

Purpose: This guide provides the steps to obtain access to remit payments via the GPI Web Access tool for Multifamily Seller/Service.

Assumptions: Forms 1057 and/or 1059 should have already been completed and submitted by the new Seller/Service to the Customer Compliance Management team. The new Seller/Service has received its GPI ID from Freddie Mac. If you are a new Seller/Service which has not received your GPI ID, please reach out to your Freddie Mac Multifamily-Loan Accounting contact.

Requesting GPI Web access:

Step 1. Click on the below link to access the website to request access for GPI web remittance. Note this link will take you to a Freddie Mac Single Family web page. Single Family is processing GPI web access on behalf of Multifamily: http://www.freddie.com/singlefamily/forms/service/cash_remittance_setup.html

Please note you will need to submit this form for each Seller/Service number you have - you cannot submit one form for multiple Seller/Service numbers.

Step 2. Fill out each section of the form. For GPI Usage select New User. Enter your Company name, Seller/Service Number, Cash remittance ID number (GPI ID). This GPI ID number is usually different from your Seller/Service number and should have been provided by your Multifamily Loan Accounting representative.

You will need to provide a primary and secondary contact person along with their address, phone number, and email address. These 2 contacts will be sent a PIN (the PIN will be the same for both contacts, but it will be a different PIN for each Seller/Service number) to access the GPI Web remittance website within 2 to 3 business days.

Under the section labeled Custodial Account Information select "There is no change to my Custodial Account information". This information has already been set up by Multifamily.

For Access Method you should select On-line system as you already have access to the phone system. For the Additional Information section state, you are a Multifamily Seller/Service.

Click the Submit button. (See screen shots below)

I. Contact Information

*** GPI Usage**

Does your company currently remit funds to us through the automated cash remittance system?

- Existing User
 New User

*** Company name**

*** Seller/Service number**

*** Cash remittance ID number (GPI ID)**

*** Primary contact person**

*** Address**

Address 2

*** City**

*** State**

Select State

*** Zip**

*** Phone**

* E-mail

* Secondary contact person

Phone

E-mail

II. Custodial Account Information

To use the cash remittance system, customers must have bank account information on file with Freddie Mac. Please see Section 8302.7 of the *Single Family Seller/Service Guide* for specific requirements about how to initiate remittances.

* Account Information There is no change to my Custodial Account information.
 I will be establishing new or changing existing Custodial Account information.

III. Access Method

* How will you be remitting funds? Phone System
 On-line System

IV. Additional Information

Comments or additional information



Submit

Reset

Remitting via GPI Web Access: Once the two individuals you selected as your primary and secondary contacts have received the email with their pin you can now remit via the web. You can also use this link to take you directly to the Investor Reporting page: https://mf.freddiemac.com/seller_servicer/reporting/

Step 1. Go to <https://mf.freddiemac.com>


Step 2. Under the Seller/Service navigation click on Investor Reporting

Step 3. Under Applications, click on the Log In button for GPI Cash Remittances (see the screenshot below)


Investor Reporting


Applications


Having trouble with your password? [View Help](#).

 **MSIR** LOG IN


MultiSuite® for Investor Reporting

[MSIR Reports](#) 


[Bond Import](#) 

 **DMS** LOG IN


Document Management System

 **PRS** LOG IN

Property Reporting System

 **AllRegs®** LOG IN

Seller/Service Guide

 **GPI** LOG IN

GPI Cash Remittances

Step 4. Log in using your GPI ID (Not your Seller/Service number) and the PIN you received Via email (See screen shot below)

we make home possible

GPI ID Logon

prod
March 10, 2016
8:10 AM ET

Customer: 5901

Log Off

Welcome to GPI Cash Remittance System. Please input your GPI ID below. Click **Submit** to continue.

GPI ID

PIN

WARNING: You have **3 attempts** to enter in the correct ID and PIN combination before you are locked out and will need to have your account reset. If you are locked out you will be **UNABLE** to use the phone option to report your remittance. Please contact 1-800-FREDDIE for assistance.

- If you have questions about the Cash Remittances service click [Help](#).

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Step 5. To enter your remittance, you will use the same process as for the Telephonic process. Refer to *Multifamily Seller/Service Guide* 53.7 (E) for this process.

For existing Seller/Service using GPI Web who need to update or change their contact information follow the steps below.

Step 1: Email the following address: GPI@Freddiemac.com

Step 2: Include in the email your GPI ID number and Freddie Mac Seller/Service number

Step 3: State that you need to update your contact information and provide the information you need to remove, add or change.