Servicing Agent's Name:	
Servicing Agent's Freddie Mac Servicer Number:	
Freddie Mac Servicer Name:	
Freddie Mac Servicer Number:	

This Freddie Mac Service Loans Application Authorized User Roles Form ("Form 902SA") and any Addendum to the Freddie Mac Service Loans Application Authorized User Roles Form, attached hereto ("Form 902ASA") (individually or collectively, "User Roles Form") identify Servicing Agent's employees that have been: (i) authorized by Servicing Agent to use the Service Loans application ("Authorized Users") and (ii) assigned to the user roles described herein ("User Roles") to perform the servicing activities associated with such User Roles. By virtue of Servicing Agent's submission of a User Roles Form to Freddie Mac, executed by Servicing Agent's authorized officer, Servicing Agent is certifying, representing and warranting to Freddie Mac that the Authorized User(s) assigned to the User Role(s) set forth herein, are authorized by Servicing Agent to perform the Servicing activities associated with such User Role(s). Servicing Agent must submit a new User Roles Form to assign, delete or change Authorized User(s) or User Role(s).

External Servicing Administrator Name:	
Address:	
City/State/Zip:	
Phone Number:	**Fax Number:**
E-mail address (mandatory):	**4 Digit PIN:** ☐☐☐☐

Add/ Change User	Delete User	Assigned Authorized User(s) Enter Name(s), E-mail Address(es), Phone Number(s) and PIN(s):	Assigned Authorized User Roles Mark or check applicable boxes below to assign Authorized Users to User Roles:	
☐	☐	**Name**: **E-mail**: **Phone**: **4 Digit PIN:** ☐☐☐☐	☐ Map Bulk File Analyst ☐ Loan Activity Analyst ☐ FCL – Specialist ☐ FCL – Specialist (Read Only) ☐ Default Loan Activity Analyst	☐ Portfolio Transfer Analyst ☐ FCL_DIL Analyst ☐ Exclusionary List Analyst ☐ Workout – Specialist ☐ Workout – Specialist (Read Only) ☐ Read Only Analyst
☐	☐	**Name**: **E-mail**: **Phone**: **4 Digit PIN:** ☐☐☐☐	☐ Map Bulk File Analyst ☐ Loan Activity Analyst ☐ FCL – Specialist ☐ FCL – Specialist (Read Only) ☐ Default Loan Activity Analyst	☐ Portfolio Transfer Analyst ☐ FCL_DIL Analyst ☐ Exclusionary List Analyst ☐ Workout – Specialist ☐ Workout – Specialist (Read Only) ☐ Read Only Analyst
☐	☐	**Name**: **E-mail**: **Phone**: **4 Digit PIN:** ☐☐☐☐	☐ Map Bulk File Analyst ☐ Loan Activity Analyst ☐ FCL – Specialist ☐ FCL – Specialist (Read Only) ☐ Default Loan Activity Analyst	☐ Portfolio Transfer Analyst ☐ FCL_DIL Analyst ☐ Exclusionary List Analyst ☐ Workout – Specialist ☐ Workout – Specialist (Read Only) ☐ Read Only Analyst
☐	☐	**Name**: **E-mail**: **Phone**: **4 Digit PIN:** ☐☐☐☐	☐ Map Bulk File Analyst ☐ Loan Activity Analyst ☐ FCL – Specialist ☐ FCL – Specialist (Read Only) ☐ Default Loan Activity Analyst	☐ Portfolio Transfer Analyst ☐ FCL_DIL Analyst ☐ Exclusionary List Analyst ☐ Workout – Specialist ☐ Workout – Specialist (Read Only) ☐ Read Only Analyst

As an officer of the Servicing Agent, I hereby certify, represent and warrant to Freddie Mac and agree that: (i) I am authorized to assign the Servicing Agent's employees named above to the User Role(s) above; (ii) the employees assigned by me to User Role(s) are authorized to perform the activities associated with such User Role(s); (iii) I have assigned the employees by marking or checking the applicable User Role(s) box(es) adjacent to such employees' names above; (iv) this User Roles Form is part of the above named Servicer's "Purchase Documents" as that term is defined in the Freddie Mac Single-Family Seller/Servicer Guide (the "Guide"); (v) capitalized terms not defined herein have the meaning ascribed to such terms in the Guide; and (vi) receipt of an electronic or paper copy of this Form 902SA by Freddie Mac, with a copy or representation of my written signature attached thereto or associated therewith, is as valid, enforceable and effective as receipt of a paper Form 902SA by Freddie Mac executed by me in writing.

Servicing Agent's Vice President or higher ranking officer must execute this Form 902SA and any attached Form 902ASA.

