

## Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- Lender Admin Registration

The Government-Sponsored Enterprises (GSEs), Fannie Mae and Freddie Mac, have developed the Uniform Collateral Data Portal<sup>SM</sup> (UCDP<sup>SM</sup>) for the electronic submission of appraisal data files. The UCDP is the single portal for the electronic submission of appraisal data files through which lenders are required to submit files conforming to the requirements of Freddie Mac and Fannie Mae. Appraisal report forms for all conventional mortgage loans delivered to Freddie Mac or Fannie Mae on or after March 19, 2012, must be submitted to the UCDP if:

- The loan application is dated on or after December 1, 2011, and
- An appraisal report is required.

This reference is the first in a series of four references for the lender administrator, a UCDP user who has authority to set up and manage the business structure within the portal, including the access privileges of other users. This user is known as the lender admin. The focus of this reference is on getting started and completing the registration process. It includes a getting started overview, a user structure and roles discussion, and steps for completing your registration process. The other references in this series include:

- [Series 2: Managing Business Units](#)
- [Series 3: Managing Users](#)
- [Series 4: Managing Lender Agents](#)

The topics covered in this reference include:

- [Getting Started Overview](#)
- [UCDP User Structure and Roles](#)
- [UCDP Registration Process](#)
  - [Before You Can Complete Registration](#)
  - [Lender Admin Registration Steps](#)
  - [Password Criteria](#)
- [UCDP Access Post Registration](#)
- [Additional Assistance](#)

## Getting Started Overview

At a high level, your overall process for getting started in the UCDP follows this process flow:



\*If you are the first person registering for your organization, you will have a few additional steps in the registration process to link your organization to Fannie Mae and/or Freddie Mac.

As a lender admin, the first task you need to complete is your initial registration. Once initial registration is complete, your process may vary. You can set up your business units, add users, or if applicable, establish lender agent relationships.

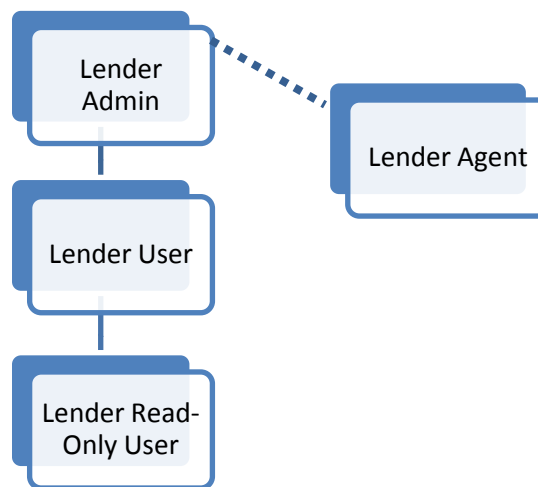


Refer to the other references in this series for information on [Managing Business Units](#), [Managing Users](#) and [Managing Lender Agents](#).

## UCDP User Structure and Roles

The UCDP is structured to manage three main types of users from within your internal organization: lender admin, lender user and lender read-only user. Your organization may also have relationships with third-party organizations called lender agents who are contracted to upload appraisals and complete assigned tasks.

The following chart shows the UCDP hierarchical user structure based on the amount of functionality available to the user:



The lender admin is a UCDP user who has authority to set up and manage their business structure within the portal, including the access privileges of other users. A lender admin may also invite a lender agent to submit appraisals on their behalf within the UCDP.

**UCDP User Structure and Roles**  
(continued)

For each type of user role, specified functionality is available as indicated in the chart below:

Functionality Available by User Role			
Functionality	Lender Admin	Lender User	Lender Read-Only User
Set up business unit structure	√		
Add users and invite lender agents	√		
Manage users and lender agents	√		
Submit appraisal data files	√	√	
Search for appraisal data files	√	√	√
Upload corrected appraisal data files	√	√	
Set up reports	√	√	√
Review reports	√	√	√
Request overrides	√	√	
Change your own user profile	√	√	√
Complete user account self-care tasks	√	√	√

As you can see from the chart above, the lender admin role has access to all functionality available in the UCDP. To ensure business continuity, it is highly recommended that your organization designate two or more lender admins. You must designate a primary lender admin to complete the initial setup and general maintenance, and should designate one or more backup lender admin(s) to take over the primary lender admin's responsibilities when needed. However, it's important to establish which responsibilities are assigned to a given lender admin so the business structure remains effectively managed after it is initially set up.

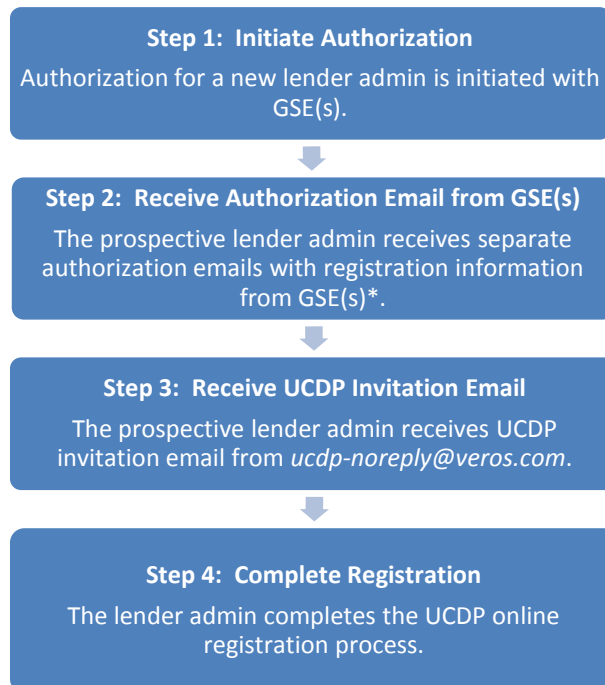
Before a lender admin can access the functionality listed above, the lender admin must be authorized by Fannie Mae and/or Freddie Mac, as applicable, and complete a registration process in order to access the UCDP. The next few sections of this document focus on this registration process.

## UCDP Registration Process

Lenders obtain access to the UCDP through the registration process. Each lender must designate a primary lender admin to complete the initial registration process and create a link to the GSE(s) in the UCDP. If your organization delivers loans to both GSEs, **the primary lender admin must be the same individual for both GSEs**. Although Fannie Mae and Freddie Mac have separate registration processes for the UCDP, the same individual needs to register with both GSEs.

Once the primary lender admin has access to the UCDP, that user can set up the company's business structure and add other users to the UCDP, including a backup lender admin(s) who completes a similar registration process as outlined in the following [Lender Admin Registration Steps](#) section.

At a high level, the registration process follows this flow:



\* If registering with both GSEs, you'll receive separate authorization emails from each GSE.

Detailed information and steps for completing the registration process are provided in the next few sections.

## Before You Can Complete Registration

Before you begin the lender admin registration steps, complete the following:

- **Contact Fannie Mae and/or Freddie Mac (GSE(s) with whom you transact business):** Provide the GSE(s) with requested information on the designated lender admin(s), such as your name and contact information:
  - To register with Fannie Mae, refer to the [Uniform Collateral Data Portal page](https://www.eFannieMae.com/sf/technology/commitloandel/ucdp/index.jsp) (<https://www.eFannieMae.com/sf/technology/commitloandel/ucdp/index.jsp>) on eFannieMae.com for specific registration steps.
  - To register with Freddie Mac, complete the online [Uniform Collateral Data Portal Authorization Request Form](http://www.freddiemac.com/sell/secmktg/primary.html) (<http://www.freddiemac.com/sell/secmktg/primary.html>).



Additional lender admins may be added at a later time.

- **Ensure you're added as a lender admin in UCDP:** If you are the first person registering, as the primary lender admin, for your organization and you've been in contact with Fannie Mae and/or Freddie Mac, this is completed for you. If you are not the first lender admin registering, ensure an existing lender admin has added you (refer to the [Series 3: Managing Users](#)).



