Purpose: This guide provides the steps to obtain access to remit payments via the GPI Web Access tool for Multifamily Seller/Servicers**.**

Assumptions: Forms 1057 and/or 1059 should have already been completed and submitted by the new Seller/Servicer to the Customer Compliance Management team. The new Seller/Servicer has received its GPI ID from Freddie Mac. If you are a new Seller/Servicer which has not received your GPI ID, please reach out to your Freddie Mac Multifamily-Loan Accounting contact.

Requesting GPI Web access:
Step 1. Click on the below link to access the website to request access for GPI web remittance. Note this link will take you to a Freddie Mac Single Family web page. Single Family is processing GPI web access on behalf of Multifamily: http://www.freddiemac.com/singlefamily/forms/service/cash_remittance_setup.html

Please note you will need to submit this form for each Seller/Servicer number you have - you cannot submit one form for multiple Seller/Servicer numbers.

Step 2. Fill out each section of the form. For GPI Usage select New User. Enter your Company name, Seller/Servicer Number, Cash remittance ID number (GPI ID). This GPI ID number is usually different from your Seller/Servicer number and should have been provided by your Multifamily Loan Accounting representative.

You will need to provide a primary and secondary contact person along with their address, phone number, and email address. These 2 contacts will be sent a PIN (the PIN will be the same for both contacts, but it will be a different PIN for each Seller/Servicer number) to access the GPI Web remittance website within 2 to 3 business days.

Under the section labeled Custodial Account Information select “There is no change to my Custodial Account information”. This information has already been set up by Multifamily.

For Access Method you should select On-line system as you already have access to the phone system.
For the Additional Information section state, you are a Multifamily Seller/Servicer.

Click the Submit button. (See screen shots below)

I. Contact Information

*** GPI Usage**

Does your company currently remit funds to us through the automated cash remittance system?

