

Selling System® Authorized User Identification and Certification Form (Please see instructions for completing this form on page 2)

Seller Name: _____		Seller/Service #: _____			
<p>This form must be signed by a vice president (or higher ranking officer) who is authorized by the Seller to: (i) identify employees authorized by the Seller to use the Selling System® (“Authorized Users”) and to assign such employees the user roles below (“User Roles”), (ii) receive the Authorized Users’ identification codes (“User IDs”) and passwords from Freddie Mac, and (iii) assign, remove or change Authorized User(s) or User Role(s) by submitting a new Form 900 in accordance with the Guide, as amended from time to time, and Seller’s other Purchase Documents.</p>					
Officer’s Name:		Title (VP or higher):			
Address:					
City/State/Zip:					
Phone Number: ()		Fax Number: ()	E-mail Address:		
Add/Modify User	Delete User	Authorized User Names and E-mail Addresses: <i>(Attach additional forms if necessary.)</i>	PIN: Birthdate of the Individual User Month & Day Only <i>(e.g. January 12 = 0112)</i>	User Role(s): Place A or D in appropriate boxes. A=Add user role D=Delete user role <i>*NOTE: The Setup Administrator and Setup Manager roles for Guarantor/Multilender must be assigned to different employees</i>	
				General Roles <i>For both Cash and Guarantor Deliveries</i>	Execution-Specific Roles <i>See instructions for assigning these roles</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name:	□□□□	<input type="checkbox"/> Closer/Shipper <input type="checkbox"/> Exclusionary List <input type="checkbox"/> Loan Manager <input type="checkbox"/> Pipeline Manager <input type="checkbox"/> Secondary Analyst	Cash <input type="checkbox"/> Cash SMO <hr/> Guarantor/Multilender <input type="checkbox"/> Guarantor Rate Sheet <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager
		E-mail:			
		Phone:			
<input type="checkbox"/>	<input type="checkbox"/>	Name:	□□□□	<input type="checkbox"/> Closer/Shipper <input type="checkbox"/> Exclusionary List <input type="checkbox"/> Loan Manager <input type="checkbox"/> Pipeline Manager <input type="checkbox"/> Secondary Analyst	Cash <input type="checkbox"/> Cash SMO <hr/> Guarantor/Multilender <input type="checkbox"/> Guarantor Rate Sheet <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager
		E-mail:			
		Phone:			
<input type="checkbox"/>	<input type="checkbox"/>	Name:	□□□□	<input type="checkbox"/> Closer/Shipper <input type="checkbox"/> Exclusionary List <input type="checkbox"/> Loan Manager <input type="checkbox"/> Pipeline Manager <input type="checkbox"/> Secondary Analyst	Cash <input type="checkbox"/> Cash SMO <hr/> Guarantor/Multilender <input type="checkbox"/> Guarantor Rate Sheet <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager
		E-mail:			
		Phone:			

GUARANTOR ROLES /MULTILENDER:

- **Guarantor Rate Sheet** – This role can view and export the Seller’s Guarantor and MultiLender pricing components, including Eligibilities, Business Arrangement Stipulations, Buy Up and Buy Down ratios and Credit Fees.
- **Guarantor SMO (Secondary Marketing Officer)** – This role can take out Guarantor or MultiLender contracts under an applicable Pricing Identifier, view funding details and approve/disapprove (validate) proposed certification changes.
- **Setup Administrator** – This role can create, edit and delete the Seller’s security wire transfer instructions. (The employee assigned to this role may not have the role of Setup Manager.)
- **Setup Manager** – This role approves or rejects Security Wire transfer instructions for Guarantor or MultiLender contracts. The name and signature of the employee assigned to this role must appear on the Form 988SF Certificate of Incumbency and board of director’s resolution. (The employee assigned to this role may not have the role of Setup Administrator.)
- **Security Wire Assignor** – This role can select, assign, and remove security wire transfer instructions for Guarantor or MultiLender contracts.

Get Started Checklist: <http://www.freddie.mac.com/singlefamily/doingbusiness/checklist.html>