



Selling System
 User IDs and Roles Form
 Third Party Note Custodians

Company Name: _____ **Custodian #** _____
Freddie Mac Seller/Service Name: _____ **Seller/Service #** _____

Please provide the name and address of the authorized employee who should receive all of your users' IDs and passwords. This employee will also be responsible for identifying other authorized employees as users (and their roles) and adding and deleting employees as users when changes are necessary.

Contact Name:	
Title:	
Address:	
City/State/Zip:	
Tax County:	
Phone:	
Fax:	
Email:	

Add/Modify	Delete	USER NAMES AND EMAIL ADDRESSES: <i>(Attach additional sheets if necessary.)</i>	PIN birthdate <i>(e.g. July 4th = 0704)</i>	User Role(s): Please see instructions for more information on the User Roles.
<input checked="" type="checkbox"/> Sample	<input type="checkbox"/> Sample	Name: Chris Sample Email: Sample@sample.com Phone: 212-555-1234	0 7 0 4	<input checked="" type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr

The undersigned authorized employee of the Note Custodian (Company) hereby authorizes the employees listed above to have access to Freddie Mac's Enterprise Cash System in accordance with the selected user roles above. The undersigned also agrees that the Company shall be responsible for safeguarding the access to the Enterprise Cash System. In addition, the undersigned agrees that a facsimile copy of this signed form received by Freddie Mac shall be deemed to be an original and shall bind the Note Custodian as if Freddie Mac had received the original signed paper form.

Authorized Signature: _____ **Please Print Name:** _____
Title: _____ **Date:** _____

Please FAX completed form to: Project Enterprise Sales, at 703-738-1532.



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Note Custodian's Responsibility for Management of Access to the Enterprise Cash System – The Company shall be responsible for safeguarding passwords and PIN numbers, and for adopting security measures to prevent their loss, theft or unauthorized disclosure or use. The Company must notify Freddie Mac within 48 hours of an employee's termination in order to promptly revoke the employee's password. The Company shall also notify Freddie Mac immediately in the event of any loss, theft or unauthorized disclosure or use of Note Custodian's employee's User IDs, passwords, PIN numbers or other access codes. The Company shall also notify Freddie Mac immediately if there is reason to believe that its access to the Enterprise Cash System is no longer secure for any reason. The Company shall be responsible for any liability, loss, or damage resulting from the Company's breach of security or any and all unauthorized use of or access to the Enterprise Cash System.

Instructions

The following information is being provided to assist you in completing the attached Enterprise Cash User ID Form. The numbers listed below correspond to the specified areas on the attached form. To avoid delays and errors please ensure information is legible.

1. **Add/Modify** – Check this box if you are adding a new user or modifying an existing user. Also check this box if you are changing which user roles a user is assigned.
2. **Delete** – Check this box if you are deleting a current user.
3. **User Roles** – For each user: 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.

Custodian – Members in this group are 3rd party custodians and can certify notes (including propose changes) and batch certify.

Certification Manager – Members of this group will have the ability and authorization to Un-Certify a Loan.