- ◯ Existing User
- ◯ New User

*** Company name**

*** Seller/Servicer number**

*** Cash remittance ID number (GPI ID)**

*** Primary contact person**

*** Address**

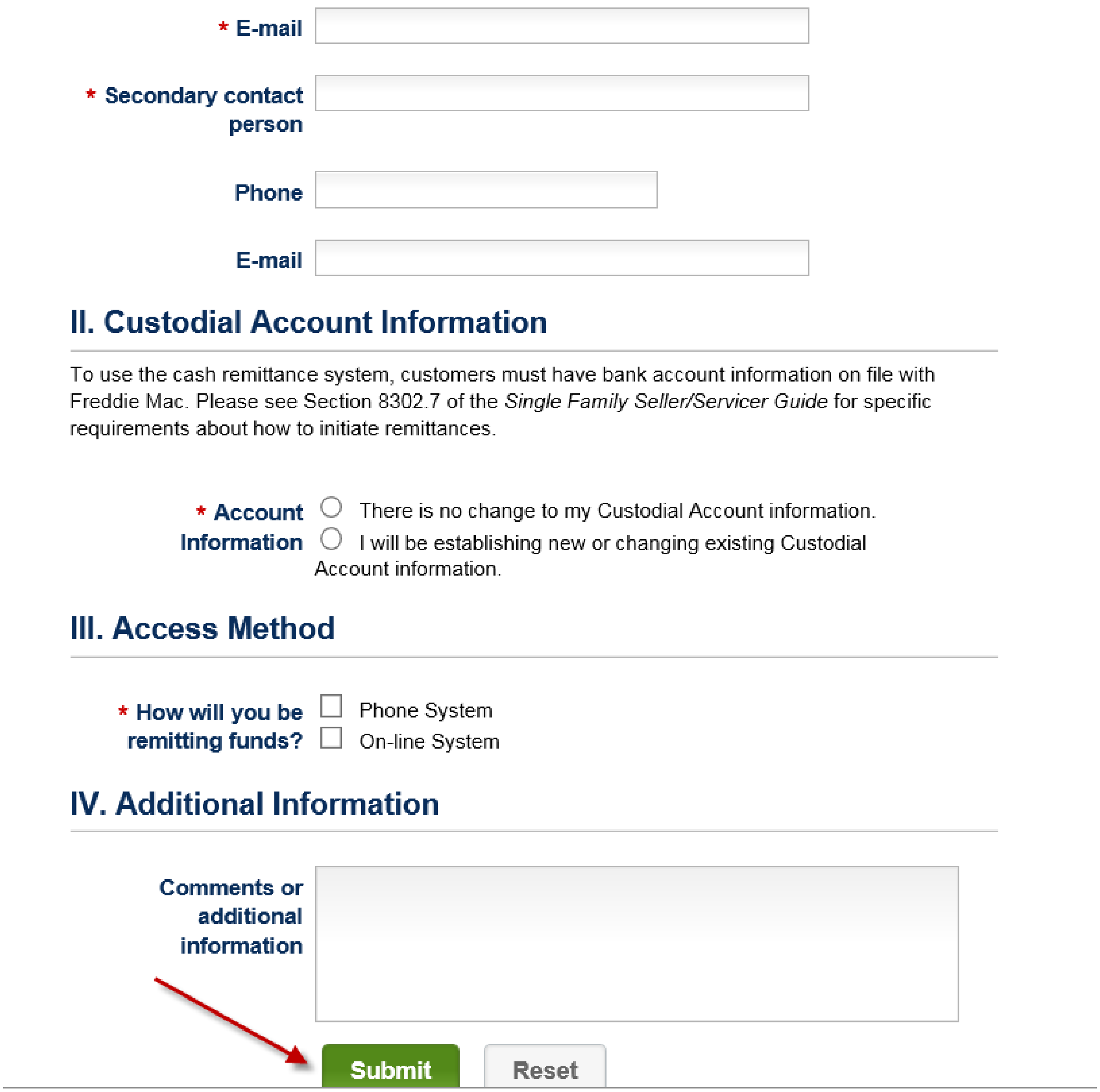
Address 2

*** City**

*** State** Select State

*** Zip**

*** Phone**



* E-mail

* Secondary contact person

Phone

E-mail

II. Custodial Account Information

To use the cash remittance system, customers must have bank account information on file with Freddie Mac. Please see Section 8302.7 of the *Single Family Seller/Servicer Guide* for specific requirements about how to initiate remittances.

* Account Information

- ○ There is no change to my Custodial Account information.
- ○ I will be establishing new or changing existing Custodial Account information.

III. Access Method

* How will you be remitting funds?

- ☐ Phone System
- ☐ On-line System

IV. Additional Information

Comments or additional information

Submit Reset

Remitting via GPI Web Access: Once the two individuals you selected as your primary and secondary contacts have received the email with their pin you can now remit via the web. You can also use this link to take you directly to the Investor Reporting page. http://www.freddiemac.com/multifamily/seller_servicer/reporting/