You'll know if you've been added as a user for your organization in UCDP if you receive an email from *ucdp-noreply@veros.com*.

- **Locate your registration emails:** Continue the registration process described in the emails you receive after both tasks above have been completed:
  - If registering with Fannie Mae, an email from *Fannie\_Mae\_Technology\_Administration@FannieMae.com* containing your **Fannie Mae User ID** for the registration process
  - If registering with Freddie Mac, an email from *no\_reply@FreddieMac.com* containing your **Freddie Mac UCDP Authorization Code** for the registration process
  - Email from *ucdp-noreply@veros.com* containing your unique registration URL



If your organization delivers loans to both GSEs, all lender admins in your organization must register with both GSEs and create a business link to them. This requires emails from both Fannie Mae and Freddie Mac.

- **If registering with Freddie Mac,** locate your primary Seller/Servicer Number or Third Party Originator (TPO) Number.

## Lender Admin Registration Steps

This section covers the registration steps **for all lender admins**. The registration process differs slightly between the primary and backup lender admins. If registering with both GSEs, you may complete the process simultaneously for both GSEs, or at another time if at first you have the authorization information available for only one GSE.

**IMPORTANT:** Your registration steps will vary and depend on whether or not you are:



- The primary lender admin completing the initial registration process for your organization\*, and/or
- Registering with one or both GSEs.

\*If you are the primary lender admin completing the initial registration process for your organization, you will have a few additional steps in the registration process to establish a link with the GSE(s).

The following steps are based on these dependencies, and will guide you through the registration process.



Fields in the screenshots with a red asterisk (\*) are required fields.


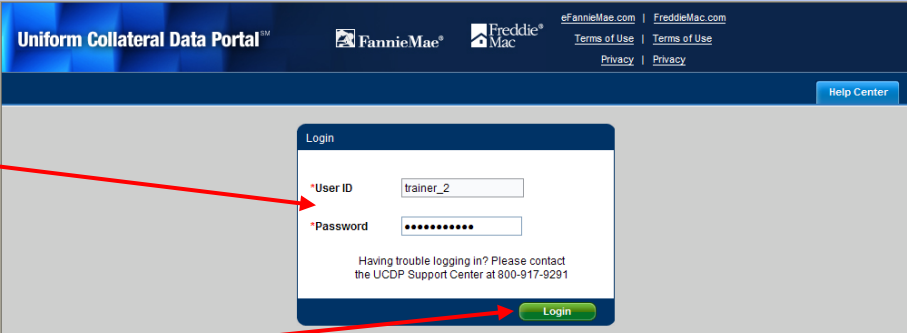

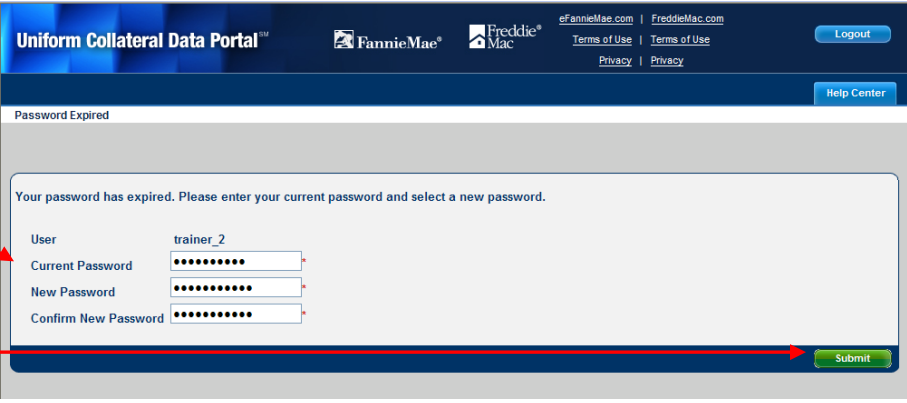
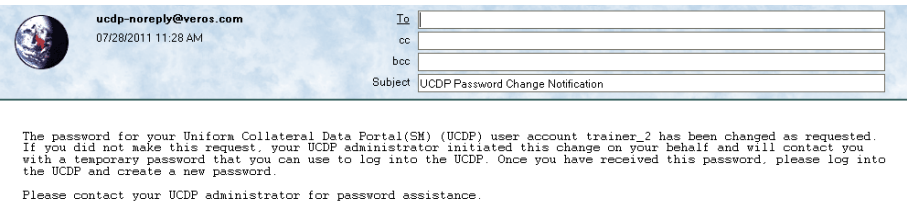
<b>Lender Admin Registration Steps</b>	
<b>Step</b>	<b>Action / Result</b>
<p>1. <b>For Fannie Mae</b>, complete the registration process as documented on eFannieMae.com (<a href="https://www.eFannieMae.com/sf/technology/commitloand/el/ucdp/index.jsp">https://www.eFannieMae.com/sf/technology/commitloand/el/ucdp/index.jsp</a>).</p> <p><b>For Freddie Mac Sellers</b>, complete the online <a href="http://www.freddie.com/sell/secmktg/primary.html">Uniform Collateral Data Portal Authorization Request Form</a> (<a href="http://www.freddie.com/sell/secmktg/primary.html">http://www.freddie.com/sell/secmktg/primary.html</a>).</p>	<p><b>For Fannie Mae</b>, once you have completed the registration steps outlined on eFannieMae.com, you will receive a welcome email indicating that you have been added to the UCDP application containing information regarding your Fannie Mae User ID.</p> <p><b>For Freddie Mac Sellers</b>, the <b>Uniform Collateral Data Portal Authorization Request Form</b> alerts Freddie Mac to send you a welcome email containing your unique UCDP Authorization Code. This code is needed to complete the registration process and linkage to Freddie Mac.</p> <p> Freddie Mac's <b>Uniform Collateral Data Portal Authorization Request Form</b> must be completed by an authorized person in your organization to add you to the system.</p> <p><b>IMPORTANT INFORMATION FOR BOTH GSEs:</b> All lender admins need to complete the registration process, but only the primary lender admin needs to complete the initial GSE linkage process where a link to the GSE(s) is established. (This is covered in Steps 16-20.) Once you establish a link with either GSE as a lender admin, all your other lender admins inherit the same linkage. For each GSE selected, follow the process in the email from that GSE containing your unique information to complete registration. If you do not receive this email, contact the UCDP Support Center at 1-800-917-9291 for assistance.</p>
<p>2. If you are not the primary lender admin and registering as a backup lender admin, ensure an existing lender admin added you as a lender admin in the UCDP.</p>	<p>This generates an email from <a href="mailto:ucdp-noreply@veros.com">ucdp-noreply@veros.com</a> with your unique URL to begin your registration process and linkage to the applicable GSE(s).</p> <p> If you are registering as the primary lender admin for your organization and you've been in contact with the applicable GSE(s), this step is completed for you.</p>

This document relates to the Uniform Mortgage Data Program, an effort undertaken jointly by Freddie Mac and Fannie Mae at the direction of their regulator, the Federal Housing Finance Agency.


