size). If the size of your mailbox exceeds 2000 kb, it could result in the above-mentioned errors.

## Accessing Your Freddie Mail

All mailboxes are associated with an assigned Seller/Service number. As a result, you may only view the mailbox for the Seller/Service logged on. The items in your mailbox are displayed in chronological date order from newest to oldest. You can print, delete, browse, or archive these items.

While in MIDANET, follow these steps to access Freddie Mail:

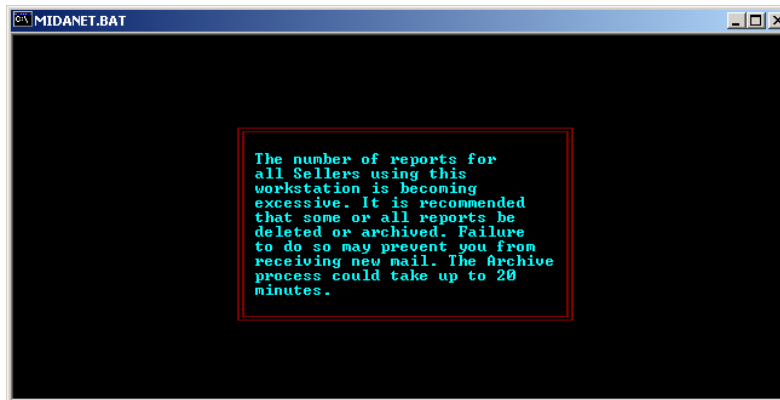
1. From the Main Menu, type **5, Administration**.  
*The Administration menu will display.*



## 2. Type 6, Process Freddie Mail/Archive.

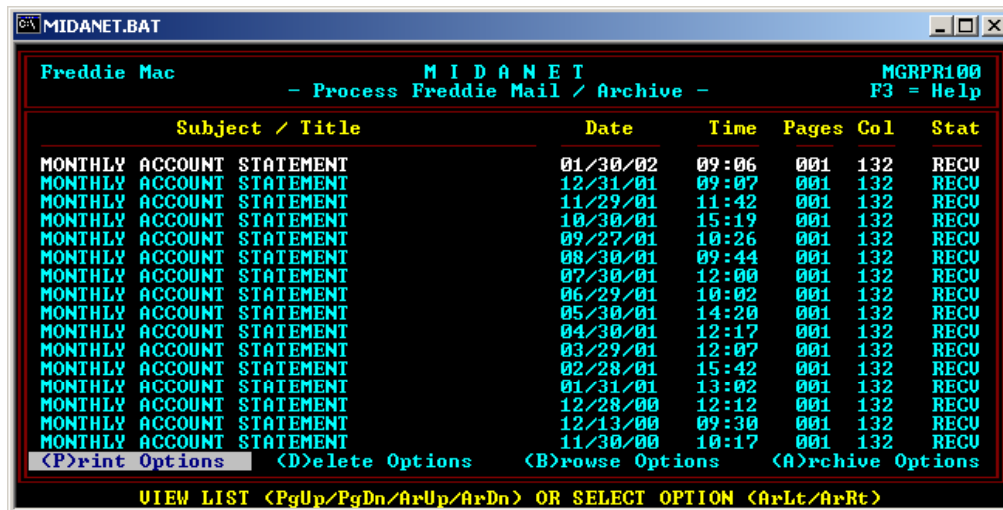


Your mailbox can hold 2000 kb of data. A warning message will display when you have reached 1000 kb. This should prompt you to begin the process to archive and delete.



When you receive this message, press ENTER to continue.

Your mailbox items will display.



## Archiving Freddie Mail

You need to determine the items to be archived and what can be deleted. Archiving will move the items out of your mailbox, allowing room for new mail.