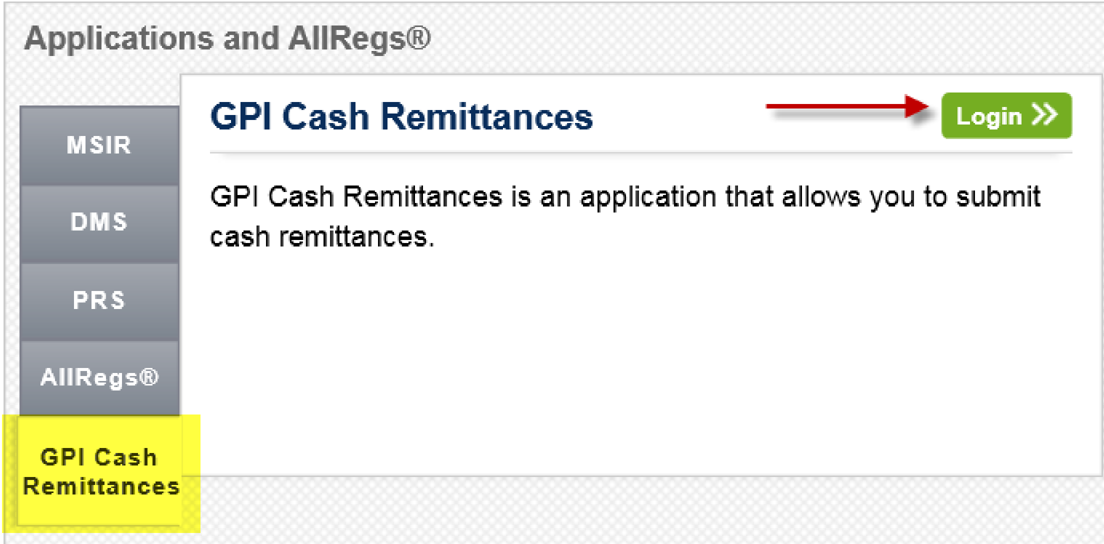
Step 1. Go to www.FreddieMac.com

Step 2. Under the Business resources section click on the Multifamily tab

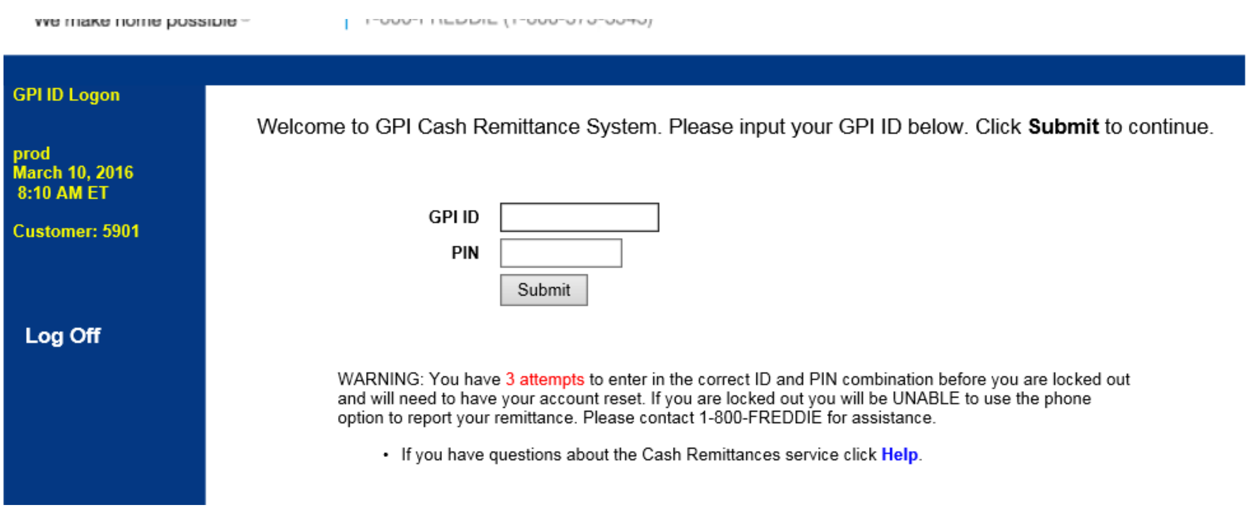
Step 3. Select Investor Reporting

Step 4. In the Box labeled Applications and AllRegs© click the Tab labeled GPI Cash Remittance

Step 5. Click the Login Button (See screen shot below)



Step 6. Log in using your GPI ID (Not your Seller/Servicer number) and the PIN you received Via email (See screen shot below)



Step 7. To enter your remittance, you will use the same process as for the Telephonic process. Refer to Multifamily Seller/Servicer Guide 53.7 (E) for this process.

For existing Seller/Servicers using GPI Web who need to update or change their contact information follow the steps below.

Step 1: Email the following address: GPI@Freddiemac.com
Step 2: Include in the email your GPI ID number and Freddie Mac Seller/Servicer number
Step 3: State that you need to update your contact information and provide the information you need to remove, add or change.