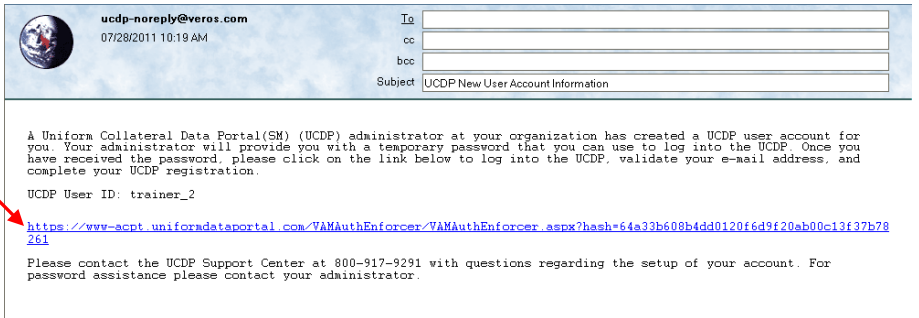
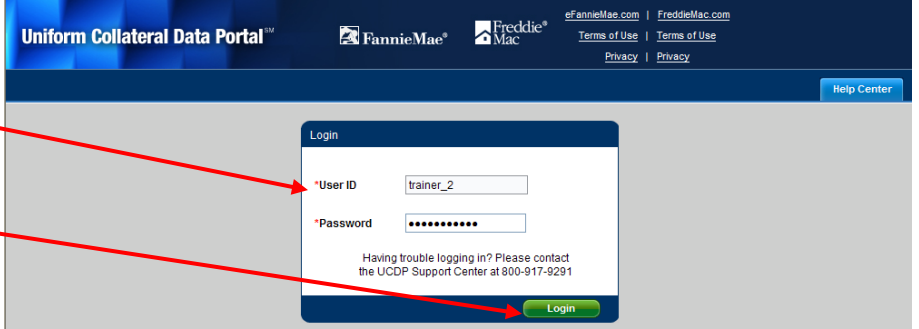
## Lender Admin Registration Steps

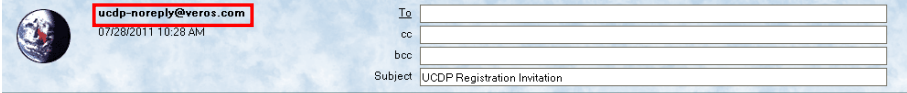

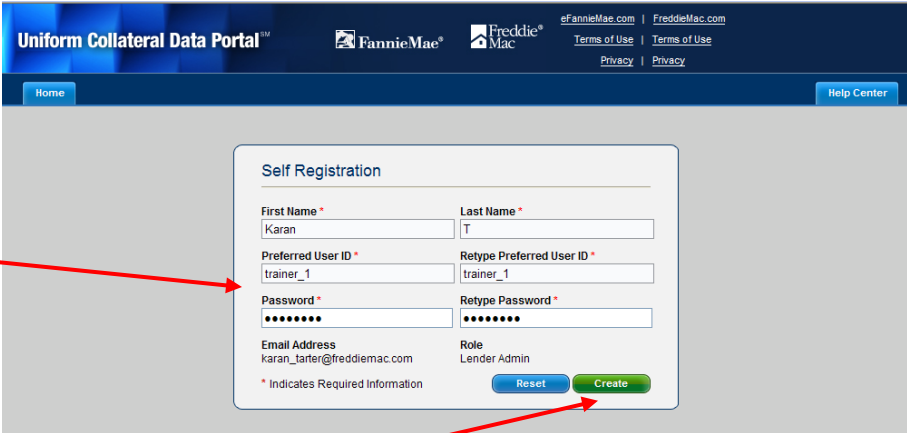

Step	Action / Result
<p>3. Open the email from <i>ucdp-noreply@veros.com</i> and determine if it contains a UCDP User ID.</p> <p><b>IMPORTANT:</b></p> <p>If the email <b><i>contains</i></b> a UCDP User ID:</p> <ul style="list-style-type: none"> <li>• Complete steps 4-9 below,</li> <li>• Skip steps 10-13, and</li> <li>• Continue with steps 14-28 as applicable.</li> </ul> <p>If the email <b><i>does not contain</i></b> a UCDP User ID:</p> <ul style="list-style-type: none"> <li>• Skip steps 4-9 below, and</li> <li>• Complete steps 10-28 as applicable.</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>ucdp-noreply@veros.com 07/28/2011 10:19 AM</p> <p>To: <input type="text"/> cc: <input type="text"/> bcc: <input type="text"/> Subject: UCDP New User Account Information</p> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has created a UCDP user account for you. Your administrator will provide you with a temporary password that you can use to log into the UCDP. Once you have received the password, please click on the link below to log into the UCDP, validate your e-mail address, and complete your UCDP registration.</p> <p>UCDP User ID: <span style="border: 1px solid red; padding: 2px;">trainer_2</span></p> <p><a href="https://www-acpt-uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261">https://www-acpt-uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account. For password assistance please contact your administrator.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>ucdp-noreply@veros.com 07/28/2011 10:28 AM</p> <p>To: <input type="text"/> cc: <input type="text"/> bcc: <input type="text"/> Subject: UCDP Registration Invitation</p> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has sent you an invitation to create a UCDP user account. Please click on the link below to create your UCDP user account.</p> <p><a href="https://www-acpt-uniformdataportal.com/VAMAuthTrillity/SelfRegistration.aspx?hash=1gm1VOz2fKJ6K10Bs7eOHK0buJ8s9R8NH0n3qvSiaCeqSvKRx9ezFUJNVjFHBVGxMnNcnBk9Df7eT4dRANxID2s8Vfizge0ImKjffK3AVMvGs2Sh0st2jWqsanGmBpLQ9X1QW3SkIHyfKeR15wVIUp1ru8c2rkj01S0z0W39hXcAI3d">https://www-acpt-uniformdataportal.com/VAMAuthTrillity/SelfRegistration.aspx?hash=1gm1VOz2fKJ6K10Bs7eOHK0buJ8s9R8NH0n3qvSiaCeqSvKRx9ezFUJNVjFHBVGxMnNcnBk9Df7eT4dRANxID2s8Vfizge0ImKjffK3AVMvGs2Sh0st2jWqsanGmBpLQ9X1QW3SkIHyfKeR15wVIUp1ru8c2rkj01S0z0W39hXcAI3d</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account.</p>
<p>4. Click the link to begin creating your UCDP user account.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p>ucdp-noreply@veros.com 07/28/2011 10:19 AM</p> <p>To: <input type="text"/> cc: <input type="text"/> bcc: <input type="text"/> Subject: UCDP New User Account Information</p> </div> <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has created a UCDP user account for you. Your administrator will provide you with a temporary password that you can use to log into the UCDP. Once you have received the password, please click on the link below to log into the UCDP, validate your e-mail address, and complete your UCDP registration.</p> <p>UCDP User ID: trainer_2</p> <p><a href="https://www-acpt-uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261">https://www-acpt-uniformdataportal.com/VAMAuthEnforcer/VAMAuthEnforcer.aspx?hash=64a33b608b4dd0120f6d9f20ab00c13f37b78261</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account. For password assistance please contact your administrator.</p> <p> Each person registering receives a unique URL.</p> <p>After you click the link, the <b>UCDP Login</b> page appears.</p>