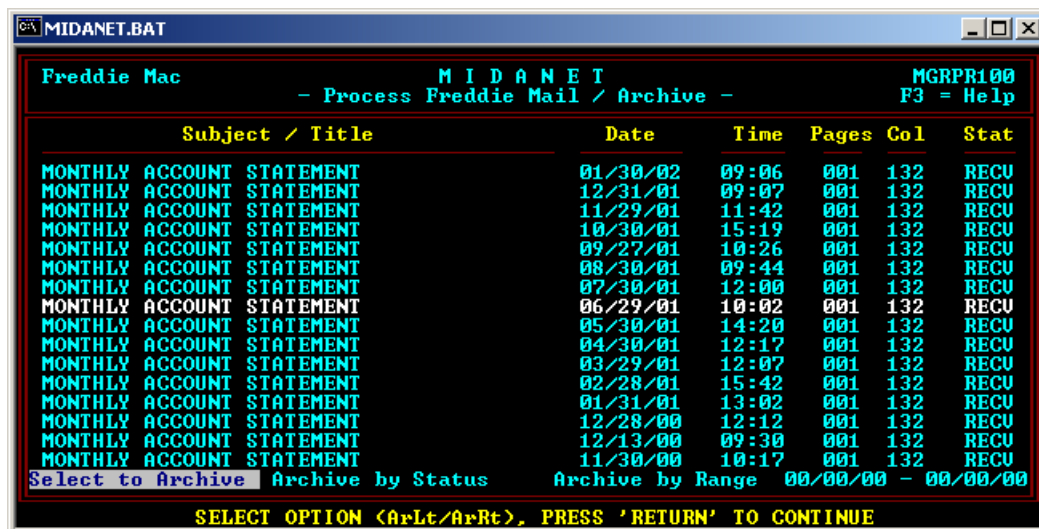
To archive an item in your mailbox, you need to select it first. MIDANET gives you three ways to select items for archiving.

Option	Description
Select to Archive	This option allows you to select one or more than one item. You can pick and choose the item(s) to be archived.
Archive by Status	This option allows you to archive items that have the same status, i.e., RECV or PRNT.
Archive by Range	This option allows you to select items based on a date range. For example, you want to archive those received between October 1 and December 15.

### ▪ Select an Item to Archive

If you are archiving one or only a few non-related items, this is the best method to select. Follow this procedure to archive items in Freddie Mail.

- While in the Process Freddie Mail screen, select (A)rchive Options by typing **A**. You can also press the right arrow key three times and press ENTER to select this option.  
*The Process Freddie Mail / Archive screen displays showing the items in your mailbox.*



Subject / Title	Date	Time	Pages	Col	Stat
MONTHLY ACCOUNT STATEMENT	01/30/02	09:06	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/31/01	09:07	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/29/01	11:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	10/30/01	15:19	001	132	RECU
MONTHLY ACCOUNT STATEMENT	09/27/01	10:26	001	132	RECU
MONTHLY ACCOUNT STATEMENT	08/30/01	09:44	001	132	RECU
MONTHLY ACCOUNT STATEMENT	07/30/01	12:00	001	132	RECU
MONTHLY ACCOUNT STATEMENT	06/29/01	10:02	001	132	RECU
MONTHLY ACCOUNT STATEMENT	05/30/01	14:20	001	132	RECU
MONTHLY ACCOUNT STATEMENT	04/30/01	12:17	001	132	RECU
MONTHLY ACCOUNT STATEMENT	03/29/01	12:07	001	132	RECU
MONTHLY ACCOUNT STATEMENT	02/28/01	15:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	01/31/01	13:02	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/28/00	12:12	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/13/00	09:30	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/30/00	10:17	001	132	RECU

Select to Archive    Archive by Status    Archive by Range    00/00/00 - 00/00/00

SELECT OPTION <Ar-Lt/Ar-Rt>, PRESS 'RETURN' TO CONTINUE

- Press ENTER to 'Select to Archive'.
- Using your arrow keys, select the item to be archived and press **S**.

The item will highlight in yellow.



You can select multiple items by continuing to move to others and pressing the S.

