

As a Uniform Collateral Data Portal® (UCDP®) lender administrator (lender admin) for your organization, use the following checklist to ensure you have the information required to set up your account in the UCDP.

UCDP Lender Administrator Registration Checklist

Step 1: Complete the Registration Form(s) for Each Applicable GSE

■ Freddie Mac Seller/Servicers and Correspondent Lenders:

- Refer to Freddie Mac's [Getting Registered for the Uniform Collateral Data Portal](#) job aid for details on the steps and forms required to complete Freddie Mac's UCDP registration process.
- The Freddie Mac UCDP Authorization Code, which is required to complete registration, is provided in an email from no_reply@FreddieMac.com with the subject line "Welcome to the Uniform Collateral Data Portal."

■ Fannie Mae Seller Servicers and Non-Seller Servicers:

- Refer to Fannie Mae's [Getting Registered for UCDP](#) job aid for details on the steps and forms required to obtain your credentials from Fannie Mae.
- Existing Seller Servicers can use their current Fannie Mae User ID. New users, including non-Seller Servicers, receive their Fannie Mae User ID in an email from Fannie_Mae_Technology_Administration@FannieMae.com with the subject line "Fannie Mae New User ID Confirmation."

- Save Your GSE Registration Email(s) until you receive your UCDP registration URL in Step 3.

Step 2: Complete the UCDP Setup Form

- Refer to this joint GSE form at <https://gse.veros.com/onlineform/> to facilitate the setup of your company with the UCDP.
- Once the form is completed and submitted to Veros, the technology vendor supporting the UCDP, the primary lender administrator receives an online confirmation.
- This form should only be submitted once by each Seller or Correspondent Lender.

Step 3: Locate Your UCDP Registration URL

- Your unique UCDP registration URL is located in an email from ucdp-noreply@veros.com.
- If you are the first lender admin registering from your company and have not received this email, follow the instructions in the applicable GSE job aid(s) referenced in Step 1. If you are not the first lender admin and have not received this email, ensure an existing lender admin has added you as a new lender admin within the UCDP.

Step 4: Complete Your UCDP Registration

- Once you have completed these steps, click on your unique registration URL obtained in Step 3 and complete your UCDP registration.
- Refer to [Uniform Collateral Data Portal Reference Series for the Lender Admin: 1- Lender Admin Registration](#) for step-by-step instructions.