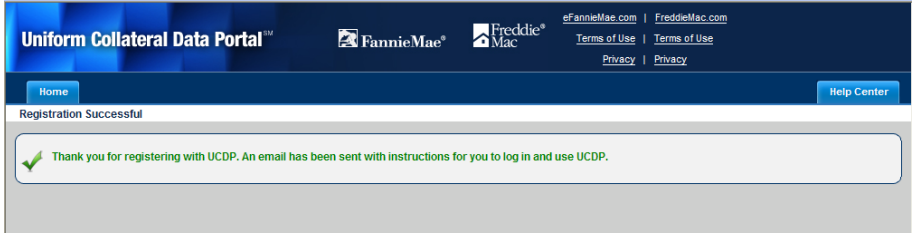

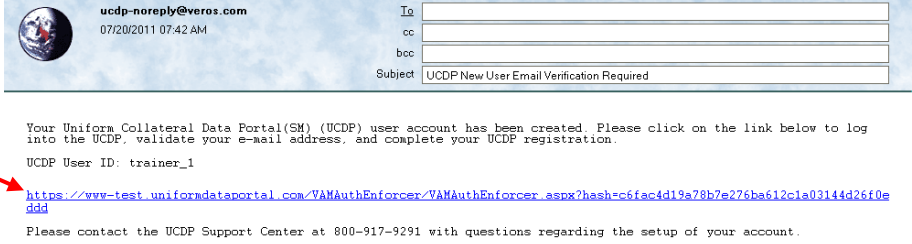
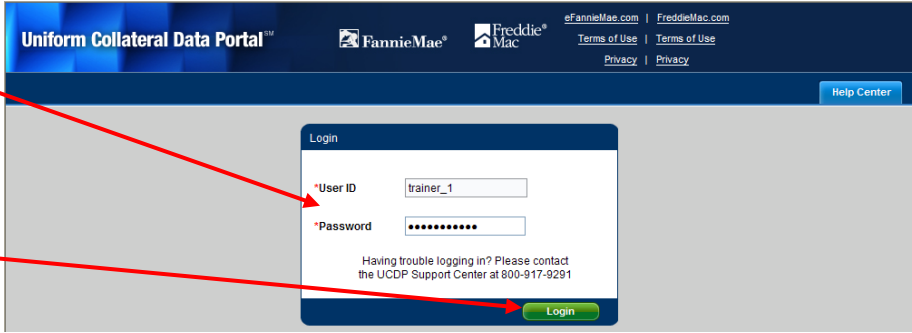
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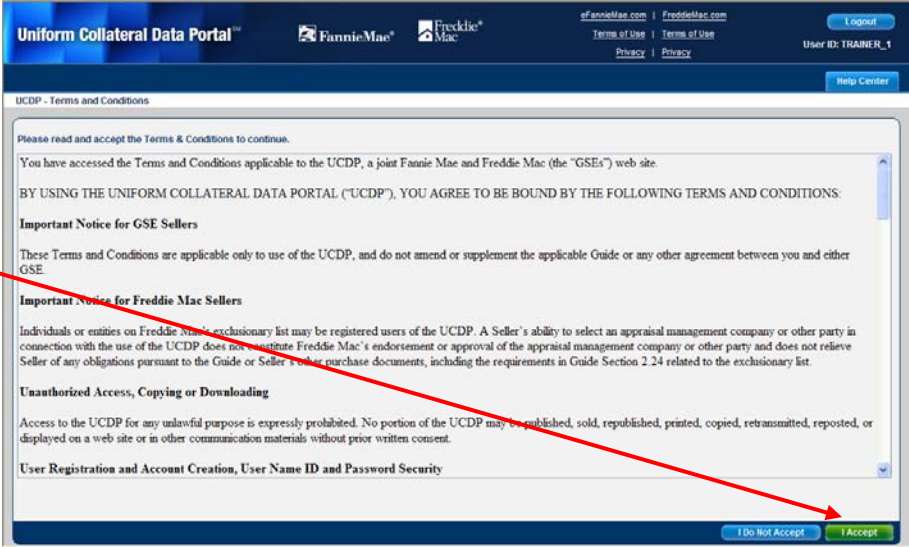
Lender Admin Registration Steps	
Step	Action / Result
<p>5. Enter the <b>User ID</b> identified in Step 3 and <b>Password</b> created for you in the applicable fields.</p> <p> If you do not have a password, check with the lender admin who added you as a UCDP lender admin.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the <b>Password Expired</b> page appears and prompts you to change your password.</p>
<p>6. In the applicable fields, enter:</p> <ul style="list-style-type: none"> <li>– Your current password,</li> <li>– A new password, and</li> <li>– The new password again to confirm</li> </ul> <p>Click <b>Submit</b>.</p> <p> Refer to the <a href="#">Password Criteria</a> table for specific password characteristics. Be sure to note your new password.</p>	 <p>After you click <b>Submit</b>, a message appears indicating your password has been changed. The following email is also sent to your email address to confirm the password change was made.</p> 

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Lender Admin Registration Steps	
Step	Action / Result
7. From the UCDP message, select <b>Click here</b> to close the window.	
8. Refer to the email used in Step 4 from <i>ucdp-noreply@veros.com</i> and click the link again.	 <p>The <b>UCDP Login</b> page appears.</p>
9. Enter the <b>User ID</b> and new <b>Password</b> you created to verify them within the system.  Click <b>Login</b> .	 <p>After you click <b>Login</b>, the <b>UCDP - Terms and Conditions</b> page appears.</p> <p>Continue with <b>Step 14</b>.</p>


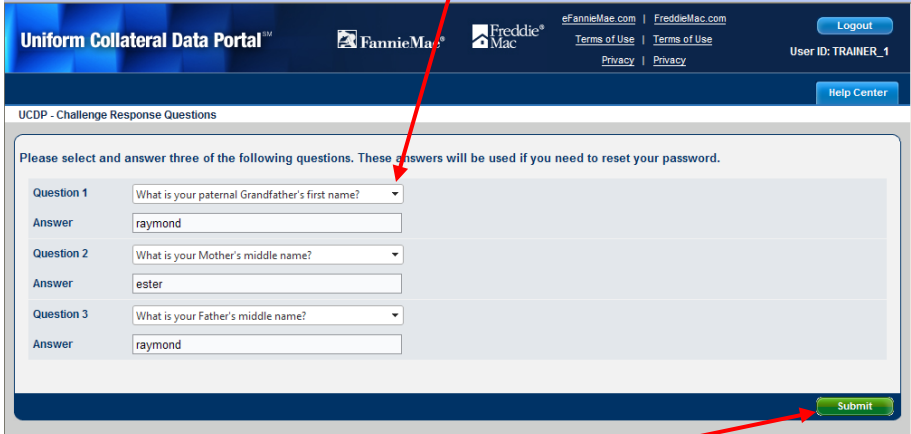
Lender Admin Registration Steps	
Step	Action / Result
<p>If your email <b><i>did not contain</i></b> a UCDP User ID.</p> <p>10. Click the link provided in the <i>ucdp-noreply@veros.com</i> email to begin creating your UCDP user account.</p>	 <p>A Uniform Collateral Data Portal (SM) (UCDP) administrator at your organization has sent you an invitation to create a UCDP user account. Please click on the link below to create your UCDP user account.</p> <p><a href="https://www-acpt.uniformdataportal.com/VANAuthUtility/SelfRegistration.aspx?hash=igm1VO%2fKJ8K10Bs7eOHKObuJ8s9RrXNH0n03qvS1aCeq5vRRx9ezFUJNVjFHBVGxMnNcnBk9Df7sT4dRANxDZs8Vfiqz0ImKjffK3AVMvGsZSh0stZjUgsanGmEplQ9X1QW3SkIHrfKeR15wVIUp1ruBc2rkj0180z0W39hXcA13d">https://www-acpt.uniformdataportal.com/VANAuthUtility/SelfRegistration.aspx?hash=igm1VO%2fKJ8K10Bs7eOHKObuJ8s9RrXNH0n03qvS1aCeq5vRRx9ezFUJNVjFHBVGxMnNcnBk9Df7sT4dRANxDZs8Vfiqz0ImKjffK3AVMvGsZSh0stZjUgsanGmEplQ9X1QW3SkIHrfKeR15wVIUp1ruBc2rkj0180z0W39hXcA13d</a></p> <p>Please contact the UCDP Support Center at 800-917-9291 with questions regarding the setup of your account.</p>  <p>Each person registering receives a unique URL.</p> <p>After you click the link, the <b>Self Registration</b> page appears with your first and last name entered in their respective fields.</p>
<p>11. On the <b>Self Registration</b> page, confirm/edit the spelling of your name and complete the remaining fields:</p> <ul style="list-style-type: none"> <li>– Preferred User ID</li> <li>– Password</li> </ul> <p>Refer to the <a href="#">Password Criteria</a> table for specific password characteristics. Be sure to note your newly created password.</p> <p>Click <b>Create</b>.</p>	  <p><b>Reset</b> clears the information in the fields.</p>