- Press ENTER to Archive.  
*The selected item(s) has been archived.*



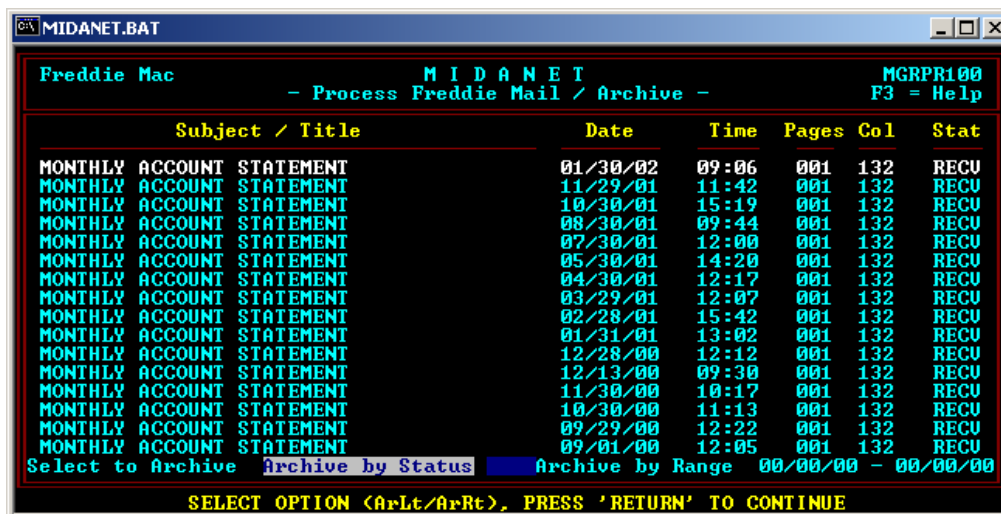
By archiving, this automatically removes these selected items from your mailbox. You will need to View Freddie Mail from Archive to view these items in the future.

See page **TBD** of this document for instructions on how to View Freddie Mail from Archive.

### ▪ Archive by Status

In lieu of archiving each item by selecting one at a time, you can group items. By using the Archive by Status feature, you must have a valid code, i.e., RECV or PRNT. Follow this procedure to archive multiple reports that share the same status codes in Freddie Mail.

- While in the Process Freddie Mail screen, select (A)rchive Options by typing A.



Subject / Title	Date	Time	Pages	Col	Stat
MONTHLY ACCOUNT STATEMENT	01/30/02	09:06	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/29/01	11:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	10/30/01	15:19	001	132	RECU
MONTHLY ACCOUNT STATEMENT	08/30/01	09:44	001	132	RECU
MONTHLY ACCOUNT STATEMENT	07/30/01	12:00	001	132	RECU
MONTHLY ACCOUNT STATEMENT	05/30/01	14:20	001	132	RECU
MONTHLY ACCOUNT STATEMENT	04/30/01	12:17	001	132	RECU
MONTHLY ACCOUNT STATEMENT	03/29/01	12:07	001	132	RECU
MONTHLY ACCOUNT STATEMENT	02/28/01	15:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	01/31/01	13:02	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/28/00	12:12	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/13/00	09:30	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/30/00	10:17	001	132	RECU
MONTHLY ACCOUNT STATEMENT	10/30/00	11:13	001	132	RECU
MONTHLY ACCOUNT STATEMENT	09/29/00	12:22	001	132	RECU
MONTHLY ACCOUNT STATEMENT	09/01/00	12:05	001	132	RECU

Select to Archive   **Archive by Status**   Archive by Range   00/00/00 - 00/00/00

SELECT OPTION <ArLt/ArRt>, PRESS 'RETURN' TO CONTINUE

- Using your arrow keys, select 'Archive by Status'.
- Enter the status to be archived and press ENTER.  
*The item(s) with the status you entered above have been archived.*

