

Selling System Authorized User Identification and Certification Form

Seller/Service Name: _____ **Seller/Service #:** _____
Seller Must Check One: Initial User Setup Add User(s) Delete User(s) Modify Information Recertify Information
Seller Must Check One: Cash Guarantor Cash & Guarantor

This form must be signed by a vice president (or higher) who is authorized by Seller/Service to: (i) identify employees authorized by Seller/Service to use the Selling System in the assigned roles below ("Authorized Users"), (ii) receive the Authorized Users' identification codes ("User IDs") and passwords from Freddie Mac, and (iii) add or delete Authorized Users and modify or recertify information herein by submitting a new Form 900 in accordance with Freddie Mac's express written instructions, as may be amended from time to time.

Officer's (VP or higher) Name:	Title:
Business Address:	
City/State/Zip:	
Business Phone Number: ()	Business Fax Number: ()
Business Email Address:	

Add/Modify	Delete	USER NAMES AND EMAIL ADDRESSES: <i>(Attach additional sheets if necessary.)</i>	PIN: Birthdate – Mo. & Day Only <i>(e.g. July 4th=0704)</i>	User Role(s): Place A or D in appropriate boxes. A=Add user role D=Delete user role <i>An employee may serve in multiple roles, but an employee can't be the Setup Administrator and the Setup Manager</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name: Chris Sample Email: Sample@sample.com Phone: 212-555-1234	0 7 0 4	<input type="checkbox"/> Cash SMO <input type="checkbox"/> Secondary Analyst <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> Guar. SMO <input type="checkbox"/> Loan Manager <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> Pipeline <input type="checkbox"/> Closer/Shipper <input type="checkbox"/> *Setup Manager <input type="checkbox"/> *These roles cannot be combined <input type="checkbox"/> Exclusionary List
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Cash SMO <input type="checkbox"/> Secondary Analyst <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> Guar. SMO <input type="checkbox"/> Loan Manager <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> Pipeline <input type="checkbox"/> Closer/Shipper <input type="checkbox"/> *Setup Manager <input type="checkbox"/> *These roles cannot be combined <input type="checkbox"/> Exclusionary List
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Cash SMO <input type="checkbox"/> Secondary Analyst <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> Guar. SMO <input type="checkbox"/> Loan Manager <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> Pipeline <input type="checkbox"/> Closer/Shipper <input type="checkbox"/> *Setup Manager <input type="checkbox"/> *These roles cannot be combined <input type="checkbox"/> Exclusionary List
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Cash SMO <input type="checkbox"/> Secondary Analyst <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> Guar. SMO <input type="checkbox"/> Loan Manager <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> Pipeline <input type="checkbox"/> Closer/Shipper <input type="checkbox"/> *Setup Manager <input type="checkbox"/> *These roles cannot be combined <input type="checkbox"/> Exclusionary List
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Cash SMO <input type="checkbox"/> Secondary Analyst <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> Guar. SMO <input type="checkbox"/> Loan Manager <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> Pipeline <input type="checkbox"/> Closer/Shipper <input type="checkbox"/> *Setup Manager <input type="checkbox"/> *These roles cannot be combined <input type="checkbox"/> Exclusionary List

As Seller/Service's authorized officer (VP or higher), I hereby certify and agree that: (i) the employees identified above are Authorized Users in accordance with their assigned user roles; (ii) the employees serving in the roles of Setup Administrator and Setup Manager are and always shall be different employees; (iii) the employee serving in the role of Setup Manager is and always shall be identified in a Certificate of Incumbency, Forms 988SF/989SF, as authorized to give Freddie Mac wire instructions for the transfer of cash or securities in payment for mortgages sold to Freddie Mac; (iv) Seller/Service shall protect the User IDs and passwords used to access the Selling System as required by the Freddie Mac *Single-Family Seller/Service Guide* ("Guide") and page 2 of this Form; (v) capitalized terms not otherwise defined herein shall have the meaning ascribed to such terms in the Guide; and (vi) a fax copy of this Form with a copy or representation of my signature attached thereto shall be as binding, valid and enforceable as a paper original containing my original written signature.

