



At A Glance: Administering Software Applications, Systems and Tools

As a system administrator, it is your responsibility to manage access to the following Freddie Mac Multifamily applications and tools, identifying the employee (or vendor) who needs access, as well as the appropriate authority level of access based on the employee's or vendor's roles and responsibilities. This includes deleting access within 30 days of an employee's or vendor's transition to a role that no longer requires access.

Application/System/Tool	Description	How to Manage Access/Update Contact Information	How to Reset Passwords
AllRegs.com	<p>Online access to the system of record for the <i>Freddie Mac Multifamily Seller/Service Guide</i> (Guide) and the <i>Delegated Underwriting for Targeted Affordable Housing Guide</i>.</p> <p>Free access to the Guide is also available via the Guide and Forms page.</p>	<p>For access to the subscription site, request a Registration Key/Subscription ID using their Request Form; once received, provide this information to users so that they can register on the AllRegs Product Registration page.</p> <p>Access the Guide free site version by clicking the log in button on the Guide and Forms page.</p>	<p>For the subscription site, contact AllRegs at 1-800-848-4904 or use the "Forgot password?" link at http://allregs.com/login/login.aspx.</p> <p>No password is needed to access the Guide via the free version of AllRegs.</p>
Consent Request Tracker (CRT)	A shared platform to monitor the progress of consent requests from borrowers on all portfolio, warehoused and securitized loans	Use CRT*	Use CRT*
Document Management System (DMS)	Facilitates the electronic upload and storage of loan-related documents used throughout the life of a loan	Complete the DMS New User Setup and Deactivation Form and submit it to: multifamily_security@freddiemac.com	Call 1-866-MultiFM (1-866-685-8436) and reference DMS or email multifamily_security@freddiemac.com

Application/System/Tool	Description	How to Manage Access/Update Contact Information	How to Reset Passwords
Mf.freddiemac.com secure content	Password-protected website pages and documents	Use FAM* , available on the Help page of mf.freddiemac.com	Use the Freddie Mac Access Manager
Insurance Compliance Tool (ICT)	For submitting insurance coverage data at origination and during annual certification, and for requesting coverage requirement waivers	Complete the ICT User Access Request form and send it to: MF_Service_Desk@freddiemac.com	Use the Freddie Mac Access Manager
myOptigo	Supports Conventional and TAH digital loan submissions, and investor reporting functions	Use FAM*	Use the Freddie Mac Access Manager
Origination and Underwriting System (OUS)	Automates much of the loan application workflow including submission of the Loan Submission Template and additional data, and provides loan status information	Use FAM* to provide user access; activate/deactivate users in OUS	Use the Freddie Mac Access Manager
Property Reporting System (PRS)	Provides a pipeline of assessment requirements and enables servicers to upload property assessments, rent rolls and operating statements	Use PRS*	Use PRS*
<p>*Freddie Mac will provide the system administrator with access to CRT, FAM, OUS and PRS</p> <p>Please note that access to the Multifamily Securities Investors Access (MSIA) system is self-administered by each user; there are no required system administration duties related to MSIA.</p>			

Verifying and Certifying System Access

As a system administrator, you must also complete and submit [Form 1148, System User Verification and Certification](#) semi-annually each calendar year to certify to Freddie Mac that each user granted access to a software application is a current employee of the Optigo® lender, and that all user contact information is correct.

Note: In addition, an authorized officer must complete and submit [Form 1149, System Administrator Verification and Certification](#), semi-annually each calendar year to certify to Freddie Mac that each of the current system administrators is a current employee of the Optigo lender with appropriate application access and authority

Refer to the forms for specific instructions.

For More Information

For additional system administrator resources, visit the [Help page](#) on mf.freddiemac.com. For more information or assistance, please contact 1-866-MultiFM (1-866-685-8436), available from 8:00 a.m. to 8:00 p.m. ET, Monday through Friday.