

As a Uniform Collateral Data Portal® (UCDP®) lender administrator (lender admin) for your organization, use the following checklist to ensure you have the information required to set up your account in the UCDP.

## UCDP Lender Administrator Registration Checklist

<input type="checkbox"/>	<p><b>Step 1: Complete the Registration Form(s) for Each Applicable GSE</b></p> <ul style="list-style-type: none"> <li>■ <b>Freddie Mac Seller/Servicers and Correspondent Lenders:</b> <ul style="list-style-type: none"> <li>□ Refer to Freddie Mac's <a href="#">Getting Registered for the Uniform Collateral Data Portal</a> job aid for details on the steps and forms required to complete Freddie Mac's UCDP registration process.</li> <li>□ The Freddie Mac UCDP Authorization Code, which is required to complete registration, is provided in an email from no_reply@FreddieMac.com with the subject line "Welcome to the Uniform Collateral Data Portal."</li> </ul> </li> <li>■ <b>Fannie Mae Seller Servicers and Non-Seller Servicers:</b> <ul style="list-style-type: none"> <li>□ Refer to Fannie Mae's <a href="#">Getting Registered for UCDP</a> job aid for details on the steps and forms required to obtain your credentials from Fannie Mae.</li> <li>□ Existing Seller Servicers can use their current Fannie Mae User ID. New users, including non-Seller Servicers, receive their Fannie Mae User ID in an email from Fannie_Mae_Technology_Administration@FannieMae.com with the subject line "Fannie Mae New User ID Confirmation."</li> </ul> </li> <li>■ Save Your GSE Registration Email(s) until you receive your UCDP registration URL in Step 3.</li> </ul>
<input type="checkbox"/>	<p><b>Step 2: Complete the UCDP Setup Form</b></p> <ul style="list-style-type: none"> <li>■ Refer to this joint GSE form at <a href="http://gse.veros.com/onlineform/">gse.veros.com/onlineform/</a> to facilitate the setup of your company with the UCDP.</li> <li>■ Once the form is completed and submitted to Veros, the technology vendor supporting the UCDP, the primary lender administrator receives an online confirmation.</li> <li>■ This form should only be submitted once by each Seller or Correspondent Lender.</li> </ul>
<input type="checkbox"/>	<p><b>Step 3: Locate Your UCDP Registration URL</b></p> <ul style="list-style-type: none"> <li>■ Your unique UCDP registration URL is located in an email from ucdp-noreply@veros.com.</li> <li>■ If you <u>are</u> the first lender admin registering from your company and have not received this email, follow the instructions in the applicable GSE job aid(s) referenced in Step 1. If you <u>are not</u> the first lender admin and have not received this email, ensure an existing lender admin has added you as a new lender admin within the UCDP.</li> </ul>
<input type="checkbox"/>	<p><b>Step 4: Complete Your UCDP Registration</b></p> <ul style="list-style-type: none"> <li>■ Once you have completed these steps, click on your unique registration URL obtained in Step 3 and complete your UCDP registration.</li> <li>■ Refer to <a href="#">Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- Lender Admin Registration</a> for step-by-step instructions.</li> </ul>