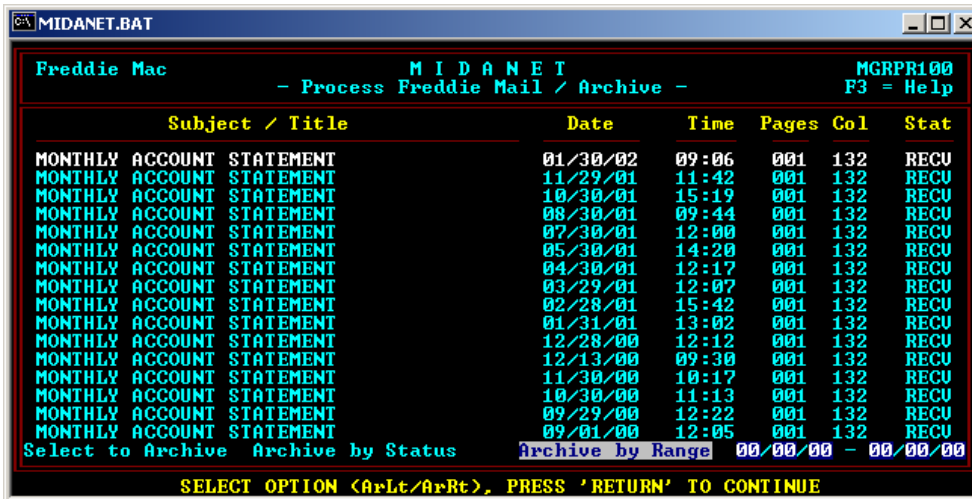


Archiving automatically removes these selected items from your mailbox. You will need to View Freddie Mail from Archive to view these items in the future.

### ▪ Archive by Range

In lieu of archiving each item by selecting one at a time, you can elect to archive based on date ranges. By using the Archive by Range feature, a valid date range is required with a beginning date and an ending date. The items that fall between those dates will be archived. Follow this procedure to archive multiple reports that fall in a specific date range in Freddie Mail.

1. While in the Process Freddie Mail screen, select (A)rchive Options by typing **A**.



```

MIDANET.BAT
Freddie Mac          M I D A N E T          MGRPR100
                    - Process Freddie Mail / Archive -          F3 = Help

Subject / Title      Date      Time      Pages Col  Stat
MONTHLY ACCOUNT STATEMENT 01/30/02 09:06 001 132 RECU
MONTHLY ACCOUNT STATEMENT 11/29/01 11:42 001 132 RECU
MONTHLY ACCOUNT STATEMENT 10/30/01 15:19 001 132 RECU
MONTHLY ACCOUNT STATEMENT 08/30/01 09:44 001 132 RECU
MONTHLY ACCOUNT STATEMENT 07/30/01 12:00 001 132 RECU
MONTHLY ACCOUNT STATEMENT 05/30/01 14:20 001 132 RECU
MONTHLY ACCOUNT STATEMENT 04/30/01 12:17 001 132 RECU
MONTHLY ACCOUNT STATEMENT 03/29/01 12:07 001 132 RECU
MONTHLY ACCOUNT STATEMENT 02/28/01 15:42 001 132 RECU
MONTHLY ACCOUNT STATEMENT 01/31/01 13:02 001 132 RECU
MONTHLY ACCOUNT STATEMENT 12/28/00 12:12 001 132 RECU
MONTHLY ACCOUNT STATEMENT 12/13/00 09:30 001 132 RECU
MONTHLY ACCOUNT STATEMENT 11/30/00 10:17 001 132 RECU
MONTHLY ACCOUNT STATEMENT 10/30/00 11:13 001 132 RECU
MONTHLY ACCOUNT STATEMENT 09/29/00 12:22 001 132 RECU
MONTHLY ACCOUNT STATEMENT 09/01/00 12:05 001 132 RECU
Select to Archive  Archive by Status  Archive by Range 00/00/00 - 00/00/00
SELECT OPTION <ArLt/ArRt>, PRESS 'RETURN' TO CONTINUE
  
```

2. Using your arrow keys, select 'Archive by Range'.
3. Enter the beginning date in the first field.
4. Enter the ending date in the second field and press ENTER.

