

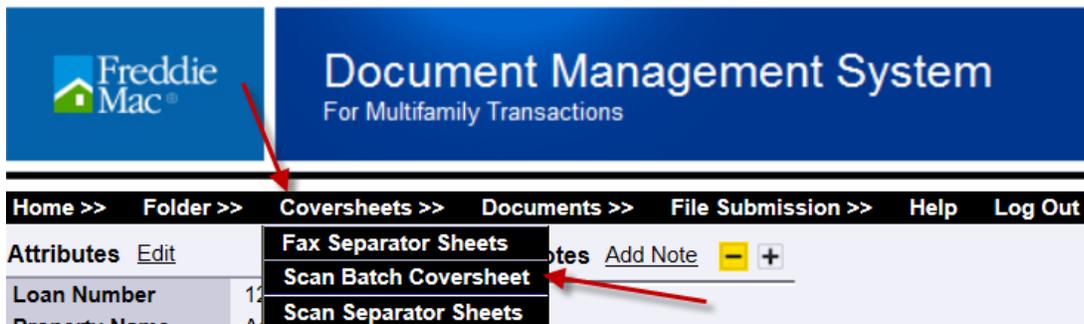


Document Management System Bulk uploading process Creating Batch Coversheet(s) and Document Separator Sheet(s)

When scanning images into DMS, Scan Batch Coversheets with barcodes are required for the system to index files into the correct folder and Document Separator Coversheets to index the documents into the correct document type.

The scan batch coversheet identifies the loan folder that the individual document(s) will be added to. To generate a scan batch coversheet from within the folder view, hover your mouse over Coversheets on the menu tab and select 'Scan Batch Coversheet'. The Scanning Batch Coversheet page will display. Print the batch coversheet.

Note: Do NOT print or use the Scanning Batch Coversheet unless you are uploading to multiple folders (loans). Scanning batch coversheets are loan specific as they identify the loan that an item belongs to. Alternatively, the Document Type Coversheets are document specific, as they indicate the Document Type. Since these are not specific to the folder (loan), they may be printed once and reused many times. To ensure proper upload, please make sure that the barcodes are clear and unbroken on your coversheet.



SCANNING BATCH COVERSHEET

Print this page and use it as a batch coversheet for scanning documents to the specified folder

FOLDER INFORMATION

Company: Freddie Mac MultiFamily

Loan Number: 123456789

Property Name: Apple Tree Apartments

Deal #:

To use this batch coversheet, place it as the first page of a scanning batch and place document coversheets in front of each document in the batch

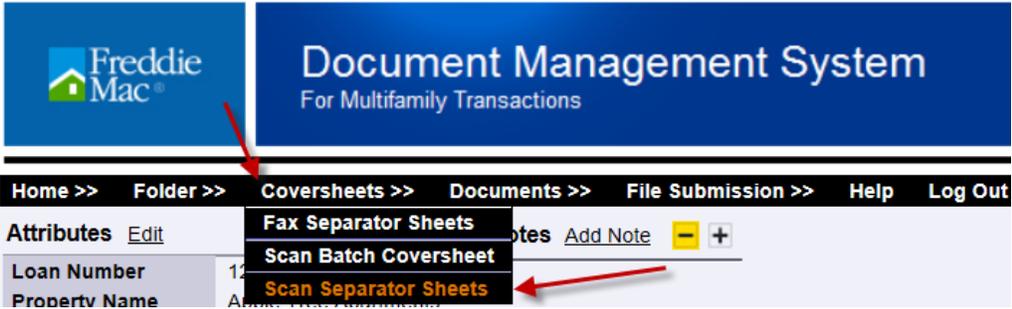


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To select the document separator sheets, hover your mouse over Coversheets on the menu tab and select 'Scan Separator Sheets'.



Select the desired document types and click 'Create' to display a page allowing the user to print the Document Separator Sheets. Print the document cover sheets.

Note: You can also sort the document list by 'group'.

