

To access and use the Uniform Collateral Data Portal (UCDP<sup>®</sup>) to submit appraisal data files to Freddie Mac, your organization must first set up a UCDP account profile directly with Freddie Mac. To create your account profile, you must designate an individual from your organization to serve as your primary lender administrator, and then complete the UCDP registration process for access to the portal.

The primary lender administrator is responsible for:

- Establishing access to the UCDP for the lender, confirming a relationship to Freddie Mac, and setting up their organization's profile.
- Adding and managing additional users, including the setup of other lender administrators in the organization for the ongoing maintenance of UCDP access.
- Authorizing lender agents to submit appraisals to the UCDP on behalf of the lender's organization.

**Please note:** If your organization delivers loans to both Freddie Mac and Fannie Mae (the GSEs), the primary lender administrator must be the same individual for both GSEs. Fannie Mae has a separate registration process. For more information on their process, visit [www.eFannieMae.com](http://www.eFannieMae.com).

## ***Freddie Mac UCDP Registration Steps***

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### **1. Identify your Primary Freddie Mac Seller/Servicer Number or Third-Party Originator Number**

- **If you are a Freddie Mac Approved Seller:**
  - Have your primary Freddie Mac Seller/Servicer Number available.
- **If you are a Correspondent Lender:**
  - Have the name of your sponsoring lender available. You only need to identify one sponsoring lender.
  - Have your Freddie Mac assigned Third-Party Originator (TPO) Number available.
    - If you have not been assigned a TPO Number, a TPO Number will be assigned to you as part of the Freddie Mac registration process. You will receive an email with your assigned TPO Number in 3-5 business days, which will also begin the UCDP processing times described below.

### **2. Identify Your Primary Lender Administrator**

Determine the primary lender administrator for your organization. Note: If your organization delivers loans to both Freddie Mac and Fannie Mae, the primary lender administrator must be the same individual for both GSEs.

### 3. Register the Primary Lender Administrator with Freddie Mac

Using the primary lender administrator you have identified in Step #2 and your primary Seller/Servicer or TPO Number (and sponsoring lender name) identified in Step #1, complete and submit Freddie Mac's [Uniform Collateral Data Portal Authorization Request Form](#).

### 4. Complete the UCDP Setup Form

- The UCDP Setup Form is a joint GSE form and should only be submitted once by the Seller or correspondent lender. This form provides Veros Real Estate Solutions, the technology vendor supporting the UCDP, information to facilitate the setup of your organization within the UCDP and ensures that only one account is created for each organization.
- Complete the UCDP Setup Form at [gse.veros.com/onlineform/](http://gse.veros.com/onlineform/). Your primary Seller/Servicer or TPO Number identified in Step #1 is required on this form.

### 5. Receive Your Freddie Mac UCDP Authorization Code

- The primary lender administrator will receive the Freddie Mac UCDP Authorization Code in the UCDP welcome email from [no\\_reply@freddiemac.com](mailto:no_reply@freddiemac.com) with the subject line "Welcome to the Uniform Collateral Data Portal."

The primary lender administrator will receive a Freddie Mac welcome email within 5 business days of completion of the Freddie Mac registration form (Step #3). If your organization does not yet have a TPO Number, the primary lender administrator will receive a Freddie Mac welcome email within 5 business days of the assignment of your TPO Number.

- The lender administrator will be required to provide the Freddie Mac UCDP Authorization Code and primary Freddie Mac Seller/Servicer or TPO Number, identified in Step #1, when completing the UCDP registration process (Step #6).

### 6. Register for the UCDP

- The UCDP registration process will be initiated by an invitation email the primary lender administrator will receive from [ucdp-noreply@veros.com](mailto:ucdp-noreply@veros.com) containing a unique registration URL. The primary lender administrator should receive this within 1-2 business days of the welcome email from Freddie Mac. From this email, click on the URL provided and continue the UCDP self-registration process.
- Refer to the [Uniform Collateral Data Portal Reference Series for the Lender Admin: Series 1 – Lender Admin Registration](#) to continue your registration process.

## ***Adding and Removing Lender Administrators***

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An existing UCDP lender administrator for your organization can add or remove lender administrators from your organization's UCDP account profile. All lender administrator(s) must be authorized by Freddie Mac and complete the registration process in order to access the UCDP.

