

Section 1: Seller/Service Information

Seller/Service Number	Other Seller/Service numbers used by this institution
Seller/Service Name	

Section 2: Seller/Service System Administrator Information

Name	Title
Email	Telephone Number

Section 3: Certification

Select one of the following:

- No Exceptions:** The undersigned hereby certifies that for each name shown on the provided User Verification List:
- individual is a current employee or a vendor of the Seller/Service,
 - individual is an active user with appropriate access and authority level based on current roles and responsibilities, and
 - all user contact information shown on the user verification list, including each user's e-mail address, is correct.
- Exceptions:** The undersigned hereby certifies that for each name shown on the provided User Verification List:
- individual is a current employee or a vendor of the Seller/Service **EXCEPT** where changes have been noted on the attached User Verification List,
 - individual is an active user with appropriate access and authority level based on current roles and responsibilities **EXCEPT** where changes have been noted on the attached User Verification List,
 - all user contact information including each user's e-mail address, is correct **EXCEPT** where changes have been noted on the attached User Verification List, and
 - that for any exceptions, the Seller/Service System Administrator has made all applicable updates on the attached User Verification List to return to Freddie Mac.

Signature	Name
	Date

Return completed form and User Verification List (if exceptions exist) to mf_service_desk@freddiemac.com

Instructions

In accordance with Freddie Mac's periodic internal control review procedures, we must confirm Seller/Servicer system users of the Freddie Mac Multifamily Applications. Every six months, or more frequently if required by Freddie Mac, the Seller/Servicer System Administrator must review and certify the system record for each of its users of the Freddie Mac Multifamily Applications.

	Action	Completed
1	Section 1: Seller/Servicer Information <ul style="list-style-type: none"> Provide all Seller/Servicer numbers used by your institution, Provide Seller/Servicer name. 	<input type="checkbox"/>
2	Section 2: Seller/Servicer System Administrator Information <ul style="list-style-type: none"> Provide Seller/Servicer System Administrator Name, Title, Email, and Telephone Number <p><i>Note: Only one System Administrator per Seller/Servicer needs to complete the form.</i></p>	<input type="checkbox"/>
3	Section 3: Certification Review the User Verification List and provide Certification with either No Exceptions OR Exceptions based on the below. Check "No Exceptions" box, if each user who is granted access to a Freddie Mac Multifamily Application on the list: <ul style="list-style-type: none"> is a current employee or a vendor of the Seller/Servicer, has the appropriate application access and authority level based on the user's roles and responsibilities, and each user's name and e-mail address is correct. Check "Exceptions" box if exceptions to the above exist, where an individual listed is no longer a system user of Freddie Mac Multifamily Applications, or is no longer an employee or a vendor of the Seller/Servicer, or a change in their access role is needed, or name or e-mail address is incorrect. Then the System Administrator is required to: <ul style="list-style-type: none"> Delete/update individual's access in the application, as appropriate, Update individual's name and e-mail address, as appropriate, and Choose 'Action Completed' on the User Verification List Status column. Provide details in the 'Comments' column about the action taken. <p>Example: 'User deactivated'; 'User role changed'; 'User name updated'; 'User email updated'.</p>	<input type="checkbox"/>
4	Authorized System Administrator signs, prints name, and dates Form 1148. System Administrator has to complete the form within fifteen (15) business days of receipt of the request from Freddie Mac and send to mf_service_desk@freddiemac.com . <p><i>Note: For any exceptions, return updated User Verification List along with completed Certification.</i></p>	<input type="checkbox"/>

	Action	Completed												
5	<p>Guidelines for requesting Freddie Mac assistance with User Verification List.</p> <ul style="list-style-type: none"> Select 'Action Requested' from dropdown in Status column and use 'Comments' column to specify the type of assistance needed. <p>Example: Indicate 'Deactivation requested' if a user no longer needs access to the application and Freddie Mac is requested to perform the action; 'Contact Info' if an email address needs to be updated; 'Role' if a role change is needed.</p> <table border="1" data-bbox="188 495 1312 848"> <thead> <tr> <th colspan="2" data-bbox="188 495 1312 552">Freddie Mac will accept "User Profile Update Requests" ONLY for the below scenarios</th> </tr> <tr> <th data-bbox="188 552 667 611">Applications</th> <th data-bbox="667 552 1312 611">Make requests to Freddie Mac for:</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 611 667 669">CRT (Self Registration)</td> <td data-bbox="667 611 1312 669">System Administrators Account Deactivations</td> </tr> <tr> <td data-bbox="188 669 667 728">SBL Pipeline (Self Registration)</td> <td data-bbox="667 669 1312 728">System Administrators Account Deactivations</td> </tr> <tr> <td data-bbox="188 728 667 787">MultiSuite (for ICT, MSIR, and OUS)</td> <td data-bbox="667 728 1312 787">System Administrators Email Updates and Deactivations</td> </tr> <tr> <td data-bbox="188 787 667 848">DMS</td> <td data-bbox="667 787 1312 848">All Updates</td> </tr> </tbody> </table> <p>Note: All other user profile updates NOT mentioned above will be the responsibility of the Seller/Service System Administrator.</p>	Freddie Mac will accept "User Profile Update Requests" ONLY for the below scenarios		Applications	Make requests to Freddie Mac for:	CRT (Self Registration)	System Administrators Account Deactivations	SBL Pipeline (Self Registration)	System Administrators Account Deactivations	MultiSuite (for ICT, MSIR, and OUS)	System Administrators Email Updates and Deactivations	DMS	All Updates	<p style="text-align: center;"><input type="checkbox"/></p>
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