



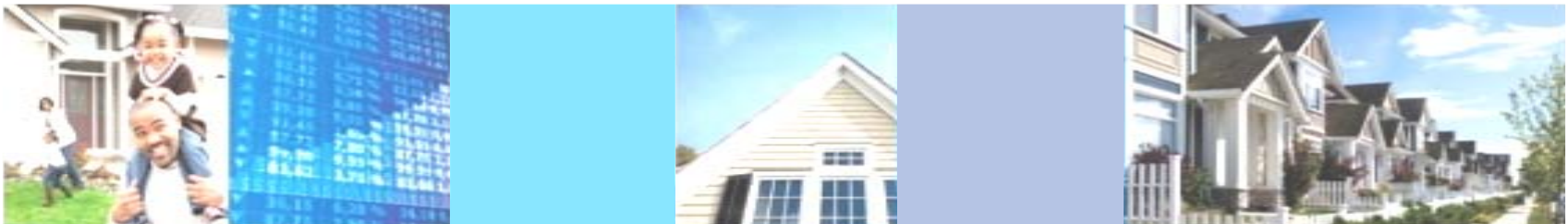
Setting Up Security Wire Instructions: Guarantor

Freddie Mac Selling System

February 2011

Your Freddie Mac presenter is...

Paul



Agenda

- Required User Roles
- Create Security Wire Instructions
- Approve Security Wire Instructions
- Edit Security Wire Instructions



Security Wire Instructions – User Roles

- Set-up Administrator
 - » Create/delete/edit security wire transfer instructions
 - » If assigned Set-up Administrator, you may not be assigned Set-up Manager

- Set-up Manager
 - » Approves security wire transfer instructions
 - » If assigned Set-up Manager, you may not be assigned Set-up Administrator
 - » You must be an authorized person on your certificate of incumbency

- Security Wire Assigner
 - » Assign/remove security wire transfer instructions



Recommend set-up of wire instructions before taking out a contract

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Freddie Mac

Selling

Welcome to the Selling System

Organization: Customer Training
 Seller/Service: 222210
 Branch: 233593347

Welcome to the Freddie Mac Selling System

Pricing and Contracting

- Request FM Price Sheet
- Take Out Cash Contract Take Out
- Guarantor Contract Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates

Loans

- Loan Pipeline
- Create New Loan
- View Evaluation Issues
- Import Loans
- Import from LP
- View Import Results
- Customize Import Formats
- Export Data

Settlement

- Review
- Certification Issues
- Enter Settlement Details
- Create/View
- Certification Forms
- View Settlement
- Statements
- Transfer Servicing
- Instructions

News

Remember these tips for getting the most out of the selling system:

- Should you need a fixed-rate Mandatory contract extension, call (800) FREDDIE **before** the expiration date. If a fixed-rate Mandatory contract is about to expire, pair off and then price a new one for a shorter period.
- If you accept or reject a proposed change from your document custodian, remember to re-evaluate the loan or it will not fund.
- Select the News tab** above for more tips and details about recent enhancements.

System Hours of Operations
8am-8pm ET, Monday through Friday business days

Mandatory Contract Execution Availability:
8:30am-5:00pm ET, Monday through Friday business days

Best Efforts Contract Execution Availability:
8:30am-8:00pm ET, Monday through Friday business days

ARM Contract Execution Availability:
9:30am-4:30pm ET, Monday through Friday business days

Customer Service

Search for Existing Loan

Seller Loan #:

[GO](#)

[Search in Loan Pipeline](#)

Search for Existing Contract

Contract #:

[GO](#)

[Basic Search](#) [Advanced Search](#)

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Set Up Security Wire Instructions

Organization: Customer Training

Choose From Among These Setup Options

[Setup Security Wire Instructions](#)

[Approve Security Wire Instructions](#)

Organization: Customer Training

Create or review security wire instructions below

[<< Customer Setup Home](#)

Security Wire Instructions for Customer Training

<input type="button" value="Create New"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	Security Wire Instructions Name	Abbreviated Bank Name	Sub Account Name	Status	Expiration	Further Instructions
<input type="radio"/>	abc bank	FICO WASH	michael1	Active	Indefinite	this is a test. mw
<input type="radio"/>	whasup	FICO WASH	anotherstest	expired	6/2/2004	try to delete this for t
<input type="radio"/>	test2bank	REFCORP	jwks	Active	Indefinite	
<input type="radio"/>	Sylvia	FICO WASH	Cust	Active	Indefinite	
<input type="radio"/>	Elizabeth	FICO WASH	Cust	expired	6/18/2004	

Create Security Wire Instructions

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.