Important Reminders:

- General users do not require this Freddie Mac authorization and may be set up within the UCDP directly by a lender administrator for your organization.
- The UCDP Setup Form is a joint GSE form and should only be submitted once by the Seller or correspondent lender. This form is not needed when registering additional (or backup) lender administrators.
- After completing the request to add or remove a lender administrator, be sure to add or permanently delete the lender administrator within the UCDP.

## Add Lender Administrator

Once your organization's UCDP account profile is set up, for business continuity we recommend that you consider adding additional (or backup) lender administrators. To add a lender administrator, complete the following steps:

### 1. Identify Additional Lender Administrator(s)

### 2. Complete Freddie Mac's Add or Remove Lender Administrator Account Request Form

- Select the Add Lender Administrator button at [FreddieMac.com/sell/secmktg/ucdp\\_add-remove\\_lender\\_form.html](http://FreddieMac.com/sell/secmktg/ucdp_add-remove_lender_form.html).
- Please note: the new lender administrator will:
  - Receive the Freddie Mac UCDP Authorization Code in the UCDP welcome email from no\_reply@freddiemac.com with the subject line "Welcome to the Uniform Collateral Data Portal." Each lender administrator will receive a unique authorization code which cannot be shared.
  - Be required to provide the Freddie Mac UCDP Authorization Code and primary Freddie Mac Seller/Servicer or TPO Number when completing the UCDP registration process.

### 3. Add a User in the UCDP with the "Create User" or "Invite User" Options

- An existing UCDP lender administrator for your organization must add the new lender administrator to your organization's UCDP account profile in the portal. Login to the UCDP at [www.uniformdataportal.com](http://www.uniformdataportal.com) to create an account for the same additional lender administrator.
- Refer to the [\*Uniform Collateral Data Portal Reference Series for the Lender Admin: Series 3 – Managing Lenders\*](#) for details on adding a user.
- Please note: the new lender administrator receives an invitation email from ucdp-noreply@veros.com containing a unique registration URL. From this email, the new lender administrator should click on the URL provided to continue their UCDP self-registration process.

## Remove Lender Administrator

To remove a lender administrator, complete the following steps:

### 1. Complete Freddie Mac's Add or Remove Lender Administrator Account Request Form

- Select the Remove Lender Administrator button at [FreddieMac.com/sell/secmktg/ucdp\\_add-remove\\_lender\\_form.html](http://FreddieMac.com/sell/secmktg/ucdp_add-remove_lender_form.html).

Please ensure another lender administrator exists for your organization before completing this process. The removal request will be processed within 3-5 business days. Once your request is processed, the lender administrator in this removal request will be unable to access the UCDP.

## 2. Remove a User in the UCDP

In order to completely remove this individual, you must remove the individual from the lender administrator screen titled *Administration – Users* in the UCDP. Login to the UCDP at [www.uniformdataportal.com](http://www.uniformdataportal.com) to permanently delete a suspended user from the UCDP.

Refer to the [Uniform Collateral Data Portal Reference Series for the Lender Admin: Series 3 – Managing Lenders](#) to suspend and permanently delete a user.

## ***Registering for the UCDP as Lender Agent***

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Lender agents are third-party entities (such as appraisal management companies [AMCs] or outsource providers) that can upload appraisals on the lender's behalf to the UCDP. Lender agents must complete the [UCDP Lender Agent Registration Form](#) to request a UCDP account and appear on the lender agent list in the UCDP. The lender agent list allows lenders to identify and authorize lender agents to upload appraisals to the UCDP. Each lender agent is required to register with both Freddie Mac and Fannie Mae because the lender agent list is common to the GSEs.

Review the following information before completing the lender agent registration form:

- The same form is available on both the FreddieMac.com and eFannieMae.com websites. Each company should complete only one UCDP lender agent registration form on one of the GSEs' websites. Separate forms are NOT needed for each GSE or for each lender.
- Submitting this form on either [FreddieMac.com](http://FreddieMac.com) or [eFannieMae.com](http://eFannieMae.com) initiates a registration request to both GSEs.
- After Freddie Mac or Fannie Mae receives and processes the registration request, the Freddie Mac UCDP lender agent registration is complete. Every lender agent will receive an email from Fannie Mae with additional instructions on completing the Fannie Mae UCDP lender agent registration process.

## ***Additional Assistance***

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For additional assistance, please refer to the following resources:

- [Uniform Collateral Data Portal Reference Series for the Lender Admin](#)
- The UCDP Support Center at 1-800-917-9291
- [Freddie Mac's UCDP Web page](#)