Freddie Mac Document Management System For Multifamily Transactions

Home >> Folder >> Coversheets >> Documents >> File Submission >> Help Log Out

Scan Coversheets
[Scan Batch Coversheet For Folder](#)

Check the desired barcode sheets, then click 'Create' to generate them

Document Types

Select All | Clear All Group: All Alphabetically Stacking Order

<input type="checkbox"/> _Document Type Needs to Be Selecte...	<input type="checkbox"/> FORM 939M - MF Negotiated Transac...	<input type="checkbox"/> Receivership Order
<input type="checkbox"/> 501 (c) (3) Due Diligence	<input checked="" type="checkbox"/> FORM 987	<input type="checkbox"/> Recycled Borrower Certification
<input type="checkbox"/> Acceleration Letter	<input checked="" type="checkbox"/> FORM 996	<input type="checkbox"/> Recycled SPE Equity Owner Certificati...
<input type="checkbox"/> Access Easement and Amenity Easem...	<input type="checkbox"/> Forward Commitment	<input type="checkbox"/> Reduction of Base Guaranty - Approva...
<input type="checkbox"/> Access Easement/Amenity Easement ...	<input type="checkbox"/> Forward Consolidation Agreement	<input type="checkbox"/> Reduction of Base Guaranty - Corresp...
<input type="checkbox"/> A-CREFC-HC - Attachment (other tha...	<input type="checkbox"/> Forward Funding Agreement	<input type="checkbox"/> Reduction of Base Guaranty - Legal D...
<input type="checkbox"/> A-CREFC-HC - Borrower Operating St...	<input type="checkbox"/> Freddie Mac Commitment - Bond	<input type="checkbox"/> Reduction of Base Guaranty - Servicer...
<input type="checkbox"/> A-CREFC-HC - Rent Roll	<input type="checkbox"/> GFD Refund Request	<input type="checkbox"/> Reduction of Base Guaranty - Servicer...
<input type="checkbox"/> A-CREFC-HC Servicer Submission	<input type="checkbox"/> GFD Refund Statement	<input type="checkbox"/> Registration of Rental Units
<input type="checkbox"/> A-CREFC-MF - Attachment (other tha...	<input type="checkbox"/> Good Faith Deposit - Sellers Confirmat...	<input type="checkbox"/> Regulatory Agreement (LURA)
<input type="checkbox"/> A-CREFC-MF - Rent Roll	<input type="checkbox"/> Green Communities Certification	<input type="checkbox"/> Regulatory Agreement Changes - App...
<input type="checkbox"/> A-CREFC-MF - Borrower Operating St...	<input type="checkbox"/> Green Globes Certification	<input type="checkbox"/> Regulatory Agreement Changes - Corr...
<input type="checkbox"/> A-CREFC-MF Servicer Submission	<input type="checkbox"/> GreenPoint Rated Certification	<input type="checkbox"/> Regulatory Agreement Changes - Leg...

[Create](#)

Freddie Mac Document Management System For Multifamily Transactions

Home >> Folder >> Coversheets >> Documents >> File Submission >> Help Log Out

Scan Coversheets
[Scan Batch Coversheet For Folder](#)