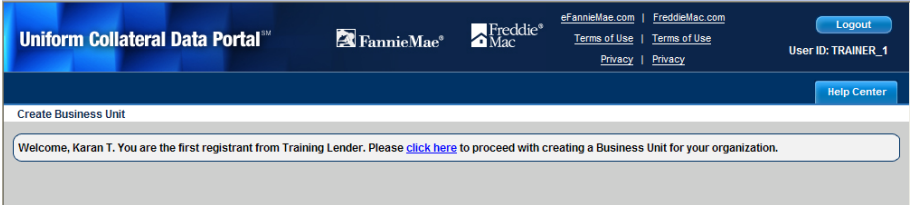

Lender Admin Registration Steps	
Step	Action / Result
	<p>After you click <b>Create</b>, a thank you message appears directing you to look for a new email from <i>ucdp-noreply@veros.com</i> with login instructions.</p> 
<p>12. Open your new email and click the link to access the <b>Login</b> page.</p> <p> Your email contains the UCDP User ID you created.</p>	 <p>The <b>Login</b> page appears.</p>
<p>13. Enter the <b>User ID</b> and <b>Password</b> you previously created to verify them within the system.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the <b>UCDP - Terms and Conditions</b> page appears.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>14. Review the <b>UCDP - Terms and Conditions</b> page.</p> <p>Click <b>I Accept</b> to continue the registration process.</p>	 <p>After you click <b>I Accept</b>, the <b>UCDP - Challenge Response Questions</b> page appears.</p>


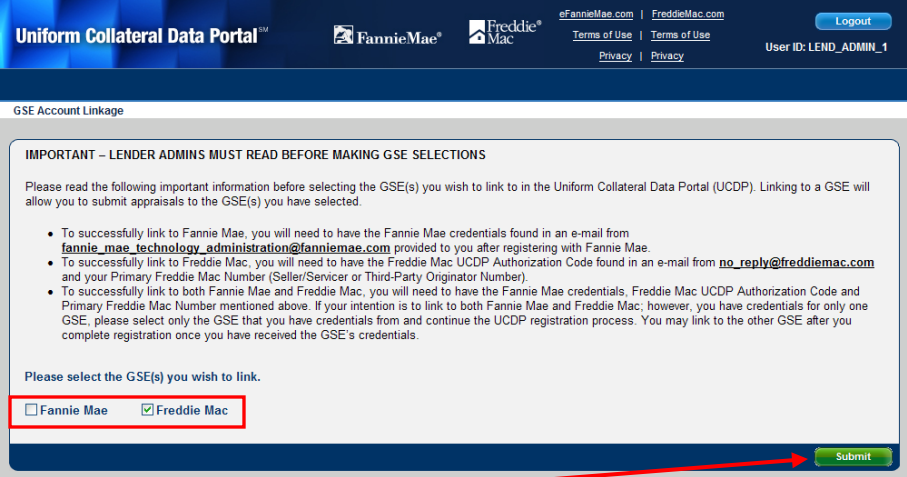

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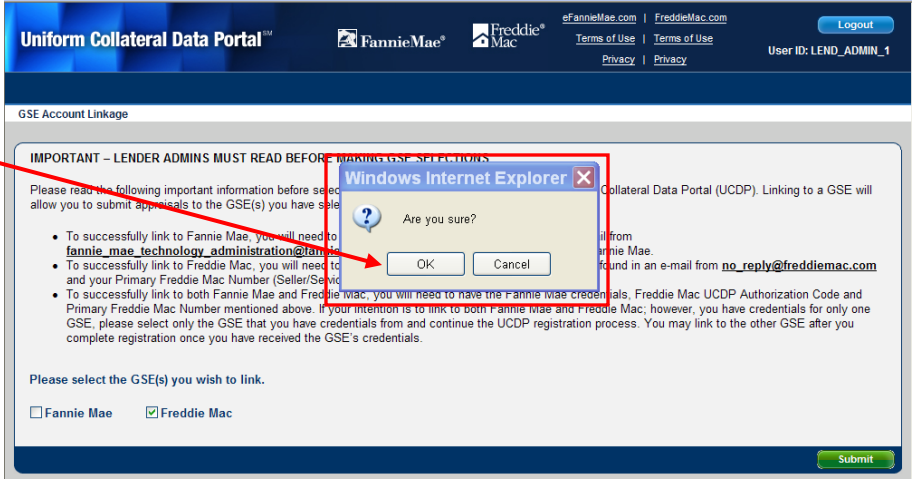

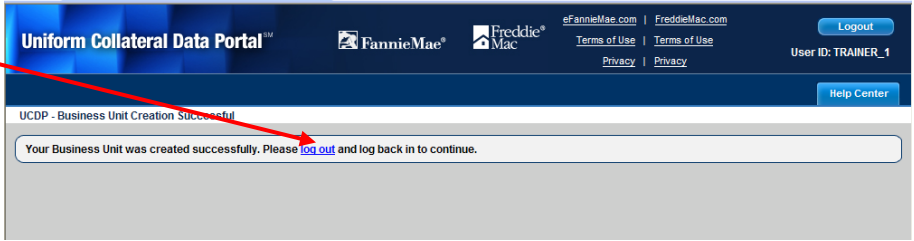


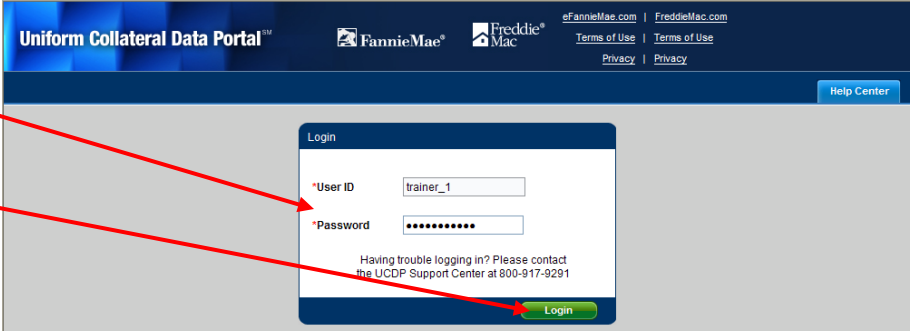
Lender Admin Registration Steps	
Step	Action / Result
<p>15. Enter answers for three challenge questions you select on the <b>UCDP - Challenge Response Questions</b> page. Answers can be more than one word and are not case sensitive.</p> <p> Note the answers to your questions. You will be asked to provide an answer when you later complete administrative tasks such as changing your password.</p> <p>Click <b>Submit</b>.</p>	<p>You can change Questions 1-3 by selecting another question from the drop-down menus.</p>  <p>The screenshot shows the 'Uniform Collateral Data Portal' interface. At the top, there are logos for Fannie Mae and Freddie Mac, along with links for 'eFannieMae.com', 'FreddieMac.com', 'Terms of Use', and 'Privacy'. The user ID is 'TRAINER_1'. The main content area is titled 'UCDP - Challenge Response Questions' and contains the instruction: 'Please select and answer three of the following questions. These answers will be used if you need to reset your password.' There are three questions, each with a dropdown menu and a text input field for the answer. Question 1 asks for the paternal Grandfather's first name, with 'raymond' entered. Question 2 asks for the Mother's middle name, with 'ester' entered. Question 3 asks for the Father's middle name, with 'raymond' entered. A green 'Submit' button is at the bottom right.</p>