Signature: _____ Title: _____
 Printed Name: _____ Date: _____

Please FAX completed form to: 703-738-1532

Seller/Service's Duty to Safe Guard and Protect Its Access to the Selling System – Seller/Service has a duty to safeguard and protect User IDs, passwords and PIN numbers used hereunder, and to adopt security measures to prevent their loss, theft or unauthorized disclosure or use. Seller/Service must notify Freddie Mac within 24 hours of an employee's termination or deletion as an Authorized User so that Freddie Mac may promptly revoke the employee's access to the Selling System. Seller/Service shall also notify Freddie Mac immediately in the event of any loss, theft or unauthorized disclosure or use of any such User IDs, passwords, PIN numbers or any other access codes. Seller/Service shall also notify Freddie Mac immediately if Seller/Service has reason to believe that: (i) its access to the Selling System is no longer secure; (ii) Seller/Service has had a breach of security in connection with the Selling System; (iii) anyone has made unauthorized use of the Selling System; or (iv) anyone has gained unauthorized access to the Selling System. Seller/Service's use of the Selling System and its duty to safeguard and protect User IDs, passwords and PIN numbers used hereunder shall be governed by the Guide including, without limitation, subsection 1.3(g) of the Guide, the Selling System user guide, and Seller/Service's other Purchase Documents. This Form shall be deemed to be part of Seller/Service's Purchase Documents.

Instructions - The following information is being provided to assist you in completing this Form. The numbers listed below correspond to the specified areas on the attached form. Please make sure the information is legible and correct.

1. **Initial User Setup** – Check this box if you are submitting this form for initial setup.
2. **Add User** – Check this box if you are adding a new user.
3. **Delete User** – Check this box if you are deleting a user.
4. **Modify Information** – Check this box if you are modifying information regarding an existing user. Also, check this box if you are changing the role to which a user has been assigned.
5. **Recertify Information** – Check this box if you are recertifying information for Seller/Service and/or Freddie Mac.
6. **User Roles** – For each user: Place an A in the box next to the user role that needs to be added; place a D in the box next to the user role that needs to be deleted.

Cash SMO (Secondary Marketing Officer) – This role can create Cash contracts and request/accept/reject Cash contract pricing.

Guarantor (Guar.) SMO (Secondary Marketing Officer) – This role will have the ability to take out a Guarantor contract against a Master Commitment.

Pipeline – This role can use the View Settlement Pipeline functionality.

Secondary Analyst – This role can pair-off contracts. They can also allocate and de-allocate loans and request a Seller specific rate sheet or shop for a price.

Loan Manager – This role can create and modify a loan. Members of this group by either importing data or manually entering data can create loans on the system.

Closer/Shipper – This role can enter settlement parameters, designate the Warehouse Lender, execute and clear loan edits, view/print the settlement statement, view funding details and approve/disapprove (validate) proposed certification changes.

Security Wire Assignor – This role can assign/remove security wire transfer instructions used for their guarantor contracts.

Setup Administrator – This role is able to create/edit/delete seller's security wire transfer instructions. ***(THE EMPLOYEE ASSIGNED TO THIS ROLE CANNOT BE THE EMPLOYEE ASSIGNED TO THE ROLE OF SETUP MANAGER)***

Setup Manager – This role approves Security Wire transfer instructions for Guarantor. **The employee assigned to this role must have their name and specimen of their signature on a Certificate of Incumbency and board of directors resolution, certified by the corporate secretary, delivered to and accepted by Freddie Mac, in its sole discretion. (THE EMPLOYEE ASSIGNED TO THIS ROLE CANNOT BE THE EMPLOYEE ASSIGNED TO THE ROLE OF SETUP ADMINISTRATOR)**

Exclusionary List – This role can view the Freddie Mac Exclusionary List.