Important: Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

Security Wire Instructions Name:*
(Example: ABCSecurityWire1)

Tip: The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

ABA Routing Number:*
(Example: 987233AA1)

Note: 9-Digit ABA/Routing Number.

Abbreviated Bank Name: JPMCHASE

Note: This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.


Create Security Wire Instructions, (cont'd)


Third Party/FRB Sub-Account Name:*

(Example: CUST or TRUST or 1010 or GCB, etc.)

Tip: Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (,), *, @, %).

Status:

Effective Date:* 
(mm/dd/yyyy)

Expiration Date:*  or Indefinite
(mm/dd/yyyy)

Tip: Enter an Expiration Date to inactivate current Security Wire Instructions and create new instructions if necessary.

Further Instructions:

(Example: ABCINC Contact JohnSmith)

Note: You may enter information that would follow the Third Party/FRB Sub-Account Name. For example: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

Saved Security Wire Instructions

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[<< Back to Setup Security Wire Instructions](#)

Security Wire Instructions for Customer Training	
<input type="button" value="Edit"/>	Security Wire Instructions Name: BEAR
<input type="button" value="Delete"/>	ABA #: 021000021
	Abbreviated Bank Name: JPMCHASE
	Sub Account Name: BEARMBS
	Status: Entered
	Effective Date: 2/8/2005
	Expiration Date: Indefinite
	Further Instructions: JohnBrown 888 888 8888

- Wire Instructions are saved
1. Select home tab to access functionality, or
 2. Select the edit button to edit the instructions just created

Approve Security Wire Instructions



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Welcome to the Selling System

Organization: Customer Training

Choose From Among These Setup Options

- [Setup Security Wire Instructions](#)
- [Approve Security Wire Instructions](#)

Close Window

The Set up Manager user role authorizes approval of the Security Wire Instructions

Organization: Customer Training

The security Wire Instructions below are pending approval. Select to verify.

Security Wire Instructions Name	Abbreviated Bank Name	Sub Account Name	Status	Expiration	Further Instructions
BEAR	JPMCHASE	BEARMBS	Entered	Indefinite	JohnBrown 888 888 8888

[<< Customer Setup Home](#)

Security Wire Instructions Approved

Organization: Customer Training

Review the wire instruction details below.

Security Wire Instructions Name:	BEAR
ABA #:	021000021
Abbreviated Bank Name:	JPMCHASE
Sub Account Name:	BEARMBS
Status:	Entered
Effective Date:	2/8/2005
Expiration Date:	Indefinite
Further Instructions:	JohnBrown 888 888 8888

[<< back](#)

After selecting Approve Wire Instructions, you will receive a message stating no instructions are awaiting approval

Organization: Customer Training

The security Wire Instructions below are pending approval. Select to verify.


No instructions are awaiting approval.

[View all wire instructions](#)

[<< Customer Setup Home](#)

Editing the Wire Instructions

- Edits before wire instructions are approved
 - May edit all fields with the exception of the ABA number
- Edits after wire instructions are approved
 - Effective date
 - Expiration date
- Edits to other fields after wire instructions are approved
 - Expire the existing instructions
 - Create new wire instructions


Important: Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.


Security Wire Instructions Name: * (Example: ABCSecurityWire1)


ABA Routing Number: * (Example: 987233AA1)

Abbreviated Bank Name:

Third Party/FRB Sub-Account Name: * (Example: CUST or TRUST or 1010 or GCB, etc.)

Status:

Effective Date: *  (mm/dd/yyyy)

Expiration Date: *  or Indefinite (mm/dd/yyyy)

Further Instructions: (Example: ABCINC Contact JohnSmith)

Tip: The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

Note: 9-Digit ABA/Routing Number.

Note: This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

Tip: Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (,), *, @, %).

Tip: Enter an Expiration Date to inactivate current Security Wire Instructions and create new instructions if necessary.

Note: You may enter information that would follow the Third Party/FRB Sub-Account Name. For example: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

Summary

- There are two specific User Roles for creating and finalizing the Guarantor wire instructions
- Different people must perform each function
 - » Set up wire instructions
 - » Approve wire instructions
- Wire instructions may be edited before approval except for the ABA number
- Editing wire instructions after approval is limited to the Effective and Expiration Date fields



Resources

- Selling and Delivery Home Page:
 - » FreddieMac.com/learn/deliver/
- 800-FREDDIE (373-3343) and press 3 for Loan Delivery
- *Single-Family Seller/Service Guide*



Thank you for your participation!