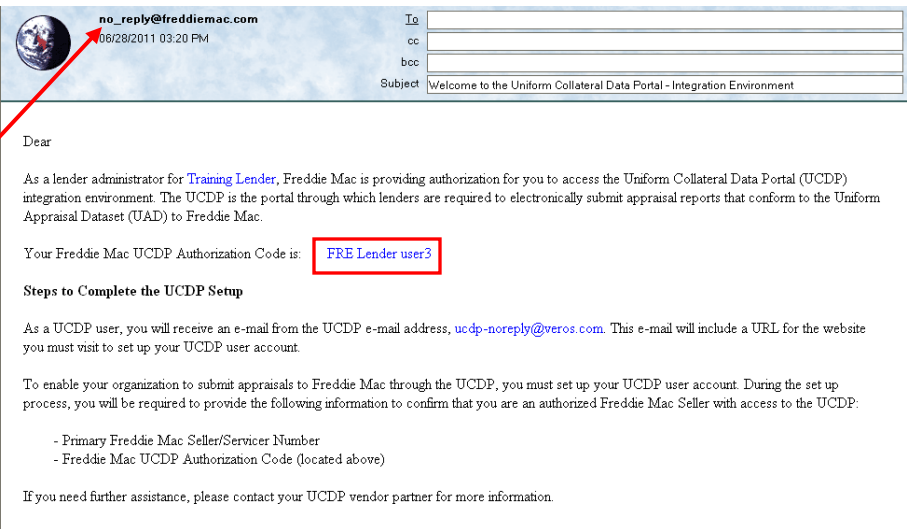
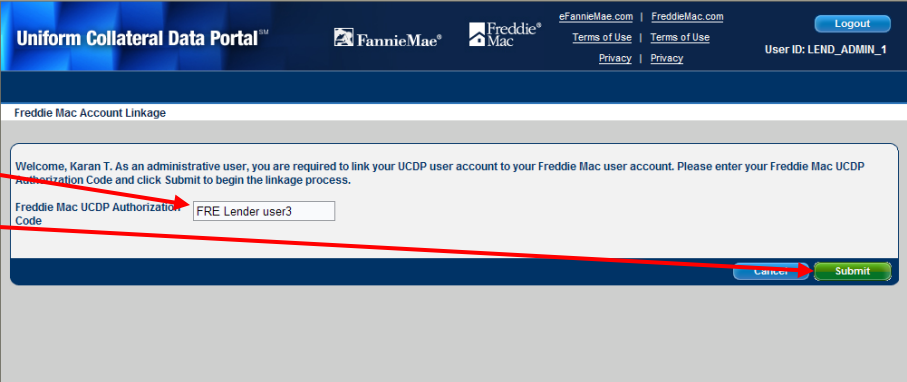
Lender Admin Registration Steps	
Step	Action / Result
	<p>If you are registering for your organization as the primary lender admin, after you click <b>Submit</b>, a message appears indicating you are the first registrant from your organization.</p>  <p><b>Continue with Step 16.</b></p> <p>If you are <b>not</b> the primary lender admin registering for your organization, after you click <b>Submit</b>, the next page you see is either a <b>Freddie Mac Account Linkage</b> page or <b>Fannie Mae Account Linkage</b> page. If you are registering with:</p> <ul style="list-style-type: none"> <li>▪ <b>Both GSEs:</b> The <b>Freddie Mac Account Linkage</b> pages appear, followed by the <b>Fannie Mae Account Linkage</b> pages. <b>Continue with Step 21.</b></li> <li>▪ <b>Freddie Mac only:</b> The <b>Freddie Mac Account Linkage</b> page appears requesting you to enter your Freddie Mac UCDP Authorization Code. <b>Continue with Step 21.</b></li> <li>▪ <b>Fannie Mae only:</b> The <b>Fannie Mae Account Linkage</b> page appears requesting you to enter your Fannie Mae User ID and Password. <b>Skip Steps 21-24 and continue with Step 25.</b></li> </ul>
16. If you receive this message as the first registrant, primary lender admin, select <b>click here</b> .	 <p>The <b>GSE Account Linkage</b> page appears.</p>

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Lender Admin Registration Steps	
Step	Action / Result
<p>17. On the <b>GSE Account Linkage</b> page, review the important information on this page and select the applicable GSE box(es) to link your UCDP user account to your GSE user account.</p> <p> Only the first lender admin, as the primary lender admin, is presented with this choice. Any backup lender admin(s) or general user inherits the account linkage selected.</p> <p>Click <b>Submit</b>.</p>	 <p> <b>IMPORTANT:</b> As indicated on this <b>GSE Account Linkage</b> page, to successfully link to Fannie Mae, you need to have the Fannie Mae credentials found in an email from <a href="mailto:fannie_mae_technology_administration@fanniemae.com">fannie_mae_technology_administration@fanniemae.com</a>. To successfully link to Freddie Mac, you need to have the Freddie Mac UCDP Authorization Code found in an email from <a href="mailto:no_reply@freddiemac.com">no_reply@freddiemac.com</a> and your primary Freddie Mac Number (Seller/Service or Third-Party Originator Number).</p> <p>After you click <b>Submit</b>, a pop-up message appears asking you if you are sure you want to click <b>Submit</b>.</p>

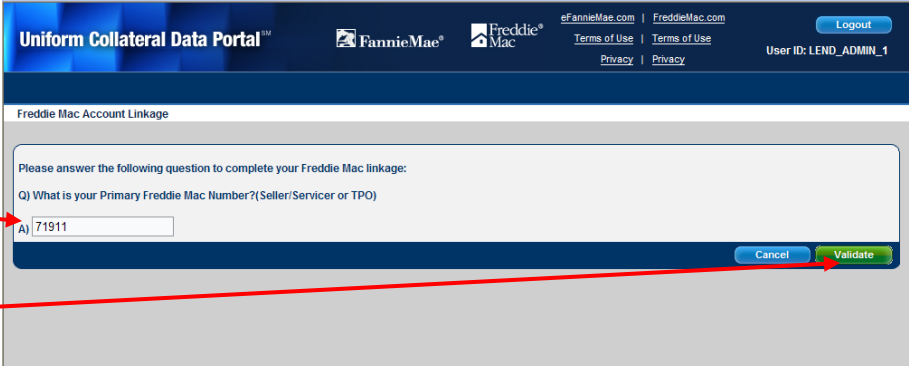
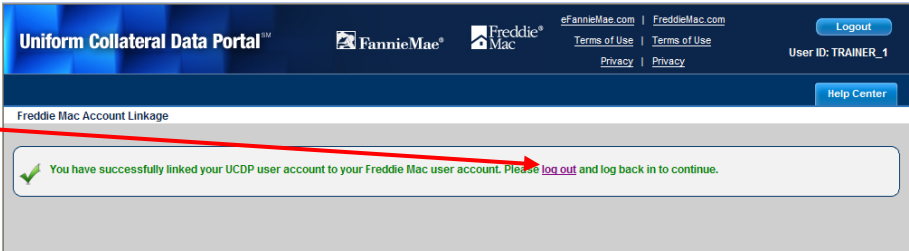
Lender Admin Registration Steps	
Step	Action / Result
<p>18. If you are sure you want to continue and have the information required for the GSE(s) selected, click <b>OK</b>.</p>	 <p>Once you click <b>OK</b>, a message appears indicating you have successfully created your Business Unit (you've successfully linked to Fannie Mae and Freddie Mac, as applicable) and need to log out and log back in to continue.</p> <p> If you click <b>Cancel</b>, you are returned to the GSE Account Linkage page and can change your GSE selection.</p>
<p>19. From the UCDP message, click <b>log out</b>.</p>	 <p>After you click <b>log out</b>, the <b>Login</b> page appears.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p>20. Enter your <b>User ID</b> and <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the next page you see depends on which GSE(s) you selected. If you selected:</p> <ul style="list-style-type: none"> <li>▪ <b>Both GSEs:</b> The <b>Freddie Mac Account Linkage</b> pages appear, followed by the <b>Fannie Mae Account Linkage</b> pages. <b>Continue with Step 21.</b></li> <li>▪ <b>Freddie Mac only:</b> The <b>Freddie Mac Account Linkage</b> page appears requesting you to enter your Freddie Mac UCDP Authorization Code. <b>Continue with Step 21.</b></li> <li>▪ <b>Fannie Mae only:</b> The <b>Fannie Mae Account Linkage</b> page appears requesting you to click <b>Submit</b> to begin the linkage process. <b>Skip Steps 21-24 and continue with Step 25.</b></li> </ul>

