A. Accessing the MSIA Tool

1. Click on the self-registration button

2. Complete the user registration form. Upon registration, the MSIA Tool will generate and send a confirmation email to the email address provided. Use the link and initial password provided in the email for initial login

B. Changing your password

Password changes can be made by clicking on the user profile link in the upper left hand corner of the screen

Make password changes and profile updates here
C. Navigating the MSIA

Primary means for navigating through the MSIA Tool is the left-side navigation menu below:

Deal Reports:
1. Select a deal: this enables the deal navigation options.
2. Navigate as desired to: deal summary, any of the standard reports, or the custom report builder for the selected deal

Portfolio Reports:
1. Portfolio must first be built by selecting one or more bond classes from one or more deals.
2. Portfolios are user-specific – other users cannot see your portfolio.

Note: Custom reports can be built for both deals and portfolios, these reports are not visible to other users.

User-defined portfolios and saved custom reports will be available during subsequent sessions.

D. To find a Deal

1. Click here for deal drop down box
2. Select required deal

E. IRP Information

From the Deal Summary screen, scroll down to the bottom of the page to view the Deal Reports.
To view the IRP historical information, select a different date from the drop down under "IRP Reporting As of Date".

**F. View Deal Standard Reports**

1. On the Deal Summary screen, select Standard Reports
2. Select desired reports

**G. Create Custom Reports**

1. On the Deal Summary screen, select Custom Reports
2. Click on Action button
3. Action button selection brings up optional ways report can be customized

**H. Saving Custom Reports**

1. After report has been customized, select save from Action button drop down
2. Name report
3. Report description
4. To save report
I. Building a Portfolio

1. Click on Build Portfolio
2. Click on Create Portfolio
3. Enter Portfolio name
4. Provide additional description
5. Upload portfolio
6. Click “Create” – enables bonds to be added to Portfolio
7. Add bonds to the portfolio using the edit portfolio and ‘search’ mechanism. With the search mechanism, list of available bonds will be displayed based on what the user has typed. When bond class is found, click ‘add to list’ to add it to the list of selected bonds in the lower part of the screen.

J. Confidentiality Agreement

For deals where Freddie Mac is the Master Servicer, certain restricted property level documents will be made available for Deal Participants. In order to view these documents, the user will be required to submit the Confidentiality Agreement which can be accessed from the Deal Summary.
K. Requesting help or providing feedback

1. Click on feedback link

2. Select feedback type
   - General comments
   - Problem Report
   - Enhancement Request

3. Provide feedback

4. Choose desired

5. Submit