

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

<b>Seller Name:</b>	<b>Seller/Service #:</b>
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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 I w f g o t " c u " amended from time to time, and Seller's other Purchase Documents.

<b>Officer's Name:</b>	<b>Title (VP or higher):</b>	
<b>Address:</b>		
<b>City/State/Zip:</b>		
<b>Phone Number:</b> ( )	<b>Fax Number:</b> ( )	<b>E-mail Address:</b>

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: E-mail: Phone:	□□□□	<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	<b>Cash</b> <input type="checkbox"/> Cash SMO <hr/> <b>Guarantor/Multilender</b> <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor
<input type="checkbox"/>	<input type="checkbox"/>	Name: E-mail: Phone:	□□□□	<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	<b>Cash</b> <input type="checkbox"/> Cash SMO <hr/> <b>Guarantor/Multilender</b> <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor
<input type="checkbox"/>	<input type="checkbox"/>	Name: E-mail: Phone:	□□□□	<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	<b>Cash</b> <input type="checkbox"/> Cash SMO <hr/> <b>Guarantor/Multilender</b> <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> Security Wire Assignor

As Seller's authorized officer, I hereby certify and agree that: (i) the employees identified above are authorized to use the Selling System in the User Roles to which each has been assigned; (ii) I have assigned such employees by placing the letters, as required by Freddie Mac, in the applicable User Role(s) box(es) adjacent to each such employees' names above; (iii) the employees serving in the roles of Setup Administrator and Setup Manager are and always shall be different employees; (iv) 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; (v) Seller shall protect the User IDs and passwords used to access the Selling System as required by the Guide and this Form 900, including all pages hereof. " c p f " y k j " c m i t g s v k g o g p u l p ' j k u H q t o " ; 2 2 " c p f " U g e v k q p u 4 6 2 3 0 8 ' c p f " 4 6 2 4 0 8 ' q h ' y j g T w k f g ' c p f " j g ' U g n g t a u ' q v j g t R w t e j c u g F q e w o g p u e x k e ' e c r k e r k f g f ' g t o u ' p q v q j g t y k u g ' f g h p g f ' j g t g l p ' u j c m j c x g ' y j g ' o g c p l p i " c u e t l d g f " v q ' u w e j ' g t o u ' g n g y j g t g ' l p ' j g T w k f g ' c p f " j g ' g x g p v q h ' c ' e q p h r e v d g y g g p ' c ' e c r k e r k f g f ' g t o ' f g h p g f ' j g t g l p ' c p f ' j g ' u c o g ' g t o ' f g h p g f ' l p ' U g e v k q p ' 4 6 2 3 0 8 ' q h ' y j g I w k f g . y j g ' o g c p l p i " u g v h q t v ' l p ' U g e v k q p ' 4 6 2 3 0 8 ' u j c m i t g x c h r c p f " x k k e t g e g k r v q h ' c p " g n g e v q p l e ' q t ' r c r g t ' e q r { ' q h ' y j k u H q t o " ; 2 2 . y k j ' c ' e q r { ' q t ' g r t g u g p v c l q p ' q h ' o { ' u k i p c w t g c w c e j g f ' y j g t g v q ' q t " c u u q e l e v g f ' y j g t g y k j . " k u ' c u ' x c r k f . g h t g e v k g ' c p f " g p h q t e g c d n g ' c u H g f f l g ' O c e a t ' g e g k r v q h ' c ' r c r g t ' H q t o " ; 2 2 " e q p v c l p k p i " o { ' q t k i l p c r i f y t k w g p ' u k i p c w t g o

<b>Signature:</b> _____	<b>Title:</b> _____
<b>Printed Name:</b> _____	<b>Date:</b> _____

Please fax the completed form to: 703-738-1532, or e-fax to [pe\\_customer\\_setup@freddiemac.com](mailto:pe_customer_setup@freddiemac.com)

**INSTRUCTIONS:** The following information is provided to assist you in completing Form 900. The definitions below correspond to the specified areas on the attached form. Please make sure the information is legible and correct.

- Each General User Role must be assigned for you to enjoy the many functional aspects of the Selling System.
- You must assign the Cash SMO role if you sell Mortgages to Freddie Mac under the Cash program.
- Each Guarantor User Role must be assigned if you sell Mortgages to Freddie Mac under the Guarantor or MultiLender programs. Do not assign Guarantor User Roles if you do not have a Master Commitment contract with Freddie Mac with the Guarantor provision.
- Assign the birthdate (MMDD) of the individual Authorized User as that user's PIN. Do not assign the same PIN to any other user. A user who requests a password reset from 800-Freddie must be able to provide his or her PIN, or risk being locked-out of the Selling System.

**Add/Modify User** – Check this box if you are adding a new user or modifying an existing user role

**Delete User** – Check this box if you are deleting a user

**User Roles** – 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**.

The following is an example for completing these sections:

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 (e.g. January 12 = 0112)	User Role(s): Place A or D in appropriate boxes. A=Add user role      D=Delete user role <i>*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 checked="" type="checkbox"/> Sample	<input type="checkbox"/> Sample	Name: Jane User E-mail: Sample@sample.com Phone: : 212-555-1234	0 1 1 2	<input type="checkbox"/> Closer/Shipper <input type="checkbox"/> Exclusionary List <input checked="" type="checkbox"/> Loan Manager <input type="checkbox"/> Pipeline Manager <input type="checkbox"/> Secondary Analyst	<b>Cash</b> <input checked="" type="checkbox"/> Cash SMO <hr/> <b>Guarantor/Multilender</b> <input type="checkbox"/> Guarantor SMO <input type="checkbox"/> *Setup Administrator <input type="checkbox"/> *Setup Manager <input type="checkbox"/> Security Wire Assignor

**GENERAL ROLES:**

- **Closer/Shipper** – This role can review certification issues, view evaluation issues, clear loan edits/evaluate loans, enter settlement details, create/view certification forms, view settlement statements, search for loans, search for contracts, and designate a warehouse lender.
- **Exclusionary List** – This role can view the Freddie Mac Exclusionary List.
- **Loan Manager** – This role can create and modify a loan. Members of this group can create loans in the Selling System by either importing data or manually entering data.
- **Pipeline Manager** – This role can view the contract Pipeline or the Loan Pipeline.
- **Secondary Analyst** – This role can pair-off contracts, and allocate, de-allocate, and price loans against a contract.

**CASH ROLE:**

- **Cash SMO (Secondary Marketing Officer)** – This role can create cash contracts, request, accept, or reject cash contract pricing and view the Freddie Mac Exclusionary List

**GUARANTOR ROLES /MULTILENDER:**

- **Guarantor SMO (Secondary Marketing Officer)** – This role can take out a Guarantor or MultiLender contracts against a Master Commitment contract, 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.freddiemac.com/singlefamily/doingbusiness/checklist.html>