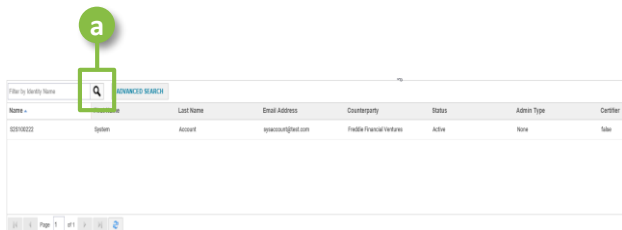


The following steps detail how to edit the profile of a system account in Freddie Mac Access Manager (FAM). Optigo® lenders participating in Multifamily's business-to-business (B2B) capabilities may use this feature to update the primary point of contact's name or email address.

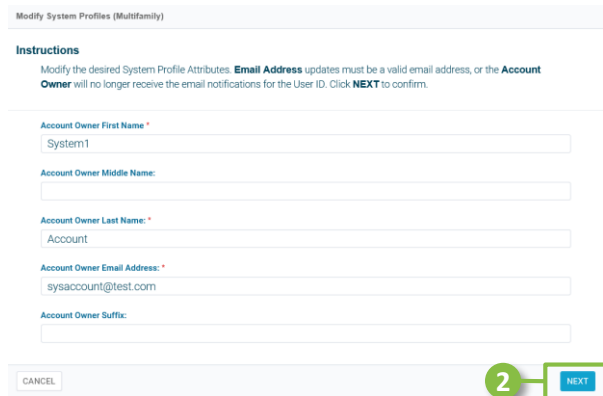
Part 1 – From the Home Screen:

1. Click on **Modify System Profiles** card
2. Search for system account
 - a. Use the **Search** bar to enter the name or MF ID of the system account
3. Click on the intended System Account



Part 2 – On Modify System Profiles Page:

1. Update profile information
 - a. The **Name** or **Email Address** can be updated for the System Account
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**