*The screen will go blank as MIDANET is searching for the reports to be archived. You will see a message stating "This may take up to 20 minutes". Do not close MIDANET at this time. Once this process is complete, the item(s) with the date between your beginning and ending dates have been archived.*

## Viewing Archived Freddie Mail

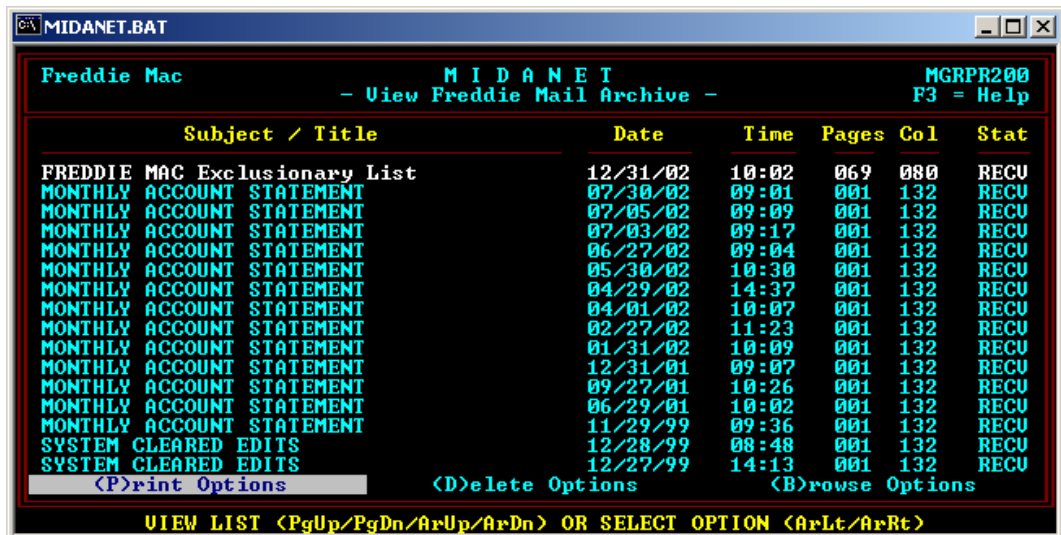
There may be times you need to access your archived mail. Once you view the archived file, you can print, delete, or browse, just as you do in your regular mailbox.

While in MIDANET, follow these steps to access Freddie Archived Mail:

1. From the Main Menu, type **5, Administration**.  
*The Administration menu will display.*



2. Type **7, View Freddie Mail from Archives**.  
*Your archived items will display on the View Freddie Mail Archive screen.*



## Deleting Items in Freddie Mail

While you will only archive important reports (those you need to use at a later time), you will still have other items building up in your mailbox. Remember you have a limit of 2,000 kb. You must delete unwanted messages.

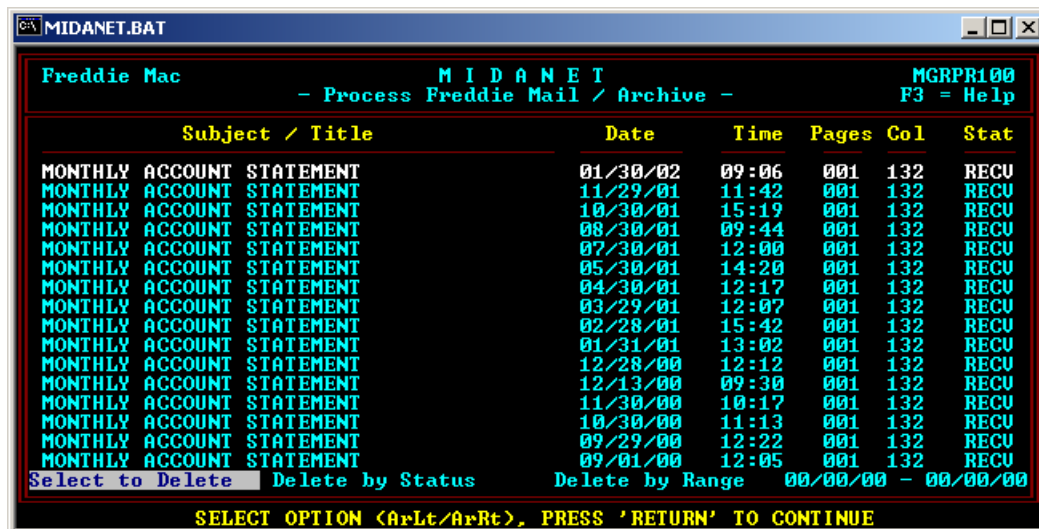
To delete an item in your mailbox, you need to select it first. MIDANET gives you three ways to select items to be deleted:

Option	Description
Select to Delete	This option allows you to select one or more than one item. You can pick and choose the item(s) to be deleted.
Delete by Status	This option allows you to delete items that have the same status, i.e., RECV or PRNT.
Delete by Range	This option allows you to select items based on a date range. For example, you want to delete all those received between October 1 and December 15.

- **Select an Item to Delete**

If you are deleting one or only a few non-related items, this is the best method to select. Follow this procedure to delete items in Freddie Mail.

1. In Freddie Mail, select (D)eleate Options by typing **D**.



```

MIDANET.BAT
Freddie Mac          MIDANET          MGRPR100
                    - Process Freddie Mail / Archive -      F3 = Help

Subject / Title      Date      Time      Pages Col  Stat
MONTHLY ACCOUNT STATEMENT 01/30/02  09:06    001  132  RECU
MONTHLY ACCOUNT STATEMENT 11/29/01  11:42    001  132  RECU
MONTHLY ACCOUNT STATEMENT 10/30/01  15:19    001  132  RECU
MONTHLY ACCOUNT STATEMENT 08/30/01  09:44    001  132  RECU
MONTHLY ACCOUNT STATEMENT 07/30/01  12:00    001  132  RECU
MONTHLY ACCOUNT STATEMENT 05/30/01  14:20    001  132  RECU
MONTHLY ACCOUNT STATEMENT 04/30/01  12:17    001  132  RECU
MONTHLY ACCOUNT STATEMENT 03/29/01  12:07    001  132  RECU
MONTHLY ACCOUNT STATEMENT 02/28/01  15:42    001  132  RECU
MONTHLY ACCOUNT STATEMENT 01/31/01  13:02    001  132  RECU
MONTHLY ACCOUNT STATEMENT 12/28/00  12:12    001  132  RECU
MONTHLY ACCOUNT STATEMENT 12/13/00  09:30    001  132  RECU
MONTHLY ACCOUNT STATEMENT 11/30/00  10:17    001  132  RECU
MONTHLY ACCOUNT STATEMENT 10/30/00  11:13    001  132  RECU
MONTHLY ACCOUNT STATEMENT 09/29/00  12:22    001  132  RECU
MONTHLY ACCOUNT STATEMENT 09/01/00  12:05    001  132  RECU
Select to Delete  Delete by Status  Delete by Range  00/00/00 - 00/00/00

SELECT OPTION <ArLt/ArRt>, PRESS 'RETURN' TO CONTINUE
  
```

2. Press ENTER to 'Select to Delete'.

- Using your arrow keys, select the item to be deleted and press **S**.  
*The item will highlight in yellow.*