Check the desired barcode sheets, then click 'Create' to generate them

Document Types

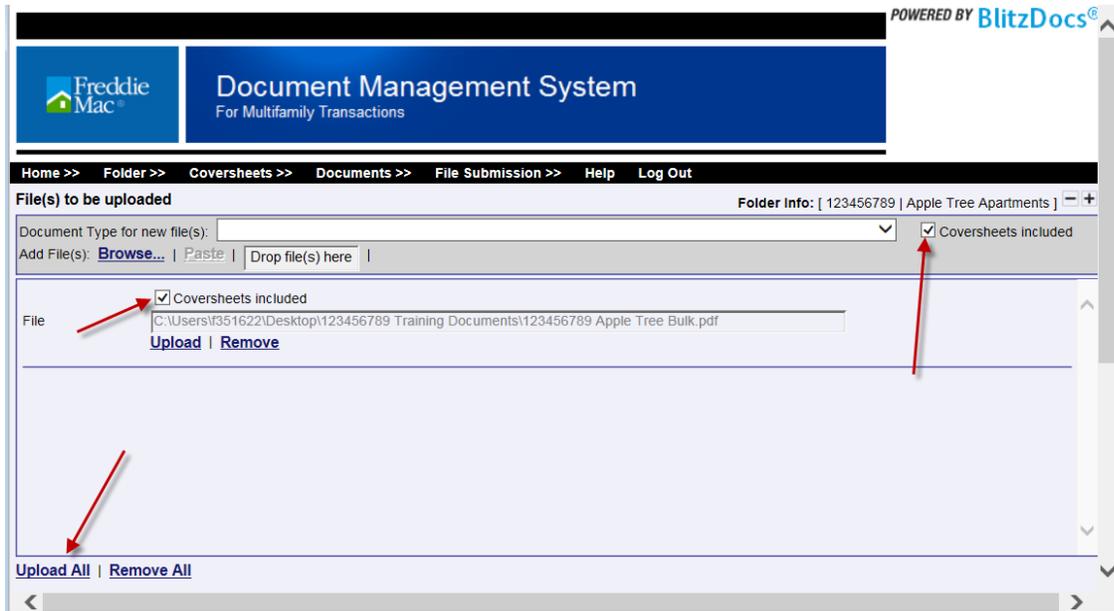
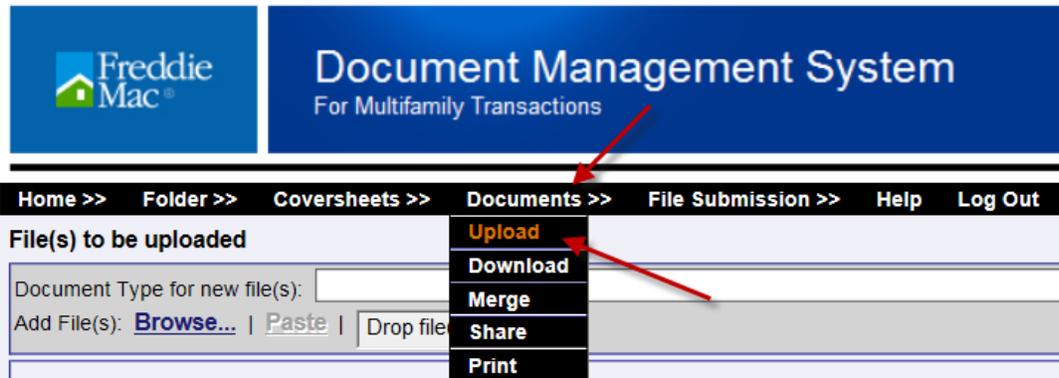
Select All | Clear All Group: COLLATERAL FILE Alphabetically Stacking Order

<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Indemnification Agreement	<input checked="" type="checkbox"/> Note
<input type="checkbox"/> Construction Phase Financing Agreem...	<input type="checkbox"/> Intercreditor Agreement	<input type="checkbox"/> Note - Underlying Notes for Consolidat...
<input type="checkbox"/> Credit Enhancement Agreement	<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Reimbursement Agreement
<input type="checkbox"/> Demand Note	<input type="checkbox"/> MD IDOT - Collateral	<input type="checkbox"/> Reinsurance Agreement
<input checked="" type="checkbox"/> Guaranty	<input type="checkbox"/> MFAA Certificate	<input checked="" type="checkbox"/> Title Policy

[Create](#)

To index the file accurately, place the printed document separator coversheets directly before each corresponding document. When scanning documents to be indexed to multiple loans, place the scanning batch coversheet directly before the document coversheet to ensure proper delivery of the document to the loan file and document type. Once completed, scan the indexed file as a TIFF or PDF image. Go to the documents upload page. Browse, copy and paste, or drag and drop the scanned indexed file. Select the checkbox 'Coversheets included' and click 'upload all'. The indexed file(s) will be placed in the folder according to the Scanning Batch

Coversheet, and the document type according to the Document Separator Coversheet.



To return to the folder view, hover mouse of Folder and click folder view. When uploading large TIFF files, be sure to allow a few minutes for document delivery.