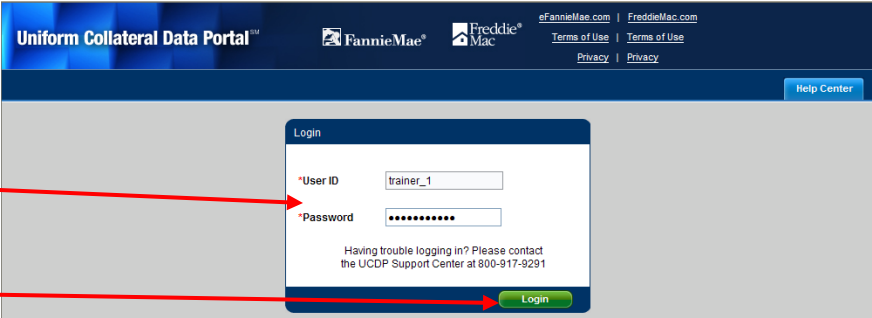

Lender Admin Registration Steps	
Step	Action / Result
<p><b>Freddie Mac-specific:</b></p> <p>21. Refer to the email you received from <i>no_reply@FreddieMac.com</i> containing your UCDP Authorization Code.</p> <p>Enter the code in the <b>Freddie Mac UCDP Authorization Code</b> field.</p> <p>Click <b>Submit</b>.</p>	 <p>Dear</p> <p>As a lender administrator for <b>Training Lender</b>, Freddie Mac is providing authorization for you to access the Uniform Collateral Data Portal (UCDP) integration environment. The UCDP is the portal through which lenders are required to electronically submit appraisal reports that conform to the Uniform Appraisal Dataset (UAD) to Freddie Mac.</p> <p>Your Freddie Mac UCDP Authorization Code is: <b>FRE Lender user3</b></p> <p><b>Steps to Complete the UCDP Setup</b></p> <p>As a UCDP user, you will receive an e-mail from the UCDP e-mail address, <a href="mailto:ucdp-noreply@veros.com">ucdp-noreply@veros.com</a>. This e-mail will include a URL for the website you must visit to set up your UCDP user account.</p> <p>To enable your organization to submit appraisals to Freddie Mac through the UCDP, you must set up your UCDP user account. During the set up process, you will be required to provide the following information to confirm that you are an authorized Freddie Mac Seller with access to the UCDP:</p> <ul style="list-style-type: none"> <li>- Primary Freddie Mac Seller/Service Number</li> <li>- Freddie Mac UCDP Authorization Code (located above)</li> </ul> <p>If you need further assistance, please contact your UCDP vendor partner for more information.</p>  <p>After you click <b>Submit</b>, a second <b>Freddie Mac Account Linkage</b> page appears. Enter your primary Freddie Mac Number (Seller/Service Number or TPO Number) to complete your Freddie Mac linkage.</p>

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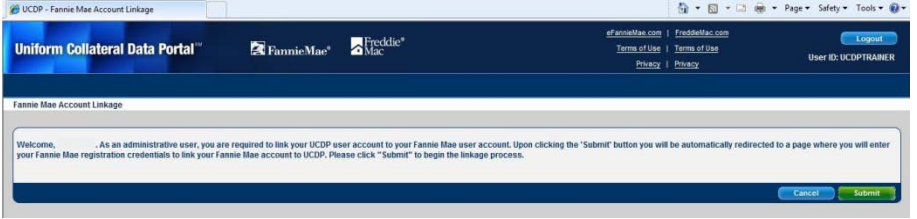
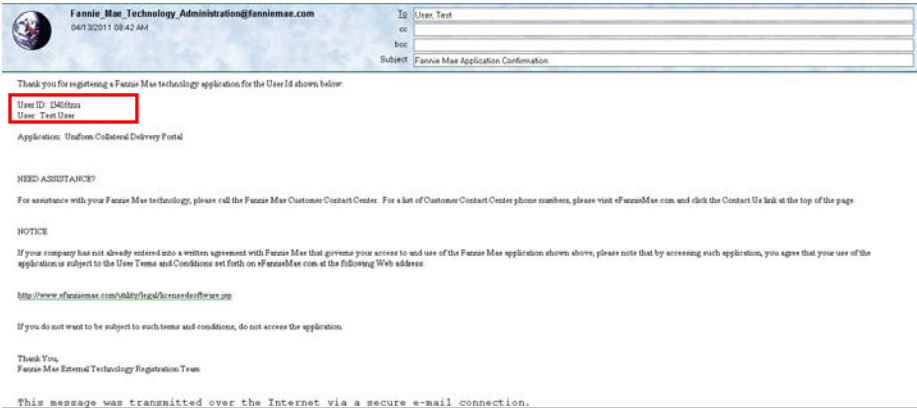
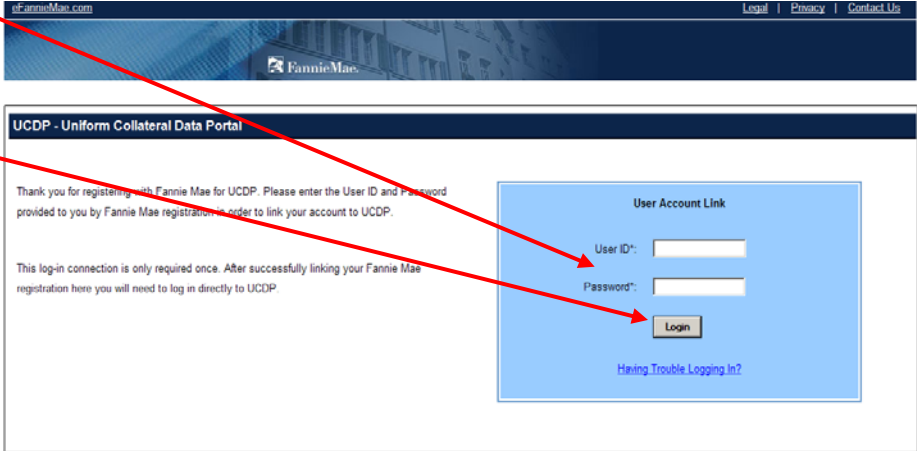


Lender Admin Registration Steps	
Step	Action / Result
<p><b>Freddie Mac-specific:</b></p> <p>22. Enter your primary Freddie Mac Seller/Service Number or TPO Number.</p> <p>Click <b>Validate</b>.</p>	 <p>After you click <b>Validate</b>, a message indicates you successfully linked your UCDP user account to Freddie Mac and to click <b>log out</b> to log out and log back in.</p>
<p><b>Freddie Mac-specific:</b></p> <p>23. Click <b>log out</b>.</p>	 <p>After you click <b>log out</b>, the <b>Login</b> page appears.</p>



