

Administering Software Applications, Systems and Tools At-A-Glance



As a system administrator, it is your responsibility to manage access to the following Freddie Mac Multifamily applications, systems and tools, identifying the employee (or vendor) that needs access, as well as the appropriate authority level of access based on the employee's or vendor's roles and responsibilities. This includes deleting access within 30 days of an employee's or vendor's transition to a role that no longer requires access.

Application/System/Tool	Description	How to Manage Access/Update Contact Information	How to Reset Passwords
AllRegs.com	Online access to the system of record for the Freddie Mac <i>Multifamily Seller/Service Guide</i> and the <i>Delegated Underwriting for Targeted Affordable Housing Guide</i>	Request a Registration Key/Subscription ID using their Request Form ; once received, provide this information to users so that they can register on the AllRegs Product Registration page	Contact AllRegs at 1-800-848-4904 or use the "Forgot password?" link at http://allregs.com/login/login.aspx
Consent Request Tracker (CRT)	A shared platform to monitor the progress of consent requests from borrowers on all portfolio, warehoused and securitized loans	Use CRT*	Use CRT*
Document Management System (DMS)	Facilitates the electronic upload and storage of loan-related documents used throughout the life of a loan	Complete the Multifamily DMS New User Setup and Deactivation , available on the Technical Resources page on FreddieMac.com, and submit it to: multifamily_security@freddiemac.com	Call 1-866-MultiFM (1-866-685-8436) and reference DMS or email multifamily_security@freddiemac.com
FreddieMac.com/Multifamily secure content	Password-protected website pages and documents	Use Online Registration *, available on the Technical Resources page on FreddieMac.com	Use the Online Registration Password Reset function
General Loan Information (GLI)	GLI provides Servicers with the ability to confirm or propose changes to key data elements for Freddie Mac loans	Use Online Registration *	Use the Online Registration Password Reset function

Application/System/Tool	Description	How to Manage Access/Update Contact Information	How to Reset Passwords
Insurance Compliance Tool (ICT)	For submitting insurance coverage data at origination and during annual certification, and for requesting coverage requirement waivers	Complete the ICT User Access Request form , available on the Technical Resources page on FreddieMac.com, and return it to: MF_Service_Desk@freddiemac.com	Use the Online Registration Password Reset function
MultiSuite for Investor Reporting	Support the monthly reporting and remittance processes for Multifamily loans and bonds	Use Online Registration *	Use the Online Registration Password Reset function
Origination and Underwriting System (OUS)	Automates much of the loan application workflow including submission of the Loan Submission Template and additional data, and provides loan status information	Use Online Registration * to provide user access; activate/deactivate users in OUS	Use the Online Registration Password Reset function
Property Reporting System (PRS)	Provides a pipeline of assessment requirements and enables Servicers to upload property assessments, rent rolls and operating statements	Use PRS*	Use PRS*
<p>*Freddie Mac will provide the system administrator with access to CRT, Online Registration, OUS, and PRS.</p> <p>Please note that access to the Multifamily Securities Investors Access (MSIA) system is self-administered by each user; there are no required system-administration duties related to MSIA.</p>			

Verifying and Certifying System Access

As a system administrator, you must also complete and submit [Form 1148, System User Verification and Certification](#), by January 31 and July 31 of each calendar year to certify to Freddie Mac that each user granted access to a software application is a current employee of the Seller/Service, and that all user contact information is correct.

Note: in addition, an authorized officer must complete and submit [Form 1149, System Administrator Verification and Certification](#), by January 31 and July 31 of each calendar year to certify to Freddie Mac that each of the current system administrators is a current employee of the Seller/Service with appropriate application access and authority

Refer to the forms for specific instructions.

For More Information

For additional system administrator resources, visit the [Technical Resources page](#) on FreddieMac.com. For more information or assistance, please contact 1-866-MultiFM (1-866-685-8436), available from 8:00 am to 8:00 pm ET, Monday through Friday.

While every effort has been made to ensure the reliability of the content of this publication, Freddie Mac's *Multifamily Seller/ Service Guide* (the "Guide") and the Bulletins that are issued periodically to update it are the official statements of Freddie Mac's policies and procedures.