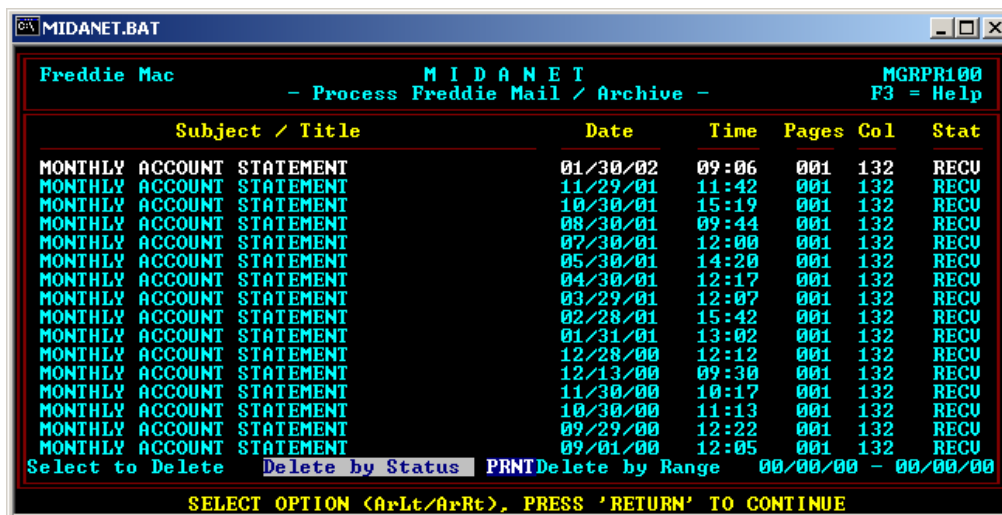
You can select multiple items by continuing to move to others and pressing the **S**.

- Press **ENTER** to delete.
- Type **Y** to answer 'Do you want to Delete (Y/N)?' and press **ENTER**.  
*The selected item has been deleted.*

### ▪ **Delete by Status**

In lieu of deleting each item by selecting one at a time, you can group. By using the Delete by Status feature, you must have a valid code, i.e., RECV or PRNT. Follow this procedure to delete multiple items that share the same status codes in Freddie Mail.

- In Freddie Mail, select (D)elete Options by typing **D**.



Subject / Title	Date	Time	Pages	Col	Stat
MONTHLY ACCOUNT STATEMENT	01/30/02	09:06	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/29/01	11:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	10/30/01	15:19	001	132	RECU
MONTHLY ACCOUNT STATEMENT	08/30/01	09:44	001	132	RECU
MONTHLY ACCOUNT STATEMENT	07/30/01	12:00	001	132	RECU
MONTHLY ACCOUNT STATEMENT	05/30/01	14:20	001	132	RECU
MONTHLY ACCOUNT STATEMENT	04/30/01	12:17	001	132	RECU
MONTHLY ACCOUNT STATEMENT	03/29/01	12:07	001	132	RECU
MONTHLY ACCOUNT STATEMENT	02/28/01	15:42	001	132	RECU
MONTHLY ACCOUNT STATEMENT	01/31/01	13:02	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/28/00	12:12	001	132	RECU
MONTHLY ACCOUNT STATEMENT	12/13/00	09:30	001	132	RECU
MONTHLY ACCOUNT STATEMENT	11/30/00	10:17	001	132	RECU
MONTHLY ACCOUNT STATEMENT	10/30/00	11:13	001	132	RECU
MONTHLY ACCOUNT STATEMENT	09/29/00	12:22	001	132	RECU
MONTHLY ACCOUNT STATEMENT	09/01/00	12:05	001	132	RECU

Select to Delete    **Delete by Status**    PRNT Delete by Range    00/00/00 - 00/00/00

