



The Selling System

User IDs and Roles Form

Seller/ Servicer & Self Custodian

Freddie Mac Seller/Servicer Name: _____ **Seller/Servicer #** _____

Other Seller/Servicer #s _____

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): <small>Please see instructions for more information on the User Roles.</small>
<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"/> Full Access <i>(All Selling System Functions)</i> <input type="checkbox"/> Delivery Access <i>(Cannot take out contracts)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Full Access <input type="checkbox"/> Delivery Access
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Full Access <input type="checkbox"/> Delivery Access
<input type="checkbox"/>	<input type="checkbox"/>	Name: Email: Phone:	□ □ □ □	<input type="checkbox"/> Custodian <input type="checkbox"/> External Certification Mgr <small>Please note that the Custodian user role should be the only role assigned to the individual(s) responsible for note certification.</small>

The undersigned authorized employee of the Seller/Servicer hereby authorizes the employees listed above to have access to Freddie Mac's Selling System in accordance with the selected user roles above. The undersigned also agrees that Seller/Servicer shall be responsible for safeguarding the access to the Freddie Mac Selling System as set forth in Section 1.3(g) of the Freddie Mac Seller/Servicer Guide. 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 Seller/Servicer 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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Seller/Servicer's Responsibility for Management of Access to the Freddie Mac Selling System –

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

Instructions

The following information is being provided to assist you in completing the attached Selling System 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 **X** in the box next to the user role that needs to be added or deleted.

Full Access – Members of this group can Take Out Contracts, Request Price Sheet, Pair-Off Contracts, Create and Modify Loans, View Settlement Forms and Statements, and View Pipeline.

Delivery Access – Members of this group *cannot* Take Out Contracts, but have all other User Rights of Full Access.

Custodian – Members in this group can certify notes (including propose changes) and batch certify.

External Certification Mgr – Members of this group will have the ability and authorization to Un-certify a Loan.