

The following steps detail how to create the profile of a system account in Freddie Mac Access Manager (FAM). Optigo® lenders participating in Multifamily's business-to-business (B2B) capabilities may use this feature to create system accounts.

Part 1 – From the Home Screen:

1. Click on **Create New System Access** card
2. Enter user information
 - a. The **Required fields** are marked with a red asterisk (*)
 - b. Your **Company** is pre-populated and cannot be edited
3. Click **Next**

Part 2 – On Add System Account Access Page:

1. Enter access information
 - a. Select **Seller** or **Servicer** from the **Business Account Type** dropdown menu
 - b. Choose the appropriate **Functional Role** (i.e., Loan Submitter)
 - c. Check **Select Access** box to display all applications and roles associated with the Functional Role
 - d. Click * to remove an application / role combination
2. Click **Next**

Part 3 – On the Confirm Request Page:

1. Review user information for accuracy
 - a. Click **Back** to correct user information
 - b. Click **Cancel** to close request without submitting
2. Click **Submit**