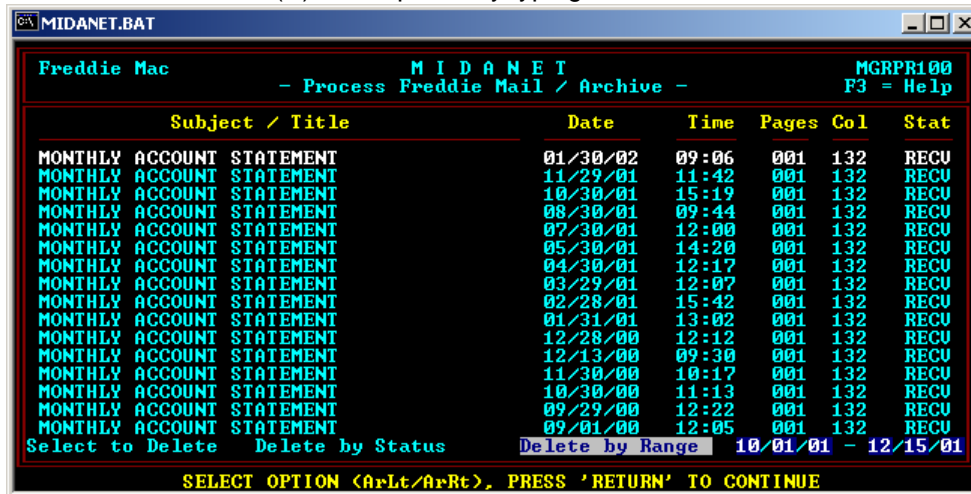
SELECT OPTION <ArLt/ArRt>, PRESS 'RETURN' TO CONTINUE

- Using your arrow keys, select 'Delete by Status' and press **ENTER**.
- Enter the status to be deleted and press **ENTER**.
- Type **Y** to answer 'Do you want to Delete (Y/N)?' and press **ENTER**.  
*The items with the status you entered above have been deleted.*

### ▪ Delete by Range

In lieu of deleting each item by selecting one at a time, you can delete based on date ranges. By using the Delete by Range feature, a valid date range is required with a beginning date and an ending date. The items that fall between those dates will be deleted. Follow this procedure to delete multiple items that fall in a specific date range in Freddie Mail.

1. In Freddie Mail, select (D)elete Options by typing D.



```

MIDANET.BAT
Freddie Mac          M I D A N E T          MGRPR100
                    - Process Freddie Mail / Archive -          F3 = Help

  Subject / Title      Date      Time  Pages  Col  Stat
MONTHLY ACCOUNT STATEMENT  01/30/02  09:06  001  132  RECU
MONTHLY ACCOUNT STATEMENT  11/29/01  11:42  001  132  RECU
MONTHLY ACCOUNT STATEMENT  10/30/01  15:19  001  132  RECU
MONTHLY ACCOUNT STATEMENT  08/30/01  09:44  001  132  RECU
MONTHLY ACCOUNT STATEMENT  07/30/01  12:00  001  132  RECU
MONTHLY ACCOUNT STATEMENT  05/30/01  14:20  001  132  RECU
MONTHLY ACCOUNT STATEMENT  04/30/01  12:17  001  132  RECU
MONTHLY ACCOUNT STATEMENT  03/29/01  12:07  001  132  RECU
MONTHLY ACCOUNT STATEMENT  02/28/01  15:42  001  132  RECU
MONTHLY ACCOUNT STATEMENT  01/31/01  13:02  001  132  RECU
MONTHLY ACCOUNT STATEMENT  12/28/00  12:12  001  132  RECU
MONTHLY ACCOUNT STATEMENT  12/13/00  09:30  001  132  RECU
MONTHLY ACCOUNT STATEMENT  11/30/00  10:17  001  132  RECU
MONTHLY ACCOUNT STATEMENT  10/30/00  11:13  001  132  RECU
MONTHLY ACCOUNT STATEMENT  09/29/00  12:22  001  132  RECU
MONTHLY ACCOUNT STATEMENT  09/01/00  12:05  001  132  RECU
Select to Delete  Delete by Status  Delete by Range  10/01/01 - 12/15/01

SELECT OPTION <ArLt/ArRt>, PRESS 'RETURN' TO CONTINUE
  
```

2. Using your arrow keys, select 'Delete by Range' and press ENTER.
3. Enter a beginning date in the first field.
4. Enter the ending date in the second field and press ENTER.
5. Type **Y** to answer 'Do you want to Delete (Y/N)?' and press ENTER.  
*The items with dates between the beginning and ending date you entered above have been deleted.*



As a result of removing unwanted items from the mailbox, the size of the active file is reduced and you will begin noticing better performance.

#### Legal disclaimer:

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

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