Authorized Signature:

Printed Name:

Title:

Date:

Please e-FAX the completed form to: 571-382-4940, or e-mail to Servicing_Loans_application@freddiemac.com

REQUIREMENTS FOR MANAGING ACCESS TO FREDDIE MAC SERVICE LOANS APPLICATION
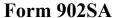
Servicing Agent shall:

- Safeguard User IDs, passwords, PINs and all other confidential means of access ("Confidential Means of Access") to the Service Loans application.
- Adopt and implement minimum security standards to prevent the loss, theft or unauthorized disclosure or use of User IDs, passwords, PINs or other Confidential Means of Access and information in the Service Loans application.
- Notify Freddie Mac within one Business Day, by E-FAX or e-mail to Freddie Mac, at the FAX number or mailbox shown on this form, in the event:

  (i)   an Authorized User's: (A) name changes, (B) position/title changes, (C) employment is terminated, or (D) authorization expires or terminates;

  (ii)   of any loss, theft or unauthorized disclosure or use of any Authorized User's User ID, password, PIN or other Confidential Means of Access;

  (iii)   Servicing Agent has knowledge or reason to believe that an Authorized User's Confidential Means of Access to the Service Loans application is no longer secure for any reason; and/or

  (iv)   The Servicing Agent's contract with the Servicer identified in this Form 902SA expires or is terminated for any reason by either party.

- Indemnify and hold Freddie Mac harmless from and against any and all costs, fees (including legal fees and court costs), losses or damages sustained or incurred by Freddie Mac resulting from Servicing Agent's breach of security resulting in the unauthorized disclosure or use of any User IDs, passwords, PINs or any other Confidential Means of Access to or information in the Service Loans application.

INSTRUCTIONS AND REQUIREMENTS FOR ASSIGNING EMPLOYEES TO USER ROLES:

- This User Roles Form must be executed by Servicing Agent's Vice President or higher ranking officer who is authorized to assign, delete or change Authorized Users or User Role(s).
- Servicing Agent's Authorized Users may be assigned to act in multiple User Roles.
- In order to have access to the various functional aspects of the Service Loans application, Servicing Agent must assign at least one Authorized User to each User Role.
- Assign the birth date (MMDD) of the Authorized User as his/her PIN. (Do not assign the same PIN to different Authorized Users.) An Authorized User who requests a password reset from 800-FREDDIE must be able to provide his/her PIN, or risk being locked out of the Service Loans application.
- If an Authorized User does not log in and use the Service Loans application during any 90 day period, such Authorized User may be deactivated by Freddie Mac, in its sole discretion without notice to Servicing Agent.
- Complete, execute and attach Form 902ASA to this Form 902SA to add Authorized Users.

The following is an example for completing the User Role assignment sections on this form:

Add/ Change User	Delete User	Assigned Authorized User(s) Enter Name(s), Email Address(es), Phone Number(s) and PIN(s):	Authorized User Roles Mark or Check applicable boxes to assign Authorized User(s) to User Role(s):

☒ Sample	☐ Sample	**Name**: Chris Sample
		 E-mail: Chris_Sample@abcbank.com
		 Phone: 222-555-1212
		 4-Digit PIN: ☐☐☐☐
		 0704= Birth Date (e.g. July 4th = 0704)
			☐ Map Bulk File Analyst ☐ Portfolio Transfer Analyst
			 ☐ Loan Activity Analyst ☐ FCL_DIL Analyst
			 ☐ FCL – Specialist ☐ Exclusionary List Analyst
			 ☐ FCL – Specialist ☐ Workout – Specialist
			    (Read Only) ☐ Workout – Specialist
			 ☐ Default Loan Activity (Read Only)
			    Analyst ☐ Read Only Analyst

Description of User Roles and User Role Activities:

User Roles	User Roles Activities
External Servicing Administrator	• Submits User Roles Form, signed by Servicing Agent's Vice President, or higher ranking officer, which assigns, deletes or changes Authorized Users • Serves as primary contact with Freddie Mac for resolving user setup issues • Assists Servicing Agent's Vice President, or higher ranking officer, with receipt and distribution of User IDs to Authorized Users • NOTE: This role will be assigned by Freddie Mac to the individual identified on the first page of this form as the Servicing Agent's Contact
Loan Activity Analyst	• Enters, imports and/or submits Performing, Single Loan Activity (Loan Level/Investor Reporting) • Retrieves, views and prints activity reports
Default Loan Activity Analyst	• Enters, imports and/or submits Default Loan Activity (EDR Reporting) • Retrieves, views and prints activity reports
FCL_DIL Analyst (Foreclosure/Deed-in-lieu Analyst)	• Enters, imports and/or submits Foreclosure Sale or Deed-in-Lieu activity • Retrieves, views and prints activity reports
Portfolio Transfer Analyst	• Enters or imports Portfolio Transfer Requests/Transfer of Servicing (Subsequent Transfer of Servicing)/Intra-Servicer Portfolio Move Request • Retrieves, views and prints activity reports
Map Bulk File Analyst	• Maps bulk file (Creates custom file)
Exclusionary List Analyst	• Has read-only access to the Freddie Mac Exclusionary List
Workout – Specialist	• Submit a request, view and search for Minimum Net Proceeds (MNP) and Estimated Market Value (EMV)
Workout – Specialist (Read Only)	• View and search for Minimum Net Proceeds (MNP) and Estimated Market Value (EMV)
FCL – Specialist	• Submit a request for, view and search for credit bids
FCL – Specialist (Read Only)	• View and search for credit bids
Read Only Analyst	• Retrieves, views and prints activity reports