The following steps detail the instructions for adding new access to an existing Freddie Mac Access Manager (FAM) user account. Your users will need role-based access to complete specific functions within myOptigoSM, such as loan submissions or investor reporting.

**PART 1 – From the Home screen:**
1. Click on Add User Access card
2. Search for desired user(s) within the Available Identities list
   a. Enter first or last name in Filter by Identity Name
   b. Click
   c. Check all, part, or one account from the results
   d. Click Submit

**PART 2 – On the Add User Access page:**
1. Enter Access Information
   a. Select Seller or Servicer from the Business Account Type list
   b. Choose the appropriate Functional Role (i.e. Loan Submitter or Servicing Specialist)
   c. Check Select Access to display all applications and tools associated with the Functional Role
   d. Click to remove an application / role combination
2. Click Next

**PART 3 – On the Confirm Selected Access page:**
1. Review user access for accuracy
   a. Click Back to correct user information
   b. Click Cancel to close request without submitting
2. Click Submit

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**Pro Tip:** FAM lets you add access to multiple user accounts at once – saving you time. Selected Identities lists all users you’ve checked from Available Identities. Click to remove accounts or to refresh.

**Warning:** Functional Roles, Business Account Types, and Selected Access are subject to change as new applications and tools are enabled in FAM.