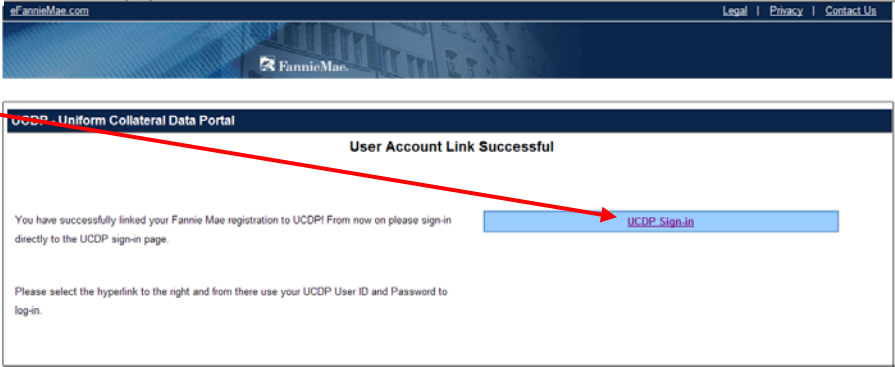
Lender Admin Registration Steps	
Step	Action / Result
<p><b>Freddie Mac-specific:</b></p> <p>24. Enter your <b>User ID</b> and <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the next page you see is either a <b>Fannie Mae User Account Link</b> page or the <b>Home</b> page. If you are registering with:</p> <ul style="list-style-type: none"> <li> <p><b>Both GSEs:</b></p> <p>After you click <b>Login</b>, the <b>Fannie Mac User Account Link</b> page appears. <b>Continue with Step 25.</b></p> </li> <li> <p><b>Freddie Mac only:</b></p> <p>After you click <b>Login</b>, the <b>UCDP Home</b> page appears and your registration is complete.</p> </li> </ul>  <p>From this <b>UCDP Home</b> page, you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the <b>UCDP Lender Admin Reference Series</b> for more information:</p> <ul style="list-style-type: none"> <li><a href="#">Series 2 - Managing Business Units</a></li> <li><a href="#">Series 3 - Managing Users</a></li> <li><a href="#">Series 4 - Managing Lender Agents</a></li> </ul>

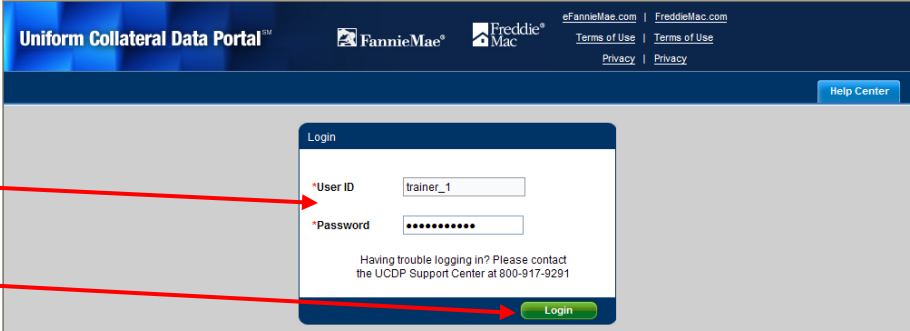
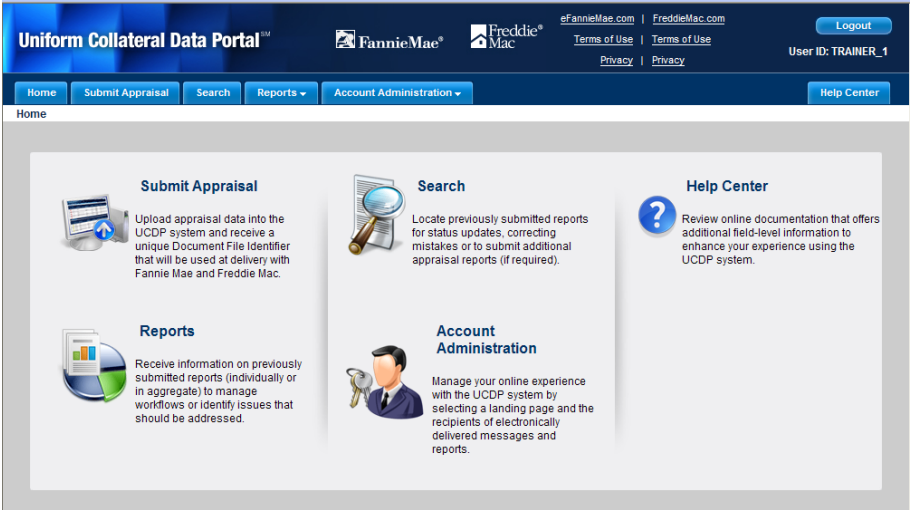
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Lender Admin Registration Steps	
Step	Action / Result
<p><b>Fannie Mae-specific:</b></p> <p>25. Click <b>Submit</b> to be redirected to a page where you enter your Fannie Mae registration credentials to link your Fannie Mae account to UCDP.</p>	 <p>After you click <b>Submit</b>, the Fannie Mae <b>User Account Link</b> page appears.</p>
<p>26. Refer to the email(s) you received from <i>Fannie_Mae_Technology_Administration@FannieMae.com</i>. This email indicates you have been granted access to the UCDP application.</p> <p>On the <b>User Account Link</b> page, enter your Fannie Mae <b>User ID</b> from the email, and your Fannie Mae <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	  <p>After you click <b>Login</b>, a message appears indicating you have successfully linked your Fannie Mae registration to the UCDP.</p>

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Lender Admin Registration Steps	
Step	Action / Result
<b>Fannie Mae-specific:</b>  27. Click <b>UCDP Sign-in</b> .	 <p>After you click <b>UCDP Sign-in</b>, the <i>Login</i> page appears.</p>

Lender Admin Registration Steps	
Step	Action / Result
<p><b>Fannie Mae-specific:</b></p> <p>28. Enter your <b>User ID</b> and <b>Password</b> in the applicable fields.</p> <p>Click <b>Login</b>.</p>	 <p>After you click <b>Login</b>, the <b>UCDP Home</b> page appears and your registration is complete.</p>  <p>From this <b>UCDP Home</b> page you can complete lender admin-specific tasks such as setting up and managing business units, managing users, and managing lender agent relationships. Refer to the other references in the <b>UCDP Lender Admin Reference</b> series for more information:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Series 2 - Managing Business Units</a></li> <li>▪ <a href="#">Series 3 - Managing Users</a></li> <li>▪ <a href="#">Series 4 - Managing Lender Agents</a></li> </ul>

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<b>Password Criteria</b>	Refer to the following table for specific characteristics of acceptable passwords.
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<b>Password Criteria</b>	
<b>Requirement</b>	<b>Value</b>
Minimum length	8 alphanumeric characters
Maximum number of repeated characters	2
Minimum number of alphabetic characters	1
Minimum number of numeric characters	1
Repeated history length of time  This means the last five passwords cannot be used. For example, if one of your previous five passwords was <i>123abc01</i> , you cannot change your new password to <i>123abc01</i> again until at least five password changes occur.	5
Reversed history length of time  This means the reverse order of the last five passwords cannot be used. For example, if your password is <i>123abc01</i> , you cannot change your password to <i>10cba321</i> until at least five password changes occur.	5
Disallow User Name as password  For example, if your User Name is <i>Jonathan</i> , your password cannot be <i>jonathan1</i> .	Yes
Disallow User ID as password  For example, if your User ID is <i>ABCMortgage</i> , your password cannot be <i>abcmortgage22</i> .	Yes

## UCDP Access Post Registration

Once your registration is complete, access the **UCDP Login** page via <https://www.uniformdataportal.com/ucdp>.



For easier access, bookmark this URL, or create a shortcut to this link on your desktop. A link is also available on both the Fannie Mae and Freddie Mac web pages.

## Additional Assistance

For additional assistance, refer to:

- [Fannie Mae's UCDP web page](https://www.eFannieMae.com/sf/technology/commitloandel/ucdp/index.jsp)  
(<https://www.eFannieMae.com/sf/technology/commitloandel/ucdp/index.jsp>)
- [Freddie Mac's UCDP web page](http://www.FreddieMac.com/sell/secmktg/uniform_collateral_data_portal.html)  
([http://www.FreddieMac.com/sell/secmktg/uniform\\_collateral\\_data\\_portal.html](http://www.FreddieMac.com/sell/secmktg/uniform_collateral_data_portal.html))
- The UCDP Support Center at 1-800-917-9291
- UCDP Help Center (accessible after you log in to the UCDP)

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