

FORM 906 Guidelines

- Form 906 must be executed by a Vice President or higher ranking officer.
- If this form requests all Seller/Service numbers under the legal entity (Box Number 1) be provided for user access, the Seller/Service acknowledges and agrees that Freddie Mac is providing the Seller/Service numbers without full confirmation from Seller/Service. It is the Seller/Service's responsibility to review the Seller/Service numbers list and advise Freddie Mac if the Seller/Service number list is incomplete by contacting RW_Ops@freddiemac.com.
- The Seller/Service must select, assign and authorize at least one User Role for each Authorized User (e.g., Seller Read-Only User Role and/or Service Read-Only User Role).
- If an approved Administrator requires User Role access, the Administrator must also be listed as an Authorized User, including selecting and assigning the appropriate User Role(s).
- Designate the user's birth date (MMDD) as the user's PIN. (The PIN will be necessary for password reset from 800-FREDDIE.)
- If an Authorized User does not log in and use LCVA for a 90-day period, the user's access may, without notice, be deactivated.
- A user's e-mail address must be a Seller/Service assigned business e-mail address. (Yahoo®, Google®, Hotmail, or other social media or personal e-mail addresses are not acceptable.)
- An Authorized User's Authentication Credential is assigned solely for that Authorized User's use. Authentication Credentials must never be shared with anyone other than to the Authorized User with whom they are associated.
- "Add" means adding an Authorized User by checking the applicable box.
- "Modify" means modifying an Authorized User's information (role, name, title/position) by checking the modify box and the applicable reason box.
- "Delete" means deleting and removing an Authorized User by checking the delete box and the applicable reason box.

DEFINED TERMS:

All terms that are capitalized but not defined on this Form 906 have the meanings ascribed to them in Sections 2101.1 and 2402.5.